SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

HEM CHANDRA DEV GOSWAMI COLLEGE

P.O. NITAIPUKHURI. DISTRICT- SIVASAGAR. PIN- 785671
785671
www.hcdgcollege.org

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

May 2024

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Hem Chandra Dev Goswami (H.C.D.G.) College is a premier Institution of higher learning situated in the rural region called Nitaipukhuri, under Sivasagar District of upper Assam. The college was established on 1st July, 1965 intending to provide easy and door-step access to a higher educational Institution to the young generation of this remote region of Assam. At present, H.C.D.G College is a provincialized institution, affiliated to Dibrugarh University, Assam. Since its inception, this institution has been successfully imparting quality higher education to the people residing at the vicinity of the college. It was brought under the Grant-in-Aid Scheme on July 1, 1977. Eventually, in September 1998, the college got registered under 2(f) and 12(b) clauses of the University Grant Commission. In 2003, the college also availed affiliation to the Assam Higher Secondary Education Council, Guwahati. The college has been making rigorous efforts to deal with new challenges and obstacles with the will to achieve excellence in the changed scenario of higher education. The college has undergone the assessment and accreditation process by NAAC twice in 2004 and 2017 respectively.

It is a co-educational institution of higher education and extends various Undergraduate (UG) programs. The college also proffers some Add-On Courses apart from the regular courses. Besides, the college constitutes Krishna Kanta Handiqui State Open University (KKHSOU) Centre, through which both UG and Post-graduate courses are offered in Distance Education mode. Presently, it involves around six hundred students studying both in Higher Secondary as well as Under-graduate courses. The college comprises of 20 regular teaching faculty members (out of 24 sanctioned post) and 10 non-teaching (excluding 2 non-sanctioned posts) employees at present.

Vision

The college was established with the basic aim of providing an opportunity to pursue higher education to the inhabitants of this remote and backward area so that the youth can compete and establish themselves as efficient citizens of this country. Besides emboldening physical, moral, and spiritual development, the college also emphasizes on preparing the students for the challenges of the contemporary competition. Moreover, the college also focuses on acquainting the students with the present socio-political and economic aspects and transforming them into human resources for the country. Our institution is very much aware of the need to implant the capacity in its students to transform society into a holistic one combating all social nuisances. Simultaneously, the students are also apprised of issues relating to gender sensitivity and environmental degradation. After all, the college has an august vision to build a quality society by producing highly accomplished, morally strong, and dutiful citizens through its different institutional programmes. The college was established with the basic aim of providing an opportunity to pursue higher education to the inhabitants of this remote and backward area so that the youth can compete and establish themselves as efficient citizens of this country. Besides emboldening physical, moral, and spiritual development, the college also emphasizes on preparing the students for the challenges of the contemporary competition. Moreover, the college also focuses on acquainting the students with the present socio-political and economic aspects and transforming them into human resources for the country. Our institution is very much aware of the need to implant the capacity in its students to transform society into a holistic one combating all social nuisances. Simultaneously, the students are also apprised of issues relating to gender sensitivity and environmental degradation. After all, the college has an august vision to build a quality society by producing highly accomplished, morally strong, and dutiful citizens

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Mission

H.C.D.G. College, as a rural center of higher education aims at:

a) Imbibing a sense of self-belief among students to shape themselves as individuals contributing to the well-being and progress of society.
b) Inculcating in them a sense of belongingness to the country and thereby spread the message of national integration.
c) Developing their personality so that they can find themselves fit to compete with others in the struggle of life.
d) Innovating and achieving excellence in teaching-learning/pedagogy, training and research extension activities, and realizing regional needs from the perspective of national goals.
e) Facilitating optimum use of human and natural resources for sustainable development, and to involve all the stakeholders of the institution in the development of the college and the region.
f) Ensuring inclusive growth with knowledge output for human development.
g) Developing a sense of entrepreneurship to make them self-reliant.
h) Disseminating literacy, technology, and other such knowledge to society through incessant outreach programmes.

i) Ensuring gender sensitivity within and outside the college campus.

j) Providing special assistance to Divyangajan.

k) Utilising youth potential in a constructive way.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

Institutional Strengths:

- H.C.D.G. College is a provincialised and NAAC Cycle-2 accredited college.
- It is the only higher educational institution within a radius of about 10 km.
- Highly qualified and dedicated teachers, with 56.52 % having Ph.D. degrees from UGC-recognized

Universities and 21.73% of teachers pursuing Ph.D. degrees.

- The college has a green and eco-friendly campus.
- It ensures accessible and congenial teaching and learning environment.
- Financial assistance is provided to economically disadvantaged but meritorious students for academic purposes.
- Free text books are provided to needy students through the "Book Bank" facility of the college library.
- Regular and frequent career counselling and guidance is provided through the Career Counselling Cell to improve employability in the highly competitive job market.
- Collaborative actions are undertaken with nearby educational, literary, sports, and non-governmental organizations.
- NCC Unit is functional.
- Digital Library with D-Space Facility
- The locality always extends assistance in various activities of the college.

Institutional Weakness

- Mono-stream College with limited availability of subjects of Humanities and Social Sciences.
- Due to lack of sufficient professional/vocational courses the institution faces challenges in preparing the students to meet the all demand in the contemporary job market.
- Low and uneven enrollment, which is less than the intake capacity in various departments.
- High drop-out rate of above 51.64 % in the last four academic years.
- Non-availability of a playground.
- Dependent mostly on government grants.
- Majority (86.26 %) of the students belong to the BPL category.
- Inadequate infrastructure.

Institutional Opportunity

- The institution has the scope of much needed transformation to a multi-disciplinary educational institution meeting the demand of NEP, 2020.
- It has the potential to reap the benefit of the rich cultural diversity of the surrounding locality with more income generating add-on courses in line with the principle of "Earn while you Learn".
- The college has the plan to introduce Bachelors in Physical Education to give an institutional platform for the highly enthusiastic and successful sports environment of the area.
- The college has the scope of opening regular PG Courses under Dibrugarh University.
- The College has the opportunity to generate revenue by selling its different textile and other products prepared by the students.
- The college is trying to generate some revenue, albeit paltry, by selling cakes of toilet soaps, gamucha, foot mat produced through organizing vocational workshops.

Institutional Challenge

- Despite regular outreach and institutional awareness programmes, the enrollment could not be increased due to limited course availability, increasing urban-centric migration of the learners and limited feeder schools within a radius of 12 Kms.

- Problem of diversifying the courses due to lack of proper official support.
- Difficulty in continuing the self-sustaining skill-based courses as locally trained teachers are not available and hence is not cost-effective.
- Hardship encountered in upgrading the academically disadvantaged students with wider learning gaps from vernacular medium.
- It will be difficult to provide multi-disciplinary and vocational choices for the FYUGP learners given the limited subjects and scarcity of infrastructure.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

H.C.D.G. College adopts the Curriculum and Syllabus as designed by the Dibrugarh University. One of the faculties of the college is involved in designing the curriculum as a member of BOS in Department of History, Dibrugarh University. The Academic Committee, consisting of the Vice Principal and HoDs of the respective departments, monitor the overall academic activities. Teachers document the daily teaching activities in accordance with the lesson plans in the teaching diaries. After the completion of each of the courses, the Course Completion Certificates are given by the HoDs to the individual teachers, which are communicated later to the Academic Committee, the Coordinator of IQAC, and the Principal.

The college also initiates steps for academic flexibility, given the limited scope. Interdisciplinary topics are taught by teachers from other departments. Guest faculties are also invited to take classes on relevant topics both in online and offline mode. The learners are offered the scope of choosing courses from a basket of discipline-specific Elective Courses defined by Dibrugarh University under CBCS in respective semesters. A number of drop-out students have been admitted to the KKHSOU Centre of the college.

Students pursue different skill-based courses from the syllabus of the respective university. Besides, self-sustaining short-term certificate courses are also provided by the institution. Teachers organize seminars, workshops, and extra-mural speeches on a variety of issues cutting-cross disciplines along with the regular courses to sensitize the learners about the recent developments in these dimensions.

The feedback forms on curriculum transactions are redesigned every year. The data collected from all stakeholders is analyzed, and necessary steps are taken based on the limitations identified for sustained and effective delivery of the curriculum.

Teaching-learning and Evaluation

The teaching, learning, and evaluation process of Hem Chandra Dev Goswami College, Nitaipukhuri, is student-centric as well as holistic. The teaching and learning pedagogy of the college is interactive, interdisciplinary, experiential, participatory, and transparent for the all-round development of the student community.

- The student community is comprised of reserved categories (ST/SC/OBC/MOBC, etc.) as per reservation policy.
- The number of seats earmarked for the reserved category is as per GOI/State Govt. rule during the last five years. The total allotted number of seats for students is 300 per year.
- To enhance the learning experiences and holistic development of students, various student-centric

methods such as experiential learning, participative learning, and problem-solving methodologies are employed by the teachers of the institution.

- Teachers use blended modes and innovative ways in the teaching and learning process.
- Computers, smart classrooms, televisions, computer lab, ICT-enabled classrooms, and video conferencing facilities are available in the institution for the teaching-learning process. The library is automated with the integrated library management system (ILMS) Soul 2.0. The Nlist, Inflibnet library provides e-books and e-journals. Teachers help students download relevant articles, books, research papers, and materials to acquire knowledge in a diversified field of interest.
- The internal assessment is conducted regularly as per the Academic Calendar of the affiliated university, i.e., Dibrugarh University. The internal assessment is based on the student's attendance, assignments, seminar or group discussions, and performance in the In-Semester Examinations.
- The college has a Grievance Redressal Cell (GRC). The students are given the liberty to go through their evaluated answer scripts of the internal assessment.
- Program outcomes (POs) and Course outcomes (COs) are explained to the newly enrolled students through the Induction Program conducted at the beginning of each academic session.
- The attainment of Program Outcomes (POs) and Course Outcomes (COs) is measured by class interactions, the internal assessment mechanism, the performance of end-semester examinations, pursuing higher studies and other skill-oriented courses, and employment in different fields.
- Student-centric SSS facilities are also available at the institution.

Research, Innovations and Extension

The college authority provides adequate academic support to faculty members to pursue research. Though the college has no specific research fund and limited infrastructure, it encourages faculty members to organize Seminars and Research Projects utilizing the existing facilities. In the last five years, teachers have published research papers and articles in various books and journals and have also made Seminar Paper Presentations in numerous seminars or webinars. 13 teachers of the institution possess Ph.D. Degrees and other higher qualifications. They are also encouraged to pursue orientation and refresher courses, short-term programs, and faculty development programs on a required basis.

All the departments are engaged in conducting discipline-specific seminars and workshops for the academic enrichment of the students. The students are also made to visit some historical and industrial places to generate knowledge on entrepreneurship. The institution has created an effective environment for the creation and transfer of knowledge.

The institution organizes different programs on the Indian knowledge System, such as special talks, extra-mural speeches, training programs, and cultural programs, to generate knowledge and open new horizons. Project reports are written by students on contemporary topics. The college has signed Memorandum of Understanding with other academic institutions and socially relevant agencies to carry out teacher and student exchange activities.

The NSS Unit of the college conducts various extension and outreach activities and awareness campaigns within the campus. The student volunteers of NSS and NCC participate in government-led community service activities. Various lectures on social issues are delivered to sensitize the young minds of the students. The college has not been able to create a structured policy to support consultancy services due to unavoidable reasons.

Infrastructure and Learning Resources

Hem Chandra Dev Goswami College, Nitaipukhuri, endeavors to facilitate an effective teaching-learning process with technological advancement; and ensure all-round development of the students. Set in the sylvan surroundings of paddy fields and the Dehing River flowing in the south, the college provides the light of higher education to aspiring young students of the locality. The college offers multiple facilities on campus that cater to the physical development of the students. With a campus area of 3.64 acres and a built-up area of 6486.794 sq. m., the college has infrastructure like general classrooms, digital classrooms, an auditorium, an open stage, conference halls/seminar rooms, a video conference room, a computer lab, a library building, and a girls' hostel. The college is located in a green environment with a nursery of medicinal plants and a kitchen garden.

In addition, the college has numerous facilities for divyangajan, consisting of ramps and rails, disabled-friendly toilets, sticks, etc. It has a fitness-equipment-enabled gymnasium, a yoga center, and a spacious and well-manicured sports ground. A MoU has been signed with the local coaching centre to ensure regular coaching and practice of various games and sports. External experts are occasionally invited for mentoring or directing performances. There is a comfortable and clean girls' common room with a sanitary pad vending machine and an incinerator.

The entire college campus is Wi-Fi enabled (password protected) and under CCTV surveillance. The Central Library of the college has a Wi-Fi facility, a spacious reading room, a digital section, a reference section, a circulation point, and a newspaper and magazine section. It has an e-resource center where students can surf the resources available. The library has been automated with the integrated library management system (ILMS) SOUL 2.0 since 2014. The Central Library provides an OPAC (Online Public Access Catalogue) facility for the user's community. They can 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 (the Online Attendance System), which have been integrated with SOUL 2.0 management software. Circulation is being done with barcode technology. One server and three clients are working in the Soul 2.0 environment. A number of clients are dedicated to OPAC.

Student Support and Progression

H.C.D.G. College, being a premier institute of higher learning situated in a historic rural location, has, from its very inception, constantly dedicated itself to the holistic development of its students.

The students avail various state-sponsored benefits, like free admission and other benefits. Moreover, various scholarships, such as the Post-Metric Scholarship, the Ishan Uday Scholarship, and the UGC Scholarship, have been received by the students. In addition, the college itself provides monetary assistance to the needful students to enable them to pursue higher education conveniently. Further, Best Graduate and Second-best Graduate Awards are conferred by two senior faculty members of the college annually with lucrative monetary awards. Moreover, the college has an innovative practice of Book Bank Facility that supplies necessary books to the learners for their academic pursuits. The college is fortified with a marvellous teacher-student relationship beyond the regular and formal relationship. Hence, each student is personally mentored by the teachers. Moreover, the college has a functional Grievance Redressal Cell, through which grievances are redressed in no time.

The college is well-equipped with a Gymnasium Hall fortified with all necessary equipments. The college has a Hostel Facility for girls where the students can stay at a very minimal rate. Further, there are separate Boys' and Girls' Common Rooms for the learners. Most significantly, the college has received a RUSA Grant of Rs 2 crores which is utilized to construct new classrooms with necessary modern amenities. The institute has taken several pro-student initiatives, like providing sports training, with a view to utilize their budding potential. Given the scenario, the students, have performed well in both academic and non-academic realms as many passed-out students are enrolled in higher learning and are able to get recruitment in various fields such as teaching, defence sector, PSUs.

Moreover, the college has an active   Alumni Association, and this entity has been giving constructive vigilance to the overall environment of the college and providing necessary assistance to their alma mater from time to time.

Governance, Leadership and Management

In order to achieve its vision and mission, H.C.D.G. College practices a decentralized participatory mode of governance with its stakeholders. The institution has a Governing Body where the nominees of the parent university, representatives from teaching and non-teaching staff, and guardian members are included. The Governing Body authorizes the Secretary and the Principal, who share the decisions made and prospects discussed with other levels of functionaries of the college; conclusively determining and implementing various institutional policies in order to achieve overall goals.

Higher-level Academic Committees consisting of Principal and Senior Professors, after in-depth discussion and consideration of the vision, mission, quality policy, core values, social factors, and SWOC (Strengths, Weaknesses, Opportunities, and Challenges) analysis; establish a strategic plan with well-defined objectives and mechanisms for its effective implementation and monitoring. The institution successfully implements strategic measures to improve academic performance through training. The college launches all programs focusing mainly on the development of skills among students. The faculty members take the responsibility for designing and implementing specific programs on specific strategic dates.

Keeping in view, the vision and mission of the institution; the college executes various initiatives with the formulation of various Committees and Cells maintaining a versatile and systematic working milieu. The college adopts effective welfare measures and a performance appraisal system for the teaching and non-teaching staff as per state government norms and rules. The teaching and non-teaching employees get the benefits of pension/gratuity benefit, GIS, GPF, NPS, and leave encashment benefit at their retirement.

Being a provincialized college, its basic financial assistance comes from the University Grants Commission, Government of Assam and RUSA. At the same time, the college also receives annual grants from the Ministry of Youth and Sports Affairs under NSS and ICSSR for extension and research programs. Apart from all the above sources, the college mobilizes other sources of funds and resources for the realization and actualization of the noble vision and mission of the institution.

The college undertakes initiatives to conduct both external and internal audits of the utilization of the funds for the transparency of the expenditure records.

Institutional Values and Best Practices

The H.C.D.G. College is committed to encourage an equitable environment towards gender related aspects. It aims to provide a gender-sensitive atmosphere both for the students and employees of the institution. The college provide access to separate Common Rooms for both boys and girls and provides hostel facility to the female students. Moreover, the campus is under constant CCTV surveillance to ensure the safety of all students. The college has also established Women Studies and Development Cell that functions to promote sensitization among students and common people in regard to gender specific issues through the conduction of events like Lectures, Special Talks, Competitions, Awareness programmes, observation of significant days etc. To prevent any form of harassment, the institution has set up several committees and cells, including the Sexual Harassment Prevention Cell, Internal Complaint Committee, Anti-Ragging Committee, and Grievance Redressal Cells.

In order to promote ecologically sustainable practices, our college community is committed to several initiatives, such as planting trees, conserving energy, and avoiding the use of plastic items. We encourage our students and staff to use alternative modes of transport instead of relying on private vehicles. Additionally, we have installed a solar power plant to conserve energy. Proper waste management is a key priority on our campus. Moreover, vermin-compost and water conservation system is also installed in the college premises.

At H.C.D.G. College, we take the pride in celebrating and respecting the diverse cultures and traditions of our students. To foster an atmosphere of communal harmony and peace, we make it a point to celebrate various cultural events such as Bihu, Saraswati Puja, etc. Additionally, we also observe days of State, National and International importance with due solemnity, thus further highlighting our unwavering commitment to cultural diversity.

The college's code of conduct is displayed on its website and in the prospectus, and it is designed to educate both staff and students.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	HEM CHANDRA DEV GOSWAMI COLLEGE
Address	P.O. Nitaipukhuri. District- Sivasagar. PIN- 785671
City	Sivasagar
State	Assam
Pin	785671
Website	www.hcdgcollege.org

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal	Birinchi Kumar Borah	03772-227608	9435235463	03772-227608	hcdgcollege@gmail.com
IQAC / CIQA coordinator	Tarun Gogoi	03772-227632	9435155430	03772-227608	tarungogoi72@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details

State	University name	Document
Assam	Dibrugarh University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	29-09-1998	View Document
12B of UGC	29-09-1998	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Instit ution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus

Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	P.O. Nitaipukhuri. District-Sivasagar. PIN- 785671	Rural	3.64	6486.794

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)

Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Assamese,	36	H.S. Passed	Assamese	50	24
UG	BA,Economics,	36	H.S. Passed	Assamese	50	9
UG	BA,Education,	36	H.S. Passed	Assamese	50	32
UG	BA,English,	36	H.S. Passed	English	50	7
UG	BA,History,	36	H.S. Passed	Assamese	50	33
UG	BA,Political Science,	36	H.S. Passed	Assamese	50	24

Position Details of Faculty & Staff in the College

	Teaching Faculty											
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				6				18			
Recruited	0	0	0	0	4	2	0	6	5	12	0	17
Yet to Recruit	0				0				1			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				10
Recruited	8	2	0	10
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				2
Recruited	2	0	0	2
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

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Permanent Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	2	1	0	2	8	0	13
M.Phil.	0	0	0	1	0	0	1	3	0	5
PG	0	0	0	1	1	0	2	1	0	5
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	1	0	1
UG	0	0	0	0	0	0	0	0	0	0

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Part Time Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	104	0	0	0	104
	Female	146	0	0	0	146
	Others	0	0	0	0	0
Diploma	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
Certificate / Awareness	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

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Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		**Year 1**	**Year 2**	**Year 3**	**Year 4**
SC	Male	2	2	11	2
	Female	2	1	8	0
	Others	0	0	0	0
ST	Male	11	28	22	16
	Female	11	8	24	9
	Others	0	0	0	0
OBC	Male	30	62	42	36
	Female	51	39	55	51
	Others	0	0	0	0
General	Male	2	2	4	2
	Female	3	5	1	7
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	1
	Others	0	0	0	0
Total		112	147	167	124

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	H.C.D.G. 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. Recently, the college has introduced major in Sociology and skill based courses on Cane and Bamboo Product Making, Mask Making, Satriya Dance, Beautician and Make-up, DTP Professional, DCA/PGDCA, Spoken English, Weaving-cutting and Tailoring, Vermicompost, Mushroom Cultivation.
2. Academic bank of credits (ABC):	ABC was not applicable in the college as NEP 2020 has not been implemented till June 2023. However, as the college is affiliated to the Dibrugarh University, it has very little scope to execute ABC facility without the execution of this system by the parent University. 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. However, the college has registered under ABC to enable credit mobility for students from the current batch (2023-24) under FYUGP. This will definitely help academic flexibility on the one hand and on the other hand decrease the dropout rate of the students in the college near future.

3. Skill development:	Keeping view of NEP 2020 every HEI have to be some specific plans to equip the present generation with required skills so that a skilled new generation can be produced. In the same objective 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. The college has introduced a few skill development courses within its limitation incorporated with the prescribed compulsory curriculum. A few Add on courses like, DCA, Satriya Dance, Yoga, Micro teaching, Knitting-Cutting and Embroidery etc. have been already in continuing in the college. The college has also been running a Weaving training centre. These courses have not only developed skill but also inculcate Indian values among the students. *The college organized exhibition cum sale programme of home made pithas, cake and other snacks on 11th January 2022 to encourage students towards traditional food habits. * The college has a Campus Film Society under IIFSCI and conducted a lecture on The Language of Film: Sign and Syntax on 12th May 2022. *The college conducted a one day workshop on Learning Soft Skill on 6th April 2022. * 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. *Use of ICT has been increased. *Recently the college has offered various skill development courses under NICM (National Institute of Computer and Management).
4. 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.
5. Focus on Outcome based education (OBE):	The college has conducted induction programme for the students at the beginning of the session. 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 implements like the other colleges under Dibrugarh University, NEP 2020 from 2023-24 session for which the curriculum has been 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.
6. 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. 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.

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	Yes, Electoral Literacy Club (ELC) has been set up in the college.
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	Yes, the co-coordinating faculty members are appointed by the college authority. Further, the ELC is in functional and is representative in character as it incorporates both faculty members and the students. Moreover, the club includes both male and female members belonging to various religious, ethnic and linguistic affiliations. For the Session 2023 Student Coordinator: Miss Dibyashree Dutta, Teacher Coordinator cum Nodal Officer: Mr. Satyadeep Lahkar.
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior	The Electoral Literacy Club of the college has undertaken the initiative of sensitizing the students of the college to get themselves enrolled in voter lists. In this regard, special sensitizing camp has been organized wherein necessary testimonials have been distributed among the students. Further, special programmes have been taken to make the students familiar with electoral process by using audio-visual tools.

citizens, etc.	
4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.	The Electoral Literacy Club of H.C.D.G College, Nitaipukhuri has regularly been organizing various events such as Voter's Day celebration, organizing quiz competition, poster competition etc.
5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.	Special camp was organized in December 2022 to sensitize the students specially those who are yet to be enrolled with electoral roll. Necessary forms pertaining to new voter enrollment have been distributed among the eligible students. Moreover, instructions have also been imparted to the students to get themselves enrolled in the electoral list by using modern technological equipment such as Garuda app.

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Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
250	287	271	234	279

File Description	Document
Upload Supporting Document	[View Document](#)
Institutional data in prescribed format	[View Document](#)

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 20

File Description	Document
Upload Supporting Document	[View Document](#)
Institutional data in prescribed format	[View Document](#)

2.2

Number of teaching staff / full time teachers year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
19	20	20	20	20

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
24.38	52.27	38.81	52.48	44.74

File Description	Document
Upload Supporting Document	View Document

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1

The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

A. Curriculum Planning and Delivery

H.C.D.G. College is affiliated to Dibrugarh University, thereby adopting the University Curriculum and Syllabus structured for colleges. Moreover, one of the faculty members of the College is the member of the BOS, Department of History, Dibrugarh University. A number of Add-on/ Self-Sponsored Certificate Courses are also designed by the faculty members which are certified by the college with the approval of University.

i) Academic Committee: The committee consists of Vice-Principal and HoDs of the respective Departments, ensuring effective delivery of teaching-learning mechanism.

ii) Annual Prospectus: The committee prepares Annual Prospectus incorporating admission process, courses offered and all the available facilities. It is also made available in the college website.

iii) Academic Calendar: The Institutional Academic Calendar incorporates the activities and events to be organised by the Departments and Cells in addition to the Academic Calendar of Dibrugarh University at the beginning of each academic year. It is circulated among all stakeholders after the approval of the Principal.

iv)TimeTable: The Academic Committee sets the Master Time-table allocating adequate number of classes for all the courses along with classroom allotment, teacher engagement, name of the course, and tutorial classes. The approved Time Table is displayed in the notice board as per convenience before the commencement of classes. The class duration is of one hour based on the credit mechanism of the course.

v) Personalised Class allocation: The personalized Departmental course allotment and number of classes is distributed among the students by the HODs through Departmental Notice-boards and WhatsApp Groups.

vi) Lesson Plan: Teachers frame the Lesson and Teaching Plan to complete the Course within the expected time frame.

vii) Documentation of teacher's activities: The teachers maintain a diary to keep records of the daily individual classes and other departmental and college activities. Course coverage is periodically discussed among faculty members.

viii) Course Completion Certificate: The Course Completion report of each teacher is analysed by the HoDs at the end of each semester, and the records are submitted to IQAC.

ix) Use of ICT: ICT equipped Smart Classrooms are also used by the teachers depending on the necessity of the course contents.

x) Guest lecture: Lectures on relevant topics are organized inviting Teachers and Academicians across disciplines.

xi) Psychological Laboratory and Language Laboratory: The laboratories are applied for practical and experiential learning.

xii) Skill-based course: Teaching practice, Creative writings, Spoken English, Computer skill, Basics of Library and Information Science, Diploma in Computer Application and other Short-term skill-based courses are also offered to the learners.

xiii) Remedial Classes: Remedial classes are delivered to the slow learners, identified on the basis of their academic performances through regular evaluation in each semester. It aims to cope up with the learning gaps.

B. Continuous Internal Examination:

i) Sessional Test: Two sessional tests are conducted each semester and the test performance is discussed with the students individually.

ii) Seminar/Home Assignment/ Group Discussion/Report Writing: These are conducted and maintained by the Departments as a part of Internal Evaluation.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

1.2 Academic Flexibility

1.2.1

Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

Response: 17

File Description	Document
List of students and the attendance sheet for the above mentioned programs	[View Document](#)
Institutional programme brochure/notice for Certificate/Value added programs with course modules and outcomes	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Evidence of course completion, like course completion certificate etc. Apart from the above:	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

Other Upload Files	
1	[View Document](#)

1.2.2

Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

Response: 34.14

1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
14	134	13	119	171

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

1.3 Curriculum Enrichment

1.3.1

Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in transacting the Curriculum

Response:

H.C.D.G. College integrates cross-cutting issues relevant to Professional Ethics, Gender, Human values, Environment and sustainability in transacting the curriculum.

- **Professional and Student Ethics**: The Teachers of H.C.D.G. College practice an effective code of conduct for administrative authority, employees and students. A code of conduct for "Teachers' Professional Ethics" is constituted by the Ethics Committee to ensure an impartial and morally fair ambience both within and outside the college campus. Moreover, the activities and behavior of the learners are monitored relying on the guidelines included in "Student Ethics" leaflet, developed by IQAC.

- **Gender and Human Values**: Significant courses on critical issues like gender equity and human values are provided to the learners across subjects such as English, Assamese, Economics, Education, History and Political Science. The Cell for Women Studies and Development is vehemently engaged in conducting various programmes and events within and outside the college premises commemorating significant days like International Women's Day, International Girl Child Day etc. to create awareness and sensitization towards core human values and gender parity. The Cells and Committees associated with the objective of inculcating gender-sensitive and humanitarian values among the students have also been indulged in various initiatives creating an inclusive environment, thereby motivating the students to acquire an adaptive and congenial behaviour.

- **Environmental and Sustainability**: Environmental Studies is a compulsory subject for the degree students both in CBCS and FYUGP Courses. Moreover, there are specific full courses in Economics and History which incorporate the theoretical and practical papers on environment and Sustainability. The Eco Club, Extension Cell, NCC and NSS Unit are actively functional in conducting activities related to environmental issues. Moreover, significant days such as World Environment Day, World Wetland Day, International Soil Day etc are observed with the conduction of plantation programmes, regular nurturing of saplings by students, cleanliness drives and other environmental conservation activities in the college campus and nearby locality.

- **Democratic Culture and Values:** The college also put efforts in developing democratic values and culture among the learners. Electoral Club organises different activities such as Quiz Competition, Poster-making Competition and Special Talks relating to sensitization of voters. Moreover, Election Summer Camp in accordance with the direction of Election Commission of India is organized for the awareness of the upcoming voters to get themselves registered as new voters in the Electoral Roll. Similarly, the Students Union Election is conducted annually to practice the voting behavior and familiarize them with the overall election process.

- **Development of Creative and Divergent Competencies:** Courses on Creative Writings, Communication Skills, Basics of Library and Information Science, and Teaching in Elementary Level are imparted to the students to induce competitive skills. Moreover, self-sustaining Certificate Courses on *Satriya Nritya (Visharad),* Spoken English, Spoken Tutorial under IIT, Mumbai and Beautician Courses are also operated with the participation of interested students. In addition to these, Workshop on Food Processing and Preservation in association with the District Agriculture Office, Sivasagar, training on *Khol* (a traditional instrument of Assam), *Bhaona* and drama are also conducted in the Institution.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

1.3.2

Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 68.4

1.3.2.1 **Number of students undertaking project work/field work / internships**

Response: 171

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

1.4 Feedback System

1.4.1

Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website

Response: C. Feedback collected and analysed

File Description	Document
Feedback analysis report submitted to appropriate bodies	[View Document](#)
At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.	[View Document](#)
Action taken report on the feedback analysis	[View Document](#)
Link of institution's website where comprehensive feedback, its analytics and action taken report are hosted	[View Document](#)

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1

Enrolment percentage

Response: 45.13

2.1.1.1 **Number of seats filled year wise during last five years (Only first year admissions to be considered)**

2022-23	2021-22	2020-21	2019-20	2018-19
124	168	147	112	126

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
300	300	300	300	300

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Final admission list as published by the HEI and endorsed by the competent authority	[View Document](#)
Document related to sanction of intake from affiliating University/ Government/statutory body for first year's students only.	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

2.1.2

Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years

Response: 64.55

2.1.2.1 **Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)**

2022-23	2021-22	2020-21	2019-20	2018-19
72	109	84	69	72

2.1.2.2 Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
126	126	126	126	125

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Final admission list indicating the category as published by the HEI and endorsed by the competent authority.	[View Document](#)
Copy of communication issued by state govt. or Central Government indicating the reserved categories(SC,ST,OBC,Divyangjan,etc.) to be considered as per the state rule (Translated copy in English to be provided as applicable)	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

2.2 Student Teacher Ratio

2.2.1

Student – Full time Teacher Ratio
(Data for the latest completed academic year)

Response: 13.16

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 and teachers use ICT- enabled tools including online resources for effective teaching and learning process

Response:

To enhance the learning experiences and holistic development of students various student-centric methods such as experiential learning, participative learning and problem-solving methodologies are employed by the teachers of this institution.

The experiential learning method is employed through project reports, report writing and laboratory practicals. The project report is assigned to the students to encourage them, students, to visualize the real-life issues pertinent to society. The Department of Education in its Psychological Laboratory provides experimental and experiential learning of psychological experiments to the students.

Participative learning methodology is also employed through special talks delivered by guest lecturers from time to time. The guests are invited from peripheral colleges and other organizations wherein the students actively participate in such type of resourceful programme. The Department of Education executes teaching practice i.e., micro and macro teaching skills where the students actively integrate the teaching skills in classroom situations. Reading and Cine Club was established in 2016 to organize various programmes to ensure student-centric programmes i.e., reading stories, acting, enactment of drama, workshops on learning soft skills, special talks on cinema and literature, and screening of cinema related to the course. The students also get the opportunity to participate in different activities viz., Yoga Day, World Mental Health Day, National Girl's Child Day, World Environment Day, National Panchayati Raj Day, World Red Cross Day and International Human Rights Day organized by the various cell and Department of college through which students enhance their knowledge.

In problem-solving methods, student seminars, Group Discussions, Home Assignments and Question-paper analysis techniques are employed by the teachers of the institution. Group discussion facilitates the students to interact about any issue among themselves thereby highlighting their own opinions. Home assignments are given to the students through which students enjoy the opportunity to express and organize their level of critical thinking. Question paper analysis is also carried out in this regard which helps the students to visualize their ideas about any issue.

Teachers of the college regularly use ICT tools for the effective teaching-learning process. Computers, smart classrooms, television, computer lab, ICT-enabled classrooms, and video conferencing facilities are availed in the institution for the teaching-learning process. Classes, special talk programmes, workshops, student seminars, screening of films and film exhibitions are conducted by the teachers through projectors. Moreover, the students are also monitored through departmental official WhatsApp groups. WhatsApp groups are used as platforms to communicate, share information, share learning materials and announce important issues about the teaching-learning process. Teachers use PowerPoint presentations (PPTs) for delivering classes. During the COVID-19 pandemic lockdown period, teachers engaged in online teaching by using Google Classrooms, WhatsApp group, Google Meet, and Audio conferencing for the teaching-learning and evaluation process. Teachers were regularly in contact with the students through such groups, E-mails and other social networking sites.

The library is automated with an integrated library management system (ILMS) Soul 2.0. Nlist Inflibnet library provides e-books and e-journals. Teachers help students to download relevant articles, books, research papers and materials to acquire knowledge of diversified fields of interest.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.4 Teacher Profile and Quality

2.4.1

Percentage of full-time teachers against sanctioned posts during the last five years

Response: 82.5

2.4.1.1 **Number of sanctioned posts year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
24	24	24	24	24

File Description	Document
Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

2.4.2

Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)

Response: 70.71

2.4.2.1 **Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
16	15	14	13	12

File Description	Document
List of faculties having Ph. D. / D.Sc. / D.Litt./ L.L.D along with particulars of degree awarding university, subject and the year of award per academic year.	View Document
Institution data in the prescribed format	View Document
Copies of Ph.D./D.Sc / D.Litt./ L.L.D awareded by UGC recognized universities	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.5 Evaluation Process and Reforms

2.5.1

Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Response:

H.C.D.G College is an affiliated College under Dibrugarh University and executes the University rules and regulations regarding Internal Assessment. The Internal Assessment is based on the Student's Attendance, Assignments, Seminar/Group Discussions and Performance of the Sessional Examinations.

In-semester Assessment for the UG courses by the Dibrugarh University:

Marks- 20

Internal Assessment (the teacher has the responsibility to assign and assess the performance of the students on the following methods)-

 Group discussion/

 Presentation of seminar papers/

 Home Assignments

Marks- 5

Sessional Tests (Two Sessional tests have been conducted for each semester)

Marks- 10

Attendance:

Marks- 5

As per the Academic calendar of the affiliating University the sessional examinations, students' seminars, group discussions, report writing, and home assignments dates are informed to the students. Moreover, Heads of each department issue notices regarding seminar presentations, group discussions, submission of home assignments, report writing etc.

Teachers of every department have the responsibility to aware the students about the Internal Assessment evaluation criteria. To maintain transparency in the assessment process all the issues raised by the students are resolved in the fastest manner.

The Academic Council supervises the process of providing the IA marks.

Students are generally encouraged to write using their perception, original ideas and independent thinking to get extra reward points.

The College Academic Council regularly conducts Tests and Assignments to improve the performance of the students.

Examined answer scripts of the sessional examinations are shown in the classrooms to rectify the mistakes of the students and thus inspire them to score better shortly.

The Department of Education culminates practice teaching classes of its students by sending them to the nearest schools.

The Grievance Redressal system is time-bound and efficient

The college Academic Council regularly conducts internal examinations like, class tests, assignments, projects etc. to test the improvement of their respective courses. The answer scripts are returned to students by suggesting to them how to improve their writing skills. All the queries raised by the students regarding the evaluation process have to be duly addressed by the respective teachers.

The Internal Assesment (IA) marks of the students are hung on the departmental notice board of each department before the students appear in the final examination. However, before sending the IA marks to the University students can register complaints for review, if any. If such grievances occur then the grievances redressal cell of the institution resolves it most quickly.

The College Academic Council has always played an important role in the smooth running of the internal examinations and very sincerely addressed the marks related to grievances raised by the students. The students are always satisfied with the prompt action of the council.

The teachers are very responsive to the justification of grievances of the students over the issue of internal assessment marks.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.6 Student Performance and Learning Outcomes

2.6.1

Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website

Response:

Programme Outcomes (POs) and Course Outcomes (COs) for the programme and Courses offered by the institution are stated and displayed on the college prospectus as well as on the H.C.D.G College website.

- Programme Outcomes (POs) and Course Outcomes (COs) are explained to the newly enrolled students through an induction programme at the beginning of the academic session.
- An induction program is organized by the institution at the commencement of every academic session to inform the newly enrolled students of the Programme Outcomes (POs) and Course Outcomes (COs).
- Programme Outcomes (POs) and Course Outcomes (COs) are displayed through various means such as college prospectus, college website, Induction Programme and Department level Introducing class.
- HoDs of all Departments prepared the outlines of Course Outcomes (COs) and informed other faculty members of the institution.
- At the Departmental level the teachers make the students aware of the Course Outcomes (COs) in the introductory classes.
- The Course Outcomes are formulated by the Departments based on the learning objective mentioned in the affiliating University syllabus.
- The students are informed about the Course Outcomes at the beginning of each semester.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.6.2

Attainment of POs and COs are evaluated.

Explain with evidence in a maximum of 500 words

Response:

H.C.D.G. College is affiliated to Dibrugarh University, Dibrugarh, Assam. The university designs policies, rules and regulations with graduate attributes; so that when a student receives his/her degree, he/she will be well equipped with discipline, soft skills, knowledge, critical thinking, problem-solving capacity and most importantly, a sense of social responsibilities and humanity. In compliance with the direction given by the University, the program outcomes and course outcomes are adopted for the program that the institution offers.

H.C.D.G. College strives to achieve specific learning objectives. The institution's vision and mission are to become one of the premier institutions of higher education by offering opportunities for professional competency and academic pursuit. To attain the vision and mission of the institution, H.C.D.G. College has developed a proper mechanism for learning outcomes of the programmes and courses. The institution evaluates the performance of the students using a continuous and comprehensive evaluation process. The programme outcomes are assessed with the help of the course outcomes of the specific programme. The course outcomes are evaluated in the light of in-semester and end-semester activities. In addition, the number of students employed and enrolled in higher education indicates the achievement of course and program outcomes.

The activities through which the course outcomes and programme outcomes are evaluated are-

- Class Test: To evaluate the acquired knowledge as a part of continuous evaluation.
- Sessional Exam: To assess the attainment of course outcomes
- Home Assignment: To assess critical thinking and problem-solving ability.
- Group Discussion: To assess the inquisitiveness capacity and diverse perspectives of the students.
- Student Seminar: To assess the student's improvement of knowledge and understanding of a topic or idea.
- Project Work: To assess the ability to solve a problem systematically.
- Practical Test: To assess students' practical knowledge and skills.
- Number of students progressing to Higher Education or Number of students employed.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.6.3

Pass percentage of Students during last five years (excluding backlog students)

Response: 86.33

2.6.3.1 **Number of final year students who passed the university examination year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
45	41	56	48	69

2.6.3.2 **Number of final year students who appeared for the university examination year-wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
57	41	56	53	93

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree programwise / year-wise.	[View Document](#)
Annual report of controller of Examinations(COE) highlighting the pass percentage of final year students	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1

Online student satisfaction survey regarding teaching learning process

Response: 3.96

File Description	Document
Upload database of all students on roll as per data template	[View Document](#)

Criterion 3 - 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 last five years (INR in Lakhs)

Response: 0

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

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	[View Document](#)

3.2 Innovation Ecosystem

3.2.1

Institution has created an ecosystem for innovations, Indian Knowledge System (IKS),including awareness   about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident

Response:

The institution has created an ecosystem for innovations, the Indian Knowledge system and the transfer of knowledge. The college takes the initiative through various programmes to create new knowledge apart from acquiring knowledge from the syllabus. A range of well-mannered committees and cells ensure the holistic and overall development of teachers and students.

The students write articles, poems, short stories and other prose in the college magazine 'Hemhaar'. The Students societies of all departments prepare a departmental wall magazine each year. A handwritten magazine namely 'Prayash' is prepared by students of the Education department. Department of History has published a peer-reviewed research journal named 'Journal of Itihash Adhyayan Chakra" (ISSN 2278-4314).

The students of Assamese and Education undertake field study, explore the problem and write project reports supervised by departmental faculties that foster a research environment among students. Students are encouraged to collect statistical data from nearby schools prepare budget allocation and prepare

reports on the indigenous education system. The project reports submitted by students since 2013 were assembled and published in a book named 'Cognizant' in 2022.

The Reading and Cine Club of the English department took the initiative for cultural awareness through activities like talk programmes, reviewing masterpieces of films and organising literary competitions.

Different programmes on the Indian knowledge system are organized. International Mother Language Day is observed on the 21st of February each year. Special talks and extra-mural speeches, preparation for the civil service examination are organized. The college has created an environment conducive to innovations and the Indian Knowledge System on the 10th of October 2023. The college organized a lecture programme on the Indian Knowledge System where Dr. Diganta Biswa Sharma a renowned Motivational Speaker having expertise in Indian Philosophy was invited as a Resource Person. Also, the college has taken the initiative to create awareness and spread knowledge about Indian culture through *Bhaona, Gayan Bayan, Khol Badon* etc.

In terms of awareness about Intellectual Property Rights (IPR) among the students the college organized a workshop on cyber security on 12/10/2022 to sensitize the students regarding various issues pertaining to cyber security. Mr. Biju Pegu, a noted Technological Entrepreneur from Gratia Technology has acted as the resource person of the event and has given an eye-opening presentation regarding various dynamics of cyber security. Moreover, the college offers a certificate course in Diploma in Computer Application (DCA).

In terms of Innovation, the college encourages creativity among the students through different workshops and programmes like beautician, workshop on Sattriya dance, soft-skill training, mushroom cultivation, weaving and handloom, pickle making, jam, juice, cake and biscuit making workshop and workshop on photography. The college has also taken initiatives for the creation and transfer of knowledge and the outcomes of the same are evident. The college has its own Weaving and Handloom Training Center, and Mushroom Cultivation Centre where students gain expertise in weaving skills and also gain knowledge regarding marketing and sale of their products. Such steps enable them to gain vocational skills and become financially independent.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

3.2.2

Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years

Response: 16

3.2.2.1 **Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
1	11	1	2	1

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.3 Research Publications and Awards

3.3.1

Number of research papers published per teacher in the Journals notified on UGC care list during the last five years

Response: 0.4

3.3.1.1 **Number of research papers in the Journals notified on UGC CARE list year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
3	2	1	1	1

File Description	Document
Link to the uploaded papers, the first page/full paper(with author and affiliation details)on the institutional website	[View Document](#)
Link to re-directing to journal source-cite website in case of digital journals	[View Document](#)
Links to the papers published in journals listed in UGC CARE list or	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.3.2

Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 1.1

3.3.2.1 **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
8	1	4	8	1

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters	[View Document](#)

3.4 Extension Activities

3.4.1

Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last five years.

Response:

The college has undertaken a number of extension activities and outreach programmes in the neighbourhood community with the help of various cells, students and teachers. The programmes undertaken are stated below:

- **Adopted village:** The college has adopted one nearby village namelyBhatgaz Village. Different Programmes like the Swachhata Bharat Summar Internship Programme, tree plantation, awareness programme on constitutional rights, against Tobacco eating, and yoga in life were conducted in the village.

- **National Service Scheme:** The student volunteers of NSS under the Ministry of Youth Affairs and Sports, Government of India get the opportunity to take part in government-led community service programmes and activities. It develops their personality, character and a sense of responsibility towards the community. NSS conducted programmes like the 'Swachhata hi Sewa'Programme and, the Pre-republic Day celebration camp andobserved different special days.
- **National Cadet Corps:** Students of NCCget an opportunity to develop their personality and disciplined leadership qualities through taking part in camps, college activities and community service activities.They are motivated by selfless service to the nation.
- **Cell for Women Studies and Development:** The cell ensures a safe environment for girl students on the college campus. The cell facilitates guest lectures and counselling and is

sensitized to some issues like gender discrimination, gender equality, early marriage, health care and leadership development. It promotes intellectual and cultural activities, stimulates their potential anddevelops the self-confidence of students.

- **Extension Cell:** TheExtension cell of the college organizes various programmes to inform about issues, maintain cordial relations with the local community, encourage community participation and integrate cultural activities.
- **Environmental activities:** The NSS, Eco Club, NCC and Extension celladopted activities for an eco-friendly environment like tree plantation, cleanliness drive, saying no to plastic, special talk inviting eminent environmental activists. The Eco club also takes measures on soil testing of the college campus.
- **Linkage with institutions for Internship:** Honours students of the Education department practice macro teaching at nearby primary and M. E. School.
- **Project work:** Projects on gender parity, income and livelihood security, indigenous education system and women's education were conducted by students of Assamese, English, Economics and Education departments at villages inhabited by Deori, Garo, Shyam, Mishing and Naga Community situated at Charaideo and Sivasagar district.
- **Memorandum of Understanding signed:** The College signed 13 MoUs with some institutions such as Bir Lachit Borphukan College, Sivasagar, Gargaon College, Moran Mohila Mahavidyalaya, Charaideo, Demow College, Nitaipukhri Coaching Centre, ICT academy, Aicheng Innovation and Research Pvt.Ltd, Nitaipukhuri and carry out different activities and programmes.

- **H.C.D.G. College Teacher Unit:**The teachers' unit organizesvarious lectures on topics like health and hygiene, witch hunting,superstition etc.Flood relief was provided to people at Joon Gaon. Financial supports were provided to youth organizations of the local area on the occasion of cultural and sports activities organized yearly. Moreover,literary and cultural programmes, extra-mural lectures, and observation of special days are organized by the unit.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

3.4.2

Awards and recognitions received for extension activities from government / government recognised bodies

Response:

Dr. Diganta Gogoi, Associate Professor and Head of the Department of Assamese, HCDG college was awarded as the**Green Manof Demow**, Sivasagar District on 19th January 2019. He has been awarded for his work on **the plantation of trees** in the greater Nitai-Panidihing and Demow area.Dr. Diganta Gogoi

received another award,**the North East Sikhsha Ratna**award from the 'All India Journalist Union' on 22ndDecember 2019 for performing excellence in his entire teaching period.He received the '*Sahoshi Bota*' by *Sahoshi*, a non-government organization at Srimanta Sankardev Kalakhetra on 28th December 2023for his works in combating the superstitious beliefs, evil and malpractice prevailing in the society.

The student cadets of the college **NCC** unit Miss Rasmi Rekha Chetia, and Sri Hritick Buragohain are **felicitated for participating in the Republic Day 2024** parade on 2nd February 2024.

The Hem Chandra Dev Goswami College received the **Best Examination Centre** (for Higher Secondary Examination) award from the Assam Higher Secondary Education Council in 2019. The award consists of a Certificate, a Trophy and Fifty Thousand Rupees. Under the college, there are three sub-examination centres viz. Nitaipukhuri Higher Secondary School, Kotiyori Higher Secondary School, Panidehing Senior Secondary School at that time.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

3.4.3

Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.

Response: 39

3.4.3.1 **Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
4	19	2	8	6

File Description	Document
Photographs and any other supporting document of relevance should have proper captions and dates.	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and the details of the collaborating agency	[View Document](#)

3.5 Collaboration

3.5.1

Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.

Response: 7

File Description	Document
Summary of the functional MoUs/linkage/collaboration indicating start date, end date, nature of collaboration etc.	[View Document](#)
List of year wise activities and exchange should be provided	[View Document](#)
List and Copies of documents indicating the functional MoUs/linkage/collaborations activity-wise and year-wise	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1

The Institution has adequate infrastructure and other facilities for,

- **teaching – learning, viz., classrooms, laboratories, computing equipment etc**
- **ICT – enabled facilities such as smart class, LMS etc.**

Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc (Describe the adequacy of facilities in maximum of 500 words.)

Response:

Hem Chandra Dev Goswami College has adequate infrastructure to cater to the curricular and co-curricular needs of the students. Located in nestle 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.

The college has adequate facilities for teaching-learning in terms of classrooms, laboratory, computing equipment. The college has three blocks, administrative block, academic block and library building cum study centre. The Administrative block of the college is consisted of the Principal's office and administrative office. The administrative block is ICT enabled. The academic block has 3 separate buildings including the heritage building.All the departments have separate common rooms cum office rooms and are provided computing facility to conduct departmental activity smoothly. There are 18 classrooms. The classrooms are well ventilated, equipped with black or white boards and projectors. There are six ICT enabled classrooms.There is a Computer lab with necessary computing facility and one psychology laboratory under Department of Education.

The well-stocked Central Library of the college is automated with SOUL 2.0, upgraded with D-Space Software and has barcode technology. A total of 10675 copies against 7354 Record Id are recorded in SOUL database. The library is also going to join NERcat System, which is Union Catalogue system developed by INFLIBNET Centre.

The college emphasize to provide better facilities for cultural activities. It has an auditorium of 250 sitting capacity with a well-decorated stage for numerous cultural activities including large scale meetings, freshman's social etc. In addition to this, it has an open stage to organise some other cultural events. Besides, the college has 3 Conference rooms (1 having video conferencing facility).

Being placed in a locality and having a suitable environment for sports and games, the college givesfocus on encouraging and providing better facilities to the students for co-curricular activities. The college has a Volleyball court and a badminton court. The college Volleyball teams of boys and girls have been showing excellent performance regularly for consecutive years. As the college has no permanent sports complex, MoU has been signed with Nitaipukhuri Coaching Centre to utilize the playground and to ensure regular coaching and practice of the students. In Wushu also students of the college are shining and winning medals. The college has Table Tennis court. The college organised inter college (men)

Zonal football under Dibrugarh University.

The college has a multi-gym facility open for college staff and students. The multi-gymnasium has exercise equipment like Bench Press, Leg Press, Seated Cable Row, Dumb-bells, etc. To ensure physical and mental health of the students there is a Yoga Centre in the college. It conducts certificate Course on Yoga and Meditation for the students in collaboration with Brahma Kumari Retreat Centre, Demow.

Apart from these the following infrastructural facilities are available:

- Transformer
- KVA Generator
- Wi-Fi facility
- Ethnic Museum
- Student union, NCC and NSS room
- Day Care Centre
- KKHSOU Campus

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

4.1.2

Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years

Response: 6.68

4.1.2.1 **Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)**

2022-23	2021-22	2020-21	2019-20	2018-19
2.88	1.78	1.56	5.81	2.17

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted)	[View Document](#)

4.2 Library as a Learning Resource

4.2.1

Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students

Response:

The central library is the core hub of the knowledge landscape of H.C.D.G. College. The central library of the institution has a diverse collection of books, journals, magazines, newspapers, educational CDs, maps, charts, e-resources, manuscripts, etc.

The central library has various sections like Periodical Section, reference, circulation, E-resource, reprographics, textbook sections, etc. The college library had a well-equipped reading room with a 50-seat capacity for library users. There is a separate reading area for the faculty members.

The central library has providing different services and facilities like periodical service, reference and information service current awareness service, E-resources, reprographic service, online public access catalogue (OPAC) assistance in using E-resources, book bank facilities, library orientation, automated circulation system using Barcode Technology etc. to its users.The library is automated with the integrated library management system (ILMS) SOUL2.0 since 2014. Circulation is being done with Barcode Technology. As on 2 April 2024 a total of 10675 copies against 7354 Record Id are recorded in SOUL database. 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.

The library has also developed its Digital Library cum Institutional Repository with open-source software "D Space" in 2019. The institutional repository covers more than 200 records, including old question papers, institutional publications, departmental publications, faculty publications, college magazines, manuscripts, photos, newsletters, etc. The resources of the Digital Library cum IR can be accessed in the library through 2 numbers of client's computers which is installed in e-resources centres of the library dedicated for the purpose of benefiting the students as well as faculty members of the college from their own system through college LAN and through library Wi-Fi network.

- The library also provides book bank facilities to SC/ST and needy students of the college.

- **Barcode Attendance:** Barcode based attendance system for both students and staffs
- **Book Browsing:** The holding of the library can be searched using OPAC facilitated in the gate registration counter.
- **Digital Library:** It has a separate digital library section.
- **Membership of E-Contents:**The users can access 199500+ E-books and 6000+ E-journals from NLIST database.
- **Online Book Requisition System:** Teachers and students can request or suggest book purchase using Whats App and email.
- The college library is under CCTV surveillance.

Total amount spent on purchase of books and journals (2018-19 to 2022-23):

(Last completed academic year 2022-2023):

Expenditure on book &journal purchasing	Fund	**2018-2019**	**2019-2020**	**2020-2021**	**2021-2022**	**2022-2023**
Books	RUSA		900000			
Books	Library			15578		50000
Journal						4100
N-List		5900	5900	5900	5900	5900
Total		**5900**	**905900**	**21478**	**5900**	**60000**

Per day usage of Library

Students' foot fall in the library (from 01/07/2022 to 30/06/2023): 7200

Teachers' foot fall in the library (from 01/07/2022 to 30/06/2023): 1080

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

4.3 IT Infrastructure

4.3.1

Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words

Response:

Hem Chandra Dev Goswami College has a well-established process in place for implementing and updating its IT infrastructure. The institution regularly updates its IT facilities. For proper maintenance of the hardware and software facilities, technical support is provided.

Hardware infrastructure

The college has 31 desktops and laptops in total. There are desktops and laptop for administrative purposes. Each department is provided with laptop for the smooth conduct of departmental activities. For an effective teaching-learning process, the teachers incorporate ICT tools and e-resources. To improve learning capacities of the students, learning resources such as D Space, INFLIBNET, and video lectures are provided by the central library of the college. There are 6 classrooms with IT facilities. There is also one conference hall with video conferencing facilities. For online classes and the sharing of lecture notes, the departments additionally employ Google Classrooms, Zoom, Google Meet, Teachmint, Webex, and other online platforms. Departmental WhatsApp groups have been formed to prioritise the economical use of papers. Students are encouraged to present project papers and seminar papers in groups or individually using ICT tools.

Software infrastructure

The website for H.C.D.G. College has been functioning for the last few years. A reliable organisation, GKD619 has been tasked with maintaining the website. The faculty, office staff regularly update personal profile as well as respective departmental profile on the website. A Website Committee has been formed to confirm regular update of the college website.

The admission process is conducted through the online portal http://hcdgonline.co.in/. Recently, the college has registered in Government e Marketplace (GeM) for purchasing of various items. In addition, biometric attendance system for the employees has been initiated since 2004.

For smooth conduct of administrative and academic works, office automation packages and anti-virus software have been purchased by the institution and updated regularly. The IT cell ensures proper maintenance and update of ICT tools.

The Central library of the college 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. The Circulation is also being done with Barcode Technology.

Internet Facility

The entire H.C.D.G. College campus is Wi-Fi enabled (password protected) with hassle free connectivity for both teachers and students. The college has broadband connection with 300 Mbps speed.

Constant up-gradation and updates of various facilities, infrastructural provisions are done at periodical

intervals, to assure that the entire campus is ICT enabled for its various purposes.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

4.3.2

Student – Computer ratio (Data for the latest completed academic year)

Response: 14.71

4.3.2.1 **Number of computers available for students usage during the latest completed academic year:**

Response: 17

File Description	Document
Purchased Bills/Copies highlighting the number of computers purchased	[View Document](#)
Extracts stock register/ highlighting the computers issued to respective departments for student's usage.	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

4.4 Maintenance of Campus Infrastructure

4.4.1

Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years (INR in Lakhs)

Response: 17.68

4.4.1.1 **Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)**

2022-23	2021-22	2020-21	2019-20	2018-19
7.68	1.79	1.06	1.11	25.96

File Description	Document
Institutional data in the prescribed format	[View Document]
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for maintenance of infrastructure should be clearly highlighted)	[View Document]

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1

Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years

Response: 86.15

5.1.1.1 **Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
176	303	271	139	249

File Description	Document
Year-wise list of beneficiary students in each scheme duly signed by the competent authority.	[View Document](#)
Upload Sanction letter of scholarship and free ships (along with English translated version if it is in regional language).	[View Document](#)
Upload policy document of the HEI for award of scholarship and freeships.	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.1.2

Following capacity development and skills enhancement activities are organised for improving students' capability

> *1. Soft skills*
> *2. Language and communication skills*
> *3. Life skills (Yoga, physical fitness, health and hygiene)*
> *4. ICT/computing skills*

Response: C. 2 of the above

File Description	Document
Report with photographs on Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)	[View Document](#)
Report with photographs on ICT/computing skills enhancement programs	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.1.3

Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response: 30.36

5.1.3.1 **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
41	60	160	70	70

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.1.4

The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

1. **Implementation of guidelines of statutory/regulatory bodies**
2. **Organisation wide awareness and undertakings on policies with zero tolerance**
3. **Mechanisms for submission of online/offline students' grievances**
4. **Timely redressal of the grievances through appropriate committees**

Response: C. 2 of the above

File Description	Document
Proof w.r.t Organisation wide awareness and undertakings on policies with zero tolerance	[View Document](#)
Proof related to Mechanisms for submission of online/offline students' grievances	[View Document](#)
Proof for Implementation of guidelines of statutory/regulatory bodies	[View Document](#)
Details of statutory/regulatory Committees (to be notified in institutional website also)	[View Document](#)
Annual report of the committee motioning the activities and number of grievances redressed to prove timely redressal of the grievances	[View Document](#)

5.2 Student Progression

5.2.1

Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 27.03

5.2.1.1 **Number of outgoing students placed and / or progressed to higher education year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
23	19	7	16	5

5.2.1.2 **Number of outgoing students year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
45	41	56	48	69

File Description	Document
Number and List of students placed along with placement details such as name of the company, compensation, etc and links to Placement order(the above list should be available on institutional website)	[View Document](#)
List of students progressing for Higher Education, with details of program and institution that they are/have enrolled along with links to proof of continuation in higher education.(the above list should be available on institutional website)	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.2.2

Percentage of students qualifying in state/national/ international level examinations during the last five years

Response: 0

5.2.2.1 **Number of students qualifying in state/ national/ international level examinations year wise during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.)**

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0

File Description	Document
List of students qualified year wise under each category and links to Qualifying Certificates of the students taking the examination	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

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 last five years

Response: 1

5.3.1.1 *Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during the last five years*

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	1

File Description	Document
Upload supporting document	[View Document](#)
list and links to e-copies of award letters and certificates	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.3.2

Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 1.4

5.3.2.1 **Number of sports and cultural programs in which students of the Institution participated year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
2	2	2	0	1

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

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

Response:

Alumni of an institution are assets and guiding spirits with knowledge, skill and experience. The Alumni committee, on the other hand works as a connection between the alumni and the institution to boost the all round development of the college. H.C.D.G. College has an active Alumni Association, "Alumni Coordination Committee". Recently the process for its registration has been completed. The association very keenly shows its attachment to the college and has undertaken some projects, like the construction of an Open Stage with a long concrete floor, and two cycle stand with the help of their financing. A MoU has been signed with Aicheng Innovation and Research Pvt. Ltd., an industry owned by college alumnae Mr. Suraj Chetia for internship and entrepreneur skill development programmes. Thus, the association shows its bonding, responsibility, and perpetual relationship with the college fraternity. In recent days, the association has made commitment to be involved in more such projects and even proposed to construct an alumni building with their own financing. The association has also extended educational support to the students, both financially and academically in various ways. The members of the association either collectively or individually provides financial help to the meritorious but economically weaker students. They also donate books to the Book Bank of the college library for distribution among the economically downtrodden students. Because of their keen affinity with the college family, some of the alumni members willingly provide extra classes to the students both inside and outside the college campus, which also proves their close connection with the college.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1

The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.

Response:

The vision and mission of H.C.D.G. College has been planned in accordance with its geographical location and socio-economic status. The institution aims to provide higher education opportunities for the youth of the area, preparing them for taking the challenge of the present day competition. The college also focuses on preparing students for societal transformation, combating social nuisances, and educating them on issues like gender sensitivity and environmental degradation. The college's vision is to produce accomplished, morally strong, and dutiful citizens through various institutional programs. Its mission is to facilitate optimum use of human and natural resources for sustainable development, and to involve all the stakeholders of the institution in the development of the college and the region. It aims to ensure inclusive growth with knowledge output for human development and to develop the sense of entrepreneurship to make them able to be self-reliant citizens of the country.

The institution involves all the stakeholders in its short term and long term plans which are reflected in its perspective plan. Effective institutional practices such as decentralization and participative management are observed in the institution. Though the power of decision making is assigned to the principal, as the head of the institution, the Governing Body, IQAC, and Heads of all the departments also have important roles in decision making and management of the institution. The academic power of Vice-Principal is decentralized and decisions are taken after the decision with Academic Committee and head of the departments. Collective decision making is ensured through participation of teacher members, members from non-teaching and library staff. In administration also decentralization is practiced so that each faculty can play an active role in infrastructure building. There are Building Committee, Purchasing Committee, and Construction Committee where all members are given space to give suggestions, advice, debate, discuss and make decisions. Institution encourages decentralization in terms of financial matters conducting seminars, academic programmes, purchasing books, N-List Inflibnet subscription etc. Teachers are encouraged to conduct seminars, lectures, engagement of resource persons, visiting faculty etc.

Institution has developed an Institutional Development Pan (IDP) in accordance with the instructions provided by the Director of Higher Education, Assam. The IDP including both short term and long term goals has been prepared in line with the core anchors of the NEP 2020. From August, 2023 FYUGP has been implemented in the college as per NEP under the guidance of parent University (Dibrugarh University). The academic committee after discussions with NEP Task Force and all the stakeholders is offering choice based, multidisciplinary and skill development courses so that in near future the institution can transform itself into a multi-disciplinary, holistic institution of higher education.At present the institution offers certificate on thirteen courses besides Skill Enhancement Courses (SEC) directed by Dibrugarh University.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1

The 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

Response:

Considering vision, mission, quality policy, core values, social factors, and SWOC (Strengths, Weaknesses, Opportunities, and Challenges) analysis of the college, a higher-level academic committee consisting of principal and senior professors, after in depth discussion has developed the perspective plan of H.C.D.G. College. As per the guidelines of the Department of Higher Education, the short-term and long-term goals are set keeping in view the demands of NEP 2020.

There are 35 different committees to carry out various activities systematically. An Academic Calendar indicating special days and events is prepared at the beginning of each semester.

ADMINISTRATIVE SETUP

- **Governing Body:** The Governing body of the college, as the apex body in the administrative hierarchy, monitors and supervises the overall functioning of the college and provides directions and suggestions.
- **Principal:** The principal is the academic and administrative head of the college. He plans and supervises the execution of annual academic plans and co-curricular and extra-curricular activities in consultation with the staff of the college. Various committees are formed to oversee the general administration of the college's activities, including admissions, academic coordination, conducting examinations, promotion of research and extension activities, building infrastructure, recruitment, keeping service records up to date, and promoting cultural, literary, and sports activities. The principal strives for the overall development of the college.
- **Vice Principal:** As the Academic Officer and Chairperson of Academic Council, the vice principal supervises the academic practices and frames relevant plans/schedules and policies.
- **IQAC**: IQAC is the guiding force in various strategies for quality improvement and assurance related activities. The cells are formed under IQAC to work on different aspects.
- **Head of the Departments:** The HoDs take the responsibility of heading all administrative and

academic affairs of the departments as well as of the college.

DEPLOYMENT OF STRATEGIC PLAN

- Three certificate courses have been introduced and completed.
- 13 MoUs/ collaborations have been signed with BirLachitBorphukan College, Moran Women's College and Gargaon College, Demow College, Department of History, Demow College, NPCC (Nitaipukhuri Coaching Club), ICT Academy, Kathashilpi Buddhindra Kumar Rajkhanikar Memorial Trust, Aicheng Innovation and Research Pvt. Ltd., Brahma Kumari World Peace Retreat Centre, Demow, NICM, Sivasagar, and AMTRON.
- A gymnasium has been opened to enhance physical fitness
- Mentoring system has been made extensively
- ICT enabled infrastructure has been upgraded
- For effective teaching-learning process special classes, drama workshops, grammar workshops, film screening have been organized.
- Various extension activities have been conducted under the aegis of NCC and NSS.
- Participative programmes have been organized in association with Parents association, alumni association etc.
- Two peer reviewed ISBN books and one ISSN Annual Journal have been published.
- The college publication cell has taken the initiative to publish and re-publish some of the books of renowned literary figures.
- Health camp, hygiene and sanitation survey, awareness camp on child marriage have been conducted as outreach activities in the nearby locality.
- Two extensive sample surveys have been accomplished on gender sensitization and drop-out under the initiative of IQAC
- Two National Seminars have been conducted during the period
- A few new add on/certificate courses have been introduced
- Conducted Green Audit and Energy Audit recently.

File Description	Document
Upload Additional information	[View Document](#)
Institutional perspective Plan and deployment documents on the website	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.2.2

Institution implements e-governance in its operations

1. **Administration**
2. **Finance and Accounts**
3. **Student Admission and Support**
4. **Examination**

Response: C. 2 of the above

File Description	Document
Screen shots of user interfaces of each module reflecting the name of the HEI	[View Document](#)
Institutional expenditure statements for the budget heads of e-governance implementation ERP Document	[View Document](#)
Annual e-governance report approved by the Governing Council/ Board of Management/ Syndicate Policy document on e-governance	[View Document](#)

6.3 Faculty Empowerment Strategies

6.3.1

The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Response:

H.C.D.G has effective Welfare Measures and a Performance Appraisal system for teaching and non-teaching staff as per State Government norms and rules. The teaching and non-teaching employees get the benefits of Pension/Gratuity benefits, GIS, GPF, NPS, and leave encashment benefits at their retirement.

Promotion:

The administration of the college maintains a 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 contributions. Every such faculty has to furnish their academic or professional activities viz. seminar paper presentation, publications, resource persons, attending of conferences and workshops etc. for evaluation by IQAC and College authority.

Leave benefits:

The employees of the College availed various types of leaves under College Management and andLeave Rules (the government of Assam rules and UGC rules): Study Leave (for PhD research work/ FIP/ FDP etc. to permanent teachers), Maternity Leave & Child Care Leave for all ladies staff, Medical Leave (for all staff), Academic Duty Leave.

Loan Facility:

The college has a Thrift Society (Registration process is initiated) where the members have deposited a certain amount in monthly instalments as fixed by the Society. The members can avail of loans easily whenever required as per the rules of this society.

First aid and health care centre:

The College has a first aid & health care centre for any emergency health-related issue. Besides providing first aid, the sick bed and oxygen container are also available. In certain cases, the college fraternity extends financial support to needy students as well as the employees.

Sanitary Pad Vending Machine:

 The institution has installed a sanitary pad vending machine for female employees and female students.

Divyagnajan Policy:

H.C.D.G College has framed its policy for differently able stakeholders under which amenities like wheelchairs, ramps, and restrooms, are provided to such stakeholders.

Felicitation on Achievements:

Teaching and Non-Teaching staff are always encouraged in their academic and other achievements. Teachers are felicitated for achieving Ph.D. Degree and other awards. The employees are also felicitated on the day of retirement for the successful completion of their service.

Day Care Centre:

 The College has a daycare centre with all the necessary facilities for young children of the teaching and non-teaching staff.

Performance Appraisal System for teaching and non-teaching staff

The College follows the performance appraisal procedures as per Govt. of Assam and UGC norms. Each employee fills and submits online the Annual Performance Appraisal Report (APAR). This Document is then certified by the Principal. The performance appraisal system of the teaching staff involves both confidential and learner feedback. The Principal prepares the confidential appraisal for teaching staff after discussion with the Vice-Principal and IQAC Coordinator of the institution. The confidential report is also used during the time of CAS promotion of teachers.

In the case of Non-teaching staff, their appraisal report is generally prepared on the performances of their honesty, sincerity, punctuality and regularity, accountability, credibility, technical knowledge, Collective behaviour etc.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.3.2

Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 2.02

6.3.2.1 **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
0	2	0	0	0

File Description	Document
Policy document on providing financial support to teachers	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year-wise under each head.	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

6.3.3

Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

Response: 49

6.3.3.1 **Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP),** *Management Development Programmes (MDPs)* **professional development /administrative training programs during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
12	7	14	11	5

6.3.3.2 **Number of non-teaching staff year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	1	0

File Description	Document
Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise.	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Copy of the certificates of the program attended by teachers.	[View Document](#)
Annual reports highlighting the programmes undertaken by the teachers	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1

Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

HCDG College does financial audits and has plans for maximizing the use of finances and resources from a variety of sources.

In order to support the growth of infrastructure and resources, HCDG College works to mobilize funding from both public and private sources to the appropriate authorities, including the UGC, State Government, Department of Higher Education, RUSA, MPLAD funding, Panchayat Grants, and others Donations, memorial awards, and endowments from various individual and parties. It appreciates the assistance provided by the ODL Study Center in running center on the property.

It collaborates with other institutions and organizations to support academic programs together.

Resource Mobilization and Utilization State-level government competitive exams are held on the college campus.

It features the Study Centers of K.K. Handiqui State Open University, for PG, UG, Diploma, and Certificate Courses.

The college campus was used as quarantine Center during the Covid 19 pandemic. Additionally, several groups have meetings and training sessions at the premises.

The institution has plans in place for raising money and mobilizing resources. It is evident in the way it is put into practice, like in RUSA 2.0.Scheme.

Following the institution's proposal, RUSA approved Rs. 2 crore for infrastructure development under the RUSA 2.0 program, with the head of civil and non-civil works, in accordance with guidelines. The institution has received 75% of the allotted amount so far, and the utilization of these funds has been submitted to RUSA. Books, journals, lab and sports equipment purchases, as well as civil work, new building, rehabilitation projects, and non-civil work are all included.

The college regularly carries out internal and external financial audits. The following techniques have been used in a two-tier financial audit system:
1. Internal Audit: As authorized by the college's governing body, an area registered chartered accounting farm conducts the internal audit.
2. External Government Audit: An external audit was carried out by the Local Audit Office, Govt. of Assam.

Internal auditing is a continual procedure that CA does. The auditors review and validate every bill, voucher, and stock register. Lastly, the CA drafts an audit report that is submitted to the Governing Body.

Utilization certificates are prepared in accordance with the funding agency's standards for grants obtained from UGC, RUSA, and other organizations. They are duly verified and signed by CA and sent to the appropriate authority.

As per their schedule, the Department of Local Audit, Government of Assam, conducts external government audits in which the government regulations are adhered to in the assessment of income-expenditure and receipt-payment.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

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. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

The IQAC of HCDG College plays a significant role in all quality matters. Primarily the IQAC has to concern about the improvement of both academic and administrative quality of the institution. It is very much aware to maintain quality in teaching, learning and evaluation process. In order to promotes and accelerates the quality education the IQAC of the college organizes various seminars, workshops, symposia, cultural programmes, academic meetings, conferences and other programmes for all the stakeholders of the institution.

IQAC has made sincere attempt to enhance the quality of the learning environment in the college through various practices and ensuring the production of quality human resources. Particularly the institution has regularly carried out streamline feedback system and Teacher-led Students Research Projects.

Feedback System:

In order to enhance the quality of the teaching-learning process the institution has made a systematic survey through a rationalize feedback system.

Feedback has been collected from all the stakeholders of the institution on the issues of academic transaction and institutional performance.

Students' feedback: The students have given their feedback on two separate themes:

- Teaching and curriculum: Feedbacks are collected from the students who have given the opportunity to respond the questionnaires on certain points related to curriculum, its transactions and other aspects of teaching.
- Institutional performance: Students also respond the queries prepared on certain key aspects related to administration and other facilities provided by the institution.

Teachers' feedback: The teachers have given their feedback on the prescribed curriculum and   also bestow their suggestions for the improvement of curriculum and other aspects.

Employer Feedback: Regarding overall quality enhancement of the institution feedback is taken from the employer.

Alumni Feedback: feedbacks are taken from the alumni on curriculum, performance of the teachers and their overall experience in the institution during studying years.

Feedback from the Parents: The parents/guardians are also responded some queries on certain academic issues and offered their suggestions which are seriously taken into consideration by the college authority.

Methodology:

- Feedback samples are collected and analyses and prepare a feedback report on it.
- The feedback report is circulated among the departments and respective bodies and asked to take follow up action wherever necessary.
- The detailed feedback report is available in the college website : Https://hcdgcollege.org

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.5.2

Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
2. **Academic and Administrative Audit (AAA) and follow-up action taken**
3. **Collaborative quality initiatives with other institution(s)**
4. **Participation in NIRF and other recognized rankings**
5. **Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

Response: B. Any 3 of the above

File Description	Document
Quality audit reports/certificate as applicable and valid for the assessment period.	[View Document](#)
NIRF report, AAA report and details on follow up actions	[View Document](#)
List of Collaborative quality initiatives with other institution(s) along with brochures and geo-tagged photos with caption and date.	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)
Link to Minute of IQAC meetings, hosted on HEI website	[View Document](#)

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1

Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years.

Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words

Response:

- The percentage of the number of female students in H.C.D.G. College is 54.80%, and of the male students is 45.20%. Most of the students of the college belong to marginalised and economically weaker communities, due to which the male students need to get indulged in earning livelihood for the family, thereby causing a reduction in their percentage to some extent in comparison to the female students. The vision of the college is to provide them with quality education in order to create a holistic and gender-sensitive environment, providing both male and female students with equal opportunities for gaining financial assistance in the future and also being more enlightened regarding gender-based discrepancies.
- The college has organised a great number of formal events like awareness programmes, talks and speeches on various occasions on gender-specific issues. These events have been very efficient in the anticipation of creating an equitable viewpoint towards gender-specific ideas and matters.
- The Women Studies and Development Cell is the main body of the college working in regard to taking initiatives and social responsibilities towards the creation of a gender-sensitive atmosphere in the college. In an institute of higher learning, it is important to sensitise students to gender-based discrimination. Awareness programmes, including speeches on relevant topics and special talks, have been organised by the Cell to incorporate both the students and the people residing in the nearby locality in creating wakefulness amongst them regarding gender-specific issues and the various insights associated with it.
- The college has organised programmes not just on issues related to gender discrimination or gender sensitisation but also has conducted various events creating consciousness regarding problems faced by women on their physical, mental and psychological grounds. These were conducted with the need to inform the women of the nearby villages and locality of their responsibilities and rights and to provide them with a vision of having a secure future. Topics like early marriage of girls, the importance of education for girl child, awareness of women regarding pregnancy and menstruation cycle, social responsibilities of women, etc are discussed with pertinent instances in the meetings in order to contribute its share in forming a well-informed society.
- H.C.D.G. College has installed a napkin-vending machine in the Girls' Common Room for their personal convenience.
- All the departments of H.C.D.G. College have also been indulged in organising several Programmes like Webinars, Conferences, Talks, Lectures, etc, on various occasions by eminent academicians with acknowledged expertise focusing on the significance of the days observed and the events organised.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

7.1.2

The Institution has facilities and initiatives for

1. **Alternate sources of energy and energy conservation measures**
2. **Management of the various types of degradable and nondegradable waste**
3. **Water conservation**
4. **Green campus initiatives**
5. **Disabled-friendly, barrier free environment**

Response: A. 4 or All of the above

File Description	Document
Policy document on the green campus/plastic free campus.	[View Document](#)
Geo-tagged photographs/videos of the facilities.	[View Document](#)
Circulars and report of activities for the implementation of the initiatives document	[View Document](#)
Bills for the purchase of equipment's for the facilities created under this metric	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

7.1.3

Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

1. **Green audit / Environment audit**
2. **Energy audit**
3. **Clean and green campus initiatives**
4. **Beyond the campus environmental promotion activities**

Response: B. Any 3 of the above

File Description	Document
Report on Environmental Promotional activities conducted beyond the campus with geo tagged photographs with caption and date	[View Document](#)
Policy document on environment and energy usage Certificate from the auditing agency	[View Document](#)
Green audit/environmental audit report from recognized bodies	[View Document](#)
Certificates of the awards received from recognized agency (if any).	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

7.1.4

Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

The institution strives to create an inclusive and welcoming environment for everyone, regardless of linguistic, cultural, regional, or other diversities, as well as socio-economic status. The college conducts various sports and cultural events on its campus to encourage harmony and interaction among students from different backgrounds. The institution observes several commemorative days such as Youth Day, International Women's Day, Girl Child Day, Voters Day, Indigenous Peoples Day, Bishnu Ravha Day, and Bhupen Hazarika Death Anniversary to promote mutual respect and understanding among individuals from diverse racial and cultural backgrounds. Additionally, the college organizes an annual exhibition cum sale of folk weaving and indigenous food items in collaboration with IQAC and other departments to promote local culture. The institute also has a grievance redress cell that handles complaints impartially, without considering race or ethnic background.

HCDG College respects and acknowledges the cultural traditions of different groups and organizes various activities during its annual College Week to promote cultural and spiritual values among the students. The college also celebrates different cultural and religious festivals like Freshman Social, Teachers' Day, orientation and farewell programs, and induction programs for new students both inside and outside the campus. These efforts have been well appreciated and have contributed to the national development.

The college provides an inclusive environment and celebrates national festivals and important occasions such as International Women's Day, Unity Day, Mother Language Day, World Population Day, Yoga Day, etc., which bring together individuals from diverse backgrounds. During College Week, the college organizes a cultural rally to showcase the region's cultural diversity. The students from different

departments exhibit the vivid customs of the local tribes. In addition, the institution hosts various cultural events such as interdepartmental cultural processions, traditional attire competitions, and classical dance competitions. The college also organizes contests like Borgeet, Bihugeet, Jyoti Sangeet, Bhupendra Sangeet, Falksongs, etc. to celebrate the regional features.

The college publishes an annual magazine with the objective of promoting writing skills among its students. Each department creates a visually appealing and thematically consistent wall magazine to showcase in the interdepartmental wall magazine competition held during College Week. These activities are intended to encourage participation and foster engagement in the local community.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

7.2 Best Practices

7.2.1

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

Response:

- **Case: 1**

1. **Title of the Practice: Book Bank Facility**
2. **Objectives of the Practice:**

- To provide easy accessibility of books to the under-privileged students.
- To enable students to pursue higher education without hindrance and get the required books for free.
- To relieve them with the difficulty of exam preparation due to the unavailability of prescribed texts and reference books.
- To relieve economically weaker students of the apprehension of being deprived of the course study materials.

1. **The Context:** The institution believes that financial crisis should never become an obstacle in the path of education of the students. The students face difficulty in having easy access and availability of books for personal purchase. Some suffer with the problem of affordability of books due to poor financial condition. The books are donated by the benevolent members of the teaching, non-teaching and library staff.
2. **The Practice:** The entire procedure of providing books is conducted meticulously with the formulation of a committee of the Library Staff. The students have to fill in a form where the name of the Student, Semester, Department, number of books issued and the respective year of

issue is recorded; and the authorized committee sanctions the books to the deserving and needy students after its submission.

The students return the books after the completion of the end-semester exams. The Book Bank Clearance Receipt is given to the students to validate the return. They can again issue the books for the next semester. The books are issued for the whole semester and are returned to the library only at the end of the semester.

The book bank facility allows the students to borrow books for the entire academic session, thereby relieving the students of the trouble of issuing books again and again.

1. **Evidence of Success:** The students of the college avail the Facility on a regular basis. On an average, each student issues five to six books each semester. Each year a great number of books are donated by the members of the college. It benefits the students in their academic performance and also assists them in getting better results. It has helped the students with poor financial condition in getting the books.
2. **Problems Encountered and Resources Required:** The dropout rate of the students causes a hindrance in the recollection and return of books. It results into the loss of books hampering the availability of books for other students. The library Staff has to make home visits to recollect the books which cause unnecessary inconvenience. Lack of financial support from the Government is also one of the problems encountered.

- **Case: 2**

1. **Title of the Practice: Weaving Training and Production**
2. **Objective of the Practice:**

- To inculcate a new thrust towards the regional textile industry among the students
- To encourage them to adopt the skill of weaving as a profession.
- To encourage the students to improvise and gain expertise in the skill.
- To make the students familiar with the traditional and folk culture of Assam.

1. **The Context:** As economically weaker students require financial assistance in buying threads and other resources, adopting the practice on the professional ground would enable them to be financially self-dependent. Moreover, handloom cloths are in high demand in the present scenario. Hence, the college takes the initiative of starting a Weaving Training and Production Centre to produce the traditional attire and clothes. NEP 2020 aims to make the students excel in various fields along with academic development. Thus, such skill-based and entrepreneurial activities would promote holistic development of students and a fixed source of income as an entrepreneur.
2. **The Practice:** The hand-operated weaving device, called "Taat Xaal", is to be found in most of the households of the rural regions of Assam. Weaving is the most common practice executed by the women. The practice is initiated to imbibe the students with the significance of culture and ethnic craft among them so that they can adopt it, both as a skill and a profession.

Most of the students are well-acquainted with this practice as some of them possess the "Taat

Xaal" at their homes. The institution has installed the "Taat- Xhal" and appointed weaving instructors to train the students with advanced techniques. The students residing in the College Girls' Hostel are benefitted with the practice extensively, as they could practice weaving even after college hours. The traditional clothing material produced, such as Chador Mekhela, Gamocha, handbags, ethnic scarf, shawls etc. are then sold by the students in an "Exhibition Cum Sale Fare" organized by the Institution, where the active participation of local vendors is also witnessed.

Besides, during the Covid-19 and Lockdown Period as well, the students and their parents are indulged in the weaving practice at their respective households. The handloom products they produced during this period are then sold after the end of Lockdown. Thus, this Best Practice has made the students self-dependent on the grounds of skill-learning and entrepreneurial development.

1. **Evidence of Success:** The students have learned new skill and also started earning through its production. It has motivated the students in being self-reliant and being able to earn financially and support their families on the economic ground.

    Several programmes such as Awareness Camp, Entrepreneurship Development Programme, Exhibition cum Sale Programme, Field Visit etc. are conducted by the institution to create an interest among the students towards the skill.

1. **Problems Encountered and Resources Required:** The challenge that is faced in executing this practice is the limitation of time in the existing semester system. The students have limited time to practice the skill as they cannot compromise their academic performance. As a result, only few essential and less time consuming techniques and products could be taught to the students, such as ethnic towels, handbags, mobile carrying bag, and handkerchief.

File Description	Document
Best practices as hosted on the Institutional website	[View Document](#)
Any other relevant information	[View Document](#)

7.3 Institutional Distinctiveness

7.3.1

Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

Hem Chandra Goswami College is a pioneer rural institute of Higher Education located in the historic Nitaipukhuri area of Sivasagar district, Assam. Being a key centre for imparting higher education, the college, from the very beginning has been serving as an epicentre of games and sports. The college has produced a host of national and state-level players along with setting a brilliant example of producing an international basketball player. Adding a new chapter to the glorious sports history of the college, one student has eventually been awarded the prestigious 'Khelo India' scholarship due to his marvellous performance in volleyball competition and four students have been selected for 'Khelo India' events for their sound performance in volleyball & football. Further, a number of students have continuously been participating in various state-level and district-level sports tournaments. Moreover, a student of this institute has begged second position in the Wushu competition held on account of Khelo Sivasagar Khelo, a district-level sports competition. In the same line, a prestigious silver place in XXV Senior (Men & Women) All Assam Inter District Wushu Championship 2021-2022 has been secured by a student of this institute. Importantly, the sports talents of the college have not been confined to the district or the state rather such talents have represented the institute and the state on the national platforms too. For instance, two students from this institute of higher education, have participated in the 45th Junior National Volleyball Championship for Boys and Girls held at Punjab University, Chandigarh and represented the State of Assam as well. In addition, one student participated in the 43rd Sub Junior National Volleyball Championship Boys and Girls held at Vellore, Tamilnadu and proudly represented Assam. In addition, a coaching centre run by a dedicated group of alumni of the college has been providing necessary training to the budding sports talents of the college. This gesture on the end of the alumni has been a major underlying cause of the sports excellence of the institute. Simultaneously, the institution itself in collaboration with the nearby Nitaipukhuri Coaching Centre has been constantly emphasizing ensuring regular practices of the students in general and players in particular of the college. In this context, it would be worthwhile to mention the fact that the necessary dresses and jerseys required for the players have been provided by the college authority and all possible assistance has also been extended by the authority as well. The annual college week is another brightest example of sports excellence of the college. Students, both male and female actively participate in various indoor and outdoor sports competitions held during the annual college week. Such active and spontaneous participation on the part of the students plays a vital role in developing the spirit of competitiveness among the students. The inclusive sports environment of the college, as perceived by the college fraternity, has played a substantial role in shaping the mind of competitiveness among the students and this spirit has been a source of inspiration not only within the playground but also and most importantly in other arenas of life too. It has often been seen that many pass-out students of this institute have been able to serve the society and nation by getting themselves involved in the defence sector by virtue of their spirit of valour, dedication and indomitable tendency to serve the nation. The inclusive sports environment of the institute, as perceived by the college fraternity and the surrounding masses, has been a major factor for such excellence of the students of HCDG College, Nitaipukhuri. Apart from the students, the teaching and non-teaching staff of the institute are also not legging behind in the greater realm of sports. The sports team of the college comprising both teaching and non-teaching staff of the college keeps the tradition of sports excellence of the institute intake as this team, for several times, has performed marvellous and laudable performances in inter-college sports tournaments organized by the respective zone of the Assam College Teachers' Association. In short, the college is enriched with a conducive sports environment and is looking forward to establishing itself as a major sports hub of the State in the days to come.

File Description	Document
Appropriate web in the Institutional website	[View Document](#)
Any other relevant information	[View Document](#)

5. CONCLUSION

Additional Information :

The college maintains a very cordial relationship with the nearby localities by organising various socio-economic and community awareness programs. In that context, a local village named Bhatgaz has already been selected as an adopted village by the college. The NSS unit and Extension Cell of the college regularly conduct various programs there.

* The College has signed MoUs with the following institutions during 2023–24:

i) Aicheng Innovation and Research Pvt. Ltd.

ii) National Institute of Computer and Management (NICM).

iii) Department of History, Demow College, Demow.

iv) Assam Electronics Development Corporation Ltd. And Teamlease Edtech Limited

* There is an ethnic museum in the college to preserve the diverse cultural components of the ethnic tribes of Assam. The teachers, non-teaching staff, students and local communities have donated certain items to preserve and exhibit in the museum.

* The college has started herbal garden where various medicinal plants are planted. The students are also engaged in it with a view to sensitize them to the traditional health care system.

* The college is also running 10+2 level (arts) with a strength of 359 students. It has received the Certificate of Best Examination Centre Award from the Assam Higher Secondary Education Council for the session of 2019.

* The college is also running a Study Centre of Distance and Open Learning under Krishna Kanta Handiqui State Open University (KKHSOU) and provides various UG and PG programs.

Concluding Remarks :

H.C.D.G. College is established in 1965 with a view to fulfil the need for a higher education institution for the youth of the region. As a rural college, it has certain limitations; in spite of it the College makes untiring efforts to upgrade all the facilities for the students. The college is affiliated to Dibrugarh University, Assam, and it follows the Curriculum prescribed by the university. Very recently, it has implemented NEP 2020 and started FYUGP under the guidance of the parent university. In addition, the college has also conducted a few add-on courses in the greater interest of the students to ensure quality and vocational education for them. The main focus of the institution is to create a holistic environment in the college by inculcating the idea of social responsibility among the students towards their neighbouring societies. So, students are engaged in different

community service activities through NSS, NCC, and Extension Cell. The college believes in a democratic pattern of governance where all transparency is maintained and the participation of all stakeholders in the college is ensured. The IQAC of the college has made a significant contribution to the research-oriented work and encouraged the faculty members in the sphere of research and publications.

The Self Study Report (SSR) for the 3rd cycle is prepared by Internal Quality Assurance Cell of the college with the constant guidance and support of Governing Body. In the successful compilation of the report, the Vice Principal, Heads of various departments, coordinators and members of various committees, office staff, students, and alumni of the college have extended their full support and cooperation.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.2.1	**Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)** Answer before DVV Verification : 214 Answer After DVV Verification :17
1.3.2	**Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)** 1.3.2.1. **Number of students undertaking project work/field work / internships** Answer before DVV Verification : 206 Answer after DVV Verification: 171
1.4.1	*Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website* Answer before DVV Verification : A. Feedback collected, analysed, action taken& communicated to the relevant bodies and feedback hosted on the institutional website Answer After DVV Verification: C. Feedback collected and analysed
2.1.2	*Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years* 2.1.2.1. **Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)** Answer before DVV Verification: <table><tr><td>2022-23</td><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td></tr><tr><td>73</td><td>109</td><td>84</td><td>96</td><td>75</td></tr></table> Answer After DVV Verification : <table><tr><td>2022-23</td><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td></tr><tr><td>72</td><td>109</td><td>84</td><td>69</td><td>72</td></tr></table> 2.1.2.2. **Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years** Answer before DVV Verification: <table><tr><td>2022-23</td><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td></tr><tr><td>126</td><td>126</td><td>126</td><td>126</td><td>126</td></tr></table> Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
126	126	126	126	125

Remark : Values updated

2.4.2	*Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)* 2.4.2.1. **Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years** Answer before DVV Verification: <table><tr><td>2022-23</td><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td></tr><tr><td>19</td><td>15</td><td>14</td><td>13</td><td>12</td></tr></table> Answer After DVV Verification : <table><tr><td>2022-23</td><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td></tr><tr><td>16</td><td>15</td><td>14</td><td>13</td><td>12</td></tr></table>
2.6.3	**Pass percentage of Students during last five years (excluding backlog students)** 2.6.3.1. **Number of final year students who passed the university examination year wise during the last five years** Answer before DVV Verification: <table><tr><td>2022-23</td><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td></tr><tr><td>45</td><td>41</td><td>56</td><td>49</td><td>69</td></tr></table> Answer After DVV Verification : <table><tr><td>2022-23</td><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td></tr><tr><td>45</td><td>41</td><td>56</td><td>48</td><td>69</td></tr></table> 2.6.3.2. **Number of final year students who appeared for the university examination year-wise during the last five years** Answer before DVV Verification: <table><tr><td>2022-23</td><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td></tr></table>
3.2.2	*Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years* 3.2.2.1. **Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years** Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
1	5	6	0	2

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
1	11	1	2	1

Remark : Values have been update as per provided supporting document; HEI need to provide the geo tagged photos (2020-21), (2019-20)and (2018-19).

| 3.3.1 | **Number of research papers published per teacher in the Journals notified on UGC care list during the last five years** |

3.3.1.1. **Number of research papers in the Journals notified on UGC CARE list year wise during the last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
4	2	3	2	3

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
3	2	1	1	1

| 3.3.2 | **Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years** |

3.3.2.1. **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
23	25	12	17	8

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
8	1	4	8	1

| 3.4.3 | *Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years*. |

3.4.3.1. **Number of extension and outreach Programs conducted in collaboration with**

industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
26	29	7	9	17

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
4	19	2	8	6

3.5.1	*Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.* Answer before DVV Verification : 13 Answer After DVV Verification :7
4.1.2	*Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years* 4.1.2.1. **Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)** Answer before DVV Verification: {table1} Answer After DVV Verification : {table2}
4.3.2	**Student – Computer ratio (Data for the latest completed academic year)** 4.3.2.1. **Number of computers available for students usage during the latest completed academic year:** Answer before DVV Verification : 27 Answer after DVV Verification: 17
4.4.1	*Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years (INR in Lakhs)* 4.4.1.1. **Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)** Answer before DVV Verification:

Table for 4.1.2.1 (Answer before DVV Verification):

2022-23	2021-22	2020-21	2019-20	2018-19
0.27	45.57	33.04	36.93	5.70

Table for 4.1.2.1 (Answer After DVV Verification):

2022-23	2021-22	2020-21	2019-20	2018-19
2.88	1.78	1.56	5.81	2.17

2022-23	2021-22	2020-21	2019-20	2018-19
13.82	2.18	3.46	7.15	30.64

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
7.68	1.79	1.06	1.11	25.96

| 5.1.1 | *Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years*

5.1.1.1. **Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years**
Answer before DVV Verification:

| 2022-23 | 2021-22 | 2020-21 | 2019-20 | 2018-19 |
\|---\|---\|---\|---\|---\|
| 243 | 36 | 292 | 122 | 249 |

Answer After DVV Verification :

| 2022-23 | 2021-22 | 2020-21 | 2019-20 | 2018-19 |
\|---\|---\|---\|---\|---\|
176	303	271	139	249	
5.1.2	*Following capacity development and skills enhancement activities are organised for improving students' capability* *1. Soft skills* *2. Language and communication skills* *3. Life skills (Yoga, physical fitness, health and hygiene)* *4. ICT/computing skills* Answer before DVV Verification : A. All of the above Answer After DVV Verification: C. 2 of the above
5.1.3	**Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years** 5.1.3.1. **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years** Answer before DVV Verification: | 2022-23	2021-22	2020-21	2019-20	2018-19 | |---|---|---|---|---|
47	60	110	120	110	

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
41	60	160	70	70

5.1.4	*The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases*
	1. **Implementation of guidelines of statutory/regulatory bodies**
	2. **Organisation wide awareness and undertakings on policies with zero tolerance**
	3. **Mechanisms for submission of online/offline students' grievances**
	4. **Timely redressal of the grievances through appropriate committees**
	Answer before DVV Verification : A. All of the above
	Answer After DVV Verification: C. 2 of the above
5.2.1	**Percentage of placement of outgoing students and students progressing to higher education during the last five years**
	5.2.1.1. **Number of outgoing students placed and / or progressed to higher education year wise during the last five years**
	Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
13	20	16	13	22

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
23	19	7	16	5

5.2.1.2. **Number of outgoing students year wise during the last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
45	41	56	48	69

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
45	41	56	48	69

Remark : Values updated

5.2.2	*Percentage of students qualifying in state/national/ international level examinations during the last five years*
	5.2.2.1. **Number of students qualifying in state/ national/ international level examinations**

year wise during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.)

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
19	2	4	0	0

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0

Remark : Values have been updated as in the absence of the qualifying certificate the claim has not been considered as per NAAC SOP.

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 last five years

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

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
6	3	2	2	7

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	1

Remark : Values have been updated as per the provided supporting document ;DVV considered awards/medals ONLY for outstanding performance in sports/cultural activities at University/State/National/International level as per the NAAC SOP.

5.3.2

Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

5.3.2.1. **Number of sports and cultural programs in which students of the Institution participated year wise during last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
15	28	4	7	15

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
2	2	2	0	1

6.2.2	*Institution implements e-governance in its operations* 1. **Administration** 2. **Finance and Accounts** 3. **Student Admission and Support** 4. **Examination** Answer before DVV Verification : A. All of the above Answer After DVV Verification: C. 2 of the above

6.3.3	*Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years*

6.3.3.1. **Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP),** *Management Development Programmes (MDPs)* **professional development /administrative training programs during the last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
12	7	14	11	5

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
12	7	14	11	5

6.3.3.2. **Number of non-teaching staff year wise during the last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	1	0

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	1	0

6.5.2	**Quality assurance initiatives of the institution include:** 1. **Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented** 2. **Academic and Administrative Audit (AAA) and follow-up action taken**

	3. **Collaborative quality initiatives with other institution(s)** 4. **Participation in NIRF and other recognized rankings** 5. **Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.** Answer before DVV Verification : A. Any 4 or more of the above Answer After DVV Verification: B. Any 3 of the above
7.1.2	**The Institution has facilities and initiatives for** 1. **Alternate sources of energy and energy conservation measures** 2. **Management of the various types of degradable and nondegradable waste** 3. **Water conservation** 4. **Green campus initiatives** 5. **Disabled-friendly, barrier free environment** Answer before DVV Verification : A. 4 or All of the above Answer After DVV Verification: A. 4 or All of the above
7.1.3	**Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following** 1. **Green audit / Environment audit** 2. **Energy audit** 3. **Clean and green campus initiatives** 4. **Beyond the campus environmental promotion activities** Answer before DVV Verification : A. All of the above Answer After DVV Verification: B. Any 3 of the above

2.Extended Profile Deviations

ID	Extended Questions
1.1	**Number of teaching staff / full time teachers during the last five years (Without repeat count):** Answer before DVV Verification : 22 Answer after DVV Verification : 20
1.2	**Number of teaching staff / full time teachers year wise during the last five years** Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
22	20	20	21	21

Answer After DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
19	20	20	20	20