

THE ANNUAL QUALITY ASSURANCE REPORT (AQAR)

JULY 1, 2014 TO JUNE 30, 2015

Submitted to

**National Assessment & Accreditation Council (NAAC)
Bangalore**



**HANDIQUE GIRLS' COLLEGE
Guwahati-781001, Assam**

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
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.	0361-2970214
Name of the Head of the Institution:	Dr Utpal Dutta, Principal
Tel. No. with STD Code:	0361-2543793
Mobile:	09401151236

Name of the IQAC Co-ordinator:

Mr. Madhab Ch. Talukdar

Mobile:

9706053185

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/AQAR2014-15.doc>

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

1.6 Accreditation Details

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

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

2004

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

2014-15

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
- v. AQAR 2014-15 submitted to NAAC 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)

BCA/ PGDCA/PG in Assamese, Botany, Zoology (SELF FINANCING)

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

Gauhati 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	<input checked="" type="checkbox"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	any other (<i>Specify</i>)	<input type="text"/>
UGC-COP Programmes	<input type="text"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and
Community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: Faculty

Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

Organized by IQAC in association with other committees :

1. Workshop on 'Video-Recording' on 29th and 30th Dec, 2014. Ms. Usha Dewani, an alumni & consultant in India Water Portal was the resource person.

2. Workshop on “Plasmid and genomic DNA extraction, its amplification and SDS- PAGE” from 28th October to 12th November, 2014. Organized by IQAC and Biotech Hub.
3. Workshop on Personal Grooming and Personality Development on the 5th of November 2014
4. A Civil Defence workshop on Disaster Management was held from the 10th – 14th of June 2015.

2.14 Significant Activities and contributions made by IQAC

- It conducted Yoga and Meditation course in association with the Vivekananda Kendra, Guwahati from 1st September, 2014 to 6th September, 2014.
- The International Day of Yoga was observed in Handique Girls’ College on 21st June, 2015
- Preparation of AQAR.
- Looks after the CAS (PBAS) promotion process (API) of the faculty members.
- Art of Living, organised a session on **Meditation** both for the teachers and the students.
- International Women’s Day observed in a grand way on 8th of March 2015
- Workshop on self defence (Mixed Martial Arts) for the students on 31st March 2015.

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 2015

Plan of Action	Achievements
Infrastructure development in the college campus	<ul style="list-style-type: none"> • Department of Zoology and Microbiology has been equipped with distillation plant and Olympus binocular microscopes. • Necessary purchase procedure for science laboratory equipments has been completed for fifty one numbers of equipments under DBT star college fund. Order has been placed. • Completed renovation works and repairing of furniture in the college hostel.
Infrastructure development in college hostel	
Library works	<ul style="list-style-type: none"> • Library was improved with 589 new text books and 47 reference for which fund from CPE and college has been utilized. • Institutional Repository was started. • PG course in Botany and Zoology has been introduced along with Major course in Psychology. • Process of introducing PG course in Chemistry
Academic activities	
Introduction of new course	

	<p>has been initiated.</p> <ul style="list-style-type: none"> • Further the college has taken initiative for recognition of Research laboratory in Botany and zoology besides Statistics and chemistry. • Guardian's Meet. • Students Counselling. • Lesson Plan.
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Annexure I: Academic Calendar of the year

2.16 Whether the AQAR was placed in statutory body Yes No
 Management Syndicate any other body
 Provide the details of the action taken

The prepared AQAR was placed before the Management for submission.

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	2	
PG	1	2	3	
UG	18	1	1	
PG Diploma	1		1	
Advanced Diploma				
Diploma				
Certificate				1
Others				1
Total	21	4	7	2

Interdisciplinary				
Innovative				

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

A student enrolled for UG programme compulsorily studies English, MIL (Assamese, Bengali & Hindi) and Environmental Studies.

At the under graduate level the students can offer Core Courses in 18 subjects across disciplines. Students enrolled under UG programme can choose elective subjects from the 20 optional subjects offered by the college and which are relevant to the programme for which the student is enrolled.

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	PG (3)+UG (19)+1 PGDCA
Trimester	0
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: NO

1.5 Any new Department/Centre introduced during the year. If yes, give details: NO

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	80	40	40		

2.2 No. of permanent faculty with Ph.D.

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
	.1	13	-	-	-	-	-	-	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	4	23	9
Presented papers	9	40	-
Resource Person	-	5	3

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

- College has equipped with ICT Tools for class room teaching.
- Group learning/ peer-peer discussion.
- Project based learning.
- Organize Workshop for students on career and research
- Students, faculty members and staff of the college are provided with internet facility. They can avail this facility to access internet, e-journals sites, download study materials, scan and print materials of their interest and the like.

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

183

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

93.84

2.11 Course/Programme wise distribution of pass percentage:

2014-15								
Serial No.	Subjects	Appeared	1st class	%	2nd Class	%	Total pass	Pass%
1	Assamese	46	24	52	22	48	46	100
2	Bengali	5	5	100	-	-	5	100
3	Education	43	30	70	11	26	41	95
4	English	59	24	41	32	54	56	95
5	History	59	26	44	29	49	55	93
6	Home Science	24	17	73	3	12	20	83
7	Philosophy	37	15	41	18	49	33	92
8	Political Science	56	40	71	14	25	54	96
9	Sanskrit	7	3	43	3	43	6	86
10	Economics	67	33	50	25	24	58	87
11	Botany	22	17	77	4	18	21	96
12	Chemistry	26	19	73	3	15	22	88
13	Mathematics	6	4	67	1	17	5	83
14	Physics	17	11	65	3	18	14	82
15	Statistics	4	3	75	-	-	3	75
16	Zoology	29	28	97	-	-	28	97
17	Economics	1	1	100	-	-	1	100
18	Home Science	2	2	100	-	-	2	100
19	BCA	9	8	89	1	11	9	100
20	PGDCA	11	7	64	2	18	9	82
21	M.A. (Assamese)	20	19	95	-	-	19	95

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

- Prepares Academic calender
- Lesson plan is made.
- Student's feedback on teachers and curriculum are taken and forwarded to the faculty members.
- Regularly assessed through class tests, unit tests, assignments, etc.
- Assisted the Examination and Academic Committee for smooth functioning.

2.13 Initiatives undertaken towards faculty development:

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	06
UGC – Faculty Improvement Programme	03
HRD programmes	
Orientation programmes	06
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	Five numbers of Science laboratory bearers of the college attended a workshop on “Efficiency Enhancement of Science Laboratory Bearers”, on 11 th June, 2015. It was organized by DBT Star College Scheme under Department of Biotechnology of B. Borooah College, Guwahati.
Summer / Winter schools, Workshops, etc.	
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	7	2	-1	2
Technical Staff	17	6	-1	-29

Criterion – III

3. Research, Consultancy and Extension

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

The college has instituted some teacher led student research project. The respective department of the college submits the research proposal and are reviewed by experts from outside the college. A sum of Rs. 10,000/- is earmarked for each project

Organises capacity building training programmes for under-graduate students of the college through the Institutional Biotech Hub to generate interest in research.

Department of Chemistry and statistics have been granted recognition of Research Laboratory and the Gauhati University has been approached for recognition of research laboratory for Botany and Zoology.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	...	2	1	-
Outlay in Rs. Lakhs	...	200.91	33.05	66.01

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	3	2	3	2
Outlay in Rs. Lakhs	2.55	2.34	2.80	1.50

3.4 Details on research publications

	International	National	Others
Peer Review Journals	36	12	-
Non-Peer Review Journals	12	7	-
e-Journals	5	1	-
Conference proceedings	-	1	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	3 years	DBT, Govt. of India	114.78 +86.13	26.37+7.28
Minor Projects	1 year	UGC	1.3	0.9
Interdisciplinary Projects				
Industry sponsored	1 year	<ul style="list-style-type: none"> • Paramount Tea Marketing Pvt. Ltd. • Umatarata Tea Company 	1.5 lakh	1.5

Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)				
Any other(Specify)				
Total			203.71	36.05

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	-	-	-	-	-
Sponsoring agencies	-	-	-	-	-

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

3.13 No. of collaborations: International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency From Management of University/College
Total

3.16 No. of patents received this year: 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
2	Nil	2	Nil	Nil	Nil	Nil

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

Extension activity is reflected in the organisation of various students' activities from the Departments as well as the NSS and village development cell. Following are some of the activities undertaken:

- Project work undertaken by Life Science departments in partial fulfilment of the syllabus in various CBSE schools viz Don Bosco Senior Secondary School Guwahati and Army Public School, Narengi.
- International Yoga Day Observed.
- Plantation Programme.
- NSS Unit of the college actively involved in significant programmes viz Swaccha Bharat Abhiyan, AIDS.
- Volunteers of NSS visit schools in Rani on 28.03.2015 and organized awareness programme on cleanliness.
- Conducted base line survey among slum area children.
- Blood donation Camp was organized on 13.05.2014 by Health Cell in collaboration with Student support Cell.
- International Women's Day observed on 08.03.2015.

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) 2384.0155 (hostel)			8159.37 sqm.
Class rooms	41			41
Laboratories	15			15
Seminar Halls	1			1
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	6	2	DBT, CPE, UGC,	8
Value of the equipment purchased during the year (Rs. in Lakhs)	69.81	14.00	DBT, CPE, UGC,	83.81
Others				

4.2 Computerization of administration and library

i.	Preparation of students' database, registration, attendance, salary bills, and fee collection is going on.
ii.	Barcode technology.
iii.	Accessibility to e-resources of N-List consortium of INFLIBNET and the Journal 'Down to Earth' have been given to the users with user ID and Password.
iv.	Computer centre in the college library with internet facility with a capacity of 10 students was opened.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	44466		589	107944.00	45055	
Reference Books	3252		47		3299	
e-Books	1,00,000	N List Subscription			1,00,000	N List Subscription
Journals	19	41497.00			19	47470.00
e-Journals	5000	N List Subscription			5000	N List Subscription
Digital Database	0		65			
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	21	10
Added	2							2
Total	101	30	21		30	8	21	12

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

Students:	
i.	A 2 day workshop on "Bioinformatics; tools and techniques" from the 28 th – 29 th March 2015.
ii.	Training on use of e-resources.

Teacher-students:

- i. Live demonstration of functioning of servers was organized on 2nd April, 2014 by Health Management & Research Institution (HMRI). popularly known as 104 and MCTS call centre

4.6 Amount spent on maintenance in lakhs :

i) ICT	0.68
ii) Campus Infrastructure and facilities	1.26
iii) Equipments	
iv) Others	.15
Total:	2.09

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC coordinates the activities of different committees viz- a) Career Counselling Cell, b) Students' Support Cell, c) Health Cell, d) Student aid fund cell, e) NSS/NCC, f) Students' grievance Cell) Disaster Management cell.

5.2 Efforts made by the institution for tracking the progression

The institution does not have a structured mechanism for this.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2220	62	-	12

(b) No. of students outside the state

36

(c) No. of international students

Nil

Men

No	%

Women

No	%

Last Year							This Year					
	General	SC	ST	OBC	EC/Physically Challenged	Total	General	SC	ST	OBC	EC/Physically Challenged	Total
UG	1242	160	334	382	6	2124	1224	173	335	463	25	2220
PG	13	3	1	3	0	20	38	9	7	8	0	62
PGDCA	10	2	3	5	0	20	5	2	1	4	0	12

Demand ratio (UG)	4.5 : 1	Dropout%	<input type="text"/>
Demand ratio (PG)	1.5 : 1	Dropout%	<input type="text"/>
Demand ratio (PGDCA)	1.6 : 1	Dropout%	<input type="text"/>
Demand ratio (BCA)	3.1 : 1	Dropout%	<input type="text"/>

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

-

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

Student Support Cell and Career Guidance Cell organise various talks and awareness programmes for the students:

Sl no.	Programme	Topic	Date
1	Talk	Currency Management	18.02.2014

2		Effective Stress Management and Coping	13.03.2015
3		Present Job trend	31.01.2015
4		Psychological research Methods	24.02.2015
5		Research in life, science: concepts, benefits and exciting career.	13.08.2014
6	Awareness	General Awareness of people on RBI	27.08.2015
7		Pre examination counselling	04- 24 November, 2015

No. of students benefitted

400

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	Number of Students Placed
-	-	-	-	-

5.8 Details of gender sensitization programmes:

Women Studies Cell of the college is responsible for holding various gender sensitizing programmes round the year. Some of the programmes held are:

To commemorate International Women's Day, on 8th of March 2015, the Women Studies Cell of Handique Girls' College organised a numbers of programmes. The day started with an **“On the Spot Poster Competition”** followed by an **“Extempore Speech Competition.”**

Further the Student support cell of the college hold counseling to the students twice a month by invited Clinical Psychologist Dr. Nimi Borgohain of Down Town hospital for mental health and also for any kind of sexual harassment.

5.9 Students Activities

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

State/ University level

3

National level

3

International level

No. of students participated in cultural events

State/ University level

30

National level

4

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 (in Lakh)
Financial support from institution	26	Rs. 1.26.00
Financial support from government	186	Rs. 9.77
Financial support from other sources	49	-
DST Inspire	1	
SBI merit	1	
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:

Grievances taken during the period 2014-15 from 07-09-2015- 10-09-2015

Grievances	Redressed
Urgent need of replacement of old, damaged desks and benches in the classrooms	Furniture has been replaced with new ones in the Arts Block.
Cleanliness of girls' toilet	Measures have been taken to keep the washrooms toilets clean and the workers have been given the necessary instructions to be present shift-wise in order to maintain cleanliness and hygiene
Urgent need of renovation works in the college hostel	Various improvement works in the hostel campus have been done. Repairing of old furniture, constructions of Septic Tank, renovation of

Up gradation of library	bathroom floor of existing hostel have been completed. Library has been up-gradated with new books, scanning the question papers of previous years and making them available to the students.
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Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

The vision and mission statements of the College are given below:

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

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

6.2 Does the Institution has a management Information System

Yes.

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

6.3.1 Curriculum Development

- The college is affiliated to Gauhati University and it follows the curriculum prescribed by it. Several faculty members are involved in course re structuring and revision committees constituted by Gauhati University.

6.3.2 Teaching and Learning

- Well defined lesson plan.
- Follows academic calendar.
- Tutorial and remedial classes
- Visit to different institution/Industry.
- Students' feedback on courses and teachers
- Educational Tour.
- Use of Multimedia ICT tools.
- Group Discussion, Seminar presentation and peer to peer learning.

6.3.3 Examination and Evaluation

- Evaluation schedules are notified in the Academic Calendar.
- Sessional Examinations, class tests, unit tests home assignments, projects.
- Answer scripts of various tests are returned. So that the students can learn by their mistakes, clear their doubts.
- Final examinations are held after the notification given by the affiliating university.

6.3.4 Research and Development

- The research committee invites teacher-led-students projects which are subsequently sent to subject experts for reviewing.
- Organize interdisciplinary minor research projects for students besides syllabus oriented research projects.
- UGC-CPE fund was utilized for such teacher-led-student research projects and to strength lab infrastructure.
- Organizes invited Talks on recent trends.
- Seminar presentations and Interactions on assigned topics.

6.3.5 Library, ICT and physical infrastructure / instrumentation.

Library:

Library is automated with the Library Management Software SOUL 2.0 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:

The College has a well equipped Computer Laboratory with Internet facility, which is available to both teachers and students. There is an ongoing programme to make every student and teacher computer-literate.

The Department of Higher Education, Government of Assam has set up a computer laboratory for ICT Classroom under ICT College Project with following components:

One Lenovo Server

Twenty numbers of Desktop Computers (Make: Acer, Dual Core Processor, 2GB RAM, 500 GB HDD)

One 2TB Storage

One HP flat bed scanner.

One HP 5L Laser Jet Printer

One 9 KVA UPS

One 15 KVA Generator

Each Teaching Department in the College has been provided with computers.

The College possesses nine LCD projectors, and ten Laptops which are issued to the departments for ICT enabled classroom teaching.

LCD Projectors along with Screens have been installed in six classrooms.

Three Classrooms are equipped with ICT facilities (Ceiling mounted LCD Projector, Wall Mounted Screen, Desktop Computer)

One Lumens visualizer PS 660 (A Desktop HD visual presenter) was procured to meet the standards of the ICT equipped classrooms.

Physical infrastructure:

The College has always tried to increase the learning infrastructure with procuring scientific equipment as well as providing ICT facilities to each faculty and the students.

Chemistry department has been equipped with a number of sophisticated equipments for analytical and molecular biology such as Bruker FT-IR spectrophotometer, Double beam UV_Vis spectrophotometer,

New steel desk and benches have been procured for some class rooms.

One new classroom developed with the help of CPE Fund for conduct of PG Class in Assamese. New desk-bench, book shelves, etc. purchased out of CPE fund.

6.3.6 Human Resource Management

Permanent staff (both teaching and non teaching) is recruited following statutory guidelines .Short fall in staff as assessed by the academic committee for teaching staff and the office committee for non teaching staff is made by recruiting in college post.

6.3.7 Faculty and Staff recruitment

UGC/ DHE norms followed, Recruitment is approved by the Governing Body followed by the appointment on approval from the Director of Higher Education, Govt. of Assam.

6.3.8 Industry Interaction / Collaboration

One ongoing research project funded by DBT, Govt. of India is twinning in NER and is in collaboration with Department of Chemistry, Delhi University and dept. of Bioengineering and technology, IST, Gauhati University.

Financial assistant also accorded from Paramount Tea Marketing Pvt. Ltd. And Umatara Tea Company.

6.3.9 Admission of Students

Admission purely on merit basis with statutory reservations in seats being maintained for the beneficiary category. The college invites application through notice published in the news paper , Website and prepares merit list displayed in the notice board .

6.4 Welfare schemes for:

Teaching	<p>Teachers attended faculty development programme on Instructional Objectives-“Teaching Science as Science” 5th December 2014 B. Barooah College, organized by ICFAI University, Tripura.</p> <p>The faculty development cell of the college takes active initiative and organizes various activities for the faculty.</p> <p>Health Awareness programmes are being organised in the college.</p>
Non teaching	<p>Laboratory bearers are deputed for training on laboratory techniques.</p> <p>The college appointed a retired Deputy Director, Local Audit, govt. of Assam to train up the office staff in case of financial matters.</p>
Students	<p>The Students’ Aid Fund provides financial assistance to needy and economically weaker students.</p> <p>Apart from this, the various state and central govt. scholarships, such as National Merit, State Merit, UGC Ishan Uday Scholarship, Differently abled scholarship, Hindi scholarships for students of non-Hindi origin, Cultural, Talent Search, Sports, SC/ST/OBC/MOBC etc. from the Govt. of Assam, Nagaland, Manipur, Arunachal Pradesh etc. are disbursed to the students who are recipients of these scholarships.</p> <p>The college facilitates student access to different govt. scholarship schemes.</p> <p>Activity addressing students all round development are planned and executed.</p>

6.5 Total corpus fund generated

4.32 Crores

6.6 Whether annual financial audit has been done

Yes

No

Internal audit: The College does internal audit every year. For internal audit one retired person from the local Audit, Government of Assam has been appointed by the management who looks after and prepares audit report. Internal audit report for the year 2010-11, 2011-12, 2012-13, 2013-14, and 2014-15 has been

prepared.

External Audit: The external audit has been done by the Local audit office, Government of Assam for the year 2010-13.

6.7 Whether Academic and Administrative Audit (AAA) have 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 declare results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

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

-

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

-

6.11 Activities and support from the Alumni Association

- Construction of the college entrance gate.
- Awards and cash prizes sponsored by Alumni. Ms Senehi Begum, former Principal and HOD, Dept. Of History an alumna of the college sponsored a award in the name Mohiuddin Ahmed Memorial cash Prize of Rs. 1001/- to the student securing the highest marks in Major subject in the faculty of Arts, every year
- Dr. Manjumala Das, former HOD, Dept of Assamese and alumna sponsored an award in the name, Sailadhar Rajkhowa Memorial Cash Prize of Rs. 1000/- to the student securing highest marks in a Major subject in the faculty of Arts every year..
- Deliver of talks on career , research and other spheres

6.12 Activities and support from the Parent – Teacher Association

The college includes member from the parent in the Governing Body of the college who take part in the decision making process and the development of the college. Further parents present their opinion on various aspects of institutional functioning during parent teacher meet.

6.13 Development programmes for support staff

College authority always focuses on empowerment of support staff and encouraged them 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.

- An environmental cell has been established which initiated a green Guwahati- clean Guwahati project under which the college undertaken UGC-CPE scheme.
- Under UGC-CPE scheme “Clean Guwahati, Green Guwahati” project.
- Biodegradable vermicomposting.
- 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.
- Ethomedicinal aromatic garden under UGC-CPE.
- The institution maintained 34 plant species having ethno medicinal, aromatic, dye yielding properties along with cultural values in the college campus in 2010-11. The institution is taking care of these plants.
- Canteen was constructed using cane and bamboo technology.
- Celebration of World Environment Day on 5th June, 2015 with plantation of trees.

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.

PG courses in Botany and Zoology are introduced under Gauhati University.

Initiation for Recognition of research laboratory for Botany and Zoology

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

Project report for the grant of Rs. 1 crore has been prepared for final sanction.
.Department of Zoology and Microbiology have been equipped with distillation plant and Olympus binocular Microscopes.
Procured necessary software (Windows 2013, MS-Office 2010 & Antivirus) (Central Computer Centre) from UGC CPE fund.
Two numbers of Lecterns, four numbers of LCD Projectors, Interactive Board and Document scanner have been procured under CPE scheme for equipping Classroom (ICT).
Renovation works and repairing of furniture in the college hostel has been completed. .
Improved the college library by procuring 589 new text books and 47 references.
Further, the college has taken initiative for recognition of Research laboratory in Botany and Zoology besides Statistics and Chemistry.
Total of 7 Nos. various activities held under NSS cell including Swaccha Bharat Abhiyaan.

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 5th June, the Environmental Audit committee in collaboration of N.S.S. Unit of Handique Girls' College and Seva, an NGO of Guwahati undertook tree plantation programme within the college and hostel campuses.
- Moreover, initiatives have been taken to reduce the use of plastic and paper, but its success needs to be ascertained.
- The institution has taken up plantation programme in the college campus.
- Energy conservation measures taken only by replacing the fluorescent tube by CFL bulb.
- Biodegradable solid waste management has been taken up by the college for its economic use through vermicomposting by installing four waste assimilators in the college campus and two in the hostel campus. Further in the college campus 2 nos. of dry waste and 2 nos. of wet waste bins has been installed for waste disposal.
- Situation of the college on the west bank of historical tank called Dighali pukhuri, helps the college campus to reduce the carbon to a great extent.

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:

The College caters women's education from the +2 stage to the postgraduate stage.

The college library is equipped with 45055 text books and 3299 reference books with 19 journals

and magazines.

Healthy and cordial teacher-student relationship.

Biotech Hub provides a good platform for various research activities

The college has been selected for DBT star college scheme.

Counselling is provided to the students, both Clinical Psychology and to pursue higher studies.

Academic help is available from eminent teachers of Gauhati University & other institutions.

The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions.

Research oriented environment of the college is strength of the institute.

Weakness:

Space constraint: scarcity of land with 1.93 acre of land makes the college with no space for expansion. There is always shortfall in classrooms and space for sports and other curricular activities.

Shortage of faculty in the college for which college has to appoint part-time teachers leading to mismatch in the budget for other developmental activities.

Opportunities:

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.

As women's college, it has a great deal of worth and is an extremely important space for empowering women.

Students from North East enjoy special scholarship to pursue higher education (e.g. Ishan Uday)

Scope for pursuing higher studies in and outside the State.

With sophisticated instruments available, the college creates a research environment for the students.

Challenges:

The achievement of academic excellence

Implementation of digital learning with expert faculty members is another challenge.

8. Plans of institution for next year

During the session 2015-2016, the College proposes to continue with its efforts to create a learning environment that fosters all round development of its students. More specifically, the College will seek the necessary funds to add new classrooms.

1. Improvement of infrastructure of the college and Hostel fund received from Govt. of Assam.
2. Initiate the improvement work for Science Departments for the fund received from DBT-Star college grant.
3. Construction of one Digital classroom from the fund received from Grant from government of Assam.
4. Construction of one Digital library from the fund received from Govt. of Assam.
5. Create additional toilet and drinking water facilities in the college campus.
6. Improve the available library services by new acquisitions, and enhancing access with increasing CCTV installation and acquiring more books.
7. Introduction of PG courses in Chemistry and explore the possibility for introducing other subjects like Physics, Home science, and Economics.
8. Continuation in faculty development initiatives.
9. Continuation with its NSS, NCC, and village development programme.
10. Activities of the Institutional Biotech Hub are to be organized.

Name: Mr. Madhab Ch. Talukdar

Madhab Ch. Talukdar.

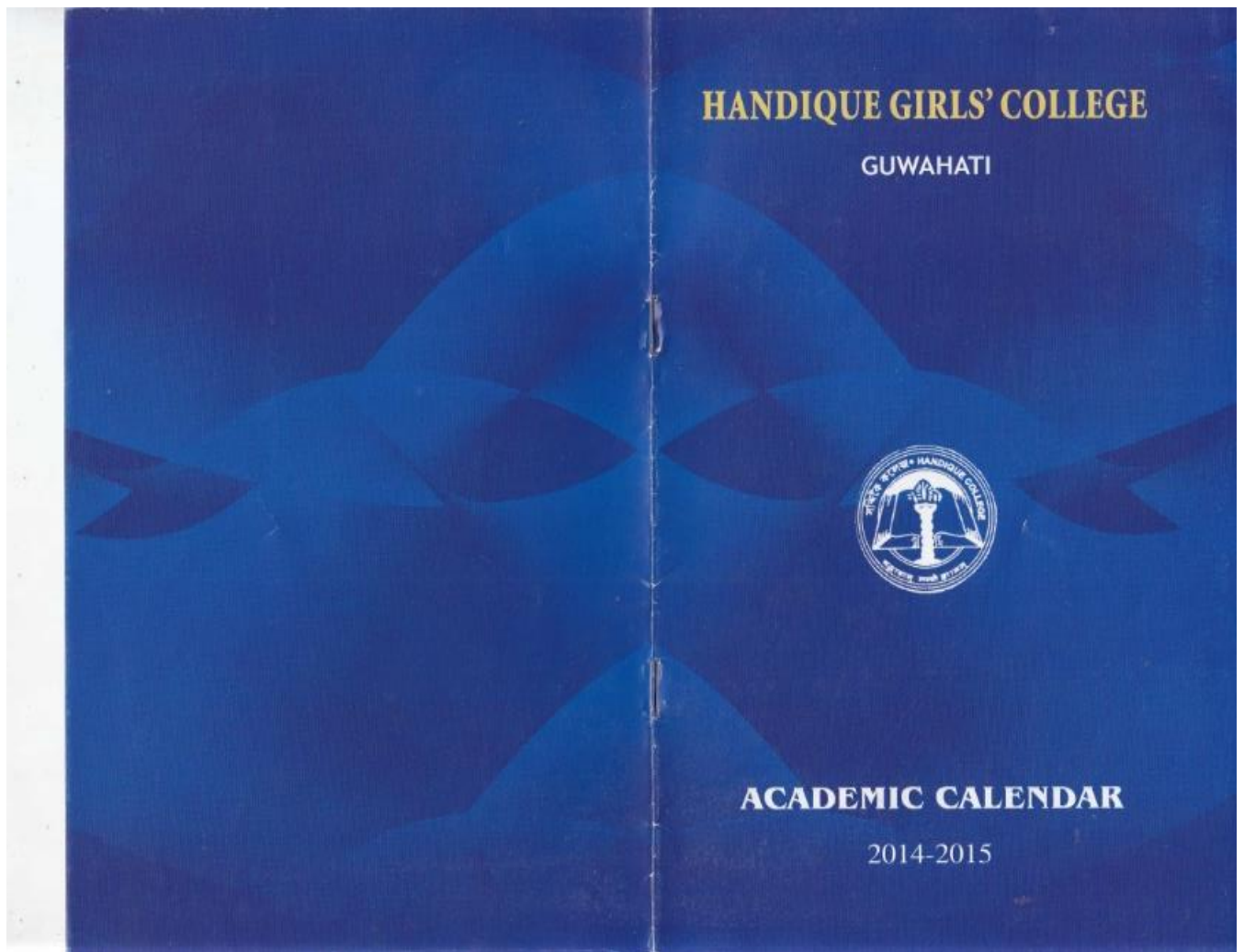
Signature of the Coordinator, IQAC

Name: Dr. Utpal Dutta

Utpal Dutta
31/12/18

Signature of the Chairperson, IQAC

Principal
Handique Girls' College
Guwahati-781001



Academic Calendar for UG Courses

(July 2014 to June 2015)

JULY 2014

1-31 Summer Vacation

AUGUST /2014

1	Induction day (college opens after summer vacation)
2	Working day /Class day
3	Sunday
4-9	Working days /Class days
10	Sunday
11-14	Working days /Class days
15	Independence Day (Holiday)
16	Working day/ Class day
17	Sunday
18	Janmastomi (Holiday)
19-23	Working days /Class days
24	Sunday Tithi of Sri Madhav Dev (Holiday)
25- 26	Working days /Class days
27	Tithi of Srimanta Sankar Dev (Holiday)
28-30	Working days /Class days
31	Sunday

- Commencement of odd semester classes from 1st August

[1]

SEPTEMBER /2014	
1-6	Working days /Class days
7	Sunday
8-12	Working days /Class days
13	Tithi of Sri Madhav Dev (Holiday)
14	Sunday
15-20	Working days/Class days
21	Sunday
22-27	Working days /Class days
28	Sunday
29-30	Working days/Class days
<ul style="list-style-type: none"> • Sessional 1 exam for odd semesters to be completed in September, before Puja Holidays • Students Union election to be held in September. • Publication of college magazine to be made before Puja holidays 	
OCTOBER /2014	
1-7	Durga Puja, Birthday of Mahatma Gandhi, Id-Uz-Zuha, Lakshmi Puja (Holidays)
8-11	Working day/Class day
12	Sunday
13 - 18	Working days /Class days
19	Sunday
20-22	Working days/Class days
23-24	Kali Puja & Diwali (Holidays)
25	Working day /Class day
26	Sunday
27-31	Working days /Class days
<ul style="list-style-type: none"> • Educational Field Trip to be arranged in the first half of October 	

[2]

NOVEMBER /2014	
1	Working day /Class day
2	Sunday
3-5	Working days /Class days
6	Guru Nanak Birth Day (Holiday)
7-8	Working days/Class days
9	Sunday
10-15	Working days /Class days
16	Sunday
17-22	Working days /Class days
23	Sunday
24-29	Working days /Class Days
30	Sunday
DECEMBER/ 2014	
1-6	Working days /Class days
7	Sunday
8-13	Working days /Class days
14	Sunday
15-20	Working days
21	Sunday
22-24	Working days
25	Christmas (Holiday)
26-27	Working days
28	Sunday
29-31	Working days
<ul style="list-style-type: none"> • End Semester examination (for odd semesters) to be completed by 15th December and will be followed by evaluation cum semester break up to January 10, 2015 	

[3]

<u>JANUARY /2015</u>	
1-10	Thursday to Saturday Winter Break
11	Sunday
12-13	Working days /Class days
14-15	Magh Bihu (Holidays)
16	Working day
17	Silpi Divas (Holiday)
18	Sunday
19-24	Working days/ Class days
25	Sunday
26	Republic Day (Holiday)
27-31	Working days /Class days
<ul style="list-style-type: none"> • Commencement of even semester classes will be held from 12th January • Annual College Week to be held in the last part of January 	
<u>FEBRUARY /2015</u>	
1	Sunday
2-7	Working days /Class days
8	Sunday
9-14	Working days /Class days
15	Sunday
16	Working day /Class day
17	Shiv Ratri (Holiday)
18-21	Working days /Class days
22	Sunday
23-28	Working days /Class Days

[4]

<u>MARCH /2015</u>	
1	Sunday
2-4	Working days /Class days
5-6	Dol Yatra (Holidays)
7	Working day /Class day
8	Sunday
9-14	Working days /Class days
15	Sunday
16-21	Working days /Class days
22	Sunday
23-28	Working days /Class Days
29	Sunday
30-31	Working days /Class days
<u>APRIL /2015</u>	
1-2	Working days /Class days
3	Good Friday (Holiday)
4	Working day /Class day
5	Sunday
6-11	Working days /Class days
12	Sunday
13	Working day /Class day
14-16	Bohag Bihu (Holidays)
17-18	Working days /Class days
19	Sunday
20-25	Working days/ Class days
26	Sunday
27-31	Working days /Class days
<ul style="list-style-type: none"> • Sessional Exam (for even semesters) to be completed by first week of April 	

[5]

MAY /2015	
1	May Day (Holiday)
2	Working day /Class day
3	Sunday
4-9	Working days /Class days
10	Sunday
11-16	Working days /Class days
17	Sunday
18-23	Working days/ Class days
24	Sunday
25-30	Working days /Class days
31	Sunday
JUNE /2015	
1-6	Working days /Class days
7	Sunday
8-13	Working days /Class days
14	Sunday
15	Working day /Class day
16-20	Working days
21	Sunday
22-27	Working days
28	Sunday
29-30	Working days
<ul style="list-style-type: none"> • End Semester examination (for even semesters) to be completed by 15th June and will be followed by 15 days evaluation period. 	

[6]

NOTES

- In the event of any change in the holidays mentioned in the Academic Calendar, the university holiday list will be followed.

GENERAL RULES

- Induction Day (August 1): All new students to assemble in the college field at 10 a.m. for address by the Principal and faculty
- The Identity Card is to be brought to the college every day.
- 75 % attendance in class is compulsory.
- Appearing in all sessional exams is compulsory.
- Students must come to college wearing college uniform

SALIENT FEATURES

- Summer vacation: 1st July to 31st July, 2014.
- Winter vacation : 1st January 2015 to 10th January 2015
- The classes of odd semesters to commence from 1st August 2014
- Annual College Week to be held in the last part of January
- Students Union election to be held in September
- Sessional 1 exam for odd semesters to be completed in September, before Puja Holidays
- End Semester examination (for odd semesters) to be completed by 15th December and will be followed by 15 days evaluation period up to 31st December, 2014
- Declaration of end semester (for odd semesters) examination results will be given within 45 days from the date of last examination day.
- Publication of college magazine to be made before Puja holidays
- Commencement of even semester classes to be held from 12th January 2015
- Sessional Exam (for even semesters) to be completed by first week of April

[7]

- End Semester examination (for even semesters) to be completed by 15th June and will be followed by 15 days evaluation period.
- Declaration of end semester (for even semesters) examination results will be given within 45 days from the date of last examination day.
- The college will organize activities such as seminars/group discussions, etc. for the students and for the teachers, suitably during the year
- The sessional examinations in the college will be designed in such a way that the other normal classes can run smoothly.

SUMMARY

Odd Semester (July to December)

Class days	91
Election	01
Study Leave	03
End Semester Exam	15
End Semester Evaluation Time	15
Holidays (including Sundays)	59
Semester Break	
Total	184

Even Semester (January to June)

Class days	92
Election	06
Study Leave	03
End Semester Exam	15
End Semester Evaluation Time	15
Holidays (including Sundays)	50
Summer Vacation	
Total	181

Principal
Handique Girls' College
Guwahati

Annexure-II

FEED BACK ANALYSIS FOR THE SESSION 2014-15

The average scores (out of 4 point scale) of the teachers of the college of all the parameters for which feedback was sought is 3.1 out of 4. This score falls in the top 22.5% from highest score/point.

It is observed that the highest score, which is 3.5, corresponds to the parameter no. 1 (i.e. Knowledge base of the teachers). This score falls in the top 12.5% 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 12.5%

It is also observed that the lowest score, which is 2.9, corresponds to the parameter no. 9 (i.e. Provision of sufficient time of feedback). This score falls in the top 27.5% from the highest. This means, the dissatisfaction level of the students so far as the provision of time of feedback is concerned is 27.5% which in other words means that the satisfaction level of them in this case is 72.5%.

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