

ANNUAL QUALITY ASSURANCE REPORT (2016-17)  
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:

Mrs. Gitali Saikia

Mobile:

09435155013

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)

NAAC/WH/Cer-A&A/EC (22<sup>nd</sup> SC)/13.2/17/

1.5 Website address:

www.hcdg.org.in

Web-link of the AQAR:

www.hcdg.org.aqar2016-17

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	C		2004	5 Year
2	2 <sup>nd</sup> Cycle	B		2017	5 year
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)

2016-17

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)

1. AQAR (2015-16) on 30-11-2016

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-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

**2. IQAC Composition and Activities**

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and  
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

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

2.11 No. of meetings with various stakeholders:

No. 

Faculty

Non-Teaching Staff

Students

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.

International

National

State

Institution Level

Role of Teachers on Students' Career Orientation.

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- |   |
|---|
| <ol style="list-style-type: none"><li>1. Counseling given to the new Semester students on the Semester system.</li><li>2. Research Council has been formed in the institution.</li><li>3. Organizing District Level Orientation Programme for college teachers.</li></ol> |
|---|

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
<p>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 to be produced by the co-ordinator in IQAC meeting.</p> <p>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.</p>	<p>Students' feedback on concerned teachers taken at the end of the Semester Final Examination.</p> <p>From this year mentoring of students has been started.</p> <p>For teachers' accessibility to the students a few periods are allotted in the class routine.</p> <p>One vocational training course under "Earn while you learn" programme and one self sustaining certificate course have been started in the college.</p> <p>One vermicompost plant started for giving demonstration to the students about bio-fertilizer.</p>

\* Attach the Academic Calendar of the year as Annexure. (Attached Annexure-I, Academic Calendar, 2016-17)

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 the causes of not holding any class. 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. Feedback system helps to know about the strength and weaknesses of the teachers.

## 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	2	1	1	
Others	0			
<b>Total</b>	1	0	0	0
Interdisciplinary	0			
Innovative	1			

#### 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.

Weaving Training Centre introduced during this year.

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
22	13	08	0	3

2.2 No. of permanent faculty with Ph.D.

08

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
0	01	0	0	0	0	0	0	0	1

2.4 No. of Guest and Visiting faculty and Temporary faculty

03

3

3

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	17	5
Presented papers	01	14	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 204

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
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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 : 2016-17

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A	54	0	6			98

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

- a. By conducting continuous comprehensive evaluation of students through Internal Assessment.
- b. Showing them the answer scripts of I.A. Tests to the students and pointing out their weaknesses therein.
- c. Vice principal with the help of IQAC monitors and scrutinize classes taken holding a meeting with the teachers once in a fortnight.
- d. Conducting Group Discussions/Seminars for students.
- e. 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	02
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	2
Summer / Winter schools, Workshops, etc.	09
Others	20

#### 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. To encourage and scrutinize research works a Research Council has

#### 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	01			01
Outlay in Rs. Lakhs	2,00,000/			2,00,000/

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals			04
Non-Peer Review Journals			18
e-Journals			02
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				
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.  1  Chapters in Edited Books  07

ii)

13

iii) Without ISBN No. 22

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		1			11
Sponsoring agencies			01		College, IQAC & ACTA, GDA

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

3.13 No. of collaborations International  National  Any other 3.14 No. of linkages created during this year 

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 0

3.21 No. of students Participated in NSS events:

University level 15 State level

National level International level

3.22 No. of students participated in NCC events:

University level State level

National level International level

3.23 No. of Awards won in NSS:

University level 0 State level 0

National level 0 International level 0

3.24 No. of Awards won in NCC:

University level 0 State level 0

National level 0 International level 0

3.25 No. of Extension activities organized

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

- A Career Counselling programme held on 29-30 Nov., 2016
- A play 'Jerengar Sati' was staged by the Department of Assamese on April 3, 2017.
- Deptt. Of English has organized a regional seminar on Postcolonial Literature and films, on 5<sup>th</sup> April, 2017
  - Extension Cell with BNHS organized an Awareness Programme to save vulture and to preserve the environment on the occasion of Environment Day on 5<sup>th</sup> June, 2017. Art competition and Speech Competition are held among the school and college students of Nitai-Panidehing area.
- The Extension Cell of the college with NSS Unit organized Sacha Bharat Mission from time to time.
  - Women Studies and Development Cell organized a Talk on Bishnu Rabha on 20 June, 2017
- The Career Counselling Cell of the college has organized a Counselling session for the students on 3 August, 2017.
- World Literacy Day observed by Deptt. Of Education on 8<sup>th</sup> September, 2017.
- National Seminar on "Panchayati Raj Government" held on 15 & 16 Sep, 2017, organized by Political Science Department.
- HCDG College has adopted 'Bhatgaj' village.

## 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	13	0		13
Laboratories	03	0		03
Seminar Halls	03	0		03

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.

College library has been computerized.

#### 4.3 Library services:

	Existing 2015-16		Newly added		Total	
	No.	Value (Rs)	No.	Value (Rs)	No.	Value (Rs)
Text Books	7098	958451	101	345441	7199	9,92,995
Reference Books	599	217130	187	51180	786	268310
e-Books	325000	Free	Nlist	Free	Nlist	Free
Journals	18	39140	--	--	18	39140
e-Journals	3828	Free	20000	Free	3828	Free
Digital Database	02	--	--	--	02	--
CD & Video	10	5420	--	--	--	5420
Others (Newspaper)	09	19800	--	--	09	19800

#### 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

**Total :**

32,200

## 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. IQAC introduced "Earn While You Learn" programme .

#### 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
312	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 2016-17						This Year 2017-18					
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)

A two day coaching for competitive examinations held on .....

No. of students beneficiaries

0

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.  
An Entrepreneurship Development Cell also works for

No. of students benefitted

266

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 Women's Cell of the college in the college on Women's Health.

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 members of this college is a member of the Board of Studies of Dibrugarh University for designing syllabus for the Undergraduate classes.

### 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 one faculty member has already submitted the thesis.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

1. Library: New books added. 2. NList Inlibnet subscription.
2. New Reading Room added. 4. Four Computers purchased for library.

### 6.3.6 Human Resource Management

Besides the regular hours allotted for the faculty and non-teaching, library staff they are encouraged to participate in various activities for the development of corporate life of the college and to carry out their social responsibility. Through mentoring process faculty members are engaged to look after the overall development of the students.

### 6.3.7 Faculty and Staff recruitment

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

6.3.8 Industry Interaction / Collaboration

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6.3.9 Admission of Students

<p>A very transparent Admission Process has been followed observing the rules and regulations as laid down by the Govt. of Assam.</p>
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6.4 Welfare schemes

Teaching	Thrift Society from which teaching Staff can take advance and repay the same at very low rate of interest in easy instalment
Non teaching	They too are members of the Thrift Society
Students	Students' Welfare Fund established in the college by Teaching & Non-teaching staff to provide assistance to needy students. Financial assistance for BPL students in the matter of Admission and Book Bank facility for free supply of books.

for

6.5 Total corpus fund generated:

0
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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?

CBCS would be introduced from next academic session.

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. Weaving Training has been introduced as “Earn While You Learn” programme.

Vermicompost plant established for demonstrating bio-fertilizer preparation and use.

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 Counseling Sessions held as per the decision of the IQAC.

Awareness programmes conducted as a part of Institutional social responsibility. One nearby village is adopted by this college.

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.

*\*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. Awareness camp organized about cleanliness, use of bio-fertilizer.

Organized speech competition, art completion about environmental problems.

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, PGDCA so that rural students can also avail the opportunity of pursuing job oriented courses.

*Name: Ms. Gitali Saikia*

*Signature of the Coordinator, IQAC*

*Name: Dr. Sanjib Borgohain*

*Signature of the Chairperson, IQAC*

\*\*\*

**Annexure I**