

ANNUAL QUALITY ASSURANCE REPORT
of the IQAC (1st August 2017 to 31st July 2018)
H.C.D.G. COLLEGE, NITAIPUKHURI, SIVASAGAR, ASSAM
TRACK ID: ASCOGN11989

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:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879)

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)

1.5 Website address:

Web-link of the AQAR:

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	C		2004	5 Year
2	2 nd Cycle	B	2.06	2017	5 year
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC: DD/MM/YYYY

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

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (for example AQAR 2016-17 submitted to NAAC on 10-04-2018)

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

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

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
2	Nil	Nil	1	1

(ii) Themes

1. Teachers' role in students' career orientation
2. Structural Grammar and composition

2.14 Significant Activities and contributions made by IQAC

- Counselling given to the new Semester students on the Semester system.
- Research Council has been formed in the institution to monitor research activities.
- Organizing District Level Orientation Programme for college teachers.
- Raised awareness about NAAC Accreditation.
- Raising awareness on quality assurance.

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</p>	<p>Students' feedback on over all facilities of the collage taken at the end of the Semester Final Examination.</p> <p>Students' feedback on the concerned teachers is taken at the end of Final Semester.</p> <p>Mentoring of students is regularly done. Students are divided into small groups and a teacher is allotted for mentoring each group.</p> <p>For teachers' accessibility to the students a few periods are allotted in the class routine.</p>

Head will subsequently produce it in the IQAC meeting.	
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* Attach the Academic Calendar of the year as Annexure. (Attached Annexure-I, Academic Calendar, 2017- 18)

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 as well as class

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			
Others	0	1		
Total	1	0	0	0
Interdisciplinary	0			
Innovative	2			

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.

1. Handloom production sell centre established this year. 2. Beauty Therapy Centre

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	

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	03	0	0	0	0	0	0	0	3

2.4 No. of Guest and Visiting faculty and Temporary faculty

05

5

5

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	02	37	2

Presented papers	02	32	1
Resource Persons	1	01	2

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

- Use of ICT in teaching-learning.
- Providing interdisciplinary classes.
- Inter-department exchange programme (e.g., Dept. of English- Assamese)
- Internet facility provided for self learning.
- Digitized tools used for teaching.
- Maintenance of lesson plan at the beginning of each academic session 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

205

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

- Two Sessional examinations per semester.
- Class assignments.
- Seminars
- Home assignments
- Group discussion
- Poster presentation
- Multimedia presentation
- Field work, survey, field work related assignments
- Practical examinations and laboratory based assignments along with viva-voce
- Open Book Examination
- Mock Test

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 : 2017-18

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A Final	77	0	11	12	8	40.26

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.
- f. Conducting workshop, exhibition for the students.
- g. With Career Counselling Cell of the college arranges regular class/workshop for students to appear at various competitive examinations.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	04
UGC – Faculty Improvement Programme	0
HRD programmes	01
Orientation programmes	03
Faculty exchange programme	01
Staff training conducted by the university	2
Staff training conducted by other institutions	2
Summer / Winter schools, Workshops, etc.	21
Others	5

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	0	0	02
Technical Staff				2

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, and to carry on MRP etc. To encourage and scrutinize research works a Research Council has been formed in college.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	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		02	
Non-Peer Review Journals			16
e-Journals		2	
Conference proceedings		2	

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	2015-17	UGC	2,000,00	2,000,00
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College	Swachacha Bharat Summer Internship Programme	Dibrugarh University	33000	33000
Students research projects <i>(other than compulsory by the University)</i>				
Any other (Specify)				
Total			233000	233000

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

ii)

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

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		1			11
Sponsoring agencies		UGC			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

Type of Patent	Number	
National	Applied	2
	Granted	0

3.16 No. of patents received this year

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level 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 State level

National level International level

3.24 No. of Awards won in NCC:

University level	<input type="text" value="0"/>	State level	<input type="text" value="0"/>
National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="0"/>	College forum	<input type="text" value="04"/>
NCC	<input type="text" value="0"/>	NSS	<input type="text" value="5"/>
		Any other	<input type="text" value="3"/>

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

- The Extension Cell of the college with NSS Unit tries to provide a green environment to the college community, and organizes Sachcha Bharat Mission from time to time.
- Provided flood relief to neighbouring flood affected areas on 17 August, 2017.
- Amulya Barua's birth anniversary observed by Dept. Of Assamese, on 24 August, 2017.
- Prahlad Kumar Barua Memorial Lecture was held on the topic of "Trends of Tribal Literature in Assam", on 24th August, 2017.
- Extra-mural lecture programme on the occasion of World Sports Day organized by Dept. of History, on 29th August, 2017.
- One Day Health Camp and Talk on "Women's Health" organized by Women's Cell, in collaboration with Demow PHE, on 31st August, 2017.
- Teachers' Orientation Programme, organized by IQAC, in collaboration with Assam College Teachers' Association, Sivasagar Zone, on 6th Sep., 2017.
- World Literary Day and Special Talk Programme organized on 8th Sep, 2017. Birth Day of Dr. Bhupen Hazarika observed on 08/09/17.
- Career Counselling Programme on 12 Sep., 2017.
- A National Seminar on "Panchayati Raj Institution: Prospects and Challenges" organized by Dept. of Political Science on 15 & 16 September 2017, in collaboration with Demow Developmental Block.
- Rashtriya Ekta Divas" (National Unity Day) observed together with nearby schools on 31 October, 2017.
- Two research journals (one with ISSN) published in 2017.
- Hand written magazine released by Dept. of Education, 24 April 2018.

- An educational tour to heritage site, Majuli from 7th to 9th Dec, 2017.
- A Special Talk on “Drama as a Performing Art” organized by Dept. of English on Feb. 2, 2018.
- International Women’s Day observed by Women’s Cell, on 8th March, 2018.
- Fourteen Day Workshop on “Structural English Grammar and Composition” organized by Dept of English, in collaboration with IQAC.
- Special Lecture series (4 in number) organized by Dept. of Economics in nearby schools.
- Swachcha Bharat Internship Programme organized by NSS from 1 June-15 June, 2018.
- HCDG College has adopted ‘Bhatgaj’ village and provided different extension activities there.
- Career Counselling Cell provides lecture and workshop for two days per week.
- Wall Magazine of the Dept. of Assamese, Economics, Education, English, Political Science, History released during 2017-2018

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	7.66 hectares	0		
Class rooms	13	2		15
Laboratories	03	0		03
Seminar Halls	03	0		03
No. of important equipments purchased (\geq 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)	0	0		0
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 2016-17		Newly added		Total	
	No.	Value (Rs)	No.	Value (Rs)	No.	Value (Rs)
Text Books	7199	992995	91	28421	7290	1021416
Reference Books	786	268310	398	151579	1184	419889
e-Books	80909 NList+ others	5000	Contd	Free	Nlist Contd	5000
Journals	18	39140	Contd	---	18	39140
e-Journals	6000+ titles	5000	Contd	---	6000+title s	5000
Digital Database	02	--	--	--	02	--
CD & Video	10	5420	--	--	--	5420
Newspapers	09	19800	--	--	09	19800
Manuscripts	09	Donated		---	09	---
Book bank	626	Donated		214	840	Donated

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
Total	15	01	03	3	1	02		02

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. Spoken Tutorial under Mumbai IIT is offered.

4.6 Amount spent on maintenance in lakhs :

i) ICT	<input type="text"/>
ii) Campus Infrastructure and facilities	<input type="text" value="21,87,373"/>
iii) Equipments	<input type="text" value="00"/>
iv) Others	<input type="text"/>
Total :	<input type="text" value="21,87,373"/>

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.
- Counselling and mentoring on a regular basis.

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 classes/workshops/seminars for the Semester students guiding them into different careers

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
280	0	0	0

(b) No. of students outside the state

(c) No. of international students

	No	%		No	%
Men	132	49.62	Women	134	50.38

Last Year 2016-17						This Year 2017-18					
General	SC	ST	OBC &M OBC	Physically challenged	Total	General	SC	ST	OBC +M 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)

Regular classes, training and workshops are arranged for the aspiring students. In college library, a number of newspapers, magazines and books are made available for students.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	0	SET/SLET	0	GATE	0	CAT	0
IAS/IPS etc	0	State PSC	0	UPSC	0	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 developing awareness about entrepreneurship.

No. of students benefitted

110

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

An awareness camp was organized by the Women's Cell of the college on Women's Health. Rally, meeting, counselling conducted by teachers to create awareness about violence against women.

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	Amount
--	-----------	--------

	students	
Financial support from institution	07	16,000
Financial support from government	448	1,000,860
Financial support from other sources		
Number of students who received International/ National recognitions	0	0
Scholarship	05	3,24,000

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 premier 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. HCDG College is striving hard to provide the students maximum opportunity for academic pursuit and professional competence.

6.2 Does the Institution has a management Information System:

Information system has been digitized. Office maintains records of all important information both manually and digitally.

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.
- Students have to participate in seminar/group discussion etc, and have

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 and has been awarded Doctoral degree. A Minor research project submitted to UGC during this session.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Library: New books added.
- NList Inlibnet subscription.
- New Reading Room added.
- Departmental libraries.
- E-library in Dept. of English.
- Four class rooms converted into digital class rooms.
- Two Smart Class rooms constructed.
- New Administrative Building constructed with a conference hall.

6.3.6 Human Resource Management

- Newly appointed teachers are granted leave for availing Orientation programmes conducted by various universities, UGC-HRDC. Teachers can avail opportunity to participate in Refresher Courses.
- Non-teaching staff join in training and skill development programme outside the institution.

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

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 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 to the students, and total number of students benefitted from the Book Bank is 179.

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

Alumni Association helps in counselling and extension activities as well as in campus beautification.

6.12 Activities and support from the Parent – Teacher Association

Teachers engage in informal contact with parents. It helps in counselling and monitoring of students. Moreover, such contacts make the parents aware about the student support systems.

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.
 - Separate dustbins for bio-degradable and non biodegradable

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.
 - Introduction of Smart classrooms.
 - Extra mural lectures provided.
 - Mentoring system.
 - Internet and photocopying facilities extended to the students.

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. One nearby village is adopted.
- Weaving Training Centre and a Self Sustaining (Beautician) Course run.

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

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

Plantation of plants in nearby areas.

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

H.C.D.G. College Academic Calendar 2017-18

Date (s)	Activities/Events
20-30 June	Admission into HS 1 st year/Semester I classes
1 July	Celebration of College Establishment Day
10—16 July	Declaration of BA Even Semester Examinations Results
1 August	Commencement of new academic session
2-4 August	Counselling for HS 1 st year & Semester I students
7 August	Freshers' Social
8 August	Special Talk on GST and Its Implications for Indian Economy
11 August	Screening of film by Reading and Cine Club, Dept. of English
16-20 August	Counselling and Mid Semester Feedback Assessment (any one day)
18 August (Friday)	Last date for submission of filled in Registration Form of the BA 1 st semester students by the colleges at the university
16-25 August	Students' Union Election (any one day)
22 August	Awareness Camp by Cell for Women Studies and Development
17 August	Kabi Amulya Barua Memorial Lecture & Release of Wall Magazine, Dept. of Assamese
24 August	Prahlad Kumar Barua Memorial Lecture, Dept. of Assamese
26- 2 September	1 st Sessional Exam
5 September	1.Celebration of Teachers' Day 2. Release of "Arthabithika", Wall Magazine of Economics Dept. and Discussion
8 September	1.Symposium on the occasion of World Literacy Day, Dept. of Education 2. Celebration of the birthday of Dr. Bhupen Hazarika
9 September	Last date for Notification of BA 1 st Sessional Examination results in the Departmental Notice Board
12 September	Career Counselling, Career Counselling Cell & IQAC
15&16 September	National Seminar on "Panchayati Raj Institution and Rural Development"
20 September	Staging of drama and Seminar on North Eastern Plays, Dept. English
22 September	Release of ISSN Journal, Dept. of History and Special Talk
26 September (Tuesday)	Last date for Form Fill up for End Semester Examinations
3—7 October	2 nd Sessional Exam
4 October (Wednesday)	Last date for Submission of Filled in Examination Forms of BA students by the colleges at the university



9 October	Last date for the submission of Home Assignments to the concerned departments
10 October	Completion of Odd Semester classes of BA programmes
12 October	Departmental Seminar & Group Discussion
13-16 October	Workshop on Borgeet (Satriya Culture), Sankardeva Study Centre & IQAC
20—28 October	Terminal Examination for HS 1 st and 2 nd Year students
15 October	Last date for notification of BA 2 nd Sessional Examination Results in the Departmental Notice Board
17 October	Release of News Letter & Seminar, Dept. of Education
20 October	Field Trip and Excursion, Dept. of Economics
1-30 November	End Semester Examinations of the BA programmes of the university
6 November (Monday)	Submission of Internal Assessment Marks of the BA Semester students by the colleges to the university
11—9 December	Evaluation of BA End Semester Answer Scripts at the Zones
20- 28 November	Test Examination for HS 1 st and 2 nd Year students
1-31 December	End Semester Vacation for Teaching Staff
2 January, 2018	Re-commencement of classes for 2 nd Sem, 4 th Sem, 6 th Sem classes & Higher Secondary classes
3 January, 2018	Workshop, Cell for Women Studies and Development
5 January, 2018	Video film show on "Global Warming" and Discussion
8 January, 2018	Release of Hand Written Magazine, Dept. of Education
8—14 January, 2018	College Week
8-9 January, 2018	Field Study, Dept. of History
20 January, 2018	Community Work
21-22 January, 2018	Special Talk on Indian Writing in English, Dept. of English
25 January, 18	Observation of National Voters' Day, Dept. of Political Science Quiz programme
30 January, 2018	Seminar and Quiz Programme on Postcolonial Literature & Release of DAWN, wall magazine, Dept. of English
1- 7 February, 2018	1 st Sessional Examination for Semester Students
8—February, 2018	Awareness Camp: Renovation and Preservation of Old Monuments, Dept. of History
10 February, 2018	Seminar on Pedagogy and Quality Education



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17 February, 2018	Last date for notification of Sessional Examinations Results in the Departmental Notice Boards
20 February, 2018	Quizzing Economics
22 February, 2018	Recitation of modern poems and discussion on <i>Trends of Modern Poetry</i> , Dept of English
1-6 March, 2018	Workshop on Performance of Drama, Dept. of Assamese
4 March, 2018	Field Trip for 6 th Semester students, Dept. of Education
8 March, 2018	International Women's Day
14 March, 2018	Reading and Cine Club Meet, Screening of films
22 March, 2018	Quiz on Current Affairs, Dept. of Political Science
24-27 March, 2018	Departmental Seminar/Group Discussion
24 March, 2018	Budget Analysis by Semester students
28 March—6 April, 2018	2 nd Sessional Examination
3 April, 2018	Last date for submission of Home Assignments for Semester students
4-6 April, 2018	Three Day Workshop on Bihu, Dept. of History
7 April, 2018	Celebration of Wordsworth's Birthday, Dept. of English
12 April, 2018	Notification of 2 nd Sessional Examinations Results in the Departmental Notice Board
20 April, 2018	Extra-mural lecture on current economic topic, Dept. of Economics
25 April, 2018	Observation of Panchayati Raj Divash, Dept. of Political Science
1 May- 15 June, 2018	End Semester Examination
5 June, 2018	World Environment Day
14-16 June, 2018	Workshop on Entrepreneurship Development, IQAC & Career Guidance Cell
20 June, 2018	Celebration of Rabha Divash, Cell for Women Studies and Development

Admission and Examination Form Fill up of BA Semester students will be conducted as per the notification of Dibrugarh University.

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Annexure-II

H.C.D.G.College, Nitaipukhuri

Student Feedback on Teachers Session 2016-17

Name of the Teacher:

Department:

Sl. No	Parameters	A Very Good (%)	B Good (%)	C Satisfactory (%)	D Unsatisfactory (%)
1	Knowledge base of the teacher (as perceived by you)				
2	Communication skills (in terms of articulations and comprehensibility)				
3	Sincerity/Commitment of the teacher				
4	Interest generated by the teacher for the subject				
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 projects to evaluate students' understanding of the course				
9	Provision for sufficient time for feedback				

10	Overall rating				
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Signature of the Principal

Annexure III

Book Bank Facility in College Library:

Session	Total no of Beneficiaries	Total Number of books
2017-18	179	840

T. Pegu

Librarian