ANNUAL QUALITY ASSURANCE REPORT (AQAR) – 2014-15

OF

INTERNAL QUALITY ASSURANCE CELL

LAKHIMPUR GIRLS' COLLEGE

P.O.: KHELMATI, NORTH LAKHIMPUR

ASSAM, 787031

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SUBMITTED TO

THE DIRECTOR

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year

2014-15

1. Details of the Institution

1.1 Name of the Institution

LKHIMPUR GIRLS' COLLEGE

1.2 Address Line 1

P.O.: KHELMATI

Address Line 2

NORTH LAKHIMPUR

City/Town

NORTH LAKHIMPUR

State

ASSAM

Pin Code

787031

Institution e-mail address

lgcollege72@rediffmail.com

Contact Nos.

09435086064

Name of the Head of the Institution:

DR. SURAJIT BHUYAN

Tel. No. with STD Code:

03752-222124

Mobile:

09435086064

Name of the IQAC Co-ordinator:

DR. BHUPEN CHUTIA

Mobile:

9435189532

IQAC e-mail address:

iqaclgc72@rediffmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

OR

1.4 **NAAC Executive Committee No. & Date:**
(For Example EC/32/A&A/143 dated 3-5-20
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

EC/66/RAR/009 dated 21-02-2014

1.5 Website address:

www.lgcollege.org

Web-link of the AQAR:

http://www. lgcollege.org/aqar.html/aqar2014-15.pdf

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B+	77	2004	2009
2	2nd Cycle	A	3.01	2014	2019
3	3rd Cycle				
4	4th Cycle				

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

01/01/2005

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

    i. AQAR 2013-14 submitted to NAAC on (31/05/2016)

1.9 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 ☐

1.10 Type of Faculty/Programme

    Arts [√]   Science [√] Commerce ☐   Law ☐ PEI (Phys Edu) ☐

    TEI (Edu) ☐ Engineering ☐   Health Science ☐   Management ☐

    Others   (Specify) | . |

1.11 Name of the Affiliating University *(for the Colleges)* | DIBRUGARH UNIVERSITY |

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence   UGC-CPE

DST Star Scheme   UGC-CE

UGC-Special Assistance Programme   DST-FIST

UGC-Innovative PG programmes   Any other (*Specify*

UGC-COP Programmes   √

2. IQAC Composition and Activities

2.1 No. of Teachers

| 8 |

2.2 No. of Administrative/Technical staff

| 1 |

2.3 No. of students

| 0 |

2.4 No. of Management representatives

| 2 |

2.5 No. of Alumni

| 1 |

2. 6 No. of any other stakeholder and

   community representatives

| 1 |

2.7 No. of Employers/ Industrialists

| 0 |

2.8 No. of other External Experts

| 0 |

2.9 Total No. of members

| 13 |

2.10 No. of IQAC meetings held

| 3 |

11 No. of meetings with various stakeholders: Faculty | 2 | Students: | 2 |

Non-Teaching Staff Students | 1 | Alumni | 1 | Others | 1 |

2.12 Has IQAC received any funding from UGC during the year?   Yes | √ |

If yes, mention the amount | Rs. 300000/ |

2.13 Seminars and Conferences (only quality related)

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

Total Nos. | 5 | International | 0 | National | 1 | State | 1 | Institution L | 3 |

(ii) Themes

> 1.   Women's Rights 2. Human Rights 3. Research and Publication
> 4. Extracurricular activities, 5. Groundwater Contamination and Human Health

2.14 Significant Activities and contributions made by IQAC

1. Training programme on computer for non-teaching staff was organised

2. Adoption of one Village.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
1. All the recommendations of the 2nd Cycle NAAC Peer Team to be implemented.	Plan is started to implement all the recommendations gradually
2. PG classes to be started.	PG in Home Science started.
3. New Departmental Building to be constructed with Govt. of Assam Fund of Rs. 1 Crore	Work Completed
4. Extension of Office Building	New Office Building handed over to the Office Staff
5. Training of Non-Teaching Staff	2 Courses held
6. Extension Activities	Several Extension Service Activities were implemented

2.16 Whether the AQAR was placed in statutory body   √

Management   √   Syndicate ☐   Any other body ☐

Provide the details of the action taken

The Governing Body of the college was informed of the AQAR.
After a detailed discussion, the AQAR was approved for submission.

Part – B

Criterion – I
1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	0	0	0	0
PG	0	1	1	0
UG	16	0	0	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	0	2	0	2
Others	0	0	0	0
Total	16	3	0	2

Interdisciplinary	0	0	0	0
Innovative	0	0	0	0

1.2 (i) Flexibility of the Curriculum: Core/Elective option
     (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	16
Trimester	0
Annual	2

1.3 Feedback from stakeholders*   Alumni ☐   Parents ☐   Employers ☐   Students ☑
   (On all aspects)

   Mode of feedback   :   Online ☐   Manual ☑   Co-operating schools (for ☐

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

No

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

PG – Department of Home science

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
54	18	36	0	0

2.2 No. of permanent faculty with Ph.D.

14

2.3 No. of Faculty Positions
Recruited (R) and Vacant (V)
during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
4	2	0	0	0	0	0	0	4	2

2.4 No. of Guest and Visiting faculty and Temporary faculty | 4 | | 0 | | 13 |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	0	11	4
Presented	0	4	4
Resource Persons	0	2	3

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

Community based field work is made part of the teaching learning process

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

153

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

MCQ, students' Project Work

2.9   No. of faculty members involved in curriculum
      restructuring/revision/syllabus development

| 3 | 2 | 3 |

      as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

| 69% |

2.11 Course/Programme wise
     distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction	I	II	III	Pass %
General BA/Bsc	62	0	0	32	10	68%
English major	18	0	1	6	0	39%
Assamese	32	0	4	14	0	56%
Pol. Science	28	0	3	9	0	43%
Economics	14	0	0	3	0	21%
Education	30	0	4	9	0	43%
Philosophy	12	0	1	6	0	58%
Physics	4	0	0	0	0	0%
Chemistry	6	0	2	2	0	67%
Botany	30	0	5	5	0	33%
Zoology	30	0	7	7	0	47%
Anthropology	15	0	0	3	0	20%
Geography	14	0	3	2	0	36%
Home Science	13	0	4	2	0	46%

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

i) The IQAC monitors the formulation and implementation of the academic calendar.

ii) It makes sure that extension and co-curricular activities are made part of the teaching learning process.

iii) The IQAC ensures that the academic committee meetings take place regularly to evaluate the teaching learning process.

iv) The IQAC gives inputs to the teaching departments about possible innovative techniques for internal assessments and evaluation of the students.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	7
UGC – Faculty Improvement Programme	0
HRD programmes	7
Orientation programmes	5
Faculty exchange programme	0
Staff training conducted by the university	6
Staff training conducted by other institutions	2
Summer / Winter schools, Workshops, etc.	4
Others	0

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	21	0	0	17
Technical Staff	2	0	0	0

Criterion – III

3. Research, Consultancy and Extension

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

1. One institution level workshop was conducted for promotion of research among the teaching staff.
2. The teaching staff were encouraged to get their research works published in reputed journal. Altogether 26 research papers and 1 (one) book was published during this period.
3. Basic project work and project report writing are made part of the teaching learning

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	2	0	1
Outlay in Rs. Lakhs	3.65	15.878	0	12.22

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	3	2	10	0
Outlay in Rs. Lakhs	3.6	2.10	20.55	0

3.4   Details on research publications

	International	National	Others
Peer Review Journals	7	15	0
Non-Peer Review Journals	1	2	0
e-Journals	1	0	0
Conference proceedings	0	0	0

3.5 Details on Impact factor of publications:

Range [ ]   Average [√]   h-index [ ]   Nos. in SCOPUS [ ]

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received

Major projects	2014-15	UGC	0	
Minor Projects	2014-15	UGC	20.55	
Interdisciplinary Projects	0		0	
Industry sponsored	0		0	
Projects sponsored by the University/ College	0		0	
Students research projects *(other than compulsory by the University)*	0		0	
Any other(Specify)	0		0	
Total	0		0	

3.7 No. of books published   i) With ISBN No.   [1]   Chapters in Edited Books   [0]

  ii) Without ISBN No.   [0]

3.8 No. of University Departments receiving funds from

UGC-SAP [ ]   CAS [ ]   DST-FIST [ ]

DPE [ ]   DBT Scheme/funds [ ]

3.9 For colleges   Autonomy [0]   CPE [0]   DBT Star Scheme [0]

INSPIRE [2]   CE [0]   Any Other (specify) [0]

3.10 Revenue generated through consultancy   [0]

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	0	0	0	0	3
Sponsoring agencies	NA	NA	NA	NA	NA

3.12 No. of faculty served as experts, chairpersons or resource persons   [7]

3.13 No. of collaborations   International [0] National [0]   Any other [2]

3.14 No. of linkages created during this year   [2]

3.15 Total budget for research for current year in lakhs:

From funding agency | 22.55 | From Management of University/College | .88

Total | 23.43

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

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
0	0	0	0	0	0	0

3.18 No. of faculty from the Institution
who are Ph. D. Guides | 3

and students registered under them | 4

3.19 No. of Ph.D. awarded by faculty from the Institution | 0

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

JRF | 0 | SRF | 0 | Project Fellows | 0 | Any other | 0

3.21 No. of students Participated in NSS events:

University level | 30 | State level | 17

National level | 0 | International level | 0

3.22 No. of students participated in NCC events:

University level | 0 | State level | 50

National level | 25 | International level | 0

3.23 No. of Awards won in NSS:

University level   0   State level   0

National level   0   International level   0

3.24 No. of Awards won in NCC:

University level   0   State level   1

National level   0   International level   0

3.25 No. of Extension activities organized

University forum   1   College forum   6

NCC   3   NSS   4   Any other   2

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

- Blood testing and donation camps were held under the initiative of the Red Ribbon Club of the college.

- A village named "Burha-Burhi" near Narayanpur was adopted under Gandhian Study Centre.

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	17802.4sq. mtr.	0	NA	17802.4sq. mtr.
Class rooms	45	7	Govt. of Assam	52
Laboratories	9	0	NA	9
Seminar Halls	1	0	NA	1
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	21	2	UGC	23
Value of the equipment purchased during the year (Rs. in Lakhs)		2		1.78 Lakh
Others	One drinking water facility		MLA LAD Fund	3.00 Lakh

4.2 Computerization of administration and library

The office of the college has been partially computerised. Most of the major functions have been computerised excepting a few that need manual record keeping. The library is fully computerised and the SOUL Software has been in use.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	28640	1849790	930	111600	29570	1961390
Reference Books	2755	686520	53	15370	2808	701890
e-Books	23	27690	01	350	24	28040
Journals						
e-Journals	0	0	05	16000	05	16000
Digital Database	0	0	0	0	0	0
CD & Video	0	0	150	2300	150	2300
Others (specify)	0	0	0	0	0	0

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	37	4	19	2	0	4	16	0
Added	20	1	0	0	0	0	0	0
Total	57	5	19	2	0	4	16	0

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

> Regular up-keepment of the computers and internet facilities are being maintained. Most of the teaching and non-teaching members have been provided training on ICT.

4.6 Amount spent on maintenance in lakhs :

i) ICT `1.91`

ii) Campus Infrastructure and facilities `33.50`

iii) Equipments `1.54`

iv) Others `2.47`

Total : `39.42`

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> The IQAC has been organising regular interactions with students regarding the existing Student Support Services.
>
> It also keeps an eye on the proper delivery of the services.

5.2 Efforts made by the institution for tracking the progression

> The college keeps track of the progression of the students through the database specifically designed during the entire course of study.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1461	8	0	0

(b) No. of students outside the state

50

(c) No. of international students

0

No	%
0	0
Men

No	%
1469	100
Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
363	78	198	323	2	962	390	135	278	666	0	1469

Demand ratio   1:1.5   Dropout %   36%

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

> Coaching for entry into services is provided.

No. of students beneficiaries

57

5.5 No. of students qualified in these examinations

NET | 0 | SET/SLET | 0 | GATE | 0 | CAT | 0

IAS/IPS etc | 0 | State PSC | 6 | UPSC | 0 | Oth | 33

5.6 Details of student counselling and career guidance

1. Students have been registered for regular career counselling.
2. Two counselling sessions held.

No. of students benefitted | 121

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
0	0	0	No Record

5.8 Details of gender sensitization programmes

Two awareness programmes meant for the students were organised under the initiative of the Women's Cell of the Teachers Unit.

5.9 Students Activities

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

State/ University level | 11 | National level | 1 | International level | 0

No. of students participated in cultural events

State/ University level | 17 | National level | 2 | International level | 0

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

Sports : State/ University level | 0 | National level | 0 | International level | 0

Cultural: State/ University level | 1 | National level | 0 | International level | 0

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	25	37500
Financial support from government	509	1479800
Financial support from other sources	0	0
Number of students who received International/ National recognitions	0	0

5.11   Student organised / initiatives

Fairs   : State/ University level | 0 | National level | 0 | International level | 0

Exhibition: State/ University level | 0 | National level | 0 | International level | 0

5.12   No. of social initiatives undertaken by the students | 12

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

To impart quality education for building a strong foundation of the nation by preparing the women for a world of quest, ambition and excellence.

Mission:

The following mission statements aim at translating the visions of Lakhimpur Girls' College into action plans:

i.   To create an environment for academic activities for promotion of quality education.
ii. To develop a pool of highly educated women who are not only competent in facing the present but also in shaping the future.
iii. To set an ideal standard to achieve in the fields of teaching and research.
iv. To build competitive infrastructure to attract and house students, teachers and researchers seeking to translate dreams into reality.
v.   To promote innovations in planning, teaching and evaluation to achieve higher scales of perfection.
vi. To make higher education a part of the social environment through community participation and sustainable development.

6.2 Does the Institution has a management Information System

No

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

6.3.1 Curriculum Development

The college keeps in constant touch with the affiliating university for all curriculum development related issues.

6.3.2 Teaching and Learning

1. Adequate infrastructure for teaching learning to be ensured.
2. To send the teaching staff for regular Orientation/Refresher Courses.
3. Regular feedback from students for improvement of teaching learning.
4. Exposure of students to latest learning technologies.

6.3.3 Examination and Evaluation

1. Strict adherence to University regulations regarding examinations and evaluation.
2. Use of diverse tools for evaluation of students' performance.

6.3.4 Research and Development

1. The Research Council to look after the needs of research and development.
2. It encourages teachers to take up research projects.
3. It encourages teachers to go for research leading to M. Phil and Ph.D.
4. Students are introduced to research culture.

6.3.5 Library, ICT and physical infrastructure / Instrumentation

1. Completed computerisation of the Library to be ensured.
2. ICT and physical infrastructure to be augmented as per demands of time as well as requisitions from departments concerned.

6.3.6 Human Resource Management

The college plans to have a separate cell to manage human resources. The Office of the principal looks after the day to day management. The IQAC ensures training and skill enhancement related issues of the teaching and non-teaching staff.

6.3.7 Faculty and Staff recruitment

Recruitment of faculty and staff is governed by the regulations of the Govt. of Assam. The Governing Body looks after the appointment related issues as per instructions from the Government of Assam.

6.3.8   Industry Interaction / Collaboration

> The college maintains a forward policy to interact and collaborate with industries for the growth of infrastructure and other development purposes. However, due to the paucity of remarkable industry in and around the locality, major productive outcome is still awaited.

6.3.9   Admission of Students

> Admission of students is done strictly on the basis of merit. However, the college follows all Govt. regulations regarding reservation of seats as per existing rules.

6.4 Welfare schemes for

Teaching	Credit Society
Non teaching	Subsidised fuels/providend fund
Students	Financial aid for poor students.

6.5 Total corpus fund generated

16.00 Lakh

6.6 Whether annual financial audit has been done

Yes

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

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

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes   Yes [ ]   No [No]

For PG Programmes   Yes [ ]   No [ ]

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

> The University has recently introduced Semester Pattern of Examinations and attempts are being made for reformation of the evaluation process.

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

> Dibrugarh University has been encouraging the affiliated colleges to seek autonomous status. At the same time, the colleges are being encouraged to make necessary improvement in the teaching-learning and evaluation process. In matters of finance, the colleges are virtually independent of University interference.

6.11 Activities and support from the Alumni Association

> The Alumni Association of Lakhimpur Girls' College is being geared up to have a good relationship with their alma mater. Recently, it has donated a scooter parking shed for the students.

6.12 Activities and support from the Parent – Teacher Association

> The college doesnot have a parent-teacher association. However, the regular Parents Meets provide vital inputs and suggestions to the College Community.
>
> The Teachers Association, however, is instrumental in the functioning of the college. It regularly provides suggestions and support to the authorities. Moreover, the academic planning and implementations are done in consultation with the teachers' association.

6.13 Development programmes for support staff

> The support of the college is provided regular training and skill up gradation measures.

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

Lakhimpur Girls' College has established its Environment Council with a mandate to promote environmental awareness nationwide with aims at education for a Green Future. It has taken various steps to keep the college campus green and eco-friendly. The following are a few initiatives worth mentioning:

* Energy conservation:
  i. Proper care is taken to check unnecessary energy consumption by deputing adequate personnel.
  ii. Fixed time has been calculated for pumping ground water.
  iii. Renovation of older electrical equipment and gadgets.
  iv. Installation of Transformer exclusively for the college.
* Use of renewable energy:
  i. Process is going on for installation of solar energy panels.
* Water harvesting:
  i. Rain Water harvesting is done in the College as well as in the Hostel campus.
  ii. The pond within the campus facilitates rainwater pooling
* Efforts for Carbon neutrality:
  i. The college has curtailed emission of carbon by replacing firewood with LPG connections in the hostel for cooking.
* Plantation:
  i. Plantation of fifty native fruit yielding saplings
  ii. Plantation of Hundred pineapple saplings.
  iii. Plantation of fifty numbers of lemon saplings
  iv. About two hundred timber yielding mature trees
  v. Garden of Medicinal Plants
  vi. Orchid House for ex-situ conservation of rare species with aims of commercial exploitation
  vii. Ornamental flower plantation (Tubs and garden)
* Hazardous waste management:
  i. Sufficient number of dustbins are available for deposition of hazardous waste within the campus and the same are collected by the local municipal authorities for disposal.
  ii. The campus is made polythene free by implementing strict guidelines and providing eco-friendly bags by the environment council of the college for day to day use by the College family.
  iii. Laboratory wastes are regularly disposed of through the local municipality.
* e-waste management:
  i. Private farms are engaged for disposing of the e-wastes of the college.

7. <u>Innovations and Best Practices</u>

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

> Mentoring of students continues. The teachers of the various departments are entrusted with the responsibility of mentoring groups of students for their academic and other development. As a result, students teachers relationship has improved a lot the behaviour of the students has undergone remarkable change.

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

> 1. Two new programme added.
> 2. Three inter-departmental seminars were held.
> 3. Most of the NAAC peer team recommendations were implemented.
> 4. Construction of Gymnasium and extension of Administrative building completed.
> 5. Construction of new Arts building completed.
> 6. Seven teachers were sent for Orientation and Refresher Courses.
> 7. Three community development programmes were implemented.
> 8. NAAC reaccreditation accomplished and the College was reaccredited with Grade- A (3.01 CGPA).

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

> 1. Teachers Diary and Self Appraisal Report (annexure i)
> 2. Widening Access to Higher Education. (annexure ii)

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

7.4 Contribution to environmental awareness / protection

> The environmental council took various programmes for environmental protection and awareness as stated in para 6.14.

7.5 Whether environmental audit was conducted?   Yes

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

8. **Plans of institution for next year**

> 1. To fully implement the recommendations of the NAAC reaccreditation Team.
> 2. To complete the ongoing constructions of buildings and facilities.
> 3. To strive for the status of college with potential of excellence.

Name: **Dr. Bhupen Chutia**   *Name:* **Dr. Surajit Bhuyan**

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

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ANNEXURE I

Best Practice: 1
Teachers' Diary and Self-Appraisal Report

1. Goal

   The goal of this practice is to ensure quality teaching-learning practices through maintenance of proper procedure and records. This practice aims to encourage the teachers to plan, implement, record and submit reports on academic and other activities for their professional benefit as well as for improvement of the academic atmosphere through cultivation of integrity. It is expected that daily maintenance of a diary of their professional activities for proper implementation and recording teaching-learning and other activities will lead to professional integrity of the teachers. It will also help in planning and monitoring the academic and other activities of the college. Moreover, the diary will enable the teachers to keep record of their activities for preparing their annual self-appraisal report at the end of the academic year.

2. The Context

   It was felt that maintaining proper records of the academic activities is vital to the overall health of an educational institution. The onus for the same is heavy on the Heads of the Departments and the Vice Principal of the college who are supposed to be solely responsible for the teaching learning function of the college. However, it was felt that a better way to enhance efficient delivery and to record professional integrity and discipline among the teaching community was the need of the hour.

   It was found initially that the practice demanded rigorous discipline on the part of the teachers, and it was felt that the conventional casual attitude would make it impracticable. However, rigorous counseling can alone improve the situation. Moreover, the need for maintaining proper records for preparing API scores made this practice more attractive.

3. The Practice

   All the teachers are provided with a diary by the college which provides space for recording all the activities like classes, research, extra-curricular, administrative etc. The teachers are supposed to record all activities and place the same to the Head the Department who, in turn, puts his sign if the entries are found satisfactory. The departmental meetings review the achievements and performances of the faculty members on the basis of their daily diary entries and prepare their future course of action. At the end of the month a monthly report is prepared on the basis of the daily entries and submitted to the Principal duly signed by the HOD. The periodic meetings of the Academic Committee take note of these monthly reports. Proper scrutiny of the same is done by the IQAC in association with the Academic Committee and the concerned teachers are contacted for correction/suggestion if any. Moreover, suggestions are made to the Heads of the Departments to do the needful for completion of syllabus and conducting periodical tests etc. if the situation demands. The reports of these scrutinies are sent to the Research Committee, Extension Activities Cell and other bodies for suggestions and planning. At the end of the year, the teachers submit their annual self-appraisal report on the basis of their monthly reports to the IQAC. The IQAC, in consultation with the Academic Committee, makes necessary recommendations to the college authority.

4. Evidence of Success

    This practice has been successful in orienting the faculty members to keep their records of their professional activities in proper shape. It has also led to the growth of a sense of integrity and commitment to the demands of the profession. Moreover, it has made the job of the administration easy by providing all the necessary information regarding the performance of the teaching staff. It has become easier to keep track of the performance of the teachers so that proper planning in terms of professional development, delivery of quality education etc. is done. A few examples can be cited as evidence of success of this practice:

    1. Classes are taken regularly. Coverage of course content is regularly monitored. A sense of responsibility has been developed among the teacher concerned, the Heads of the Departments, the Academic Committee and ultimately the Head of the Institution.
    2. Research and publication work of the college has received due importance. Teachers are being encouraged to take up research projects. Several new projects have been sanctioned to the college.
    3. Teachers are being encouraged to engage in co-curricular and extension activities.
    4. Teachers in need of professional development are advised to go for Orientation and Refresher Courses.

5. Problems Encountered and Resources Required

    There are a few problems which have been encountered in proper implementation of this practice. They can be summarized as follows:

    1. Sometimes teachers forget to record their activities in details due to laxity. This has often led to putting down records from memory and hence threatened the reliability of such records.
    2. It has been a challenge to keep the process of recording and monitoring in proper track.
    3. It has been a challenge to convince all the teachers to go for professional development programmes.

    This Practice does not require much resource. The annual printing of the Teachers' Diary consists of the major cost.

ANNEXURE II

Best Practice: 2

Widening Access to Higher Education

1.   Goal

The aim of this practice is to widen access to higher education by providing equitable and equal opportunities to the students from diverse socio-economic, cultural and geographical background.

It has been seen that higher education still remains confined to a chosen few instead of being open for all who deserve or desire. Socio-economic and other factors such as geographical inaccessibility, lack of proper information etc. hinder the spread of higher education in remote and underdeveloped areas like Lakhimpur, Assam. The case is specifically delicate when it comes to women's education. Lakhimpur Girls' College, established to cater to the demands for providing higher education to the girl students of the North-eastern corner of Assam, intends to reach the most inaccessible areas and communities. And it has decided to take some pro-active planning and implementation in order to turn this intention into actual practice.

2.   The Context

It is really a challenge to bring students from various socio-economic and other backgrounds. Although situated in the heart of the small township of Lakhimpur, the college planned to attract students from far flung areas of the region, especially from the two underdeveloped districts, Lakhimpur and Dhemaji. Most of the rural communities find higher education rather out of reach, especially women's education. Inhabited mainly by scheduled tribes and Other Backward Communities, the area is equally dotted with sizable presence of religious minorities, tea garden communities, Scheduled Caste and other general communities. However, it is a daunting task to offer equal and equitable opportunity for higher education to the girl students from all these communities. Keeping this social reality in mind, the college has to take some pro-active measures to plan and implement equitable representation of students of all academic stages.

3.   The Practice

Lakhimpur Girls' College plans to widen access to higher education by taking some pro-active roles in offering equitable and equal opportunities to a wide range of communities from different socio-economic, religious and other background. As part of the same, the following activities are worth mentioning:

1. Holding Awareness camps in the far-flung rural areas in order to make its presence felt and to make the communities aware of the need for sending their daughters to the college for higher education.

2. Reservation of seats for students from particular communities over and above the ones reserved as per Assam Government rules. For example, there are hundred percent reservations for Scheduled Caste community in allocation of hostel seats. Four seats are kept specifically reserved in each course/in the hostel for students from the tea-garden community.

3. Strict observance of the State Government rules regarding reservation of seats.

4. Adequate number of hostel seats both within and outside the college campus for students from outside the town/rural students. Several privately run hostels are roped in for students of the college.

5. Facilities for government and private scholarships to students on merit as well as on economic ground are available in the college. Students from economically weak background are offered free-ships and scholarships from Students' Aid Fund as well as from Teachers' Welfare Fund. Minority students are offered scholarship from minority board, Government of Assam.

6. Adoption of a college uniform makes students from diverse communities feel at home forgetting any sort of difference. Although "Mekhela Chador" (the traditional dress worn by an Assamese Lady) is one form of uniform, a simple "Kurta-Churidar" is the second option which equalizes the status of the students from diverse backgrounds.

However, there are certain limitations under which the college has to implement this practice. Firstly, it cannot go out of the way to accommodate students from particular group in violation of the Government rules. Secondly, the college does not have enough economic resources to help all the meritorious and needy students.

4. Evidence of Success

The efforts of the college have started showing results against the target and benchmarks. The following tables are indicative of the same:

1. Community Profile:

Category	As Per 2001 Census/Target	Enrolment in College				Remarks
		2012	2013	2014	2015	
ST	23.49%	18.16%	18.66%	18.90%	18.92%	Marginal Increase, yet to reach target
SC	7.88%	6.29%	7.33%	8.01%	9.18%	Increasing trend, exceeding target
OBC	No Data	39.11%	39.91%	40.01%	45.3%	Remarkable

						Increase
Tea Tribes/ Christians	4.2%	5.12%	6.02%	6.65%	6.4%	Target crossed
Muslim	16.14%	8.77%	9.98%	10.65%	11.01%	Target yet to be reached

The above table shows that the college is striving to ensure equal and equitable representation of students from various communities of the district. The pro-active measures taken have started showing positive results.

2. At the same time, the following table indicates the pattern of enrolment in terms of rural/urban divide:

Category	2009	2012	2013	2014	2015
Rural	61%	69%	71%	70%	72%
Urban	39%	31%	29%	30%	28%

 The college has been able to reach the rural pockets to attract students for higher education.

 3. Number of scholarships offered/number of students who were offered economic aid from Students' Aids Fund:

Financial Aid	2012	2013	2014	2015
Freeships	6	6	6	7
Students' Aid Fund	49	82	25	25

4. Number of Hostel Seats Provided:

	2009	2012	2013	2014	2015
College Hostel	120	220	220	220	222
Private Hostel	30	50	60	65	60

5. Problems Encountered and Resources Required

The college has faced some problems in implementing this practice. They are:

1. The college has limited economic resources to offer scholarships on its own. Being located in a semi urban area, it has not been able to attract sufficient number of private donors to help economically poor students. On the other hand, the number of students seeking financial assistance is increasing day by day.

2. Being a provincialized college, it has limited options to start its own schemes bypassing the government regulations.