



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution	Hem Chandra Dev Goswami College, Nitaipukhuri
• Name of the Head of the institution	Dr. Sanjib Kr. Borgohain
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	9957343961
• Mobile No:	9957343961
• Registered e-mail	hcdgcollege@gmail.com
• Alternate e-mail	iqachcdg@gmail.com
• Address	PO- Nitaipukhuri
• City/Town	Sivasagar
• State/UT	Assam
• Pin Code	785671
2.Institutional status	
• Type of Institution	Co-education
• Location	Rural
• Financial Status	UGC 2f and 12 (B)

• Name of the Affiliating University	Dibrugarh University
• Name of the IQAC Coordinator	DR. GITALI SAIKIA
• Phone No.	9101453381
• Alternate phone No.	8011672408
• Mobile	9101453381
• IQAC e-mail address	iqachcdg@gmail.com
• Alternate e-mail address	hcdgcollege@gmail.com
3.Website address (Web link of the AQAR (Previous Academic Year))	http://file.hcdgcollege.org/AQAR-2019-2020.pdf
4.Whether Academic Calendar prepared during the year?	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	http://file.hcdgcollege.org/Academic-Calendar-2021-2022.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C	Nil	2004	14/10/2004	14/10/2009
Cycle 2	B	2.06	2017	23/02/2017	23/02/2022

6.Date of Establishment of IQAC**15/07/2008****7.Provide the list of funds by Central / State Government****UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institutional 1	Infrastructure Development	RUSA	2020	10000000
Institutional 1	Salary	Govt. of Assam	2020	30905034

8.Whether composition of IQAC as per latest NAAC guidelines**Yes**

• Upload latest notification of formation of IQAC	View File
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9.No. of IQAC meetings held during the year	4	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
1. Arranged online workshop, awareness meeting for teachers and students		
2. Arranged online classes during Covid lock down and online examinations for continuous evaluation		
3.Bridge Course for BA 1st Semester students		
4. Career Counselling workshop for students		
5. Mentoring of students, individual counselling through WhatsApp groups.		
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		

Plan of Action	Achievements/Outcomes
<p>Focus on Teaching-Learning Process during pandemic</p>	<p>On-line Classes have been done through Google Class Room, Zoom, Google Meet etc. Audio-visual lectures are delivered through WhatsApp groups, You Tube Channels etc. Records are taken regularly by the principal of the institution. Online examinations, Internal Assessments are also done through Google class. 20 teachers take online classes with enthusiasm and the students' participation is fairly encouraging. Online lecture programmes by guest faculties are also done.</p>
<p>Teaching human values through webinar</p>	<p>An online webinar on "What You will Do While You Meet a Physically Challenged Person" was organized on 24th August for students. Kishormohan Bhattacharya, Asstt. Professor, Dept. of History, Gauhati University, who is himself a differently abled person, and Mrs. Aditi Barua, an activist who has been working for differently abled persons, attended the awareness programme as resource persons. 96 participants attended and interacted with the resource persons.</p>
<p>Interactive Discussion on Competitive Examinations</p>	<p>During Covid created Lock down online interactive discussion on Competitive examinations have been held. Two officers from Assam Civil Service attended as resource persons on 13 and 14 June 2021 respectively. Day 1: Asmita Rekha Bora, Executive Magistrate and Circle Officer,</p>

Extended Profile

1.Programme

1.1	6
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	271
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	88
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	53
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	20
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	24
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4. Institution

4.1	17
Total number of Classrooms and Seminar halls	
4.2	4918458
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	10
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

This institution of higher education emphasizes on well planned and documented process to ensure effective curriculum allocation. HCDG College follows CBCS syllabus prescribed by the affiliating university, i.e., Dibrugarh University, and takes initiatives for effective curriculum delivery. Head of each department allots the curriculum for each teacher of the respective department. The teachers of each department discuss the updated syllabus and identify curriculum gaps and designs ways to bridge/ address the gaps. Special lectures are arranged by each department for filling up such gaps.

Effective course delivery is ensured using various instructional methods and pedagogical initiatives as per Dibrugarh University guidelines. Institute has framed programme objectives, programme learning outcomes, course objectives and course learning outcomes for all programmes as per Dibrugarh University design. Faculty prepares lecture/ lesson plan and allocates number of lectures on the particular topics, and offers mentoring as well as personal

counseling based on the profile of students of the class and their past performance. Course coverage is periodically assessed and any related issues/discrepancies /modifications are discussed in the respective department. Class test and Sessional Examination answer scripts are shown to the students and doubts are cleared. Thereby, students find a scope for improvement.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The Academic Committee of the college comprising Vice-principal and the heads of all the departments prepare an Academic Calendar for smooth conduction of classes and examinations. For Continuous Internal Evaluation two Sessional Examinations are conducted. Seminar, Home Assignments and Group Discussions are held for continuous evaluation. The teachers of various departments take class tests for scrutinizing the personal learning level of the students. The students are also engaged in different projects and tour programmes for experiential and participatory learning. Dates and schedules of Sessional Examinations, Students' Seminar, Home Assignment, mock test etc are included in the calendar. Marks obtained by students are displayed in the departmental notice board. Answer scripts are shown to the respective students for further improvement.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	http://file.hcdgcollege.org/Academic-Calendar-2021-2022.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University

C. Any 2 of the above

Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

6

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

2

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

29

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

29

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

There is an integrated course entitled 'Environmental Studies' under CBCS. For HS 1st Year students also there is a paper on Environmental Education. EVS course aims at inculcating awareness about natural resources and sustainable development, preservation of nature, water resources, forest resources, biodiversity as well as environmental degradation. A number of projects have been carried out about these themes.

A leaflet, "Teachers' Professional Ethics" is published by the College to make Teachers aware about Professional Ethics.

The cross cutting issues like gender sensitivity is practiced in the college. Cell for Women Studies and Development conducts 2 programmes to sensitize people. Local people are also sensitized regarding this. Various tribes like Mishing, Deori, Sonowal Kachari, Nepali and Minority people inhabited in the nearby areas are also sensitized. It is a good sign that girl student of our college is 58% in 2020-21. There are a number of national and international players produced from our college. The college is founded on the name of Hem Chandra Devagowami, a renowned Satradhikar who was well known for his humanity and egalitarian philosophy. The institution tries to adhere to his philosophy. Gandhi Jayanti, Bishnuprasad Rabha divas, Bhupen Hazarika's birthday are observed in this institution to teach human values.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

12

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

40

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution	C. Any 2 of the above
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from the following stakeholders Students
Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://file.hcdgcollege.org/Feedback-2020-21.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

330

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

269

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Institution assesses the learning level of the advanced learners and slow learners with various means such as Entrance Test, Class Test, Quiz programmes etc. Special classes by guest faculties are arranged by each department for the advanced as well as slow learners. Extra-mural lectures are also conducted by the departments and IQAC. Workshops on grammar and usage, online classes, remedial classes, audio-visual lectures, participatory learning as field visit, projects, seminars and group discussions are conducted by the departments. Career Counseling classes, interactive sessions are also organized. Book fair, exhibitions are conducted for the students. For slow learners mentoring, personal counseling are done inside the classroom as well as outside it. Online counselings are also done through WhatsApp groups. There are 30 WhatsApp groups for counseling, mentoring, online-classes etc.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
269	20

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Seminars, Group discussions, Projects, Tour programmes are taken by various departments. In the Department of Education Practical Courses are provided. Department of Assamese provides Creative Writing Course in which student centric participative learning is encouraged. At the end of the course external examiners are appointed for evaluation of the learning outcome of the students. Teachers facilitate learning by encouraging each student to apprehend their personal quality. The students are also encouraged to involve in class activities in order to acquire knowledge at their own effort. Rote learning is discouraged. Reading and Cine Club was established in 2016 in order to organize various programmes to ensure student centric programmes such as reading stories, recitation of poems, acting, enactment of drama, screening of cinema related to course etc. Internal Assessment examinations are regularly conducted to accelerate continuous evaluation process. Audio-visual equipments are used by the teachers. Language Lab is used to teach Spoken English. Field Visits are also done by the students with the help of teachers. Moreover, in Environmental Studies programme students are allowed to participate in tree plantation, field visit, project on environmental degradation, environmental awareness etc. During Covid-19 pandemic period teachers provide on-line classes through Google Classroom, Google Meet, Zoom, You Tube etc.

File Description	Documents
Upload any additional information	View File
Link for additional information	http://file.hcdgcollege.org/Project-2020-2021.pdf

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Teachers regularly use ICT tools for teaching-learning as well as for evaluation. There are 3 smart classrooms, one video conferencing hall, one Language Lab, one Computer lab in the college. This institution provides 40 computers, 9 Laptops, 8 Projectors, 2 televisions, and each teacher has internet facilities in their android mobile phones. Besides these teachers deliver Power Point Presentations (PPP) through projectors for delivering classes. Projectors are used for conducting Quiz programmes, screening of

films, drama for participatory learning. Teachers encourage the students to involve actively in pedagogic atmosphere. During Covid Pandemic created Lock Down period, while Offline classes are closed, teachers use Google classrooms, Zoom, Google Meet for teaching and learning, and evaluation. There are 30 WhatsApp groups formed by the faculties for effective teaching, learning, webinars, online presentation, counseling, mentoring etc. Teachers are regularly in contact with the students through such groups, E-mails, and other Social Networking sites. Nlist Inflibnet library provides e-books and e- journals. Teachers help the students to download required research papers, books and articles to acquire knowledge of diverse fields. During pandemic period, 1300 online classes, 6 webinars and awareness meetings, and special lecture programmes are conducted by the faculties.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://file.hcdgcollege.org/ICT-Tools-Resources.pdf

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

19

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

20

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

11

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

309

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Two Sessional Examinations are conducted by the college for awarding Internal Assessment marks to the students. Sessional examinations

are conducted following the Academic Calendar of the affiliating university, Dibrugarh University. In Academic Calendar of the institution Sessional examinations and students' seminar, group discussions, home assignment submission dates are informed to the students. Moreover, head of each department issues notices regarding sessional examinations, seminar, group discussions, submission of home assignment, projects etc. Internal assessment marks are comprising of 3 units: viz, sessional examination, attendance, submission of assignments and seminar presentation. Students were informed to attend the classes regularly. Getting 75% attendance for online classes is mandatory. Students attending 90 % to less than 95% are awarded 4 mark, students attending 95%-100% are awarded 5 mark. All the necessary information are given in the College Prospectus. During this period internal tests have been conducted in online mode. Examination Committee has the Vice-principal as the President announces the internal test timetable in advance and collected the internal test question papers from each department and conducted internal assessment examinations smoothly. Internal Assessment marks have been notified in the departmental notice board. Answer scripts are shown to the students for further improvement.

File Description	Documents
Any additional information	View File
Link for additional information	http://file.hcdgcollege.org/Internal-Assessment-Examination-Notices.pdf

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Head of each department is assigned the duty to deal with any grievances related to internal examination. If such grievances come these are solved by the respective department. Answer scripts of internal examinations are shown to the students so that they would not have any doubt regarding awarding marks in the particular examination. If the students is not satisfied, the answer script is rechecked by a teacher assigned by the head of the respective department.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Yes, the teachers and students are aware of the stated Programme and course outcomes of the programme offered by the institution. In College Prospectus as well as in HCDG College Website information is given regarding the courses offered. The outcomes are informed to the teachers and students in Academic Council meeting.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The Institute works for distinct learning outcomes. The vision and mission of the institution define how it has been working for promoting value education to under-privileged students for whom it is not easy to accept challenges of globalization and digitalization. In the purview of digitalization this institution has developed proper mechanism of communication of the learning outcomes of the Programs and Courses. Course and programme details are disseminated through College Prospectus, which is also uploaded in the college Website. It includes the following components ? Hard Copy of syllabi and course/programme Outcomes are available in the respective departments for ready reference to the teachers and students. The syllabus of each programme provides clear information about courses, elective courses, fundamental courses, and department specific courses, skill based courses, and also the learning outcomes of different programmes. The syllabus provides information about course details with number of credits and lectures, scheme of instruction and evaluation. Our Institution is affiliated to Dibrugarh University, Dibrugarh, Assam. The university planned policy, rules and regulations, devised and revised all its educational programmes to include graduate attributes so when a

student gets his degree, he is well-equipped with discipline, soft skill, knowledge, critical thinking, problem-solving capacity, communication skills, and digital capability, and above all a sense of social responsibility and humanity.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://file.hcdgcollege.org/Syllabus-UG.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

413

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<http://file.hcdgcollege.org/Student-Satisfaction-Survey-2020-21.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

8

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year**3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

0

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	No File Uploaded

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year**3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

7

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

A number of extension activities are carried out by the institution with the help of NSS, Extension Cell, Centre for Women's Studies and Development etc. One nearby village is adopted by the college and different issues like importance of education, health and hygienity, cleanlyness drive, 'Say No to Plastic', Tree Plantation, helping handloom production, etc. programmes are conducted by the college. Students are sensitized to some burning issues like gender discrimination, witch hunting, superstition, early marriage, corruption etc. through various programmes, writings etc. Two books were published by Dr. Diganta Gogoi, Associate Professor, Dept. of Assamese, on witch hunting. Lectures, counsellings are delivered to sensitize the students. Eminent activistlike Yadav Payeng (known as Aranya Manab) was invited to interact with students about

environmental degradation. Bitul Saikia, Assistant Professor, Dept. of Political Science with an institution, called 'Amar Prayash: A Platform for Positive Thinking' works with the nearby people, alumni and students of this institution on different issues.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

5

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

155

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration**3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year**

0

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year**3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year**

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The institution has adequate infrastructure and physical facilities for teaching and learning. There is Book Bank facility for the needy students. The teachers use ICT tools in classroom transactions. There are also one Language laboratory and one Computer laboratory. The computers and other ICT tools are regularly maintained by technicians. There is a separate laboratory for the Education department. Most of the classrooms are under CCTV surveillance. There is a girls' hostel with adequate facilities. IQAC emphasises proper utilization and maintenance of the physical, academic and support facilities of the institution. There are gate keepers at day-time; a chowkidar guards the campus at night. There are CCTV cameras installed in principal's office and some other important places for surveillance. Water supply facility, electrical equipments are also regularly checked by the technicians. There are Conference Halls, Television sets, Drinking water, Canteen and separate lavatories for boys and girls.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.hcdgcollege.org/p/physical-facilities.html

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

To promote cultural, games and sports activities of the students,

the college authority takes necessary measures. Annual Sports week is held every year. There is Teacher Supervisor to supervise. Cultural rallies are taken out by the students showcasing folk and tradition of Assam. Besides Annual Sports Week students take active part in various special days observed in the college. In order to maintain physical development of the students there are sports complex. A number of students of the college participated in various inter college competitions and successful in winning. In the last five years the college Girls' Volley Ball and Boys' Volley Ball team had won Gold and Bronze medals. In Dibrugarh University Inter-college Wuchu Competition, Suraj Boruah won Gold medal bringing glory to the college. Keeping in view all round development of physical and mental health of the students, a Yoga Centre has been established. There is Yoga Instructor appointed by the authority. To make students aware of the environmental issue, there is an Eco Club in the college. The students are inspired not only to plant trees but also to take care both inside and outside of the campus. Moreover, Exhibition cum Sale has also been organized annually so that the students could earn certain amount.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

08

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

8

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.hcdgcollege.org/p/physical-facilities.html
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)**4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)****37 lakhs**

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

The Library is automated with the Integrated Library Management System (ILMS) SOUL 2.0. One number of server and three numbers of clients are working in the SOUL 2.0 environment. One number of clients is dedicated for OPAC. Circulation is being done with Barcode Technology. As on 18th March 2021 a total of 6017 copies against 5178 Record Id are recorded in SOUL database.

The library also going to join NERCat System, which is Union Catalogue System develop by INFLIBNET Centre, Gandhinagar, Gujarat under initiative of Assam College Librarian's Association (ACLA).

The library has also developed its Digital Library cum Institutional Repository with Open Source Software "D Space". The resources of the digital library cum IR can be accessed in the library through 3 numbers of client's computer which is installed in e-resource centre of the library dedicated for the purpose of benefiting the students as well as faculty members of the college from their own system through library Wi-Fi network and through college LAN.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	A. Any 4 or more of the above
--	--------------------------------------

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)
4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)
51963

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)
4.2.4.1 - Number of teachers and students using library per day over last one year
67

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure
4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

There are computers, internet facility, TV, video conferencing hall, mobile phones, WhatsApp groups developed in the institution for using IT facilities. The institution installed Broadband Wi Fi connection in 2016. Four Routers were installed to facilitate Wi Fi in college office, library and different departments. But BSNL, the Service provider withdrew the service from the locality for some technical reasons, therefore temporarily Wi Fi facility in the institution is interrupted. But the teachers, office staff and library staff use personal Wi Fi, internet facility with android mobile, Laptop computers etc. The college authority has communicated with internet service provider to installation. D space is used in college library for searching and using books. There are 40 computers, 9 laptops, 3 smart class rooms, 1 video conferencing hall, 8 projectors, 2 mobile phones, 2 TV sets, 1 Language Lab, 1 computer lab, 4 ICT enabled class rooms in the college. Teachers use IT facilities for teaching learning, evaluation and for mentoring and counseling also.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

49

File Description	Documents
Upload any additional information	View File
Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution

E. < 5MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

5

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Various committees have been formed. consisting of teaching, library, non-teaching staff for smooth maintenance. The academic calendar, prospectus, class routine, etc. are supervised by the academic committee. Disciplined atmosphere in a college is maintained by committees like Grievance and Redressal Cell, Anti-Raging Committee, Sexual Harassment Committee, Disciplinary Action Committee, Women Cell etc. The principal of the college contacts and discusses various issues with these committees whenever necessary. Besides the Governing Body of the college, there are Purchasing Committee and Building Committee. Tenders are invited whenever is needed. Most of the classrooms are under CCTV surveillance. Some of them are well equipped with projectors and smart boards. The teachers use the ICT tools frequently in classroom transaction. There are one computer laboratory and one language laboratory. There are volley ball courts and badminton courts for the students in order to maintain physical development of the students. During the year, students from the college participated in various inter college competitions and successful in wining. In the last five years the college Girls' Volley Ball team and Boys Volley Ball team had won gold, and bronze medals. In Wuchu also students have been participating and winning medals. The students are also inspired to practice Yoga. There are separate common rooms and lavatories for girls and boys.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

292

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

File Description	Documents
Upload any additional information	View File
Number of students benefitted by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	A. All of the above								
<table> <tr> <th data-bbox="87 438 548 506">File Description</th><th data-bbox="548 438 1466 506">Documents</th></tr> <tr> <td data-bbox="87 506 548 653">Link to institutional website</td><td data-bbox="548 506 1466 653">http://file.badanbarman.in/web/www.hcdgcollege.org/Programmes-and-News.pdf</td></tr> <tr> <td data-bbox="87 653 548 720">Any additional information</td><td data-bbox="548 653 1466 720">View File</td></tr> <tr> <td data-bbox="87 720 548 861">Details of capability building and skills enhancement initiatives (Data Template)</td><td data-bbox="548 720 1466 861">View File</td></tr> </table>	File Description	Documents	Link to institutional website	http://file.badanbarman.in/web/www.hcdgcollege.org/Programmes-and-News.pdf	Any additional information	View File	Details of capability building and skills enhancement initiatives (Data Template)	View File	
File Description	Documents								
Link to institutional website	http://file.badanbarman.in/web/www.hcdgcollege.org/Programmes-and-News.pdf								
Any additional information	View File								
Details of capability building and skills enhancement initiatives (Data Template)	View File								
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year									
110									
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year									
110									
<table> <tr> <th data-bbox="87 1243 548 1310">File Description</th><th data-bbox="548 1243 1466 1310">Documents</th></tr> <tr> <td data-bbox="87 1310 548 1377">Any additional information</td><td data-bbox="548 1310 1466 1377">View File</td></tr> <tr> <td data-bbox="87 1377 548 1587">Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)</td><td data-bbox="548 1377 1466 1587">View File</td></tr> </table>	File Description	Documents	Any additional information	View File	Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File			
File Description	Documents								
Any additional information	View File								
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File								
5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	B. Any 3 of the above								

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression**5.2.1 - Number of placement of outgoing students during the year****5.2.1.1 - Number of outgoing students placed during the year**

2

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year**5.2.2.1 - Number of outgoing student progression to higher education**

15

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg:**

JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

2

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The institution has a student council which is named Students' Union. The President, Vice-president, General Secretary and secretaries of different offices like Games and Sports, Debate and Literary, Boys' Common room, Girls' Common room, Cultural secretary are elected by secret ballots for a tenure of one year. It has been taking part in different activities and decision making as well as policy making for the greater interest of the students of the institution. The Literary and cultural activities are basically organized by them under the guidance of teacher-advisers. They also

take part in conducting games and sports, Freshmen Social, Teachers' Day, College Establishment Day, Saraswati Puja celebration, Annual College Week etc. The Debating and Literary section organizes various literary competitions. Students' Union works together with other bodies/committees, Teachers' Unit, library staff, non-teaching staff of the college. The president/secretary of Union is a member of IQAC, and takes part in academic activities and related decision-making. The Student Union members are duly represented in Grievances Redressal Cell, Hostel Advisory Committee, Library Committee, Eco Club, Career Counselling Committee, Reading and Cine Club, Itihas Adhyayan Chakra, Economics Study Circle, Assamese Dept. Bibhagiya Chora, Women's Cell, Extension Cell etc. Students are the cadres of NSS, under which they learn social service, cleanliness, team spirit, leadership skill etc. This council takes part in observing Republic Day, Independence Day, International Yoga Day, Sudhakantha Divash, Rastriya Ekta Divash, Gandhi Jayanti with other committees.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

There is an Alumni Association which helps the institution in many different ways including Volley Ball Coaching and counselling. Initiatives have been taken for registration of the Association.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Vision of the Institution:

HCDG College strives to become a premier educational institution of higher education. It endeavours to imbibe in students the value and importance of education and to make the student realize his/her real potential and to utilize the same in achieving upward social mobility.

Mission of the Institution:

Our Mission is academic pursuit and professional competency. The college seeks to promote learning and scholarship for the service of the society and the humanity.

Governance and Leadership:

The faculties of the department are encouraged to take part in activities such as member of College Governing Body, Quality Assurance Cell, Academic Board, RUSA committee, Admission Committee,

Examination Committee, Students' Election etc.

Faculty Administrative Powers:

- Decentralization is practiced so that each faculty can play an active role in infrastructure building.
- Faculty members are encouraged to participate and lead various academic and administrative roles to deliver high quality education to our students.
- All members are given space to give suggestions, advice, debate, discuss and make decisions.

Faculty Financial Powers:

- Institution encourages decentralization in terms of financial matters conducting seminars, academic programmes, purchasing books, NList Inflight subscription etc.
- They are encouraged to conduct seminars, lectures, engagement of resource persons, visiting faculty etc.
- Institution encourages the faculty members to arrange tour programmes, projects, industrial visits etc.

File Description	Documents
Paste link for additional information	http://file.hcdgcollege.org/Vision-and-Mission.pdf
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

1. IQAC takes initiative to decentralize the management system by giving opportunity to participate in planning and decision making. There are student members from Students' Union in IQAC, Library Committee, Eco-Club, NSS, Grievance Redressal Cell, and Study Circles. Reading and Cine Club Secretary is selected from the students. The student members are invited to the meetings. IQAC, Governing Body, Library Committee, Grievance Redressal Cell, Campus Beautification Committee, Women's Development and Study Centre, and various committees have members from teachers, office staff, library staff and alumni. Stakeholders have been included in these committees and cells from local community, educational institutions and industry. Guardian members are included in College Governing

Body and IQAC. Thus, the guardians are given opportunity to participate in decentralization of the management system. Moreover, students' feedback on teachers are taken by IQAC. Informal feedback on administration and college facility are taken by arranging students' meet. On the basis of the feedback new policies and strategies are taken to improve.

Various sub-committees and departments are given freedom for performing academic and co-curricular activities with the help of the Students' Union and other committees. The teachers' unit is also given utmost freedom to act as per the decisions taken in Teachers' Unit meeting. The library committee has been empowered to purchase books and equipments as required.

File Description	Documents
Paste link for additional information	http://file.hcdgcollege.org/Decentralization-of-Power.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Strategy Development and Deployment

Higher level academic committees consisting of principal and senior professors after in depth discussion and by considering vision, mission, quality policy, core values, social factor and SWOC (Strengths, Weakness, Opportunities and Challenges) analysis, established a strategic plan with well defined objectives and mechanism for its effective implementation and monitoring.

The Institution successfully implemented strategic measures for imposing academic performance through training. The college launched all programme mainly to focus on the development of skills among students. All faculties have taken responsibility to design and implement the specific programmes on specific strategic date.

Event such as Budget talks through a light on global business process, economic standards of a country and fiscal policy. There are 35 different committees to carry out various activities systematically. The calendar of events is prepared at the beginning of each semester. The institution functions according to its vision and mission.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://file.hcdgcollege.org/Institutional-Strategic-Plan.pdf
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

ORGANIZATIONAL STRUCTURE OF GOVERNING BODY

President, Governing Body

Secretary, Principal

Members from teaching staff

Management members

IQAC, Chairperson, Principal.

Governing Body:

The governing body is a committee constituted for the purpose of administering institutional development activities and strategic plan. As far as Decision making process is concerned, Governing Body members are giving relevant guidelines for Infrastructure, Budget and employment, and promotional matters.

Identity:

The Governing Body of the college is comprising of educationists, Professionals from industry, Academicians, management Members and high ranking Administrators. It is formed with due approval from DHE, Assam. The Institute believes that Governing Body is the sole committee with power to review its policies, procedures and strategic objectives for the continuous development and well being of the stakeholders in reaching the goal.

Policies:

The Institute has a set of well defined policies of Governance. The Principal, who is also the secretary of the Governing Body, in various meetings discussed these policies and these are communicated to faculty members in the form of circulars. Students are briefed about these policies. The policies are highlighted in the college prospectus. There are some committees for other/related administrative activities which help the Principal to conduct administrative activities. The Disciplinary Committee frames the policy regarding the anti-ragging. Examination committee frames policy for examination related works. Library Committee looks into the policy to ensure the Institutional Library.

File Description	Documents
Paste link for additional information	http://file.hcdgcollege.org/Governing-Body-2020-2021.jpg
Link to Organogram of the Institution webpage	http://file.hcdgcollege.org/Organogram-of-the-institution.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

E. None of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	No File Uploaded

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff

Welfare Scheme for Teachers and Non-teaching staff:

There is a society where the members of teaching and non-teaching staff contribute money per month. The amount thus collected is deposited in an account. The members can avail easy loan at the time of requirement. The members of non-teaching staff are offered financial help to attend workshop or any capacity building workshop/programmes. Free medical camps are organized by the institution for the staff and students.

File Description	Documents
Paste link for additional information	https://www.hcdgcollege.org/p/igac.html
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

12

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The Principal and the Governing Body annually maintains a confidential performance appraisal report. The format for appraisal report used is the standard format of Performance Appraisal Report (Confidential) as per clause 26 of Assam College Employees (Provincialisation) Rules, 2010. The overall report involves four parts viz. PART-I, PART-II, PART-III and PART-IV. PART-I contains

only the personal data of the employees, PART-III contains three point opinion of the reviewing authority on the employees and PART-IV have the signature of the accepting authority i.e. president of Governing Body.

Part-II is the annual assessment of the employees made by the Principal. It has 11 pointed opinion out of which only point no 10 is objective in nature. All other 10 points are subjective. These includes opinion about the aptitude, initiative, drive and efficiency for arrangement of works, exception of work, relationship with all the stakeholders of the institution including principal, other teaching and non-teaching staffs, library staffs, students. On the basis of objective analysis the overall performance is found satisfactory by Principal, then report is forwarded to Governing Body for its remarks and acceptance. Then after acceptance by the Governing Body the report is kept under the custody of the Principal and sent to the higher authority. The necessary upliftment gap is discussed with the Vice-Principal and IQAC for future course of action.

File Description	Documents
Paste link for additional information	http://file.hcdgcollege.org/Performance-Appraisal-Mechanism.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Audit:

Institution conducts internal and external audit regularly. Government audit is also done in time to time. The college is governed by a Governing Body formed by the Govt. of Assam. All the major financial expenditures are done as per the approval of the Governing Body. The financial resources are consists of funds provided by such agencies as RUSA, UGC, Govt. of Assam etc. The college also gets fund from MP LAD funds. The audit of the college expenditures are done by both external and internal bodies. All the expenditures are done by District Local Fund Audit Office, Govt. of Assam. The internal audit is also done by a person appointed by the

Governing Body of this college. In some cases audit is also carried out by a chartered accountant.

File Description	Documents
Paste link for additional information	http://file.hcdgcollege.org/Audits-2020-2021.pdf
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

315000

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

It is a provincialized institution affiliated to Dibrugarh University.

The salary for the teachers in sanctioned posts is met by the Government. The fund for buildings, library, conference halls, laboratory, language lab are provided by the UGC, state government, Assam and RUSA. Maintenance costs are managed by the fees collected from the students. Students' free ship provided by state government is reimbursed by the government.

Optimum utilization of funds is ensured through external and internal audit.

Seminars and workshops are conducted by departments to provide the students a platform to know emerging fields of knowledge, in order to enlighten them.

Wall magazines and hand written magazine as well as journal are published for students' involvement and holistic development of students.

Electronic devices have to be maintained regularly for the smooth functioning of the institution. Orientation, counseling and bridge courses are conducted at the beginning of every academic session to make the students aware of various fields of knowledge, scopes of study, career options, to teach communication skill, soft skill etc.

ICT enabled class rooms and video conferencing halls are used for providing special lectures, for organizing seminars and such other programmes.

Purchase of new books as per revised syllabus Sports equipment and ground maintenance Activities conducted by the college authority with the help of various committees and governing body.

File Description	Documents
Paste link for additional information	https://www.hcdgcollege.org/event
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

IQAC tries to create awareness about quality assurance. Every teacher is provided with a Lesson Plan and instructed to maintain it on a daily basis of classes engaged and portion of syllabus covered. Teachers' record of classes taken and other activities are scrutinized monthly. It is subsequently produced in IQAC meeting. At the end of the Academic session a Course Completion Certificate has been produced by the concerned teacher duly signed by the Head of the Department. Students' feedback on teachers is taken. Mentoring of students is regularly done. Students are divided into small groups and a teacher is allotted for mentoring of each group.

Significant activities during August, 2020 - July, 2021.

- Counselling given to the new Semester students on the Semester system.
- Conducting special lecture programme on multidisciplinary/interdisciplinary topic.

- Counselling given to students and teachers about CBCS courses.
- Encourage the teachers and students to opt for more online classes/digital classes during Covid pandemic period.
- Conducted Internal Examinations.
- Research Council has been formed in the institution to promote research activities.
- Organized online examinations.
- With Career Counselling Cell and Extension Cell regular students' counselling classes and extension activities conducted.
- Raised awareness about NAAC accreditation and assessment as well as quality enhancement.
- Management of Weaving Training Centre.
- Awareness camp against Covid-19.
- Tree plantation.
- Initiatives taken for organizing a National Seminar in 2021.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

IQAC, HCDG College strives to instill discipline in every sphere from commencement of classes to holding of examinations. IQAC qualifies quality, assures development and dedication, and inculcates a practice for working for the underprivileged section. It collaborates with all activities in the college for assuring work culture. . IQAC is involved in every activity that takes place in the college. The best institutionalized practices initiated by IQAC are,

1. IQAC provides allotment of syllabus to each teacher of each

department, and finally each teacher has to submit Course Completion Certificate duly signed by the head of respective department after the session is over. Each department has to submit work load, students' progression report in time. Academic Council discusses the learning outcome and tries to take initiatives for further development.

2. Conducting seminars, awareness programmes, special lecture programmes, interactive career counseling programmes to promote participatory teaching-learning. Instead of rote learning and cramming it endeavours to develop the passion to learn and make the students involve in effective learning. IQAC follows innovative practices/programmes not only in teaching, but also in evaluation.

3. IQAC tries to make the teachers and students to follow ethics and code of conduct to make the college a centre of excellence.

4. IQAC initiates such activities like providing book bank facility to poor, meritorious students, with timely issue and timely return of the books for future use.

5. IQAC encourages all departments to take more ICT enabled classes and help the students to avail E-books and E-contents.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.hcdgcollege.org/p/igac.html
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

a. **Safety and Security:** HCDG college authority with the utmost support from the teaching and non-teaching staff take a lot of care regarding the safety and security issues of all students, especially to the girl students. There are Grievances Redressal Cell, Anti-Sexual Harassment Committee, Women Cell and Anti-Ragging Cell. The institution organizes programmes to create awareness among the students and ensure safety and security of the girl students. Special talks have been arranged for arousing gender sensitization and work for gender equity.

b. **Counselling:** Girls students are provided personal counselling by the teachers regarding many adolescent and personal issues. During Covid -19 pandemic also personal counselling has been given through telephone.

c. **Any Other:** Every year the Women Cell of the college observes the International Women's Day. A special talk on "Women's leadership Development". The resource person was Mrs. Manashi Gogoi. Procession was arranged by the students of the college with various slogans for the equity of gender. On 7th June, the Bishnu Rabha Divas was also observed where a talk on Humanism was delivered by Dr. Subratjyoti Neog.

File Description	Documents
Annual gender sensitization action plan	Various programmes are taken for gender sensitization. Seminar on women issues,

	<p><u>women's health issues, awareness against early marriage, women empowerment through education and entrepreneurship, importance of education of girl child, free education for meritorious girl child, awareness against violence against women are conducted in institutional/regional/national level. National Girl Child Day and International Women's Day are observed with emphasis on gender parity. A Cell for Women's Studies and Development was established in 2009, and it has contributed a lot for gender sensitization since its inception. This cell with NSS and IOAC organizes various programmes on women issues and gender discrimination.</u></p>
<p>Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information</p>	<p><u>It is a women friendly campus. Violence against women in this college seldom happens. No cases has been lodged related to violence against women. It is a co-education institution. Relationship between boys and girls/gents and ladies is very cordial. All of them believe in team spirit. College Authority takes proper initiative against anti-ragging. Proper care is taken to ensure safety and security of the girls hostel. CCTV cameras are installed in several areas.</u></p> <p><u>b. Regular counseling regarding gender sensitization is done in the classroom, and by organizing awareness programmes and seminar. Women Studies is included in course and counseling is carried out along with such courses. Counseling is done to prevent early marriage and for empowering girl students. C. There are separate common rooms for boys and girls. Girls Common Room has lavatory, dressing room, mirror, sports equipment etc. D. There is a Day Care Centre in this institution. E. There is a girl's hostel inside the college campus.</u></p>
<p>7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy</p>	<p>C. Any 2 of the above</p>

Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

There are various devices for bio-degradable and non-bio degradable waste. There is a vermi compost plant which is used for solid waste management. There are a number of dustbins in different places for keeping bio-degradable and non-bio-degradable wastes separately. There is a vending and disposing machine for disposing sanitary napkins. For waste recycling workshops and awareness programmes for teaching and learning of how to recycle plastic and other reusable products.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include	
7.1.5.1 - The institutional initiatives for greening the campus are as follows: <ol style="list-style-type: none"> 1.Restricted entry of automobiles 2.Use of Bicycles/ Battery powered vehicles 3.Pedestrian Friendly pathways 4.Ban on use of Plastic 5.landscaping with trees and plants 	A. Any 4 or All of the above
File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded
7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following <ol style="list-style-type: none"> 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities 	D. Any 1 of the above
File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File
7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-	D. Any 1 of the above

reading software, mechanized equipment 5.
 Provision for enquiry and information :
 Human assistance, reader, scribe, soft copies of
 reading material, screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Institution provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socio-economic and other diversities. Different sports and cultural activities organized inside the college promote harmony towards each other. Commemorative days like Youth day, International Women's day, Girl Child Day, Yoga day, Voters' Day, Indigenous People Day along with Folk Dance programmes, Bishnu Rava Day, Bhupen Hazarika Death Anniversary are observed. This establishes positive interaction among people of different racial and cultural backgrounds. Exhibition cum Cell has been organized every year in association with IQAC and various departments to promote folk weaving and indigenous food items. There is a grievance redressal cell in the institute which deal with grievances without considering anyone's racial or cultural background. Institute has code of ethics for students and a separate code of ethics for teachers and other employees which has to be followed by each one of them irrespective of their cultural, regional, linguistic, communal socioeconomic and other diversities.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

In this institution different activities are organized for arousing awareness about constitutional obligations, values, rights, duties and responsibilities. Constitution Day is observed on 26 November 2020. Quiz competition, talk programmes are organized. Independence Day and Republic Days are observed in the college premise. On such occasions values, rights and duties and responsibilities of students and employees are discussed. They are sensitized to such values, rights and responsibilities through course curriculum too.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

C. Any 2 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

This institution celebrates various national, international commemorative days, events and festivals though this year Covid Pandemic situation has created some problems to observe all the programmes earlier observed. During August 2020- July 2021, Rastriya Ekta Divash, the birth anniversary of Sardar Vallabhbhai Patel, is observed on 31st October 2020. This event has been organized to make the students acquaint with the ideologies of great Indian freedom fighter. The death anniversary of a legendary artist, Bharat Ratna, Dr. Bhupen Hazarika was celebrated again to encourage students to be familiar with the humanitarian philosophy of a great musician. International Mother Language Day was observed on 21st February 2021. A meeting was held where teachers and students were present. A few teachers delivered lecture on the importance of mother tongue. Students performed songs, recited poems in indigenous languages like Sonowal Kachari, Mishing, Nepali languages. On 8th March 2021, International Women's Day was observed. One academician was invited to deliver lecture on gender sensitization. Invited speakers addressed various women related issues.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format

provided in the Manual.

1. Special class by guest faculty:

This institution has 21 faculty members and a librarian. Besides the regular classes, all the departments provide special classes related to BA Course by guest faculties from various universities and institutions. These special lecture programmes help the students to acquire more knowledge not only about their course, but also they are acquainted with the broader spectrum of knowledge. The students thereby practice extensive reading habit as well as analytical/critical bent of mind.

2. Book bank facility:

As most of the students of this college come from under-privileged class, they require text books and reference books to pursue higher education. These meritorious needy students are provided book bank facility for the whole session. After the end of the session they have to return the books to the book bank so that other students can avail the facility. The book bank is developed with the donations and books extended by some of the charitable members of teaching, non-teaching and library staff. This practice helps the poor and meritorious students to pursue higher education. At least 10-15 needy students are benefited from this book bank facility, and a number of students now pursue higher education after graduation.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Institutional Distinctiveness Hem Chandra Dev Goswami College is a pioneer rural college which has given priority to games and sports since its inception. A number of national players and one international basket ball player have added new dimension to the glory of this institution. One students has been awarded 'Khelo India' (volley ball) scholarship, four students have been selected for 'Khelo India' events (football and volleyball). A number of students take part in district level and state level sports

competitions. A group of alumni of this institution conduct a coaching centre with devotion for which these students excel in sports. There is a volley ball court in college campus, and the institution as well as the nearby Nitaipukhuri Coaching Centre give emphasis on the regular practice of the players. The college provides help to the players. Moreover, the coaching centre is run by a few alumni of this institution. The institution strives to maintain its sports environment in future to produce more such players.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

Future Plan for the Next Year Sattriya Nritya, a classical dance form of India, has been introduced in this college as a Visharad Course, which is open for nearby school and college students. 45 students have been enrolled till date. This school would be turned to a full-fledged Sankari Kala Kristi Kendra, a centre for study of Sankari Sangeet. Besides Sattriya Nritya, Khol, Bargeet, and tabla course also would be started. Already an application has been sent to the Secretary of Assam Higher Secondary Education Council to approve Sattriya Nritya as a subject in Higher Secondary Course. A number of students show good performance in volleyball. A sports complex is started for the regular practice of volleyball. MoU would be signed with Nitaipukhuri Coaching Centre so that these students would attain proper guidance. Digitalization of college library would be done. Book bank facility would be provided to more poor students. Career counseling for competitive examinations would be carried out in regular basis. For that workshop and interactive sessions would be held. Due to Covid situations offline seminar, symposium may not be held. Webinar, online workshop and counseling would be provided so that students can choose a good career.