

**ANNUAL QUALITY ASSURANCE REPORT  
(AQAR)**

**JULY 2013 TO JUNE 2014**

**SUBMITTED TO  
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL  
BANGALORE**



**HANDIQUE GIRLS' COLLEGE  
GUWAHATI-01**

## 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	HANDIQUE GIRLS' COLLEGE, GUWAHATI
1.2 Address Line 1	VIP ROAD, DIGHALI PUKHURI WEST SIDE
Address Line 2	PANBAZAR
City/Town	GUWAHATI
State	ASSAM
Pin Code	781001
Institution e-mail address	hgcollege75@gmail.com
Contact Nos.	0361-2543793
Name of the Head of the Institution:	Dr Indira Bardoloi, Principal
Tel. No. with STD Code:	0361-2543793
Mobile:	09864018304

Name of the IQAC Co-ordinator:

Mr. Madhab Ch. Talukdar

Mobile:

09706053185

IQAC e-mail address:

iqachgcollege@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

ASCOGN10580

1.4 NAAC Executive Committee No. & Date:

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

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

EC/54/RAR/038 dated 08.01.2011

1.5 Website address:

www.hgcollege.edu.in

Web-link of the AQAR:

<http://www.hgcollege.edu.in/AQAR2013-14.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B+	78.05	2004	5 years
2	2 <sup>nd</sup> Cycle	B	2.87	2011	5 years
3	3 <sup>rd</sup> Cycle	-	-	-	-
4	4 <sup>th</sup> Cycle	-	-	-	-

1.7 Date of Establishment of IQAC :

2004

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

2013-14

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

- i. AQAR 2010-11 submitted to NAAC on 13.01.2012
- ii. AQAR 2011-12 submitted to NAAC on 01.12.2014
- iii. AQAR 2012-13 submitted to NAAC on 01.12.2014

iv. AQAR 2013-14 submitted to NAAC on 29.12.2015\* (**Online submission 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)

BCA/PGDCA

1.12 Name of the Affiliating University (*for the Colleges*) Gauhati University, Guwahati

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	<input type="text" value="07"/>								
2.2 No. of Administrative/Technical staff	<input type="text" value="01"/>								
2.3 No. of students	<input type="text" value="02"/>								
2.4 No. of Management representatives	<input type="text" value="01"/>								
2.5 No. of Alumni	<input type="text" value="01"/>								
2.6 No. of any other stakeholder and community representatives	<input type="text" value="01"/>								
2.7 No. of Employers/ Industrialists	<input type="text" value="01"/>								
2.8 No. of other External Experts	<input type="text" value="01"/>								
2.9 Total No. of members	<input type="text" value="15"/>								
2.10 No. of IQAC meetings held	<input type="text" value="1"/>								
2.11 No. of meetings with various stakeholders:	No. <input type="text"/>	Faculty <input type="text" value="1"/>							
Non-Teaching Staff	<input type="text" value="01"/>	Alumni <input type="text" value="1"/>	Others <input type="text" value="-"/>						
Students									
2.12 Has IQAC received any funding from UGC during the year?	Yes	No							
If yes, mention the amount	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>						
2.13 Seminars and Conferences (only quality related)									
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC									
Total Nos.	<input type="text" value="-"/>	International	<input type="text" value="-"/>	National	<input type="text" value="-"/>	State	<input type="text" value="-"/>	Institution Level	<input type="text" value="-"/>
(ii) Themes									

#### 2.1.4 Significant Activities and contributions made by IQAC

- Initiated the proposal for DBT Star College scheme.
- Feedback on teacher was taken from the stakeholders including students and parents,
- Handique Herald the college newsletter is published.
- Planned in consultation with the Library committee for Automation and Digitization of Library and also Installation of CCTV in the library premises.
- Planned the Introduction of major course in Psychology and PG Courses in Botany and Zoology.
- Teacher led student research project.

#### 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. Initiative taken during the Platinum Jubilee year-	<p>Handique Girls' College celebrated its Platinum Jubilee w.e.f. July, 2013 to July, 2014 on the occasion of completion of 75 years of its glorious existence. On this occasion, the IQAC initiated the following activities:</p> <ul style="list-style-type: none"> <li>• Published a book entitled "Spectrum"</li> <li>• Get together of the Alumni Association and donation of a drinking water cooler and a refrigerator to the college canteen on 24/04/2013.</li> <li>• Padmashree Patricia Mukhim was invited to deliver a lecture on "Future Directions for Women's Education in Assam" on 8<sup>th</sup> August, 2013.</li> <li>• Supreme Court advocate, Priya Hingorani delivered a talk on 'Legal issues' on 9<sup>th</sup> November, 2013.</li> <li>• Inauguration of the Platinum Jubilee Gate by Mrs. Ajanta Neog, an alumni and honourable PWD minister, Govt. of Assam, on 21/04/2014.</li> <li>• Released a special postal stamp envelope in the occasion of Platinum Jubilee Celebration by the Department of Post, Govt. of India.</li> </ul>

2. Submission of proposal for DBT Star College scheme	<ul style="list-style-type: none"> <li>• The Proposal submitted to DBT.</li> </ul>
3. Development programmes	<ul style="list-style-type: none"> <li>• National Seminar on Advances on Electronics and Allied Science and Technology, 2013(NASAEAST-2013) from 01-03<sup>rd</sup> August, 2013.</li> <li>• Workshop on Basic Techniques in Microbiology from 18-20<sup>th</sup> September, 2013.</li> <li>• Interactive Programme on Personal and Career counselling for students from 20-27<sup>th</sup> September, 2013.</li> <li>• Workshop on Microbial Techniques from 24-26<sup>th</sup> September, 2013.</li> <li>• National Seminar on Non Equilibrium Complex Systems from 7-8<sup>th</sup> February, 2014.</li> <li>• Workshop on Bacteriological techniques for students from 5-7<sup>th</sup> May, 2014.</li> <li>• Certificate course for students covering courses like Gender Studies, Sexual Harassment at Workplace, Domestic Violence, Career Guidance, Personality Development and Grooming, Stress Management, Table Manners etc. from 9-19<sup>th</sup> June, 2014.</li> </ul>
4. Development of New Infrastructures Under UGC-CPE Scheme	<ul style="list-style-type: none"> <li>• A Post Graduate classroom for the Assamese Department.</li> <li>• A new students' Common Room has been constructed.</li> <li>• Construction of four new classrooms in the Library Building has been completed.</li> <li>• Three Classrooms equipped with ICT facilities (Ceiling mounted LCD Projector, Wall Mounted Screen)</li> <li>• The process of work for construction of Psychology and Microbiology laboratory has been started.</li> <li>• Five Rooms along with other facilities has been constructed at the ground floor of the newly constructed Girls' Hostel.</li> <li>• A new Xerox machine has been installed at the examination branch.</li> <li>• Modernization of classroom with one Lumens visualizer PS 660 (A Desktop HD visual presenter designed to meet the standards of the ICT).</li> </ul>

5. Sensitizing/Promoting Research Climate	<ul style="list-style-type: none"> <li>• Two Teachers led students projects has been completed giving financial assistance from UGC-CPE fund.</li> </ul>
6. Introduction of new Academic and Professional programmes	<ul style="list-style-type: none"> <li>• PG Course in Assamese has been started under Gauhati University..</li> <li>• Process of opening PG course in Chemistry is in progress.</li> <li>• Department of Chemistry has been granted recognition of Research Laboratory for PhD Programme by Gauhati University.</li> </ul>
7. Central Instruments Facility (CIF)	<ul style="list-style-type: none"> <li>• <b>Hosted by Department of Chemistry:</b> Procured Bruker FT-IR spectrophotometer, Spectrophotometer, , <b>Hosted by Department of Microbiology:</b> Department has procured one Laminar Air Flow with Bio safety Control and a double beam UV-Vis.</li> <li>• <b>Hosted by Institutional Biotech Hub:</b> Gel Doc System, Horizontal Electrophoresis, Vertical Electrophoresis and Gradient Thermal Cycler.</li> </ul>
8. Minimizing environmental degradation	<ul style="list-style-type: none"> <li>• UGC-CPE Scheme funded Environment Awareness Cell initiated the green Guwahati- clean Guwahati project.</li> <li>• Biodegradable solid waste management has been taken up through Vermicomposting by installing in the hostel campus.</li> </ul>
9. Fulfilling social responsibilities	<ul style="list-style-type: none"> <li>• Under UGC-CPE Scheme, five hundred books were donated to the village, No. 2 Ghuligaon, Chapaidong, Bonda adopted by Handique Girls' College Guwahati under the CPE scheme on 7<sup>th</sup> June 2013.</li> <li>• The Science Society HGC on the occasion of World Environment Day organized a programme at Dispur Udayachal High school on 12th June 2014 where science experiments were demonstrated by different departments of the college.</li> <li>• The College's Students' Aid Fund provided financial assistance to 30 needy and economically weaker students.</li> <li>• The college teachers unit arranged flood relief camps in the flood affected areas of Barpeta District on 28/08/2014.</li> <li>• Five faculty members took classes at Uzanbazar Girls' High School, Guwahati.</li> </ul>
10. Grievances taken	<ul style="list-style-type: none"> <li>• Interaction with students by the Grievance Redressal Cell.</li> </ul>
11. Screening of API under CAS Promotion of Teachers	<ul style="list-style-type: none"> <li>• The IQAC has formed API Screening committee as per the notification of DHE, Assam.</li> </ul>

\* Attached the Academic Calendar of the year as **Annexure I**



2.16 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

## 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	1	-	1	-
PG		1	1	-
UG	18	-	1	-
PG Diploma	1	-	1	-
Advanced Diploma	-	-	-	-
Diploma			-	-
Certificate		-	-	1
Others	-	-	-	1
<b>Total</b>	20	1	4	2
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

At the UG level the college offers core course in English, Assamese, Bengali, Hindi, Economics, Education, Philosophy, History, Political Science, Sanskrit, Mathematics, Home Science, Botany, Chemistry, physics, Statistics, Zoology. Student can choose elective subjects from the 20 optional subjects offered by the college, which are relevant to the programme for which the students enrol.

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	18 (UG) + 1(PG)+ 1 (PGDCA)
Trimester	-
Annual	0

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

Annexure - II

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

Existing syllabus has not been revised.

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

Nil

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
84	46	38	-	-

2.2 No. of permanent faculty with Ph.D.

57

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
-	9	-	-	-	-	-	-	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

7

39

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	1	28	3
Presented papers	7	22	2
Resource Persons		5	6

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

- One Lumens Visualizer PS 660 (A Desktop HD visual presenter designed to meet the standards of the ICT equipped classrooms).
- Library is automated with the Library Management Software SOUL 2.0. One no. of Server and six nos.

of clients are working. Two nos. of clients are dedicated for OPAC..

- Well-equipped Central computer centre for Internet facility to the students.

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

184

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

Examinations are conducted as per the guidelines of the affiliating university. Sessional examinations and home assignments are evaluated in the College, students have access to the marked papers and they can request re evaluation.

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

15

2.10 Average percentage of attendance of students

85.58

2.11 Course/Programme wise distribution of pass percentage:

Serial No.	Subjects	Appeared	60% and Above	%	Below 60%	%	Total passed	Pass%
1	Assamese	54	11	20	38	70	49	91
2	Bengali	2	2	100	-	-	2	100
3	Education	43	29	67	14	33	43	100
4	English	58	23	40	33	57	56	97
5	History	44	26	59	15	34	41	93
6	Home Science(Arts)	19	18	95	-	-	18	94
7	Philosophy	31	17	55	11	35	28	90
8	Political Science	52	16	31	33	63	49	94
9	Sanskrit	16	4	25	8	50	12	75
10	Economics (arts)	74	52	70	19	26	71	96
11	Botany	21	14	67	5	24	19	90
12	Chemistry	14	11	79	2	14	13	93
13	Economics (Sc)	3	3	100	-	-	3	100
14	Mathematics	3	1	33	1	33	2	67
15	Physics	28	23	82	2	7	25	89
16	Statistics	1	1	100	-	-	1	100
17	Zoology	25	19	76	4	21	23	92

18	Home Science (science)	7	7	100	-	-	7	100
19	BCA	12	6	50	5	42	11	92
20	PGDCA	11	8	73	0	0	8	73

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

The IQAC take the following steps:

- Preparation of Academic Calendar lesson plan in consultation with Academic committee.
- Administration and proper evaluation of Student Feedback which has a formative role in Faculty Development.
- Tutorials address specific learning needs of students.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	9
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	2
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	20
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	24	8	-	30
Technical Staff	1	1	-	-

## Criterion – III

### 3. Research, Consultancy and Extension

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

- The Institutional Biotech Hub of the college periodically organize some capacity building training programmes for under graduate students of the college to generate interest in research.
- Students are also taken to various laboratories and institutions to acquire knowledge in the field of R &D activities both in science and social science.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	1	-	-
Outlay in Rs. Lakhs	-	86.13	66.01	-

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	2	-	-
Outlay in Rs. Lakhs	2.0	2.95	2.35	-

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	26	4	4
Non-Peer Review Journals	-	3	1
e-Journals	2	-	-
Conference proceedings	3	-	-

#### 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 in Lacs	Received in Lacs
Major Projects	3 years 2013-2017	DBT, GOI, UGC, New Delhi	86.13	66.01
Minor Projects	2013-2015	UGC, New Delhi	3.0	2.35

Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	2013-2014	UGC-CPE Fund of the College	0.20	0.20
Any other(Specify)	-	-	-	-
Total	-	-	89.33	68.56

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

3.9 For 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	-	1	-	-	
Sponsoring agencies		SERB, GOI, New Delhi			

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

3.13 No. of collaborations: International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency	68.36 Lacs	From Management of University/College	0.2 Lac
Total	68.56 Lacs		

3.16 No. of patents received this year: 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
-	-	-	-	-	-	-

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

5
11

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	2	SRF	Nil	Project Fellows	Nil	Any other	Nil
-----	---	-----	-----	-----------------	-----	-----------	-----

3.21 No. of students Participated in NSS events:

University level	60	State level	Nil
National level	Nil	International level	Nil

3.22 No. of students participated in NCC events:

University level	Nil	State level	15
National level	1	International level	Nil

3.23 No. of Awards won in NSS:

University level	Nil	State level	Nil
National level	Nil	International level	Nil

3.24 No. of Awards won in NCC:

University level	Nil	State level	Nil
National level	1	International level	Ni

### 3.25 No. of Extension activities organized

University forum	Nil	College forum	Nil		
NCC	Nil	NSS	15	Any other	Nil

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

- About five hundred numbers of books, references as well as fictional, were collected from students and faculty members of Handique Girls' College were donated to the adopted village, No: 2 Ghuligaon, Chapaidong, Bonda, Guwahati under the CPE scheme on 7th June 2013.
- The Village Development Cell and Environment Activity Cell in collaboration with Ministry of Environment and Forest, Government of Assam, organized a programme on plantation of Medicinal and Aromatic plants in the adopted village No: 2, Ghuligaon, Chapaidong, Bonda on 23rd August 2013.
- The Science Society HGC on the occasion of World Environment Day organized a Science Experiments demonstration programme at Dispur Udayachal High school on 12th June, 2014.
- A rally was organised on 27/10/2103 from GMC to Nehru Stadium to commemorate Breast Cancer week in collaboration with Association of Oncologists of North East India.
- Five teachers from the college took classes at Uzanbazar Girls' High School during the period from 02/07/2013 to 20/08/2013.

## 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	5775.35sqm (academic) 2384.0155sqm (hostel)		-	8159.37 sqm.
Class rooms	39	0	UGC, College Fund	39
Laboratories	14		Govt. of Assam	14
Seminar Halls	1	-	-	1
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	2	4	UGC, DBT, UGC(CPE)	6



Value of the equipment purchased during the year (Rs. in Lakhs)	51.01	18.80	UGC-CPE, DBT	69.81
Others	-	-	-	-

#### 4.2 Computerization of administration and library

- The process of computerization of records of admission details and database for students is going on.
- Records of student's registration are computerized.
- College office has been provided with 8 Nos. of computer all under LAN to keep records of accounts, fees collection and all correspondence.
- Library Automation process is going on with the Library Management Software SOUL 2.0. One no. of Server and six nos. of clients are installed. Two nos. of clients are dedicated for OPAC.
- Circulation with Barcode Technology is initiated.
- Library has given access to NLIST service of UGC - INFLIBNET to its users.
- Process of CCTV installation in the library is ongoing.
- Process of the building Institutional Repository cum Digital Library is going on.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value (in Rs.)	No.	Value (in Rs.)	No.	Value (in Rs.)
Text Books	46,929	-	756	1,07,701.00	47,718	-
Reference Books	3,219	-	33	-	3,252	-
e-Books	50000	N-LIST subscription	-	-	50000	-
Journals	19	41,497.00		41,497.00	19	41,497.00
e-Journals	2100	N-LIST subscription	-	-	2100	-
Digital Database		-		-	-	-
CD & Video	180	-	-	-	180	-
Others (specify)	-	-	-	-	-	-

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	99	30	21	-	30	8	2	10
Added	-	-	-	-	-	-	1	
Total	99	30	21	-	30	8	21	10

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

- Orientation programmes for freshers.
- Training on use of E- resource, OPAC.
- E- Resource download facility provided.
- LAN and Internet connectivity band with 100 mbps and Graph Pad Prism software provided.

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT	Rs. 2.2
ii) Campus Infrastructure and facilities	2.5
iii) Equipments	-
iv) Others	0.73
<b>Total :</b>	5.43

### **Criterion – V**

#### **5. Student Support and Progression**

##### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Regular counselling of the students.
- Actively associated with the Women's Studies cell in conducting the certificate course on Gender studies

## 5.2 Efforts made by the institution for tracking the progression

- Parent-Teacher meets arranged.
- Departments maintain a record of the academic progression of the students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others(PGDCA)
2124	20		20

(b) No. of students outside the state

36

(c) No. of international students

Nil

Men	No	%	Women	No	%
	0	0		0	0

No	%
0	0

	Last Year						This Year					
	General	SC	ST	OB C	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
UG	1313	146	313	313	-	2085	1242	160	334	382	6	2124
PG	-	-	-	-	-	-	13	3	1	3	0	20
PGDCA	12	2	3	3	-	20	10	2	3	5	0	20

Demand ratio UG- 3.0:1 Dropout %

PG - 4.0:1 Dropout %

PGDCA- 1.8:1 Dropout %

BCA- 1.2:1 Dropout %

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

The college does not have such mechanism at present

No. of students beneficiaries

-

5.5 No. of students qualified in these examinations

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

### 5.6 Details of student counselling and career guidance

- A 7 days workshop on Personal and Career counselling organized for the students of various Departments from 20-27 Sept., 2013 by- Navmita Bhattacharjee.
- A talk on “Career prospects in India” by Prof Alak Buragohain, Vice Chancellor, Dibrugarh University on 05.09.2013
- A guest talk on “Careers in Life Sciences after Management” delivered by Prof. Anand Deo, Asst. Prof., Indus Business Schools, Wakad, Pune on 21.4.2014.
- Organised lecture for Chemistry as career – lecture delivered by Dr D K Chakraborty, Professor Emeritus, IIT Mumbai on 05.09.2013.
- A Yoga and Meditation Course was conducted in association with Vivekananda Kendra, Guwahati from 19th August 2013 to 24.07. 2013.
- Organised a workshop on 08.04. 2014, “How to face an Interview.” The workshop was conducted by members of The Rotary Club of Gauhati.
- A lecture was organized on 21-02-2104 on the topic” Professional Communication and Skills for Corporate Placement in India. Delivered by Mr Basanta Gogoi.

No. of students benefitted

1570

### 5.7 Details of campus placement

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

### 5.8 Details of gender sensitization programmes

- A talk on “Legal Issues related to Women” by Ms Priya Hingorani, Advocate, Supreme Court, Former Vice President, Supreme Court Bar Association and Governing Body member of FLO on 09.11.2013.
- Talk on “Issues relating to Crime against Women held on 18.05.2013 by Ms Raima Bhattacharjee, Counsellor and Wellness Therapist.
- A seminar cum presentation on Human Trafficking was held for the students of English Major in the college premises. It was organised by “Gold”, an NGO for Women’s Awareness, in collaboration with G-Plus on 12.12.2013.
- Administered a pledge prepared by UNICEF and Art of Living Foundation to the students to protect the girl child in the occasion of National Girl Child Week from 18th to 24th January,2014.
- The Women’s Cell of the college made the students participate in a Poster Competition cum Exhibition held at Kasturba Ashram in the month of 02.03.2014, on the occasion of a three day

conference on Women and Peace.

- On 08.03.2014, celebrated International Women's Day.

## 5.9 Students Activities

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

State/ University level  National level  International level

### No. of students participated in cultural events

State/ University level  National level  International level

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

Sports: State/ University level  National level  International level

Cultural: State/ University level  National level  International level

## 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	30	Rs. 1,11,525.00
Financial support from government	181	Rs. 5,42,525.00
Financial support from other sources (DST INSPIRE)	4	-
Number of students who received International/ National recognitions	-	-

### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

### 5.13 Major grievances of students (if any) redressed:

The grievances raised by students during the meetings of the Grievance Redressal Cell were discussed with the Director, Principal and student Deans. The following are some of the grievances that were redressed.

- Whiteboards, Green-boards have been installed in several classrooms; black-boards have been replaced.
- Sports & Gym facilities upgraded.
- More books procured in Library.

## Criterion – VI

### 6. Governance, Leadership and Management

#### 6.1 State the Vision and Mission of the institution

**Vision:** To contribute towards the creation of a tolerant, equitable and enlightened human society.

**Mission:** Enrichment of society through a holistic education for women.

#### 6.2 Does the Institution has a management Information System

The college has installed the software- Academy DCL to keep record of students' enrollment registrations, examinations etc. The account of the college is maintained in Tally.

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

##### 6.3.1 Curriculum Development

- Several faculty members are involved in course restructuring and revision committees constituted by Gauhati University.

##### 6.3.2 Teaching and Learning

- The Academic Calendar identifies the number of teaching days in an academic session and contains the schedule for classes, internal evaluation, College functions and festivals.
- Lesson Planning.
- Remedial classes'
- Well-equipped library with more nos. of text books.
- Seminars, workshops and talks with experts from industry and civil society.
- The IQAC conducts a student appraisal of teachers, and takes a parent feedback to evaluate the teaching learning process at the institutional level and suggest measures for improvement.

### 6.3.3 Examination and Evaluation

- Transparent Evaluation.
- The examination schedule and evaluation details are given in the College Academic calendar issued to the students and faculty members at the beginning of the academic year.

### 6.3.4 Research and Development

- The college has a research appraisal committee to promote and encourage research & development activities in the college.
- The research cell invites proposals for in house Teacher led student research projects from the departments and sanctioned Rs. 10,000 to each accepted projects after reviewed by external experts. A total sum of Rs. 1,00,000 has been earmarked for such projects in the annual college budget.

The Institutional Biotech Hub of the college periodically organize some capacity building training programmes for under graduate students of the college to generate interest in research..

- Two major research projects under DBT-Twinning and DBT U-EXCEL Schemes are sanctioned during this year.

### 6.3.5 Library, ICT and Physical infrastructure/ Instrumentation

#### **Library**

- Automated with the Library Management Software SOUL 2.0. One Server and six clients are working. Two nos. of client s are dedicated for OPAC. Circulation is being done with Barcode Technology.
- Library has given access to NLIST service of UGC - INFLIBNET to its users.
- Process of the building Institutional Repository cum Digital Library is going on.

#### **ICT**

- Well equipped Computer Laboratory with Internet facility.

#### **Physical infrastructure / instrumentation**

- A new Classroom for PG in Assamese is constructed. Furniture, Desk Bench, Book Shelves, etc purchased out of UGC-CPE fund.
- Chemistry department has been equipped with a number of sophisticated equipments for analytical and molecular biology such as Bruker FT-IR spectrophotometer, Electrochemical analyzer, BSL-II Hood, etc.
- Department Microbiology has procured one Laminar Air Flow with Bio safety Control. And a Olympus microscope.
- Institutional Biotech Hub hosted Gel Doc System, Horizontal Electrophoresis, Vertical Electrophoresis and Gradient Thermal Cycler.

### 6.3.6 Human Resource Management

- Administration supports faculty, staff and students with necessary and relevant support to optimize their work.
- The College's Faculty Development Cell has been funded to conduct faculty development programmes workshops, seminars, talks, skill development programme for teachers.
- Grant of leave for Faculty improvement programmes.
- Appoint substitute teacher, additional teacher for ensuring proper teaching and learning.
- Organizing interactive programme of supporting staff with the persons from Audit Office , govt. Of As and Director, higher education for management of office procedure and accounts handling.

### 6.3.7 Faculty and Staff recruitment

- As per UGC and DHE, Govt. of Assam rules.

### 6.3.8 Industry Interaction / Collaboration

- The college received financial support for undertaking Minor research project from Paramount Tea , Umatara Tea, Numaligarh Refinery Ltd, and Oil india Limited.

### 6.3.9 Admission of Students

- The admission procedure is planned and executed by the Admission Committee in keeping with the rules and regulations for affiliated institutions as stipulated by the UGC, Gauhati University and the Government of Assam, as outlined in the prospectus of the college.
- Applications for admission in the prescribed format are invited.
- Admission notice is published in two newspaper and in college website.
- Merit list is made available in the college Notice Board.
- Reservation policy for SC, ST, OBC and other category as per Govt. Policy.
- All admissions are made strictly on merit.

### 6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"><li>• The Teachers' Unit organizes programmes for the welfare of the teachers.</li><li>• Group Insurance Scheme</li><li>• Regular increment and periodic pay revision by Govt. of Assam.</li><li>• Earned leave, Child care leave.</li><li>• FIP Programme of UGC, Scheme of Higher Studies by Govt. of Assam.</li><li>• <i>Kalyan Nidhi</i>-a contributory welfare society of the teacher members.</li></ul>
Non teaching	<ul style="list-style-type: none"><li>• Special assistance for non-teaching staff.</li></ul>
Students	<ul style="list-style-type: none"><li>• The College's Students' Aid Fund provides financial assistance to needy and economically weaker students for books and admission waiver.</li><li>• Counselling services to students.</li><li>• Concession for library establishment and tuition fees for deserving students.</li></ul>



	<ul style="list-style-type: none"> <li>• Admission to students with extracurricular activities.</li> <li>• Sponsoring students to take part in state/national/international level sports and cultural events.</li> <li>• Medical assistance to student.</li> </ul>
--	--

6.5 Total corpus fund generated 3.87 Crores

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				
Administrative			Yes	Internal audit

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

- |  |
|--|
| <ul style="list-style-type: none"> <li>• Special lectures, seminars and workshops by alumni.</li> <li>• Memorial lectures and scholarships, awards, prizes and medals instituted by alumni.</li> <li>• The retired teacher alumni association and student alumni association which put forwards various their opinions regarding decision making of IQAC.</li> </ul> |
|--|

#### 6.12 Activities and support from the Parent – Teacher Association

- The College elicits guardians' views on the implementation of its academic programmes through the guardian meets that are held by each teaching department.
- The college include member from the parent in the Governing Body of the college who take part in the decision making and the development of the college.

#### 6.13 Development programmes for support staff

- Encouraged to participate in workshops, refreshers, orientations and skill up gradation courses organized by universities and departments.

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

- To make the campus plastic free, several bins hoardings are installed.
- Environmental cell which have initiated a green Guwahati-clean Guwahati project under UGC- CPE scheme.
- Biodegradable solid waste management through Vermicomposting installed in the hostel campus.
- Awareness generation campaign among students and stakeholders are regularly held to make them aware on energy conservation. Plates mentioning energy conservation have been installed in the common places of the campus.
- Plantation programme in the college to develop a live repository of a few indigenous plants of Assam having ethno medicinal, aromatic, dye yielding properties along with cultural values.

### **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. Library upgradation**

- Library Management Software SOUL 2.0. and OPAC are installed.
- Library has given access to NLIST service of UGC - INFLIBNET to its users.
- CCTV is installed in the Library Building.

##### **2. Introduction of new Academic and Professional programmes**

- PG Course in Assamese has been started under Gauhati University.
- Permission has been granted by Gauhati University for opening of PG courses in Botany and Zoology.

- Department of Chemistry has been granted recognition of Research Laboratory for PhD Programme by Gauhati University.

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

### **1. Platinum Jubilee Celebration:**

Handique Girls' College celebrated its Platinum Jubilee w.e.f. July, 2013 to July, 2014 on the occasion of completion of 75 years of its glorious existence. In this occasion the IQAC initiated the following programmes:

- Published a book entitled "Spectrum" in collaboration with the college publishing Cell.

### **2. Library digitization and repository**

- Work on Institutional Repository cum Digital Library is going on.
- Library Management Software SOUL 2.0. and OPAC are installed.
- Library has given access to NLIST service of UGC - INFLIBNET to its users.
- CCTV is installed in the Library Building.
- 789 nos. of books added to library.
- Computerization of admission details and database for students is going on.

### **3. Academic Programmes**

- National Seminar on Advances on Electronics and Allied Science and Technology, 2013(NaSAEAST-2013) from 01-03<sup>rd</sup> August, 2013.
- 3 nos. of workshops for students organised by Institutional Biotech Hub.
- Interactive Programme on Personal and Career counselling for students from 20-27<sup>th</sup> September, 2013.
- National Seminar on Non Equilibrium Complex Systems from 7-8<sup>th</sup> February, 2014.
- Certificate course for students covering courses like Gender Studies, Sexual Harassment at Workplace, Domestic Violence, Career Guidance, Personality Development and Grooming, Stress Management, Table Manners etc. from 9-19<sup>th</sup> June, 2014.

### **4. Infrastructure development**

- A Post Graduate classroom for the Assamese Department.
- A new students' Common Room has been constructed.
- Construction of four new classrooms in the Library Building has been completed.
- A new Xerox machine has been installed at the examination branch.

- Modernization of classroom with one Lumens v visualizer PS 660 (A Desktop HD visual presenter designed to meet the standards of the ICT).

#### 5. Research and development activities

- Two Teachers led students projects has been completed giving financial assistance from UGC-CPE fund.
- Karabi Goswami an UG student of Chemistry has done Summer Internship at IISc Bangalore.

#### 6. Introduction of new Academic and professional programmes

- PG Course in Assamese has been started under Gauhati University.
- Process of opening PG course in Botany, Zoology and Chemistry is in progress.
- Department of Chemistry has been granted recognition of Research Laboratory for PhD Programme by Gauhati University.

#### 7. Initiation of Common Instruments Facility (CIF)

- **Hosted by Department of Chemistry:**  
Procured Bruker FT-IR spectrophotometer, Double beam UV-Vis spectrophotometer.
- **Hosted by Department of Microbiology:**  
Department has procured one Laminar Air Flow with Bio safety Control. And a Olympus microscope.
- **Hosted by Institutional Biotech Hub:**  
Gel Doc System, Horizontal Electrophoresis, Vertical Electrophoresis and Gradient Thermal Cycler.

#### 8. Environmental awareness programmes

- UGC-CPE Scheme funded Environment Awareness Cell initiated the green Guwahati- clean Guwahati project.
- Biodegradable solid waste management has been taken up through vermicomposting by installing in the hostel campus.

#### 9. Developing societal responsibilities

- 5 Nos. of Extension activities conducted as detailed in point 2.15 in part-B.

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

7.4 Contribution to environmental awareness / protection

- On the occasion of World Environment Day 5<sup>th</sup> June, 2013, tree plantation programme within the college and hostel campuses was organized.
- Initiatives have been taken to reduce the use of plastic and paper.
- Plantation programme in the college campus to develop a live repository of a few indigenous plants of Assam having ethno medicinal, aromatic, dye yielding properties along with cultural values.
- Energy conservation measures taken only by replacing the fluorescent tube by CFL bulb

7.5 Whether environmental audit was conducted? Yes  No

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

SWOC analysis of the College

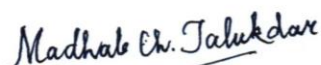
Strengths	<ul style="list-style-type: none"> <li>• The college derives its strength from its single gender character</li> <li>• The College caters to women's education at the UG and PG stage (presently being offered by one teaching department, viz. Assamese).</li> <li>• The college library is equipped with 47718 text books and 3252 reference books with 42 journals and magazines.</li> <li>• Student Counselling and Mentoring is provided.</li> <li>• Infrastructure addition in terms of classroom improvement and lab is a continuous process.</li> <li>• Academic help is available from eminent teachers of Gauhati University &amp; other institutions.</li> <li>• A system of committees with stakeholders assures decentralization of college.</li> <li>• The Biotech Hub of the college provides a platform for various research activities.</li> </ul>
Weakness	<ul style="list-style-type: none"> <li>• Space constraint: scarcity of land leaves no room for expansion. There is a shortfall in classrooms besides space for sports and other curricular activities.</li> <li>• Shortage of faculty in regular position in the college for which college has to appoint part time teachers which requires huge outlay of funds</li> </ul>
Opportunities	<ul style="list-style-type: none"> <li>• With the single gender identity the college is privileged to have advantages of becoming a platform for various organisations/institutions to implement their schemes/agendas. This has enabled the students and faculties as well to get exposure to different societal activities.</li> <li>• As women's college, it has a great deal of worth and is an extremely important space for aspire and achieve many leadership roles.</li> </ul>
Challenges	<ul style="list-style-type: none"> <li>• To achieve academic excellence in spite of various constraints.</li> <li>• Implementation of digital learning with expert faculty members is another challenge.</li> </ul>

## **8. Plans of Institution for next year**

During the session 2014-2015, the College proposes to continue with its efforts to create a learning environment that fosters the all round development of its students. More specifically, the College will seek the necessary funds to add new classrooms.

- Initiation of the works to be undertaken under Rs. 1 Crore sanctioned by Govt. of Assam.
- Increase the facilities of science laboratories by increasing No. of Equipments and increase the chemicals and consumables.
- Carry out necessary renovation work in the Hostel and improve overall facilities available.
- Construction of one dedicated ICT class room for with more Nos. of computers to conduct hands on workshop.
- Create additional toilet and drinking water facilities in the teaching campus.
- Improve the available library services by focusing on the completion of library computerization, new acquisitions, and enhancing access. with increasing CCTV installation and acquiring more nos. of books.
- Continue with Faculty development initiatives.
- Provide students with the opportunity to engage in meaningful activities outside the classroom which will lead to development of qualities of both the head and heart.
- Explore the possibility and try and introduce new courses of study.
- Continue with its village development programme.

*Name -Mr. Madhab Chandra Talukdar*



*Signature of the Coordinator, IQAC*

*Name -Dr. Utpal Dutta*


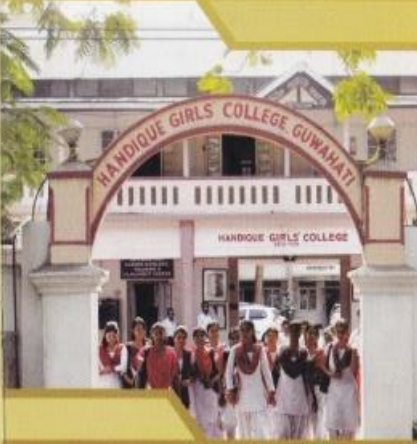


*Signature of the Chairperson, IQAC*

\*\*\*

Principal  
Handique Girls' College  
Guwahati-781001

## Annexure-I:

<p>9 Sunday</p> <p>10-15 Working days / Class days</p> <p>16 <b>Dol Yatra (Holiday)</b></p> <p>17-22 Working days / Class days</p> <p>23 Sunday</p> <p>24-29 Working days / Class days</p> <p>30 Sunday</p> <p>31 Working day / Class day</p> <ul style="list-style-type: none"> <li>• HS 1<sup>st</sup> Year Examination.</li> </ul>	<p>29 Sunday</p> <p>30 Working day / Class day</p> <ul style="list-style-type: none"> <li>• End Semester exams (for even Semesters) be completed by 15<sup>th</sup> June and will be followed by 15 days evaluation period.</li> </ul>	<p><b>ACADEMIC CALENDAR</b></p>  
<p><b>April / 2014</b></p> <p>1-5 Working days / Class days</p> <p>6 Sunday</p> <p>7-12 Working days / Class days</p> <p>13 Sunday</p> <p>14-16 <b>Bohag Bihu (Holidays)</b></p> <p>17-19 Working days / Class days</p> <p>20 Sunday</p> <p>21-26 Working days / Class days</p> <p>27 Sunday</p> <p>28-30 Working days / Class days</p> <ul style="list-style-type: none"> <li>• Sessional II Exam. (for even semesters) will be completed by 1st half of April.</li> </ul>	<p><b>NB</b></p> <ol style="list-style-type: none"> <li>1. If any holiday for festivals does not fall on the day notified, necessary notifications, changing the date will be issued.</li> <li>2. Holidays in addition to those shown in the calendar will be declared by University Administration as and when necessary.</li> <li>3. Any other day may be declared by the State Govt. as a holiday under Section 25 of the Negotiable Instruments Act 1888 (XXXIV of 1881) and will be observed.</li> </ol>	
<p><b>May/ 2014</b></p> <p>1-3 Working days / Class days</p> <p>4 Sunday</p> <p>5-10 Working days / Class days</p> <p>11 Sunday</p> <p>12-17 Working days / Class days</p> <p>18 Sunday</p> <p>19-24 Working days / Class days</p> <p>25 Sunday</p> <p>26-31 Working days / Class days</p>	<p><b>General Rules</b></p> <ul style="list-style-type: none"> <li>• Induction Day - "Know your College" session: All new students to assemble in the college field at 10 a.m.</li> <li>• The Identity Card is to be brought to the college every day.</li> <li>• 75 % attendance in class is compulsory.</li> <li>• Appearing in all Sessional Exams is compulsory.</li> <li>• Students will wear the College Uniform on Class Days.</li> </ul>	
<p><b>June / 2014</b></p> <p>1 Sunday</p> <p>2-7 Working days / Class days</p> <p>8 Sunday</p> <p>9-14 Working days / Class days</p> <p>15 Sunday</p> <p>16-21 Working Days / Class days</p> <p>22 Sunday</p> <p>23-28 Working Days / Class days</p>	<p style="text-align: right;"><i>Principal</i> Handique Girls' College Guwahati</p>	<p><b>HANDIQUE GIRLS' COLLEGE</b> Guwahati</p>

## Academic Calendar

(August 2013 to June 2014)

College re-opens on 1st August 2013  
after summer vacation.

### August /2013

- 1 Induction day / Class day
- 2-3 Working days / Class days
- 4 Sunday
- 5-8 Working days / Class days
- 9-10 Id-ul-Fitre (Holiday)
- 11 Sunday
- 12-14 Working days / Class days
- 15 Independence Day (Holiday)
- 16-17 Working days / Class days
- 18 Sunday
- 19-24 Working days / Class days 23
- 25 Tithi of Sri Madhavdev (Sunday)
- 26-27 Working days / Class days
- 28 Janmastomi (Holiday)
- 29-31 Working days / Class days
  - 1<sup>st</sup> Unit Test for HS Final Year students in the last week.

### September /2013

- 1 Sunday
- 2-6 Working days / Class days
- 7 Tithi of Srimanta Sankardev (Holiday)
- 8 Sunday
- 9-14 Working days / Class days 24
- 15 Sunday
- 16-21 Working days / Class days
- 22 Sunday
- 23-28 Working days / Class days
- 29 Sunday
- 30 Working day / Class day
  - Sessional I Exam. will be completed by 1<sup>st</sup> week of September.
  - Students Union Election of the Colleges will be held within 2 months of completion of admission

### October /2013

- 1 Working day / Class day
- 2 Gandhi Jayanti (Holiday)
- 3-5 Working days / Class days
- 6 Sunday
- 7-10 Working days / Class days
- 11-18 Durga Puja, Janmotsav of Srimanta Sankardev, Id-Ud-Zuha, Kati Bihu & Lakhmi Puja (Holidays)
- 19 Working day / Class day
- 20 Sunday
- 21-26 Working days / Class days 19
- 27 Sunday
- 28-31 Working days / Class days
  - Sessional II Exam. to be completed by 2<sup>nd</sup> week of October.
  - 2<sup>nd</sup> Unit Test for HS 2<sup>nd</sup> Year students.
  - 1<sup>st</sup> Unit Test for HS 1<sup>st</sup> Year students

### November /2013

- 1 Working day / Class day
- 2-3 Kali Puja & Diwali (Holiday)
- 4-9 Working days / Class days 24
- 10 Sunday
- 11-13 Working days / Class days
- 14 Muharram (Holiday)
- 15-16 Working days / Class days
- 17 Guru Nanak's Birth Day (Sunday)
- 18-23 Working days / Class Days
- 24 Sunday
- 25-30 Working days / Class days

### December / 2013

- 1 Sunday
- 2-7 Working days / Class days
- 8 Sunday
- 9-14 Working days / Class days 25
- 15 Sunday
- 16-21 Working days / Class days
- 22 Sunday
- 23-24 Working days / Class days
- 25 Christmas (Holiday)
- 26-28 Working days / Class days
- 29 Sunday
- 30-31 Working days / Class days

- End Semester Exam. will be completed by 15<sup>th</sup> December
- Annual College week will be held in the last part of December

### January / 2014

- 1-12 Winter Vacation for Classes (College will reopen on 18<sup>th</sup>)
- 1-4 Working days
- 5 Sunday
- 6-11 Working days
- 12 Sunday
- 13-17 Magh Bihu, Silpi Divas (Holidays)
- 18 Working day / Class day 12
- 19 Sunday
- 20-25 Working days / Class Days
- 26 Republic Day (Holiday)
- 27-31 Working Days / Class Days
  - 2<sup>nd</sup> Unit Test for HS 1<sup>st</sup> Year students.

### February /2014

- 1 Working day / Class Day
- 2 Sunday
- 3 Working day / Class Day
- 4 Saraswati Puja (Holiday)
- 5-8 Working days / Class days
- 9 Sunday
- 10-15 Working days / Class days 22
- 16 Sunday
- 17-22 Working days / Class days
- 23 Sunday
- 24-26 Working days / Class Days
- 27 Shivratri (Holiday)
- 28 Working days / Class days
  - Sessional I exam (for even semesters) will be completed by 3<sup>rd</sup> week of February.
  - HS Final Year Examination from 2<sup>nd</sup> week.

### March / 2014

- 1 Working day / Class day
- 2 Sunday
- 3-8 Working days / Class days



## **Annexure-II:**

### **FEED BACK ANALYSIS FOR THE SESSION 2013-14**

The average scores (out of 4 point scale) of the teachers of the college of all the parameters for which feedback was sought is 3.3 out of 4. This score falls in the top 17.5% from highest score/point.

It is observed that the highest score, which is 3.6, corresponds to the parameter no. 1 (i.e. Knowledge base of the teachers). This score falls in the top 10% from the highest score/point. Thus as per the students perception, the knowledge base of the teachers in this college can be regarded as carrying the degree of strength lying within the top 10%.

It is also observed that the lowest score, which is 3.1, corresponds to the parameter no. 9 (i.e. Provision of sufficient time of feedback). This score falls in the top 22.5% from the highest. This means, the dissatisfaction level of the students so far as the provision of time of feedback is concerned is 22.5% which in other words means that the satisfaction level of them in this case is 77.50%.

It is to be highlighted that the overall score of the department of Psychology is 4 out of 4, which is the highest possible score.