# YEARLY STATUS REPORT - 2022-2023

| Part A |
|---|
| **Data of the Institution** |

| 1.Name of the Institution | Hem Chandra Dev Goswami College |
|---|---|
| • Name of the Head of the institution | Dr. Birinchi Kumar Borah |
| • Designation | Principal |
| • Does the institution function from its own campus? | Yes |
| • Phone no./Alternate phone no. | 9435235463 |
| • Mobile No: | 9435235463 |
| • Registered e-mail | hcdgcollege@gmail.com |
| • Alternate e-mail | hcdgiqac@gmail.com |
| • Address | PO Nitaipukhuri |
| • City/Town | Sivasagar |
| • State/UT | Assam |
| • Pin Code | 785671 |
| **2.Institutional status** | |
| • Affiliated / Constitution Colleges | Affiliated college |
| • 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. Tarun Gogoi** | |
| • Phone No. | **9435155430** | |
| • Alternate phone No. | **8638700950** | |
| • Mobile | **9435155430** | |
| • IQAC e-mail address | **hcdgiqac@gmail.com** | |
| • Alternate e-mail address | **hcdgcollege@gmail.com** | |

| **3.Website address (Web link of the AQAR (Previous Academic Year)** | [https://www.hcdgcollege.org/wp-content/uploads/2023/06/AQAR-2021-22.pdf](https://www.hcdgcollege.org/wp-content/uploads/2023/06/AQAR-2021-22.pdf) |
|---|---|
| **4.Whether Academic Calendar prepared during the year?** | **Yes** |
| • if yes, whether it is uploaded in the Institutional website Web link: | [https://www.hcdgcollege.org/wp-content/uploads/2023/06/Academic-Calendar-2023-24-3.pdf](https://www.hcdgcollege.org/wp-content/uploads/2023/06/Academic-Calendar-2023-24-3.pdf) |

**5.Accreditation Details**

| Cycle | Grade | CGPA | Year of Accreditation | Validity from | Validity to |
|---|---|---|---|---|---|
| **Cycle 1** | **C** | **NA** | **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 |
|---|---|---|---|---|
| H.C.D.G. College | Infrastructure Development | RUSA | 2022-23 | 500000.00 |
| H.C.D.G. College | NSS Activities | Dibrugarh University | 2022-23 | 41800.00 |
| H.C.D.G. College | Fees reimbursement by the govt. of Assam against BPL students for 2021-22 and 2022-23 | State Govt. of Assam | 2022-23 | 3544041.00 |
| H.C.D.G. College | For salary | State Govt. of Assam | 2022-23 | 45063672.00 |

| 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 | 3 | |
| • 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. Induction Programme for B.A. 1st Semester (CBCS) students on 18/08/2022

2. Organized Satirtha Gyan Jatra (Book Fair) on 19/09/2022

3. Organized Cyber Security Awareness Workshop on 12/10/2022

4.Special Talk on Sexual Harassment of Women Employees and Students: Prevention, Prohibition and Redressal on 9/12/2022

5. Organized Special Talk Programme on "Assamese Women's Writing in Prose (1884-1930): Rewriting Patriarchy?" and "Contemporary Assam in Colonial Life Writing: Colonial Construction and Reality" on 02/03/2023

**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 |
|---|---|
| Orientation Programme for B.A. 1st Semester (CBCS) students | The Induction Programme for B.A. 1st Semester Students was organized on 18th August, 2022. Mrs. Bornali Saikia Sonowal, HoD of Economics and Mr. Phanidhar Saikia, Principal (I/C) explained the basic course structure, examination and evaluation pattern, grading mechanism under CBCS to the newly admitted students for the session 2022-23 in the presence of the teachers from various Departments. |
| Division of syllabus among teachers of the department | At the beginning of the academic session, the Head of the Department allots particular portions of the syllabus to the teacher in writing. The concerned teacher is to transact those assigned portions of the syllabus through the academic session and at the end submit a Course Completion Certificate declaring that he/she has completed the transaction of the assigned portion of the syllabus within the stipulated time frame. As a result of this practice, syllabus transaction has been documented and the Head of the Department submits the Course Completion Certificate at the end of the academic session to the IQAC. |
| Conducting Survey on Dropout of the Students | IQAC of the college carried out a sample survey to find out the root causes of increasing dropout trend of students in the college. In that context the batch entered in July, 2020 was taken for sample survey. It was found that poor financial |

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|---|---|
| | condition and early marriage among the girls were the driving factors of high dropout among the students. So, the institution need to strengthen the existing financial aids to the needy students along with increasing awareness on the problems of early marriages in the identified areas. |
| To organize workshop on English Grammar and Composition | The Department of English organized a Weeklong Grammar and Composition Workshop in order to develop the writing skill of the students reducing the learning gaps in English grammar and composition. A total number of 40 participants from the schools and the college were able to develop their ability of writing and speaking English after attending the classes taken by the teachers of the Department of English. |
| To organize a Syposium on Assamese Literature | The Department of Assamese organized a Symposium on 03/11/2022. Noted Assamese Writer Mrs Juri Bora Borgohain delivered a talk on "Marginalised Life and Subaltern Consciousness in Assamese Novel" where 60 students participated actively in the programme. |
| Organizing Awareness Camp on Health and Hygiene | The NSS Cell of the college organized a special talk on 'Health and Hygiene' on occasion of POSHAN MAH on 30th Sept. 2022 in the college premises, in which a total number of 60 students and teachers attended. Dr. Bastav Buragohain, Medical & Health Officer, Duwarichiga PHE and Dimpal Duwarah, MPW, Nitaipukhuri participated as the |

| | |
|---|---|
| | resource person. |
| To Organize Special Talk | Two Special Talks were organized by the Dept. of English, History and IQAC on 2nd March 2023. The first lecture was delivered by Dr. Sanjib Pol Deka, Assistant professor, Dept. of Assamese of Tezpur Central University. He spoke on "Assamese Women's Writing in Prose (1884-1930) Rewriting Patriarchy". The next speaker was Mr. Jotishman Das, Assistant professor, Dept. of Assamese of the same university, who delivered his lecture on "Contemporary Assam in Colonial Life Writing: Construction and Reality". |
| Preparedness for NEP, 2020 | In association with the observation of 57th foundation day of the college on 1st July' 2023 a symposium was organized. Dr. Manjit Gogoi, Principal of JHNS college, Jhanji delivered a speech on NEP 2020. On the other hand, Dr. S.K. Das Rtd. Vice-Principal of HCDG College, Nitaipukhuri had highlighted some key aspects of Professional Ethics. |
| Counselling the Students for Competitive Examinations | The Department of Economics organized an extramural interaction programme on "Development and Efficient Application of Aptitudes in Civil Service Examinations". Mr. Hemanga Phukon, IRS and Deputy Commissioner of Central GST, Dibrugarh, Assam interacted with the students on various skills and aptitudes required for appearing in different competitive examinations. More than 60 students participated in |

| | the students. |
|---|---|
| Conducting Internal Gender Audit | IQAC of the college conducted an Internal Gender Audit in order to measure gender sensitivity among staff and students. It also attempts to find out effectiveness of various policies adopted by the institution towards gender sensitization. The survey concluded that the college maintains a gender neutral environment and there has been no evidence of gender-centric harassment. Majority of the respondents were informed about various cells and committees constituted for reducing gender discrimination within the college campus. |
| To organize a Workshop on Acting | The Reading and Cine Club; a forum of English Dept.; organized a Ten Days Acting Workshop (from 10th May to 19th May, 2023) in association with IQAC Demow Collge and Sanmilita Prayas, an NGO of Demow. Mr. Santananu Chawlik, a Graduate from National School of Drama, Sikkim rendered the service of a trainer. He taught some crucial basic acting skills with a participatory and activity based approach to a total number of 40 students of the nearby schools and colleges. |

| 13.Whether the AQAR was placed before statutory body? | Yes |
|---|---|

- Name of the statutory body

| Name | Date of meeting(s) |
|---|---|
| Governing Body | 06/12/2023 |

**14.Whether institutional data submitted to AISHE**

| Year | Date of Submission |
|---|---|
| 2022-2023 | 27/02/2023 |

**15.Multidisciplinary / interdisciplinary**

The College offers one undergraduate programme i.e. B.A. programme in six subjects viz., Assamese, Economics, Education, English, History and Political science.  It offers 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 the freedom to choose Discipline Specific Courses from a basket of courses defined by Dibrugarh University. The students of the 6th semester of B.A. Honours programme in Education and Assamese have to submit a project report on community engagement by visiting different communities living in nearby villages.

However, given the implementation of NEP 2020 in the coming days the college aims to transform itself into a multidisciplinary and holistic higher educational institution by introducing some new undergraduate courses as recommended by STEM 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 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. The college has decided to 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. The College is anticipating initiatives to be taken by Government of Assam and Dibrugarh University. The College has provided a few self-financing Add-on certificate courses to students.

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**16.Academic bank of credits (ABC):**

ABC is not applicable in the college as NEP 2020 has not been implemented till now. However, the college maintains flexibility and openness in academic aspects under the prescribed CBCS curriculum. The academic council puts emphasis on 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. It can be mentioned that the college has registered under ABC to enable credit mobility for students. This will definitely decrease the dropout rate of the students in the near future.

**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.

* A ten-day workshop on acting was organized from May 10th to May 20th 2023, to train the students about the technique of acting. A certificate was awarded to the students after the successful completion of the workshop.

* A six-month Diploma in Computer Application course was conducted from March 2022 to August 2022. Though a total of 43 students were admitted to the course, 24 completed it and received a certificate.

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

H.C.D.G. College, like other affiliated colleges, imparts education in both English and the vernacular language, i.e., Assamese. As per the curriculum, the department of Assamese offers graduate program in the Assamese language. During the remedial classes, efforts are made by the teachers from the other departments to explain the difficult concepts in detail in Assamese. The college, on the other hand, observes Mother Language Day every year on 21st February. Since the college is situated in a rural area surrounded by a number of tribal communities, emphasis is also given to preserving and protecting the indigenous culture.

The institution ensures to provide ample knowledge of ancient Indian tradition to the students. The ancient epics are displayed in the college library. Moreover, in the CBCS curriculum prepared by the Dibrugarh University for the affiliated colleges in the UG course, selected chapters from *Mahabharat, Abhijnam Shakuntalam* are

included. Similarly, in the department of Education teaches Adaita Vedanta, Yoga philosophy, and life sketches of Sankardeva, Shankaracharya, Yagyabalka are included in the curriculum. The H.C.D.G. College Central Library has taken a great initiative in preserving a number of sanchi manuscripts.

The institution ensures a healthy and harmonious cultural environment. In the curriculum, a study of the indigenous culture of Assam is included. Projects have been undertaken by students of the 6th semester on the indigenous culture of the Naga tribe. To make the students aware of their native culture, Bihu is celebrated every year at the college. The institution introduced the certificate course on Satriya Dance, a classical dance form, in 2020. The Weaving Training Center has been playing a significant role by imparting knowledge on the pride of this region, handloom, and handicraft.

The H.C.D.G. College has adopted morning assembly as a good practice to provide a platform for the students to offer their prayers, share sayings from great epics and learned Indian scholars, and get information on the latest happenings and inspiring thoughts. Thus, the institution ensures a better education for the students pertaining to the appropriate integration of the Indian Knowledge System.

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

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. However, as the college is going to implement NEP 2020 from next academic session for which the curriculum will be redesigned on outcome based education. The institution plans 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 on how to fill up MCQ answer script, field tour, debate on issues and challenges, report writing on a relevant topic of curricula etc.

The faculty of the college maintains daily teaching diary in order to complete the course contents within the stipulated time so that they can achieve the learning objectives as mentioned in the prescribed syllabus. In order to ensure the outcome based education (OBE) each and every department adopts three important measures viz.

preparation of teaching plan, preparation of Teacher's diary and preparation of course completion certificate. At the beginning of the every semester all the departments prepared teaching plan for the session and accordingly the teachers maintained diary of the daily classes. At the end of the session course completion certificate is prepared by every faculty members which is examined by the respective Heads of the Department and submitted the same to the IQAC Coordinator and Principal.

## 20.Distance education/online education:

H.C.D.G. College has a Study Centre (No 2414) under the only Open University of North-eastern region Krishna Kanta Handique State Open University, Assam since 2012. The centre fulfills the educational requirement of a vast region in distance mode. It offers undergraduate courses as B.A. Honours in Assamese, English, Economics, Education, Political Science and Sociology, Bachelor of Commerce, Bachelor of Business Administration and Bachelor of Social Work. From the current year the university has offered four year undergraduate programmes as per NEP 2022. The centre has also offered post-graduate programmes in seven subjects i.e. Assamese, English, Economics, Education, Journalism and Mass Communication, Political Science and Sociology from the current academic session 2022-23. There are 28 numbers of students enrolled in the post-graduate programmes in the first academic session. The centre is planning to introduce more vocational courses for the students in near future. As the college is situated in a rural area, the students have great possibility to pursue vocational courses through ODL mode in this institution.

The faculty members have applied different online learning platforms to disseminate knowledge among the students. A number of teachers have uploaded audio-visual lectures besides offline teaching. WhatsApp groups for the students have been officially formed by the Heads of each department. Consistent contacts have been maintained by both teachers and students regarding academic and college activities. The teachers facilitate students for active engagement in suitable digital devices like power point presentation.

The teachers are encouraged to undergo rigorous training to use online teaching platforms and tools. The college organized induction programme for students of distance mode in college premises to make them aware about educational activities to be organized in the entire programme. Awareness initiatives have been undertaken through official college website and social media page of the college. Majority of drop-out students and passed out students have pursued

**both under-graduate and post-graduate programmes at this centre. Distance learners are given privilege to use college library. The teaching practice, practical and assignments are discussed by teachers. A few faculty members are also appointed as counselor of personal contact programme of distance education.**

## Extended Profile

### 1.Programme

| 1.1 <br><br> Number of courses offered by the institution across all programs during the year | **143** |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | [View File](#) |

### 2.Student

| 2.1 <br><br> Number of students during the year | **250** |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | [View File](#) |

| 2.2 <br><br> Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year | **124** |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | [View File](#) |

| 2.3 <br><br> Number of outgoing/ final year students during the year | **57** |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | [View File](#) |

## 3.Academic

| 3.1 Number of full time teachers during the year | **22** |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | [View File](#) |

| 3.2 Number of Sanctioned posts during the year | **35** |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | [View File](#) |

## 4.Institution

| 4.1 Total number of Classrooms and Seminar halls | **23** |
|---|---|
| 4.2 Total expenditure excluding salary during the year (INR in lakhs) | **55.98** |
| 4.3 Total number of computers on campus for academic purposes | **20** |

# 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 academic calendar is prepared following the academic calendar approved by Dibrugarh University in advance of the commencement of the semester classes. It includes weekly working days, holidays, activities, and events to be organised by each department and cell, dates of the admission notice, induction programme and sessional tests. It is circulated to all the staff after approval of the Principal.**

The daily timetable is finalised by the Academic Committee comprising the Vice-Principal and the heads of all departments. The master time table is displayed on the notice board after due approval of the Principal. Each class is allotted for an hour duration in line with the credit mechanism. HoDs allot the classes and the portions of the courses to be taught among the teachers within individual departments and it is circulated among the students through departmental notice boards and WhatsApp groups. The teachers record their class time, contents of teaching, mentoring, and other essential activities in individual teaching diaries daily. The Vice-Principal monitors the day-to-day conduct of classes as per the timetable and ensures flexibility whenever and wherever needed.

| File Description | Documents |
|---|---|
| Upload relevant supporting document | View File |
| Link for Additional information | https://www.hcdgcollege.org/wp-content/uploads/2023/11/DocScanner-28-Nov-2023-2-34-pm.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 comprehensive and continuous internal evaluation following the academic calendar of Dibrugarh University. The internal evaluation process consists of two Sessional Tests, presentation of the seminar using PPTs, Group Discussion, Home Assignment, and the percentage of daily attendance of the students. Students are also engaged in field surveys, projects, tour programmes, 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 tests is displayed ten days in advance on the college notice board. Two sessional tests of 20 marks are conducted in each course for one-hour duration. The question papers for the internal evaluation tests are prepared by concerned faculties and approved by the HoDs. The marks obtained after evaluation are displayed on the Departmental Notice Boards. Moreover, the evaluated answer scripts are discussed with the students individually and essential instructions are given as Mid Semester Feedback Assessment for upgraded performance. Again,

**individual or group seminars and home assignments on contemporary issues related to the course are given to the students to widen their learning scope.**

| File Description | Documents |
|---|---|
| Upload relevant supporting documents | View File |
| Link for Additional information | https://www.hcdgcollege.org/wp-content/uploads/2023/12/DocScanner-01-Dec-2023-10-56-am.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** | **A. All 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)**

**02**

| 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**

**20**

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

**20**

| 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 practice responsible conduct towards administrative authority, colleagues, and students. They

follow the 'Teachers Professional Ethics' developed by Ethics Committee for maintaining impartiality with efficiency and participatory ambience. The students also follow the 'Students Ethics' to restrict their behavior within the college campus.

Different dynamics of gender are taught to the learners using the prescribed syllabus of different departments in order to create awareness and sensitize their roles in these contexts. The Cell for Women and Development Studies organizes special talk and awareness programmes on International Women's Day and International Girl Child Day.

In order to integrate concerns of human values, the college hosts social events, book fairs, special speeches, and Yoga for Humanity days. Every day, students are urged to gather and record important principles on the whiteboard/blackboard.

Environmental Science is taught as a compulsory course in CBCS. The Eco Club, Extension cell, NCC and NSS unit take various steps on environmental issues such as observation of World Environment Day, Anti-Tobacco Day, and International Soil Day. Regular cleanliness drives, tree plantation, and nurturing are undertaken as an inaugurating agenda of different programmes along with the participation in the Chief Minister's Institutional Plantation of the Government of Assam.

| 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**

02

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Programme / Curriculum/ Syllabus of the courses | View File |
| Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses | View File |
| 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**

**39**

| 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** | **B. Any 3 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) | View File |

| 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 | https://www.hcdgcollege.org/feedback-report/ |

**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**

**300**

| 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**

**115**

| 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

H.C.D.G. College has developed a proper strategy to assess the learning levels of the heterogenous group of students coming from different backgrounds. Primary assessment to categorize Advanced

Learners and Slow Llearners is performed by assessing the marks of the students.

**Process of Assessment:**

- Admission form with mandatory fields to provide marks details of the previous examinations passed to assess the learners at the initial level.
- General counselling and Orientation of the learners in the very first days after the admission before beginning of regular classess.
- Each department conducts Class Test, Sessional Examination, Group Discussion to know the levels of the students.
- Students are also encouraged to participate in co-curricular activities to detect their interest so that a better picture of their learning level can be obtained.

**Programmes Initiated:**

- After detecting the slow learners each department takes individual care of the slow learners throughmentoring system. Mentors keep regular contact, and detect extra curricular interest of their mentees and encourage them to participate in co-curricular activities. Learners are advised to approach their respective mentee whenever they feel necessary.
- Every department takes Remedial Classes to clear the doubts of the learners.
- Talk programmes of distinguished guests as well as special classes by Guest Faculty, Drama workshop, and Film Screenings are arranged.
- Participatory discussion is encouraged by conducting seminars, group discussion etc.

| File Description | Documents |
|---|---|
| Link for additional Information | https://www.hcdgcollege.org/wp-content/uploads/2023/12/programmes-for-slow-advanced-learners.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 |
|---|---|
| 250 | 22 |

| 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

H.C.D.G. College adopts student-centric methods to enhance student's involvement in experiential learning, participative learning and problem-solving methods. Teaching method adopted by the teachers reflects it in the following ways:

**Experiential learning:**

1. Project report: Students havevisited nearby villages under the guidance of teacher supervisor, collected data by administering a self-prepared tool, and prepared a project report on a particular social issue.
2. Practice teaching: Students of the Education Department practice macro teaching in nearby secondary schools.
3. Participation in competitions atvarious levels: A few students have participated in different co-scholastic competitions.

**Participative learning:**

1. Departmental Seminar: Students of each department prepare and present seminar papers on a selected topic through power-point presentation.
2. Guest lecture: Guest lecturersfrom other college and organization are invited to supplement the teaching process, and students are encouraged to participate in these sessions to enhance their sphere of knowledge.
3. Micro teaching: Students from theEducation department practice micro-teaching in teaching skills.

**Problem solving method:**

1. Group discussion: Students participated in group discussions are encouraged to think, analyze and find out solutions to contemporary issues.
2. Analysis: Questions in sessional test are prepared based on

**different taxonomy levels of analysis and reasoning.**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Link for additional information | https://www.hcdgcollege.org/projects/ |

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

**The teachers of H.C.D.G. college incorporate ICT-enabled method with traditional classroom methods for an effective teaching-learning process. There are ICT-enabled classrooms in the college well equipped with projectors, interactive boards, laptops and video conferencing facility. The available facilities of the college are as listed below:**

- **There are in total 7 rooms with ICT facilitiesout of which 2 have interactive boards, 4 have projectors, and 1 conference hall has video conferencing facility with a podium sound system.**
- **Departmental laptops and desktops have been provided to all the departments.**
- **Special talk programmes, screenings of films and documentaries, drama workshops have been organised by the departments to ensure effective teaching-learning.**
- **WiFi Routers have been installed inside the campus to access internet.**
- **The library is automated with the integrated library management system (ILMS) SOUL 2.0. One number of server and three number of clients are working in the soul 2.0 environment.**
- **The library also provides D Space facility. Teachers and students can access thousand number of e-books and e-journals through N List.**
- **There are 2 copiers and 2 scanners available in the college.**
- **There are total number of 5 printers available.**
- **There is a computer lab in the college with computing facilities needed. The college runs a DCA course.**
- **The departments have formed official WhatsApp groups to interact as well as to provide e-materials to the students.**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | https://www.hcdgcollege.org/infrastructure/ |

**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**

**22**

| File Description | Documents |
|---|---|
| Upload, number of students enrolled and full time teachers on roll. | View File |
| 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**

**22**

| File Description | Documents |
|---|---|
| Full time teachers and sanctioned posts for year (Data Template) | View File |
| Any additional information | **No File Uploaded** |
| 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**

**12**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| 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

**280**

| 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 follows the internal assessment mechanism defined by the Dibrugarh University for UG courses. There is 20% of internal evaluation comprises of two sessional examinations for 10%, group discussion, home assignments and seminar presentation for 5% , and remaining 5% of the evaluation is made based on the class attendance of the students. The tentative dates of sessional examinations are included in the academic calendar. However, the actual examination dates are set by the Vice-Principal in consultation with the HoDs and displayed on the College Notice Board. The HoDs and course teachers are given the autonomy to finalise the units of the syllabus to be covered in each of the sessional examinations. After evaluation the marks and their performances are discussed with the students individually. The topics of seminar, home assignment and group discussions are shared by the HoDs through the departmental notice boards and whatsapp groups. Students are also encouraged to use different ICT tools in the preparation and presentation of seminars. The attendance percentage are estimated every month and communicated to the students so that they can strictly maintain it**

**above the minimum 75%.**

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |
| Link for additional information | https://www.hcdgcollege.org/wp-content/uploads/2023/12/2.5.1.pdf |

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

**The internal examinations are conducted in the collegein accordance with the Academic Calendar of Dibrugarh University. The results are displayed on the departmental Notice Board within the specified time frame. The evaluated answer scripts are shown to every student to review independently to maintain the transparency of the evaluation system. As attendance is one of the criteria of internal assessment, the percentage of attendance of students is informed to each students at the end of the session.**

**Soon after the completion of the examination, the faculty members, along with the Head of each Department discussthe performance of the individual students andtheir progression. The marks obtained by the students in the Sessional examinations are displayed on Notice Boards. After completion of internal evaluation process, the internal assessment marks of each student are submitted to the Controller of Examinations of Dibrugarh University.**

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |
| Link for additional information | [Nil](#) |

## 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.

**The College completely adopts the syllabus of each course developed by Dibrugarh University. Some of the faculties are members of BOS of respective departments and are hence associated with the framing of the courses. Every department prepares the course outcome report in consultation with the syllabus provided by the University and submits the report to the IQAC. Thereafter, the IQAC prepares a summative report of the POs and COs and it is made available onthe**

college website. However, the students are also made aware ofCos and POs through a central induction programme at the beginning of a new semester organized by IQAC, where the course structure, evaluation mechanism, and all other related aspects are disseminated to the students by the teacher speakers. Nevertheless, every teacher discusses individually in the classroomthe specific courses assigned to them through Course Plan by the HoDs.

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |
| Paste link for Additional information | https://www.hcdgcollege.org/wp-content/uploads/2023/12/CO-1.pdf |
| Upload COs for all courses (exemplars from Glossary) | View File |

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

H.C.D.G College has a systematic mechanism forevaluating the attainment of COs and POs centered on the guidelines of the parent University and mission and vision of the institution. The evaluations are made at the Departmental and IQAC levels. The results of sessional examination, seminars, group discussions, project reports are analysed departmentally. Based on the analysis, adviceisgiven along with some action forthe students to improve their performances in the upcoming semesters. The results are also discussed at the IQAC, and future courses of actionare formulated accordingly.

Moreover, the IQAC also reviews the feedback reports and student satisfaction survey to identify the problem areas and appropriate policy measures to overcome themcollectively.

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for Additional information | https://www.hcdgcollege.org/wp-content/uploads/2023/12/CO-1.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**

**31**

| File Description | Documents |
|---|---|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | <u>View File</u> |
| Upload any additional information | <u>View File</u> |
| Paste link for the annual report | <u>https://www.hcdgcollege.org/wp-content/uploads/2023/12/Annual-Report-2022-2023-1.pdf</u> |

**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)**

<u>https://www.hcdgcollege.org/wp-content/uploads/2023/12/DocScanner-13-Dec-2023-1-27-pm.pdf</u>

**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)**

**0**

| 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) | <u>View File</u> |

**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**

0

| File Description | Documents |
| --- | --- |
| List of research projects and funding details (Data Template) | No File Uploaded |
| 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**

0

| File Description | Documents |
| --- | --- |
| Report of the event | No File Uploaded |
| Any additional information | No File Uploaded |
| List of workshops/seminars during last 5 years (Data Template) | No File Uploaded |

**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**

02

| 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**

**19**

| 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

**In the very beginning of 2022, the NSS unit of the college set out a cycle ralley on 5th June on the occasion of International EnviromentDay. 35 numbers of student volunteersparticipated in the programme. The objectives of the programme was to enhance environmental awarness in the locality. On 21st June 2022 the International Yoga Day was observed in the college auditorium. A total number of 135 students and teachers joined in the programme.Next programme was observation of Harghar Tirangaunder the Azadi ka Amrit Mahotsav from 6th August to 15th August 2022. A Cleanliness drive was also undertaken in the adopted village on that day. In the programme a number of 25 students participated. The 53rd Establishment Day of NSS was observed on 24th september 2022 in the college. A Cleanliness drive was undertaken by the unit in the college premise on that very day. 76 students joined in the programme. Pushan Mah, a health awarness programme focusing on women's health was observed by the NSS Unit on 9thSeptember 2022. 42 students and teachers were present in the programme. The next programme was observation of the Constitution Day on 26th November2022. In the beginning of 2023, the first programme was observation of International Women's Dayon 8th March 2023. The programe was organized at Bhatgaz, the adopted village of the college. The programme was follwed by the participation in the Man ki Baat programme of honorable Prime Minister of India on 29th April 2023. 12 numbers of students participated in the programme.**

| File Description | Documents |
|---|---|
| Paste link for additional information | https://www.hcdgcollege.org/celebration-of-international-womens-day/ |
| 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**

**0**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Number of awards for extension activities in last 5 year(Data Template) | **No File Uploaded** |
| 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**

**20**

| 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**

**575**

| 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**

**4**

| File Description | Documents |
|---|---|
| e-copies of linkage related Document | **No File Uploaded** |
| 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**

**6**

| File Description | Documents |
|---|---|
| e-Copies of the MoUs with institution./ industry/corporate houses | View File |
| Any additional information | View File |
| 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.

H.C.D.G. College has adequate infrastructure to cater to the curricular and co-curricular needs of the students. Located in nestle of greenery boasting of paddy fields and rich cultural diversity, the college is a natural gem. The college infrastructure has evolved with time and has kept pace with the development of new pedagogy. Some of the important infrastructural bases of H.C.D.G. College are:

- All the departments have separate common room cum office room and computing facility to conduct departmental activity smoothly. Some of the departments have their own departmental library available for the students.There are total number of 23classrooms out of which 5 are ICT enabled.The classrooms are well equipped with black/white boards and projectors.CCTV cameras are installed in classrooms and all the other necessary places within the campus.
- There are oneComputer lab and onepsychology laboratory in the college.The psychology laboratory for the department of Education is well equipped with necessary tools for practical examinations.
- There is one auditorium and one ICT enabled conference hall available. Student seminars and group discussions are organized in the conference hall regularly to encourage the students to use ICT tools.
- The college has an automated library with more than 10,000 books and journals. The library has access to N List, D Space and E-Shodhsindhu. The library also provides book bank facility to economically backward meritorious students.
- Pure drinking water, separate lavatories for boys and girls, sanitary napkin vending machine etc. are also available in the college.

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for additional information | https://www.hcdgcollege.org/infrastructure/ |

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. The college has an auditorium with a sitting capacity of 250 people along with a well-furnished stage for various performances. The HCDG College has signed an MoU with Nitaipukhuri Coaching Centre (NPCC). The centre not only provides the playground to organizeinter college sports competitions but also provides free coaching to the college students engaged in volleyball and football. The college Volleyball and Football teams participated in the inter-college competitions. During the year Suraj Boruah, a student of the college had won the champion award in Dibrugarh University Wushu Championship 2023. To ensure both physical and mental wellness the students are encouraged to practice Yoga regularly. There is a Yoga Centre in the college. It conducted certificate Course on Yoga and Meditation for the students in collaboration with Brahma Kumari Retreat Centre. The college has the following sports and cultural facilities:

- Volleyball court
- Badminton court
- Table Tennis Court
- Multi-gym facility for both staff and students
- Yoga and Meditation Centre

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for additional information | https://www.hcdgcollege.org/infrastructure/ |

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

7

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

7

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for additional information | https://www.hcdgcollege.org/infrastructure/ |
| 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)

**43.37**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| 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 Central library is automated with the integrated library management system (ILMS) SOUL2.0 since 2014. The library performs administrative, cataloguing and circulation modules through the library management software. The central library provides OPAC (Online Public Access Catalogue) facility for the user's community. They can able to search the database by author, title, class number and subject to know the availability of the book by using OPAC. The library has been maintaining footfall records (Online Attendance System) which have been integrated with SOUL 2.0 management software. Circulation is being done with Barcode Technology. One number of server and three number of clients are working in the soul 2.0 environment. One number of clients is dedicated for OPAC. As on 21st November 2023 a total of 10572 copies against 7428 Record Id are recorded in SOUL 2.0 database.**

| File Description | Documents |
| --- | --- |
| Upload any additional information | [View File](#) |
| Paste link for Additional Information | https://www.hcdgcollege.org/library-2/ |

| 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 | [View File](#) |
| 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)**

**1.19**

| File Description | Documents |
| --- | --- |
| Any additional information | [View File](#) |
| Audited statements of accounts | [View File](#) |
| 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**

**50**

| 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 and technolgy in the present time, the H.C.D.G. College has taken necessary measures. New IT equipment like computers, projectors, software have been updated regularly. The grants have generally been received from UGC and RUSA. The college has available wi-fi connection. Routers have been installed in the campus as fibre facility from Jio and Airtel as well as BSNL broadband connections are not available in the area.**

**There are ICT enabled classrooms well equiped with projectors and interactive boards. The teachers regularly take ICT classes. Students are also encouraged to present their departmental seminar papers using ICT tools.**

**CCTV cameras are installed in the classrooms and other necessary spots for surveillance. The cameras are regularly checked and maintained by professional technicians.**

**The Central Library of the college is maintained through ILMS software SOUL 2.0. The library has also access to D Space and subscription of N List.**

**There is an online portal for admission. To transfer salaries, scholarship to the students and other payments the office adopts available online modes. The college has assigned the contract of maintenance of the college website to a professional web developing farm. The website provides all the necessary information regarding the various facilities available.**

| File Description | Documents |
| --- | --- |
| Upload any additional information | [View File](#) |
| Paste link for additional information | [https://www.hcdgcollege.org/infrastructure/](https://www.hcdgcollege.org/infrastructure/) |

### 4.3.2 - Number of Computers

**20**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| 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 | View File |

**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)**

**4.37**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Audited statements of accounts. | View File |
| 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.

**The college has established systems and procedures for maintain and utilizing physical, academic and support facilities. To ensure effective utilization of the facilities. Various committees have been formed consisting teaching, non-teaching and other stakeholders for smooth maintenance.**

**Policies:**

- **There is Academic Committee to look after the academic matters. The committee prepares academic calendar, class routine, prospectus, and conducts sessional examinations.**
- **There are Purchasing committee and Construction Committee to deal with the matters related to construction and purchase of new items.**
- **The Computer laboratory and Psychology laboratory are supervised by the teachers from the respective departments.**
- **Regular reviews on quantity and quality of the facilities are done by the college authority.**
- **Reprography facility is available in the library. Binding of journals, megazines, weeding of old books and pest control are done on regular basis.**
- **Electrical and electronic maintenance is carried away by professionals from outside the college.**
- **To keep the facilities clean waged labourers are engaged in regular basis.**
- **A stock register is maintained to keep the records of movable items.**
- **The 4th Grade employees are assigned to do cleanliness and mainatenance of the campus.**
- **The outdoor sports equipment are kept under the supervision of the teacher-in-charge**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for additional information | https://www.hcdgcollege.org/wp-content/uploads/2023/12/There-are-established-systems-and-procedures-for-maintaining-and-utilizing-physical.pdf |

## 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

**241**

| File Description | Documents |
|---|---|
| Upload self attested letter with the list of students sanctioned scholarship | [View File](#) |
| 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**

**2**

| 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) | [View File](#) |

| | |
|---|---|
| **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** | **A. All of the above** |

| File Description | Documents |
|---|---|
| Link to institutional website | **Nil** |
| 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**

**47**

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

**47**

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |
| 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** | **A. All of the above** |

| File Description | Documents |
|---|---|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | [View File](#) |
| 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**

**17**

| File Description | Documents |
| --- | --- |
| Self-attested list of students placed | View File |
| Upload any additional information | View File |

**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**

**11**

| File Description | Documents |
| --- | --- |
| Upload supporting data for student/alumni | View File |
| 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**

**12**

| File Description | Documents |
| --- | --- |
| Upload supporting data for the same | View File |
| Any additional information | View File |

**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.**

| 6 | |
|---|---|

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

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 )

**Composition: H.C.D.G College has one Students' Union replaced every year through the utilization of student's franchise. This union consists of various office bearers such as the President, Vice President, General Secretary, Assistant General Secretary and secretaries of different offices such as the Girls' Common Room, Boys' Common Room, Social Services, Magazine Secretary and Cultural Secretary.**

**IQAC: IQAC of the college co-opts a one student representative from the student union**

**Project Monitoring: The Project Monitoring Unit consists of students members**

**Campus Film Society : The College has a functional Campus Film Society comprising two students members.**

**NCC & NSS : There have been active participation of the students in the college NCC and NSS units in the capacities of cadets and volunteers respectively.**

**Co-curricular and Extra-curricular Activities : Various co-curricular and extracurricular activities have been operated with the college under the guidance of respective office bearers of the students union whenever it is necessary.**

**Others : There has been active participation of the students community in various activities such as , Hostel 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 and so on.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://www.hcdgcollege.org/wp-content/uploads/2023/12/student-participation.pdf |
| Upload any additional information | No File Uploaded |

**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**

15

| File Description | Documents |
|---|---|
| Report of the event | View File |
| 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 but not registered as yet. However, very recently the process for its registration has been initiated. The association is closely associated with every development project of the institution. They extend educational support to the students both financially and academically in various

ways by donating books to the Book Bank of the college Library. The alumnus also helps the student in sports by providing free coaching camps.

| File Description | Documents |
| --- | --- |
| Paste link for additional information | https://www.hcdgcollege.org/wp-content/uploads/2023/12/8d042952-a121-4021-a436-7e1c4e4fb2f6.jpg |
| 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 | View File |

## 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 vision and mission of the college has been planned in accordance with its geographical location and socio-economic status. The college has set up some short- and long-term goals deployed through a well-organized governance system.

Vision of the Institution: HCDG College strives to become a premier educational institution of higher education in this rural area. The institution endeavours to imbibe in students the value and importance of education and to make the student realize his/her real potential and to utilize the same in achieving upward social mobility.

Mission of the Institution:The Mission is academic pursuit and professional competency. The college seeks to promote learning and scholarship for the service of the society and the humanity. By introducing short term multi-disciplinary courses, the college endeavours to enhance the professional competency of the students.

Governance and Leadership:

- The faculties of the department are encouraged to take part in activities such as member of College Governing Body, Quality Assurance Cell, Academic Board, RUSA committee, Admission Committee, Examination Committee, Students' Election etc.They are given space to give suggestions, advice, debate, discuss and make decisions.
- Decentralization is practiced so that each faculty can play an active role in infrastructure building.
- They are encouraged to participate and lead various academic and administrative roles to deliver high quality education to our students.
- Institution encourages decentralization in terms of financial matters conducting seminars, academic programmes, purchasing books, NList Inflibnet subscription etc.
- Institution encourages the faculty members to arrange tour programmes, projects, industrial visits etc.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://www.hcdgcollege.org/wp-content/uploads/2023/12/6.1.pdf |
| Upload any additional information | View File |

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

H.C.D.G. College has adopted the policy of decentralization and participative approach to accomplish its mission and vision. Decentralization is practiced in all the three factors, administrative, academic and extra-curricular activities. There is a strong organogram of the committees and cells consisting IQAC, Extension Cell, Women Cell, Career Counselling Cell and various other committees.

The Governing Body and IQAC of the college consist of members nominated from teachers and guardians.

Autonomy has been given to the various bodies constituted promoting a culture of participative approach. The committees are given freedom to organize meeting, discuss important issues, make decision and takes measures to implement them. This reflects decentralization and participative management in various institutional practices.

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.

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.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://www.hcdgcollege.org/wp-content/uploads/2023/12/6.1.pdf |
| Upload any additional information | View File |

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Keeping in view the mission and vision of the college the perspective plan of the college plans both short- and long-term goals. As per the guidelines of the Department of Higher Education, the Institutional Taks Force develops strategic perspective plan for implementation of NEP. The IDP focuses on opening new multi-disciplinary 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 college has avowed to successfully implement the recommendations of the NAAC Peer team visit during the second cycle. In that context the college has adopted some of the objectives of the perspective plan. To enhance awareness of the students towards competitive examinations, the college has organized a career counselling workshop in collaboration with ICT Academy. Further, two sample surveys have been conducted on gender sensitization and student dropout. Another aspect that has been focused on during the year and implemented successfully is the introduction of the DCA Course.

| File Description | Documents |
|---|---|
| Strategic Plan and deployment documents on the website | View File |
| Paste link for additional information | https://www.hcdgcollege.org/perspective-plan/ |
| 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.

The College has a systematic administrative setup. The guidelines and instructions of affiliated university (Dibrugarh University), the Government of Assam, UGC, RUSA and NAAC are strictly followed by the institution.

The Governing Body is formed with due approval from the Director of Higher Education, Assam as per the rules and provisions of the State Government. It comprises of President (appointed by the DHE, Assam), two nominated members of Vice-Chancellor of the parent university, representatives of teaching, non-teaching staff, and Guardian members.

The Principal is the executive head and implements all the decisions resolved in Governing Body sitting. He also serves as DDO on behalf of the State Government. In order to assist the Principal in the entire administrative works there are IQAC and RUSA Coordinators, Vice-Principal and all the Heads of the Departments.

There isa set of institutional codes of conductfor every member of the teaching andnon-teaching staff. They have to followprofessional ethics.

So far Service Rules and Procedures are concerned the institution is guided by the DHE and State Government rule as amended from time to time. In the case ofrecruitment and promotion for the Teaching Staff UGC eligibility criteria are followed. On the other hand, the recruitment and promotion of non-Teaching staff followState Government rules.

The institution has been smoothly functioning in accordance with the college's perspective and development plan.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://www.hcdgcollege.org/deployment-of-plan/ |
| Link to Organogram of the Institution webpage | https://www.hcdgcollege.org/organisation-structure/ |
| 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 | View File |
| 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

**Promotion:**

**The administration of the college maintains performance appraisal system as per Govt. of Assam rules for all sanctioned teachers eligible for promotion under CAS after completing requisite years of service in the college by scrutinizing academic and corporate life contribution. Every such faculty has to furnish their academic or professional activities viz. seminar paper presentation, publications, resource persons, attending of conference and workshops etc. for evaluation by IQAC and College authority. After satisfactory note of HoDs, IQAC Coordinator and the Principal, a Departmental Promotion Committee is held including subject experts from Dibrugarh University.**

**Leave benefits:**

**Leave benefits are availed by all the teaching and non-teaching staff as prescribed in the government of Assam rules.**

**Loan Facility:**

**The college has a Thrift Society (Registration process is initiated) where most of the members (both teaching and non teaching) have deposited certain amount of money monthly as fixed by the Society. The members can avail loan easily whenever required as per the rules of the Thrift society.**

**Academic facility:**

**The college encourages teachers to participate in seminars, workshops and to publish quality research papers.**

**Each department has departmental common room with laptop/desktop facility and departmental class rooms.**

| File Description | Documents |
|---|---|
| Paste link for additional information | https://www.hcdgcollege.org/faculty-welfare-strategies/ |
| 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**

0

| 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**

10

| 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 college has a proper appraisal system for its teaching and non-teaching staff. The proforma suggested by UGC is followed to conduct an annual appraisal of the teaching staff. The performance appraisal system of the teaching staff involves both confidential and learner feedback. The Principal prepares the confidential appraisal for teaching staff with the Vice-Principal and IQAC Coordinator of the institution. 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. Suggestions on improvement are provided to the respective faculty on the basis of the report.

The IQAC conducts the second part of the performance appraisal. This is explicit and learner-centric format. A standard format is prepared by IQAC for taking feedback from the outgoing students of every academic year on different aspects of curriculum transactions only. The standardized individual scores measured based on the students' 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 | https://www.hcdgcollege.org/wp-content/uploads/2023/12/Appraisal.pdf |
| Upload any additional information | View File |

## 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 institution regularly conducts Internal and External Audits. The Internal Audit is conducted through a registered Chartered Accountant Firm. On the other hand, the External Audit is conducted by the Office of the Assistant Director Audit Local Fund Assam. The Institution approaches the Audit Office to conduct the External Audit at the earliest. In case of any audit objections, it is discussed in the sitting of Governing Body of the institution and the reply of the queries are sent to the concerned authority. The Audit Report is approved by the Governing Body in its sitting.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://www.hcdgcollege.org/wp-content/uploads/2023/12/Audited-Utilisation-Statement-HCDG-College-2022-23_removed.pdf |
| Upload any additional information | View File |

**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)**

**.038**

| File Description | Documents |
|---|---|
| Annual statements of accounts | **No File Uploaded** |
| Any additional information | **No File Uploaded** |
| 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

**The college has followed some specific institutional strategies for mobilizing funds and the optimal utilization of resources. The Governing Body of the institution is the supreme decision making body which approves all major plans and activities. The college authority has also formed a few committees which have the responsibilities of implementing various activities and adopts strategic plan with the approval of Governing Body or as per Govt. guidelines.**

**(i) Construction Committee**

**(ii) Purchasing Committee**

**(iii) Project Monitoring Unit, RUSA**

**(iv) Hostel Management Committee**

(v) Campus Beautification Committee

(vi) Library Committee

(vii) Examination Committee

| File Description | Documents |
|---|---|
| Paste link for additional information | https://www.hcdgcollege.org/wp-content/uploads/2023/12/DocScanner-13-Dec-2023-1-58-pm.pdf |
| Upload any additional information | View File |

## 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

In the commencement of every academic year the IQAC outline a plan of actions and ensures its proper implementation to accelerate the all round development of the college. Significant activities during the academic session 2022-2023 are as follows:

1. Conducted induction programme for the fresh semester students under CBCS system.

2. Conducting special lecture programme and seminars on multidisciplinary topics.

3. Conducted internal examinations in accordance with academic calendar.

4. Regular students' counseling classes and extension activities are conducted with the help of Career Counselling Cell and Extension Cell.

5. To accomplish students' satisfaction survey on overall institutional performances.

6. To undertake plantations and Swachhata Abhiyans in order to promote environmental awareness .

7. MoU signed with the nearby colleges and other agencies for maintain linkage and working collaborative activities.

8. Encouraged the students for participatory and experiential learning through field study, project works and seminars.

9. Organized Workshops for both teaching and non-teaching staffin collaboration with ICT Academy during the year.

10. Conducted gender audit to understand gender sensitization issues within the college campus.

11. Conducted a survey on student dropout rate to find out its root causes and thereby formulate a timely strategy to check it.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://www.hcdgcollege.org/wp-content/uploads/2023/12/ANNUAL-REPORT.pdf |
| 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 H.C.D.G. College endeavours to install discipline in the entire teaching-learning process of the institution. IQAC tries to accomplish quality, assures development and dedication,and inculcates a practice of working for the underprivileged section. It collaborates with all activities in the college to assure a work culture.

The IQAC ensures continuous evaluation is maintained in each department through seminar presentations, home assignments, group discussions, project reports, class tests, and sessional examinations. Participation in co-curricular and extra-curricular activities is also recorded to gauge overall performance.

At the end of a semester session, each teacher has to submit a Course Completion Certificate duly approved by the HoD of the respective department. Further, each department has to submit the work load of the teachers in the department and students progress regularly. Result analysis meetings are organized by the Academic Council where progress and necessary future measures to be taken are discussed.

IQAC also ensures organizing seminars, workshops, awareness

**programme, special lecture programmes, course-based field studies, leading industry visits, and interactive career counselling programmes to promote participatory teaching-learning.**

**IQAC has also committed to encouragingmore use of ICT tools in the teaching-learning process. Not only the teachers but also the students are inspired to present their seminar using ICT tools.**

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

| 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 | **No File Uploaded** |
| 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 Women Studies and Development Cell of the college is the core**

cell fortaking initiatives and organizing events to promote gender equity through equal and active participation of both male and female students. It has also organized various programmes to creategender sensitisation among the people residing in the nearby regions of the college.

The Women's Cell, Research Cell, and Publication Cell of the college published a book entitled Development Dynamics of Women in North East India (Socio-economic, Cultural, and Political Dimensions) on 30th June 2022.

The Women Studies and Development Cell has also celebrated "International Girl Child Day" on 11th October 2022 through a lecture on the significance of the day by the college faculty.

A Special Talk Programme on the topic"Contribution of Women in Assamese Literature", was conducted in Nitaipukhuri Higher Secondary School by Women Studies and Development Cell and IQAC, H.C.D.G College jointly on 12th November 2022.

A Special Talk Programme was organized by the Women Cell on the topic, "Sexual Harassment of Women Employees and Students: Prevention, Prohibition and Redressal" on 10th December 2022.

International Women's Day was celebrated on 8th March 2022 by conducting a Special Talk on the topic, "Child Marriage is a Social Evil: Prevention, Prohibition and Redressal".

| File Description | Documents |
|---|---|
| Annual gender sensitization action plan | The institution aims to promote gender equity by emphasising the issues that need to be discussed to create awareness among the students about equitable gender norms. These issues are highlighted through the conduction of various programmes in the form of special talks, lectures on gender-sensitive topics, publication of books, counselling of the students, observation of the significant days encouraging gender equity, providing gender-friendly facilities to both boy and girl students in the college premises etc. Women Studies and Development Cell contributes significantly to the enhancement of a gender-sensitive |

| | |
|---|---|
| | environment both inside and outside the college campus, seeking to provide equal opportunities to all and to create an open mindset against various gender-specific taboos. |
| 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 | H.C.D.G. College has taken significant steps in forming a safe and secure environment for women. It is a co-educational institute, and it triumphantly displays a very cordial relationship among the male and female students. There are rare cases of violence and misconduct within the college campus among the students; rather, they tend to demonstrate team spirit and congeniality in all spheres. The college authorities have taken proper initiatives against anti-ragging and ensure the safety and security of the girls residing in the College Girls' Hostel. The entire college campus is under CCTV surveillance, which serves as the main safety measure. Counselling is done regularly, both inside and outside the classroom, on certain socially relevant topics to create gender sensitization. There are separate Common rooms for both girls and boys in the college. Girls' Common room contains facilities like a lavatory, dressing room, mirror, sanitary napkin vending machine and sports equipment. There is also a daycare centre for the young children in the institution. |

| | |
|---|---|
| **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

On the college campus, different containers for biodegradable and non-biodegradable waste have been kept. Solid waste management is accomplished through the employment of a vermicompost facility. To segregate biodegradable and non-biodegradable waste, numerous dustbins are located in various locations. There is a vending disposing machine for disposing of sanitary napkins. The authority of the college strictly bans the use of Plastic within the college campus. There are safety Tanks in the college campus for liquid waste management.

| File Description | Documents |
|---|---|
| Relevant documents like agreements/MoUs with Government and other approved agencies | No File Uploaded |
| Geo tagged photographs of the facilities | https://www.hcdgcollege.org/wp-content/uploads/2023/12/Dustbin-1.pdf |
| 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** | C. Any 2 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**

| A. Any 4 or All of the above

      **vehicles**
3. **Pedestrian Friendly  pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

| 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 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** | **D. Any 1 of the above** |

| File Description | Documents |
|---|---|
| Geo tagged photographs / videos of the facilities | View File |
| 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. The institution shows respect for all cultures and traditions of different groups. In Annual College Week, competitions of cultural rallies, Borgeet, Assamese folk music, Rabha Sangeet, Bhupendra Sangeet, Bihu Geet, Dance, etc., were organized inside the college to promote harmony towards each other. The teaching, non-teaching staff and students of the college jointly celebrate the cultural and religious festivals, like Freshers' Day, a farewell program for students and teachers, induction programme of students into the college, teachers day, students day, Saraswati puja, International Forest Day, International Women's Day, Girl Child Day, Yoga Day, Voter's Day, Indigenous People's Day, Chatra Divas, college establishment Day, folk dance programmes, Bishnu Rabha Divas, Bhupen Hazarika Death anniversary, Death Anniversary of Tarun Ram Phukan andNilomoni Phukan, Lachit Divas etc. These establish positive interactions among people of different racial and cultural backgrounds. Through these programmes the college is able to promote cultural, religious and linguistic harmony. Apart from these programs, various activities have been conducted by NSS, Eco Club, Students Union, IQAC such as plantation, cleanliness, etc.

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

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

The NCC unit of HCDG College is dedicated to creating a sense of patriotic commitment.

'Azadi ka Amrit Muhutsav', 'Harghar Tiranga', a month-long programme of the Government of India celebrated from 6th August to 15th August 2022 at Bhatgaz.

Constitution Day was observed at the conference hall on 26 /11/22. Satyadeep Lahkar delivered a speech on the 'Constitution of India: Revisiting the past and the future ahead'.

International Women's Day was observed on 8th March 2023 at the adopted village of the College. Dr Rashmi Rekha Duwarah delivered a speech on "Balyabibibah ati Samajik Byadhi".

Twelve Students of HCDG College participated in the nationwide PM, S 'Man ki Bat program' held at Ranghar, Sivasagar on 29 / 04/2023.

National Voters Day was observed on January 2023 by the Political Science Department at the college premises.

National Panchayati Raj Day was observed on 24th April 2023 on the college premises.

World Red Cross Day, 8thMay2023, was observed by the Department of Political Science in collaboration with IQAC, HCDG College.

"Republic Day" was celebrated on 26th January 2023 on the college premises. Independence Day was celebrated on 15th August 2022 on the college premises.

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

| **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 programmes on Code of Conduct are organized** | **C. Any 2 of the above** |
|---|---|

| 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

**The NSS unit of the college observed World Environment Day on 5thJune 2022.**

**'International Yoga Day 'was observed on 21 June 2022.**

**Azadi ka Amrit Mohatsav, celebrated from 6 August 2022 to 15 August 2022 in the adopted village of Bhatgaz.**

**World Literacy Day was observed on 08/09/2022. Resource person was Dr. Rima Katoky.**

**Rashtriya Pushan Mah' was observed on 30/ 09/2022. A talk on 'Health**

and Hygiene' was delivered by Dr Bastav Buragohain.

World Mental Health Day on 20th Oct 2022. Dr. Leena Dutta delivered a speech on that occasion.

Constitution Day was observed on 26/11/22. Satyadeep Lahkar delivered a talk on 'Constitution of India: Revisiting the past and the future ahead'..

World AIDS Day was observed on 1st December 2022. Dr. Tarun Gogoi was the resource person.

Observation of "International Soil Day" in the college on 5th December 2022 in the presence of the teachers, cadets and students.

Observation of "Martyrs' Day" or "Swahid Diwas" in the college premises on 30th January 2023, through the plantation of a sapling.

The 'World Wetland Day' was observed on 8th February 2023.

International Women's Day was celebrated on 8th March 2023.

| 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 | <u>View File</u> |
| Any other relevant information | **No File Uploaded** |

## 7.2 - Best Practices

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

Eco Club:

The Eco Club of the institution aims to inculcate among the learners a sense of environmental consciousness and sustainable development. It specifically encourages the learners to be more aware of the various environmental issues, to further create awareness among

others thereby improving adverse environmental conditions. They are made to participate in various projects, activities and programs creating an environment-friendly ambiance both inside and outside college campus. Despite of the lack of sufficient resources for conducting eco-friendly activities extensively, Eco Club has enhanced the magnificence of the college, creating a clean and green campus through regular plantation and survival of saplings.

**Morning Assembly:**

Initiation of Moring Assembly aims at inculcating a sense of morality, righteousness and truthfulness among the learners. The institute introduces the practice of morning assembly to fortify the students' minds with the spirits of morality, righteousness and dedication that can be instrumental not only for personal development but for institutional and societal upliftment too. The assembly starts with community prayer, following the reading of the headlines of the Paper every morning. Further, an oath of having faith & allegiance towards the college rules is subscribed, and the assembly winds up with the national anthem.

| 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 is situated in a historic rural region comprising multi-cultural and multilingual ethnicities. Thus the college, since its inception, has been acting as a bridge of cultural assimilation among various tribes and communities. Further, the ethnic museum of the college also aims at preserving and showcasing the rich ethnic culture of Assam.

The surrounding college region is a hub of the Neo-Vaishnavite cult of Hinduism initiated by legendary saint Shreemanta Shankardeva. Hence, the impact of such rich culture is so prominent within the institute as most of the students of the college have expertise on various aspects of this culture ranging from Bhaona, Gayan-Bayan to Satriya Dance.

The college is enriched with prominent teacher-student academic relationships within and beyond the classroom. Faculty members of the college personally monitor the academic achievements of the students and constantly focus on mitigating the academic requirements of the learners. In addition, faculty members providepersonal assistance like books to needy students and providing scholarships in the form of monetary assistance to meritorious students.

| File Description | Documents |
|---|---|
| Appropriate web in the Institutional website | **No File Uploaded** |
| 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 for the year are given below

1. To organize a cultural programme for the students on Sankari Sanskriti on the occasion of 575th birth anniversary of great Assamese saint Srimanta Sankardeva.

2. To organize any Inter-College sports competition under Dibrugarh University

3. To organize special talks on topics relating to Indian knowledge system

4. To undertake a study to investigate the incidence and causes of dropout of students in the college

5. To organize national seminar and workshops

6. To conduct field based study with the students in nearby areas on socio-economic, cultural and political dimensions of the life of different ethnic communities.

7. To initiate extension programs in feeders schools and villages in order to attract prospective students to the institution

8. To organize health check up camps for the students and employees

of the college

9. To organize state level competitions among the college level students

10. To organize environmental awareness programme

11. To publish at least three books with ISBN.

12. To organize a book fair for the teachers and students

13. To organize the Farewell Ceremony of Phanidhar Saikia, Principal i/c and Associate Professor, Department of political Science and Dr. Diganta Gogoi, Vice Principal

14. To organize a Parent-Teacher Meeting in the college