

ACADEMIC AND ADMINISTRATIVE AUDIT



DHEMAJI GIRLS' COLLEGE

DHEMAJI, ASSAM

PIN: 787057

PERIOD FROM 2013 TO 2018

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INSTITUTION DATA

1. Name and Address of the College :

Name : Dhemaji Girls' College
Address : P.O. & Dist- Dhemaji
City : Dhemaji
State : Assam
Email : dhemajigirlscollege@gmail.com
Website : www.dgcollege.ac.in

2. For Communication :

Designation / Name / Contact Details

PRINCIPAL

Dr. Dipak Borgohain

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STEERING COMMITTEE COORDINATOR

Mrs. Jugananda Gohain

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IQAC COORDINATOR

Mr. Mon Mohan Gogoi & Dr. Kriskna Borgohain

Mobile : 7002092788/9101072854
E-mail : gogoi.monmohan@gmail.com

3. Status of the Autonomous College by Management :

- I. Government ✓
- II. Constituent College of the University

4. Name of University to which the college is a Affiliated : Dibrugarh University

5. a. Date of establishment, prior to the grant of Autonomy : N/A
 b. Date of grant of 'Autonomy' to the College by UGC : N/A

6. Type of Institution :

- a. By Gender
 i. For men
 ii. For Women ✓
 iii. Co-education
- b. By Shift
 i. Regular
 ii. Day ✓
 iii. Evening
- c. Source of funding
 i. Government
 ii. Grant-in-aid ✓
 iii. Any other (Please specify)

7. It is a recognized minority Institution?

No.

8. a. Details of UGC Recognition

Under Section	Date, Month & Year	Remarks (if any)
i. 2 (f)	12-04-2010	
ii. 12(b)	21-01-2011	

b. Details of recognition/ approval by statutory / regulatory bodies other than UGC (AICTE, NCTE, MCI, DCI, PCI, RCI etc.)

N/A

9. Has the college been recognized?

- a. By UGC as a College with Potential for Excellence (CPE)? N/A
 b. For its contributions/ performance by any other government agency? No

10. Location of the campus and area:

Location : Rural

Campus area is sq. mts. Or acres : 15.041 Acres

Built up area in sq. mts : 60868.08 sq.mt.

11. Does the College have the following facilities on the campus (Tick the available facility)? In case the College has an agreement with other agencies in using such facilities provide information on the facilities covered under the agreement.

- Auditorium/ seminar complex
 - Sports facilities ✓
 - Play ground ✓
 - Swimming Pool
 - Gymnasium ✓
- Hostel
 - Boys' Hostels
 - Girls' Hostels ✓
- Residential facilities
 - For teaching staff
 - For non teaching staff
- Cafeteria
- Health Centre-
 - First aid facility ✓
 - Inpatient facility
 - Outpatient facility
 - Ambulance facility
 - Emergency Care Facility
- Health Centre Staff-

• Qualified Doctor	Full Time	Part Time
• Qualified Nurse	Full Time	Part Time ✓
- Other facilities
 - Bank
 - ATM
 - Post Office
 - Book Shops
 - Transport Facilities
 - Power House
 - Waste Management Facility ✓

12. Details of programmes offered by the institution (2016-17) :

Programme Level | Serial No. | name of the Programme | Course | Duration (Years) |
Entry Qualification | Medium of Instruction | Sanctioned Student Intake | No. of
Students Admitted.

Details of Programmes Offered by the College (Give Data for Current Academic Year)						
Programme Level	Name of Programme/ Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No. of Students Admitted
UG	BA, English Major	36	HS	English	90	03
UG	BA, Assamese Major	36	HS	Assamese	90	69
UG	BA, Sociology Major	36	HS	Assamese + English	90	73
UG	BA, Political Science Major	36	HS	Assamese + English	90	32
UG	BA, History Major	36	HS	Assamese + English	90	15
UG	BA, Education Major	36	HS	Assamese + English	90	28
UG	BA, Economics Major	36	HS	Assamese + English	90	12
UG	BA, Philosophy Major	36	HS	Assamese +	90	24

				English		
UG	BA, Elective Assamese General	36	HS	Assamese	30	
UG	BA, Hindi General	36	HS	Hindi	30	04
UG	BA, Mathematics General	36	HS	English	30	05
UG	BA, English General	36	HS	English	15	
UG	BA, Assamese General	36	HS	Assamese	15	
UG	BA, Sociology General	36	HS	Assamese + English	15	
UG	BA, Political Science General	36	HS	Assamese + English	15	
UG	BA, History General	36	HS	Assamese + English	15	
UG	BA, Education General	36	HS	Assamese + English	15	
UG	BA, Economics General	36	HS	Assamese + English	15	
UG	BA, Philosophy	36	HS	Assamese +	15	

	General			English		
PG	MA in Political Science	24	BA	English	30	
PG	MA in Assamese	24	BA	Assamese	30	
PG	MA in Sociology	24	BA	English	30	
PG	MA in Education	24	BA	English	30	
PG	MA in Economics	24	BA	English	30	
PG	MA in English	24	BA	English	30	

13. Does the Institution offer self-financed Programme?

Yes No

If yes, how many: 2 (Two)

14. Whether new programmes have been introduced during the last five years?

Yes No

If yes, how many: 8 (Eight)

15. List the department: (Do not list facilities like library, Physical Education as departments unless these are teaching departments and offer programmes to students)

Particulars | Number | Number of Students

Arts	1702	
Under Graduate	56	
Post Graduate	381	
D.El.Ed		

16. Are there any UG and / or PG Programmes offered by the College, which are not covered under Autonomous status of UGC details.

Yes. The college is a centre for 6 PG and 6 B.A. programmes (Distance Education) offered by D.U.

17. Number of Programmes offered under

(Programme means a degree course like B.A., M.A. B.Sc., M.Sc., B.Com etc)

- Annual system
- Semester System \checkmark 288
- Trimester System

18. Number of Programmes with

- Choice Based Credit System \checkmark 19

19. Unit Cost of Education

(Unit cost= total annual recurring expenditure (actual) divided by total number of students enclosed)

- including the salary component / Rs. 50,954.79
- excluding the salary component / Rs. 20,213.86

20. Does the college have a department of Teacher Education offering NCTE recognized degree programmes in Education?

Yes No \checkmark

21. Does the College have a teaching department of Physical Education offering NCTE recognized degree programmes in Physical Education?

Yes No \checkmark

22. Whether the College is offering professional programme?

Yes No ✓

If yes, please enclose approval / recognition details issued by the statutory body governing the programme.

23. Has the College been reviewed by any regulatory authority? If so, furnish a copy of the report and action taken there upon.

Yes No ✓

24. Number of teaching and non-teaching positions in the College Positions | Teaching faculty (Professor, Associate Professor, Assistant Professor) | Non-teaching staff | Technical staff.

Sanctioned by the UGC / University / State Government

Recruited		
Assistant Professor	Male- 17	Female- 18
Non-Teaching	Male- 9	Female- 2

25. Qualifications of the teaching staff

Highest Qualification | Professor (male/Female) | Associate Professor (Male/ Female)| Assistant Professor (Male/Female)| Total

Highest Qualifications	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Ph.D					9	5	14
M.Phil					14	11	25
P.G					2	4	6

26. Number of Visiting Faculty/ Guest Faculty engaged by the College: 3

27. Students enrolled in the college during the current academic year, with the following details :

Students	UG	PG
From the state where the College is located	1702	56
From other states of India	3	
Foreign Students	0	

Total	1705	56
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28. Dropout rate in UG and PG (average for the last two batches)

UG = 5% PG = 1%

29. Number of working days during the last academic year : 180

30. Number of teaching days during the last academic year : 165

31. Is the College registered as a study centre for offering distance education programmes for any University?

Yes No

If yes, provide the

a. Name of the University : Dibrugarh University

b. Is it recognized by the Distance Education Council?

Yes No

c. Indicate the number of programmes offered : 12 programmes (6 UG, 6 PG)

32. Is the College applying for?

Accreditation: Cycle I Cycle 2 Cycle 3 Cycle 4

Re-Assessment :

33. Date of accreditation* (applicable for Cycle 2, Cycle 3, Cycle 4 and Re-Assessment only)

34. a. Date of establishment of Internal Quality Assurance Cell (IQAC)

15-02-1012

PROFILE

Dhemaji Girls' College, today a premier higher education institution, was established on 25th November, 1986 in this vast, rural, tribal, interstate border area between the State of Assam and Arunachal Pradesh, in the district of Dhemaji, Assam. The whole area is socio-economically and educationally backward. It is dwelt in by people of diverse castes, communities, tribes and ethnic groups who have their own district culture, religion and language. The college is a girls' institution of Arts Stream only. To provide higher education to the students of the down-trodden families of this area, the college was opened at the initiative of a few educationists, the deprived parents and conscious public.

Since its inception, the college has been sincerely rendering service in imparting higher education at UG level and devotedly working for the all round development of students and

doing community service as expected of a higher education institution. Though the college was established in 1986, at the beginning it was purely Peer UG level. The Dibrugarh University accorded permission to start UG course in 1994. The active involvement of the college in disseminating knowledge and assiduous performance within its precinct, pleased Dibrugarh University to extend affiliation in the year 2001 for the ongoing Arts course. In time to come, the college obtained UGC's 2f in 12th April, 2010 and 12B in 21st January, 2011. The college was provincialized under Provincialization Act. By Govt. of Assam in 2014 w.e.f. 14th August, 2013.

Vision:

- Transform society through the empowerment of women.
- Develop responsible leaders for future.
- To facilitate development of youth as a national builder through higher education.
- To provide affordable quality education to the students across sections of the society.
- To inculcate critical and innovative thinking among the teacher and students.

Mission:

- To provide quality higher education to girls' student to enable them to face the challenges of the world with courage and confidence and would to be socially responsible citizen.
- To impart ethical values to ensuring the harmonious functioning of the society.
- To create on an environment to excel in all activities.
- To encourage students to follow law of the land through institutional practice.
- To encourage the research and development activities.
- To equip students with adequate knowledge and skill to compete in the present employment setup using latest learning resources.

Strength, Weakness, Opportunity and Challenges (SWOC)

Institutional Strength:

1. Young and energetic teaching and non-teaching staff.
2. State of the Art infrastructure, Wi-Fi enabled campus, Digital Library, and Digital classroom.
3. Exemplary performance in extracurricular activities like sports, cultural programme etc. at state and national level also.
4. Active NSS wings of the college with activities undertaken to promote social welfare and to inculcate a sense of social responsibility.
5. Research oriented faculty with large member of publication in recognize book and journals
6. Participation of student, bodies in planning and implementation of the various activities of the college.
7. Students admission and fees collection management system software is introduce.
8. Cashless transaction.
9. Initiatives taken to support slow learners and those belonging to diverse socio-economic background.
10. Account Management Software 'Tally' is introduce.
11. Noise pollution free and plastic free campus.
12. Well equip cultural museum.

Institutional Weakness:

1. Geographical isolation.
2. Only one steam.
3. Lack of Permanent Auditorium.
4. Situated in a flood prone area.

Institutional Opportunity:

1. There is an opportunity to further enhance the academic standards of the college given the potential of its students act the faculty.
2. Introduction of organized system of summer/ soft skill training and industry exposure world enhance employability of the students.
3. With improved sports infrastructure there is opportunity for better results in sports events.
4. Introduction of more add-on/certificate courses to increase the employability of the students.
5. To start new programmes of studies which are relevant in the local context having focus on the skill development component.
6. There is the opportunity to start science steam.

Institutional Challenge:

1. Poor economic background of large number of students.
2. As agriculture based society, most of the students spend time at cultivation to help their parents.
3. Low communication skill students with other language.

AUDIT COMMITTEE MEMBERS

No.	Name of the Member	Designation	Official Address	Signature
1	Dr. Budhindra Boruah	Chairman	Rtd. Principal, Dhemaji College	
2	Dr. Sunit Gogoi	Executive Member	Ret. Vic-Principal Dhemaji College	
3	Dr. Manashjyoti Neog	Executive Member	Principal Harhi College	
4.	Mr. Jugananda Gogain	Executive Member	Co-ordinator Dhemaji Girl's College	

5	Dr. Dipak Borgohain	Executive Member	Principal Dhemaji Girls' College	
6	Dr. Krishna Borgohain	Executive member	IQAC Co-ordinator Dhemaji Girls' College	
7	Mr. Mon Mohan Gogoi	Executive member	IQAC Co-ordinator, Dhemaji Girls' College	
8	Mr. Lalit Gogoi	Executive Member	Audit Co-ordinator, Dhemaji Girls' College	

EXTERNAL SUBJECT EXPERTS

Department	Subject Expert	Designation
English	Dr. Uddip Boruah	Assistant Professor Purbanchal College
Assamese	Mr. Budeswar Konch	Associate Professor Dhemaji College
Education	Mr. Girin Saikia	Associate Professor Moridhal College
Economics	Mr. Mangal Gohain	Associate Professor Dhemaji Commerce College
Sociology	Mr. Khirud Gogoi	Associate Professor Dhemaji College
Political Science	Mr. Rajumoni Bhuyan	Associate Professor Dhemaji Commerce College

History	Mr. Bhupen Gogoi	Associate Professor Moridhal College
Philosophy	Mr. Bipul Boisya	Associate Professor Dhemaji College

EXECUTIVE SUMMARY

Curricular Aspect

The institution has a robust system of curriculum (framed by the Dibrugarh University) delivery and implementation in a planned and coordinated manner involving the faculty and statutory bodies of the college. The academic council prepares prospectus, Academic calendar and general class routine. The prospectus contains the vision, mission, objectives, rules and regulations, subjects offered availability of facilities and different committees. It provides a detail idea about the college to prospective students. The Academic Calendar of the college is prepared in conformity to the general Academic calendar provided by the affiliating union with some modification to suit our courses and condition for effective transaction of curriculum. The departments prepare departmental class routine and department course plan.

The college has offer ten (10) undergraduate subjects in Arts with major course in eight (8) subjects. The college has been running six Masters Degree and five undergraduate programme under the distance education, Dibrugarh University. The college has introduced 13 new programmers in last five years. The college has introduced five Certificate/Diploma as add on course for the students with employment oriented knowledge and skill.

We do not have full freedom of choice of courses except from among the offered groups. In regular curriculum skill based course like computer skill and communication skill as well as interdisciplinary course of environmental studies and a separate Multidisciplinary course have been incorporated as compulsory core courses Further, the college has

maintained the system of taken students feedback on various aspects, with the help of structured questionnaire.

Strength

- Thrust of the curriculum is in promoting value based education, women empowerment, gender sensitization, skill development, competency in communication skill, personally development, and conscientising the students about environment protection. Special thrust is on job oriented courses
- Orientation courses are offered to teachers, students and non-teaching staff to impart the Vision and Mission of the Institution.
- The executive committee as a spring board to promote research initiative. Organizes National seminar annually to promote and evaluate the research scholars of the institution.
- All the UG and PG projects have a research component.

Weakness

- Lack of academic flexibility in the curriculum.
- More Interdisciplinary courses need to be introduced.
- Curriculum can be designed with modules specially designed to deal with transferable skills and vocationally relevant content and pedagogic methods appropriate for promoting intensive research, useful to society.

Teaching-learning and Evaluation:

Students belonging to different social, economic and cultural background are admitted as per govt. of India and DU rules. In addition the college admission committee marks extra efforts to elicit response from students of these categories for admissions in a transparent manner. Advanced and slow learners are identified through internal evaluation mechanisms (tests, presentations etc.) and efforts (individual and institutional) are made to meet their

specific academic needs. Remedial classes, group projects, and encouragement to participate in curricular and extra-curricular activities help in integrating students of varying abilities.

Various teaching methods like class interaction, tutorial for major course, discussion, department seminar and home assignment as a process of self learning etc. are adopted to substantiate lecture method.

Teaching-learning is made more effective by the use of ICT like Interactive Board and LCD Projector, document camera etc. These apart, a few departments, conduct field study to fulfill the requirement of courses.

The faculty strength of this college is 35. The college encourages the faculty to participate in various faculty development programmes. All the teachers have participated in national and international seminars and workshops. A good number of teachers have participated in different UGC sponsored orientation courses, refresher courses and short term courses in various HRDCs.

In semester assessment is made on the basis of two sessional examinations, home assignment department seminar/ group discussions and class attendance. The departments also conduct class test from time to time. The End semester examination is conducted in the college as examination centre as the affiliating university.

Strength

- Students centric, ICT enabled, participatory, and interactive teaching learning methods are promoted.
- Campus wide internet connectivity.
- Computer assisted Language Laboratory.
- Students and teachers participate in National, State and Regional Seminars and conference.
- Collaborations and linkage enhance academic knowledge.
- Evaluation methods ensure maximum output from the students.
- IQAC has developed an online feedback system which conducts regular feedback on teaching methods confidently.
- of the faculty are Ph.D. holders and of the faculty are M.Phil holders.
- Number of faculty were awarded Ph.D. from 2012-2016
- At present 9 are on FDP and 27 are actively engaged in research.

- Teachers Handbook is evaluated by the Principal and the HOD. This is a document that carries information about the lesson plan, leave availed by the faculty, achievements and a comprehensive self-appraisal.
- Academic Management is focused to achieve the learning outcome.
- The curricular and the co-curricular activities are well balanced in the Teaching Learning environment to provide holistic education to the students.
- Highly qualified and committed teachers.
- Plays a lead role in administrative duties.
- Teaching Learning and Evaluation has rigour and vitality.
- Enquiry of access is taken care of in the admissions.
- The Admission Committee is vigilant in making the admission process transparent and efficient.
- Admission software is introduced.
- IIQAC provides Faculty enrichment programmes and Orientation Programmes for students.
- IQAC also conduct feedback on the Governance and Leadership along with faculty members.
- Teaching pedagogy is well integrated with many activities which provide the students learn differently.
- Lecturer computing system is introduced in classroom.
- Virtual class room with video conferencing system is available.
- Use of ICT is excellent among faculty.
- Library is digitalized.
- Orientation, Career guidance, counseling centre.
- Grievances redressal cell for students and teachers.

Weakness

- Class room have to be upgraded.
- Space constrains for initiating new course and enhancing infrastructure.
- Administrative burden of the teachers.
- Language lab and computer lab have to be revived.

Research, Innovations and Extension:

The research committee of the college coordinates, facilitates and supports various research activities in the college. The management and Research Advisory Committee encourages each faculty and students for research activities. College has been offering financial supports two meritorious students for research project in every year. Ten numbers of research projects has completed by students during last five years. A good number of MRP sanctioned by UGC has been completed. The college authority extends helps to faculty for doing Ph.D. A sizeable member of faculties completed Ph.D. and almost 90% of the teachers are with M.Phil. degree. A Good member of Research books with ISBN has published from the college and some faculty member has published research oriented journals with ISSN. The many faculties have published research oriented articles in various peer reviewed and other ISSN and ISBN Journals. Many have published text book as well as reference books from various publishers.

The committee for extension activities and community service and NSS unit conduct out-reach programmers and extension activities like health and hygiene, health check-up camp, Blood donation camp, Swasha Bharat Abhiyaan, clothes donation drives, human right, women empowerment, environment awareness and plantation, flood relief, skill development, women self-defense etc. Teachers and students shown active involvement in the organization of these programmers and people participation has been always positive and encouraging result in successful implementation for the greater benefit of the community.

Strength

- Extension activities are innovative and have strengthened.
- Efforts have been taken to improve consultancy by the institution.
- Extension activities are well integrated in to the teaching learning environment.
- Research initiatives and publications have improved.
- More awards and recognition.
- Minor Research outlay has improved.
- More International and National seminar.
- Remarkable increase in the number of Ph.D. Scholars.

Weakness

- Collages has scope of introducing more extension activities.
- Collaborations and consultancy with industries have to be strengthened in departments.
- There is scope for increasing MRP and Major Project outlay.
- There is sample scope for strengthening consultancy and Linkage with Industries for generating more income.
- Infrastructure facilities are needed for facilitating outstanding contributions in research.

Infrastructure and Learning Resource:

The college has adequate infrastructural resources for smooth teaching learning, extra curricular and administrative activities. Every department has its own teacher's common room and class room for conducting classes.

The college has been making full efforts for the development of infrastructure of the college. They are as follows:

- Adequate Class room.
- Departmental Teacher's Commoner room and Class room.
- Separate spacious and well accommodated Administrative Building.
- Separate Office for IQAC.
- Well furnished computer Education Canter.
- Laboratories for the subject of education.
- College Canteen.
- Girls' Hostel.
- Pure drinking and running water facilities.
- High power Generator.
- Play Ground.
- Indoor Stadium.
- Multi Purpose Gymnasium Hall.
- Conference Hall.
- Multi Purpose Hall.

- Girls' common room with health check up chamber.
- Separate room for student Union.
- Cultural Museum.
- Well furnished computer Education Centre.
- Orchid House.

Besides, the college has digital and automated library. The library has a spacious reading room with seat capacity at fifty students. Separate arrangement is also made, for teachers in the Library. More than 6000 e-journal and 31, 35,000 plus e-books has been provided through INFILIBNET under N-List programme. Nine numbers of class rooms have been digitalized. The college has video conference hall. Besides, the College is also Wi-Fi Campus.

Student Support and Progression:

The college has convenient and adequate machinery for support and progression of the students, some of the committees as well as cells are directly associated with the progression of the students. Utmost care has been taken for all round development of the students along with academic development. Almost 90% students of the college are from the schedule caste (S.T), schedule castes (S.C) and Other Backward classes (O.B.C) who receive scholarships. Several meritorious and poor students given free admission in to the institution and those who pass with outstanding results are felicitated every year. There are several committees and cells like career Guidance call, Grievance Redressal cell, Anti ragging cell, Women cell, Extension and welfare committee, NSS etc. which are established for students' supports and help.

Several sports and other co-curricular activities are organized by the college to promote over all development of the students for divers socio-economic cultural background. In every Friday and Saturday one hour's class is taken co-curricular activities by the gust faculty, i.e. music, dance, drama, self defiance, literature and sports.

The college also maintains good relation with the alumni through Alumni Association which is registered under the society Act. contributes in infrastructure development, extension activities and games and sports for the all round development of the college as well as students.

Access is enable through

- Student Information System which provides the students with information on admission, financial aid, pre-requisites, rules and regulations through the College Website, Prospectus and the Student's Handbook to assure fair access across the whole student lifecycle.
- Students from marginalized and economically challenged sections are given access.
- 2 seats are allotted for the sports in each programme that is interchangeable and 13 % for differently able students.
- 1 seats for achiever in each programme that is interchangeable in co-curricular activities.
- Reservation policy of SC/ST/Minority is strictly followed.
- Students are provided support through mentoring.
- Providing comprehensive personal tutoring systems for all students as part of their programme.
- Orientation programmes to nurture a sense of belonging, to promote engagement and enhance attainment.
- Committee in achieving human and academic excellence.
- Life guidance & Value Education Cell for embedding inclusive values and approaches within learning and teaching policy and to enable students to assimilate values and to become emotionally intelligent.
- Students Support Initiatives- Grievance Redressal Cell, Career Guidance Cell, Placement Cell and Anti-Ragging Cell, Anti-Harassment Cell and students union.
- Financial support given to students through various scholarships,
- The campus announcement system and the Student Notice Board to inform students, Yoga Classes.
- Counseling Cell to help students to deal effectively with stressful situation in life.
- On-Line-Feedback from students is collected to improve the existing system.
- The institution updates its prospectus, handbook, rule book, calendar.
- College magazine published annually as a Student's Union Initiative.
- Remedial Classes are conducted for slow learners.
- High Learners are identified and provided opportunity to enhance their potential.

- Academic monitoring takes place through Continuous Internal Assessment and End Semester Examination.
- NSS & NCC to promote shared responsibility and commitment in serving society.
- Annual Sports Day to enhance sports culture.
- Placement Cell to develop progression plans with students and to enable career and academic progression.
- Women's Cell which offers gender sensitization programmes which enhances the capability of students to challenge the behaviours, attitude and practices that can undermine inclusion.
- Creating networks with alumni to offer all students guidance, role models and professional opportunities as part of the wider curriculum and employability offers.

Governance, Leadership and Management:

The Governing Body is the management and decision making body of the institution. The decisions of the Governing Body are executed by the principal, who is the head of the institution. Different committees constituted to conduct different activities with view to make effective implementation. All the teaching and non-teaching staff of the college activity cooperate in working and functioning of such committees of the college. The monetary and Budget aspects are looked after by Governing Body. There is a functional internal quality assurance cell (IQAC) in the college, which deals with the matter of quality improvement of the college. The college has a master plan that provides direction for future infrastructures and academic development of the student. Online feedbacks are available for students, alumni and teachers. Feedbacks are collected, analyzed and action taken by the grievance and redressed call. This body pays the opinions of the suggestions and meets up the grievances of its stake holders.

The college has a teacher's welfare fund naming 'Hanchita' help them in need. And also a student's welfare fund to help the students.

The college prepares budgets as a part of institutional planning. Along with the preparation of action plan tentative budget is also prepared head wise and submitted to the appropriate agency/source for approval.

- The academic and administrative activities are carried out in consensus with stated policies of the institution.

- Participatory management and Team Leadership to promote entrepreneurship 'global knowledge network' and to strive for academic excellence and innovation.
- Transparency in Faculty appointment is based on merit and no capitation is taken by the management to ensure quality.
- IQAC organizes Professional Development Programmes for Teaching and Non-Teaching staff.
- Workshops are provided for mentoring by the IQAC.
- Encourages faculty to introduce skill-based along with academic instruction.
- New programmes are introduced in the curriculum to equip the students with key skills.
- The Extension activities are in place, so that the students develop leadership skills and engage with communities, society and enterprises.
- Governance & Leadership focus on transforming the institution into engines for new ideas through research.
- To be a strong International presence, will attract overseas students and engage in research.
- The External & Internal Academic Audit to ensure quality, accountability and transparency.
- Financial Committee and purchase committee to plan and allocate budget for academic and administrative activities.

Institutional Values and Best Practices:

The institution has implemented several best practices which includes environmental consciousness, socio-economic understanding, political awareness and human values. The students and teachers participate in the programmes propagating such values both within the campus and outside.

Enhancing green cover in the campus, increasing the use of green energy are important priorities of the institution, the in-campus lighting is done by LED bulbs. The street lights of the campus function on solar energy. Rain water harvesting is also being done at some sites of the college. For the benefit of the students a sanitary napkin pad dispenser machine were install in common room and hostel.

For constant effort to render its best, a few innovative processes and best practices are:

- Girls' child Adoption.
- Improvement of students' potentiality
- Preparation of course plan.
- Students' feedback.
- Teacher diary.
- Student's diary.
- Grievance and Redressal cell.
- Observation and celebration of important Days and Divas.
- The college Publication.
- Today's Word.
- Digitalization of class rooms.
- Extra classes for co-curricular activities.
- Distribution of free napkin pad for students.
- Use of Sanitary Napkin disposal Machine.
- Cloth Bank for needy one.

In term of waste disposal, municipality disposes the solid and e-wastes while the liquid waste is drained out built into the different location of the college.

Library:

The college library was introduced as automated in our college in 2018 after purchase the SOUL Version 2.0 software from INFLIBNET (an autonomous body of UGC). After the completion of data entry process 2018-19 computerized charging and discharging of books started. For this circulation system the library uses Bar code printer and scanner for fast transaction of the library resources. Bar coding of documents was done and bar coded library membership cards were also introduced in 2018. Periodically list of books and reminders are generated in an automated way. Acquisition of serial, maintaining issue records, sending reminders of missing issues, generating binding lists, etc. are also being done in an automated in manner. User education programmes are also organized from time to time for students and faculty (generally in August- September every year to make best from these provisions. Library services like circulation, fine calculation, defaulter list preparation, OPAC (Online Public Access Catalog) etc. are functioning in our college library. The OPAC is made available to the users to identify the status of availability of documents in the library. The

Library has been connected with internet connectivity for accessing e-resources. The library has also Digital Database.

Dhemaji Girls' College Library is at the second floor of the main building of our college. Library is equipped with 50 seating capacity. Library is fully automated with Wi-Fi. Moreover there are provided computers for students. The size of Library is 2450 square feet by its area. Separate chambers are there for Librarian, Assistant Librarian and Library staff with computers.

Name of the ILMS software: SOUL developed by INFLIBNET

Name of Automation = Full

Version = 2.0

Year of Automation = 2018

Library Mission:

It is the place where that Dhemaji Girls' College Family can come for information, inspiration educational and recreational/ entertainment for life. Library is the educational partner who provide supplemental classroom materials to teachers and resources for their students

1. Library committee (for decision regarding the purchase of Books & E-Books)

Members

- 5-6 Faculty members
- Principal
- Librarian (Convener of the Committee)
- Conduct Meeting in Month of June and November

Collection Development

2. Print as well as digital collections.
3. Recommended to renew the subscription UGC INFLIBNET Consortia.
4. Introduce e-books as well as e-journals.
5. Digital Library (only in intranet)

Strength

- The Faculty, students, alumnae and community support the infrastructure initiatives of the college.

- CCTV surveillance.
- Wi-Fi enabled campus with high speed 10 Mdps.

Weakness

- The new courses in the self-financing sector need more smart class rooms.
- More rest rooms needed in the Arts & Science Block.
- Better Canteen facilities needed in the Arts Block.
- First Aid Boxes in every departments.
- Ramps and rest rooms for Physically challenged are needed.

ADMINISTRATIVE OFFICE

Audit Report

We have conducted an audit of the Administrative Office of Dhemaji Girls' College and put forward the following observations for further actions (if required)

1. General

- (1) A site map (legend) may be displayed at the entrance of the office.
- (2) Details of various services provided thorough the office of the College be displayed in front of the College Office showing, the station / counter.
- (3) Name of each station / counter with the officer dealing the particular station / counter may be provided.

2. Administrative Office

- (1) A casual leave register is to be maintained for both teaching and non-teaching staff.
- (2) Acquaintance register is maintained and pay bill register is not maintained.
- (3) Contingent Register is maintained.
- (4) The Dispatch Register is not properly maintained.
- (5) Tender Register is maintained.
- (6) Separate cash book for general receipts, for UGC fund is maintained.
- (7) Separate cash book for self financing Programmes is also required.
- (8) Admission Register is maintained properly for regular and self –financing programmes.

All A/C is audited by CA/Govt. auditor to timely.

Dr. Budhindra Boruah
Rtd. Principal, Dhemaji College

SWOC ANALYSIS

Strength

- A pioneer institution for women's education in Assam the only women's college in the city of Dhemaji.
- Strategic location and easy accessibility
- Supportive management with a progressive vision.
- Transparency in staff recruitment based purely on merit.
- Faculty with experience and qualifications.
- Excellent student support system.
- Plethora of opportunities in curricular / co-curricular activities and sports.
- Excellent infrastructure with well equipped laboratories and fully automated Library.
- Timely conduct of examination.

Weakness

Consultancy and industry linkage needs to be strengthened

Opportunities

- There is an opportunity to further enhance the academic standards of the college given the potential of its students and the faculty.

- Introduction of organized system of summer/ soft skill training and industry exposure world enhance employability of the students.
- With improved sports infrastructure there is opportunity for better results in sports events.
- Introduction of more add-on/certificate courses to increase the employability of the students.
- To start new programmes of studies which are relevant in the local context having focus on the skill development component.
- There is the opportunity to start science steam.

Challenges

Resource mobilization from agencies apart from Government and UGC.

Attracting students from other states.

AUDIT REPORT OF THE DEPARTMENTS