

ANNUAL QUALITY ASSURANCE REPORT (2010-11)  
H.C.D.G. COLLEGE, NITAIPUKHURI

Part – A

I. Details of the Institution

1.1 Name of the Institution

Hem Chandra Dev Goswami College

1.2 Address Line 1

NITAIPUKHURI

Address Line 2

Dist: SIVASAGAR

City/Town

SIVASAGAR

State

ASSAM

Pin Code

785671

Institution e-mail address

hcdgcollege@gmail.com

Contact Nos.

03772220608

Name of the Head of the Institution:

Dr. Sanjib Kumar Borgohain

Tel. No. with STD Code:

03772227608

Mobile:

9435294829

Name of the IQAC Co-ordinator:

Dr. Sudhir Kumar Das

Mobile:

09435674992

IQAC e-mail address:

iqachcdg@gmail.com

1.3 NAAC Track ID (For ex. MHCOCGN 18879)

ASCOGN11989

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)

EC/34/126 datedd 4<sup>th</sup> Nov. 2004

1.5 Website address:

www.hcdg.org.in

Web-link of the AQAR:

www.hcdg.org.aqar2010-11

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	C		2004	5 Year
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

15.07.2008

1.8 AQAR for the year (for example 2010-11)

2010-2011

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

- i. AQAR \_\_ 2010-11 \_\_ 29/08/2014 (DD/MM/YYYY)
- ii. AQAR \_\_ 2011-12 \_\_ 29/08/2014 (DD/MM/YYYY)
- iii. AQAR \_\_ 2012-13 \_\_ 29/08/2014 (DD/MM/YYYY)
- iv. AQAR \_\_ 2013-14 \_\_ 29/08/2014 (DD/MM/YYYY)

1.10 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B

Grant-in-aid + Self Financing  Totally Self-financing

#### 1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

#### 1.12 Name of the Affiliating University (*for the Colleges*)

Dibrugarh University, Dibrugarh,  
Assam

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence  UGC-CPE

DST Star Scheme  UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

## 2. IQAC Composition and Activities

2.1 No. of Teachers

05

2.2 No. of Administrative/Technical staff

02

2.3 No. of students

0

2.4 No. of Management representatives

0

2.5 No. of Alumni

0

2.6 No. of any other stakeholder and  
community representatives

0

2.7 No. of Employers/ Industrialists

0

2.8 No. of other External Experts

0

2.9 Total No. of members

07

2.10 No. of IQAC meetings held: 04 (Four)

2.11 No. of meetings with various stakeholders:

No.

Faculty

3

Non-Teaching Staff Students

1

Alumni

Others

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

Yes

No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.

0

International

0

National

0

State

0

Institution Level

\*

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

Counselling of new Semester students on the Semester system which is introduced from this academic session.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
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. At the end of the Academic session a Course Completion Certificate is to be produced by the concerned teacher duly signed by the Head of the Department. The Head will subsequently produce it in the IQAC meeting.	Now a record is maintained of the percentage of classes engaged and the percentage of classes not engaged. The portion of syllabus covered or left incomplete.

\* Attach the Academic Calendar of the year as Annexure. (Attached Annexure-I, Academic Calendar, 2010-2011)

2.15 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

With the implementation of the Lesson Plan procedure each and every teacher of the institution has to maintain a record of his/her daily classes and topics taught. The system of producing a course completion certificate at the end of the session has made teacher aware of the benefit of planning the lessons and this step has contributed to an improved academic atmosphere and better rate of engagement of classes.

**Criterion – I**

# I. Curricular Aspects

## 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	0			
PG	0			
UG	1	0	0	0
PG Diploma	0			
Advanced Diploma	0			
Diploma	0			
Certificate	0			
Others	0			
<b>Total</b>	1	0	0	0
Interdisciplinary	0			
Innovative	0			

## 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	06
Trimester	0
Annual	0

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students  \*

(On all aspects)

Mode of feedback : Online  Manual  \* Co-operating schools (for PEI)

\*Please provide an analysis of the feedback in the Annexure (Attached Annexure-II Student Feedback on teacher)

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

No revision/update of regulation or syllabi in this session.

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

NIL

## Criterion – II

## 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
21	14	07	0	0

2.2 No. of permanent faculty with Ph.D.

03

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
04	01	0	0	0	0	0	0	04	1

2.4 No. of Guest and Visiting faculty and Temporary faculty

0

0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	02	11	0
Presented papers	02	11	0
Resource Persons		01	0

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

Maintenance of lesson plan and production of Course Completion Certificate at the end of the academic session by the teacher

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

202

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

Examinations  
Internal  
Assessment and  
End Semester Annual

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

01

2.10 Average percentage of attendance of students

80

2.11 Course/Programme wise distribution of pass percentage : 2010-11

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A	78	0	1.29	41.03		57.70

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

- By conducting continuous comprehensive evaluation of students through Internal Assessment.
- Showing them the answer scripts of I.A Tests to the students and pointing out their weaknesses therein.
- Conducting Group Discussions/Seminars for students.
- Conducting Remedial Classes for academically disadvantaged students.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	05
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	0
Faculty exchange programme	0
Staff training conducted by the university	01
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	06
Others	0

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	05	04	02	02
Technical Staff				



## Criterion – III

### 3. Research, Consultancy and Extension

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

By encouraging teachers to go for research in their own disciplines and providing them with all possible academic support to pursue M.Phil and Ph.D.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs	0	0	0	0

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	02			02
Outlay in Rs. Lakhs	22,000/			22,000/

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals			10
Non-Peer Review Journals			0
e-Journals			0
Conference proceedings			0

#### 3.5 Details on Impact factor of publications:

Range  Average \*  h-index  Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	02	Sarva Siksha Abhiyan Mission	22,000	22,000
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books  01

ii) Without ISBN No.

10

3.8 No. of University Departments receiving funds from

UGC-SAP

CAS

DST-FIST

DPE

DBT Scheme/funds

3.9 For colleges

Autonomy

CPE

DBT Star Scheme

INSPIRE

CE

Any Other (specify)

3.10 Revenue generated through consultancy

0

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number					06
Sponsoring agencies					College

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

01

3.13 No. of collaborations

International

National

Any other

3.14 No. of linkages created during this year

0

3.15 Total budget for research for current year in lakhs :

From Funding agency

From Management of University/College

Total

3.16 No. of patents received this year

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

3.17 No. of research awards/ recognitions received by faculty and research fellows  
Of the institute in the year

Total	International	National	State	University	Dist	College
0	0	0	0	0	0	0

3.18 No. of faculty from the Institution  
who are Ph. D. Guides  
and students registered under them

0

0

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

0

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

JRF 0 SRF 0 Project Fellows 0 Any other 05

3.21 No. of students Participated in NSS events:

University level 10 State level

National level International level

3.22 No. of students participated in NCC events:

University level 0 State level 0

National level International level 0

0

3.23 No. of Awards won in NSS:

University level 0 State level 0

National level International level 0

0

3.24 No. of Awards won in NCC:

University level 0 State level 0

National level International level 0

0

3.25 No. of Extension activities organized

University forum 0 College forum 04

NCC 0 NSS 0

Any other 0

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

- The Womens' Cell of the college has organized an Awareness Camp on the occasion of Environment Day on 5<sup>th</sup> June 2010 in a very remote village Dehingia Goan (Sivasagar District) to spread the message of preserving Environment and cleanliness of the area.
- The Extension Cell of the college organized Awareness Camps especially in those villages surrounding the Bird Sanctuary at Palengi on 6<sup>th</sup> May 2011 to make the villagers aware against hunting of migratory birds.
- An Awareness Camp is organized by the Extension Cell of the college to make the villagers aware of the importance of preserving the environment on 10<sup>th</sup> May 2011.
- The Career Counselling Cell of the college has organized a Counselling session for the students on 28<sup>th</sup> May 2011.

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area		0		
Class rooms	10	0		10
Laboratories	01	0		01
Seminar Halls	01	0		01
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.				12
Value of the equipment purchased during the year (Rs. in Lakhs)	5,35,000	3,33,065	UGC	8,68,065
Others	0	0	0	0

#### 4.2 Computerization of administration and library

The college office has been totally computerized.

4.3 Library services:

	Existing2010-11		Newly added		Total	
	No.	Value (Rs)	No.	Value (Rs)	No.	Value (Rs)
Text Books	3815	4,03,499	322	44,239	4137	4,47,638
Reference Books	263	100692	11	4040	274	1,04,732
e-Books	0	0	0	0	0	0
Journals	12	8800	02	720	14	9520
e-Journals	0	0	0	0	0	00
Digital Database	0	0	0	0	0	00
CD & Video	0	0	0	0	0	00
Others (Newspaper)	08	16787	0	0	0	16787

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centre	Office	Departments	Others
Existing	15	01	01	01	01	02	06	01
Added							01	
Total	15	01	01	01	01	02	07	01

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

A short term computer handling training has given to the teachers in the college.

4.6 Amount spent on maintenance in lakhs :

i) ICT	32,200
ii) Campus Infrastructure and facilities	00
iii) Equipments	00
iv) Others	00
<b>Total :</b>	<b>32,200</b>

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

On the day of counselling at the beginning of the session students are informed about the Support System like the Book Bank and financial assistance provided to them.

#### 5.2 Efforts made by the institution for tracking the progression

Student progression report maintained to track their progress after completion of their graduation.

The college conducts Career Counselling sessions for the Semester students guiding them into different careers

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
266	0	0	0

#### (b) No. of students outside the state

0

#### (c) No. of international students

0

No	%
132	49.62

Men

Women

No	%
134	50.38

Last Year 2009-10						This Year 2010-11					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
13	08	58	210	0	289	06	05	55	200	0	266

Demand ratio 150/150

Dropout 48%

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

Teacher Eligibility Test coaching held in the college.

#### No. of students beneficiaries

50

5.5 No. of students qualified in these examinations

NET  SET/SLET  GATE  CAT   
 IAS/IPS etc  State PSC  UPSC  Others

5.6 Details of student counselling and career guidance

There is a Career Counselling Cell which provides students with various relevant information on pursuing a right career.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
0	0	0	0

5.8 Details of gender sensitization programmes

A meeting was conducted by the Womens' Cell of the college on the Domestic Violence Act in an interior village making the rural women aware of their rights against domestic violence.

5.9 Students Activities

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

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

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

Sports: State/ University level  National level  International level

Cultural: State/ University level  National level  International level

#### 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	6	10,000
Financial support from government	72	90,700
Financial support from other sources	156	Rs. 1,20,000
Number of students who received International/ National recognitions	0	0

#### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: \_\_\_\_\_

### **Criterion – VI**

## **6. Governance, Leadership and Management**

### 6.1 State the Vision and Mission of the institution

The college has a vision of being a state of the art rural institution providing every facility to its students at a very affordable cost and producing students who would grow individually and also be able to contribute positively to the development of society.

### 6.2 Does the Institution has a management Information System : No



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

6.3.1 Curriculum Development

One of the faculty member of the college is a member of the Board of Studies of Dibrugarh University for designing syllabus for the Undergraduate courses.

6.3.2 Teaching and Learning

Introduction of Lesson plan and Course Completion Certificate has considerably dropped the rate of non-engaged classes.

6.3.3 Examination and Evaluation

Internal Assessment Tests (two in a semester) is a process of continuous Comprehensive Evaluation

6.3.4 Research and Development

A total of five faculty members have registered for Ph.D. and out of them three faculty members have already been awarded their doctoral degrees.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library operates AACR system of cataloguing.

6.3.6 Human Resource Management

6.3.7 Faculty and Staff recruitment

The institution follows the Govt. Of Assam regulations in the matter of recruitment of Faculty and Staff.

6.3.8 Industry Interaction / Collaboration

6.3.9 Admission of Students

A very transparent Admission Process has been followed observing the rules and regulations as laid down by the Govt. Of Assam.

6.4 Welfare schemes for

Teaching	Thrift Society from which teaching Staff can take advance and repay the same at very low rate of interest in easy installment
Non teaching	They too are members of the Thrift Society
Students	Financial assistance for BPL students in the matter of Admission and Book Bank facility for free supply of books.

6.5 Total corpus fund generated

0

6.6 Whether annual financial audit has been done

Yes  No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	
Administrative	Yes	Govt Auditor	Yes	Governing Body

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

For UG Programmes Yes  No

For PG Programmes Yes  No

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

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

6.11 Activities and support from the Alumni Association

6.12 Activities and support from the Parent – Teacher Association

6.13 Development programmes for support staff

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

Plantation of trees taken up every year on the Environment Day (June -5<sup>th</sup> )

Separate dustbins for bio-degradable and non biodegradable materials.

## **Criterion – VII**

### **7. Innovations and Best Practices**

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

The introduction of maintaining Lesson plan and course completion certificate at the end of each session has made a positive impact on teaching learning process.

Career Counselling has helped the students in choosing the right career.

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

The decision of maintaining of Lesson Plan by teachers and submission of course completion certificate has been implemented.

Regular Career Counselling Sessions held as per the decision of the IQAC.

Awareness programmes conducted as a part of Institutional social responsibility.

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

- Providing financial assistance to socially backward and economically weaker section students from the fund managed by the teachers.
- Providing free books through book bank to BPL students.
- Conducting remedial classes for academically disadvantaged students.

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

7.4 Contribution to environmental awareness / protection

Regular Awareness Camps held in interior areas to make people aware of environmental issues.

7.5 Whether environmental audit was conducted? Yes  No

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

Strength :The college has quality teachers to participate in teaching learning process and reasonably adequate infrastructure to carry out teaching learning process.

Weakness: The dropping enrolment against sanctioned seats is a worrying factor. The dropout rate too is alarmingly high.

Opportunity: The college can add some more market oriented courses to its existing programmes to attract more students.

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

The institution plans to open some new subjects like BCA, BBA so that rural students can also avail the opportunity of pursuing job oriented courses.

*Name: Dr. Sudhir Kr. Das*

*Name: Dr. Sanjib Borgohain*

*Signature of the Coordinator, IQAC*

*Signature of the Chairperson, IQAC*

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**H.C.D.G. COLLEGE**  
**NITAIPUKHURI**  
 Student Feedback on Teachers

Department :

Semester/Term/Year : 2014

Name of the Teacher :

Parameters		A	B	C	D
		Very Good	Good	Satisfactory	Unsatisfactory
1	Knowledge base of the teacher (as perceived by you)				
2	Communication Skills (in terms of articulation and comprehensibility)				
3	Sincerity/Commitment of the teacher				
4	Interested generated by the teacher				
5	Ability to integrate course material with environment/other issues, to provide a broader perspective				
6	Ability to integrate content with other courses				
7	Accessibility of the teacher in and out of the class(includes availability of the teacher to motivate further study and discussion outside class)				
8	Ability to design quizzes/tests/assignments/examinations and project to evaluate student's understanding of the course				
9	Provision of sufficient time for feedback				
10	Overall rating				

The outgoing 6<sup>th</sup> Semester students are given these feedback forms and the result of this feedback is analysed and duly intimated to the concerned teacher.

Principal