



Yearly Status Report - 2019-2020

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.	03752295014
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.			03752295014																						
Mobile no.			9435189532																						
Registered Email			bhupen.c@rediffmail.com																						
Alternate Email			bchutia.75@rediffmail.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. Accreditation Details																									
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accreditation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>B+</td> <td>77</td> <td>2004</td> <td>01-Sep-2004</td> <td>31-Aug-2009</td> </tr> <tr> <td>2</td> <td>A</td> <td>3.01</td> <td>2014</td> <td>01-Oct-2014</td> <td>30-Sep-2019</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accreditation	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
Cycle	Grade	CGPA	Year of Accreditation	Validity																					
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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																									
<table border="1"> <thead> <tr> <th colspan="3">Quality initiatives by IQAC during the year for promoting quality culture</th> </tr> <tr> <th>Item /Title of the quality initiative by IQAC</th> <th>Date & Duration</th> <th>Number of participants/ beneficiaries</th> </tr> </thead> <tbody> <tr> <td>Started online classes</td> <td>02-Apr-2019 365</td> <td>1600</td> </tr> <tr> <td>Orientation programme for</td> <td>24-Jun-2019</td> <td>10</td> </tr> </tbody> </table>						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	Started online classes	02-Apr-2019 365	1600	Orientation programme for	24-Jun-2019	10								
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Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries																							
Started online classes	02-Apr-2019 365	1600																							
Orientation programme for	24-Jun-2019	10																							

Assistant professors by IQAC regarding Research Funding Institution	2	
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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
Lakhimpur Girls' College	Infrastructure Development	RUSA	2019 365	10000000
Lakhimpur Girls' College	Book Purchase	Government of Assam	2019 365	200000
Lakhimpur Girls' College	Students' Excursion	Government of Assam	2019 365	200000
Lakhimpur Girls' College	Girls' Common Room	Government of Assam	2019 365	100000
Mridul Buragohain	MRP	DBT	2019 365	100948
View File				

9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	4
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File
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)	
Power Generator installed in the Girls Hostel to facilitate uninterrupted power supply.	
CCTV Cameras are installed on the college campus to ensure safety and security in the college campus and thereby improve academic environment.	

Internet connections are made available to the students with the installation of the BSNL FTTA connection.

Conducted 2 Orientation Programme for Assistant Professors concerning availing MRP from different agencies.

Started Online Class for students

[View File](#)

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
A new academic building is to be constructed	A new academic building is under construction
A language Laboratory is to be installed	A language Laboratory is being installed with RUSA assistance.
A new hostel will be constructed.	Construction work of a a new hostel has been started. Ninety percent work has been completed.
Lakhimpur Girls College proposes to apply for major infrastructure overhaul with RUSA funding.	RUSA sanctioned an amount of Rs-20000000/- for the infrastructure development of the college. The 1st installment is received.
BSNL FTTA internet connection will be made available to students in the college campus.	Internet connections are made available to the students with the installation of the BSNL FTTA connection.
CCTV Cameras will be installed in the College campus to improve the safety and security of the college and the students.	CCTV Cameras are installed in the college campus to ensure safety and security in the college campus and improve academic environment.
Orientation programmes may be hold concerning fellowship for teachers from different institutions.	Conducted 2 Orientation Programme for Assistant Professors concerning availing MRP from different agencies.
Resolved to install Power Generator for Girls Hostel to facilitate students for better academic environment and safety of the students.	Power Generator for Girls Hostel is installed successfully to facilitate students for better academic environment and safety of the students and thereby improve academic environment
Resolved to introduce B.Ed. Course in the college and necessary works be initiated.	Application for introduction of B.Ed. Course in the college has been processed.

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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 ?	No
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 ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	Management Information System a. Biometric staff Attendance: Information of Staff attendance is recorded with the help of biometric attendance device. b. App Based Attendance System: students' attendance, teachers' diary are recorded through an app called ClassO'clock. c. Library: Library uses the OPAC (Online Public Access Catalogue) system with KIOSK interactive system, which allows our students to search necessary books by using available PCs in the library. Also the barcode detection technology in corporation with the SOUL 2.0 software package constitutes the overall integrated library management system. d. Accounts Management: Our major institutional accounts like student fee collection, operational expenses, maintenance etc. are maintained with the help of Tally, licensed software. e. Online Admission Process: All admissions of our college are given online in the admission software which facilitates in the digitization of student records. f. Salary bill of the staff are prepared and process online in Government of Assam Finance Website (https://www.finassam.in/). g. Scholarships are processed in National scholarship portal.

Part B

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 employ ability/entreprene urship	Skill Development
NA	NA	Nil	0	0	0

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NA	Nil
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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	All BA Courses	01/08/2019
BSc	All BSc Courses	01/08/2019

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

	Certificate	Diploma Course
Number of Students	Nil	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
0	Nil	Nil
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
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BA	Education	18
BA	Geography (BA/BSc)	22
BA	Home Science (BA/BSc)	8
BSc	Botany	30
BSc	Zoology	69
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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
BA	All BA & BA/BSc	420	451	380
BSc	All BSc	130	251	147
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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

2019	527	7	51	Nil	3
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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	Number of smart classrooms	E-resources and techniques used
53	45	136	6	1	7
View File of ICT Tools and resources					
View File of E-resources and techniques used					

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
1734	53	1:33

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	53	3	4	14

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
2019	NA	Nil	NA
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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
BSc	NA	6th	06/05/2019	16/07/2019
BA	NA	6th	06/05/2019	16/07/2019
View File				

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 2019-20 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 by 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. Orientation Programmes for Assistant Professor is conducted in the in the third week by IQAC. August: Classes commence after the notification of class routine on the first week. 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 in the first week. 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. Evaluation of answer scripts are done during this month. 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. Orientation Programmes for Assistant Professor is conducted in the in the third week by research council. April: 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. Apart from these, All National and State holidays are observed as per notifications by the concerned authorities. 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
NA	BA	All BA Courses	127	85	67.72
NA	BSc	All BSc Courses	94	43	45.74
NA	BA	BA/BSc	75	24	32
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	1.87
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	Nil	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	Nil
View File					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
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0	0	0
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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	Nil

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	4	0
International	Economics	2	0
International	Chemistry	1	0
International	History	1	0
International	Mathematics	3	.68
National	Home Science	2	0
View File			

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
Psysics	1
Mathematics	3
Hindi	3
English	2
Education	1
Economics	6
Chemistry	2
Assamese	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
Spatial Assessment of Arsenic and Iron Content in Water Sources of Lakhimpur district, Assam, India	Dr. Mridul Buragohain	Pollution Research Vol. 39, No.03 ISSN: 0257-8050	2020	0	Dibrugarh University	Nil
Isolation	Dr. Mridul	Biosc.Biotech.Res.	2020	0	Dibrugarh	Nil

and Molecular Characteri zation of Arsenic Resistant Bacteria from Brahm aputra River Basin of Assam, India	Buragohain	Comm. Vol. 13 No. 3 ISSN :2321-4007			University	
Assessment of Arsenic and Fluoride content in different drinking water sources of secondary schools in Greater Guwahati of Assam, India	Dr. Mridul Buragohain	Pollution Research Vol. 40, No.01 ISSN: 0257-8050	2020	0	Dibrugarh University	Nil
Utility of Foldscope in Promoting Scientific Temper by Igniting the Mind: A Study Among Rural and Urban Senior Secondary School Learners	Dr. Mridul Buragohain	Biosc.Bi otech.Res. Comm. Vol. 13 No. 4 page nos. 2064-2071	2020	0	Dibrugarh University	Nil
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	Dr. Mahmuda Begum	IEEE Transactions on Plasma	2019	98	Nil	Plasma Physics Research L

Viscosity of Strongly coupled dusty plasma in presence of ion flow		Science			aboratory, Department of Physics, Tezpur University
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Resource persons	Nil	1	Nil	Nil
Presented papers	2	13	Nil	Nil
Attended/Seminars/Workshops	1	7	Nil	Nil

[View File](#)

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
Outreach program	Tezpur University	1	4
Training, Awareness program	Madhavdev M.E. and High School	7	22
Training, Awareness program	PAJHRA, Sacred Heart	5	16
Training, Awareness program	RSETI	2	20
Microbial analysis of soil of Samarjan Wetland	Botany Department, Lakhimpur Girls College	3	11
Free Blood Group Identification and Blood Donation Awareness Programme	Red Ribbon Club and Lakhimpur Girls' College	4	23

[View File](#)

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
Nil	Nil	Nil	Nil

[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 activities	Number of students participated in such activities
	Shishu Sarathi, NIPCCD	Internship	6	8
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
Protocols to study trace elements from soil and water to crops : Food chain prospective	1	College Fund	11
Hands on training on Protocols to Study Trace Elements from Soil and Water to crops Food chain perspectives	Ms. Pallabi Barah	North Eastern Regional Institute of Water and Land Management (NERIWL)	11
View File			

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	Shishu Sarathi, NIPCCD	24/02/2020	08/04/2020	8
View File					

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
Nil	Nil	Nil	Nil
View File			

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
480000	323374

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with LCD facilities	Newly Added
View File	

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	19600	650000	150	18000	19750	668000
View File						

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
Nil	Nil	Nil	Nil
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Co mputers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departme nts	Available Bandwid th (MBPS/ GBPS)	Others
Existin g	68	2	7	2	0	2	16	20	0
Added	21	1	2	0	0	1	1	0	0
Total	89	3	9	2	0	3	17	20	0

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

100 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
Nil	Nil

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 incurred on maintenance of physical facilities
250000	87470	3890000	1327369

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	16	56000
Financial Support from Other Sources			
a) National	ISHAN UDAY	25	2371588
b)International	NA	Nil	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
NA	Nil	Nil	NA
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
2019	AROHAN	30	30	Nil	Nil
2019	ACS Coaching Programme	22	22	Nil	Nil
2019	Career Counselling	29	29	Nil	Nil
View File					

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
7	6	15

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
NA	Nil	Nil	NA	Nil	Nil
No file uploaded.					

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
2019	46	BA	See attached file	See attached file	See attached file
2019	11	BA/BSc	See attached file	See attached file	See attached file
2019	12	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	3
Any Other	17
View File	

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

Activity	Level	Number of Participants
Literary	Institution	24
Cultural	Institution	21
Indoor Games	Institution	29
Outdoor games	Institution	22
View File		

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 Sports	Number of awards for Cultural	Student ID number	Name of the student
Nill	NA	Nill	Nill	Nill	NA	NA
No file uploaded.						

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)

The Academic Committee of the college took responsibility of managing the process of selection and appointment of contractual teachers. This committee 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)?

No

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
Curriculum Development	PG in Home Science continues.
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.
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.
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. Moreover, two programmes were held to encourage the newly recruited teachers to take up research works, apply for funding and publish research papers.
Library, ICT and Physical Infrastructure / Instrumentation	Full Computerisation of the central library has been started. 5 numbers of electronic journals have been subscribed. An additional ICT enabled class rooms have been constructed. A Study room for PG students is being constructed. Complete renovation of the library is being undertaken.
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.
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.
Admission of Students	Admission process has been made fully online.

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

E-governance area	Details
Planning and Development	Online Platform is used for planning and tendering under Assam Government Finance Department. RUSA Assam online platform is used for planning and implementing works under RUSA.
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
Nill	Nil	Nil	Nil	Nill
No file uploaded.				

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)
2019	Orientation programme for Assistant professors by IQAC regarding Research Funding Institution	Nil	15/06/2019	15/06/2019	10	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
Faculty Development Programme on "Preparation of Self-Learning Materials for University and College Learners"	6	12/05/2020	18/05/2020	7
Faculty Development Programme on "Online Basic Training on Use of ICT in Teaching"	1	20/04/2020	23/04/2020	4
ARPIT course for Career Advancement Scheme (CAS) promotion Refresher Course in Economics, SRCC, University of Delhi	1	16/02/2020	16/02/2020	1
Short Term Course on Educational Technology	3	27/01/2020	02/02/2020	7
Training Programme for Master Trainers on Assam Right to Public Service Act, 2012 (Amended in 2019) and Rules, Khanapara	2	20/12/2019	21/12/2019	2
Short Term Course on Human Rights and Conflict Management	1	02/12/2019	08/12/2019	7
Short term course on Value Education	1	15/11/2019	21/11/2019	7
New Education	1	22/08/2019	22/08/2019	1

Policy (Draft)				
Short Term Course on Computer Programming in Physics, Dibrugarh University	3	01/07/2019	07/07/2019	7
View File				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
57	55	22	17

6.3.5 – Welfare schemes for

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

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	Nil
No file uploaded.		

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	Nil	Nil	Yes	Nil
Administrative	Nil	Nil	Yes	Nil

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 system has been made fully online

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
2019	Please See attached file	Nil	Nil	Nil	1600
View File					

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
On Adolescent Period and its Associated Psychology	16/02/2019	22/02/2019	52	31
Sanitary Pad Machine installation in college	10/06/2019	10/06/2019	36	6

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
Ramp/Rails	Yes	2
Physical facilities	Yes	2
Rest Rooms	Yes	2

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2020	Nil	2	Nil	16	Nil	Nil	Nil
View File							

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

Title	Date of publication	Follow up(max 100 words)
Handbook under consideration,	Nil	Handbook under consideration.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
International Yoga day	21/06/2019	21/06/2019	125
Online Workshop on Meditation Breathing in collaboration with Art of Living, North Lakhimpur	23/04/2020	23/04/2020	230
View File			

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 – 2019-2020 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 2019-20 The celebration of National Nutrition Week (1st September 2019-7th September 2019). RSETI and UBI training programme on 'Cutting and Tailoring' was conducted from 19th September, 2019 - 29th September, 2019, in order to instill life skills and entrepreneurial attitude amongst the students. RSETI and UBI training programme on 'Fast Food Stall Udyami' was conducted by from 8th February, 2020 - 19th February, 2020, in order to inculcate entrepreneurial skills amongst the participants.

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. The Institution: i. Name of the Institution: Lakhimpur Girls' College ii. Year of Accreditation: 2014 iii. Address: Khelmati, North Lakhimpur, Assam-787031 iv. Grade awarded by NAAC: A v. Contact person for further details: Dr. Bhupen Chutia vi. Website: lgcollege.ac.in Best Practice - 2 Mentorship Programme - 2019-2020 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. This practice was continued in the year 2019-2020. 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. Best performing mentors, that is, faculty members whose mentees display remarkable performance will be rewarded by the college authority every year. Obstacles faced (if any) and strategies adopted to overcome them: This practice faced several obstacles in the year 2019-2020. Especially when the college had to shut down due to the nation-wide lock down imposed in the wake of COVID - 19. Teaching learning has to be conducted through online mode only and as a result the students suffered a lot. Impact of the Practice: In the year 2019-2020, mentoring had to play a major role. Since the students were asked to attend online classes regularly, many students failed to do so due to several reasons.

The mentors had to swing into action to supervise individual students as to how to attend online classes and enjoy maximum benefit of this new system of learning. Moreover, their role was immense in providing mental support in the days of crisis. 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. The role of the college administration, especially that of the principal was highly appreciated for channelizing the energy and enthusiasm of the faculty members in continuing this much needed service to the students. The Institution: i. Name of the Institution: Lakhimpur Girls' College ii. Year of Accreditation: 2014 iii. Address: Khelmati, North Lakhimpur, Assam-787031 iv. Grade awarded by NAAC: A v. Contact person for further details: Dr. Bhupen Chutia vi. Website: lgcollege.ac.in

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. Roadmap for NAAC Reaccreditation 2. Resolved to introduce B.Ed. Course in the college and necessary works be initiated. 3. Software for archiving results of the students. 4. Enhancement of Infrastructure