Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	LAKHIMPUR GIRLS' COLLEGE
Name of the head of the Institution	Dr. Surajit Bhuyan
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	03752232859
Mobile no.	9435086064
Registered Email	lgcollege72@rediffmail.com
Alternate Email	iqaclgc72@rediffmail.com
Address	P.O. Khelmati, Dist-Lakhimpur, State-Assam, PIN-787031
City/Town	North Lakhimpur
State/UT	Assam

Pincode	787031

2. Institutional Status

Affiliated / Constituent	Affiliated
Type of Institution	Women
Location	Semi-urban
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr. Bhupen Chutia
Phone no/Alternate Phone no.	03752232859
Mobile no.	9435189532
Registered Email	bhupen.c@rediffmail.com
Alternate Email	bchutia.1975@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://lgcollege.ac.in/data/page/aqar-list

4. Whether Academic Calendar prepared during the year

	No

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B+	77	2004	01-Sep-2004	31-Aug-2009
2	A	3.01	2014	01-Oct-2014	30-Sep-2019

6. Date of Establishment of IQAC

	01-Jan-2003

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Remedial Classes are taken	23-Nov-2018 30	150
Students' Mentoring Program	17-Oct-2018 365	1900

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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Dr. Mridul Buragohain	Major Research Project	DBT	2018 548	600000
Lakhimpur Girls' College	Laboratory Equipments	Government of Assam	2018 365	150000
Lakhimpur Girls' College	Admission Fees	Government of Assam	2018 365	2481581

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9. Whether composition of IQAC as per latest NAAC guidelines:	No
Upload latest notification of formation of IQAC	No Files Uploaded !!!
10. Number of IQAC meetings held during the year :	3
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	No
Upload the minutes of meeting and action taken report	No Files Uploaded !!!

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

1. Mentorship programme has been initiated.

2. A workshop on CBCS has been conducted.

3. Feedback system has been improved.

4. community development programmes were conducted in adopted villages

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
It was also resolved that Academic Audit be conducted in the college by August/September 2018	Sub Commitees were formed to ptrepare the college for NAAC inspection Criteria wise.
Resolved that the new shoftware system for admission in the college be developed.	Mentorship program has been initiated.
Resolved that the Workshop on CBCS/Intellectual Property Rights/NAAC be organised in the College shortly.	The career Counselling Cell has been instructed start the necessary activities.
It was resolved in the meeting that the subcommitees be formed for the effective implementation of the upcoming NAAC assessment at the earliest.	The feedback Committee has been instructed to prepare a new format for receiving feedback from various stackeholders.
Decided that the process of the mentorship be initiated at the earliest.	Two meetings of the subcommittees were held for preparation of SSR.
It was decided that Career Counselling Cell be strengthened and made more effective making the registration of the students mandatory It was	Remedial classes are being taken in the departments. undefined

decided that Career Counselling Cell be strengthened and made more effective making the registration of the students mandatory	
Resolved to prepare a sound feedback system of the college shortly	Two community development programs were conducted in the adopted village.

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14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes
Date of Visit	01-Oct-2014
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2018
Date of Submission	27-Dec-2018
17. Does the Institution have Management Information System ?	No

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Part B

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CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

College is running under Dibrugarh University. Hence, the curriculum is prepared and planned by the University. As per as the delivery and implementation of the curriculum is concern, the responsibility becomes collective. University through its Academic Calendar prepares and set the tentative dates, time and duration for delivery and implementation of curriculum. However, College enjoys a limited autonomy concerning the implementation of the curriculum. Curriculum implementation includes lectures, seminars, practicals, group discussions and so on. College, in its Academic Council meetings, decides about how and when curriculum set by the University is to be implemented. Routines are prepared; dates and time are set

by the college for internal examinations. Academic Council meetings are call on to assess the progress of curriculum covered and on the basis of it, decisions are made for smooth completion of the curriculum. Meetings are also summoned to analyze and understand the results of the students in final examinations and on the basis of it, decisions are taken. A systematic documentation of the curriculum delivery is made by the respective departments such as displaying of class routine, routine for sessional Examinations, records of sessional examinations etc. Apart from the departments, College centrally maintains the record of mark sheets of the students.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship	Skill Development
Certificate Course on Human Rights	Nil	01/09/2018	90	Nil	Awareness on Human Rights and Constitutional Freedoms
Certificate Course on Teaching Skill Development for Nursery Training	Nil	01/02/2018	180	Nil	Teaching Skill Development for Nursing Training

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		

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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Nill	01/08/2019
BSc	Nill	01/08/2019

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	68	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Certificate Course on Human Rights	01/09/2018	25
Certificate Course on Teaching Skill Development for Nursery Training	01/02/2019	43

View File

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Anthropology	20
BA	Education	39
BA	Economics	40
BA	Geography	11
BA	Home Science	15
BSc	Zoology	61
BSc	Botany	28

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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	Yes
Parents	No

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

College has a well structured feedback system for students, teachers, Employers, Parents and Alumni. Each year, students, teachers, Employers, Parents and Alumni give their feedback about the institution, library, Canteen, Hostel, administration and so on. These feedbacks are important for overall development of the college. Initially, the feedback system was in offline mode. Stakeholders were provided with a copy of feedback form to be filled in by themselves. These forms were later on collected and analysed. On the basis of the findings of the feedback data, recommendations were made by the Feedback Committee. These recommendations were later on submitted to the administration for implementation. Administration, however, is not binding these recommendations. Online Feedback system for students has been introduced from the session 2018-2019.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSc	All BSc	130	258	140
BA	All BA & BA/BSC	420	426	348

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	488	15	46	Nill	3

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
49	41	130	6	1	7

View File of ICT Tools and resources

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

There is system of Students mentoring in the college. Departments are assigned to divide the students among the teachers according to the convenience. The respective teachers look after the progress of the students in regular basis and tries to understand the barriers (both physical and psychological) hindering the development and progress of the students. Attempts are made by the teachers and department to resolve the problems of the students. Departments in association with the institution try to facilitate students with potentials in different fields by giving moral as well as moral support.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1310	49	1:27

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
56	49	7	Nill	12

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			

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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year-end examination
BA	Nill	6th	29/05/2018	14/07/2018
BSc	Nill	6th	29/05/2018	14/07/2018

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

As per the rules of the University, there is a process of continuous Internal Evaluation System in the College. Two Sessional Examinations are conducted for a semester. Apart from this students are required to submit Assignment/ Project or present seminar paper. 75 attendance is required for appearing the final Examinations of the semester.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Academic Calendar 2018-2019 June: • The academic session begins with form fill-up and admission, along with an inaugural address of the principal. • The admission process incorporates a career counseling session on behalf of the Career Counseling Cell, in order to familiarize the newly admitted students with the courses offered by the college. • The Principal and teaching staff interact with the freshers, which is followed by general freshmen social. • Classes commence after the notification of class routine on the first week. August: • With the commencement of the semester and HS classes after summer break, COC certificate course classes begin by the first week. • Registration forms for the semester examinations should be submitted by first semester students. • The College Foundation Day is observed on 16th August. • On the third week, the first sessional examination of undergraduate courses and unit test of HS classes are conducted. September: • By the second week, the Student Union Election is conducted. • Internal Assessments are organized by 15th September. • By the third week, HS Final Year Examination forms should be submitted. • The Career Counseling Cell organizes a counseling session for the students. October: • On the second week, examination forms are to be submitted by the students. • The second sessional examination of undergraduate courses and terminal examination of HS classes commence on the third week. • Examination scores are to be notified on the last week, with which the odd semester classes come to an end. November: • The end semester examinations begin, as notified by Dibrugarh University. • On the second week, IQAC organizes a Computer Training Programme for the Non-teaching staff. • The evaluation process of the end semester exams begins on the last week. December: • Departmental Excursions, tours and field studies are arranged. January: • On the first week, even semester classes begin and pre-final tests of HS classes are conducted. • Class routines and course plans are notified. • College week commences by the second week. • By the third week, blood donation camp is organized by the Red Ribbon Club. February: • First sessional examination begins for the undergraduate courses by the first week. • HS Final Examination commences on the third week. • Career counseling programme for undergraduate students is organized by the Career Counseling Cell. • Guardian Meet is arranged by the last week. March: • First sessional examination scores are notified by the second week. • Internal Assessments begin by the third week. • Second sessional examinations are held by the last week. o Two Faculty Development Programmes are conducted in the month of June and August. o Two orientation programmes for students are conducted by IQAC of the college regarding the online submission of feedback forms in the month of October and April. o All National and State holidays are observed as per notifications by the concerned authorities. o Each employee can avail two restricted holidays in a year, as per University Academic Calendar.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in

website of the institution (to provide the weblink)

https://lgcollege.ac.in/data/page/course-outcome/

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Nill	BSc	All BSc	87	57	65.52
Nill	BA	All BA & BA/BSc	160	89	55.63

View File

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

https://lgcollege.ac.in/data/page/student-satisfaction-survey/

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Major Projects	548	Ministry of Science Technology, Dept. of Biotechnology	8	6

View File

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Nil	Nil	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category

Nil	Nil	Nil	Nill	Nil

| | View File | | | |

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	Nil	Nill

View File

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Not Applicable	Nill

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Anthropology	2	0
National	Anthropology	2	0
International	Education	1	5.76
International	English	4	0
National	English	2	0
International	Chemistry	1	0
National	Chemistry	2	0
International	Mathematics	2	0.67
International	Physics	1	1.56

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Anthropology	1
Assamese	2
Chemistry	1
Education	2
Physics	2

View File

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
A generalization of commuting probability of finite rings	Dr. Parama Dutta	Asian-European Journal of Mathematics	2018	0	Tezpur University	Nill
Thermal conductivity and Viscosity of Strongly coupled dusty plasma in presence of ion flow	Dr. Mahmuda Begum	IEEE Transactions on Plasma Science	2019	0	Tezpur University	Nill

View File

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Thermal conductivity and Viscosity of Strongly coupled dusty plasma in presence of ion flow	Dr. Mahmuda Begum	IEEE Transactions on Plasma Science	2019	98	Nill	Plasma Physics Research Laboratory, Department of Physics, Tezpur University

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nill	4	2	Nill
Presented papers	1	13	1	Nill

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Hands on Training	RSETI	2	15
Hands on training workshop on foldscope microscope	Laluk Higher Secondary School, Laluk (10th August, 2018)	1	83
Hands on training workshop on foldscope microscope	Asian Public School, North Lakhimpur (9th July, 2018)	1	48
Hands on training workshop on foldscope microscope	Geneus Academy, North Lakhimpur (7th July, 2018)	1	37
Hands on training workshop on foldscope microscope	Bodoti Janajati High School, Bihpuria (2nd July, 2018)	1	54
Free Blood Group Identification and Blood Donation Awareness Programme (Boginadi Nagar High School) 15/10/2019	Red Ribbon Club, Lakhimpur Girls' College	4	21

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
0	0	0	Nill

View File

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
	PAJHRA, Sacred Heart, Tezpur	Internship	6	16
Swachh Bharat	Lakhimpur District Authority	Awareness march-past	4	40

View File

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
"Hands on training on Analysis of Environmental Parameters-Soil and Water Analysis", at North Eastern Regional Institute of Water and Land Management (NERIWLM)	Ms. Prapti Prachurjya Baruah	Assam College Principals' Council (ACPC)	4
"Hands on training on Analysis of Environmental Parameters-Soil and Water Analysis", at North Eastern Regional Institute of Water and Land Management (NERIWLM)	Ms. Antarikha Dutta	Assam College Principals' Council (ACPC)	4

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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant

| Collaborative | Internship | PAJHRA, Sacred Heart, Tezpur | 15/03/2019 | 17/05/2019 | 16 |

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
0	Nill	0	Nill

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
619500	428786

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
No Data Entered/Not Applicable !!!	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SOUL	Fully	2.0	2020

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	18700	250000	900	400000	19600	650000

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform

NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			

No file uploaded.

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	68	2	7	2	0	2	16	20	0
Added	0	0	0	0	0	1	1	0	0
Total	68	2	7	2	0	3	17	20	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

25 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
2027500	1768209	2000000	1768208

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Procedures and policies for maintaining and utilizing physical, academic, and support facilities – laboratory, library, sports complex, computers, classrooms, etc. Maintenance and utilization of laboratory infrastructure and facilities: Every department maintains a stock register of the goods utilized and purchased. The maintenance of lab equipment and chemicals is done by the HOD's of the concerned departments. The purchase of laboratory equipment and other chemicals, specimens, etc. is done by the

college office inviting open quotation as per requirement sent by the HOD. Major constructions are supervised by the Planning Development and Construction Committee of the college while minor repair works are done under the supervision of the concerned department. Maintenance and utilization of Library: Every year the Librarian of the Central Library of the college collects the list of required books from departments through the HOD of the concerned department.There is a Library Committee which is responsible for making necessary purchases as per recommendations received from the teaching departments of the college. The committee periodically takes stock of the functioning of the library. To ensure the return of books from the students' end, it is made compulsory for the students to collect 'Library clearance certificate' before semester examinations. Maintenance and utilization of sports facilities: The concerned Secretaries of LGCSU and Professor in Charge of Indoor Games, Outdoor Games, and Gymnasium take responsibility for the proper use and maintenance of the sports facilities like Badminton court/ Volleyball court / TT Courts /Gym. There is a Purchase Committee of the college for making necessary purchases as per recommendations received from the games and sports sections of the college. Maintenance and utilization of IT facilities: Computer maintenance is done regularly and non-repairable systems are disposed of. There is an IT Committee for making necessary purchases as per recommendations received from the teaching departments/ administrative office of the college. The Committee takes stock of the IT infrastructure of the college and is responsible for timely up-gradation of the IT resources as and when necessary. Student support and welfare: There are sub-committees for canteen, hostel management, anti-ragging, health care, stress management, which works for the welfare of students when needed. The health Care Unit in College Campus provides necessary first aid treatment to the Students during college hours. The Health Care Unit is run by a Doctor, hostel superintendent, and a hostel caretaker on regular basis. students as well as to conduct Yoga sessions for the students in association with the Yoga cell of the college. Academic support: College follows the syllabus prescribed by the parent university, Dibrugarh University. End semester examinations are conducted as per time table given by Dibrugarh University. Academic support to the students is also provided by conducting tutorial sessions and remedial classes. In the last year of degree courses, the college provides full support to the students to carry on their project works as per their requirement for the successful and timely completion of their project works

https://lgcollege.ac.in/data/page/maintanance-policies/

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Students Aid Fund	7	28000
Financial Support from Other Sources			
a) National	ISHANUDAY	42	4536000

b) International	NA	Nill	0

View File

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Nil	Nill	Nill	Nil

No file uploaded.

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2018	Career options (Sankalp IAS Coaching Institute, New Delhi)	64	64	4	4
2018	Aarohan, Anelavation	56	56	Nill	Nill

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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nill	Nill	Nill

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
UNITEC, under TCS, Kolkata	12	7	NA	Nill	Nill

View File	

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2018	49	BA/BSc	see attached file	see attached file	see attached file
2018	33	BSc	see attached file	see attached file	see attached file

View File

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	4
SLET	1
Any Other	9

View File

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Cultural events	College	29
Sports	College	24

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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for	Number of awards for	Student ID	Name of the

			Sports	Cultural	number	student
2018	Silver Medal i 51 kg category in Junior Womens 1st World Mix Boxing Championship	International	1	Nill	Nill	Swapnali Chetia
2018	Bronze Medal in light category (52 kg) in IAKO National Kick Boxing Championship, Goa	National	1	Nill	Nill	Mamata Sonowal

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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Activity of Student Council representation of students on academic administrative bodies/committees of the institution Students Council named as Lakhimpur Girls' College Students Union is an elected body and the representatives of the students of the college. Members of the Council involves in various administrative, financial and academic activities of the college. They, along with the administration, organises all events of National Importance such as Republic Day, Independence Day, Voters Day and so on. They organises College Week in the month of January. In the college week, sports (Race, Badminton, Kabaddi, Volleyball etc.), Cultural (Dance, Singing, One Act Play etc.), literary (Recitation, Extempore Speech etc.) and debating competitions are organised to nurture and cherish the budding talents of the institution. Similarly, they organise Swaraswati Pooja with lots of enthusiasm and joy. Other important events organised by the students council include celebration of Sankardev thithi and Fateha Doaz Daham. Every year, on 5th September, they also organise teachers' day and felicitate the teachers for their contribution to their life and development of the society. They also organised Freshers Social Day to welcome the newcomers of the college and help them in integrating with the college environment. Students of the college, particularly the Executive members of the Students Council are represented in a number of bodies/committees of the college. Some of the important bodies/committees where they are represented are given below. 1. Member of RUSA 2.0 Project Monitoring Unit. 2. Election Committee 3. Anti-Sexual harassments Cell 4. Anti-Ragging Committee 5. IQAC

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

289

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :
Meetings of the Alumni Association are organized annually. Discussions on overall development of the institution are made regularly. Motivation programmes are organized to update the students of the institution with the latest development in different fields.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

1. The Academic Committe of the college took responsibility of managing the process of selection and appointment of contractual teachers. This committe consists of the Head of all Academic departments. Moreover, this committee also manages the academic affairs of the students including attendance records and internal evaluation. 2. The Purchase Committee has been activated to manage all kinds of procurements amounting above Rs. 20,000/ (Rupees Twenty Thousand).

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	**Admission process has been made partially online. Students can apply for admission online in addition to the existing Offline mode.**
Industry Interaction / Collaboration	**PG students (Department of Home Science) are exposed to various industries for practical training. Interactions have been ensured with AHAR Fresh, Amar Asom (Press) etc.**
Human Resource Management	**Time bound filling up of vacant posts will be attempted, although the state government plays a bigger role in this respect. Adequate staff on contract will be engaged. Regular training and orientation programmes for non-teaching staff will be held.**
Library, ICT and Physical Infrastructure / Instrumentation	**Full Computerisation of the central library is to be ensured. To subscribe 5 numbers of electronic journals. More ICT enabled class rooms are to be constructed. A Study room for PG students is to be constructed. Complete renovation of the library is to be planned.**
Research and Development	**The Research Committee holds regular meetings to monitor research activities of the college. Two such meetings were held during the year 2018-19. Morever, two programmes were**

	held to encourage the newly recruited teachers to take up research works, apply for funding and publish research papers.
Examination and Evaluation	Lakhimpur Girls College follows the guidelines of Dibrugarh University in conducting examinations and evaluation. However, several measures have been initiated to bring changes into the existing internal evaluation mechanism.
Teaching and Learning	The Vice Principal, with the help of Academic Committee, ensures smooth and effective functioning of the teaching and learning process. The college formulates its own academic calendar in tune with the one provided by the affiliating university, Dibrugarh University. Students Feedback is collected and analysed for corrective measures. improvement
Curriculum Development	The college has started Master Degree in Home Science.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	Online Platoform is used for planning and tendering under Assam Government Finance Department.
Administration	Digitised Attendance register is maintained for teaching and non-teaching staff. App based students attendance is implemented. online university registration and form fill up is implemented. Online Feedback is accepted.
Finance and Accounts	Tally software is used for finance and accounts. Digitalised Annual Audit is done. Payments are made through PFMS. Salary is paid through FIN Assam, NEFT and RTGS.
Student Admission and Support	Online Admission Form Fill up is initiated. Online students data management installed.
Examination	Online Examination form fill up has been initiated. Internal assessment scores are managed through online platform. Final results are declared online and mark-sheet and certificate can be downloaded.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Orientation Programme for newly Appointed Teachers	Nill	30/10/2018	31/10/2018	11	Nill
2018	Nill	Gender Sensitivity	29/12/2018	30/12/2018	16	Nill

[View File](#)

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
No Data Entered/Not Applicable !!!				

[View File](#)

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
57	48	22	17

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Teachers Welfare Fund is active.	Welfare Fund is active.	Students Welfare Fund

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

AMD Associates, Chartered Accountants, FRN. No. 318191E conducted the internal audit of the college General Fund as on 31/3/2019. Total liabilities were Rs. 38,09,737/ (Rupees Thirty-Eight Lakh, Nine Thousand, Seven Hundred and Sixty-seven) only. Total Fixed Assets was found Rs. 2,77,340/ (Two Lakh,

Seventy-Seven Thousand, Three Hundred and Forty) only. Cash at Bank Rs. 35,32,397/ (Rupees THirty-three Lakh, THirty-Two Thousand, Three Hundred and Ninety-Seven) only. Government of Assam Audit is under process.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	N/A

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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Nill	Nill	Yes	Nill
Administrative	Nill	Nill	Yes	Nill

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. Real-time feedback was received from the Parent-Teacher meeting. 2. Cooperation received in ensuring attendance of students. 3. The meetings ensured close bonding among the major stakeholders of the college.

6.5.3 – Development programmes for support staff (at least three)

1. Residential quarters for ensured for 4 support staff including Hostel Superintendant. 2. Welfare measures are taken. 3. Regular professional and societal developmental courses are held.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Introduction of Post Graduate Course in Home Science. 2. Improvement of Infrastructure Facilities. 3. Admission software has been updated.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Yes

c)ISO certification		No
d)NBA or any other quality audit		No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	1. Mentoring Programme was initiated,	Nill	Nill	Nill	450
Nill	Remedial Classes taken.	02/07/2018	14/07/2018	Nill	150

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Gender Sensitivity programme for Non-teaching staff	29/11/2018	30/11/2018	3	18
Wome'ns Health	17/01/2019	17/01/2019	5	230

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
1. Energy audit conducted. 2. Replacement of tube lights with CFL lights.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	3
Ramp/Rails	Yes	3
Rest Rooms	Yes	3
Scribes for examination	No	Nill
Any other similar facility	No	Nill

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational	Number of initiatives taken to engage with and contribute to	Date	Duration	Name of initiative	Issues addressed	Number of participating

	advantages and disadvantages	local community					students and staff
2018	1	1	21/06/2018	1	Yoga for Peace and Harmony	Yoga for Peace and Harmony	33
2018	1	1	02/12/2018	1	Swachh Bharat Abhiyan Rally	Swachh Bharat Abhiyan Rally	40
2018	1	1	02/10/2018	1	Cleanliness drive	Cleanliness drive	28
2018	1	1	05/06/2018	1	Non use of Polythene and save Environment	Use of Polythene and save Environment	50
2018	1	1	21/06/2018	1	To make Yoga a part of life	Lack of Health Consciousness	200
2018	1	7	01/07/2018	7	Plantation	Plantation1	35
2018	1	5	01/08/2018	15	Cleaning	Cleanliness	53
2018	1	1	05/06/2018	1	Tree Plantation	Tree Plantation	29
2018	1	1	02/10/2018	1	Cleaning	Cleanliness	33

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Human Values and Professional Ethics	Nill	A draft of the handbook has been prepared and awaiting Governing Bodys approval.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Plantation	01/07/2018	07/07/2018	35
Cleaning	01/08/2018	15/08/2018	53

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Gas connection has been ensured in the hostel kitchen use of firewood has been stopped. 2. Plantation drive continues within and outside the campus. 3. Led Bulbs have been used to replace tubes. 4. Minimum use of Plastic products. 5. Measures have been taken for the safe disposal of hazardous lab wastes products.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Life Skills, Entrepreneurship and Women's Health Objective • To encourage the students to learn about various vocations apart from academia. • To expand their career options by teaching them about self-sufficiency. • To promote a healthy life style and inculcate a positive attitude towards their mental health. The context that required the initiation of the practice Because of the growing rate of unemployment amongst the newer generations, Lakhimpur Girls' College wanted to initiate a procedure which helps its students to be trained in viable life skills, thereby enabling them to improve their career opportunities in the future. To meet these demands, the college has conducted life skill programmes and laid down entrepreneurship courses which will benefit the students in their future. Along with life skills and entrepreneurship courses, the college also puts the health of its students in the forefront. Being a pioneering women's college in the North bank of Assam, the onus of uplifting the condition of women in the society falls upon the college. Therefore, the college has always been dedicated towards engaging the students and educating them on the importance of their health, both physical and mental. In order to make this engagement successful, the college has been conducting programmes on the basics and importance of women's health. The Practice The session-wise programmes pertaining to life skills, entrepreneurship and women's health by the college vis-à-vis the departments and the various units of the college are listed below: Session Programme 2018-19 The establishment of a special camp for a week by the NSS unit in the adopted village of the college. This camp tackled with issues regarding 'Adolescent period and its associated psychology. On the occasion of International Women's Day on 8th March, 2019, a speech titled "Nutrition and Good Health" was organized the Department of Home Science, at Krishi Vigyan Kendra, Lakhimpur. Obstacles faced (if any) and strategies adopted to overcome them: Not applicable. Impact of the practice: With the advent of these best practices, the students are more in-tune with basic vocational skills other than their academic careers. With the training programmes on entrepreneurship and life skills, the students are expected to overcome the difficulties related to the unavailability of jobs in this cut-throat competitive atmosphere and be reliant on their particular skills. Resources required The engagement of the faculties of the departments and the participation of the various units of the college was required to implement the best practice in a systematic manner. Best Practice – 2 Mentorship Programme Objective: • To create a more fluid relationship between the students and teachers. • To create a healthy

atmosphere and a safe space where the students are able to share their differences and problems with their mentors, both inside and outside their curriculum. • To inculcate a genuine interest for knowledge amongst the students. • To streamline result oriented approach to Teacher-Student relation The context that required the initiation of the practice It had been observed that a visible gap appears to hinder the creation of an ideal teaching learning situation in the college. Many of the students find themselves at a loss while pursuing their goals in the midst of thousands of students and numerous teachers. In many cases they become defensive and non-responsive in front of their teachers for various reasons. In order to ensure attendance and attention of the students, the college decided to implement a mentorship programme in the departmental level in the year 2018. Each professor has to mentor a selected group of students of their departments, thereby creating a safe space where the students are comfortable enough to share their problems. The Practice: The students in each department were divided into groups (depending on the student-teacher ratio of the said department), with a professor assigned as the mentor of that particular group. In times of need, the students were expected to go to their mentors and seek for advice or help, whichever necessary. Apart from the classroom, the students now have another platform to discuss their doubts, opinions and issues regarding their lessons. The mentor is expected keep track of the activities and achievements of the mentees assigned. That is, the mentor will act as the guardian of the student in the college premises. Obstacles faced (if any) and strategies adopted to overcome them: Not applicable. Impact of the Practice: Since the implementation of this practice, it was witnessed that the students were able to become more comfortable with their teachers. They have been able to improve their knowledge regarding the curriculum and the prescribed texts in their syllabus. It has also been seen that the students are able to clear their doubts regarding their lessons, which they generally felt skeptical to discuss with their professors. Student teacher relationship has improved. Number of students remaining absent has come down. Resources required: The active participation of the professors of the college and their ability to engage the students in conversations related to both inside and outside the world of their academic lives was the most important and foundational resource to make this mentor-mentee relationship a success

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

https://lgcollege.ac.in/data/page/best-practice/

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Lakhimpur Girls College was established with a view to providing quality higher education to the girls of the then undivided Lakhimpur District in 1972. Presently it provides undergraduate education in 16 departments in the border disciplines of Science and Arts. It also provides Post Graduate course in Home Science under Dibrugarh University. The mission to educate the female students of this remote region of the country has been quite successful in terms of the number of girls receiving undergraduate education.

Special care has been taken to attract students from underprivileged groups such as backward communities, scheduled castes and tribes and minority communities.

Provide the weblink of the institution
https://lgcollege.ac.in/

8.Future Plans of Actions for Next Academic Year

1. Lakhimpur Girls College proposes to apply for major infrastructure overhaul with RUSA funding. 2. A new academic building is to be constructed. 3. Several renovation works to be initiated. 4. A new hostel will be constructed. 5. An incinerator for scientific disposal of garbage will be installed in the hostel. 6. A language Laboratory is to be installed. 7. Digitization of the central library is to be completed.