

HEM CHANDRA DEV GOSWAMI COLLEGE,

NITAIPUKHURI

SIVASAGAR, ASSAM

(Affiliated to Dibrugarh University, Dibrugarh, Assam)



SUPPORTING DOCUMENTS
for
SELF STUDY REPORT (SSR) of NAAC
3rd Cycle
Period: (2018 to 2023)

INDICATORS	DESCRIPTIONS
Criterion	6
Title of the Criterion	Governance, Leadership and Management
Key Indicator	Strategy Development and Deployment
Metric No	6.2.1
Documents	Institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc.

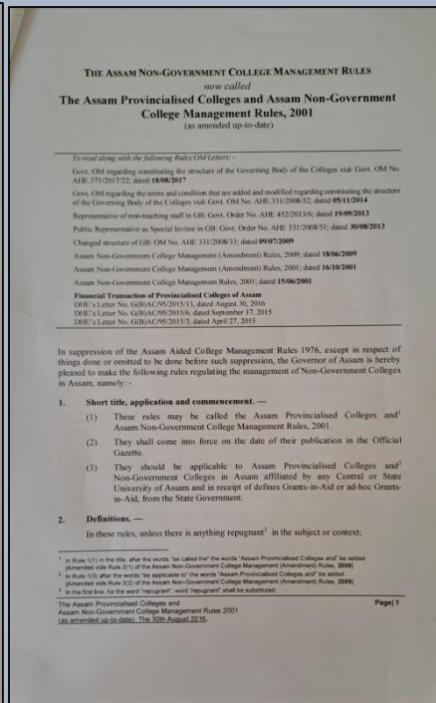
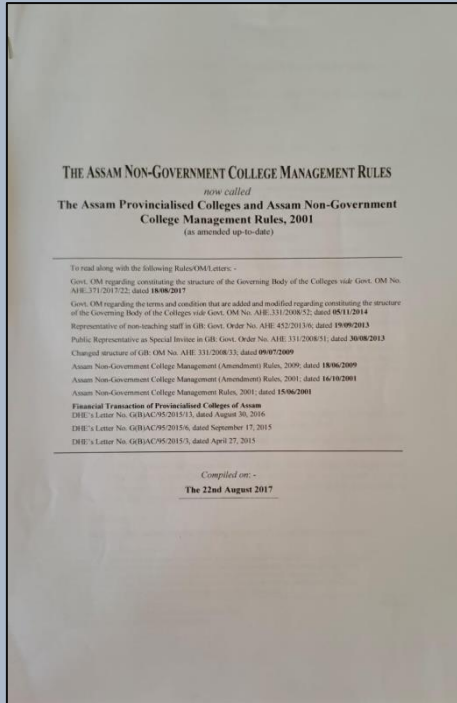
IQAC Coordinator

Principal, H.C.D.G. College

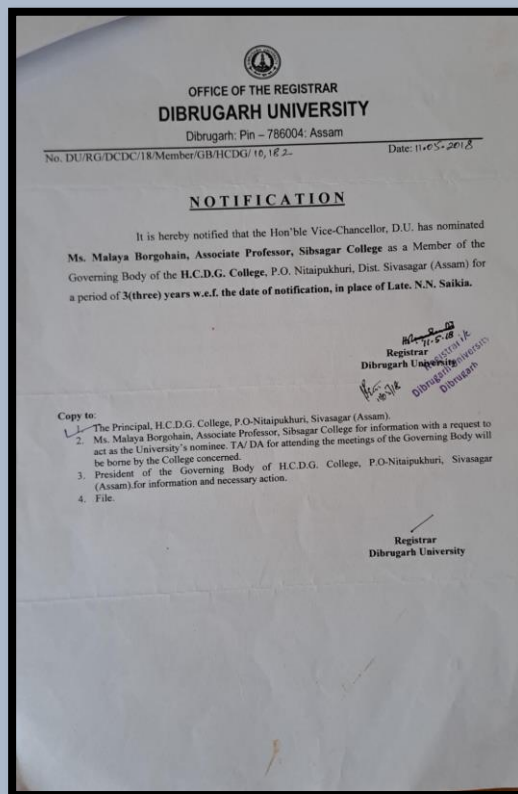
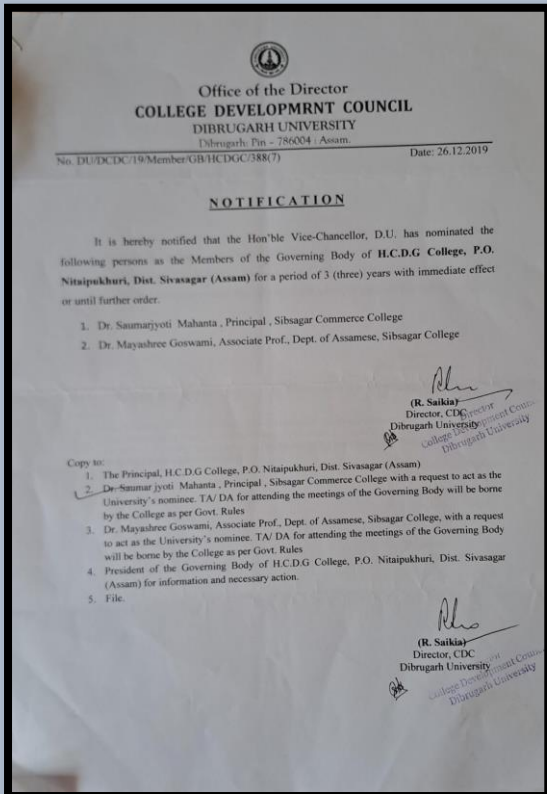
Prepared and Submitted by Hem Chandra Dev Goswami College, Nitaipukhuri

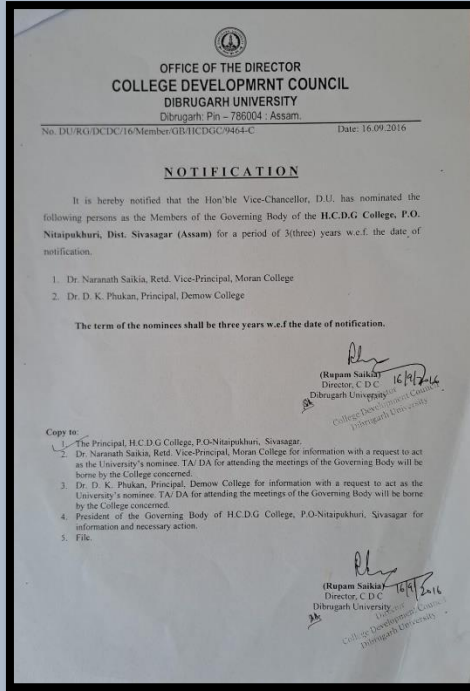
RELEVANT DOCUMENTS

SERVICE RULE



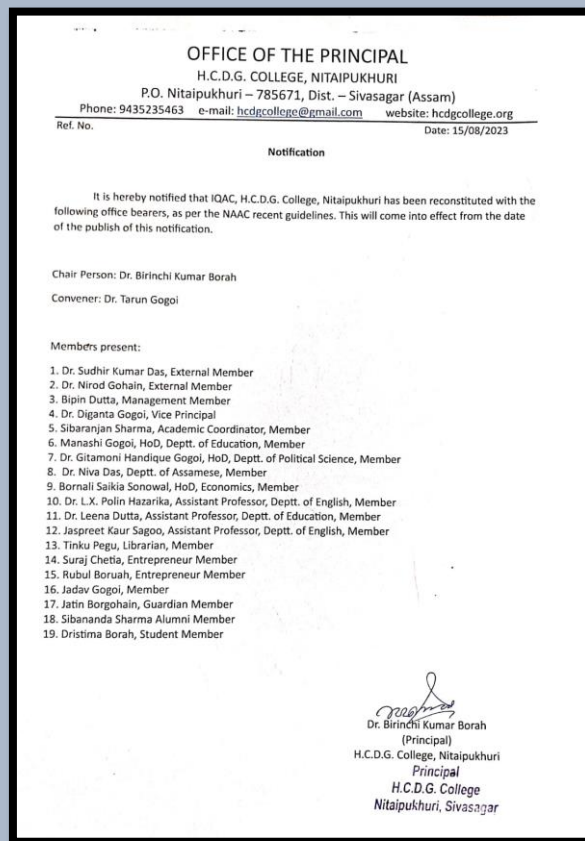
GOVERNING BODY FORMATION





Internal Quality Assurance Cell Criterion Committees and its members

<https://www.hcdgcollege.org/igac-meetings-minutes/>



Criterion Committees/ Cells

Criterion 1: Curriculum Aspects:

Sibaranjan Sharma (Associate professor)
Manashi Gogoi (Associate professor)
Ranjit Khanikar (Assistant professor)
Dr. Leena Dutta (Assistant professor)

Criterion 2: Teaching-learning Evaluation:

Manashi Gogoi (Associate professor) Dr. Gitamoni Dasgupta Assistant Prof (HOD) Politec
Dr. Rashmi Rekha Deywarshi (Assistant professor), Jalandar Saikia Gogoi (Assistant Professor)
Dulal Gogoi (Office Assistant)

Criterion 3: Research Innovation Extension:

Biruti Saikia Singpurwalla (Assistant Professor)
Dr. Diganta Gogoi (Associate professor)
Horen Bhuyan (Assistant professor)
Birul Saikia (Assistant Professor)
Sibananda Sharma (Library assistant)

Criterion 4: Infrastructure and Learning Resources:

Dr. Torun Gogoi (Associate professor)
Dr. L.X. Polin Hazarika (Assistant professor)
Tinku Pogu (Librarian)

Criterion 5: Student Support and progression:

Dipankar Saikia (Associate professor & HOD) Dr. Sanjib Kumar Borgohain
Dr. Nilakshi Goswami (Assistant professor) Dr. Niva Das
Dr. Pikumoni Chutia (Assistant Professor) Siba Ranjan Saikia
Satyadeep Lahkar (Assistant Professor) Academic Coordinator
Sibananda Sharma (Library Assistant)

Criterion 6: Governance, Leadership and management:

Dr. Sanjib Kumar Borgohain (Principal) Dr. Niva Das
Dr. Niva Das (Assistant Professor) Dr. Torun Gogoi
Jadav Gogoi (Head Clerk) Associate Prof. HOD
HOD

Criterion 7: Institutional Values:

Sibaranjan Sharma (Associate professor)
Dr. Diganta Gogoi (Associate professor)
Satyadeep Lahkar (Assistant Professor)

Gender Equity:

Meghali Boruah (Assistant professor)
Dr. Pikumoni Chutia (Assistant Professor)
Dr. Mridwanita Dutta (Assistant Professor)
Dipika Boruah (Library In-charge, member)

Alumni Association:

Birul Saikia (Assistant Professor)

Respectful attention is requested
to continue in same.

Dr. Sanjib K. Borgohain
Principal
H.C.D.G. College
Nitaipukhuri, Sivasagar

Grievance Redressal Cell

OFFICE OF THE PRINCIPAL
H.C.D.G. COLLEGE, NITAIPUKHURI
Nitaipukhuri, P.O. Nitaipukhuri – 785 671, Dist – Sivasagar (Assam)
Phone: 03772-227608 e-mail: hcdgcollege@gmail.com website: hcdgcollege.org
Ref. No. HCDGC/2021 Date: 13/01/2021

To
Mr. Horen Bhuyan, Coordinator
Mrs. Manashi Gogoi, Member
Mr. Birul Saikia, Member
Dr. Niva Das, Member
Dr. Pikumoni Chutia, Member
Grievance Redressed Cell (GRC)
H.C.D.G. College, Nitaipukhuri, Sivasagar.

Subject: Appointed in Grievance Redressal Cell (GRC) of this College for the session 2021-22

Sir/Madam,

The undersigned is appointed all of you in Grievance Redressal Cell (GRC) of this College for the session 2021-22 ~~and 2022-23~~ as per UGC guideline.

Your full co-operation is highly solicited in this regard.

Thanking you.

Yours faithfully

(Dr. Sanjib K. Borgohain)
Principal
H.C.D.G. College, Nitaipukhuri,
H.C.D.G. College
Nitaipukhuri, Sivasagar

OFFICE OF THE PRINCIPAL

H.C.D.G. COLLEGE, NITAIPUKHURI

Nitaipukhuri, P.O. Nitaipukhuri – 785 671, Dist. – Sivasagar (Assam)


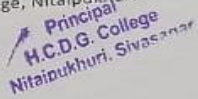
Phone: 03772-227608 e-mail: hcdgcollege@gmail.com website: hcdgcollege.org

Ref. No. HCDGC/

Date: 02/08/2023

Grievance Redressal Cell (GRC)
H.C.D.G. College, Nitaipukhuri
Session: 2023-24

1. Mr. Horen Bhuyan, Coordinator
2. Mrs. Manashi Gogoi, Member
3. Mr. Bitul Saikia, Member
4. Dr. Rashmi Rekha Duwarah, Member
5. Dr. Pikumoni Chutia, Member


Principal
H.C.D.G. College, Nitaipukhuri

Principal
H.C.D.G. College
Nitaipukhuri, Sivasagar

Purchasing Committee

OFFICE OF THE PRINCIPAL

H.C.D.G. COLLEGE, NITAIPUKHURI

Nitaipukhuri, P.O. Nitaipukhuri – 785 671, Dist. – Sivasagar (Assam)

Phone: 03772-227608 e-mail: hcdgcollege@gmail.com website: hcdgcollege.org

Ref. No. HCDGC/2023/

Date: 09/03/2023

Purchasing Committee

1. President, Governing Body.
2. Mr. Sibaranjan Sarma
3. Mr. Tintu Pegu, Librarian
4. President, Teachers' Unit.
5. Mr. Jaduv Gogoi
6. Principal/Secretary, Convenor.
7. Vice Principal, (Ex officio)

Approved in the G.B. Meeting
held on 05-03-2023.

Bipin Dutta
President

President
Governing Body
HCDG College Nitaipukhuri
Sivasagar

RUSA Project Monitoring Unit

OFFICE OF THE PRINCIPAL
H.C.D.G. COLLEGE, NITAIPUKHURI
Nitaipukhuri, P.O. Nitaipukhuri – 785 671, Dist. – Sivasagar (Assam)
Phone: 03772-227608 e-mail: hcdgcollege@gmail.com website: hcdgcollege.org
Ref. No. HCDGC/ Date: 08/02/2023

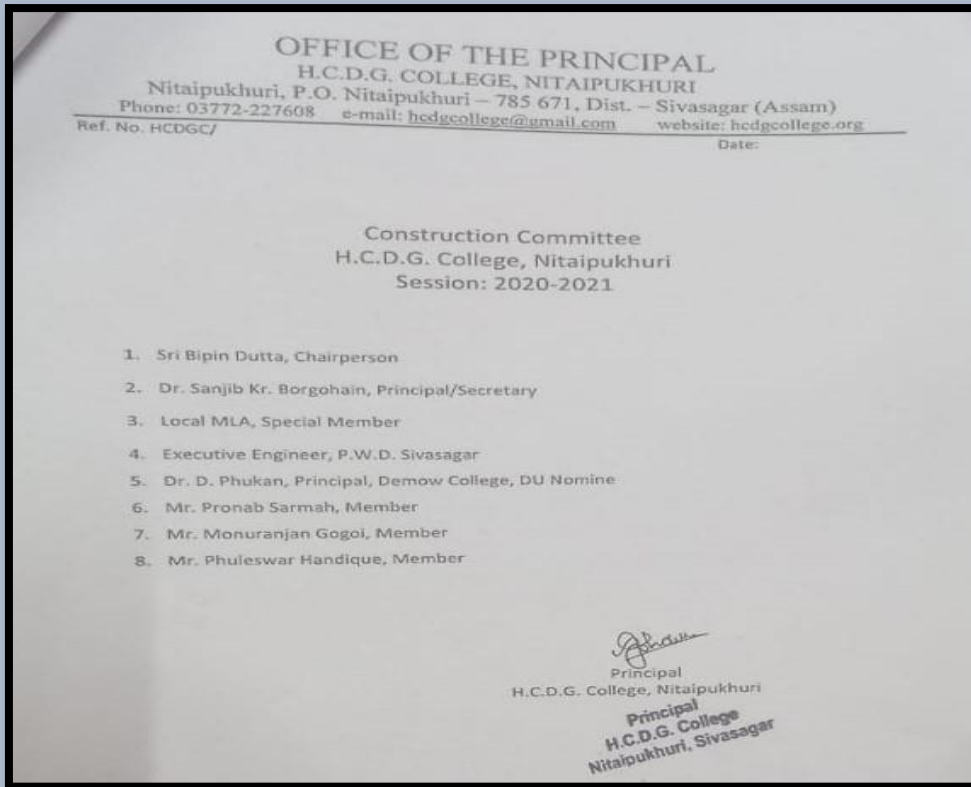
RUSA Project Monitoring Unit (PMU)
of
H.C.D.G. College, Nitaipukhuri

1. Chairman	: Mr. Phanidhar Saikia
2. Vice-Chairman	: Mr. Sivarajan Sarmah
3. Coordinator of RUSA	: Mr. Satyadeep Lahkar
4. Two representative of Faculty	: (a) Mrs. Manashi Gogoi (b) Mr. Ronjit Khanikar
4. Two representative of Student:	: (a) Sri Rajib Gowala (b) Miss Dibyashree Dutta
5. One technical support staff	: Sri Nikunja Mahanta, A.E.E./Md. Mehboob Hassan

[Signature]
Principal
H.C.D.G. College
Nitaipukhuri, Sivasagar

Construction Committee

<https://www.hcdgcollege.org/construction-committee/>



Women's Hostel Management Committee

Circular No:- 251 D.H. 3rd Aug 2019

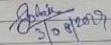
To
 Dr. Rashmi Rekha Dasgupta
 Asstt. Prof. Dept. of Education
 H.C.D.G. College, Nitaipukhuri
 Dated the 3rd August, 2019.

Sub:- Appointment as Hostel Superintendent of
 Women Hostel of H.C.D.G. College Nitaipukhuri.

Madam

The undersigned is pleased to inform you that as per Governing Body meeting on 2nd August, 2019, you have been appointed as Hostel Superintendent of Women Hostel of this College.

This is for your information and necessary action.
 Hope you will do the needful for smooth functioning of the Hostel.


 Principal
 H.C.D.G. College
 Nitaipukhuri, Sivasagar

To
 The Hostel Management Committee
 H.C.D.G. College, Nitaipukhuri

① Mr. Bipin Deka, V.P. (30/8/19)
 ② Dr. Prjyoti Gogoi, H.O. Assn. Deptt. (30/8/19)
 ③ Mr. Monab Sarmah, Asstt. Prof. (30/8/19)
 ④ Mr. Subal Saha, H.O. Assn. Deptt. (30/8/19)
 ⑤ Mr. Nitya Das, Asstt. Prof. (30/8/19)
 ⑥ Mr. Jitendra Gogoi

Sub:- Regarding setting of Women Hostel management Committee.

HEMCHANDRA DEVA GOSWAMI COLLEGE STUDENTS' UNION 2021-22
 Nitaipukhuri, Dist. - Sivasagar (Assam), 785671
 হেমচন্দ্র দেৱ গোস্বামী মহাবিদ্যালয়ৰ ছাত্ৰ একতা সভা - ২০২১-২২ বৰ্ষ
 নিতাইপুৰী, জিলা : শিৱসাগৰ (অসম), ৭৮৫৬৭১
 সংস্পৰ্শক : শ্ৰীমতী মেঘন চেতিং
 সাহাৰাণী : শ্ৰীমতী মনমতী চান্দাই
 উই চফাৰ্চিং : শ্ৰীমতীপ্ৰিয়মাণ্যেই
 দুৰভাষ : (০৩৭৭২) ২২৭৪০৮
 সাহাৰাণী : শ্ৰীমতী পিনী কল

ভৰ, সাহিত্য আৰু আনোচনী বিভাগ
 শ্ৰীমতী ললিতা গগৈ
 গুৰু কীৰ্ত্তা বিভাগ
 শ্ৰীমতীমেলোহি বড়া
 লক্ষ্মী কীৰ্ত্তা বিভাগ
 শ্ৰীমতীপ্ৰিয়মাণ্যেই
 সংগীত আৰু সাংস্কৃতিক বিভাগ
 শ্ৰীমতী সুধনী চাহে
 সৰ্বাঙ্গ সেৱা বিভাগ
 শ্ৰীমতী মনিকা বেগম
 ছাত্ৰ জিৱন চ'শ বিভাগ
 শ্ৰীমতীপ্ৰিয়মাণ্যেই
 ছাত্ৰী জিৱন চ'শ বিভাগ
 শ্ৰীমতী পীতাম্বৰী গগৈ
 কেন্দ্ৰী প্ৰতিনিৰ্বাহক
 উঃ সাঃ প্ৰবন্ধ বৰু
 শ্ৰীমতীমেলোহি বড়া
 শ্ৰীমতী অৰুণা চান্দাই
 উঃ সাঃ বিতীৰ্ণ বৰু
 শ্ৰীমতীৰ সোণাল
 শ্ৰীমতী তপনী শৰ্মিক
 সাঃ প্ৰবন্ধ সাংগ্ৰাহিক
 শ্ৰীমতীপ্ৰিয়মাণ্যেই
 শ্ৰীমতী ৰতনমতী চান্দাই
 সাঃ প্ৰবন্ধ সাংগ্ৰাহিক
 শ্ৰীমতীপ্ৰিয়মাণ্যেই
 শ্ৰীমতী পিনী কল
 সাঃ প্ৰবন্ধ সাংগ্ৰাহিক
 শ্ৰীমতীপ্ৰিয়মাণ্যেই
 শ্ৰীমতী মনমতী চান্দাই

Students' Union Pad

TEACHERS' UNIT
H.C.D.G. COLLEGE : NITAIPUKHURI
 SIVASAGAR, ASSAM
 CONTACT NO. : 03772-227608 (O)
 e.mail : hcdg@indiatimes.com

Ref. No. Date

Dr. Niva Das
 President
 Cell : 9101934239

Mrs. Meghali Baruah
 Vice-President
 Cell : 9678564882

Dr. L.X. Polin Hazarika
 Secretary
 Cell : 9435839574

Dr. Rakhi Rekha Duwarah
 Asst. Secretary
 Cell : 7636070630

Dr. Mridusmita Dutta
 Mr. Satyadeep Lahkar
 Treasurer

Ms. Barnali Satkha Sonowal
 Mr. Ranjit Khanikar
 Auditors

Teachers' Unit Pad