



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution		HEM CHANDRA DEV GOSWAMI COLLEGE
Name of the head of the Institution		DR. SANJIB BORGHAIN
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		919957343961
Mobile no.		7002910290
Registered Email		hcdgcollege@gmail.com
Alternate Email		iqachcdg@gmail.com
Address		PO. Nitaipukhuri
City/Town		Sivasagar
State/UT		Assam
Pincode		785671
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	state
Name of the IQAC co-ordinator/Director	MS. GITALI SAIKIA
Phone no/Alternate Phone no.	919101453381
Mobile no.	9435155013
Registered Email	hcdgcollege@gmail.com
Alternate Email	iqachcdg@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://www.hcdgcollege.org
4. Whether Academic Calendar prepared during the year	Yes
if yes, whether it is uploaded in the institutional website: Weblink :	https://www.hcdgcollege.org

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
2	B	2.06	2017	22-Feb-2017	21-Feb-2022

6. Date of Establishment of IQAC	15-Jul-2008
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Photography Exhibition and Competition	14-Aug-2018 10	55
Handicraft Exhibition	14-Aug-2018 5	90

Extramural Talk on	12-Oct-2018 1	50
Special Talk on Postcolonialism: Pretext and Context	04-Apr-2019 1	30
National Seminar on Issues of Identity and Marginality in North East India: Challenges to Social Inclusion	26-Feb-2019 2	54
Staging of a drama based on Galileo Galilei	09-Jun-2019 1	95
An institutional seminar on New phases of NAAC Assessment and Accreditation	13-Jun-2019 1	19
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	Excursion	State Govt.	2019 6	100000
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

1. Awareness about the new phases of NAAC assessment and accreditation 2. Running a Weaving Training and Production Centre 3. Running a certificate Course 4. Awareness about using more ITC enabled classes for teaching learning 5. Emphasis on career counselling and extension activities

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
1. 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. 2. Teachers' record of classes taken and other activities are scrutinized monthly. 3. 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. 4. Mentoring of students is emphasized. 5. Students' feedback on concerned teachers taken at the end of the Semester Final Examination.	1. Teachers become aware about completing his/her allotted course. 2. From this year mentoring of students has been started. 3. For teachers' accessibility to the students a few periods are allotted in the class routine. 4. Students feedback are taken after the end of the final semester, and thereby teaching quality is improved. 5. Career counselling classes help the students in various interviews and entrance exams.

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14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes
Date of Visit	23-Jan-2017
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2018
Date of Submission	11-Jul-2018
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripton and a list of modules currently operational (maximum 500 words)	Management Information System: College Library is fully digitalized with SOUL 2.0 software. Barcode technology is

used in circulation desk to organize the disseminate flow of information in a systematic way. It is a automated method used for identification and data collection. Mainly circulation and OPAC modules are functional in college library. The administrative office works are not fully digitalized. Admission and related activities are handled manually, though fee submission, registration are done through Online mode. Academy DCL 8.1.0 Version is used to operate office work. Students category, number of male -female students, St, Sc, OBC, MOBC, minority students, BPL are systematically arranged for academic and financial assistance. Date entry and information record are computerized.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The syllabus prescribed by Dibrugarh University is followed in this institution as the institution is affiliated to the said university. The syllabus of respective departments is distributed to the heads of the departments, and the head of the respective department distributes the portion of the syllabus among the teachers of his department either paper-wise, or unit-wise to cover the syllabus within the stipulated time. A well planned daily routine is prepared before the commencement of each academic session. A committee is formed with all the heads of different departments and three or four other experienced teachers. The class routine is centrally prepared allocating all major and core subjects along with vocational courses and mentoring classes. One hour is allotted to each class/credit. Daily five classes (5 hours, from 9.00am to 4.00 pm) are allotted. 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. Teaching Plan is prepared by each teacher based on the portion of the syllabus he/she has to taught, indicating total number of classes to be delivered and related audio-visual aids, film screening, field trips, projects, seminar, special lecture, aid of music and drama etc. For encouraging self-study library work is mandatory for the students. Teachers' record of classes taken and other activities are scrutinized monthly. 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. Syllabus of each course is also distributed among the students. Course allotment to each teachers are also informed to the students. All these are documented properly by each faculty. Various tools and processes are deployed to deliver the subjective aspects of Course curriculum to various departments. In the beginning of each session a well-planned class routine is circulated among the teachers and students. To help organizing extra-curricular activities an academic calendar is prepared in addition to the Dibrugarh University academic calendar. Students' mentoring diary and teacher's diary are introduced from 2018-19 to carry out the

activities smoothly. The principal and the the head of the respective departments arrange field study (if required), departmental and inter-departmental seminar, special lecture, extra-mural lecture for better understanding of related subjects. Especially the students of Education department, Economics department and History department arrange field trips like community visit, institution visit, industry visit, visit of historical places etc. Filed studies and projects are mandatory for the students of Environmental Studies. Students who participate field study programmes have to submit report to the field study in-charge. Practical classes are arranged for the students of Education department, Multimedia and Web Technology. Spoken English students are provided the aid of audio-visual tools. Classes are given in the Language Lab to the students of Spoken English. After the end of the syllabus besides the regular Internal Assessment examinations, Mock Test, Open Book Examinations are arranged by the departments so that the students can find a scope to assess

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Beautician Course	Nil	05/09/2018	180	Entrepreneurship	0

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	Beautician Course	05/09/2018
BA	CBCS	01/08/2019
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Honours in 6 departments	01/08/2019

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

	Certificate	Diploma Course
Number of Students	32	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Creative Writing	07/06/2018	23
Spoken English Course	10/02/2018	60
Teaching in Elementary Level	01/01/2018	7
Spoken Tutorial under IIT, Mubai	01/02/2018	79

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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Study Tour	11
BA	Project	20
BA	Field Project	12
BA	Swaccha Bharat Summer Internship Programme	30
BA	Excursion to Satras of Majuli	25
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Nil
Employers	Nil
Alumni	Nil
Parents	Nil

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
<p>Students Feedback is taken each year from the final semester students. Each student is given Feed Back forms according to the faculty in his department. S/he has to give tick mark for giving his feed back in different parameters. There are ten parameters in the Feed Back form. The parameters are 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, 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. Along with these parameters A (Very Good), B(Good), C(Satisfactory), D (Unsatisfactory) ---- these four responses have to be marked by the students. Based on the number of respondents and the responses percentage of different responses/feedback are calculated. After calculation of the feedback regarding different parameters a final feedback form against each faculty is prepared and these are sent to each teacher/faculty after duly signed by the principal of the institution. If the particular teacher does not find good feedback in any particular criteria/parameter, s/he will develop himself/herself. The feedback is taken only after the final examination is over. This procedure of taking feedback from students' help the teachers make an overall estimate of themselves and thereby to uplift the academic environment, teaching-learning and evaluation process.</p>

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Major, Honours, Non-major	450	280	264

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
No Data Entered/Not Applicable !!!					

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
15	20	57	6	3	3

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Mentoring of Students: Formal mentoring system has been started in this institution since 2017 as per the advice of NAAC Peer Team members. The teachers always maintain a close relationship with the students of other department also. Phone numbers of the student, his/her parents, proper address are collected by the mentor and frequently communicate with them. A students' friendly academic atmosphere is ensured through mentoring of students under the teachers. Under each teacher a group of students comprising 10-15 students is allotted for mentoring though the particular teacher communicate with the students at any time through Whats App groups and other social networking sites, E-mail etc. However, teachers of different departments maintain close rapport with the students of the concerned departments. Academic, extra-curricular, private problems, social problems, financial problems, problems related to health and hygiene, career options, attendance -- all these are brought under the purview of the mentors. Besides the formal career counseling class, the mentors also provide career counseling, counseling for skill development like speaking, recitation, joining different events in various state level or institution level, national, international competitions. Most of the students of this institution belongs to BPL, Schedule Tribe and Schedule Caste, OBC, MOBC and minority communities. Some of them are first generation learners. So, frequent counseling and mentoring help them to acquire self confidence, and to drive away inferiority complex. Moreover, some of the students are first generation learners. Hence, special care should be taken of such students. Students' dropout rate is also very high, due to early marriage especially the girl students leave college education before the completion of BA Degree. So, special counseling is given through the mentors. It is important to note that in the class routine one hour is allotted for formal mentoring. The students feel free to speak about themselves frankly. The BA Final Semester students are helped to apply for various courses available in different universities, or higher education institutions to get admission there. They are informed about various courses and encouraged to pursue higher studies. The mechanism of Mentoring covers training, motivation, advice, counseling, with proper direction for a goal and success. This system emphasizes on giving support to the students, specially the under-privileged one. To achieve the goal they are guided and motivated for in-depth study of the course and reference books, to develop interest in art and culture, people and the society, gender sensitization and gender equality, positive thinking, self help, service to nation

etc. To make the mentoring system fruitful regular classes, meet, talk, extramural lecture, discussion are done in the institution, and all these are recorded in the record book.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
264	21	1:12

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
24	21	3	Null	8

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Dr. Diganta Gogoi	Associate Professor	Green Man of Demow
2019	Dr. Diganta Gogoi	Associate Professor	North East Siksha Ratna Award
2019	Dr. Sanjib Borgohain	Principal	Best Examination Centre
2018	Tarun Gogoi	Associate Professor	PhD
2018	Gitali Saikia	Associate Professor	Resource Person, International Seminar
2019	Siba Ranjan Sharma	Associate Professor	Radio Talker, All India Radio
2018	Gitali Saikia	Associate Professor	Subject Expert, MA Performing Art Project, DU
2018	Polin Hazarika	Assistant Professor	Resource Person, Translation Workshop, DU

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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	BA	Even Semester	30/05/2018	16/12/2019

[View File](#)

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Continuous Internal Evaluation System: Academic calendar prepared and adhered for conduct of Examination and other related matters. The institution is affiliated to Dibrugarh University and the academic calendar of the institution is prepared following the calendar of this University. Continuous Internal Evaluation emphasizes regular class attendance of the students. Guidelines are published in the prospectus of the college for awarding marks for attendance.

It is as per the university guideline, to appear at the semester final examination 75 attendance is compulsory. Above 95 class attendance 5 marks are awarded to a student. Likewise for 90-94, 4 marks 95-89, 3 marks 80-84, 2 marks are awarded to a student. Besides the class tests, two Sessional Examinations are conducted for evaluation of the students. The sessional examinations are conducted as per the schedule prepared by IQAC with Vice-Principal and heads of all departments. Along with the Sessional Examinations, for major/honours students seminar paper preparation and presentation, group discussion, home assignments are to be submitted to the concerned departments. The students have to participate in field study, projects and study tours, and have to submit reports of these projects/programmes. For the evaluation of non-major students two sessional examinations are conducted they have to submit home assignments. For the evaluation of practical subjects regular practice, practical, projects, field study have to be carried on by the students. From 2017, answer scripts of the Sessional Examinations have been displayed to the students for further improvement of the students. Following the question paper pattern of the final Semester examination set by the university, mock tests are conducted by different departments. Open book examination system are also conducted from time to time.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Academic Calendar Prepared and Adhered for Conduct of Examinations and Other related matters: Academic calendar is important for proper planning and organization of various events and programmes. It is an official guide for admission, registration, students activities, services, with important dates and deadlines. Dates may vary or newly fixed depending on the nature and time of the programme. The college is affiliated to Dibrugarh University and the university circulates an Academic Calendar for each academic session. A Holiday List is also circulated through university website. The IQAC of this institution prepares an academic calendar and publishes it in the college prospectus, for smooth conduct of Sessional Examinations and other programmes. Moreover, the departments can conduct related examinations, seminar programmes, group discussions, and field studies or excursion etc. The academic calendar gives emphasis on completion of course and related matters. Departmental programmes like celebration of important events/dates, extramural lecture, seminar etc. are scheduled in the calendar, but some other programmes like quiz, cultural programmes, literary programmes, student union programmes are organized without hampering the regular classes and examinations. Specific programme/event start dates, celebration dates are informed to the students through circulars, notices and Whatsapp groups. Dates and events/programmes are included in the calendar, though slight change can be done for organizing them. Enough space is given to various departments for improvement of students, academic atmosphere, and to eliminate the weaknesses of the earlier academic calendars prepared for the college. All the programmes organized by NSS, Extension Cell, Career Career Counseling Cell, Grievance Redressal Cell, Women's Study and Development Cell, Reading and Cine Club, History Study Circle, Economics Forum etc. are not included in the academic calendar these are organized as per the convenience of the cells, circles and the departments after discussion with IQAC.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://www.hcdgcollege.org/download>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BA	BA	Major	93	63	67.77
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

No Data Entered/Not Applicable !!!

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0		

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
0	Nil

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	English	2	6
International	Economics	1	7
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Assamese	24
Economics	6
Education	4
English	13
History	2
Political Science	2
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	3	32	7	8
Presented papers	3	23	2	4
Resource persons	1	3	5	9
View File				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Bhabendra Nath Saikia Memorial Lecture	Department of Assamese, HCDG College	6	32
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
0	0	0	Nil
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agen cy/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Sachcha Bharat	NSS	Summar Internship	6	32
View File				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
0	0	0	0
View File			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
1100000	3551112

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Class rooms	Existing
View File	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL	Fully	2.0	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	7290	1021416	510	86609	7800	1108025
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
View File			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	49	1	2	2	2	0	6	0	0
Added	0	0	0	0	0	0	0	0	0
Total	49	1	2	2	2	0	6	0	0

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

No Data Entered/Not Applicable !!!

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
0	0

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
450000	433720	650000	622773

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Procedures and Policies for Utilizing and Maintaining Physical, Academic and Support Facilities For utilizing and maintaining physical, academic and support facilities, laboratory, library, sports complex, classrooms, IQAC and college authority assign duty to some committees and departments and officer-in charges. These are Building Construction committee, Girls' Hostel Committee, Weaving Training and Production Centre Committee, Library Committee, Language Lab. in -charge, Computer Lab.- in Charge, College Beautification Committee, Social Responsibility Cell, Games and Sports Adviser, Literary and Debating Adviser etc. These committees and officer-in Charges, as well as advisers take proper care to look after the physical facilities, academic and students' support system, laboratory, library etc. Moreover, IQAC and College Governing Body inspect and look into these matters regularly. Besides these, for maintaining students' support system Students' Welfare Trust has been formed by Teaching, Non-teaching and Library staffs. Needy students are provided financial support. College Central Library is looked after by a Library Committee comprising Principal, Librarian, Assistant Librarian, library bearer and a few teachers as well as members of the office staff. Every department maintains departmental library with course materials and reference books. Nlist Inlibnet E-Library is subscribed, and the students and teachers can avail the e-resources facility. Each department maintains students' support activities from their own. There are two internet centres, and one photocopy centre in college library, which can be availed by students and teachers. Maintenance of these centres are looked after by Library Committee with the help of Governing Body and IQAC. HCDG College has one language laboratory with 10 computers. It provides spoken English Course. Students can learn proper pronunciation and can practice here. The policies for using college library are circulated in college prospectus. Barcode and SOUL software is used for maintenance and circulation of books. The college library along with teaching, non-teaching and library staff provides the Book Bank facility as a support system to the economically disadvantage and meritorious students. The total number of beneficiaries of the book bank is at present 180. Volleyball and badminton courts are constructed in the sports complex within the college campus. Students are provided facility to practice regularly. There are fourteen general classrooms, one video conferencing hall, three conference halls, two reading rooms in the college library. Each department has their own classrooms. There are six general classrooms. These have been rejuvenated by building construction committee. The classrooms and laboratories are used under the strict supervision of the respective departments.

<https://www.hcdgcollege.org/download>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Students Welfare Fund	85	50000
Financial Support from Other Sources			
a) National	Ishan Uday	5	270000
b) International	0	Nil	0
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Yoga Class	21/06/2018	110	NSS
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	Career Counselling	70	55	Nil	Nil
2018	Preparation for Competitive Examinations	40	40	Nil	Nil
View File					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
1	1	2

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
No Data Entered/Not Applicable !!!					
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	9	BA	Assamese	Dibrugarh University	MA
2019	5	BA	English	Dibrugarh University	MA

[View File](#)

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Quiz Competition	Institutional	16

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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						

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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

5.12 Activity of the Student Council and Representation of students on academic and administrative bodies/committees of the college The central objective of the HCDG Students' Union is to protect and support the interests of the college students inside the college premises. The HCDG Students' Union plays a key role in conducting the Annual College Week, Annual Freshers' Social, Annual Farewell for the outgoing students, publishing the Annual College Magazine and other cultural and literary activities organized inside the college premises. The HCDG College Students' Union participates actively in the various programmes adopted by NSS, Extension Cell, Career Counselling Cell, Grievance Redressal Cell, Anti-Ragging Cell, Eco Club, Library Committee, Hostel Advisory Committee, Health and Sanitation Club, Reading and Cine Club, History Study Circle, Assamese Departmental Circle and also ensures prevention of ragging in the campus, offers suggestions to the administrative machinery for improving the amenities of the students through the involvement in different in house committees of the college. The HCDG College Students' Union is an integral part of the institution. The president of HCDG College Students' Union is a member of IQAC. The IQAC will take arrangement to include student members in the remaining in house bodies viz. College Beautification committee, Social responsibility Cell, proposed Sports and Games Council,.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

No Data Entered/Not Applicable !!!

5.4.3 – Alumni contribution during the year (in Rupees) :

No Data Entered/Not Applicable !!!

5.4.4 – Meetings/activities organized by Alumni Association :

No Data Entered/Not Applicable !!!

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Mention two practices of decentralization and participative management during the last year (maximum 500 words): 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. College Students' Union is a powerful body that can participate in management system through their members. The student members are invited to the meetings and thereby they are given opportunity to be the stakeholders to resolutions and actions taken. 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 which give opportunity to take part in decision making and actions taken. Stakeholders have been include 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. 2. Students' feedback on teachers are taken by IQAC each year after the end of the final semester, which has helped to improve the quality of teaching and academic environment. Informal feedback on administration and college facility are taken by arranging students' meet like Farewell Meeting at the end of the Final Semester. On the basis of the feedback new policies and strategies are taken to improve the management process, administrative, academic and other facilities. Thus, the strength and weaknesses of this institution are duly discussed in various forums and thereby attempts have been taken to turn weaknesses to strength.

6.1.2 – Does the institution have a Management Information System (MIS)?

No Data Entered/Not Applicable !!!

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
No Data Entered/Not Applicable !!!	

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

E-governance area	Details
No Data Entered/Not Applicable !!!	

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						
No file uploaded.						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Course	1	10/10/2018	02/11/2018	21
Refresher Course	1	29/01/2018	18/02/2019	21
Orientation Programme	1	15/12/2018	11/01/2019	27
Orientation Programme	1	05/02/2019	25/02/2019	21
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
No Data Entered/Not Applicable !!!			

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
No Data Entered/Not Applicable !!!		

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Institution conducts internal audits by appointing auditors from Governing Body. Budget allocation, fund received and expenditure all are recorded with vouchers in stock entry and record books. With the internal audit, various government funds are audited by a registered CA. Government audit also is done accordingly. The auditor, Chartered accountant provide certificate after proper audit and the certificate has to be produced in respective grating/sanctioning authorities along with the utilization certificates.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
No file uploaded.		

6.4.3 – Total corpus fund generated

No Data Entered/Not Applicable !!!

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Nil	Nil	Nil	Nil
Administrative	Nil	Nil	Nil	Nil

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

No Data Entered/Not Applicable !!!

6.5.3 – Development programmes for support staff (at least three)

No Data Entered/Not Applicable !!!

6.5.4 – Post Accreditation initiative(s) (mention at least three)

No Data Entered/Not Applicable !!!

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Nil
b)Participation in NIRF	Nil
c)ISO certification	Nil
d)NBA or any other quality audit	Nil

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!					
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
No Data Entered/Not Applicable !!!				

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
No Data Entered/Not Applicable !!!

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
No Data Entered/Not Applicable !!!		

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							
View File							

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

Title	Date of publication	Follow up(max 100 words)
No Data Entered/Not Applicable !!!		

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!			
View File			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

No Data Entered/Not Applicable !!!

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

No Data Entered/Not Applicable !!!

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

No data entered !!!

8.Future Plans of Actions for Next Academic Year

Future Plan for the Next Year For 2020 Session two new courses (vocational) will be introduced in the institution. At present a Beautician (certificate course) is running, which will be continued for the next year, and it will be turned to a Diploma course (Diploma in Beauty Therapy and Cosmetology). Satriya Nritya (Visharad Course) will be introduced in the college in collaboration with Nrityanjali Dance Academy, Demow, which is affiliated to Asom Satra Mahasabha. Two teachers are communicated and they have given consent. This Satriya Nritya course will be provided to school students also and a Satriya Nritya Academy will be started in this institution as a feeder school for aspiring Satriya Nritya learners. Satriya Nritya will be introduced as a subject in higher secondary and degree level. For this, necessary communications will be done in the next session. There is a Study Centre of Krishna Kanta Handique Open University. A few students persue degree course in this study centre. From next session, M.A.in Assamese and Education will be started in this study centre. A number of students have excelled in volleyball and football. They will be provided facilities for regular practice in the college sports complex. A Spoken English Certificate Course will be introduced for the students. A Weaving Training and Production Centre is running under IQAC. From the next session, it will cover local women and self-help groups. There is one Silk Industry in our locality. A discussion has taken place with the industry member of IQAC is regarding the development of the Weaving Centre. To reduce gender gap and empower women this institution and Women's Studies and Development Centre of this college along with NSS and Extension Cell will continuously work with dedication. Remedial classes will be provided to the weak students and regular career counselling will be augmented in the next session. In the next session the institution and its departments plan to sign MoU with other institutions to ensure better academic and institutional cooperation. To provide a green environment emphasis will be given on plantation of tree in the surrounding area through the Eco Club of the college. The institution has planned to organize one national seminar, and to encourage more students and faculty exchange programme to ensure quality education.