YEARLY STATUS REPORT - 2021-2022

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 Kumar Borgohain
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	9957343961
• Mobile No:	9957343961
• Registered e-mail	hcdgcollege@gmail.com
• Alternate e-mail	iqachcdg@gmail.com
• Address	PO- Nitaipukhuri
• City/Town	Sivasagar
• State/UT	Assam
• Pin Code	785671
2.Institutional status	
• Affiliated / Constitution Colleges	
• Type of Institution	Co-education
• Location	Rural
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	**Dibrugarh University**
• Name of the IQAC Coordinator	**Dr. Gitamoni Handique Gogoi**
• Phone No.	**9401102958**
• Alternate phone No.	**9401102958**
• Mobile	**9401102958**
• IQAC e-mail address	**iqachcdg@gmail.com**
• Alternate e-mail address	**hcdgcollege@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	http://file.hcdgcollege.org/AQAR-2020-21.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	http://file.hcdgcollege.org/Academic-Calendar-2021-2022.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**C**	**Nil**	**2004**	**14/10/2004**	**14/10/2009**
Cycle 2	**B**	**2.06**	**2017**	**23/02/2017**	**23/02/2022**

6.Date of Establishment of IQAC	**15/07/2008**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institutional	NSS	Dibrugarh University	2021-22	44,500
Institutional	Fees Reimbursement	Government of Assam	2021-22	11,17,824
Institutional	Campus Sanitization	Government of Assam	2021-22	17000
Institutional	Salary	Government of Assam	2021-22	4,29,10698

8.Whether composition of IQAC as per latest NAAC guidelines	Yes
• Upload latest notification of formation of IQAC	View File
9.No. of IQAC meetings held during the year	6
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
• If yes, mention the amount	

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

1. Organised National Seminar, State Level Seminar and Workshops.

2. Collaboration with other educational instiutions and local sports caching centre for upgrading curricular and co-curricular environment of the college.

3. Introduction of more add on certificate courses having self employment opportunities.

4. Organising state level literary competition among college students and enactment of 'Chotal Nat'.

5. Career counselling workshop for students.

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

Plan of Action	Achievements/Outcomes
Generating Gender Consciousness and Elimination of Gender Disparity	A National Seminar on "Contemporary Gender Issues; Prospects and Challenges" was organised by Department of Economics, English and Education in collaboration with IQAC, H.C.D.G. College, Nitaipukhuri from 26th to 27th October 2021. It was an attempt at formulating gender transformative approaches which strive to examine, interrogate and change rigid gender norms and the imbalance of power, engage the various concepts like gender stereotypes, gender binaries, gender equity, gender empowerment etc. Dr. Nazim F. Akhter, Associate Professor, Department of English & I/C Centre for Women Studies, D U, Dr. Pranjal Pratim Buragohain, HoD, and Associate Professor, Department of Economics, D.U., Dr. Suryyakumar Chetia (HoD) in-charge, Mass Communication & Journalism, Assam Women University were resource persons. Seventy-five papers were presented in this seminar.
Development of Games and Sports	1. Tie-up programme with Nitaipukhuri Coaching Centre (N.P.C.C.) was organized on 24th March 2021 at Nitaipukhuri H.S. School playground to enhance sporting environment in Nitai-Panidehing area. It aims to increase training & practice of football and Volley Ball among the students of H.C.D.G. College. Almost 476 people, including student players of nearby schools and the college

	were present in the programme. The college authority provided two nos. footballs to the coaching center. 2. The college signed a Memorandum of Understanding with Nitaipukhuri Coaching Centre (NPCC), Sivasagar on 05-01-2022 to enhance facilities and joint collaborative sporting activities between the college family and NPCC. The MoU creates a healthy sporting environment among the trainee players and can benefit the future generation of the area. The college authority provides eight pairs of shoes and socks to volleyball players (girls) of Nitaipukhuri Coaching center.
Imparting vocational education through Certificate Courses and Diploma Courses	1. IQAC organized seven day Certificate Course on 'Food Processing and Preservation' in collaboration with the State Government and Department of Agriculture, Sivasagar from 7th February to 13th February 2022. The experts theoretically and practically trained the participants on various topics such as food hygiene & food processing, processing of jam, jelly, chatni, processing of fruits & vegetables, preparing pickles, preparing Sauce, the process of preparing Cake, etc. A total number of 50 participants including community women, SHG members, teachers and students participated and were able to learn the skills and secure certificates. 2. The Department of Agriculture and CSS-ATMA, Sivasagar, in collaboration with IQAC,

	H.C.D.G. College, and Parents Teacher's Association, organized a workshop on "Good Agricultural Practices" (G.A.P.) on 4/3/2022. The program's objective is to teach participants how to enhance agricultural practices that will help to generate employment opportunities, resources, and technological advancements. 3. An Add on Certificate Course 'Diploma in Computer Application' was introduced on 4th March, 2022 by the College. This course is still going on. The main aim of the course is to provide the students with basic level of computer literacy.
Preparing the students for different Competitive Examinations through Career Counselling	1. The students are made aware of various competitive examinations frequently by the College through a digital platform (Whatsapp Group) from 19/1/2022, enabling students to crack various competitive examinations, including prelims of U.P.S.C., C.C.E. The following students are able to clear competitive examinations at national and state level benefitting from this platform. a. Ranjit Panging, b. Rituparna Konwar c. Sashanka Saikia 2. Seven day Career Counselling Workshop was organized by IQAC and Career Counselling Cell, Bir Lachit Borphuken College, Sivasagar, in collaboration with IQAC, H.C.D.G. College, Nitaipukhuri and All Assam Student Union (A.S.S.U.), Sivasagar District from 17th September to 23rd September 2021. The session was conducted

	online from 6.30 to 7:40 p.m. every day and seven experts delivered insightful lectures on a variety of topics. Dharmakanta Mili, A.C.S., Director, Higher Education, Assam, delivered the inaugural address. Overall, 60 students participated in the programme.
Providing Traditional Indian Knowledge	1. A Gyaon-Bayon and Bhaona Exhibition Workshop was organized from 3rd March to 3rd April 2022, and drama was played on 11th April 2022. Ten participants participated in this Workshop. The main aim of this Workshop is to promote and preserve our Assamese Culture because Gyaon- Bayon, and Bhaona is the most popular element of Assamese Culture. 2. IQAC, H.C.D.G. College, from 21st March to 27th March 2022 organized a Sattriya Nritya workshop. The Workshop aimed to promote and preserve Indian classical music and dance form. Through this Workshop, participants understood the basic grammar of the Sattriya dance and the control of body parts. A total number of 18 participants participated in this Workshop. 3. An Yoga and Meditation Certificate course was introduced on 9th February 2022 by the Department of History & IQAC, H.C.D.G. College, in collaboration with Brahma Kumari Retreat Centre, Demow (Prajapati Brahma Kumaris Iswaris University). It is still going on. A total number of 50 students are enrolled in this course. The course is provided

	for the physical and mental development of students. 3. Enactment of a short play (a Chotal Nat), 'Gharar Sadhu', scripted and directed by eminent play-wright-director Saponjyoti Thakur with his team Dergaon Natyachorcha Kendra on 4th December 2021. The play satirically reflects the busy life's effect on the family bond in modern-day society.
Language and Literature	1. International Mother Language Day was organized by IQAC and the Department of Assamese of the college on 21st February 2022 to discuss and spread the importance of the mother language. 2. The prize distribution ceremony of the State Level Literary (Self Written Story and Poetry) Competition held among the college students of Assam on 4th December 2021. The result of poetry competition is stated below: 1st prize: Pronobjyoti Gogoi, Moran College, Moran 2nd Prize: Pinakpani Bashistha, Nalbari Commerce College, Nalbari 3rd prize: Satapadma Saikai, Sibsagar College, Sivasagar The result of story competition is stated below: 1st Prize: Manaswini Sarmah, The Sibsagar Girls College, Sivasagar 2nd Prize: Satapadma Saikai, Sibsagar College, Sivasagar 3rd Prize: Dhanjit Nath, Borknagar College, Sorbhog.
13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	28/10/2022

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022	31/03/2022

15.Multidisciplinary / interdisciplinary

H.C.D.G. College is a single-stream college. The College offers only B.A. programme. The College offered flexible credit-based curricula in the Honours programme under the Choice Based Credit System of Dibrugarh University from 2019 onwards. Students of the fifth and sixth semesters are given a chance to choice Discipline specific courses. The students of 6th semester of B.A. Honours programme in Education and Assamese must submit a project report on community engagement. They surveyed on culture, lifestyle, socio-economic dimensions, indigenous education system, etc., of different communities in nearby villages and made reports. Environment education is compulsory for all students in the higher secondary first year and B.A. 2nd semester.

The draft guidelines for transforming higher education Institutions into multidisciplinary institutions prepared by University Grants Commission in 2022 proposed transforming higher educational institutions of the country into multidisciplinary degree-granting autonomous colleges. It recommended colleges to integrate professional and vocational education with the existing programmes. The colleges will collaborate with nearby institutions in clusters or become a university constituent as envisioned in NEP 2020.

In this context, the Assam government has set a target to implement the new National Education Policy by 2023. The Higher Education department has already informed the authorities of all colleges that higher secondary classes will not be in the colleges anymore. The state's universities have been preparing the draft revised Choice Based Credit System curriculum in place of the present curriculum for both the Undergraduate level and Postgraduate level as a

holistic multidisciplinary programme for four years as per the guidelines for implementation strategies of Assam government Higher education department. Then, colleges will sign MoU with partner institutions, set timetables in consultation with partner colleges, upgrade academic facilities and infrastructures, display collaborative arrangements for offering study programmes, charge a tuition fee, make an institutional plan for multiple entry and exit and other.

H.C.D.G. College is situated to almost 10 km distance from nearby colleges. The College constituted a task cell with one Coordinator and three members to prepare a strategic plan to support and coordinate any issues relevant to implement the NEP 2020 in April 2022. The College is waiting for initiatives to be taken by government and Dibrugarh University. The College provided a few self-financing Add certificate courses to students. The Eco club of the College has been working for green initiatives within the campus. The college has Book bank facility for providing free books to the students belonging to the economically weaker section on a merit basis.

16.Academic bank of credits (ABC):

The institution is planning to implement for its students and teachers to take admission into online courses through online mode by resorting to National schemes like SWAYAM, MOOCs, NPTEL, etc., and is considering credits earned against elective and relevant courses. The institution is developing a system for executing ABC in a true sense, as per NEP

17.Skill development:

H.C.D.G. College offers various skill development courses for the uplift of the skill of the student as well as the local community.

1. One day workshop on 'Knitting and Stitching' was organized on 4th January 2022 to train knitting and different types of stitching to students.

2. An Exhibition cum Sale Programme was organized on 11th January 2022.

3. Three Months Certificate Course on "Beauty Therapy Certificate Course" was conducted from 21st January to 21st May 2022. Fifteen students are enrolled in the course, of which 10 get certificates.

4. A six-month Diploma in Computer Application was conducted from March 2021 to August 2022. A total number of 27 students participated in the course.

4. A certificate course on Food Processing and Preservation was conducted by IQAC, H.C.D.G. College, from 7th February 2022 to 12th February 2022. In that course, 50 participants, both from the College and the local community and SHGs, participated.

5. The College also organized a workshop on Satriya Dance in collaboration with 'Nrityalaya' Demow from 21st March to 27th March 2022. Students from this College and other institutions participated in the program.

The institution plans to introduce various skills-based and value-based courses.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

The H.C.D.G. College has been organizing various programs to preserve, promote, and make aware of the Indian knowledge system among the students. Sattriya Nritya, an Indian Classical Dance form, is regularly taught. Folk literature and culture are focused through lectures, workshops, and performances. H.C.D.G. Campus Film Society attempts to promote and disseminate knowledge of Indian Culture by screening films and special lectures. Through the Weaving and Training Centre, the institution imparts knowledge of weaving, handloom, and handicrafts. Indian food, Indian dresses, music (*Gayan-Bayan'*, Bhaona, sattriya dance), Chotal Nat, art, film screening programme, folklore? all these are emphasized. The institution imparts knowledge of Yoga and Meditation for the holistic development of the students. Moreover, the institution has established an Ethnic Museum to preserve ethnic culture. The college faculty has been engaging in the study and preservation of the culture of Deori community through documentation since April 2021. Different programmes on Film and Literature, Soft Skills, Modern Indian writing in English Translation, Language and Film, etc., were organized by the college to integrate Indian knowledge of language and culture. International Mother Language Day was organized each year on 21st February.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The outcome of learners in H.C.D.G. College is based on what the

students will become competent in after completing bachelor's degree programmes. The teachers and learners are involved in attaining the objectives stated in the syllabus of each course of programmes prescribed by Dibrugarh University.

The students of the English college can communicate with fluency in the English language and be able to compose and analyse English prose, poetry, drama, script, etc. The subject enhances knowledge of English grammar among students. Students can translate and practice English in the Assamese language. The students of Assamese can compose, critically analyse and synthesize linguistics of prose, poetry, drama, and script in the Assamese language. Students can identify the contents of Assamese grammar, lexicon, idiomatic usage, translation, and practice. They can compare the culture and literature of different social backgrounds.

Economics, being one of the most multidisciplinary subjects of Arts and humanities, the learners can understand and analyse different day-to-day activities like the functioning of the market system, evaluating the economic system, price mechanism, and inflationary pressures, operations of the stock market and foreign direct mechanisms, so on. It develops logical reasoning and Mathematical aptitudes among the learners and inculcates the expertise of collection, organization, representation, and analyse of the data in a precise and decisive way. After completion of the B.A. programme in Education, students can develop teaching aptitude for the teaching profession. The subject empowers students to choose the right moral, social, and aesthetic values. The students can identify educational problems and prepare a hypothetical budget. The students can compute, organize and analyse collected data from field surveys in schools and society and graphically represent the statistical data.

The students of History can understand how the events of the past made things the way they are today. The students can better understand the people and societies of a particular period. They can also understand the change in our society and prepare themselves for their future. The students of Political Science are capable of making aware of the spirit of democratic values, critical outlook of the history of national and social movements, citizenship, legal, civics and administration for the country, and so on.

Therefore, after successful completion of the Bachelor programme, the learners will have the ability to face most of the competitive examinations in a service areas such as civil service, banking, teaching, clerical jobs, etc.

The institution plan to organize various programmes for the enhancement of the practical skill of students beyond existing instructional activities, such as training programme and workshop on teaching, data collection and organization, project writing, spoken English, preparation for competitive examination, a mock test of fill up MCQ answer script, field tour, debate on issues and challenges, report writing on a relevant topic of curricula etc. So, if the financial status of the institution permits, the use of different statistical packages, such as SPSS, STATA, SFA, DEAP, etc., would be initiated for the learners.

20.Distance education/online education:

Hem Chandra Dev Goswami College introduced the distance mode of education under Krishna Kanta Handique State Open University in 2012. Under this system, B.A. honors in Assamese courses are offered. Mr. Bitul Saikia is the Coordinator of this course. So far as blended learning is concerned, from the Covid-19 lockdown period, all teachers of the institutions have been applying different online learning platforms to disseminate knowledge among the students and organized various academic activities for the students. The institution plans to organize an awareness programme about distance education among students from neighboring villages. The college also aims at extending various Teaching learning processes through digital platforms such as uploading audio-visual lectures, introducing students to the recent trend of distance education like SWAYAM, exchanging idea and opinion with students and faculty members from other educational institutions through online modes, etc. Economically poor students can avail such cost-effective distance mode of education. The institution also aims to make students aware of vocational courses of distance education to implement NEP in the institution shortly.

Extended Profile

1.Programme

1.1   **135**

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2.Student

2.1   **286**

Number of students during the year

File Description	Documents
Data Template	View File

2.2   **167**

Number of seats earmarked for reserved category as per GOI/ State
Govt. rule during the year

File Description	Documents
Data Template	View File

2.3   **46 nos.**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1   **19**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2   **24**

Number of Sanctioned posts during the year

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**135**

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	**286**

File Description	Documents
Data Template	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**167**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**46 nos.**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**19**

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	**24**

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	**17**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**4,29,10698**
4.3 Total number of computers on campus for academic purposes	**40**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Hem Chandra Dev Goswami College, Nitaipukhuri ensures effective curriculum delivery through a well-planned and documented process. The college's academic calendar is prepared based on the academic calendar provided by Dibrugarh University in advance of the commencement of semester classes. The college academic calendar includes weekly working days, holidays, activities, and events to be organised by each department and cell, dates of the sessional test, notification dates of examination results, and admission notices. It is circulated to all the staff after approval of the principal in the form of hardcopy.

The college timetable is prepared by the Academic committee comprising the Vice-Principal and the heads of all departments. It is displayed on the notice board before starting the class after being approved by the principal. Each class is allotted for one hour duration. The classes are allocated as per credit of courses, and Heads of each department allot the classes and the portions of

the courses to be taught among teachers. Teachers keep their class time, contents, mentoring, and essential activities daily in their teaching plan.

Academic monitoring is handed over to the Vice-principal appointed by the Principal, who monitors the day-to-day conduct of classes as per the timetable.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	http://file.hcdgcollege.org/Notification-2019-05-10.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The College adheres to the institutional academic calendar for conducting a continuous internal evaluation for each semester following the academic calendar of Dibrugarh University. The continuous internal evaluation process is based on two Sessional tests, preparation and presentation of the seminar using Power Point, Group Discussion, Home assignment, and percentage of daily attendance of the students per semester. Students are also engaged in field surveys, projects, tour programme, laboratory practicals, class tests, mock tests, and writing reports for experiential and participatory learning. The dates of all the sessional activities are included in the institutional academic calendar.

The examination schedule of the sessional test is displayed ten days in advance on the college notice board. Two sessional tests of 20 marks are in place of were conducted in each course for one hour duration. The question papers for the internal evaluation test are prepared by concerned faculties and approved by the department head. The answer scripts are evaluated, and marks obtained by students are displayed on the notice board of departments. Answer scripts are shown to students for counseling. Teachers discuss with students and provide needful instruction in one day as Mid Semester Feedback Assessment for better progress.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	http://file.hcdgcollege.org/Academic-Calendar-2021-2022.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

6

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

9

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

384

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

39

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The teachers of H.C.D.G. College adhere to service by a responsible pattern of conduct, are impartial to students, cooperate with the authorities, and participate in community activities as mentioned in the leaflet 'Teachers Professional Ethics' developed by Ethics Committee.

There are courses entitled 'Women's Writing' in the 5th Semester of English Honours and 'Feminism Theory & Practice' in the 2nd Semester Generic Elective of Political Science. The college organized a seminar on contemporary gender issues. The cell for Women and development published a book, organized an essay writing competition, and awareness programme, and observed women and girl

child day on gender themes.

The students follow values and conduct stated in the leaflet 'Students Ethics'. A course on 'Mental Health Issues' is provided to the 5th Semester of Education Honours. The college observed National Science Day, Yoga for humanity, book fair, courtyard play, special talk, observed special days, social activities, etc. to integrate issues of human values.

The college provides Environmental Science in the 2nd Semester under CBCS. Several projects have been carried out on environmental issues. The Eco Club and NSS unit observed World Environment day, Anti-Tobacco day, Waste and Plastic Collection Drive, Institutional Plantation Programme, etc., for a sustainable environment around the campus.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

2

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

58

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**C. Any 2 of the above**

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://file.hcdgcollege.org/Feedback-2021-2022.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

286

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

109

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The institution assesses advanced and slow learners' learning levels with various means such as Admission criteria, class tests, sessional examinations, group discussions, etc. After detecting the students as slow learners, the department takes the initiative by conducting mentoring classes. Special talk programme and special classes are organized by inviting resource persons to the institution at short intervals for advanced and slow learners. Participatory learning, as the departments conduct seminars and group discussions. To create more interest and attract the student, Film exhibitions are organized. Online talks are also organized to motivate and inspire the institution's students. The IQAC & Career Counselling Cell, BirLachit Borphukon College, in collaboration with IQAC, H.C.D.G. College, organized a Seven Day Career Counselling Workshop. To provide practical knowledge to the students of the institution, field visits, field studies, and project works are conducted. For slow learners mentoring, personal counseling is done inside the classroom as well as outside it. Online counseling is also done through various online platforms.

File Description	Documents
Link for additional Information	http://file.hcdgcollege.org/Programmes-for-advanced-learners-and-slow-learners-2021-2022.pdf
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
286	19

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

To enhance student learning experiences, various student-centric methods are executed. Seminars, Group Discussions, Project work, and various departments carry Field works out in the institution. The Department of Education provides practical courses on teaching techniques and Laboratory Practical. Language Lab is used to teach Spoken English. Reading and Cine Club was established in 2016 to organize various programmes to ensure student-centric programmes such as workshops on learning a soft skill, special talks on cinema and literature, and screening of cinema related to the course, etc. Teachers employ different participative learning processes, i.e., departmental student seminars, group discussions, home assignments, and project work. ICT- enabled smart classrooms have been set up within the institution for organizing student seminars, lectures, and popular talks for the students. Guest lecturers of renowned subject experts from various disciplines are invited to provide knowledge to the students on various aspects. In Environmental studies, students can participate in tree plantation and various awareness programmes. The students get the opportunity to participate in various activities organized from time to time within the institution, i.e., Yoga Day, National Girl's Child Day, World Environment Day, International Human Rights Day, etc.

File Description	Documents
Upload any additional information	View File
Link for additional information	http://file.hcdgcollege.org/Home-Assignment-BA-6th-Sem-2022-Gouri-Deori.pdf

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

For an effective teaching-learning process, teachers of this institution regularly use ICT enable tools. The college facilitates 40 nos. of computers, three nos. of the smart classroom, eight nos. of projectors, one no video-conferencing

facility, two nos. of television, 1 no. of language Lab, nine nos. of Laptops, and four nos. of ICT enabled classrooms, and each teacher has internet facilities in their android mobile phone. The institution's faculties use the tools mentioned above for effective teaching processes through ICT. Classes talk programme, workshops, student seminars, screenings of films, and film exhibitions are conducted by the teachers using projectors. Moreover, the students are monitored through WhatsApp groups, Google classroom, and Zoom platforms. WhatsApp groups are used as platforms to communicate, share information, share material, and make announcements about important matters related to teaching-learning. Online classes are taken through the zoom platform; Google meets whenever required. Online talks and workshops are organized to motivate the students to better learning. Teachers deliver PowerPoint presentations (PPP) through projectors for delivering classes. Nlist Inflibnet library provides e-books and e-journals. Teachers help the students to download required articles, books, research papers, journals, and materials to acquire knowledge of diverse fields of interest.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://file.hcdgcollege.org/ICT-Tools-Resources-2021-2022.pdf

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

19

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	[View File](#)
mentor/mentee ratio	[View File](#)

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

19

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

11

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

277

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The institution tries its best to the transparency in all respects of the internal assessment mechanism. The students are aware of the internal examination process at the beginning of the academic session. Sessional examinations are conducted following the academic calendar of the college, which is prepared as per affiliating university guidelines, Dibrugarh University. Internal assessment marks are comprised of 3 units: viz- sessional examination, attendance of the class and submission of home assignment, seminar presentation, group discussion, and report writing. According to the Academic Calendar of the institution, sessional examinations, students' seminars, group discussions, report writing, and home assignments dated are informed to the students. Moreover, each department head issues notices regarding seminar presentations, group discussions, submission of home assignments, report writing, etc. The college conducts two sessional examinations to award students internal assessment marks. Sessional examination marks have been notified in each departmental notice board. Students have informed the classes regularly. Getting 75% attendance for classes is mandatory. Students attending 95%-100% of classes are awarded five marks, 90% to less than 95% are awarded four marks, 85% to less than 90% are awarded three marks, and 80% to less than 85% are awarded two marks.

File Description	Documents
Any additional information	View File
Link for additional information	http://file.hcdgcollege.org/Sessional-Examination-Notification-2021.pdf

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Sessional examinations are conducted as stipulated in the academic calendar of the college, which is prepared as per affiliating university guidelines, Dibrugarh University. HoD. of all departments is assigned the duty to deal with any grievances related to the internal examination. If such grievances occur, these are solved by the grievances redressal cell of the institution. Sessional examination marks have been notified in the departmental notice board. If the students are not satisfied, the

answer scripts are rechecked by a Teacher assigned by the HoD. of the respective department.

File Description	Documents
Any additional information	View File
Link for additional information	http://file.hcdgcollege.org/Grievance-Redressal-Cell-2021-2022.pdf

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Yes, the teachers and students are aware of the institution's stated Programme and Course outcomes. Programme outcomes and course outcomes are explained to the newly enrolled students through an induction programme at the beginning of the academic session. HoD. of all departments prepared the outlines of Programme and course outcomes and informed other institution faculty members. The students are intimated about the course outcomes at the beginning of each semester. The programme and course details also display on the college website.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://file.hcdgcollege.org/Course-Structure-2021-2022.pdf
Upload COs for all courses (exemplars from Glossary)	**No File Uploaded**

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The institution works for distinct learning outcomes. The vision and mission of the institution is to strive to become a premier educational institution of higher education in this rural area to provide opportunities for academic pursuit and professional competency. In the purview of digitalization, this institution has developed a proper mechanism for attaining Program and course outcomes. Programme and course details for all programmes offered by the institution are stated and displayed on the college website and communicated by the teachers.

The institution offers an undergraduate programme under the affiliation of Dibrugarh University, Assam. The University planned policies, rules, and regulations and devised and revised all its educational programmes to include graduates' attributes so that when a student gets his/her degree, he/she is well-equipped with discipline, knowledge, soft-skill, critical thinking, building power of problem-solving, communication skill and digital skill and all a sense of social responsibility and well-being.

The attainment of Programme outcomes and course outcomes are evaluated in the light of end Semester examination results declared by the affiliating university, i.e.-Dibrugarh University. Departments manually maintain a record of each student who passed the semester examination.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	http://file.hcdgcollege.org/Learning-Outcome-2021-2022.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

41

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	[View File](#)
Paste link for the annual report	http://file.hcdgcollege.org/2022-BA-6th-Sem-Result.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

http://file.hcdgcollege.org/Student-Satisfaction-Survey-2021-2022.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

00

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

00

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution

during the year

5

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

2

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

21

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The institution carries out several extension activities with the help of NSS, the Extension cell, and the Centre for Women Studies and Development. The college adopted one nearby village (Bhadgaaj), and programmes like awareness of Constitutional Rights, Cleanliness Drive, Tree Plantation, Awareness against Tobacco eating, and the importance of Yoga in Life were conducted. Students are sensitized to some burning issues like Gender Discrimination, Environmental Degradation, Superstition, and Women's Health issues through various programmes. Lectures and counseling is delivered to sensitize the students. Eminent activist like Jadav Payeng (Known as Aranya Manav) was invited to interact with students about the growing challenges of the environment.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

00

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year(Data Template)	[View File](#)
e-copy of the award letters	**No File Uploaded**

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

3

File Description	Documents
Reports of the event organized	**No File Uploaded**
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

656

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

13

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

3

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The institution has adequate infrastructure and physical facilities for teaching-learning viz., classrooms, laboratories and computing. The classrooms are equiped with adequate facilities. All the classrooms are under CCTV survelliance. The teachers use ICT tools frequently in the classroom. There are also Smart Classrooms and ICT enabled classrooms equipped with projectors, smart boards, white boards etc. which are frequently used. There are one language laboratory, one Computer laband one Experimental Psychology laboratory of the department of Education. There is Book Bank facility available for the needy but meritorious students. The computers and other technical equipments are regularly checked by the technicians regularly. All the other electrical facilities are also checked regularly by electrician. There is a Girls' Hostel in the college with adequate facilities. A committee has been formed for the maintenance of the same also. Night Chowkidars are there to guard the campus at night.IQAC emphasizes proper utilization and maintenance of the physical facilities. Pure water supply facility is available inside the campus. There are Conference Hall, Auditorium, television Sets, Pure Drinking water facility and separate laboratories for boys and girls.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.hcdgcollege.org/p/physical-facilities.html

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The Institution has adequate facilities for cultural activities, sports, games, gymnasium, yoga centre etc. To promote cultural, sports activities the institution takes necessary measures. There are volley ball courts and badminton courts for the students in order to maintain physical development of the students. During the year, students from the college participated in various inter college competitions and successful in wining. The girls 'Volleyball Team has become the Champion in the Dibrugarh UniversityInter-college Volleyball Competition. Priyanka Koirihas won the title of Best Player. The HCDG College has signed a MoU with Nitaipukhuri Coaching Centre and distributed shoes-socks and Volleyballs. The College has organized a tie-up programme with Nitaipukhuri Coaching Centre to enhance sporting environment in the area. To ensure both physical and mental wellness the students are encouraged to practice Yoga regularly. There is a Yoga Centre. It conducted certificate Course on Yoga and Meditation for the students in collaboration with Brahma Kumari Retreat Centre, Demow where Hemanta Singh, Asut Kyashyap etc. were present as Resource Persons. There is an auditorium. Sattriya workshop, Bihu workshop, Bhona workshops are conducted to promote cultural activities among students. Moreover, the college Annual Week is held every year to encourage students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://file.hcdgcollege.org/mou-2022-01-05.jpg

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

8

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

`08`

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.hcdgcollege.org/p/physical-facilities.html
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

`20.190`

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	`No File Uploaded`
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

`The Library of the institution is automated using Integrated Library Management System (ILMS) SOUL 2.0. There are One server and three Clients are working currently in the SOUL 2.0 environment. One number of client has been dedicated for OPAC. Circulation is done using Barcode Technology. As on November 2022 a total of 10167 copies against 7205 Record ID are recorded in SOUL database.`

`The library has joined NERCAT system which is Union Catalogue`

System developed by INFLIBNET Centre, Gandhinagar, Gujarat under the initiative of Assam College Librarians' Association (ACLA).

The library has also developed its Digital Library cum Institutional Repository with Open Software "D Space". The resources of the digital library cum IR can be accessed through 3 numbers of Client'scomputer which is installed in the e-resource centre of the library dedicated for the purpose of benefiting the students as well as faculty members of the college from their own system through library Wi-Fi network and College LAN.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://www.hcdgcollege.org/p/library.html

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources | **A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0.9

File Description	Documents
Any additional information	View File
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

75

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Keeping in view the importance of Information Technology in present day context the HCDG College takes necessary measures. There are computer lab and language lab in the institution. The authority ensures well maintenance of the laboratories. The equipments are regularly checked by technician. There are 1 video conferencing hall, 3 smart classrooms, 4 ICT enabled classrooms, 40 computers, 9 laptops and 2 Television sets. WhatsApp group are formed among students. During the Pandemic period teachers conducted online classes through Google classroom, Google meet, zoom etc. The internet facility was installed in the campus in 2016. Four Routers were installed in the campus to facilitate Wi-Fi to various departments, office and library. However, the BSNL office from the area was removed due to certain technical issue and Wi-Fi system in the Institution has been stopped since then. No other facility like Airtel Fibre, Jio Fibre are available in the area. The authority has contacted the BSNL service providers to continue the service without delay. At present, the office staff and teachers are using their personal internet facilities.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://www.hcdgcollege.org/p/physical-facilities.html

4.3.2 - Number of Computers

40

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution	**E. < 5MBPS**

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	**No File Uploaded**

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

5.29

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	**No File Uploaded**
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

There are established system and procedure for maintaining and utilizing physical, academic and support facilities- laboratory, sports complex, computers and classrooms etc. Various committees have been formed consisting of teaching, library, non-teaching staff for smooth maintenance. The academic committee supervises the academic calendar, prospectus, class routine, etc. Disciplined atmosphere in a college is maintained by committees like Grievance and Redressal Cell, Anti-Raging Committee, Sexual Harassment Committee, Disciplinary Action Committee, Women Cell etc. There are Purchasing Committee and Building Committee. Tenders are invited whenever is needed. Most of the classrooms are under CCTV surveillance. Some of them are well equipped with projectors and smart boards. The teachers use the ICT tools frequently in classroom transaction. There are one computer laboratory and one language laboratory in the college which are supervised by the respective faculty members. The computers are regularly checked by technician. There are volley ball courts and badminton courts for the students in order to maintain physical development of the students. There is also a Yoga centre in the college. There are separate common rooms and lavatories for girls and boys. The institution is trying to ensure proper maintenance and utilization of physical, academic and support facilities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.hcdgcollege.org/p/download.html

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

35

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

57

File Description	Documents
Upload any additional information	[View File](#)
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	**No File Uploaded**

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**B. 3 of the above**

File Description	Documents
Link to institutional website	http://file.hcdgcollege.org/Capacity-Building-2021-2022.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

60

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

60

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	**E. None of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

2

File Description	Documents
Self-attested list of students placed	[View File](#)
Upload any additional information	**No File Uploaded**

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

15

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	[View File](#)

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State

government examinations) during the year

2

File Description	Documents
Upload supporting data for the same	<u>View File</u>
Any additional information	<u>View File</u>

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

3

File Description	Documents
e-copies of award letters and certificates	<u>View File</u>
Any additional information	<u>View File</u>
Number of awards/medals for outstanding performance in sports/cultural activities at unive rsity/state/national/international level (During the year) (Data Template)	<u>View File</u>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

HCDG College has one students' union, which is reformed in every year. The President, vice President, General Secretary, Assistant General Secretary, and Secretaries of different offices like the Girls' Common Room, Boys' Common Room, Social Services, and Cultural Secretary are selected through election for one year. The union has been participating in different activities, policies, and decision-making for the interest of the institution's students. They organize sports, literary and cultural activities under the guidance of teacher advisors. Students also participate in programmes like Freshmen Social, Teachers Day, College

establishment Day, Students Farewell, Saraswati Puja college week, etc. Student representatives are also included in IQAC and participate in academic activities and related decision-making. The student union member is duly represented in Grievances Redressal Cell, Hostal Advisory Committee, Library Committee, Eco Club, Career Counseling Committee, reading and Cine Club, Womens' cell, Extension cell, Economics study Circle, Itihaas Adhyayan Chakra, Assamese department's Bibhagiya Chora, etc. Students are also part of NSS, participating in different social service activities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

28

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

There is an Alumni Association in the institution. The association is taking the initiative to register outgoing students as Alumni of the institution. The association has also organized meetings to strengthen the foundation of the association.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The Institution endeavors to imbibe in students the value and importance of education and to make the student realize his/her potential and utilize the same in achieving social mobility upward.

The mission of the Institution:

Our Mission is the academic pursuit and professional competency. The college seeks to promote learning and scholarship for the service of society in the entire area and humanity.

Governance and Leadership:

The department faculties are encouraged to participate in activities such as members of the college Governing body, Quality Assurance Cell, Academic Board, Rusa Committee, Admission Committee, Examination Committee, Students' Election, etc.

Faculty Administrative Powers:

1. Decentralization is practiced so that each faculty can play an active role in infrastructure building.
2. Faculty members are encouraged to participate in and lead various academic and administrative roles to deliver high-quality education to our students.

3. All members are given space to give suggestions, advice, debate, discuss and make decisions.

Faculty Financial Powers:

1. Institution inspires decentralization in terms of financial matters by conducting Seminars, academic programmes, purchasing books, NList inflibnet subscription, etc.
2. The institution encouragesfaculty members to conduct seminars andlectures and to arrange tour programmes, projects and industrial visits.

File Description	Documents
Paste link for additional information	http://file.hcdgcollege.org/Vision-and-Mission.pdf
Upload any additional information	**No File Uploaded**

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The leader of H.C.D.G. College allows everyone to participate in administrative planning and decision-making through decentralization. The governing body of the college consists of nominated members from teachers and guardians.

Teachers are given the freedom to work in the college as per decisions. The teachers' unit organizes meetings, frequently discusses all important issues, makes decisions, and takes steps to implement them. They are assigned duties as members of special committees, maintaining discipline, and organizing co-curricular activities like literary, games, sports, N.C.C. exhibitions, excursions,etc.

The non-teaching staff is fully involved in organization of activities like admission, registration, sessional test, end-semester examination, events, festivals, meetings, seminars, library activities, college beautification, sanitization, etc. They are also present in teachers' and non-teaching staff meetings whenever needed.

The members of the Student Union Body are involved in different

managerial activities. They are guided and assisted by teacher advisors. Students are members of IQAC, Library committee, Eco-clubs, NSS, literary campaigns, Reading and Cine Club, Vaccination camp, NCC cadets, collection of funds for flood or other natural calamities, Film Society of the college, and community engagement work.

The Parent-teacher Association and Alumni are also involved in organizing special events like the golden jubilee.

File Description	Documents
Paste link for additional information	http://file.hcdgcollege.org/Vision-and-Mission.pdf
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Institutional Task Force develops a strategic perspective plan for NEP implementation under the guidelines of the Department of Higher Education, Assam, based on the mission and vision of the institution. The IDP includes short- and long-term objectives for the overall growth of the institution, taking into consideration the SWOC analysis given by different stakeholders. It focuses on opening new skill-based, self-sustaining, and sports-related courses so that the ongoing courses can be effectively continued even after the implementation of the NEP shortly, along with other conventional areas of teaching-learning, quality development, and research orientation of the teachers, etc. The plan was efficiently discussed at different stages of the organogram of the institution. After adoption, in the IQAC meeting, it was also sent to the Department of Higher Education, Assam, for future courses of action.

The institution had acted on some of the objectives of the institutional perspective plan during the year. The ongoing skill-based courses were operationalized, involving the interested people of the nearby areas. Moreover, MoU was also signed with the local NPCC to improve the sports skills of the college students, and sports goods were also distributed among trainees to encourage them.

File Description	Documents
Strategic Plan and deployment documents on the website	**No File Uploaded**
Paste link for additional information	**Nil**
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

President, Governing Body

Secretary, Principal

Members of the teaching staff

Management Members

IQAC, Chairperson, Principal

Governing Body:

The governing body is a supreme committee to administer institutional development activities and strategic plans. As far as the decision-making process is concerned, Governing body members are giving relevant guidelines for infrastructure, Budget and employment, and promotional matters.

Identity:

The Governing body of the college comprises educationists, Professionals from industry, Academicians, Management Members, high-ranking administrators, and local politicians. It is formed with due approval from the Director of Higher Education, Assam. The Institute believes that Governing Body is the sole committee with the power to review its policies, procedures, and strategic objectives for continuous development.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the Institution webpage	http://file.hcdgcollege.org/Organogram-of-the-institution.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user interfaces	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The institution undersigned a Memorandum of Understanding with ICT academy, a society incorporated under Tamil Nadu Societies Registration Act, 1975, for industry-relevant training programmes in the domain of ICT for teachers for one year from the date of signing on 7th January 2022. A total of two teachers benefitted in FDP on 'Solving problems & Making Decisions' from 21st February to 25th February 2022.

The college has an unregistered welfare fund for teaching staff, namely, the 'Thrift Society.' The teaching staff members deposit a pre-determined monthly contribution (Rs.) to the society's bank account, managed under the signature of the President and Secretary. They can avail of easy loan whenever necessary at a minimal interest rate.

The teachers are provided duty leave to attend an Orientation programme, Refresher programme, FDP, seminars, conferences, workshops, short-term training, etc., to enhance their professional competence.

The teachers and members of non-teaching staff can avail facilities of Maternity Leave, Child Care leave, Study Leave, Earned leave, etc., as per UGC regulations.

The teachers also contribute to the best of their capacity to help other college members. The faculties are felicitated upon their achievers the doctoral degrees.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

00

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

6

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The performance appraisal system of the teaching staff involves both confidential and learner feedback. The Principal makes the confidential appraisal for teaching staff with the Vice-Principal and IQAC of the institution. The UGC defines the proforma used in

this context. All the teaching staff prepares individual annual self-appraisal reports and submits them to the Principal. The principal, after discussion, prepares a confidential report and keeps it for future reference. The confidential report is also used during the time of CAS promotion of teachers. The limitation and areas for further development of each teaching member are identified and communicated through IQAC to act on these issues to improve the overall curricular and co-curricular aspects.

The second part of the performance appraisal is conducted by the IQAC, which is explicit and learner-centric. IQAC prepares a standard format for taking feedback from the outgoing students of every academic year on different aspects of curriculum transaction only. The standardized individual scores measured based on the student's feedback are shared with the concerned teachers. It helps the teachers identify their problem areas while communicating with the learners and improve performance in the subsequent academic sessions.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The internal and external audits are carried out through the Director of Audit (Local Fund), Governmentof Assam and through chartered accountants. All the major financial deals are made on the advice of the Governing Body of the college. The Audit objections, if any, are met as per the instructions and approval of the governing Body of the college. The Audit Report for the session 2021-22 is yet to be received from the concerned authority.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

00

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

HCDG College is a provincialized higher institution affiliated with Dibrugarh University.

The salary for the teachers insanctioned posts is met by the Government directly. The UGC, state government, Assam, and RUSA provides fund for buildings, libraries, conference halls, laboratories, and language labs. Maintenance costs are managed by the fees collected from the students. Students' free ship provided by the state government is reimbursed by the government. Optimum utilization of funds is ensured through external and internal audits.

Departments conduct seminars and workshops to provide the students with a platform to know emerging fields of knowledge to enlighten them.

File Description	Documents
Paste link for additional information	http://file.hcdgcollege.org/Mobilization-of-Funds.pdf
Upload any additional information	**No File Uploaded**

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing

the quality assurance strategies and processes

The IQAC promotes awareness of quality assurance. Every teacher is given a lesson plan and is told to update it daily with the number of courses they have attended and the syllabus they have covered. Teachers' attendance records and other tasks are reviewed every month. It is subsequently produced in the IQAC meeting. After the academic year, the concerned teacher presented a course completion certificate duly signed by the department head. Teachers are given feedback from the students. Regular mentoring of students takes place. Small groups of students are formed, and different teacher mentors each group.

Significant activities from August 2021- July 2022 are as follows.

1. Counseling is given to the new semester students on the semester system.
2. Conducting special lecture programme on the multidisciplinary topic.
3. Conducted internal examination.
4. With Career Counselling Cell and Extention Cell, regular students' counseling classes and extension activities are conducted.
5. Management of Weaving Training Centre.
6. Tree plantation programme.
7. MoU signed
8. Organized Skill Development Courses.
9. Organised Workshops.
10. Introduced one add-on 6th Months Certificate Course (DCA)
11. Organized Parents teacher association exhibition cum sales Programme
12. Initiative has taken to organize a State Level and a National Seminar in 2021.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The IQAC of HCDG College tries to install discipline in every sphere, from the commencement of classes to the holding of semester examinations following the CBCS syllabus. IQAC tries to fulfill quality, assures development and dedication, and inculcates a practice for working for the underprivileged section. It collaborates with all activities in the college to assuring work culture. IQAC is involved in every activity that takes place in the college.

IQAC provides an allotment of the syllabus to each teacher of each department. At the end of the session, each teacher has to submit a Course Completion Certificate duly signed by the head of the department. Each department must submit workload and students' progression reports properly. The academic council discusses the learning outcome and tries to take initiatives for further development. Conduction of Seminars, Awareness programme, Special lecture programmes, course based field studies, leading industry visits, and interactive career counseling programmes to promote participatory teaching-learning.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	[View File](#)
Upload details of Quality assurance initiatives of the institution (Data Template)	[View File](#)

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The institution has been working on gender equity through equal participation of students and counseling of girl students. A book published by Women Cell, Research cell, and Publication cell entitled "Development Dynamics of Women in North East India" (Socio-Economic, Cultural and Political Dimension)

An awareness camp was organized on 'Health issues of Pregnant Women and Social Responsibility' at Akhoiphutia Village of Nitaipukhuri on 6th January 2022 with the participation of 37 women. A workshop on knitting and Stitching was also organized in collaboration with Economics Department. Resource Person Mrs. Dipa Sarma had trained a group of 47 girl students. An exhibition cum sale programme was organized in collaboration with the Teachers Unit and Education Department on 11th January 2022. Self Help groups of the Nitaipukhuri area and students of the college joined the programme.

International Women's Day was celebrated with a talk programme on "Break the Bias: A Step towards Gender Equality."

An essay competition was organized on the topic "Gender Equality and role of Society'. In that competition, Lakhyashree Gogoi of 2nd Semester got first Prize, Rimi Borah of 2nd semester got 2nd Prize and both Nitumoni Handique of 2nd Semester and Triveni Handique of 2nd Semester got third prize.

File Description	Documents

Annual gender sensitization action plan	Various programmes are taken for gendeer sensitization. Special talk programmes on gender equality, essay competition on gender issues, awarness programmes on women's health issues, workshop on knitting and stitching for skill devolopment of women, exhibition cum sale programme to ensure girls active participation to enhance women empowerment and Yoga day is also observeed to strengthen the girls mentally and physically at the college. International women's day is observed with emphasis on gender parity. A cell for Women's Studies and Devolopmeentwas established in 2009 and it has contributed a lot for gender sensitization since its inception.A gender equity cell is also established to organize various works for the enhancement equal gender values in the society.
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	The institution has provided a women friendly campus. There are rare cases of violence in the college. It is co-education institute. Relationship between boys and girls and ladies is very cordial. All of them belive in team spirit. College authority takes proper initiative against anti-ragging. Proper care is taken to ensure safety and security of the girls hostel. A)CCTV cameras are installed in several areas.B) Regular counselling regarding gender sensitization is done in the classroom. Women Studies is included in course and counselling is carried out along with such courses. Counselling is done to prevent early marriage and for empowering girl students. C) There are separate common rooms for boys and girls. Girls common room has lavatory, dressing room,mirror, sports equipment and Sanitary vending machine.D) There is a Day care centre in this institution. E) There is a girl's hostel inside the college campus.

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Various devices for biodegradable and non-biodegradable waste have been kept on the college campus. There is a vermicompost plant that is used for solid waste management. There are several dustbins in different places to separate biodegradable and nonbiodegradable wastes. There is a vending disposing machine for disposing of sanitary napkins. For waste recycling workshops and awareness programmes for teaching and learning how to recycle plastics and other reusable products.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping with trees and plants	A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment	D. Any 1 of the above

with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	<u>View File</u>
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The college provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic, and other diversities. Different sports and cultural activities organized inside the college promote harmony towards each other. Commemorative days like Youth Day, International Forest Day, International Women's Day, Girl Child Day, Yoga Day, Voter's Day, Indigenous People's Day, folk dance programmes, Bishnu Rabha Day, Bhupen Hazarika Death anniversary are observed. These establish positive interactions among people of different racial and cultural backgrounds. Prohibition cum cell has been organized annually with IQAC and various departments to promote folk weaving and indigenous food items. The college has a grievance redressal cell that deals with grievances without considering anyone's racial and cultural background. The college has a code of ethics for students and a separate code of ethics for teachers and other employees, which has to be followed by everyone irrespective of their cultural, regional, linguistic,

communal, and socio-economic diversities. Moreover, various plants have been planted on the college campus and adopted village, Bhatgaz. Some awareness camps on bio-diversity and air pollution have been arranged in colleges and outside the college.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	**No File Uploaded**
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Different activities are organized to create awareness regarding the spirit of constitutional obligations, democratic values, rights enshrined in the constitution and law, and duties and responsibilities. Various activities such as constitution day, International Human Rights Day, and voter awareness camps have been observed in this regard. Here, an exciting event, namely Xojjag Voter Competition, has been organized marked with various competitions among the students to make them aware of various dynamics of electoral democracy and their constitutional right to franchise Further, republic day and independence day have also been celebrated on the college premises with great enthusiasm.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	**No File Uploaded**
Any other relevant information	View File

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness	D. Any 1 of the above

programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	[View File](#)
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

World Anti-Tobacco Day was celebrated on 31/05/2022, organized by NSS Unit and IQAC; Resource Person: Mr. Biju Dey, MPW, and Ridip Boruah, Vaccinator.

International Mother Language Day was celebrated on 21/02/2022, Organized by the Department of Assamese and IQAC. Mr. Sivaranjan Sarmah, Associate Professor of History, acted as the Resource person.

International Yoga Day was celebrated on 21/06/2022 by NSS Unit and Cell for Women Studies and Development.

International Human Rights Day was celebrated on 10/12/2022 by the Department of Political Science and Education in collaboration with Pathikrit (NGO).

National Science Day was observed with a talk delivered on Superstition and witch hunting on 28/02/2022 by IQAC and the Teachers Unit.

National Girl Child Day was organized by NSS Unit on 24th January 2022.

Special Talk was delivered by Dr Bastav Buragohain, Medical and Health Officer on Health and Hygiene on Poshan Maah by NSS unit on 30/09/2022

A lecture was delivered on Partition and Perspective by Dr. S.K.

Das on the occasion of Azadi Ka Amrit Mahotsav(75th Year of Independence)

Teachers' Day was celebrated on 5/09/2021.

Annual Sports Week was held from 5 to 11 January 2022.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	**No File Uploaded**
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

1. Income generation programme:

The institution organizes various self-financed programmes such as national and state-level seminars due to financial scarcity. The surplus income of these programmes is utilized to pay the remunerations of trainers of different skill-based add-on certificate courses. The Weaving and Training Cell of the college supplies materials and monetary assistance to the weavers of nearby villages for their self-employment. This activity not only benefits them but generates income for the institution.

2. Improving the teaching-learning process:

The college endeavors to promote students' teaching and learning practice to enhance the learning outcome. The teachers take special classes, tutorials, and special lecture programme for students to enhance their border knowledge. The drop-out rate of students is minimized, and the percentage of student attendance increased. The faculty members financially assist needy students in filling out the end-semester examination and admission to higher studies. The teachers try to create the attention and

interest of students after Covid 19 pandemic. As a result, students' academic performance in the end-semester examination during the session is recorded to be upgraded.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The college takes steps to reach the nearby community and society through various activities.

It has adopted a village 'Bhatgaz village' where an Eco club was formed under the College Eco club and involved in a greenery and cleanliness campaign.

The college has done two projects on the Deori community at Bargaon and Katiari village. One faculty member is associated with research on the history and culture of the Deori community.

The institution is a miniature society of students belonging to different communities. The college frequently keeps interested in assimilation with cultural dimensions. It organizes certified courses and workshops on Food and Processing, Beautification and Makeup, Gayan-bayan, Bhaona training, Sattriya dance, etc., where villagers of nearby places are given provisions to train up. The Ethnic museum of the college has attempted to preserve the ethnic culture of Assam. Moreover, different cultural events are organized, such as a cultural rally during college week, music and dance competition, festivals, etc.

The students of nearby schools are invited to present in educational programmes organised by the institution.The college organizes programmes on the nearby school premises. The guardians are involved in programmes through Parent-teacher Association.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

The institution is planning for the further academic development of the students in the coming year. Some of the strategies are given below-

1. The institution is planning regular career counseling workshops for competitive examinations. An interactive session with invited speakers will be held for the students.
2. The institution will organize a SWAYAM workshop to encourage students to register for online courses SWAYAM.
3. The institution will sign Mous with other institutions and enhance exchange programmes to share knowledge.
4. The institution will continue skill based Beautician Course
5. The institution will continue the ongoing DCA Course.
6. The institution plans to enhance physical fitness for students and teachers by providing a Gym facility oncampus.
7. The institution plan to increase the classroom facility and provision of well-equipped infrastructure for students to promote the teaching-learning process.