



Yearly Status Report - 2019-2020

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.		09954262002
Mobile no.		9957343961
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.	03772227608
Mobile no.	9101453381
Registered Email	iqachcdg@gmail.com
Alternate Email	hcdgcollege@gmail.com

3. Website Address

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

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
2	B	2.06	2017	22-Feb-2017	22-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
Orientation and Counselling programme for BA first semester students	28-Feb-2020 2	105
Certificate course on	10-Aug-2019	13

Beauty Therapy	90	
Introduction of Sattriya Nritya Visharad Course	10-Feb-2020 1825	35
Career Counselling Lecture	07-Jan-2020 2	60
Signing MoU with Bir Lachit Barphukan College, Sivasagar	24-Feb-2020 1	7
Awaranss programme on weaving and textile	28-Feb-2020 2	40
Mentoring	10-Aug-2019 70	112
Photo Exhibition and Programme on Photoghaphy as a Career	14-Aug-2019 10	70
Awaranss Programme on Quality Development and Third Cycle of NAAC Assessment	06-Jan-2020 1	23
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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
HCDG College	Infrastructure Development	RUSA	2019 365	10000000
HCDG College	Salary	Govt. of Assam	2019 365	39360268
NSS	NSS Activities	Dibrugarh University	2019 365	40500
HCDG College	Infrastructure Development	M. P. Fund	2019 365	1000000
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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 :	3
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)	
<ul style="list-style-type: none"> • More use of ICT in teaching learning and evaluation. • Continuous evaluation of students. • Encourage teaching, library and nonteaching staff to work for quality enhancement. • Encourage to form social responsibility cell. • Satriya Nritya (Visharad Course) open course started in collaboration with a classical dance centre. • Continuation of self sustaining certificate course. • Online mentoring of students through Whatsapp groups. • Regular career counselling classes. • Organized various awareness programmes, national/international webinar, special talk programmes for quality education. 	

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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
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Plan of Action	Achivements/Outcomes
Transparency in financial matters	Maintained
Provision for better display boards in classrooms	Target Completed
Proposal for well equipped departments for English, History and Economics Departments	Proposal Accepted
National Seminar Proposed	Process started, programme is postponed due to covid created situation.
AQAR preparation	Process Started
Provision for encouraging students initiative in organizing and conduction of meeting/events/programmes	College week, cultural programmes, Literacy programmes organized in the institution
Introduction of Sattriya Nritya(Indian Classical Dance Form) Visharad Course	Class started from February
IQAC reformed in accordance with new regulation	One academician, one Managing Director of an industry, viceprincipal of the college are included in IQAC
Publication of College Prospectus	Approved
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14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited	No

body(s) visited IQAC or interacted with it to assess the functioning ?	
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2018
Date of Submission	15-Jul-2018
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>Management Information System: HCDG College has some modules for ensuring smooth functioning of the Management Information System these are listed below: 1. College Website: HCDG College has a well designed website, named www.hcdgcollege.org to facilitate the functioning of the Management Information System through the website. Information about the college, different departments and courses along with the details about the faculty members and various facilities are uploaded in the website. Important events and notices are uploaded in the website as required. 2. Online Admission Module: Online admission is initiated through the College website for facilitating online admission for students every year. Personal details regarding the applications and admitted students are maintained in the module. Students have to pay fees through online and offline mode. The module also has provision for automatic generation and printing of student ID cards based on assigned unique ids. 3. The College conducts periodical Stakeholders Surveys manually. Whats App groups, Whats App numbers, Emails are used for various surveys. 4. College has Library Management Module which is provided through Online Public Access Catalogue (OPAC) facilitating remote access to library resources. Library issue and return is done through barcode facility.</p>

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

Curriculum Planning and Implementation HCDG College pursues the curriculum of semester system of Under Graduate Classes as set by Dibrugarh University. The faculty members are also involved in designing the curriculum of self-sponsored and add-on courses of the College Preparation of the Academic Calendar prior to commencement of the academic year is initiated by the College authority. The Principal notifies a Time Table Committee which is entrusted with the responsibility of preparation of the master time-table and it is displayed in a well-framed notice board of the Administrative building for the convenience of all stakeholders. This document is also published on the college website. The departmental timetable is displayed on the departmental notice board. The Head of the Department (HoD) and teachers prepare chapter unitization and frame teaching and lesson plans. Records of teaching and other activities of teachers are maintained in a record book. Teachers keep their individual daily class records mentioning covered topics from the syllabus along with the methods and aids adopted. The HoD keeps daily class records. Sometimes, it also shows recorded forms of other innovative programs, celebrations, and plans of action undertaken by the department. There are systematic examination processes, standard question papers, proper and prompt evaluation. Internal assessment is done transparently and examined scripts are shown to students. Parents are informed about the academic progress of the students. The College provides necessary infrastructural support to each department. Some departments promote specific strategies to create a blessed environment in the morning session to encourage effective classroom delivery. The conventional method of teaching is practiced along with the use of ICT. Departments also use the Conference Hall for some particular classes. In-house workshops, seminars, and lectures are organized on relevant topics of the syllabus at both institutional and departmental levels. Supplementary talks, extra-murale talks and lectures are also arranged by exchanging faculty members from other departments on interdisciplinary topics of the syllabus. Tutorial, remedial and mentoring classes are arranged by various departments. Besides conventional teaching learning methods, e-resources are used. Students are encouraged to use internet, Whats app facility in a positive way . Some departments have project papers. Extra care is taken by such departments to organize special classes on research methodology. Completed projects are documented and catalogued in the departmental library. Staff meetings are regularly convened by the Principal to evaluate the process of curriculum delivery and documentation. IQAC monitors the whole process. IQAC adopts a feedback mechanism (of teachers and students) to get an accurate picture of all these aspects and encourages departments to conduct cocurricular, skill and value-based programs.

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
Beauty Therapy Course	Nil	10/08/2019	90	Entrepreneurship	Skill DEvelopment
Nil	Sattriya Nritya Visharad	10/02/2020	1825	Employability/entrepreneurship	Skill DEvelopment
Food	Nil	14/02/2020	7	Entrepreneurship	Skill

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Nil	Sattriya Nritya Visharad	10/02/2020	1825	Employability/entrepreneurship	Skill DEvelopment
Food	Nil	14/02/2020	7	Entrepreneurship	Skill

preservation				rship	Development
Basic Computer Skill	Nil	26/12/2020	60	Employabil ity	Skill DEvelopment

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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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	Assamese Honours	01/08/2019
BA	Assamese regular	01/08/2019
BA	Economics Honours	01/08/2019
BA	Education Honours	01/08/2019
BA	English Honours	01/08/2019
BA	English regular	01/08/2019
BA	History Honours	01/08/2019
BA	Political Science Honours	01/08/2019

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

	Certificate	Diploma Course
Number of Students	20	45

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
Multi media and WEB Technology	01/08/2019	30
Spoken English Course	06/09/2019	55
Communicative Writing	01/08/2019	112
Computer Skill Development	26/12/2019	24
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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	Project on a historical place, Jaipur, Rajasthan	8
BA	Industry visit	8
BA	Schools after Gunotsav	17

BA	Study of Satras of Majuli	30
BA	Study of Folk Songs of Mishing Tribes	7
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

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. Likewise giving some parameters feedback from teachers, alumni, employers and parents are also taken. The feedback committee analyses the result and discuss the strength and weaknesses of the institution.</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	Honours	450	230	217

[View File](#)

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
2019	217	Nil	21	Nil	Nil

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
21	21	55	4	2	9

[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)

Students Mentoring Report There exist an intimate bond among teachers and students of Hem Chandra Dev Goswami College. All the teachers are very cooperative and act as mentor for overall development of the students. Students are organized into different groups for mentoring them in all perspective. Various departments of the college organize different programmes like special talk, drama, street drama to ensure moral development along with their academic performance. More over all necessary information related to the students such as contact number, emails of the students, family income, category etc are collected. All the departments share honours courses to the students and take care of each and every student till the completion of the course. Department regularly keep records of all class test, sessional examination, attendance of students, students participation in the seminar, group discussion, field visit for reviewing the performance of the students. Teachers are caring for students not only in the class room but also they often contact with the students through individual meeting, home visit and through various social networking sites. For addressing personal and emotional issues of the students, all teachers are found ever ready. Teachers regularly inform students about their progress, review report and encourage them to give their best for academic upliftment. So far as their personal and emotional issues are concerned, respective teachers of the concerned department individually contact with them, provide guidance whenever it necessary. Being a rural area college, most of the students are belonging to poor family for which teachers most often provide financial help to the students especially meritorious students for their academic progress. Financial helps are provided even for their higher education also. From its past experience it comes to notice that early marriage is one hindrant for some girl students' academic life. So in order to tackle it, teachers individually meet with them and motivate them to be self dependent and complete their education. The teachers are often approached by the student even after the completion of the studies in the institution to seek guidance for their higher studies and carrier opportunities. The mentors always guide the students in all possible ways. Moreover teachers are always in good touch with the parents of the students and inform them about the performance of their children. The teachers also encourage students to pursue different add on and career oriented course available in the campus so that they can enhance their capabilities. Thus the mentoring system of HCDG college creates a lifelong among teachers, students and guardians.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
217	21	1:10

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	20	4	Nil	10

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
No Data Entered/Not Applicable !!!			
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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	Odd SEmester	1st Semester	30/11/2019	24/01/2020
BA	Odd Semester	3rd Semester	30/11/2019	24/01/2020
BA	Odd Semester	5th SEmester	30/11/2019	24/01/2020
BA	Even SEmester	2nd Sem	30/06/2020	10/09/2020
BA	Even Semester	4th Sem	30/06/2020	10/09/2020
BA	Even Semester	6th Sem	30/06/2020	10/09/2020

[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 is prepared and adhered to so that classes, examination, evaluation and other related, academic and co-curricular activities and programmes would run smoothly in the college. 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. Continuous Internal Evaluation System: Academic calendar is prepared and adhered to so that classes, examination, evaluation and other related, academic and co-curricular activities and programmes would run smoothly in the college. 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 etc.

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)

No Data Entered/Not Applicable !!!

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
Nil	BA	Honours	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
Nil	00	Nil	0	0

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
Weaving and Handloom: Exhibition and Sale, An Entrepreneurship Development Programme in collaboration with Rudrasagar Silk Limited, Demow, Sivasagar and Awareness Programme	IQAC and all departments	28/02/2020

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
Nil	N.A.	N.A.	Nil	N.A.

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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
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0	N.A.	N.A.	N.A.	N.A.	Nil
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	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
00	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)
National	English	2	Nil
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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	6
Education	3
Economics	3
English	8
History	2
Political Science	2
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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
000	N.A.	N.A.	Nil	Nil	Nil	Nil
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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
Nil	N.A.	N.A.	Nil	Nil	Nil	Nil
No file uploaded.						

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

Number of Faculty	International	National	State	Local
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Attended/Seminars/Workshops	15	18	16	8
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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
No Data Entered/Not Applicable !!!			
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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
Nil	N.A.	N.A.	Nill
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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/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!				
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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
No Data Entered/Not Applicable !!!			
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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
Training/sharing	on-the job training	Rudrasagar Silk Industry limited	28/02/2020	28/12/2021	8
View File					

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
Bir Lachit College, Sivasagar, DEpt. of English	24/02/2020	Collaboative activities	7
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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
No Data Entered/Not Applicable !!!	

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
No Data Entered/Not Applicable !!!	
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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 patially)	Version	Year of automation
SOUL	Partially	2.0	2013
OPAC	Fully	1.0	2013
DSpace	Partially	5.04	2019

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
No Data Entered/Not Applicable !!!			
View File			

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 !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Co mputers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departme nts	Available Bandwidth (MBPS/ GBPS)	Others
Existin g	40	1	1	2	2	1	5	0	0

Added	10	0	0	0	0	0	0	0	0
Total	50	1	1	2	2	1	5	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
No Data Entered/Not Applicable !!!	

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
1000000	1000000	7000000	6000000

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 maintaining and utilizing physical, academic and support facilities: The institution has various bodies such as Governing body, Infrastructure Development Committee, RUSA Committee, Beautification Committee, Library Committee for the maintenance and utilization of physical facilities, academic and support facilities. The building construction committee helps the principal in construction. There is a committee with a coordinator for RUSA grant utilization. Governing Body approves budget for various expenditure. The Library Committee comprises of the librarian, other library staff, senior teachers and office assistant. The committee looks after various matters related to library, and sends proposal for the development of physical facilities, books and journals etc. The computers are regularly maintained by technicians. There is also a hostel committee comprising members of the teaching and non-teaching staff which supervises various matters related to girls' hostel and its facilities. Some other committees are formed to run the certificate courses and Sattriya Nritya Visharad Course. These committees look into the matters like admission, fees, expenditure, certificate giving etc. Technicians are regularly engaged by the head of the institution with due approval of Governing Body to look after computer and I.C.T. related facilities. College Teachers' unit also contributes to the support system. They established a Welfare Trust to contribute to the student support system. IQAC plays an important role to give emphasis on proper utilization and maintenance of the physical, academic and support facilities of the institution. There are gate keepers at day-time a chowkidar guards the campus at night. There are CCTV cameras installed in principal's office and some other important places for surveillance . Water supply facility, electrical equipments are also regularly checked by the technicians.

www.hcdgcollege.org

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
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Financial Support from institution	Individual Financial Assistance	16	100000
Financial Support from Other Sources			
a) National	UGC Ishan Uday	2	162000
b) International	0	Nil	0
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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
Communicative English	01/08/2019	112	Department of English
Mentoring	10/08/2019	217	Departmental/Personal
Personal Counselling	01/08/2019	217	All the Departments
Soft Skill Development	07/09/2019	54	Career Counselling Cell
Bridge Course	16/01/2020	93	All the Departments
Language Lab	20/08/2019	85	Department of English
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
2019	Counselling for Competitive Examination	70	55	Nil	Nil
2020	Career counselling classes	50	50	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
2	2	5

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
2019	1	BA	Assamese	Dibrugarh University	MA(Distance)
2019	1	BA	Assamese	Tezpur University	MA
2019	4	BA	Education	Dibrugarh University	MA(Distance)
2019	1	BA	Education	IGNOU	B.Lib
2019	1	BA	Education	Dibrugarh University	MA(Distance)
2019	2	BA	English	Dibrugarh University	MA
2019	2	BA	History	Dibrugarh University	MA
2019	2	BA	Economics	DKD College, Dibrugarh University	MA
2019	1	BA	Political Science	Assam Women University	MA
2019	3	BA	Education	Dibrugarh University	PGDCA
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
Nil	Nil
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Quiz Competition on the occasion of National Voters Day	Institutional	16

Quiz Competiton on the eve of Independence Day	Institutional	160
Cultural Programme	Institutional	200
Cultural Committee	Institutional	150
Literacy Programme	Institutional	89
View File		

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/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Judge Special Award, All Assam open Article Co mpetition	Nil	Nil	1	Nil	Nil

No file uploaded.

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

The institution has a student council which is named Students' Union. The President, Vice-president, General Secretary and secretaries of different sections like Games and Sports, Debate and Literary, Boys' Common room, Girls' Common room, Cultural secretary are elected by secret ballots for a tenure of one year. It has been taking part in different activities and decision making as well as policy making of the institution. The Literary and cultural activities are basically organized by them under the guidance of teacher-advisers. They also take part in conducting games and sports, Freshmen Social, Teachers' Day, College Establishment Day, Saraswati Puja celebration, Annual College Week etc. The Debating and Literary section organizes various literary competitions. Students' Union works together with other bodies/committees, Teachers' unit of the college. The president/secretary of Union is a member of IQAC, and takes part in academic activities and related decisions. The Student Union members are duly represented in Grievance Redressal Cell, Hostel Advisory Committee, Library Committee, Eco Club, Career Counselling Committee, Reading and Cine Club, Itihas Adhyayan Chakra, Economics Study Circle, Assamese Dept. Bibhagiya Chora, Women's Cell, Extension Cell etc. Students are the cadres of NSS, under which they learn social service, cleanliness, team spirit, leadership skill etc. This council takes part in observing Republic Day, Independence Day, International Yoga Day, Sudhakantha Divash, Rastriya Ekta Divash, Gandhi Jayanti with other committees.

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 :

Alumni of this institution do a great job by providing regular coaching to students. There is Nitaipukhuri Coaching Club which is run by the college Alumni. For last few years lots of students under their guidance are selected for Khelo India programme.

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)

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 included in these committees and cells from local community, educational institutions and industry. Guardian members are included in College Governing Body and IQAC. Thus, the guardians are given opportunity to participate in decentralization of the management system. Moreover, students' feedback on teachers are taken by IQAC 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. 2. Various sub-committees and departments are given freedom for performing academic and co-curricular activities with the help of the Students' Union and other committees. The teachers' unit is also given utmost freedom to act as per the decisions taken in Teachers' Unit meeting. The library committee has been empowered to purchase books and equipments as required.

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

Partial

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
Examination and Evaluation	Examination and evaluation works were completed within the framework of guidelines stipulated by the affiliating university and as per scheduled date outlined in the academic

calendar. Continuous and comprehensive evaluation system is followed by the institution. Before final examination committee are formed with representative from local society. Two sessional examinations are held for internal assessment. Moreover, group discussion, home assignments are also given for continuous evaluation. Mock tests are taken by some departments.

Teaching and Learning

College IQAC has frequent interactions with the HoDs so that quality of education can be improved. During Covid period the principal as well as IQAC coordinator encourage the teachers to carry on online classes, to organize seminars and symposia. The vice-principal who looks after the academic aspect of the institution advises the teachers to take more ICT enabled classes. Whatsapp groups are formed for all departments and important study materials are circulated through Whatsapp groups. Video-audio lectures are shared through social networking sites. IQAC has directed each and every academic department to sign at least one MoU with external organizations such as, college and other institutions to ensure cooperation by facilitating faculty exchange, student exchange, internship, field trip and on the job training. IQAC also ensures that the Course Outcomes are prepared by the departments on time.

Curriculum Development

Curricular Development : The college is affiliated to Dibrugarh University and hence, it follows the curriculum as prescribed by the university. Recently CBCS and interdisciplinary course have been encouraged. The institution tries to provide value added courses, certificate courses. Sattriya Nritya Visharad Course follows the syllabus of Sankari Sangeet Vidyapith, Golaghat, Assam.

Research and Development

Although being a college the institution has certain limitations to carry out research and development, it has given its effort to upgrade the library resources for being used in future by the aspiring researchers. Four research projects are carried out by two departments during this period. There is a research council to scrutinize the standard of the research

	papers.
Library, ICT and Physical Infrastructure / Instrumentation	During this assessment year, the Central Library has been converted into fully digital mode. College library has a reading room which provides space for reading and learning. There is a section in the library for Sankardeva Studies a shelf contains books for competitive examination. Library also provides books for poor students through book bank facility. Departments have their own libraries which also help the students by giving access to various study materials. ICT facilities are used for imparting classes, special talks, screening films, sharing audio-video programmes etc.
Human Resource Management	All faculty members have been engaged in various in-house bodies of the institution. The Departmental Advisory Committees were reconstituted during this year. The teachers, librarian, office staff are encouraged to participate in various seminars and faculty development programmes, training, workshops etc. It helps to enhance the quality of teaching, learning, evaluation and research.
Industry Interaction / Collaboration	Director of Rudrasagar Silk Industry Limited is nominated as a member of IQAC. In collaboration with the industry an entrepreneurship development programme is organized. Students of Economics department visited the industry.
Admission of Students	Admissions and renewals of the students were done within the stipulated time given by the affiliating university. Admission is taken with the help of both online and offline mode. Admission form is submitted through online. Money is received manually.

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
No Data Entered/Not Applicable !!!				
View File				

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)

No Data Entered/Not Applicable !!!

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 !!!		
View File		

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	No	Nil	No	Nil
Administrative	No	Nil	No	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)

1. Financial assistance to support staff for attending capacity building workshop/seminar. 2. Grant leave with salary for attending such programmes. 3. Providing computer, internet facility to the support staff. 3.

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

1. Students mentoring is done during this period. Students are divided into some groups, and each group is guided by one mentor. Even financial problem, mental problems are coped up by the mentor. 2. Weaving Training Centre is run with a number of weavers. different cloths are woven by the weavers. Parents of students also join the training programme. An amount is earned from this centre. 3. Certificate Courses are introduced during this period. Sattriya Nritya (Classical Dance form) School has been established.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	No
d) NBA or any other quality audit	No

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 !!!					
View File					

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
Health awarness programme among girl students by gynochologist of Swagadew Siu- Ka-Pha Multispeciality hospital.	24/09/2019	24/09/2019	60	Nil
Talk on	07/03/2020	07/03/2020	95	30

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

The teachers and students, alumni, and guardians are very much aware of the environmental issues. There is an ECo-club which gives emphasis on green campus and also takes care of the nearby areas by undertaking plantation programmes. Faculty members Dr. Diganta Gogoi, and Bitul Saikia, both motivate students to plant saplings in different areas. Amar Prayash: A Platform for Positive Thinking and Oxygenar Kheti (Cultivation of Oxygen) has planted 600 trees till date. There are solar lamps in the college campus. Solar power is used to run the library.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	Nil
Rest Rooms	Yes	Nil

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)
Code of Conduct for Teachers	20/08/2019	Nil
Code of Conduct for students	20/08/2020	Nil

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Celebration of Gandhi Jayanti	02/10/2019	02/10/2019	110
Celebration of Rastriya Ekta Divash	30/11/2019	30/11/2019	89
Celebration of Bhupen Hazarikas birthday	08/09/2019	08/09/2019	150
No file uploaded.			

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

1. Plantation programme.
2. Use of solar power.
3. Say no to plastic.
4. Endeavour to make the campus green.
5. Use of eco-friendly dustbins.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Mentoring:
2. Regular career counselling class for competitive examination
3. Special talk programmes by guest faculty.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

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

Sattriya Nritya, a classical dance form of India, has been introduced in this college as a Visharad Course, which is open for nearby school and college students. 45 students have been enrolled till date. This school would be turned to a full-fledged Sankari Kala Kristi Kendra, a centre for study of Sankari Sangeet. Besides Sattriya Nritya, Khol, Bargeet, and tabla course also would be started. Already an application has been sent to the Secretary of Assam Higher Secondary Education Council to approve Sattriya Nritya as a subject in Higher Secondary Course. A number of students show good performance in volleyball. A sports complex is started for the regular practice of volleyball. MoU would be signed with Nitaipukhuri Coaching Centre so that these students would attain proper guidance. Digitalization of college library would be done. Book bank facility would be provided to more poor students. Career counseling for competitive examinations would be carried out in regular basis. For that workshop and interactive sessions would be held. Due to Covid situations offline seminar, symposium may not be held. Webinar, online workshop and counseling would be provided so that students can choose a good career. NCC would be introduced to the students from next year, and for that proper communication has been started. The institution has planned to organize one national seminar on gender issues, and would try to encourage students, teachers and scholars to work together for quality education. A building is started with RUSA grant. A full-fledged Education laboratory, and a computer laboratory will be constructed. The institution lacks adequate class rooms. Hence, English and Economics department would be shifted to the new building. The institution strives to give good hostel facilities for the poor girl students. Next year a library would be provided for the hostel dwellers so that a good environment will prevail in the college hostel.