

**ANNUAL QUALITY ASSURANCE REPORT  
(AQAR)**

**JULY 1, 2017 TO JUNE 30, 2018**

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



**HANDIQUE GIRLS' COLLEGE  
GUWAHATI-781001**

## 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	WEST DIGHALIPUKHURI
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
Tel. No. with STD Code:	0361-2970214
Mobile:	+91 9401151236
Name of the IQAC Co-ordinator:	Mr. Madhab Ch. Talukdar
Mobile:	+91 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:

EC/54/RAR/038 dated 08.01.2011

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

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

1.5 Website address:

<http://www.hgcollege.edu.in>

Web-link of the AQAR:

<http://www.hgcollege.edu.in/AQAR2017-18.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: DD/MM/YYYY

21/03/2004

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

2017 – 18

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
- vi. AQAR 2015-16 submitted to NAAC on 31.12.2018
- vii. AQAR 2016-17 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

### 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*)

i) DBT Star College scheme  
ii) DBT-Advanced Level  
Biotech Hub.

UGC-COP Programmes

## **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. No.  Faculty

Non-Teaching Staff/ Students  Alumni  Others

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

If yes, mention the amount

N/A

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

02

(ii) Themes -

1. Two-day workshop for Faculty on Mentoring was organised by the IQAC & the Faculty Development Cell of Handique Girls' College on 20<sup>th</sup> and 21<sup>st</sup> April, 2018.
2. Peer Group Seminar Presentations by faculty under a new initiative.

2.14 Significant Activities and contributions made by IQAC

- Received and analysed student feedback on teachers and courses.
- Proposed initiation of the 'Support for Innovative Teaching' programme
- Together with the Academic Committee, drafted the students' Academic Grievance Card and the students' Teacher Appreciation Card.
- Took the initiative of making Lesson Planning more flexible.
- In association with Examination Committee took measures for implementation of student progress monitoring. Also an SOP has been prepared for smooth conduct of examinations
- Initiated the submission made to the UGC for an integrated higher education skill development scheme linked to apprenticeship for students of undergraduate courses.
- Proposed the installing of an intra-mail server for circulation of institutional notices, leave applications in digital format thereby minimizing the use of paper
- Initiative was taken for online submission of forms from the next academic year by students seeking admission along with fully online fee collection.
- The work for standardization of college website as per E- Prastuti compliance of Govt. of Assam has taken up.
- Two-day workshop for faculty on Mentoring was organised by the IQAC & the Faculty Development Cell of Handique Girls' College on 20<sup>th</sup> and 21<sup>st</sup> April, 2018.
- IQAC has been engaged in the screening of teachers for Academic Performance Index for their promotion under PBAS.
- Two Workshops on Drama were organized in association with Cultural

- Cell, Aangik.
- Peer Group Seminar Presentations by Faculty were organised together with the Faculty Development Cell.

### 2.15 Plan of Action by IQAC/Outcome

The plan of action addressing different institutional aspects, chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year:

Plans	Achievement
Academic	
Initiation of the 'Support for Innovative Teaching' programme.	Three proposals for innovative teaching from the departments of English, Home-Science and Education Departments have been received and are being reviewed.
Implementation of student progress monitoring card.	The student progress monitoring card is being implemented by teaching departments.
Proposed students' cards for Academic Grievance and Teacher Appreciation.	Drafts of the formats have been prepared.
Introduction of add-on courses	A proposal has been submitted to the UGC for inclusion under the "Integrated higher education skill development scheme linked to apprenticeship for students of undergraduate courses".
Restructure of the format of lesson plan	The work for the restructuring of the lesson plan format to make it more open-ended has been started and will be implemented from next session.
Administrative	
Proposed installation of intra-mail server for circulation of institutional notices, leave applications in digital format thereby minimizing the use of paper.	Order has been placed with the Assam Electronics Development Corporation Limited (AMTRON).
Proposed online admissions from the next academic year along with online fee	The sale and submission of admission forms has been made online.

collection.	
3. Standardization of college website for E-Prastuti compliance of Govt. of Assam.	3. The work for website standardization has been started and is expected to be completed shortly
Faculty Development Initiatives	
1. Facilitate the organization of Faculty Development Programmes	<p>1. A two-day workshop on Mentoring was organised by the Faculty Development Cell of Handique Girls' College on 20th and 21st April, 2018.</p> <p>2. Following faculty seminars were organised with the Faculty Development Cell-</p> <p>i. On 28th April, 2018, on the topics 'Disaster Management and our Duties' and 'India's Look East-Act East Policy with respect to North-East India: An Appraisal'.</p> <p>ii. On 26th May, 2018, on the topic 'The Space Time Continuum'.</p> <p>iii. On 28th June, 2018 on the topic 'Diaspora, Multiculturalism and The Immigrant Experience: South Asian Fiction in Context.</p>
Cultural Activities	
1. To organise various cultural activities	<p>1. One workshop on drama was organised from 1st June to 20th June, 2018 under Aangik, the Cultural Cell of the College</p> <p>2. Two interactive sessions- on 8th June, 2018 with Mr. Adil Hussain (actor) and on 26th June 2018 with Mr. Atanu Bhattacharya (poet) and Mrs. Mitali Dey (Singer)</p>
Research Activities	
To continue promotion of student research.	The Research Cell provided support to a total of seven Teacher-led Students' research Project.
Collaborative activities	
Collaboration with Gauhati University	Supported a workshop on Balanced Question Paper setting in the subject Assamese for the UG level was organised on 7th June 2018.
Collaboration with IIT Bombay - NMEICT,	The College organized learning opportunities



MHRD, Govt. of India.	under the Spoken Tutorial program for students to learn FOSS (Free and Open Source Software) like Linux, Scilab, LaTeX, Libre office etc via an easy video tool.
Initiate the publication of an English translation of the autobiography of Late Rajabala Das, Founder Principal of the College	The Publication Committee of the College published "Three Score Years and Ten : One Life Many Memories", a translated version in English of Rajabala Das's autobiography "Tinikuri Doh Bachoror Smriti on 19th May, 2017.
Initiate a Students' Exchange Programme	A Student Exchange Programme was organized jointly by Lady Keane College and Handique Girls' College. The Education and Sociology Departments of Lady Keane College visited Handique Girls' College on 28.03.2014. Handique Girls' College with 38 students visited Lady Keane College on 21/03/18.
Support activities of the Career Guidance and Placement Cell	An Employment Related Programme was organized by the Department of Hindi, Handique Girls' College in association with Shabda Bharati, Hindi Sansadhan Kendra on 27th March, 2018.
Support activities of the Health Cell	<p>1. Blood donation camp held on 12/09/2017</p> <p>2.Seminar on PCOS (Polycystic Ovary Syndrome) and Menstrual disorder was organised on 23/09/2017.</p> <p>3. Survey study and an awareness program was conducted on 23rd and 24th October 2017 regarding management of dysmenorrhoea among adolescent</p> <p>4. Talk on 'Women and Diabetes' was organised on 'World Diabetes Day' on 14/11/2017</p>
Activities with the Photographic Society.	1. A training programme on "Basic Photography" was held on 26th and 28th October, 2017.

\* Attach the Academic Calendar of the year as Annexure.

**Annexure- I**

2.15 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	3	-	3	-
PG	4	-	4	-
UG	19	-	1	-
PG Diploma	1	-	1	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	1	-	-	1
Others	1	-	-	1
<b>Total</b>	29	-	9	2

Interdisciplinary	-	-	-	-
Innovative	-	3	-	-

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

The CBCS is operational for the four postgraduate programs run by the College under the Gauhati University.

At the undergraduate level, the College offers Core Courses in eighteen subjects across the sciences and humanities. Students enrolled under an undergraduate program in the College can choose electives from twenty available options.

##### (ii) Pattern of programmes:

Patterns	Number of Programmes
Semester	19 (UG) + 4(PG) +1(PGDCA)

Trimester	-
Annual	-

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- I*

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

The revision and updating of syllabus and framing of regulations are done by the affiliating University. The PG syllabus was restructured under the CBCS and is being followed in the four PG programmes running in the College. The latest regulations for the undergraduate programmes were notified by the Gauhati University in October, 2017.

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

## **Criterion – II**

### **2. Teaching, Learning and Evaluation** 2.1 Total No. of permanent faculty

Total	Assistant Professors	Associate Professors	Professors	Others
78	42	36	-	-

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
-	12	-		-		-		-	12

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 Seminars/ Workshops	3	11	-
Presented papers	12	20	2
Resource Persons	2	8	1

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

- The College organized one workshop on Balanced Question Paper setting in the subject Assamese in UG level was organised on 7th June 2018 in collaboration with Gauhati University as a part of Examination Reforms.
- The college in collaboration with IIT- Bombay organised a spoken tutorial to enable the students to learn FOSS (Free and Open Source Software) like Linux, Scilab, LaTeX, Libre office etc via an easy video tool.
- The college implemented the student monitoring card and will be taken up in broader perspective from the next session.
- The college proposed for installation of intra-mail server for circulation of institutional notices, leave applications in digital format thereby minimizing the use of paper.
- The college's examination committee has brought out a Examination SOP for smooth functioning of the examination processes.

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

234

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding etc.)  
Double Valuation, Photocopy, Online Multiple Choice Questions): None

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

18

-

-

2.10 Average percentage of attendance of students

95.35%

2.11 Course/Programme wise distribution of pass percentage:

2017-18								
Serial No.	Subjects	Appeared	60% and Above	%	Below 60%	%	Total pass	Pass%
1	B. A. in Assamese	46	11	24	32	70	43	93
2	B. A. in Bengali	1	1	100		0	1	100
3	B. A. in Economics	65	35	54	29	45	64	98
4	B. A. in Education	40	32	80	4	10	36	90
5	B. A. in English	61	36	59	24	39	60	98

6	B. A. in Hindi	23	6	26	14	61	20	87
6	B. A. in History	74	44	59	21	28	65	88
7	B. A. in Home Science	14	11	79	2	14	13	93
8	B. A. in Philosophy	37	23	62	13	35	36	97
9	B. A. in Political Science	58	53	91	5	9	58	100
10	B. A. in Psychology	22	22	100	-	0	22	100
11	B. A. in Sanskrit	9	3	33	6	67	9	100
13	B. Sc. in Botany	30	25	83	3	10	28	93
14	B. Sc. in Chemistry	23	17	74	8	35	25	109
15	B. Sc. in Economics	2	2	100	-	0	2	100
16	B. Sc. in Home Science	5	5	100	-	0	5	100
17	B. Sc. in Mathematics	6	3	50	3	50	6	100
18	B. Sc. in Physics	30	24	80	3	10	27	90
19	B. Sc. in Statistics	2	0	0	1	50	1	50
20	B. Sc. in Zoology	26	25	96	-	0	25	96
21	BCA	15	11	73	3	20	14	93
22	PGDCA	11	1	9	2	18	3	27
23	M.A. (Assamese)	18	6	33	12	67	18	100
24	M.Sc. In Botany	8	8	100	-	0	8	100
25	M.Sc. In Zoology	14	12	86	1	7	13	93
26	M.Sc. In Chemistry	14	10	71	1	7	11	79

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

The IQAC take the following steps:

- Helps with the preparation of the Academic Calendar, which sets the annual schedule for all academic activities of the College and also co-curricular activities
- Supports Lesson Planning: Lesson Planning contributes to planned engagement of students in the classroom.
- Promotes use by teaching departments of the student progress monitoring card.
- The IQAC helps departments arrange parent-teacher meets from time to time to enhance the teaching learning processes from both ends and suggestions are taken from the parent's progression and academic growth.
- Evaluates Student Feedback.

## 2.13 Initiatives undertaken towards faculty development

Faculty/ Staff Development Programmes	Number of Faculty Benefited
Refresher courses	7
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	19
Others	-

#### 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employee	Number of Vacant Position	Number of permanent positions filled during the year	Number of positions filled temporarily
Administrative Staff	20	12	-	29
Technical Staff	0	01	0	0

### **Criterion – III**

#### **3. Research, Consultancy and Extension**

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

- The IQAC has supported the Teacher-led Student Research Projects in the year 2017-18. .
- To encourage research, the IQAC encourages students and faculty members to present their work in seminars and conferences.
- The IQAC helps implement outreach programmes under DBT star college scheme and Biotech Hub Scheme.
- It also supports activities that the College undertakes to help learning in schools.

##### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted

Number	1	1	1	
Outlay in Rs. Lakhs	114.68	86.13	13.37	

### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		2		
Outlay in Rs. Lakhs		4.50	3.125	

### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	11	5	-
Non-Peer Review Journals	-	-	-
e-Journals	9	-	-
Conference proceedings	-	3	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

Name of the Project	Duration Years	Name of the funding Agency	Total grant sanctioned ( Lakh)	Received
Magneto Elastic Interaction and Phase Transition in Hexagonal Manganites RMnO <sub>3</sub>	3 years (June, 2017-2020)	SERB	13.37 Lakhs	7.0

<b>Minor Project</b>				
1. Karyomorphological analysis and total genomic DNA extraction in different plant species of genus <i>Phlogacanthus</i> Nees . available in Karbi Anglong district of Assam.	One year	ASTEC	1.25	0.875
2. Green protocol for the synthesis of nitrogenous heterocyclic compounds	Two years	UGC	3.20	-
Interdisciplinary Project				
Industry sponsored				
Project sponsored by University/ College				
7 Teacher-led- Student Research Project	Six months	Handique Girls' College	.70	.70
Any other ( <i>specify</i> )				
Total			18.52	8.575

3.7 No. of books published

4

i) With ISBN No.

3

Chapters in Edited Books

7

ii) Without ISBN No.

1

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

5

INSPIRE

CE

Any Other (*specify*)



3.10 Revenue generated through consultancy

Nil

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-		-	-	-
Sponsoring Agency	-	-	-	-	-

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

15

3.13 No. of collaborations: International

National

Any other

1

3.14 No. of linkages created during this year

01

3.15 Total budget for research for current year in lakhs:

From funding agency

Rs. 7.875 lakhs

From Management of University/College

Rs. 0.70 lakh

Total

Rs.8.575 lakh

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
03		02	-	-	-	-

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

09

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

Project Fellows

Any other

1

3.21 No. of students Participated in NSS events:

University level

66

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

<p><b>NSS</b></p> <ul style="list-style-type: none"> <li>On 4.8.2017 a total of 20 NSS volunteers participated in the cleanliness drive organised in the college campus on the occasion of Swachhta Pakhwara. On the same occasion a rally was organised by the NSS unit on 14.08.2017. A total number of 28 volunteers took part in it.</li> <li>On 24.8.2017 the NSS volunteers distributed flood relief material at Palahguri, near Morigaon. 12 Students participated in this programme.</li> <li>On 22.9.2017 the NSS volunteers interacted with noted social activist and Nobel laureate Dr. Kailash Satyarthi at Gauhati University.</li> <li>On 24.9.2017 the NSS unit organised a Poster making Competition on the occasion of Swachhta-hi Sewa.</li> <li>On 1.11.2017 41 NSS volunteers participated in a rally on the occasion of Mouth Cancer Action Mouth, 2017.</li> <li>On 20.2.2018 NSS observed the National Youth Day in association with Assam State AIDS Control Society. 66 NSS volunteers participated in it.</li> <li>The NSS unit organised a Special Camp at Daimugiri L P School at Fatasil Ambari from 9.3.2018 to 10.3.2018.</li> </ul>
<p><b>Red Ribbon Club:</b></p> <ul style="list-style-type: none"> <li>On 9.2.2018 the Red Ribbon Club, in association with Assam State AIDS Control Society, Guwahati organised a Poster Making Competition on the occasion of National Youth Month, 2018.</li> </ul>
<p><b>Activity of NCC</b></p> <ul style="list-style-type: none"> <li>78 Cadets conducted a clean drive around the college campus on 22<sup>nd</sup> Sept, 2017.</li> </ul>
<p><b>Others</b></p>

- Demonstration of Chemistry Experiments in the Salter's Chemistry Camp, supported by Royal Society of Chemistry, London held at Tezpur University on 24 January 2018
- Lecture on "Malnutrition among Children: causes, Symptoms, Prevention and Management" on 14<sup>th</sup> Feb, 2018 at Anganwadi Workers' Training Centre under ICDS.
- A Student Exchange Programme was organized with Lady Keane College and Handique Girls' College. The Education and Sociology Department of Lady Keane College visited Handique Girls' College on 28.03.2014. The Education Department, Handique Girls' College along with 38 students of 6<sup>th</sup> semester interacted with the students of Lady Keane College on 21/03/18.
- DBT sponsored training for Laboratory Technicians of Higher Secondary Schools, was organised on 03.11.2017 by Dept. of Physics, Handique Girls' College.

#### **Criterion – IV**

#### **4. Infrastructure and Learning Resources**

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	Academic 5775.35 sq.m. Hostel 2384.015 sq.m	-	-	8159.37sq.m.
Class rooms	44	One Digital classroom	UGC, College Fund& Govt. Of Assam	45
Laboratories	15	-		15
Seminar Halls	1	-	Govt. Of Assam, RUSA,UGC	1
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	14	2	DBT, UGC	16
Value of the equipment purchased during the year (Rs. in Lakhs)	139.51	28.42	DBT, UGC, RUSA, STAR College,	167.93
Others				

4.2 Computerization of administration and library

1. Computerisation of Examination branch and Administrative Section. Twelve computers are installed with LAN connectivity for these purposes.
2. Online sale and submission of admission forms and computerized admission process
3. Cashless fee collection.
4. Ongoing digitization of Examination related data of the college and online filling up examination forms for university examination.
5. Online disbursement of salary and miscellaneous payments.
6. Library is automated with the Library Management Software SOUL 2.0. One Server along with six clients is working. Two clients are dedicated for OPAC. Circulation is being done with Barcode Technology.
7. An Institutional Repository cum Digital Library is being setup where various institutional publications and Question Bank for students' support are made available.
8. The library has been equipped with Online UPS, Flatbed scanner, CPU Compatible Speaker, Book eye scanner, HP server, Multimedia projector, Laptop computer and Laser printer a part of the digitization process.
9. The College has installed Wi-Fi facility in the college library with six nos. Access Points for uninterrupted connectivity..
10. Steps have been taken for installation of intra-mail server for circulation of institutional notices, leave applications in digital format thereby minimizing the use of paper.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value( Last Five Years )	No.	Value	No.	Value
Text Books	46065	Rs. 1073390.00	1096	Rs. 97,9723.00	47161	Rs. 2053113.00
Reference Books	3922	-	351	-	4273	-
e-Books	3135000+	-	-	-	3135000+	-
Journals	19	51195	-	-	19	51195
e-Journals	6000+	5900.00	1	48008.00	6001+	48008.00
Digital Database	93	-	79	-	172	-
CD & Video	192	-	-	-	192	-

Others (specify)	Report - 71 Thesis - 10 Bound Volume - 223	-	-	-	304	-
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#### 4.4 Technology up gradation (overall)

	Total Computer s	Compute r Labs	Internet	Browsin g Centres	Compute r Centres	Offic e	Depart ments	Othe rs
Existin g	170	51	21	-	57	12	21	08
Added	19	10	1	-	3	-	-	-
Total	189	61	22	-	60	12	21	08

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

Increase in ICT facility in the classroom teaching is the thrust area of the college. The college took the following steps

- Multi media facility has been installed in the seminar hall.
- 2 nos. of Kyan Universal Pro have been procured for classroom teaching.
- Institutional Repository cum Digital Library has been setup where various institutional publications and Question Bank for students' support are made available.
- The library has been equipped with Online UPS6KVAwith 42AH Battery, Flatbed scanner, CPU Compatible Speaker, Book eye scanner, HP ML 10 server, Multimedia projector, Laptop computer and Laser printer a part of the digitization process.
- The Library has been made Wi-Fi enabled.
- Training/Orientation to the students regarding the use of e-resources and library OPAC.
- All Teaching Departments are connected by LAN.

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

i) ICT

1.03

ii) Campus Infrastructure and facilities	5.46
iii) Equipments	.45
iv) Others	.47
<b>Total:</b>	7.41

## Criterion – V

### 5. Student Support and Progression

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

1. Organized Aalap, an interaction programme with the renowned theatre personality Mr. Adil Hussain on 8<sup>th</sup> June, 2018.
2. Organized a drama workshop from 1<sup>st</sup>- 20<sup>th</sup> June, 2018. Mrs. Pakija Begum, noted director and actor, acted as resource person. Where 11 students participated in the workshop.
3. Organized a workshop on 36<sup>th</sup> June, 2018. Mr. Atanu Bhattacharya and Mitali Dey acted as resource person.
4. Ten students of Physics Department attended “Preparation *for entrance*” class hosted by IIT, Guwahati on 9<sup>th</sup> September, 2017.
5. An Employment Related Programme was organized by the Department of Hindi, Handique Girls’ College in association with Shabda Bharati, Hindi Sansadhan Kendra on 27<sup>th</sup> March, 2018. Resource persons from Shabda Bharati, State Bank of India, ESTC, Airport Authority of India and Retd. Language Officer delivered speech on the various topics related to the topic employment.
6. A seminar on PCOS (Polycystic Ovary Syndrome) and Menstrual disorder was organised on 23/09/2017 by Health Cell, HGC in Collaboration with Intos Pharina Ceutical Ltd. 14 faculty members and 66 students participated in the program.
7. A Survey study and an awareness program was conducted on 23<sup>rd</sup> and 24<sup>th</sup> October 2017, for the H.S 2<sup>nd</sup> year Students regarding management of dysmenorrhoea among adolescent girls by Ms Ludy Lalramdinpui, Dept of Obstetrics and gynecology. Nursing of Sarkar Madhab College of Nursing, Assam Down Town University.
8. A talk on ‘Woman and Diabetes’ was organised on ‘World Diabetes Day’ on 14/11/2017. Dr. Dipti Sarma, Professor, Dept of Endocrinology, Gauhati Medical College and Dr. Uma K. Saikia, M.D, DM Endocrinologist, Gauhati Medical College and Hospital, Dept of Endocrinology, delivered lectures on the Permutation and care of Diabetes.
9. Workshop on “DNA Barcoding Technology in Species Identification for Biodiversity Assessment” was organized from 6<sup>th</sup> – 10<sup>th</sup> March, 2018 for the B.Sc. 6<sup>th</sup> semester and M.Sc. students of Zoology, Botany and Microbiology
10. A training programme on “Basic Photography” was held on 26<sup>th</sup> and 28<sup>th</sup> October, 2017 organized by the Handique Girls’ College
11. Workshop on Singleplex and Multiplex PCR: Principles and Applications was organized from 2<sup>nd</sup> – 6<sup>th</sup> January, 2018 (Participants- 12)
12. Workshop on “Basic Molecular Biology Techniques” from 18<sup>th</sup> to 23<sup>rd</sup> June, 2018 at the Biotech Hub.  
Total no. of Participants- 12.
13. Organized a Youth Poet Conference on 17<sup>th</sup> March, 2018. Renowned poet Shri Samir Tati and Shree Nilim Kumar were invited as the guest of honor. Participants from thirteen different colleges and Universities took part in it.
14. RBI sponsored Workshop on Financial Literacy was organised by the department of Economics on 5<sup>th</sup>

June, 2018.

15. Soma Dey was awarded with Focus Area Science Technology Summer Fellowship in Indian Institution of Science, Bengaluru for eight weeks.

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

The college collect and keep records of the outgoing students regarding their progression by asking for the Submission of I-card

- The IQAC arranged parent-teacher meets time to time to enhance the teaching learning processes from both ends and suggestions are taken from the parent's regarding student progression and academic growth.
- There is a continuous assessment pattern for both theory and practical. There are unit tests, assignments, presentation, poster presentation and model making.
- Students who do not perform well are identified. The reasons for poor performance are identified and necessary measures are taken like remedial teaching, counselling is taken.
- Result analysis is done on regular basis. This helps in identifying the problematic areas and necessary action is taken.

2107	115	-	5
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(b) No. of students outside the state

87

(c) No. of international students

Nil

No	%
-	-

Men

No	%
-	-

Women

Last Year	This Year
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	General	SC	ST	OB C	EC/PH	Total	General	SC	ST	OBC	EC/PH	Total
U G	1193	179	320	441	20	2153	1017	177	331	541	41	2107
P G	45	12	13	29	0	99	44	12	13	41	0	110
P G D C A	8	1	1	3	0	13	2	0	1	2	0	5

Demand ratio UG- 4.2: 1 Dropout %  
PG – 12.3: 1 Dropout %  
PGDCA- 2.0 : 1 Dropout %  
BCA- 1.5 : 1 Dropout %

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

Nil

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

1. Ten students of Physics Department attended “Preparation *for entrance*” class hosted by IIT, Guwahati on 9<sup>th</sup> September, 2017.
2. An Employment Related Programme was organized by the Department of Hindi, Handique Girls’ College in association with Shabda Bharati, Hindi Sansadhan Kendra on 27<sup>th</sup> March, 2018. Resource persons from Shabda Bharati, State Bank of India, ESTC, Airport Authority of India and Retd. Language Officer delivered speech on the various topics related to the topic employment.
3. Arranged a talk on “Interview Skills” by (Retd.) Brigadier Ranjit Barthakur on 07.11.2017.



4. Lecture programme organized on the topic “Evolution and Development of Sanskrit Language” by Dr. Nripendra Nath Sarma on 7<sup>th</sup> August, 2017.
5. Ten Students of 6<sup>th</sup> Semester (Major) attended A Career talk on Physics hosted by IIT, Guwahati on 9<sup>th</sup> September, 2017.
6. Speech delivered by Dr. Sangeeta Borthakur on Students’ counselling held on 15.02.2018.
7. The Psychology department organized three sensitization programme on the topics:
  - a) Basic Life Support by Dr. Surabhi Kalita Khanikar of NH Narayana Superspeciality Hospital.
  - b) Scope, Prospects and Qualifications of a Clinical Psychologist by Ms. Jayashree Das, practicing clinical psychologist, Guwahati.
  - c) Health Issue of Women by Dr. Swati Jalan of Goenka Hospital.

Further following personnel counselling were held:

Talk on “Understanding Mental health issues among College Students”	12-08-2017	118	Nimi Borgohain, Sr. Clinical Psychologist, GNRC Hospital
One to one counselling	29-08-2017	9	Nimi Borgohain, Sr. Clinical Psychologist, GNRC Hospital
One to one counselling	08-09-2017	4	Nimi Borgohain, Sr. Clinical Psychologist, GNRC Hospital
One to one counselling	23-09-2017	3	Nimi Borgohain, Sr. Clinical Psychologist, GNRC Hospital.

No. of students benefitted

212
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#### 5.7 Details of campus placement

On the campus			Off the Campus
Number of organization visited	Number of students participated	Number of students placed	Number of students placed
-	-	-	8. The following students of BCA 6 <sup>th</sup> semester got job placement in Wipro Ltd. in 2018: <ol style="list-style-type: none"> <li>i. Trishna Das, BCA 6<sup>th</sup> semester dept. of Computer Science</li> <li>ii. Priya Sharma, BCA 6<sup>th</sup> semester dept. of Computer Science</li> </ol>

			iii. Sajida Begum, BCA 6 <sup>th</sup> semester dept. of Computer Science
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### 5.8 Details of gender sensitization programmes

<ol style="list-style-type: none"> <li>The eleventh certificate course was held from 22<sup>nd</sup> February 2018- 7<sup>th</sup> March 2018. Some of the topics of the lectures delivered were: Women Empowerment, Gender, Patriarchy, Women and health, Facing interviews and Communication Skills, Legal rights of Women, Self Defence, Time/ stress/ money management, choosing a career, among others.</li> <li>International Women’s Day was also celebrated by the cell on 8<sup>th</sup> March 2018</li> <li>Talk on the topic “On Fundamentalism in South &amp; South East Asia”, delivered by Arupjyoti Choudhury of KK Handique State Open University was held on 17<sup>th</sup> March, 2018.</li> <li>Representatives from the “Art of Living” organization had held a one hour long interaction programme with the 5<sup>th</sup> semester students on 23.10.2017.</li> </ol>
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### 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	2	Rs. 12,370
Financial support from government	89 (scholarships)	Rs.8.75 lakhs
	220 (Fee waiver scheme)	Rs.14.75 lakhs

Financial support from other sources		
Number of students who received International/ National recognition		

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:

Some of the major Grievances that were redressed during the period of report are	
1.	Toilets in the campus were renovated with modern facilities for the students and also the toilet of the teacher's common room is renovated.
2.	The canteen committee took initiative for improving the standard of quality of food in the canteen
3.	The canteen has been provided with two Nos. of water cooler with reverse osmosis filter.
4.	The girls' common room has been renovated with more sitting capacity.
5.	Increase in sport facility through procurement of sports items for adventure sports and the instruments for gym has been properly repaired.
6.	Provided more Nos. of Dustbins in the campus
7.	One Photostat cum Xerox facility has been provided in the campus for the students through outsourcing.
8.	More Nos. of classrooms has been provided with Godrej Desk-benches.
9.	The seminar room has been provided with multimedia facility and Godrej chairs and the acoustic system.

**Criterion – VI**

**6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

<p><b>Vision:</b> To contribute towards the creation of a tolerant, equitable and enlightened human society.</p> <p><b>Mission:</b> Enrichment of society through a holistic education for women.</p>
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6.2 The MIS Software “Academic DCL” has been extended to collect fees for all admission (new and renewal) along with the earlier provisions. The system is also used to generate the list of students who were admitted in Govt’s Fee Waiver Scheme which was submitted to the Government for reimbursement. The system is also used to prepare the various lists required for feeding data in different ranking agencies like AISHE, Assam Govt. Portal etc.

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

### 6.3.1 Curriculum Development

- A number of faculty members are involved in course restructuring and revision committees constituted by Gauhati University. A number of faculty members are working as active members of University examination committee to frame questions papers and evaluate examination scripts.

### 6.3.2 Teaching and Learning

- An Academic Calendar is prepared containing the number of teaching days in the academic session, the schedule for classes and sessional examinations, cultural events, and holidays.
- Faculty members of each department prepare lesson plans and each teaching departments use multimedia and ICT enabled lectures.
- An Institutional Repository cum Digital Library is being setup where various institutional publications and question bank are made available.
- For the students requiring additional support, remedial classes are arranged time to time.
- Feedback from students is taken towards the end of each semester to improve teaching and learning methods.
- Seminars, workshops and talks with experts from industry and civil society are organised at the departmental level in order to keep abreast of recent developments and emerging trends.
- 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.
- The Librarian and the library staff work in close association with the teaching faculty to ensure that the library resources augment the teaching-learning process and to impart orientation and training in accessing appropriate learning resources.

### 6.3.3

- The Examination Committee is charged with the conducted all the examinations.
- The college’s examination committee has developed a SOP for smooth functioning of the end semester examination.
- Continuous evaluation through internal assessment, Group discussion class tests, assignments, presentations, projects etc. have been done.
- All the practical examinations are conducted with internal and external examiners.

#### 6.3.4 Research and Development-

- The college has a research committee with 14 members headed by the Principal as President, Vice Principal as Vice President, a convenor, 8 faculty members, and 3 student members. The committee periodically invites Teacher led student research project from various departments of the college and after proper review from the experts, the projects are sanctioned. The committee also arranges presentation of the projects completed under teacher led student research scheme of the college.
- The Institute promotes interdisciplinary use of infrastructure for research because of space constraint for keeping new instruments and dedicated space for research activities. Under the DBT sponsored star college scheme, some basic training programmes have been arranged for the UG students which are of interdisciplinary nature.
- The Institutional Biotech Hub of the college periodically organize some capacity building workshop training programmes for under graduate students of the college to generate interest in research.
- A number of faculty members are actively involved in interdisciplinary research as evident from the ongoing minor and major research project works and a number of publications.

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation

##### **Library**

The college library is equipped with more number of textbooks, reference books, e-books, journals, and e-journals.

A digital library has been set up with a central server and 12 client computer .

An institutional Repository along with library has been made Wi-Fi enabled.

A total of 1096 textbooks, 451 Reference books and 1 Journal (American Chemical Society's Journal of Chemical Education) have been procured this year

##### **ICT**

- The existing thirty two computers in the computer centre have been upgraded and optical fibre broadband connection has been provided. The campus is made Wi-fi enabled.
- More number of computers and internet facility are provided to each Department.
- A new digital classroom has been constructed with Video conferencing system.

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

- College procured Sports item like- 30 nos. of bags, carry mats and tents for trekking.
- Electrical installation of new control panel and main line has been completed under the

supervision of PWD, Govt. of Assam.

- Two nos. water coolers with RO were procured and installed in hostel and two nos. in college canteen.
- 1 no. of LED TV and 1 Refrigerator purchased for the hostel.
- 2 nos. of Kyan Universal Pro have been procured for classroom teaching.
- The renovation of the toilet block for students has been completed and toilet for teachers' common room has been started and the plan and estimate for the new academic block in the hostel campus has been prepared and forwarded to PWD for technical sanction.
- 24 nos. of new laboratory equipments like- UV-Vis Spectrophotometer, Stereo microscope, Benchtop Shaker Incubator, Rotary Microtome, Digital Oscilloscope and Harpenden Skin Folder Calliper have been purchased for Dept. of Botany, Home Science, Zoology, Chemistry and Physics.
- 1 COD Digester Distillation Apparatus has been purchased for the department of Microbiology.

#### 6.3.6 Human Resource Management

- IQAC encourages faculty and staffs to participate in various self-development programmes.
- The College Administration provides necessary and relevant supports to all faculty, staff, and students to optimize their work.
- The College's Faculty Development Cell has been funded to conduct faculty Development programmes like workshops, seminars, talks, skill development programme for teachers.
- Interactive programme of supporting staff with the persons from Audit Office, Govt. of Assam and Director, higher education is conducted.

#### 6.3.7 Faculty and Staff recruitment

- Recruitment of the teaching faculty is governed by the rules framed by the Higher education department, Govt. of Assam following UGC guidelines.
- Recruitment of administrative staff is governed by rules and regulations of Government of Assam.

#### 6.3.8 Industry Interaction / Collaboration: Nil

#### 6.3.9 Admission of Students

- The admission procedure is planned and executed by the Admission Committee maintaining the rules and regulations for autonomous institutions as instructed by the UGC, Gauhati University, and the Government of Assam.
- All the details about the admission procedure, form submissions, merit list preparation, reservation of seats are provided in the college prospectus published every year well before the commencement of admissions.
- The details about the Admission procedure, submission of forms, merit list are made available in the college website.
- The process of online submission of admission forms has been started from the session beginning 2018.

#### 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>• Earned leave, Child care leave.</li> <li>• FIP Programme of UGC, Scheme of Higher Studies by Govt. of Assam.</li> <li>• <i>Kalayan Nidhi</i>-a contributory welfare society of the teacher members.</li> </ul>
Non teaching	<ul style="list-style-type: none"> <li>• Special need cum merit scholarships for children of non-teaching staff.</li> <li>• Funds are collected and given to needy non-teaching staff to meet contingencies.</li> <li>• Jobs given on compassionate grounds to family members of non-teaching staff.</li> <li>• Avail holidays on 2<sup>nd</sup> and 4<sup>th</sup> Saturdays on rotation basis</li> <li>• The college has implemented welfare scheme for the Non Sanctioned Non teaching employees from the year 2016-2017 ( August 2016) in the form of NPS which amounts to Rs. 500.00 per month from the college fund and also measures are being taken for enrollment of these employees under ESIC scheme (1.75% of Basic salary from the employees and 4.75% of the Basic salary from the college fund ( Approved by Governing Body).</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.</li> <li>• Counselling services to students.</li> <li>• Concession for library establishment and tuition fees for deserving students.</li> <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>• Scholarships provided by State and Central Govts. such as National Merit, State Merit, UGC Ishan Uday Scholarship, Hindi scholarships for students of non-Hindi origin, Cultural, Talent Search, Sports, SC/ST/OBC/MOBC etc.</li> <li>• Medical assistance to students.</li> </ul>

6.5 Total corpus fund generated

4.88 crores

6.6 Whether annual financial audit has been done

Yes

No

6.7 Whether Academic and Administrative Audit (AAA) have been done? 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?

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

- The alumni Association has been active in its various activities in holding Alumni meet every year and supporting the college with other means.
- The alumni Association held meetings in the college campus at frequent intervals and took several measures for the betterment of the college.
- Further during the month of April 2018 each teaching departments hold alumni meet and a large number of alumni attended .
- Miss 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.
- Some of the activities of the alumni are :  
Dr. Trivedi Bora, Assistant Professor, Department of Physics, NIT, Meghalaya and ex student of Physics Dept. delivered a talk on the topic “Physics of Materials” on 31/03/2018  
The alumni Association of the college organized a Lecture Cum Demonstration On Road Safety Measures In Association With The Academy of Trauma On 17th May, 2017  
World Environment Day was celebrated by the alumni association, by planting trees in the College premises. Also, 10 nos of Dustbins were distributed in the College



Campus.

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

- The parent-teachers meet are organized by every department and collect the view of the parents on implementation of its academic programmes.
- The college include member from the parents in the Governing Body of the college who take part in decision making and the development of the college.

#### 6.13 Development programmes for support staff

- The college has implemented welfare scheme for the Non Sanctioned Non teaching employees from the year 2016-2017 ( August 2016) in the form of NPS which amounts to Rs. 500.00 per month from the college fund and also measure has been taken for enrollment these employees under ESIC scheme under Govt. ESIC scheme. (1.75% of Basic salary from the employees and 4.75% of the Basic salary from the college fund ( Approved by Governing Body
- Mr. Ramen Deka, Laboratory bearer attended two days' Training programme for laboratory bearers by Gauhati University on 24<sup>th</sup> & 25<sup>th</sup> November, 2017.

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

- 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 alongwith cultural values.
- An Institutional Waste Management Plan is being formulated.
- To minimize the use of paper the college has taken initiative for online admission process.

### **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.

- College proposed to implement academic support for innovative teaching where each teacher will meet the tutorial group at least once in a week.
- The college organized one workshop on Balanced Question Paper setting in the subject Assamese in UG level was organised on 7th June 2018 in collaboration

with Gauhati University as a part of Examination Reforms.

- The College's examination committee has brought out an Examination SOP for smooth functioning of the examination processes.
- The college in collaboration with IIT- Bombay organised a spoken tutorial to enable the students to learn FOSS (Free and Open Source Software) like Linux, Scilab, LaTeX, Libre office etc via an easy video tool.
- The college implemented the student monitoring card and will be taken up in broader perspective from the next session.
- The college proposed for installation of intra-mail server for circulation of institutional notices, leave applications in digital format thereby minimizing the use of paper.

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

1. A proposal was made to implement academic support for innovative teaching where each teacher would meet the tutorial group at least once in a week and 3 departments were initially selected to carry out the innovative practice.
2. The work for the restructuring of the lesson plan has been started and will be implemented from the next session.
3. Proposal for courses like IT-ITES and Media and entertainment Skill Development has been prepared.
4. Installation of intra-mail server for circulation of institutional notices, leave applications in digital format thereby minimizing the use of paper has been proposed.
5. During this period the college initiated the online admission from the next academic year along with fully online fee collection.
6. The work for standardization of college website as per E- Prastuti compliance of Govt. of Assam has taken up.
7. Electrical installation of new control panel and main line has been completed under the supervision of PWD, Govt. of Assam.
8. Two nos. water coolers with RO were procured and installed in hostel and two nos. in college canteen.
9. The renovation of the toilet block for students has been completed and toilet for teachers' common room has started and the plan and estimate for the new academic block in the hostel campus has been prepared and forwarded to PWD for technical sanction.
10. 24 nos. of new laboratory equipments like- UV-Vis Spectrophotometer, Stereo microscope, Bench top Shaker Incubator, Rotary Microtome, Digital Oscilloscope and Harpenden Skin Folder Calliper have been purchased for Dept. of Botany, Home Science, Zoology, Chemistry and Physics.
11. 104 nos. of Godrej Auditorium chairs and 1 set of sofa have been procured
12. A two-day workshop on Mentoring was organised by the Faculty Development Cell of Handique Girls' College on 20th and 21st April, 2018.
13. One workshop on drama was organised from 1st June to 20th June, 2018 under Aangik, the cultural cell.

14. The Publication Committee of the College published "Three Score Years and Ten : One Life Many Memories", a translated version in English of Rajabala Das's autobiography "Tinikuri Doh Bachoror Smriti on 19th May, 2017
15. A Student Exchange Programme was organized jointly by Lady Keane College and Handique Girls' College. The Education and Sociology Department of Lady Keane College visited Handique Girls' College on 28.03.2014. Handique Girls' College with 38 students visited Lady Keane College on 21/03/18.

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

***\*Provide the details in annexure***

***Annexure- XIII***

7.4 Contribution to environmental awareness / protection

- Initiatives have been taken to reduce the use of plastic and paper.
- On 4.8.2017 a total of 20 NSS volunteers participated in the cleanliness drive organised in the college campus on the occasion of Swachhta Pakhwara. On the same occasion a rally was organised by the NSS unit on 14.08.2017. A total number of 28 volunteers took part in it.
- World Environment Day was celebrated by OHA, by planting trees in the College premises. Also 10 nos. of Dustbins were distributed in the College Campus
- 28 Students and three teachers of the college undertook one Educational Excursion to Kaziranga National Park and Tezpur on 20<sup>th</sup> and 21<sup>st</sup> December, 2017 with the Assam Govt. fund of Rs. 1 lakh.
- On 28<sup>th</sup> February, 2018, the college observed National Science Day by organizing a Science Project Presentation Programme for the students of Science. Many students of the college participated in the programme. The students present many presentations on various science related topics, including some addressing environmental problems:
  1. Autonomous Car by the Dept. Of Computer Science.
  2. Discovery of new species in Northeast India by the Dept. Of Zoology.
  3. Innovation in the Field of Sound by the Dept. Of Computer Science.
  4. Harnessing Fusion technology for limitless clean energy by the Dept. Of Physics.
  5. Strange Invention in biology by the Dept. Of Microbiology.
  6. Rewalk by the Dept. Of Psychology.
  7. Genetically Engineered Medicines by the Dept. Of Botany.
  8. Toxic Contents in Anti Nutrients by the Dept. Of Home Science.
  9. The newest technology in Solar Planet by the Dept. Of Physics.
  10. Technology & Emotion by the Dept. Of Psychology.
  11. Edible Plastic Bag and Artificial Leaf by the department of Botany.

7.5 Whether environmental audit was conducted? Yes

No

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

Strengths	<ul style="list-style-type: none"> <li>• The College caters to women’s education from the +2 stage to the postgraduate stage (presently being offered by four teaching department’s viz. Assamese, Botany, Zoology, Chemistry with proposal for Physics and Economics.).</li> <li>• The college library is equipped with sufficient number of text books, reference books, e-books, journals, e-journals, and magazines.</li> <li>• The college maintains a healthy and cordial teacher- student relationship.</li> <li>• Sophisticated instruments are made available in the Departments.</li> <li>• The college achieved DBT advanced level Biotech Hub.</li> <li>• Counselling and mentoring are provided to the students.</li> <li>• Academic help is made available from eminent teachers of Gauhati University &amp; other institutions.</li> <li>• The institution maintains complete transparency in its financial, academic, and administrative functions.</li> <li>• Research oriented environment of the college is strength of the institute.</li> <li>• Biotech Hub of the college provides a good platform for various research activities.</li> </ul>
Weakness	<ul style="list-style-type: none"> <li>• Space constraint: Scarcity of land (only 1.93 acre) is a large barrier for the college with no provision for expansion. This greatly hampered on introducing new courses as there is no provision for increasing the number of classrooms. The college is still facing problems to organize various sports and other curricular activities.</li> <li>• Due to shortage of sufficient faculty in the college, teachers need to be appointed as a part-time basis, leading to mismatch in the budget for other developmental activities.</li> <li>• Accommodate the large nos. of students in the 44 nos. of class room for their classes.</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>• It provides students with the opportunity to assume leadership roles</li> <li>• A number of sophisticated instruments are available for conducting research</li> </ul>

Challenges	<ul style="list-style-type: none"><li>• Major challenge is to standardize all aspects of Institutional functioning in progressing to academic excellence.</li><li>• Implementation of digital learning by developing expertise amongst faculty members is another challenge.</li><li>• Creating employment opportunities for the diverse students.</li></ul>
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## 8. Plans of institution for next year

### **ACADEMIC INITIATIVES:**

- Adoption of blended learning for a richer learning experience
- Create more opportunities for collaborative learning
- Focus faculty development initiatives on capacity building for implementing blended learning
- Make the College's MOODLE-based LMS functional.
- Support innovations in teaching
- Explore the feasibility of offering add-on courses.
- Strengthen academic mentoring of students.
- Use facilities created under the DBT-Star College Scheme and DBT-Institutional Biotech Hub Scheme to improve the training of students and foster interdisciplinary.

### **RESEARCH:**

- Continue support for undergraduate research
- Encourage faculty research

### **INFRASTRUCTURE DEVELOPMENT**

- Increase the laboratory space in the Advanced Level Biotech Hub.
- Initiate construction of Building, with provision for academic use, in the Hostel campus.
- Renovate the dining hall in the Hostel and providing new dining hall furniture.
- Take forward stalled construction of Women's Hostel.
- Renovate toilets in the College Campus.
- Add to classroom space through vertical construction.

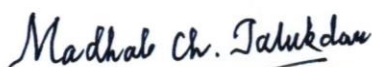
### **EXAMINATION REFORMS:**

- To put in place a system for prompt system for redressal of all student grievances related to examination.

### **OTHER**

- To implement an Institutional Waste Management Plan
- Adopt strategies contributing to carbon neutrality
- Promote sports

Name Madhab Chandra Talukdar



Signature of the Coordinator, IQAC

Name Dr. Utpal Dutta



Signature of the Chairperson, IQAC

Principal  
Handique Girls' College  
Guwahati-781001

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## Annexure-I:

### March 2018

Date	Descriptions	C/W Day	H
1-2	(H) Doljatra; Holi (Thursday-Friday)		2
3	Class Day/ Working Day	1	
4	Sunday		1
5-10	Class Day/ Working Day	6	
11	Sunday		1
12-17	Class Day/ Working Day	6	
18	Sunday		1
19-24	Class Day/ Working Day	6	
25	Sunday		1
26-29	Class Day/ Working Day	4	
30	(H) Good Friday ( Friday)		1
31	Class Day/ Working Day	1	

### April 2018

Date	Descriptions	C/W Day	H
1	Sunday		1
2-7	Class Day/ Working Day	6	
8	Sunday		1
9-13	Class Day/ Working Day	5	
14-16	(H) Bohag Bihu		3
17-21	Class Day/ Working Day	5	
22	Sunday		1
23-28	Class Day/ Working Day	6	
29	Sunday		1
30	(H) Buddha Purnima (Monday)		1

Note : i) Sessional Examination for the Even Semester will be held in the 1<sup>st</sup> week of April (Before Bihu Holidays).  
ii) Commencement of Classes for the HS 2<sup>nd</sup> year from the last week of April'18

### May 2018

Date	Descriptions	C/W Day	H
1	(H) May Day (Tuesday)		1
2-5	Class Day/ Working Day	4	
6	Sunday		1
7-12	Class Day/ Working Day	6	
13	Sunday		1
14-19	Class Day/ Working Day	6	

20	Sunday		1
21-26	Class Day/ Working Day	6	
27	Sunday		1
28-31	Class Day/ Working Day	4	

Note : i) Parents/Guardians' meet for the HS 1<sup>st</sup> Year students will be held on 12/05/2018  
(ii) Even Semester Final Examination will be held in the month of May'18 (iii) Odd Semester classes begin in the 3<sup>rd</sup> week of May'18

### June 2018

Date	Descriptions	C/W Day	H
1-2	Class Day/Working Day	2	
3	Sunday		1
4-9	Class Day/Working Day	6	
10	Sunday		1
11-14	Class Day/Working Day	4	
15-16	(H) Id-Ui-Fitre ( Friday & Saturday)		2
17	Sunday		1
18-23	Class Day/ Working Day	6	
24	Sunday		1
25-30	Class Day/ Working Day	6	

**N.B.**

- Holidays mentioned in the academic calendar are subject to change and it will be notified in due course of time as per Gauhati University holiday list for 2018.
- Abbreviation : H - Holidays

**General Rules**

- 75% attendance in all the classes and appearing in all the sessional examinations are compulsory for all students. Absence of students on flimsy grounds will not be entertained.
- Students must bring their Identity Cards to the college everyday.
- Except on festive occasions, students will wear college uniform on all days in the college.

**Summary**

Odd Semester	Even Semester
August 2017-December 2017	January 2018-June 2018
Working Days : 105	Working Days : 129
Holidays with Sundays : 42	Holidays (with Sundays) : 33
Summer Break : 31 Days (01/07/2018 to 31/07/2018)	
Semester Break : 25 Days (24/12/2017 to 17/01/2018)	

*78 years of glorious existence*



## HANDIQUE GIRLS' COLLEGE

GUWAHATI

সন্দিকে ছোবালী মহাবিদ্যালয়, গুৱাহাটী



### Academic Calendar

( August 2017 to June 2018 )  
College reopens on 1st August 2017 after summer vacation

### August 2017

Date	Descriptions	C/W Day	H
1-5	Class/Working Day; (induction Day for the New students on 1 <sup>st</sup> August)	5	
6	Sunday		1
7-12	Class Day/ Working Day	6	
13	Sunday		1
14	Class Day/ Working Day	1	
15	(H) Independence Day (Tuesday)		1
16-19	Class Day/ Working Day	4	
20	Sunday		1
21-22	Class Day/ Working Day	2	
23	(H) Tithi of Srimanta Sankardev (Wednesday)		1
24-25	Class Day/ Working Day	2	
26	Freshers' Social (Saturday)	1	
27	Sunday		1
28-31	Class Day/ Working Day	4	

Note : Annual Sarat Chandra Goswami Memorial Debating Competition will be held on 25/08/17(Friday)

### September 2017

Date	Descriptions	C/W Day	H
1-2	Class Day/ Working Day	2	
3	Sunday		1
4-9	Class Day/ Working Day	6	
10	Sunday; (H) Tithi of Sri Sri Madhabdev		1
11-12	Class Day/ Working Day	2	
13	(H) Janmastami (Wednesday)		1
14-16	Class Day/ Working Day	3	
17	Sunday		1
18-23	Class Day/ Working Day	6	
24	Sunday		1
25-30	(H) Id-Uz-Zuha ; Durga Puja break begins; Janmotsav of Srimanta Sankardev		6

Note : Election to the College Students' Union will be held on 15/09/17

### October 2017

Date	Descriptions	C/W Day	H
1-5	(H) Puja break continues; Muharram; Gandhi Jayanti; Lakshmi Puja		5
6-7	Class Day/ Working Day	2	
8	Sunday		1
9-14	Class Day/ Working Day	6	
15	Sunday		1
16-17	Class Day/ Working Day	2	
18-20	(H) Kati Bihu; Kali Puja; Dewali		3
21	Class Day/ Working Day	1	
22	Sunday		1
23-28	Class Day/ Working Day	6	
29	Sunday		1
30-31	Class Day/ Working Day	2	

Note : i) Sessional Examination for the odd semester will be held in the second week of Oct.'17.  
ii) Guardians/Parents Meet for all the classes will be held after the Sessional Examination in the last week of Oct.'17.

### November 2017

Date	Descriptions	C/W Day	H
1-3	Class Day/ Working Day	3	
4	(H) Guru Nanak's Birthday (Saturday)		1
5	Sunday		1
6-11	Class Day/ Working Day	6	
12	Sunday		1
13-18	Class Day/ Working Day	6	
19	Sunday		1
20-23	Class Day/ Working Day	4	
24	(H) Lachit Divas (Friday)		1
25	Class Day/ Working Day	1	
26	Sunday		1
27-30	Class Day/ Working Day	4	

### December 2017

Date	Descriptions	C/W Day	H
1	Class Day/ Working Day	1	
2	(H) Sukafa Divas : Asom Divas (Saturday)		1

3	Sunday		1
4-9	Class Day/ Working Day	6	
10	Sunday		1
11-16	Class Day/ Working Day	6	
17	Sunday		1
18-23	Class Day/ Working Day	6	
24	Sunday		1
25	(H) Christmas (Monday)		1
26-31	Semester break begins		6

Note : Odd Semester Final Examination will be held in the month of December.

### January 2018

Date	Descriptions	C/W Day	H
1-17	(H) Semester break continues; Magh Bihu		17
18-20	Class Day/ Working Day	3	
21	Sunday		1
22	(H) Saraswati Puja ( Monday)		1
23-25	Class Day/ Working Day	3	
26	(H) Republic Day (Friday)		1
27	Class Day/ Working Day	1	
28	Sunday		1
29-31	Class Day/ Working Day	3	

### February 2018

Date	Descriptions	C/W Day	H
1-3	Class Day/ Working Day	3	
4	Sunday		1
5-10	Class Day/ Working Day	6	
11	Sunday		1
12-13	Class Day/ Working Day	2	
14	(H) Maha Shivratri (Wednesday)		1
15-17	Class Day/ Working Day	3	
18	Sunday		1
19-24	Class Day/ Working Day	6	
25	Sunday		1
26-28	Class Day/ Working Day	3	

Note : College Week will be held in the 1<sup>st</sup> week of February'18

## **Annexure-II:**

### **FEED BACK ANALYSIS FOR THE SESSION 2017-18**

The average scores (out of 4 point scale) of the teachers of the college of all the parameters for which feedback was sought is 3.2 out of 4. This score falls in the top 20% 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 3.0, corresponds to the parameter no. 5 and 6 (i.e. Ability to integrate course material with environment/other issues, to provide a broader perspective and Ability to integrate content with other courses). This score falls in the top 25% from the highest.

In this connection it is to be noted that the parameter no. 9 (i.e. Provision of sufficient time of feedback) which scored the lowest in the two sessions 2013-14 and 2014-15 corresponds to a score of 3.1 in this session. 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 77.5%.

It is to be highlighted that the department of Microbiology which scored the highest possible score 4 in the earlier sessions has scored 3.8 in this session which falls in the top 5% from the highest.



### Annexure-III

- **Best Practice 1: A multidimensional approach to education**

**Goal: To impart a meaningful education.**

- **The Context**

In designing and implementing the best practices, several contextual features and challenging issues have been taken into considerations. The prime challenge is to make education more purposeful beyond the frame work of curriculum. Therefore, the college always tries to make its academic programs more inclusive so that every student realises her role in the society and gets an opportunity to involve herself with various societal issues.

This not only helps students to contribute towards the creation of a tolerant, equitable, enlightened and humane society but also inculcate the moral and the ethical values and usher them to understand the value of education.

- **The Practice**

To achieve the goal the college makes every effort to make education more relevant, purposeful and inclusive. For the purpose the college has adopted the following ways:

1. Women's Studies Cell
2. Students' Support Cell

The **Women's Studies Cell** has been organising a certificate course on **Gender studies** every year since 2011. The course deals with women's personality development, life skills, various issues on gender sensitization and gender equality.

**Students' Support Cell** arranges regular counselling for students on clinical and psychological aspects. A clinical psychologist has been appointed for this purpose who visits the college every month and students have been availing this opportunity successfully. Further the cell engages selected faculty (one or two) each day to sit in the counselling cell regularly so that students can discuss their problems as and when needed.

The faculty from the department of psychology arranges counselling.

Financial aid is granted to deserving students from the **Students' Aid Fund** of the college. Monetary aid is provided for purchasing books and concession is given in case of tuition fees

To make the students mentally strong to face the challenges of life the institution has given emphasis on yoga and meditation. Every year a structured course on **Yoga and Meditation** for the students of the college is organised.

The **Career Counselling Cell** counsels the students for their future scope of learning, job opportunities etc. The counselling is both general and subject specific. The cell gives exposure to students to interact with various reputed experts on carrier prospects. Individual teaching departments also organises seminar and talks on career prospects.

To inculcate entrepreneurship and organizational skills among students the department of Home Science organizes 21 days of **Cafeteria Training** for students every year.

- **Evidence of Success**

- 3 students of Computer Science have been appointed by Wipro Ltd.
- Pushpa Shukla has been awarded CSWC Golap Borbora Scholarship for the year 2017 in recognition of academic achievement.
- In the year 2017-18 a sum of Rs.12,370 was sanctioned as aid for 2 students from Student Aid Fund.
- 13 students have successfully completed the Yoga and Mediation Course from 14<sup>th</sup> to 24<sup>th</sup> September, 2017.
- 151 students completed the Certificate Course on Women Studies from 22<sup>th</sup> February to 27<sup>th</sup> March, 2017.
- In the year 2017-18 more than 10 departments including Computer Science, Political Science, Statistics, Economics, Education, History, Psychology etc. has completed the Libre Office suits training Program. More than 200 students have already received the e-certificates from IIT-Bombay. In FOSS (Free and Open Source Software) like Linux, Scilab, LaTeX, Libreoffice in the Spoken Tutorial Course.
- On 23/03/18, an out reach programme was held at Daimugiri L.P. School, Fatasil Ambari, Guwahat on i) Lecture and demonstration on Hand washing technique and drinking water ii) Sample collection from finger before and after washing of hands for isolation of microbesiii) Drinking water sample collection to check the potability of water.
- A scholarship under a research project of London School of Economics was awarded to Mrigakshi Sarma and Shilpi R. Medhi in the year 2017 of Philosophy Dept.

- **Best Practice 2: Support to undergraduate research**

- **Goal: To enable students to experience the excitement of learning through discovery.**

- **The Context**

The college is a general degree educational institution and is fortunate to be able to enrol some bright students in its programmes. The college believes these students have potentials in pursuing careers in research and development and make positive contributions to the society.

- **The Practice**

To achieve the desired goal the college has formulated some in-house mechanisms for orientation of students in the field of research and development. The prime intervention in this regard is the Teacher-led students' research projects. Apart from these, some interdisciplinary students research projects, seminar paper presentations, multidisciplinary hands on training through workshop, science kit preparation, involvement of students in the socio- economic, base line survey in the slums of Guwahati city, and the science outreach programme for the students of rural areas are organised.

**Teacher-led Students' Project** has been formed to familiarize students with the basics of research. The college initiated teacher-led students research projects since 2010 through the **Research Activity Cell** of the college. The cell invites proposals from all departments. After review of the proposals by external experts, the recommended projects are funded with a sum of Rs 10,000/-.

Besides this, some interdisciplinary students' projects have also been undertaken in the **Institutional Biotech Hub** by the students of Chemistry, Microbiology, Physics and Zoology. The facilities in the Hub are utilised to arrange interdisciplinary hands on training and workshops.

The college encourage the students to present their findings from the projects in the seminars organized by the departments or outside the college. Apart from the project findings the departments also encourage the students for presentation of various topics by arranging student seminar.

- **Evidence of Success**

- In the year 2018 a total of 36 students has been selected for internship from the department of Botany( 2), Physics( 7), Pol. Science( 3) , psychology( 22) at various Institute like State Zoo cum Botanical garden, Tezpur university, Calcutta University , IIT, Guwahati NGO like Destination, Ashdeep, Mind India , Shishu Sarathi , and Indian Institute of Science Bengaluru etc.
- Soma Dey was awarded with Focus Area Science Technology Summer Fellowship in Indian Institution of Science, Bengaluru for eight weeks.

- 7 Teacher led students' projects involving 32 students from the departments Botany, Chemistry, English, Home Science, Political Science, Philosophy and Physics have been successfully completed.
- Students from Physics dept. has published 3 research paper in the national journal.
- One student of Physics department ( Madhubala Baruah has published a paper jointly with Dr. K. Dutta on “ Fabrication of a MOSFET- based low cost inverter foe Domestic purposes in Bulletin of Physics Projects-3 , ISSN No. 2455-9407 published by B. Barua College, Guwahati.
- In 2017-18 one student of Physics (Soumi Bezbarua) have been admitted in Masters Programme in Particle and Astroparticle Physics in Sapienza University in Rome.
- 26 students of Chemistry department received certificate of Merit in CONTECH Test (February 2018) organized by Association of Chemistry Teachers, India.
- One Research paper published by students of Physics department on the project work entitled “Estimation of Stefan’s constant from a low cost blackbody apparatus” S Rabha and K Dutta, Bull Phys,2(2017) published by Department of Physics, B Barooah College ,Guwahati, ISSN No. 2455-9407
- One Research paper published by students of Physics department on the project work entitled Properties of Transition metal doped Carbon Nanotubes: a Theoretical study: S. Thakur, D. Saikia, P. D. Sen, R. Khatun, D. Saikia and N.C.Adhikary, Bull Phys. Proj., 2 (2017) published on-line by B. Barooah College ,Guwahati.
- One Students Research paper “ Green Synthesis of CdS nanoparticles using edible oyster mushroom extract and study of their structural, optical and antibacterial properties” was published by U.S.Senapati, R. Kalita, J. Gayan, R. Athparia in the International Journal of Basic and Applied Research, ISSN 2249-3352 (P) 2278-0505 (E).

- **Problems Encountered and Resources Required**

Dearth of optimum resources in terms of space, fund and man power are the main constraints in making these interventions more successful. Due to lack of sufficient space in the college campus some programmes could not be organized in proper way on regular class days. Moreover, due to space constraints tissue culture laboratory could not be set up inspite of the college getting funds from the DBT, Govt. of India. The demonstration plant garden of Botany department could not be maintained due to space constraints in the college campus. Although, the college receives grants from the UGC, DST, DBT, ASTEC, DHE and Govt. of Assam from time to time, these funds are not sufficient as these are targeted grants sanctioned against some schemes or projects. But programmes like Certificate Course on Women Studies, Teacher led students' research projects, organizing hands on training workshops etc., are carried out from the resources generated within the college, which need to be accommodated along with other developmental activities of the college. The college has acute shortage of man power, both academic and non-academic. As the institution has a number of vacant posts, successful implementation of various programmes is disturbed.