# YEARLY STATUS REPORT - 2022-2023

## Part A

## Data of the Institution

**1.Name of the Institution**        HANDIQUE GIRLS' COLLEGE

- Name of the Head of the institution    DR. RANJIT SARMA

- Designation    PRINCIPAL

- Does the institution function from its own campus?    Yes

- Phone no./Alternate phone no.    03612970214

- Mobile no    9435092990

- Registered e-mail    hgcollege75@gmail.com

- Alternate e-mail    rsarmajrt@gmail.com

- Address    DIGHALIPUKHURI WEST, PANBAZAR

- City/Town    GUWAHATI

- State/UT    ASSAM

- Pin Code    781001

**2.Institutional status**

- Affiliated /Constituent    AFFILIATED

- Type of Institution    Women

- Location    Urban

- Financial Status    UGC 2f and 12(B)

- Name of the Affiliating University **GAUHATI UNIVERSITY**

- Name of the IQAC Coordinator **DR. PORI HILOIDARI**

- Phone No.

- Alternate phone No. **7002370577**

- Mobile **9864327981**

- IQAC e-mail address **iqachgcollege@gmail.com**

- Alternate Email address **hiloidaripori@gmail.com**

**3.Website address (Web link of the AQAR (Previous Academic Year)**
http://www.hgcollege.edu.in/uploadfiles/file/aqar/2021-22/AQAR-2021-2022.pdf

**4.Whether Academic Calendar prepared during the year?**
**Yes**

- if yes, whether it is uploaded in the Institutional website Web link:
https://www.hgcollege.edu.in/pdf/ACADEMIC-CALENDAR-2023.pdf

**5.Accreditation Details**

| Cycle | Grade | CGPA | Year of Accreditation | Validity from | Validity to |
|---|---|---|---|---|---|
| Cycle 1 | B+ | 78.05 | 2004 | 08/01/2004 | 07/01/2009 |
| Cycle 2 | B | 2.87 | 2011 | 08/01/2011 | 07/01/2016 |
| Cycle 3 | B | 2.47 | 2021 | 31/03/2021 | 30/03/2026 |

**6.Date of Establishment of IQAC** **21/03/2004**

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

| Institutional/Department /Faculty | Scheme | Funding Agency | Year of award with duration | Amount |
|---|---|---|---|---|
| Handique Girls' College | Blood Donation and AIDS Awareness | Assam State AIDS Control Society | 2022-23 | 10000 |
| Handique Girls' College | Research Project | National Innovation Foundation | 2022-23 | 250000 |
| PG Science Departments, Handique Girls' College | CURIE Project | DST, Govt. of India | 2022-23 | 5091120 |
| Institutional Advanced Level BioTech Hub, Handique Girls' College | Research Project | DBT, Govt. of India | 2022-23 | 2102443 |

**8.Whether composition of IQAC as per latest NAAC guidelines**     **Yes**

- Upload latest notification of formation of IQAC     [View File](#)

**9.No. of IQAC meetings held during the year**     **11**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?     **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report     No File Uploaded

**10.Whether IQAC received funding from any of the funding agency to support its activities**     **No**

**during the year?**

- If yes, mention the amount

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

Teacher Led Students' Research Projects: This initiative is to orient the students in areas of research and development, with a view to enriching their educational experience. It was initiated in 2010. Under this, students from different departments, carry out research projects under the guidance of teacher supervisors.

Faculty/Student Development through use of ICT tools and digital workshops: IQAC takes initiatives to train faculty and students in the sphere of ICT. IQAC emphasizes in organizing workshops and certificate courses in this regard. Further, IQAC has always encouraged for classrooms with ICT facilities thereby making dissemination of information more interesting and learner friendly.

Collaboration with industry and educational institutions for better Teaching Learning Experience.

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

| Plan of Action | Achievements/Outcomes |
|---|---|
| Research culture to be intensified among Social Science faculty. | Research Development Cell , under the aegis of IQAC , has initiated the process. |
| As the Women's Studies Course could not be continued in 2020-2022 due to the pandemic, the course is planned to be reintroduced from the next session. | Women Studies Course has resumed from March, 2023. |
| Community Services particularly for the benefit of the aged people in the old age homes will be prioritized taking help from some departments. | Successfully implemented as per plan. |
| The College will undertake a series of programmes with some institutions under the MoU schemes. Some plans to be put into action are Translation | Sanskrit learning course was initiated and a number of MoUs were signed with other institutions to achieve this goal. |

| | |
|---|---|
| Studies Course, Sanskrit Learning Course, etc. | |
| Upgradation/Renovation of existing rooms, toilets and if grant is received building of new toilet blocks in the campus. | Upgradation of IQAC and Principal's offices have been done. Plan for renovation of toilets has been prepared. |
| To conduct FDP courses for the enrichment of faculty members of the College. | Faculty Development Programmes have been successfully organised. |
| To undertake more teacher-led-students Projects in the next session. | Two teacher-led-student's projects are being undertaken and some other are under consideration for implementation in the next session. |
| To conduct skill development training programmes for the teaching faculty/non teaching faculty members. | Training programme has been organized for skill development |
| Increase the number of smart classrooms and installation of Interactive boards, tools for teaching leaning, video capturing tools for web publishing of study materials. | Process has been initiated. Plan for infrastructure and academic development was passed by Governing Body of the college. |

## 13.Whether the AQAR was placed before statutory body?

**Yes**

- Name of the statutory body

| Name | Date of meeting(s) |
|---|---|
| Governing Body | 29/12/2023 |

## 14.Whether institutional data submitted to AISHE

| Part A | |
|---|---|
| **Data of the Institution** | |
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| • City/Town | GUWAHATI |
| • State/UT | ASSAM |
| • Pin Code | 781001 |
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| • Alternate phone No. | 7002370577 |
|---|---|
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| • IQAC e-mail address | iqachgcollege@gmail.com |
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| institutions under the MoU schemes. Some plans to be put into action are Translation Studies Course, Sanskrit Learning Course, etc. | were signed with other institutions to achieve this goal. |
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| | |
|---|---|
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- Name of the statutory body

| Name | Date of meeting(s) |
|---|---|
| Governing Body | 29/12/2023 |

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

| Year | Date of Submission |
|------|--------------------|
| 2021-2022 | 20/01/2023 |

## 15.Multidisciplinary / interdisciplinary

Handique Girls' College follows the guidelines of Gauhati University. Multidisciplinary and Interdisciplinary programs are integrated in the CBCS curriculum prescribed by the University. Students opt for Generic Electives from a wide spectrum of options offered by Departments other than honours. This enhances their understanding of other disciplines and enriches their learning. In order to give students a wider exposure, college level invited lectures and conferences, seminars, special talks organised by departments give students a deeper understanding of other disciplines. In tandem with the NEP, faculties are engaged with the University in the framing of syllabi of new interdisciplinary courses as approved by the Academic and Executive council for implementation from the academic year 2023-24.

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

Under the CBCS curriculum there are credits assigned to papers which are not transferable but with the upcoming implementation of NEP in the session 2023-24, students will create a bank of credit which will be transferable, students will also have multiple entry exit options as per their requirements. The faculties of the college are being oriented with the ABC so that they can guide newly admitted students.

## 17.Skill development:

The college provides opportunities to the students to develop their skills. To strengthen the curriculum, students are offered the vocational education and soft skill trainings. A few value added certificate courses on Women Studies; Computer Hardware & Networking; Social Media marketing & Advertisement and certificate course on Yoga & Meditation are offered to the students. Besides, the college is also running PGDCA program. Students' skills are further augmented by frequent interactions with alumni and industry experts.

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

Exploring India's intellectual, scientific, artistic and traditional knowledge is one of the strategies for integrating

the Indian knowledge system with the undergraduate courses. The curriculum being taught under CBCS gives students an in-depth understanding of rich cultural heritage of the country, including its language, culture and knowledge systems. The college has honours programme in Assamese, Bengali, Hindi, Sanskrit literatures. To preserve & promote Indian languages, ancient traditional knowledge, arts, culture and tradition many commemorative days (viz. Hindi Divas) are celebrated along with other historical events. Educational tours are organised to sites of historical and cultural importance.

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

The course outcomes as prescribed in the syllabus are communicated to students through student orientation programme at the commencement of the new academic session both at institutional as well as departmental levels. The teaching plans are made accordingly. Faculties of the college use appropriate instructional approach in the classroom such as seminar, assignment, problem solving and encouragement for peer learning. The college has made conscious effort for measuring the levels of attainment of program and course outcomes for all the programs/courses, accordingly measure are taken for the slow learners.

**20.Distance education/online education:**

Handique Girls' College offers courses in the regular mode as per Gauhati University curriculum. Faculties have experience of preparing video classes, e-content development, conducting online classes and examinations in virtual mode. Various online apps such as Google Meet, Zoom and Google classroom have also been familiarized to the students in order to conduct classes and sharing of the study materials. Blended mode of teaching-learning is being effectively used. The college also has a study centre for Under-Graduate and Post Graduate courses offered by IGNOU.

# Extended Profile

**1.Programme**

1.1                                                                                              **29**

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

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

## 2.Student

2.1                                                                         **2032**

Number of students during the year

| File Description | Documents |
|---|---|
| Institutional Data in Prescribed Format | View File |

2.2                                                                         **449**

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

| File Description | Documents |
|---|---|
| Data Template | View File |

2.3                                                                         **758**

Number of outgoing/ final year students during the year

| File Description | Documents |
|---|---|
| Data Template | View File |

## 3.Academic

3.1                                                                         **86**

Number of full time teachers during the year

| File Description | Documents |
|---|---|
| Data Template | View File |

3.2                                                                         **124**

Number of sanctioned posts during the year

## Extended Profile

### 1.Programme

| 1.1 Number of courses offered by the institution across all programs during the year | **29** |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | View File |

### 2.Student

| 2.1 Number of students during the year | **2032** |
|---|---|

| File Description | Documents |
|---|---|
| Institutional Data in Prescribed Format | View File |

| 2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year | **449** |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | View File |

| 2.3 Number of outgoing/ final year students during the year | **758** |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | View File |

### 3.Academic

| 3.1 Number of full time teachers during the year | **86** |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | View File |

| 3.2 Number of sanctioned posts during the year | **124** |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | View File |

| **4.Institution** | |
|---|---|
| 4.1 Total number of Classrooms and Seminar halls | **47** |
| 4.2 Total expenditure excluding salary during the year (INR in lakhs) | **217.14** |
| 4.3 Total number of computers on campus for academic purposes | **135** |

# Part B

**CURRICULAR ASPECTS**

**1.1 - Curricular Planning and Implementation**

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

**The institution implements the curricula of Gauhati University. Before the commencement of the academic session, an Academic Calendar is prepared by the college which provides all relevant information.**

**The Routine Committee of the college prepares class routine for UG and PG programmes based on which the departments prepare their departmental time table and courses are distributed amongst the teachers accordingly. Every faculty member prepares their teaching (lesson) plan and records their teaching periods. Besides regular classes, the faculty members also engage in remedial and tutorial classes.**

**For the effective delivery of curricula the departments integrate classroom teaching with various ICT tools, group discussions, class tests, demonstrations, laboratory practicals, quizzes, brain storming sessions, assignments, power point**

presentations, field visits and industrial visits. Academic review is done from time to time. Departmental staff meetings are held regularly to discuss the different aspects of the curriculum and other departmental activities.

Seminar presentations by students are held every semester. The departments also organize guest lectures, expert lectures by eminent academicians and workshops for up-gradation of subject related knowledge. These activities provide a platform for the students to participate and interact with experts and thereby update their knowledge.

| File Description | Documents |
|---|---|
| Upload relevant supporting document | [View File](#) |
| Link for Additional information | Nil |

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

The Academic Calendar of the college, prepared in line with that of Gauhati University, informs about the working days, tentative dates of examinations and days earmarked for other activities like college week, freshmen social etc. and the same is made available to students through the college website and WhatsApp groups.

The departments stick to this Calendar and ensure continuous internal evaluation through class tests, group discussions, seminar presentations, home assignments etc. at times with the assistance and guidance of the Academic and Examination Committees if needed. All internal assessment marks and evaluated answer scripts are shared with students for self-checking and teachers always walk an extra mile for weaker students, helping them improve grades and overall perception. For timely course completion teachers also share modular plans with the department heads to calibrate teaching schedules. The internal assessment grades are updated in Gauhati University portal and it is subsequently combined with the semester end examination grades to compute the consolidated semester grades by Gauhati University.

| File Description | Documents |
|---|---|
| Upload relevant supporting document | View File |
| Link for Additional information | **Nil** |

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

**A. All of the above**

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

## 1.2 - Academic Flexibility

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

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

**29**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Minutes of relevant Academic Council/ BOS meetings | **No File Uploaded** |
| Institutional data in prescribed format (Data Template) | View File |

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

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

**04**

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |
| Brochure or any other document relating to Add on /Certificate programs | **No File Uploaded** |
| List of Add on /Certificate programs (Data Template ) | [View File](#) |

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

**302**

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | [View File](#) |

## 1.3 - Curriculum Enrichment

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

**The Students' Charter displayed in the College serves as a constant reminder to the students about necessary professional ethics. They also learn about ethical importance in the curriculum of some papers of Education and Philosophy.**

**Gender issues are extensively dealt in select papers of Assamese, Education, English and Political Science. The Women's Studies Cell of the College conducts a Certificate Course on Women's Studies that includes components on gender issues. This helps students grapple with various issues related to gender and equality**

**The curriculum focuses on human values like justice, equality, liberty, accommodation, tolerance etc. in the syllabi of Education, English, Philosophy, Political Science and Sanskrit. The College strives to instill in the minds of its students some**

**core human values such as gender equality, diversity, inclusivity and moral integrity.**

**All 2nd semester UG students of the College study a compulsory course on Environmental Studies aimed at developing awareness about environmental issues. Syllabi of Botany, Chemistry, Education, Philosophy, Political Science and Zoology contain topics on environment and various threats to it. The Eco Club, the Green Campus Cell and the Environmental Audit Cell of the College organize various programmes to encourage the stakeholders to go green.**

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

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

**17**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Programme / Curriculum/ Syllabus of the courses | **No File Uploaded** |
| Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses | **No File Uploaded** |
| MoU's with relevant organizations for these courses, if any | **No File Uploaded** |
| Institutional Data in Prescribed Format | View File |

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

**515**

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

## 1.4 - Feedback System

### 1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

**D. Any 1 of the above**

| File Description | Documents |
|---|---|
| URL for stakeholder feedback report | http://www.hgcollege.edu.in/uploadfiles/file/aqar/2022-23/students_feedback.pdf |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management | **No File Uploaded** |
| Any additional information | View File |

### 1.4.2 - Feedback process of the Institution may be classified as follows

**C. Feedback collected and analyzed**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| URL for feedback report | http://www.hgcollege.edu.in/uploadfiles/file/aqar/2022-23/students_feedback.pdf |

## TEACHING-LEARNING AND EVALUATION

## 2.1 - Student Enrollment and Profile

### 2.1.1 - Enrolment Number Number of students admitted during the year

### 2.1.1.1 - Number of students admitted during the year

**2032**

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

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

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

**382**

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

## 2.2 - Catering to Student Diversity

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

**For Advanced Learners(identified on the basis of their overall performance), the college takes the following steps–**

- **Expert Lectures**
- **The college library provides access to E-Resources for 'self-directed' learning through the N-LIST Consortium of INFLIBNET Centre**
- **Teacher-Led Student Project(TLSP) are funded by the college each year. In this session two such projects are on-going.**
- **Programmes on Career guidance are regularly held**
- **Orientation Programme on Swayam MOOC's on 06/06/2023 and 07/06/2023**
- **Interactive Sessionson clearing examinations such as GATE/NET, Civil Services**

**Slow Learners are identified by teaching departments on the basis of marks scored (less than 40%) in Sessional Examination of the previous semester. The following steps are taken for them -**

- **An emphasis on Student centric methods are given.**
- **Mentoring sessions are held on a regular basis**
- **Remedial Classes are conducted by various departments for students who need support to achieve expected competencies.**
- **Special Programmes in the session July 2022-June 23 includes**

  - **Workshop on Capacity Building along with Privilege Walk on 28/03/2023**

**The college library with its open access system and spacious reading area provides a conducive environment for mental growth and intellectual pursuits with emphasis on 'discovery learning' for these students.**

| File Description | Documents |
|---|---|
| Paste link for additional information | http://www.hgcollege.edu.in/uploadfiles/file/aqar/2022-23/programme_advanced_slow-learners.pdf |
| Upload any additional information | **No File Uploaded** |

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

| Number of Students | Number of Teachers |
|---|---|
| 2032 | 86 |

| File Description | Documents |
|---|---|
| Any additional information | View File |

## 2.3 - Teaching- Learning Process

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

**The college emphasizes on enhancing learning experiences by adopting various student centric methodsof teaching mentioned below -**

**EXPERIENTIAL LEARNING which includes**

- **Class seminars**

- **Field Visits**
- **Text to 'Performance' Activities including**

  - **Enactment of Navarasas from Bharatmuni'sNatyashastra on 13/02/2023**
  - **Street Play "Kallolini" On World Theatre Day, 27.03.23**
  - **Implementation of 'First Past the Post' voting and Proportional Representation in electing class representatives of Political Science Department on 26/09/2022**
  - **'An Impressionistic Display of Assamese Society through Cinema' on 13/02/2023 by Department of Philosophy**
  - **Flash Mob to create awareness for Earth Hour on 25/03/2023 by WWF volunteers of Department of Zoology**

- **Expert lectureson various topics**

**PARTICIPATIVE LEARNING (Learning by doing) includes:**

- **Participation of students in Workshops (National and State level) is encouraged by the institution.**
- **Collaborative Learning**
- **Peer Teaching and Demonstration**
- **Quizzes**
- **Book Reading and Discussion Sessions by the English Department Book Club**
- **Art/Craft Integrated Learning Activity –**

  - **Wall Magazines by each teaching department of the college**
  - **Inter-Semiotic Translation by Department of English**
  - **Food and Craft Fiesta by Department of Economics on 21/10/2022**

**PROBLEM SOLVING INQUIRY METHOD OF TEACHING which includes**

- **Case study**
- **Group Discussions on various topics**
- **Teacher-Led Student projects**
- **Students' Projects**

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

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

The teachers of the college useICT tools including sharing of online resourcesfor an effective teaching-learning process. To facilitate the learners, teachers are encouraged to use power-point presentations with LCD projectors. As the departments and classrooms have LAN facilities and the library has access to the internet, the teachers can spend ample time to plan and prepare classes which are more learner-centric and interesting. Teachers use the following tools as and when required – Canva app, Google Classroom, Google Meet, Github, Screen Pal, Youtube, W3Schools, Digital Board etc. to facilitate the learners. Faculty members also prepare online quiz for students with the help of Google Forms. The students and teachers also make use of social networking tools for instantaneous communication and information dissemination.

Seminar and Conference rooms in the college are digitally equipped where guest lectures, expert talks, workshops etc. are regularly organized both for faculty and students. Guest lectures in the online mode are also conducted for students through video conferencing facility (Google Meet or Zoom) which enables the teaching departments to rope in experts based in other parts of the country oreven abroad.

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | No File Uploaded |

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

**2.3.3.1 - Number of mentors**

81

| File Description | Documents |
|---|---|
| Upload, number of students enrolled and full time teachers on roll | **No File Uploaded** |
| Circulars pertaining to assigning mentors to mentees | View File |
| Mentor/mentee ratio | **No File Uploaded** |

## 2.4 - Teacher Profile and Quality

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

**86**

| File Description | Documents |
|---|---|
| Full time teachers and sanctioned posts for year (Data Template) | **No File Uploaded** |
| Any additional information | View File |
| List of the faculty members authenticated by the Head of HEI | View File |

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

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

**65**

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

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

## 2.4.3.1 - Total experience of full-time teachers

1345

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

## 2.5 - Evaluation Process and Reforms

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

There is a standard process of internal assessment in the institution which is transparent and robust in terms of frequency and mode. The schedule of the internal Sessional Examination is decided at the beginning of each session in the form of an Academic Calendar which is constituted in tandem with the Academic Calendar of the Gauhati University. The teaching departments continuously assess the students through a variety of methods such as home assignments, practical assignments, group discussions, quizzes, etc., the dates of which are displayed through notices to the students.

For Sessional Examination the final schedule is prepared and circulated by the Examination Committee of the college. Examination Rules are available in the College website. The question papers are prepared at the departmental level by the faculty members. Quality of question papers are checked and approved by the heads of the teaching departments. After evaluation the marks are put up in the departmental notice boards. Sessional results are discussed with the parents too during Parent-Teacher Meetings and their valuable suggestions are recorded and attempts are made to incorporate them by each department. Students with low scores are identified and remedial classes are planned with these students at the departmental level.

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Link for additional information | Nil |

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

bound and efficient

**The college strictly follows the guidelines and rules issued by the affiliating university while conducting internal and semester end examinations. At the institutional level, each teaching department handles the evaluation process as per guidelines from the Examination Committee of the college. Students can approach the concerned Department with their issues which are recorded. Students can also approach the Grievance Redressal Cell with their issues on internal assessment and use the drop box to deposit their grievance forms.**

**The marks of the Sessional Examinations are shown to the students and displayed on the notice board. The evaluated answer scripts are given to the students and discussed. Any issues relating to the award of marks and ways of answering are redressed. As per the regulation of the university, other than Sessional Examinations, students' participation in presentations, assignments and attendance have to be considered for assessing the internal marks.**

**The college has a provision for Retests for those students who are unable to sit for the exams on the scheduled dates due to health issues or serious family matters. Students who miss their internal examinations due to sports, NCC/NSS, any other Govt. program representation are also considered for retests.**

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

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

**The College strictly follows the programme wise curriculum designed by Gauhati University which introduced CBCS (Choice Based Credit System) at the undergraduate level for its affiliated colleges in the year 2019. The CBCS provides an opportunity to the students to choose subjects from the prescribed course under the categories of Core and Regular courses.**

**Mechanisms of communication adopted by the College**

- The Programme specific outcomes and the course outcomes for all Programmes offered by the institution are stated and displayed on the website for all the stakeholders. The essence of these outcomes are also reflected in the Students' Charter which is displayed in the college premises as well as the College prospectus.

Academic Committee of the college regularly monitors the academic environment of the College and takes initiative to conduct an Orientation Programme with the newly admitted batch of students every year to orient them with the College. The teaching departments of the college regularly hold Parent-Teacher Meet to acquaint the parents with the PO's and CO's and the measures taken by the College for their attainment. Their feedback are recorded and measures are taken to implement the same for the next academic session.

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for Additional information | Nil |
| Upload COs for all Programmes (exemplars from Glossary) | View File |

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

The vision and mission of the College focusses primarily on enrichment of society through a holistic education for women and their empowerment through education. The College continuously strives towards the fulfilment of these through the programmes it offers to its students.

- Each department prepares a departmental class routine based on the central Time-Table for both UG and PG classes prepared by the Routine Committee of the College. Extra classes are taken by the Departments as and when required for completion of the Syllabus.
- Lesson Plans are prepared by the faculty members of the teaching departments in a desirable format at the beginning of each session focusing on the course outcomes outlined by the affiliating University.

- **Class Records are maintained by faculty members for keeping track of the syllabus. Heads of the teaching departments are able to get an overview of course completion with the help of these class records.**
- **Departmental meetings are held regularly by the Heads to monitor course progression. Re-allotments of specific parts of the syllabus are done as and when required for the benefit of the students.**

**Inter Disciplinary talks and Guest lectures are conducted regularly by teaching departments to fulfill the course requirements**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for Additional information | **Nil** |

## 2.6.3 - Pass percentage of Students during the year

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

**710**

| File Description | Documents |
|---|---|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | View File |
| Upload any additional information | View File |
| Paste link for the annual report | **Nil** |

## 2.7 - Student Satisfaction Survey

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

http://www.hgcollege.edu.in/uploadfiles/file/aqar/2022-23/students_satisfaction_survey_action-taken_report-2022-23.pdf

**RESEARCH, INNOVATIONS AND EXTENSION**

## 3.1 - Resource Mobilization for Research

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

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

150.17

| File Description | Documents |
|---|---|
| Any additional information | View File |
| e-copies of the grant award letters for sponsored research projects /endowments | View File |
| List of endowments / projects with details of grants(Data Template) | View File |

### 3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

### 3.1.2.1 - Number of teachers recognized as research guides

06

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

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

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

06

| File Description | Documents |
|---|---|
| List of research projects and funding details (Data Template) | [View File]() |
| Any additional information | [View File]() |
| Supporting document from Funding Agency | [View File]() |
| Paste link to funding agency website | **Nil** |

## 3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

**The institution has upgraded the existing Biotech Hub to DBT-NER advanced level institutional Biotech Hub under the aids of DBT grants (starting from 21- 02-2023). The hub has been equipped to facilitatemajor research work, practical training & research activities for students, researchers and faculties of the college and other neighboring institutions as well. Under the DST sponsored CURIE program (starting from 20-12-2022), the institute has initiated NET/GATE/SLET training cum sensitization programs for PG students and procured major scientific teaching & research equipment. The institution thus takes part in encouraging research and development activities, leading to the creation of new technologies, products, or services.**

**The institute has also signed a number of MOUs with industries and institutes to facilitate academic and industrial collaborations with a long-term aim to carry out joint projects, share resources, and to achieve mutually beneficial outcomes. A number of entrepreneurship development programs have been organized by the institute with an aim to inspire the faculty, students, and researchers to turn their ideas into startups, to foster an entrepreneurial culture within and around the institution.**

**The institute has also actively contributed in exploring traditional herbal knowledge through a sponsored project (NIF, Govt. of India) and thereby contributed to the preservation of cultural heritage and conservation practices.**

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

**3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year**

**3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year**

04

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

**3.3 - Research Publications and Awards**

**3.3.1 - Number of Ph.Ds registered per eligible teacher during the year**

**3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year**

04

| File Description | Documents |
|---|---|
| URL to the research page on HEI website | Nil |
| List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template) | [View File](#) |
| Any additional information | [View File](#) |

**3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year**

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

35

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

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

**3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year**

**36**

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

**3.4 - Extension Activities**

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

**The institute has organized several community service programs that allow students to actively contribute in addressing local social issues. This includes activities such as volunteering at old-age home, participating in cleanliness drives, and assisting in community development projects. The institute has also conducted awareness campaigns on various social issues such as environmental conservation, gender equality andmental health. To addresses healthcare needs and to raise awareness about preventive measures and health education, the institute in collaboration with healthcare professionals, have organized health camps in the campus, adopted village, and in nearby communities. Several skill development programs have also been organized to teach basic skills such as computer literacy, English language proficiency, and vocational skills to empower individuals and enhance their employability. The institute has also organized debates and panel discussions on contemporary social issues to encourage critical thinking, informed opinions, and open dialogue among students, helping them develop a broader perspective on societal challenges. To promote environmental**

**awareness and sustainable practices, various measures have been taken through waste reduction programs, energy conservation initiatives, and community gardening.**

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

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

### 3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

**0**

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

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

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

**61**

| File Description | Documents |
|---|---|
| Reports of the event organized | [View File](#) |
| Any additional information | [View File](#) |
| Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template) | [View File](#) |

**3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**

**3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

**1209**

| File Description | Documents |
|---|---|
| Report of the event | View File |
| Any additional information | View File |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | View File |

**3.5 - Collaboration**

**3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year**

**3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year**

**05**

| File Description | Documents |
|---|---|
| e-copies of related Document | No File Uploaded |
| Any additional information | View File |
| Details of Collaborative activities with institutions/industries for research, Faculty | View File |

**3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year**

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

**08**

| File Description | Documents |
|---|---|
| e-Copies of the MoUs with institution./ industry/corporate houses | View File |
| Any additional information | View File |
| Details of functional MoUs with institutions of national, international importance, other universities etc during the year | View File |

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

The Teaching-learning facilities include 44 classrooms with Internet connectivity through IO Box. There are two digital classrooms equipped with interactive board, projector, touch screen digital display and video conferencing facilities. There is also campus networking and WI-FI connectivity. The college Seminar Hall having sitting capacity for 150 persons is with modern acoustic system. The college library has about 52458 text and reference books, 70 rare books, 20 newspapers and magazines and 12 journals. The Library has subscription to INFLIBNET e-ShodhShindhu consortium for e-books/journals.

The science departments of the college along with Education and Psychology are having undergraduate laboratory facilities. The laboratories of the departments of Botany, Zoology, Chemistry and Computer Science are equipped to cater the need of postgraduate students and research scholars. The facilities of Institutional Biotech hub augment the laboratory infrastructure.

Computer equipment includes 135 computers spreading across Central computer centre (32 in LAN), library (10), administrative, examination branch and various departments. The computers are having internet connectivity of 100 Mbps band width. Cyberoam CR 500iNG-XP Hardware firewall, Cisco SG300-28 Managed Switch and Quick heal is used to provide security to computing facilities. For efficient management of admission, change of stream, subject and accounts, college uses ERP software.

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

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

**Cultural Activities: College organizes cultural programmes/competitions every year during annual college week and Fresher's Social comprising of various cultural events like singing, dancing, and drama. Eminent personalities are invited to judge these events. The college also finances the musical hands for playing instruments. These facilitate participation of students in the Inter College Youth Festival organized by the Gauhati University every year. The cultural forum of the college (viz. Aangik) organizes interactive sessions, workshops for the students.**

**Sports: The college has a multipurpose play ground having one volleyball and a basketball court. This ground is also used in other sports activities like Kabaddi, Kho-Kho and Badminton. Furthermore, there are amenities for Table Tennis, Carom and Chess.**

**The college promotes self defense among the girl students and arranged one coach in PPP mode to train up the students in Taekwondo. A sizeable numbers of students are trained regularly on various skills of Taekwondo.**

**The gymnasium facility of the college is equipped with various fitness equipments. A skilled trainer supervises the fitness training. The adventure sports club of the college also organizes trekking programme from time to time for students and faculties. There is also an area in the campus for yoga activities.**

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

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

**18**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for additional information | Nil |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | View File |

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

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

**40.26**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Upload audited utilization statements | View File |
| Upload Details of budget allocation, excluding salary during the year (Data Template | View File |

### 4.2 - Library as a Learning Resource

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

**The college library viz. "Rajabala Das Library" was established in 1939. The library with its open access policy and spacious reading area provide an environment that fosters the thrill of academic exploration. The students are urged to become a habitual reader of the library for intellectual pursuits.**

**All the departments of the college also maintain departmental libraries that offer further assistance to students and teachers in their academic endeavours. There is a dormitory library to**

weed out the damaged, irreparable and less utilized volumes.

The Integrated Library Management System (ILMS) SOUL 2.0 has made the library fully automated. The SOUL 2.0 environment is working with one server and six clients. Additionally, through the college LAN and the library's Wi-fi networking system, users can access the library's bibliographic database from their own system, such as a desktop or laptop computer and a mobile phone. The barcode technology is being used for circulation.

The library a Digital Library and Institutional Repository using DSpace, an open source programme. The resources of the digital library cum IR can be accessed in the library through 12nos. of client computer dedicated for the purpose as well as from their own system through Library's Wi-Fi network and through College LAN.

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

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

A. Any 4 or more of the above

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template) | [View File](#) |

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

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

12.94

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

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

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

**66.40**

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

**4.3 - IT Infrastructure**

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

**Providing IT resources for its teachers and students has always been a priority for the college. A central computer centre with 32 computers is available at the college. The North East Council (NEC) has supported the creation of the Computer Centre. Later, this facility was up-graded with financial support from UGC's Colleges with Potential for Excellence programme. All 32 of the computers were replaced in the fiscal years 2016-17 and 2017-18 with Intel Core i3 desktop PCs with Windows OS in every PC. During 2022-23, college procured 04 PCs for library. The Reserve Bank of India donated 13 Intel core i5 desk top PCs and 02 i5 laptop computers.**

**The College has installed Wi-Fi facility at the Laboratory of Computer Science Department in the year 2016. This Wi-Fi facility was installed with support from Govt. of Assam under ICT @ College project. In the year 2017 the Wi-Fi facility has been extended to both the floors of college library which was funded by RUSA (2014-15 second installment). All together six of Access Points were installed for uninterrupted connectivity.**

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

## 4.3.2 - Number of Computers

**135**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| List of Computers | View File |

## 4.3.3 - Bandwidth of internet connection in the Institution

**A. ? 50MBPS**

| File Description | Documents |
|---|---|
| Upload any additional Information | View File |
| Details of available bandwidth of internet connection in the Institution | View File |

## 4.4 - Maintenance of Campus Infrastructure

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

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

**154.93**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Audited statements of accounts | View File |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | View File |

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

In order to create a setting that is acceptable and sufficient for learning, the College must maintain its physical, academic, and support facilities and make strategic use of them. The college follows a decentralized system in regard to maintenance of infrastructure. The Construction and maintenance committee of the college looks after the maintenance of various infrastructure of the college. Similarly, for smooth conduct of academic activities, the academic committee is works in tandem with the college authority. All purchase of the college is routed through the purchase committee. There is a Library advisory committee to look after the purchase of books and library infrastructure. The generator and drinking water facility is maintained through AMC contract. Electrical installations are maintained through electrical firm and plumber is engaged to maintain the water installations, The in-charges for Sports and Gymnesium looks after the proper maintenance of sports and gymnasium infrastructure of the college. The hostel superintendent along with the hostel committee members entrusts hostel staff for monitoring and maintenance of physical facilities of the hostel. The garbage of the college as well as hostel campus is disposed through engaging the NGO.

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

## STUDENT SUPPORT AND PROGRESSION

**5.1 - Student Support**

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

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

812

| File Description | Documents |
|---|---|
| Upload self attested letter with the list of students sanctioned scholarship | View File |
| Upload any additional information | View File |
| Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template) | View File |

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

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

**22**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template) | View File |

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

**A. All of the above**

| File Description | Documents |
|---|---|
| Link to Institutional website | **Nil** |
| Any additional information | View File |
| Details of capability building and skills enhancement initiatives (Data Template) | View File |

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

685

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

685

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template) | View File |

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

A. All of the above

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

**5.2 - Student Progression**

**5.2.1 - Number of placement of outgoing students during the year**

**5.2.1.1 - Number of outgoing students placed during the year**

30

| File Description | Documents |
|---|---|
| Self-attested list of students placed | **No File Uploaded** |
| Upload any additional information | View File |
| Details of student placement during the year (Data Template) | View File |

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

**5.2.2.1 - Number of outgoing student progression to higher education**

273

| File Description | Documents |
|---|---|
| Upload supporting data for student/alumni | **No File Uploaded** |
| Any additional information | View File |
| Details of student progression to higher education | View File |

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

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

15

| File Description | Documents |
|---|---|
| Upload supporting data for the same | **No File Uploaded** |
| Any additional information | View File |
| Number of students qualifying in state/ national/ international level examinations during the year (Data Template) | View File |

**5.3 - Student Participation and Activities**

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

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

**19**

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

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

**The student community is mainlyrepresented bythe Student's Union constituted as per the Lyngdoh Commission. The college engages students in various academic, administrative, co-curricular and extracurricular activities some of which are as follows :**

- **Annual College Week: The college ensures smooth conduction of the Annual College Week through the Student's Union under the guidance of the Teachers In-Charge**
- **State Level Debate Competition: The All Assam Sarat Chandra Memorial Inter-College Debate Competition is organised every year with the debating secretary of the Students' Union acting as organizing.**
- **College Magazine: The editorial board of the Annual College Magazine has the magazine secretary and some other students as members and they play a key role in bringing out the college magazine.**
- **Internal Committee: In the Internal Committee of the college the student's community is represented by the President of the Students' Union who functions as a member**

of the committee.
- **IQAC: The President of the Students' Union is also a member the Internal Quality Assurance Cell of the college.**
- **Hostel Management: The college hostel is run by the Superintendent with active participation of the students boarders who are engaged as monitors, mess managers etc.**

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

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

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

**24**

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

## 5.4 - Alumni Engagement

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

**Some of the major areas in which the Alumni Association of the College has made contributions are - academic, social engagement, cultural, financial and student placement.**

**Academic: Eminent alumni members like Advocate Gitashree Konwar, Panchami Choudhury, ACS Officer, Gargee Talukdare, NCC Officer, SUdeshna Choudhury Bhattachryya, an alumnus of Philosophy department, etc. have discussed the scope of working in their**

respective fields and provide necessary guidance to the aspiring students.

Social Engagement:Sales and exhibitions are held and the proceeds of the same are donated to social welfare organizations like 'Karunadhara'.

Cultural:Prominent cultural figures like Namita Bhattacharyya, Tarali Sharma, Nishita Goswami who were the alumni of the college, have been closely associated with the college in order to get the existing students familiarized with the greater cultural arena and inspiring them to get engaged in various cultural activities.

Financial: During the general meet of the alumni held in the month of June, 2023, an amount of around ten thousand rupees was raised by the alumni members which was donated to the College development fund. Prity Medhi Scholarship is given every year in memory of Prity Medhi, an alumnus of the College. Snigdhamalati Neog, another alumni donated an amount of Rs. 50,000/-.

Student Placement:Alumni members working with different reputed organizations also take initiatives to hold placement drives for the students and have also successfully placed many of the students.

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

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

| File Description | Documents |
|---|---|
| Upload any additional information | View File |

**GOVERNANCE, LEADERSHIP AND MANAGEMENT**

## 6.1 - Institutional Vision and Leadership

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

The Vision and Mission of the College is widely communicated to all stakeholders concerned. The Governing Body of the college takes cognizance of this in decision-making.

The governance strategies that have been put in place to achieve the priority of providing holistic and empowering education include:

- A perspective plan that focuses on the all-round needs of the institution.
- Decentralization of functions and a participatory system of governance, exercised through different Committees and Cells in the College.
- Teachers are appointed as convenors and members of the Cells/Committees with student representatives.
- Students are given awareness on important issues through workshops, seminars, training programmes and talks.
- Extension activities are also carried out by the different units of the college.
- Activities infused with core values of the College contribute to a vibrant learning environment.
- The Students' Union of the College contributes to the corporate life of the College.

The essence of National Education Policy 2020 has been incorporated in the vision of the college, which tries to give a holistic education to the students. It tries to foster critical thinking which may lead to innovations and logical decision making in line with NEP.

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

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

The college has an organised framework of committees which are entrusted with different activities. Governing Body, which is at the apex, is representative with teachers, guardians, members of the community and affiliating University. Students participate as members of different committees and societies. The activities of various committees, coordinated by IQAC are outlined below:

**Academic:**

**1. Academic Committee is entrusted with academic matters and prepares the College's Annual Academic Calendar.**

**2. Examination Committee looks after the smooth conduct of examinations under GU as well as within the college.**

**3. The Research Activities Cell plans and tries to foster present and future research activities.**

**4. The Library Committee tries to augment the present stock of the College's library resources including e contents.**

**Administrative:**

**1. The Finance and Planning Committee is entrusted with the responsibility of preparing the annual College Budget and other tasks.**

**2. The Purchase and Monitoring Committee advises and monitors all College acquisitions.**

**3. The Admission Committee looks after the entire process of the admission with Reservation of seats as per Govt. of Assam regulation.**

**Besides, there are a number of other committees like Construction and Maintenance Committee, Grievance Redressal Cell, Women's Studies Cell and Internal Committee.**

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

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

**Initiative taken by the Finance and Planning Committee:**

The strategic plan of the college for the period 2021-2026, aims to boost the process of teaching learning through creation of new facilities and renovation of existing ones. Keeping parity with it, the Finance and Planning Committee in its meeting held on 12/08/2022, took a few resolutions which included procurement of CCTV, renovation of toilets in Departments of Home Science, Botany and Day Home, prefabrication of Central Computer Centre, strengthening of the building which houses the History and other Departments and terrace top pergola.

As per the resolutions taken in the above mentioned meeting, renovation works of toilets have started and has been subsequently completed in the Day Home and Botany department. The broken windows of the toilet of department of Botany have been replaced and the fittings have also been changed. The doors of the Library block toilets have also been changed. With this attachment an additional work of all four overhead water tanks inlet distribution on the top floor was also completed successfully. The total cost of the mentioned work was Rs. 4 lakhs.

| File Description | Documents |
|---|---|
| Strategic Plan and deployment documents on the website | **No File Uploaded** |
| Paste link for additional information | **Nil** |
| Upload any additional information | <u>View File</u> |

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

In Handique Girls' College the functional structure can be divided broadly into two parts- Academic (Regulating Authority Gauhati University), Administrative (Regulating Authority Directorate of Higher Education, Assam). The Governing Body is the apex decision making body in the College. For all administrative functions; the Principal's office has General Administrative and Accounts sections. Office functions are guided by the Administrative and Financial rules of the Government of Assam and the General Financial Rules, 2017. Besides this, the College also refers to the General Financial Rules, 2017, for guidance.

**Various Committees with representation from teaching, non-teaching staff and students, support different areas of institutional function according to their mandate. The functioning of the Committees is co-ordinated by the IQAC, which ensures that the activities of the Committees are aligned with the College's priorities.**

**Teaching staff in the College are recruited following the UGC's Rules for recruitment of Assistant Professors in Colleges and their career advancement. Teachers also come under the purview of the Government of Assam's Service Conduct Rules. The recruitment and promotion of non-teaching staff is guided by the rules of the Government of Assam.**

**The College has a grievance redressal mechanism under the College's Grievance Redressal Cell.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Link to Organogram of the institution webpage | http://139.59.56.4/uploadfiles/file/organogram.pdf |
| Upload any additional information | View File |

**6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination**

**A. All of the above**

| File Description | Documents |
|---|---|
| ERP (Enterprise Resource Planning)Document | View File |
| Screen shots of user inter faces | View File |
| Any additional information | View File |
| Details of implementation of e-governance in areas of operation, Administration etc(Data Template) | View File |

**6.3 - Faculty Empowerment Strategies**

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

**The college has adopted the following welfare measures that conforms to government and UGC guidelines, for its teaching and non-teaching staff.**

- **Implementation of welfare schemes for the Non-Sanctioned Non-teaching employees from the year 2016-2017 (August2016) in the form of NPS which amounts to Rs.500.00 per month from the college fund and also measures are being taken for enrolment of these employees under ESIC scheme (1.75% of Basic salary from the employees and 4.75% of the Basic salary from the college fund), approved by the Governing Body.**
- **Availability of food at a subsidized rate in the college canteen.**
- **Group Insurance Scheme.**
- **Regular health check ups**
- **FDP programme of UGC, Schemes of Higher Studies by Government of Assam.**
- **Earned leave, Child care leave, Maternity leave.**
- **Special need/merit scholarships for children of non-teaching staff.**
- **Collection of funds for needy non-teaching staff to meet contingencies as and when required.**
- **Jobs given on compassionate grounds to family members of non-teaching staff.\**
- **Permission to avail holidays on 2nd and 4th Saturdays and 1st and 3rd Saturdays on a rotation basis for the office staff.**

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

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

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

**Nil**

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

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

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

6

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

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

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

49

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

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

**Performance Appraisal is mandatory for the promotion of both teaching and non-teaching staff.**

- **Every year the college seeks information from the teachers about their academic achievements and the same is recorded. This record reflects the publications, conferences attended, papers presented, participation in orientation and refresher courses by the faculty members. At the time of promotion, as per UGC guidelines for the API calculation and interview held for the purpose, such records are assessed.**

**Performance appraisal record is collected in prescribed format and the achievements of the faculty are kept in IQAC for their inclusion in the AQARs of the college. These are communicated to the concerned authority for the preparation of ACR of the faculty members.**

**A committee comprising of President of Governing Body, Principal and Vice-Principal, monitors the performance and considers the promotional aspects of the non-teaching staff. This process implies to the Grade-IV employees depending on the number of years they have served the institute (Assam Govt. Regulations are followed). The Departmental Promotion Committee after its due consideration recommends the employees for the time scale promotion to the higher authorities (DHE, Assam). The employees have to apply in the prescribed format supplied by the DHE.**

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

## 6.4 - Financial Management and Resource Mobilization

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

**The College conducts both Internal and external audits.**

**Internal audit: The College conducts internal audit every year. For internal audit, a former employee from the Dept. of Audit, Govt. of Assam, of the rank of an Assistant Director, has been appointed by the college authority. He looks after and prepares audit reports. Internal audit reports for the years 2014-15, 2015-16, 2016-17, 2017-18, 2018-19, 2019-20 ,2020-21 and 2021-2022 have been prepared. The internal audit for the period 2022-2023 is under process.**

**External Audit: External Audit is carried out at regular intervals by auditors nominated by the Directorate of Audit (L/F). The last external audit was for the period from 2014 to 2018 and the Audit from the period 2019 to 2020 have been completed.**

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

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

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

**4.65**

| File Description | Documents |
|---|---|
| Annual statements of accounts | View File |
| Any additional information | View File |
| Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template) | View File |

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

**Institutional strategies for mobilization of funds and the optimal utilization of resources.**

- **Research projects submitted by individual teachers, are run by the funds received from the concerned departments/organizations like UGC, DBT, DST, ASTEC, SERB, etc.**
- **College fees for regular and Financing Courses.**
- **Revenue generated as venue charges for conducting competitive examinations.**
- **Overhead charges from the research grants received from various government and non-government funding agencies.**
- **IGNOU Study Centre charges.**
- **Corpus fund.**
- **Bank**

**Utilization of Resources:**

- **The Governing Body, Planning and Finance, Purchase, Construction Committees and various associated bodies help in the preparation, division, allocation and utilization of funds. Various funds received are deposited in separate bank account.**
- **The Purchase Committee has an oversight on all major procurement procedure. The College follows Ministry of Finances, GFR 2017 in this regard. Each item is purchased by comparing a minimum of three quotations received.**
- **Fees received are used for development of the college, non-grant faculty and staff salaries, students activities and are properly audited.**
- **Physical/Academic facilities augmented, Library/Sports services strengthened for students.**

- Laboratories augmented, IT infrastructure increased, guest lectures, field trips, industrial visits organized.

- Collections deposited in the bank and expenditure-recurring and non-recurring, incurred through Cheques/Electronic mode.
- Authorized persons operate bank transactions.

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

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC has led the Institution in institutionalizing the following strategies which have contributed to enhancing the quality of the learning environment.

- Teacher Led Students' Research Projects: This initiative is to orient the students in areas of research and development, with a view to enriching their educational experience. It was initiated in 2010. Under this, students from different departments, carry out research projects under the guidance of teacher supervisors.
- Faculty/Student Development through use of ICT tools and digital workshops: IQAC takes initiatives to train faculty and students in the sphere of ICT. IQAC emphasizes in organizing workshops and certificate courses in this regard. Further, IQAC has always encouraged for classrooms with ICT facilities thereby making dissemination of information more interesting and learner friendly.
- Memorandum of Understanding (MOU) was signed between

- S.B.Deorah College on 23/12/2022.
- B. Barooah College on 08/05/2019 (for five years)
- Child friendly Guwahati (Don Bosco) and NCC/NSS, Community Development Cell (20/01/2021 to 21/01/2023).
- BorAmodpur Village on 27/03/2023.
- Confederation of Indian Industries (CII) on 29/03/2023.
- FICCI FLO North East Chapter on 11/4/02023.
- History Department, Arya Vidyapeeth College on 23/05/2023.

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

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

IQAC communicates recommendation in academic matters to the Academic Committee for implementation. Planning Committee which is also a unit under the IQAC plans and coordinates on academic and research initiatives.

Academic Initiatives:

Facilitating the creation of learner centric environment, through quizzes, class seminars experiential and participative learning strategies, conducive to quality education.

Active learning to promote/ Incorporate strategies in our curriculum and transform classrooms into exciting dynamic learning environment.

To encourage effective collaboration, small group discussions/peer to peer discussions etc. are organized.

Research Initiatives

Project based learning.

In depth laboratory experiments.

Presentations

Publications

Arrangement for feedback response from students, teachers, alumni and parents on the institution and curriculum. Based on the feedback obtained, faculties who are on the Gauhati University's Committee of Courses and Syllabi (CCS), provide inputs for curriculum revision. The feedback on teaching, which is essentially formative, is communicated to the individual teachers.

**Development of mentoring system which promotes teacher student interaction and helps in measuring the learning levels of the students to some extent and maintaining the records.**

**Organization of in-house Faculty Development Seminars, Talks, and Workshops on quality related themes.**

**Preparation of AQAR as per guidelines and parameters of NAAC.**

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

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

**B. Any 3 of the above**

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

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

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

· **The college is a premiere women's institution in the entire North East India. It ensures a safe and secure environment to the students of the college.**

· **The college has a Student Support Cell which addresses different issues and problems faced by the students.**

· **The Internal Committee, formed as per government guidelines, has been following due protocol in redressal of complaints.**

· **The Women Studies Cell conducts a certificate course every year where talks on various topics like women and gender related issues, soft skills etc. are organized.**

· **The Students Union takes care of the Girls' Common Room of the College.**

· **The college has provision of CCTV camera within the college campus and the library. Also, female security guards are allotted duty at the entrance of the college.**

· **Taekwondo training was provided to the students of the college by a reputed coach under Kamrup District Taekwondo Association.**

· **Grievance Redressal Cell addresses the grievances of the student**

| File Description | Documents |
|---|---|
| Annual gender sensitization action plan | **Nil** |
| Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | http://www.hgcollege.edu.in/uploadfiles/file/aqar/2022-23/measure_initiated_promotion-gender-equity.pdf |

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

| File Description | Documents |
|---|---|
| Geo tagged Photographs | **No File Uploaded** |
| Any other relevant information | [View File](#) |

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

**The college uses both traditional and cutting-edge technologies to manage both biodegradable and non-biodegradable waste, depending on the type of waste. Conventional techniques involve burning waste that decomposes, such as paper and dry leaves. With the assistance of outside organizations such as the Guwahati Municipal Corporation and SHRISTI, among others, the college handles waste materials.**

**Solid waste management: The management of solid waste is given top priority by the college. Various locations on campus, including the administrative section, canteen, classrooms, hallways, hostel premises, and common areas for teachers and students, have designated trash cans for dry and wet waste.**

**Liquid waste management: The science departments' internal conventional drainage systems are used to dispose of the liquid waste produced by their chemical laboratories. In order to reduce the amount of liquid waste, the students are told to use the fewest possible liquid chemicals. Liquid waste from toilets is discharged into the Guwahati municipal drainage system.**

**Waste Recycling System: The Guwahati Municipal Corporation, which has plans for waste recycling, collects the waste (dry and wet) produced in the college. The environment benefits in the long run from this.**

**E-waste management: Over the years, the college has routinely given e-waste to outside third parties.**

| File Description | Documents |
|---|---|
| Relevant documents like agreements / MoUs with Government and other approved agencies | **No File Uploaded** |
| Geo tagged photographs of the facilities | *View File* |

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

**C. Any 2 of the above**

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

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

**A. Any 4 or All of the above**

1. **Restricted entry of automobiles**
2. **Use of bicycles/ Battery-powered vehicles**
3. **Pedestrian-friendly pathways**
4. **Ban on use of plastic**
5. **Landscaping**

| File Description | Documents |
|---|---|
| Geo tagged photos / videos of the facilities | *View File* |
| Various policy documents / decisions circulated for implementation | **No File Uploaded** |
| Any other relevant documents | *View File* |

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

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

A. Any 4 or all of the above

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

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

A. Any 4 or all of the above

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

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

Handique Girls' College is committed to providing an inclusive environment for holistic development of the students. We have adopted many inclusionary practices at multiple levels including its admission policy, where students from diverse cultural, regional, linguistic and socio-economic background are admitted.

Every year the college organizes a cultural procession during the inauguration of the College Week which showcases the cultural diversity of our nation. During the college week, various competitions are held which foreground our rich cultural heritage. Excursions and study tours are undertaken to understand diverse localities. Handique Girls' College takes immense pride in its initiatives to provide ample opportunities to its students to understand different communities through its Village Adoption Programmes. Cadets of 60 Assam Girls BN NCC participate each year in many events which contribute towards nation building. The syllabus also supports cultural diversity.

Teachers of the college are multilingual and use English, Assamese and even Hindi and Bengali, if necessary, in the classroom. The different language departments also organize inter-departmental workshops for the students. Important dates related to linguistic diversity are celebrated in the college.

The college makes special effort to include genuine students under the Fee-Waiver Scheme and the EWS category. Our students are participants in an NGO named Xondhan and are engaged intensely in social work. Exhibition cum sale are often organized from time to time by different departments of the college to help the needy.

| File Description | Documents |
|---|---|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | View File |
| Any other relevant information | View File |

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

- Handique Girls' College has always sought to shape and re-define our socio political milieu by making its employees and students aware if their values, rights, duties and responsibilities.
- The NCC and NSS units are dedicated to creating a 'sense of patriotic commitment' for national development.
- To promote the ideal of the Swachh Bharat Abhiyan, cleanliness drives are regularly organized.
- Since staying healthy is also one of our responsibilities, the college celebrates Inter-National Yoga Day and organizes yoga workshops for a healthy India.
- Excursions are organized to sensitize the students to the need to protect our rich historical and cultural heritage.
- The students and teachers often visit old age homes and the elderly to spend some time with them.
- Many lectures and workshops are held to familiarize students with our rights and duties.Street plays are also organized by the students to sensitize our students about various issues.
- Important national days like Constitution day, Independence Day are observed by the college.
- The curriculum of many departments also includes information of Values, Right, Duties and Responsibilities.
- The Preamble, the Fundamental Rights and Duties of our citizens, the Students' Charter, the anti- ragging rules and the core values of our college have been boldly displayed in our college.

| File Description | Documents |
|---|---|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | http://www.hgcollege.edu.in/uploadfiles/file/aqar/2022-23/sensitization_students_employees_constitutional-obligations.pdf |
| Any other relevant information | Nil |

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

A. All of the above

**for students,          teachers,
administrators and other staff          4.
Annual awareness programmes on Code of
Conduct are organized**

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

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

**The college inculcates patriotic and socio-cultural values in the students through the following:**

- **Republic Day and Independence Day are observed in the college. NCC cadets along with the students of this college took part in the commencement of "Azadi Ki Amrit Mahotsav" marked to commemorate 75 years of India's Independence.**
- **International Women's Day is celebrated on 8th March every year by organizing lectures and seminars on gender issues by inviting resource persons from the fields of social sciences, gender studies etc.**
- **World Environment Day is observed on 5th June every year. Various activities like talk, seminar, tree plantation, competitions like Quiz, poster making, essay writing are organized on this day.**
- **International Yoga Day is celebrated on 21st June every year on the campus to develop self-discipline through yoga.**
- **Gandhi Jayanti, Rabindra Jayanti, Teacher's Day are celebrated in every year for honoring their ideals and contributions for the nation.**
- **Bhupen Hazarika's Birth Anniversary is celebrated on 8th September with discussions on his contributions to Assamese literature and culture.**

- **Lachit Divas was observed on 24.11.22**

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

## 7.2 - Best Practices

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

**The details of two best practices successfully implemented by the institution as per NAAC format are uploaded on the College website and the link to the Best Practices is attached below.**

| File Description | Documents |
|---|---|
| Best practices in the Institutional website | http://www.hgcollege.edu.in/uploadfiles/file/aqar/2022-23/best_practices-2022-2023-updtd2.pdf |
| Any other relevant information | **Nil** |

## 7.3 - Institutional Distinctiveness

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

**The details of Institutional Distinctiveness are uploaded on the College website and is attached below.**

# Part B

**CURRICULAR ASPECTS**

**1.1 - Curricular Planning and Implementation**

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

The institution implements the curricula of Gauhati University. Before the commencement of the academic session, an Academic Calendar is prepared by the college which provides all relevant information.

The Routine Committee of the college prepares class routine for UG and PG programmes based on which the departments prepare their departmental time table and courses are distributed amongst the teachers accordingly. Every faculty member prepares their teaching (lesson) plan and records their teaching periods. Besides regular classes, the faculty members also engage in remedial and tutorial classes.

For the effective delivery of curricula the departments integrate classroom teaching with various ICT tools, group discussions, class tests, demonstrations, laboratory practicals, quizzes, brain storming sessions, assignments, power point presentations, field visits and industrial visits. Academic review is done from time to time. Departmental staff meetings are held regularly to discuss the different aspects of the curriculum and other departmental activities.

Seminar presentations by students are held every semester. The departments also organize guest lectures, expert lectures by eminent academicians and workshops for up-gradation of subject related knowledge. These activities provide a platform for the students to participate and interact with experts and thereby update their knowledge.

| File Description | Documents |
|---|---|
| Upload relevant supporting document | [View File](View File) |
| Link for Additional information | Nil |

1.1.2 - The institution adheres to the academic calendar including for the conduct of

Continuous Internal Evaluation (CIE)

The Academic Calendar of the college, prepared in line with that of Gauhati University, informs about the working days, tentative dates of examinations and days earmarked for other activities like college week, freshmen social etc. and the same is made available to students through the college website and WhatsApp groups.

The departments stick to this Calendar and ensure continuous internal evaluation through class tests, group discussions, seminar presentations, home assignments etc. at times with the assistance and guidance of the Academic and Examination Committees if needed. All internal assessment marks and evaluated answer scripts are shared with students for self-checking and teachers always walk an extra mile for weaker students, helping them improve grades and overall perception. For timely course completion teachers also share modular plans with the department heads to calibrate teaching schedules. The internal assessment grades are updated in Gauhati University portal and it is subsequently combined with the semester end examination grades to compute the consolidated semester grades by Gauhati University.

| File Description | Documents |
|---|---|
| Upload relevant supporting document | [View File](#) |
| Link for Additional information | Nil |

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

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

## 1.2 - Academic Flexibility

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

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

**29**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Minutes of relevant Academic Council/ BOS meetings | **No File Uploaded** |
| Institutional data in prescribed format (Data Template) | View File |

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

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

**04**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Brochure or any other document relating to Add on /Certificate programs | **No File Uploaded** |
| List of Add on /Certificate programs (Data Template ) | View File |

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

**302**

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | [View File](#) |

## 1.3 - Curriculum Enrichment

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

**The Students' Charter displayed in the College serves as a constant reminder to the students about necessary professional ethics. They also learn about ethical importance in the curriculum of some papers of Education and Philosophy.**

**Gender issues are extensively dealt in select papers of Assamese, Education, English and Political Science. The Women's Studies Cell of the College conducts a Certificate Course on Women's Studies that includes components on gender issues. This helps students grapple with various issues related to gender and equality**

**The curriculum focuses on human values like justice, equality, liberty, accommodation, tolerance etc. in the syllabi of Education, English, Philosophy, Political Science and Sanskrit. The College strives to instill in the minds of its students some core human values such as gender equality, diversity, inclusivity and moral integrity.**

**All 2nd semester UG students of the College study a compulsory course on Environmental Studies aimed at developing awareness about environmental issues. Syllabi of Botany, Chemistry, Education, Philosophy, Political Science and Zoology contain topics on environment and various threats to it. The Eco Club, the Green Campus Cell and the Environmental Audit Cell of the College organize various programmes to encourage the stakeholders to go green.**

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

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

**17**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Programme / Curriculum/ Syllabus of the courses | **No File Uploaded** |
| Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses | **No File Uploaded** |
| MoU's with relevant organizations for these courses, if any | **No File Uploaded** |
| Institutional Data in Prescribed Format | View File |

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

**515**

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

**1.4 - Feedback System**

**1.4.1 - Institution obtains feedback on the** | D. Any 1 of the above

| | |
|---|---|
| syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni | |

| File Description | Documents |
|---|---|
| URL for stakeholder feedback report | http://www.hgcollege.edu.in/uploadfiles/file/aqar/2022-23/students_feedback.pdf |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management | **No File Uploaded** |
| Any additional information | View File |

| 1.4.2 - Feedback process of the Institution may be classified as follows | **C. Feedback collected and analyzed** |
|---|---|

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| URL for feedback report | http://www.hgcollege.edu.in/uploadfiles/file/aqar/2022-23/students_feedback.pdf |

## TEACHING-LEARNING AND EVALUATION

## 2.1 - Student Enrollment and Profile

## 2.1.1 - Enrolment Number Number of students admitted during the year

## 2.1.1.1 - Number of students admitted during the year

**2032**

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

## 2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST,

**OBC, Divyangjan, etc. as per applicable reservation policy during the year  (exclusive of supernumerary seats)**

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

**382**

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

**2.2 - Catering to Student Diversity**

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

For Advanced Learners(identified on the basis of their overall performance), the college takes the following steps–

- Expert Lectures
- The college library provides access to E-Resources for 'self-directed' learning through the N-LIST Consortium of INFLIBNET Centre
- Teacher-Led Student Project(TLSP) are funded by the college each year. In this session two such projects are on-going.
- Programmes on Career guidance are regularly held
- Orientation Programme on Swayam MOOC's on 06/06/2023 and 07/06/2023
- Interactive Sessionson clearing examinations such as GATE/NET, Civil Services


Slow Learners are identified by teaching departments on the basis of marks scored (less than 40%) in Sessional Examination of the previous semester. The following steps are taken for them -

- An emphasis on Student centric methods are given.
- Mentoring sessions are held on a regular basis
- Remedial Classes are conducted by various departments for students who need support to achieve expected competencies.

- **Special Programmes in the session July 2022-June 23 includes**

  - **Workshop on Capacity Building along with Privilege Walk on 28/03/2023**

**The college library with its open access system and spacious reading area provides a conducive environment for mental growth and intellectual pursuits with emphasis on 'discovery learning' for these students.**

| File Description | Documents |
| --- | --- |
| Paste link for additional information | http://www.hgcollege.edu.in/uploadfiles/file/aqar/2022-23/programme_advanced_slow-learners.pdf |
| Upload any additional information | **No File Uploaded** |

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

| Number of Students | Number of Teachers |
| --- | --- |
| **2032** | **86** |

| File Description | Documents |
| --- | --- |
| Any additional information | View File |

## 2.3 - Teaching- Learning Process

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

**The college emphasizes on enhancing learning experiences by adopting various student centric methodsof teaching mentioned below -**

**EXPERIENTIAL LEARNING which includes**

- **Class seminars**
- **Field Visits**
- **Text to 'Performance' Activities including**

  - **Enactment of Navarasas from Bharatmuni'sNatyashastra on 13/02/2023**

- Street Play "Kallolini" On World Theatre Day, 27.03.23
- Implementation of 'First Past the Post' voting and Proportional Representation in electing class representatives of Political Science Department on 26/09/2022
- 'An Impressionistic Display of Assamese Society through Cinema' on 13/02/2023 by Department of Philosophy
- Flash Mob to create awareness for Earth Hour on 25/03/2023 by WWF volunteers of Department of Zoology

- Expert lectureson various topics

**PARTICIPATIVE LEARNING (Learning by doing) includes:**

- Participation of students in Workshops (National and State level) is encouraged by the institution.
- Collaborative Learning
- Peer Teaching and Demonstration
- Quizzes
- Book Reading and Discussion Sessions by the English Department Book Club
- Art/Craft Integrated Learning Activity –

- Wall Magazines by each teaching department of the college
- Inter-Semiotic Translation by Department of English
- Food and Craft Fiesta by Department of Economics on 21/10/2022

**PROBLEM SOLVING INQUIRY METHOD OF TEACHING which includes**

- Case study
- Group Discussions on various topics
- Teacher-Led Student projects
- Students' Projects

| File Description | Documents |
|---|---|
| Upload any additional information | [View File]() |
| Link for additional information | Nil |

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

The teachers of the college useICT tools including sharing of online resourcesfor an effective teaching-learning process. To facilitate the learners, teachers are encouraged to use power-point presentations with LCD projectors. As the departments and classrooms have LAN facilities and the library has access to the internet, the teachers can spend ample time to plan and prepare classes which are more learner-centric and interesting. Teachers use the following tools as and when required – Canva app, Google Classroom, Google Meet, Github, Screen Pal, Youtube, W3Schools, Digital Board etc. to facilitate the learners. Faculty members also prepare online quiz for students with the help of Google Forms. The students and teachers also make use of social networking tools for instantaneous communication and information dissemination.

Seminar and Conference rooms in the college are digitally equipped where guest lectures, expert talks, workshops etc. are regularly organized both for faculty and students. Guest lectures in the online mode are also conducted for students through video conferencing facility (Google Meet or Zoom) which enables the teaching departments to rope in experts based in other parts of the country oreven abroad.

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | No File Uploaded |

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

## 2.3.3.1 - Number of mentors

81

| File Description | Documents |
|---|---|
| Upload, number of students enrolled and full time teachers on roll | No File Uploaded |
| Circulars pertaining to assigning mentors to mentees | View File |
| Mentor/mentee ratio | No File Uploaded |

**2.4 - Teacher Profile and Quality**

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

**86**

| File Description | Documents |
|---|---|
| Full time teachers and sanctioned posts for year (Data Template) | **No File Uploaded** |
| Any additional information | View File |
| List of the faculty members authenticated by the Head of HEI | View File |

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

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

**65**

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

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

**2.4.3.1 - Total experience of full-time teachers**

**1345**

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

## 2.5 - Evaluation Process and Reforms

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

There is a standard process of internal assessment in the institution which is transparent and robust in terms of frequency and mode. The schedule of the internal Sessional Examination is decided at the beginning of each session in the form of an Academic Calendar which is constituted in tandem with the Academic Calendar of the Gauhati University. The teaching departments continuously assess the students through a variety of methods such as home assignments, practical assignments, group discussions, quizzes, etc., the dates of which are displayed through notices to the students.

For Sessional Examination the final schedule is prepared and circulated by the Examination Committee of the college. Examination Rules are available in the College website. The question papers are prepared at the departmental level by the faculty members. Quality of question papers are checked and approved by the heads of the teaching departments. After evaluation the marks are put up in the departmental notice boards. Sessional results are discussed with the parents too during Parent-Teacher Meetings and their valuable suggestions are recorded and attempts are made to incorporate them by each department. Students with low scores are identified and remedial classes are planned with these students at the departmental level.

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Link for additional information | Nil |

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

The college strictly follows the guidelines and rules issued by the affiliating university while conducting internal and semester end examinations. At the institutional level, each teaching department handles the evaluation process as per guidelines from the Examination Committee of the college. Students can approach the concerned Department with their issues which are recorded. Students can also approach the Grievance Redressal Cell with their issues on internal

**assessment and use the drop box to deposit their grievance forms.**

**The marks of the Sessional Examinations are shown to the students and displayed on the notice board. The evaluated answer scripts are given to the students and discussed. Any issues relating to the award of marks and ways of answering are redressed. As per the regulation of the university, other than Sessional Examinations, students' participation in presentations, assignments and attendance have to be considered for assessing the internal marks.**

**The college has a provision for Retests for those students who are unable to sit for the exams on the scheduled dates due to health issues or serious family matters. Students who miss their internal examinations due to sports, NCC/NSS, any other Govt. program representation are also considered for retests.**

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

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

**The College strictly follows the programme wise curriculum designed by Gauhati University which introduced CBCS (Choice Based Credit System) at the undergraduate level for its affiliated colleges in the year 2019. The CBCS provides an opportunity to the students to choose subjects from the prescribed course under the categories of Core and Regular courses.**

**Mechanisms of communication adopted by the College**

- **The Programme specific outcomes and the course outcomes for all Programmes offered by the institution are stated and displayed on the website for all the stakeholders. The essence of these outcomes are also reflected in the Students' Charter which is displayed in the college premises as well as the College**

prospectus.

Academic Committee of the college regularly monitors the academic environment of the College and takes initiative to conduct an Orientation Programme with the newly admitted batch of students every year to orient them with the College. The teaching departments of the college regularly hold Parent-Teacher Meet to acquaint the parents with the PO's and CO's and the measures taken by the College for their attainment. Their feedback are recorded and measures are taken to implement the same for the next academic session.

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for Additional information | Nil |
| Upload COs for all Programmes (exemplars from Glossary) | View File |

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

The vision and mission of the College focusses primarily on enrichment of society through a holistic education for women and their empowerment through education. The College continuously strives towards the fulfilment of these through the programmes it offers to its students.

- Each department prepares a departmental class routine based on the central Time-Table for both UG and PG classes prepared by the Routine Committee of the College. Extra classes are taken by the Departments as and when required for completion of the Syllabus.
- Lesson Plans are prepared by the faculty members of the teaching departments in a desirable format at the beginning of each session focusing on the course outcomes outlined by the affiliating University.
- Class Records are maintained by faculty members for keeping track of the syllabus. Heads of the teaching departments are able to get an overview of course completion with the help of these class records.
- Departmental meetings are held regularly by the Heads

> to monitor course progression. Re-allotments of specific parts of the syllabus are done as and when required for the benefit of the students.

Inter Disciplinary talks and Guest lectures are conducted regularly by teaching departments to fulfill the course requirements

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

### 2.6.3 - Pass percentage of Students during the year

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

710

| File Description | Documents |
|---|---|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | [View File]() |
| Upload any additional information | [View File]() |
| Paste link for the annual report | Nil |

### 2.7 - Student Satisfaction Survey

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

http://www.hgcollege.edu.in/uploadfiles/file/aqar/2022-23/students_satisfaction_survey_action-taken_report-2022-23.pdf

### RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

### 3.1.1 - Grants received from Government and non-governmental agencies for research

**projects / endowments in the institution during the year (INR in Lakhs)**

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

**150.17**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| e-copies of the grant award letters for sponsored research projects /endowments | View File |
| List of endowments / projects with details of grants(Data Template) | View File |

**3.1.2 - Number of teachers recognized as research guides (latest completed academic year)**

**3.1.2.1 - Number of teachers recognized as research guides**

**06**

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

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

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

**06**

| File Description | Documents |
|---|---|
| List of research projects and funding details (Data Template) | View File |
| Any additional information | View File |
| Supporting document from Funding Agency | View File |
| Paste link to funding agency website | Nil |

## 3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The institution has upgraded the existing Biotech Hub to DBT-NER advanced level institutional Biotech Hub under the aids of DBT grants (starting from 21- 02-2023). The hub has been equipped to facilitatemajor research work, practical training & research activities for students, researchers and faculties of the college and other neighboring institutions as well. Under the DST sponsored CURIE program (starting from 20-12-2022), the institute has initiated NET/GATE/SLET training cum sensitization programs for PG students and procured major scientific teaching & research equipment. The institution thus takes part in encouraging research and development activities, leading to the creation of new technologies, products, or services.

The institute has also signed a number of MOUs with industries and institutes to facilitate academic and industrial collaborations with a long-term aim to carry out joint projects, share resources, and to achieve mutually beneficial outcomes. A number of entrepreneurship development programs have been organized by the institute with an aim to inspire the faculty, students, and researchers to turn their ideas into startups, to foster an entrepreneurial culture within and around the institution.

The institute has also actively contributed in exploring traditional herbal knowledge through a sponsored project (NIF, Govt. of India) and thereby contributed to the preservation of cultural heritage and conservation practices.

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

**3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year**

**3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year**

**04**

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

**3.3 - Research Publications and Awards**

**3.3.1 - Number of Ph.Ds registered per eligible teacher during the year**

**3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year**

**04**

| File Description | Documents |
|---|---|
| URL to the research page on HEI website | **Nil** |
| List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template) | [View File](#) |
| Any additional information | [View File](#) |

**3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year**

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

**35**

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

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

**3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year**

36

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

**3.4 - Extension Activities**

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

The institute has organized several community service programs that allow students to actively contribute in addressing local social issues. This includes activities such as volunteering at old-age home, participating in cleanliness drives, and assisting in community development projects. The institute has also conducted awareness campaigns on various social issues such as environmental conservation, gender equality andmental health. To addresses healthcare needs and to raise awareness about preventive measures and health education, the institute in collaboration with healthcare professionals, have organized health camps in the campus, adopted village, and in nearby communities. Several skill development programs have also been organized to teach basic skills such as computer literacy, English language proficiency, and vocational skills to empower individuals and enhance their employability. The institute has also organized debates and panel discussions on contemporary social issues to encourage critical thinking, informed opinions, and open

**dialogue among students, helping them develop a broader perspective on societal challenges. To promote environmental awareness and sustainable practices, various measures have been taken through waste reduction programs, energy conservation initiatives, and community gardening.**

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

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

**3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year**

**0**

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

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

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

**61**

| File Description | Documents |
|---|---|
| Reports of the event organized | View File |
| Any additional information | View File |
| Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template) | View File |

**3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**

**3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

**1209**

| File Description | Documents |
|---|---|
| Report of the event | View File |
| Any additional information | View File |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | View File |

**3.5 - Collaboration**

**3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year**

**3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year**

**05**

| File Description | Documents |
|---|---|
| e-copies of related Document | No File Uploaded |
| Any additional information | View File |
| Details of Collaborative activities with institutions/industries for research, Faculty | View File |

**3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year**

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

08

| File Description | Documents |
|---|---|
| e-Copies of the MoUs with institution./ industry/corporate houses | View File |
| Any additional information | View File |
| Details of functional MoUs with institutions of national, international importance, other universities etc during the year | View File |

**INFRASTRUCTURE AND LEARNING RESOURCES**

**4.1 - Physical Facilities**

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

The Teaching-learning facilities include 44 classrooms with Internet connectivity through IO Box. There are two digital classrooms equipped with interactive board, projector, touch screen digital display and video conferencing facilities. There is also campus networking and WI-FI connectivity. The college Seminar Hall having sitting capacity for 150 persons is with modern acoustic system. The college library has about 52458 text and reference books, 70 rare books, 20 newspapers and magazines and 12 journals. The Library has subscription to INFLIBNET e-ShodhShindhu consortium for e-books/journals.

The science departments of the college along with Education and Psychology are having undergraduate laboratory facilities. The laboratories of the departments of Botany, Zoology, Chemistry and Computer Science are equipped to cater the need of postgraduate students and research scholars. The facilities of Institutional Biotech hub augment the laboratory infrastructure.

Computer equipment includes 135 computers spreading across
Central computer centre (32 in LAN), library (10),
administrative, examination branch and various departments.
The computers are having internet connectivity of 100 Mbps
band width. Cyberoam CR 500iNG-XP Hardware firewall, Cisco
SG300-28 Managed Switch and Quick heal is used to provide
security to computing facilities. For efficient management of
admission, change of stream, subject and accounts, college
uses ERP software.

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

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

Cultural Activities: College organizes cultural
programmes/competitions every year during annual college week
and Fresher's Social comprising of various cultural events
like singing, dancing, and drama. Eminent personalities are
invited to judge these events. The college also finances the
musical hands for playing instruments. These facilitate
participation of students in the Inter College Youth Festival
organized by the Gauhati University every year. The cultural
forum of the college (viz. Aangik) organizes interactive
sessions, workshops for the students.

Sports: The college has a multipurpose play ground having one
volleyball and a basketball court. This ground is also used
in other sports activities like Kabaddi, Kho-Kho and
Badminton. Furthermore, there are amenities for Table Tennis,
Carom and Chess.

The college promotes self defense among the girl students and
arranged one coach in PPP mode to train up the students in
Taekwondo. A sizeable numbers of students are trained
regularly on various skills of Taekwondo.

The gymnasium facility of the college is equipped with
various fitness equipments. A skilled trainer supervises the
fitness training. The adventure sports club of the college

**also organizes trekking programme from time to time for students and faculties. There is also an area in the campus for yoga activities.**

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

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

**18**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for additional information | **Nil** |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | [View File](#) |

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

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

**40.26**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Upload audited utilization statements | [View File](#) |
| Upload Details of budget allocation, excluding salary during the year (Data Template | [View File](#) |

## 4.2 - Library as a Learning Resource

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

The college library viz. "Rajabala Das Library" was established in 1939. The library with its open access policy and spacious reading area provide an environment that fosters the thrill of academic exploration. The students are urged to become a habitual reader of the library for intellectual pursuits.

All the departments of the college also maintain departmental libraries that offer further assistance to students and teachers in their academic endeavours. There is a dormitory library to weed out the damaged, irreparable and less utilized volumes.

The Integrated Library Management System (ILMS) SOUL 2.0 has made the library fully automated. The SOUL 2.0 environment is working with one server and six clients. Additionally, through the college LAN and the library's Wi-fi networking system, users can access the library's bibliographic database from their own system, such as a desktop or laptop computer and a mobile phone. The barcode technology is being used for circulation.

The library a Digital Library and Institutional Repository using DSpace, an open source programme. The resources of the digital library cum IR can be accessed in the library through 12nos. of client computer dedicated for the purpose as well as from their own system through Library's Wi-Fi network and through College LAN.

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

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

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template) | View File |

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

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

**12.94**

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

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

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

**66.40**

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

**4.3 - IT Infrastructure**

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

**Providing IT resources for its teachers and students has always been a priority for the college. A central computer centre with 32 computers is available at the college. The**

North East Council (NEC) has supported the creation of the Computer Centre. Later, this facility was up-graded with financial support from UGC's Colleges with Potential for Excellence programme. All 32 of the computers were replaced in the fiscal years 2016-17 and 2017-18 with Intel Core i3 desktop PCs with Windows OS in every PC. During 2022-23, college procured 04 PCs for library. The Reserve Bank of India donated 13 Intel core i5 desk top PCs and 02 i5 laptop computers.

The College has installed Wi-Fi facility at the Laboratory of Computer Science Department in the year 2016. This Wi-Fi facility was installed with support from Govt. of Assam under ICT @ College project. In the year 2017 the Wi-Fi facility has been extended to both the floors of college library which was funded by RUSA (2014-15 second installment). All together six of Access Points were installed for uninterrupted connectivity.

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

## 4.3.2 - Number of Computers

**135**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| List of Computers | [View File](#) |

## 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

| File Description | Documents |
|---|---|
| Upload any additional Information | [View File](#) |
| Details of available bandwidth of internet connection in the Institution | [View File](#) |

**4.4 - Maintenance of Campus Infrastructure**

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

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

**154.93**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Audited statements of accounts | View File |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | View File |

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

**In order to create a setting that is acceptable and sufficient for learning, the College must maintain its physical, academic, and support facilities and make strategic use of them. The college follows a decentralized system in regard to maintenance of infrastructure. The Construction and maintenance committee of the college looks after the maintenance of various infrastructure of the college. Similarly, for smooth conduct of academic activities, the academic committee is works in tandem with the college authority. All purchase of the college is routed through the purchase committee. There is a Library advisory committee to look after the purchase of books and library infrastructure. The generator and drinking water facility is maintained through AMC contract. Electrical installations are maintained through electrical firm and plumber is engaged to maintain the water installations, The in-charges for Sports and Gymnesium looks after the proper maintenance of sports and gymnasium infrastructure of the college. The hostel superintendent along with the hostel committee members entrusts hostel staff for monitoring and maintenance of**

**physical facilities of the hostel. The garbage of the college as well as hostel campus is disposed through engaging the NGO.**

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

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

**812**

| File Description | Documents |
|---|---|
| Upload self attested letter with the list of students sanctioned scholarship | [View File](#) |
| Upload any additional information | [View File](#) |
| Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template) | [View File](#) |

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

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

**22**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template) | View File |

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

| File Description | Documents |
|---|---|
| Link to Institutional website | **Nil** |
| Any additional information | View File |
| Details of capability building and skills enhancement initiatives (Data Template) | View File |

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

**685**

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

**685**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template) | View File |

| **5.1.5 - The Institution has a transparent mechanism for timely redressal of student** | **A. All of the above** |
|---|---|

**grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

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

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

### 5.2.1.1 - Number of outgoing students placed during the year

**30**

| File Description | Documents |
|---|---|
| Self-attested list of students placed | **No File Uploaded** |
| Upload any additional information | View File |
| Details of student placement during the year (Data Template) | View File |

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

### 5.2.2.1 - Number of outgoing student progression to higher education

**273**

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

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

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

**15**

| File Description | Documents |
|---|---|
| Upload supporting data for the same | **No File Uploaded** |
| Any additional information | [View File](#) |
| Number of students qualifying in state/ national/ international level examinations during the year (Data Template) | [View File](#) |

**5.3 - Student Participation and Activities**

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

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

**19**

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

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

**The student community is mainly represented by the Student's Union constituted as per the Lyngdoh Commission. The college engages students in various academic, administrative, co-curricular and extracurricular activities some of which are as follows :**

- **Annual College Week: The college ensures smooth conduction of the Annual College Week through the Student's Union under the guidance of the Teachers In-Charge**
- **State Level Debate Competition: The All Assam Sarat Chandra Memorial Inter-College Debate Competition is organised every year with the debating secretary of the Students' Union acting as organizing.**
- **College Magazine: The editorial board of the Annual College Magazine has the magazine secretary and some other students as members and they play a key role in bringing out the college magazine.**
- **Internal Committee: In the Internal Committee of the college the student's community is represented by the President of the Students' Union who functions as a member of the committee.**
- **IQAC: The President of the Students' Union is also a member the Internal Quality Assurance Cell of the college.**
- **Hostel Management: The college hostel is run by the Superintendent with active participation of the students boarders who are engaged as monitors, mess managers etc.**

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

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

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

**24**

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

## 5.4 - Alumni Engagement

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

**Some of the major areas in which the Alumni Association of the College has made contributions are - academic, social engagement, cultural, financial and student placement.**

**Academic: Eminent alumni members like Advocate Gitashree Konwar, Panchami Choudhury, ACS Officer, Gargee Talukdare, NCC Officer, SUdeshna Choudhury Bhattachryya, an alumnus of Philosophy department, etc. have discussed the scope of working in their respective fields and provide necessary guidance to the aspiring students.**

**Social Engagement:Sales and exhibitions are held and the proceeds of the same are donated to social welfare organizations like 'Karunadhara'.**

Cultural:Prominent cultural figures like Namita Bhattacharyya, Tarali Sharma, Nishita Goswami who were the alumni of the college, have been closely associated with the college in order to get the existing students familiarized with the greater cultural arena and inspiring them to get engaged in various cultural activities.

Financial: During the general meet of the alumni held in the month of June, 2023, an amount of around ten thousand rupees was raised by the alumni members which was donated to the College development fund. Prity Medhi Scholarship is given every year in memory of Prity Medhi, an alumnus of the College. Snigdhamalati Neog, another alumni donated an amount of Rs. 50,000/-.

Student Placement:Alumni members working with different reputed organizations also take initiatives to hold placement drives for the students and have also successfully placed many of the students.

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

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

| File Description | Documents |
|---|---|
| Upload any additional information | View File |

**GOVERNANCE, LEADERSHIP AND MANAGEMENT**

**6.1 - Institutional Vision and Leadership**

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

The Vision and Mission of the College is widely communicated to all stakeholders concerned. The Governing Body of the college takes cognizance of this in decision-making.

The governance strategies that have been put in place to achieve the priority of providing holistic and empowering

education include:

- **A perspective plan that focuses on the all-round needs of the institution.**
- **Decentralization of functions and a participatory system of governance, exercised through different Committees and Cells in the College.**
- **Teachers are appointed as convenors and members of the Cells/Committees with student representatives.**
- **Students are given awareness on important issues through workshops, seminars, training programmes and talks.**
- **Extension activities are also carried out by the different units of the college.**
- **Activities infused with core values of the College contribute to a vibrant learning environment.**
- **The Students' Union of the College contributes to the corporate life of the College.**

**The essence of National Education Policy 2020 has been incorporated in the vision of the college, which tries to give a holistic education to the students. It tries to foster critical thinking which may lead to innovations and logical decision making in line with NEP.**

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

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

**The college has an organised framework of committees which are entrusted with different activities. Governing Body, which is at the apex, is representative with teachers, guardians, members of the community and affiliating University. Students participate as members of different committees and societies. The activities of various committees, coordinated by IQAC are outlined below:**

**Academic:**

1. Academic Committee is entrusted with academic matters and prepares the College's Annual Academic Calendar.

2. Examination Committee looks after the smooth conduct of examinations under GU as well as within the college.

3. The Research Activities Cell plans and tries to foster present and future research activities.

4. The Library Committee tries to augment the present stock of the College's library resources including e contents.


Administrative:

1. The Finance and Planning Committee is entrusted with the responsibility of preparing the annual College Budget and other tasks.

2. The Purchase and Monitoring Committee advises and monitors all College acquisitions.

3. The Admission Committee looks after the entire process of the admission with Reservation of seats as per Govt. of Assam regulation.


Besides, there are a number of other committees like Construction and Maintenance Committee, Grievance Redressal Cell, Women's Studies Cell and Internal Committee.

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

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Initiative taken by the Finance and Planning Committee:


The strategic plan of the college for the period 2021-2026, aims to boost the process of teaching learning through

creation of new facilities and renovation of existing ones. Keeping parity with it, the Finance and Planning Committee in its meeting held on 12/08/2022, took a few resolutions which included procurement of CCTV, renovation of toilets in Departments of Home Science, Botany and Day Home, prefabrication of Central Computer Centre, strengthening of the building which houses the History and other Departments and terrace top pergola.

As per the resolutions taken in the above mentioned meeting, renovation works of toilets have started and has been subsequently completed in the Day Home and Botany department. The broken windows of the toilet of department of Botany have been replaced and the fittings have also been changed. The doors of the Library block toilets have also been changed. With this attachment an additional work of all four overhead water tanks inlet distribution on the top floor was also completed successfully. The total cost of the mentioned work was Rs. 4 lakhs.

| File Description | Documents |
|---|---|
| Strategic Plan and deployment documents on the website | **No File Uploaded** |
| Paste link for additional information | **Nil** |
| Upload any additional information | [View File](#) |

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

In Handique Girls' College the functional structure can be divided broadly into two parts- Academic (Regulating Authority Gauhati University), Administrative (Regulating Authority Directorate of Higher Education, Assam). The Governing Body is the apex decision making body in the College. For all administrative functions; the Principal's office has General Administrative and Accounts sections. Office functions are guided by the Administrative and Financial rules of the Government of Assam and the General Financial Rules, 2017. Besides this, the College also refers to the General Financial Rules, 2017, for guidance.

Various Committees with representation from teaching, non-teaching staff and students, support different areas of institutional function according to their mandate. The functioning of the Committees is co-ordinated by the IQAC, which ensures that the activities of the Committees are aligned with the College's priorities.

Teaching staff in the College are recruited following the UGC's Rules for recruitment of Assistant Professors in Colleges and their career advancement. Teachers also come under the purview of the Government of Assam's Service Conduct Rules. The recruitment and promotion of non-teaching staff is guided by the rules of the Government of Assam.

The College has a grievance redressal mechanism under the College's Grievance Redressal Cell.

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Link to Organogram of the institution webpage | http://139.59.56.4/uploadfiles/file/organogram.pdf |
| Upload any additional information | View File |

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

| File Description | Documents |
|---|---|
| ERP (Enterprise Resource Planning)Document | View File |
| Screen shots of user inter faces | View File |
| Any additional information | View File |
| Details of implementation of e-governance in areas of operation, Administration etc(Data Template) | View File |

## 6.3 - Faculty Empowerment Strategies

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

The college has adopted the following welfare measures that conforms to government and UGC guidelines, for its teaching and non-teaching staff.

- Implementation of welfare schemes for the Non-Sanctioned Non-teaching employees from the year 2016-2017 (August2016) in the form of NPS which amounts to Rs.500.00 per month from the college fund and also measures are being taken for enrolment of these employees under ESIC scheme (1.75% of Basic salary from the employees and 4.75% of the Basic salary from the college fund), approved by the Governing Body.
- Availability of food at a subsidized rate in the college canteen.
- Group Insurance Scheme.
- Regular health check ups
- FDP programme of UGC, Schemes of Higher Studies by Government of Assam.
- Earned leave, Child care leave, Maternity leave.
- Special need/merit scholarships for children of non-teaching staff.
- Collection of funds for needy non-teaching staff to meet contingencies as and when required.
- Jobs given on compassionate grounds to family members of non-teaching staff.\
- Permission to avail holidays on 2nd and 4th Saturdays and 1st and 3rd Saturdays on a rotation basis for the office staff.

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

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

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

Nil

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

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

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

**6**

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

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

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

**49**

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

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

**Performance Appraisal is mandatory for the promotion of both teaching and non-teaching staff.**

- **Every year the college seeks information from the teachers about their academic achievements and the same is recorded. This record reflects the publications, conferences attended, papers presented, participation in orientation and refresher courses by the faculty members. At the time of promotion, as per UGC guidelines for the API calculation and interview held for the purpose, such records are assessed.**

**Performance appraisal record is collected in prescribed format and the achievements of the faculty are kept in IQAC for their inclusion in the AQARs of the college. These are communicated to the concerned authority for the preparation of ACR of the faculty members.**

**A committee comprising of President of Governing Body, Principal and Vice-Principal, monitors the performance and considers the promotional aspects of the non-teaching staff. This process implies to the Grade-IV employees depending on the number of years they have served the institute (Assam Govt. Regulations are followed). The Departmental Promotion Committee after its due consideration recommends the employees for the time scale promotion to the higher authorities (DHE, Assam). The employees have to apply in the prescribed format supplied by the DHE.**

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

## 6.4 - Financial Management and Resource Mobilization

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

**The College conducts both Internal and external audits.**

**Internal audit: The College conducts internal audit every year. For internal audit, a former employee from the Dept. of Audit, Govt. of Assam, of the rank of an Assistant Director, has been appointed by the college authority. He looks after and prepares audit reports. Internal audit reports for the years 2014-15, 2015-16, 2016-17, 2017-18, 2018-19, 2019-20 ,2020-21 and 2021-2022 have been prepared. The internal audit for the period 2022-2023 is under process.**

**External Audit: External Audit is carried out at regular intervals by auditors nominated by the Directorate of Audit (L/F). The last external audit was for the period from 2014 to 2018 and the Audit from the period 2019 to 2020 have been completed.**

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

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

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

**4.65**

| File Description | Documents |
|---|---|
| Annual statements of accounts | View File |
| Any additional information | View File |
| Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template) | View File |

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

**Institutional strategies for mobilization of funds and the optimal utilization of resources.**

- **Research projects submitted by individual teachers, are run by the funds received from the concerned departments/organizations like UGC, DBT, DST, ASTEC, SERB, etc.**
- **College fees for regular and Financing Courses.**
- **Revenue generated as venue charges for conducting competitive examinations.**
- **Overhead charges from the research grants received from various government and non-government funding agencies.**
- **IGNOU Study Centre charges.**
- **Corpus fund.**
- **Bank**

**Utilization of Resources:**

- **The Governing Body, Planning and Finance, Purchase, Construction Committees and various associated bodies help in the preparation, division, allocation and utilization of funds. Various funds received are deposited in separate bank account.**
- **The Purchase Committee has an oversight on all major procurement procedure. The College follows Ministry of Finances, GFR 2017 in this regard. Each item is purchased by comparing a minimum of three quotations received.**
- **Fees received are used for development of the college, non-grant faculty and staff salaries, students**

activities and are properly audited.

- **Physical/Academic facilities augmented, Library/Sports services strengthened for students.**
- **Laboratories augmented, IT infrastructure increased, guest lectures, field trips, industrial visits organized.**

- **Collections deposited in the bank and expenditure-recurring and non-recurring, incurred through Cheques/Electronic mode.**
- **Authorized persons operate bank transactions.**

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

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

**The IQAC has led the Institution in institutionalizing the following strategies which have contributed to enhancing the quality of the learning environment.**

- **Teacher Led Students' Research Projects: This initiative is to orient the students in areas of research and development, with a view to enriching their educational experience. It was initiated in 2010. Under this, students from different departments, carry out research projects under the guidance of teacher supervisors.**
- **Faculty/Student Development through use of ICT tools and digital workshops: IQAC takes initiatives to train faculty and students in the sphere of ICT. IQAC emphasizes in organizing workshops and certificate courses in this regard. Further, IQAC has always encouraged for classrooms with ICT facilities thereby making dissemination of information more interesting and learner friendly.**
- **Memorandum of Understanding (MOU) was signed between**

- **S.B.Deorah College on 23/12/2022.**
- **B. Barooah College on 08/05/2019 (for five years)**

- **Child friendly Guwahati (Don Bosco) and NCC/NSS, Community Development Cell (20/01/2021 to 21/01/2023).**
- **BorAmodpur Village on 27/03/2023.**
- **Confederation of Indian Industries (CII) on 29/03/2023.**
- **FICCI FLO North East Chapter on 11/4/02023.**
- **History Department, Arya Vidyapeeth College on 23/05/2023.**

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

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

**IQAC communicates recommendation in academic matters to the Academic Committee for implementation. Planning Committee which is also a unit under the IQAC plans and coordinates on academic and research initiatives.**

**Academic Initiatives:**

**Facilitating the creation of learner centric environment, through quizzes, class seminars experiential and participative learning strategies, conducive to quality education.**

**Active learning to promote/ Incorporate strategies in our curriculum and transform classrooms into exciting dynamic learning environment.**

**To encourage effective collaboration, small group discussions/peer to peer discussions etc. are organized.**

**Research Initiatives**

**Project based learning.**

**In depth laboratory experiments.**

**Presentations**

Publications

Arrangement for feedback response from students, teachers, alumni and parents on the institution and curriculum. Based on the feedback obtained, faculties who are on the Gauhati University's Committee of Courses and Syllabi (CCS), provide inputs for curriculum revision. The feedback on teaching, which is essentially formative, is communicated to the individual teachers.

Development of mentoring system which promotes teacher student interaction and helps in measuring the learning levels of the students to some extent and maintaining the records.

Organization of in-house Faculty Development Seminars, Talks, and Workshops on quality related themes.

Preparation of AQAR as per guidelines and parameters of NAAC.

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

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

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

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

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

**· The college is a premiere women's institution in the entire North East India. It ensures a safe and secure environment to the students of the college.**

**· The college has a Student Support Cell which addresses different issues and problems faced by the students.**

**· The Internal Committee, formed as per government guidelines, has been following due protocol in redressal of complaints.**

**· The Women Studies Cell conducts a certificate course every year where talks on various topics like women and gender related issues, soft skills etc. are organized.**

**· The Students Union takes care of the Girls' Common Room of the College.**

**· The college has provision of CCTV camera within the college campus and the library. Also, female security guards are allotted duty at the entrance of the college.**

**· Taekwondo training was provided to the students of the college by a reputed coach under Kamrup District Taekwondo Association.**

- **Grievance Redressal Cell addresses the grievances of the student**

| File Description | Documents |
|---|---|
| Annual gender sensitization action plan | **Nil** |
| Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | http://www.hgcollege.edu.in/uploadfiles/file/aqar/2022-23/measure_initiated_promotion-gender-equity.pdf |

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

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

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

**The college uses both traditional and cutting-edge technologies to manage both biodegradable and non-biodegradable waste, depending on the type of waste. Conventional techniques involve burning waste that decomposes, such as paper and dry leaves. With the assistance of outside organizations such as the Guwahati Municipal Corporation and SHRISTI, among others, the college handles waste materials.**

**Solid waste management: The management of solid waste is given top priority by the college. Various locations on campus, including the administrative section, canteen, classrooms, hallways, hostel premises, and common areas for**

teachers and students, have designated trash cans for dry and wet waste.

Liquid waste management: The science departments' internal conventional drainage systems are used to dispose of the liquid waste produced by their chemical laboratories. In order to reduce the amount of liquid waste, the students are told to use the fewest possible liquid chemicals. Liquid waste from toilets is discharged into the Guwahati municipal drainage system.

Waste Recycling System: The Guwahati Municipal Corporation, which has plans for waste recycling, collects the waste (dry and wet) produced in the college. The environment benefits in the long run from this.

E-waste management: Over the years, the college has routinely given e-waste to outside third parties.

| File Description | Documents |
|---|---|
| Relevant documents like agreements / MoUs with Government and other approved agencies | **No File Uploaded** |
| Geo tagged photographs of the facilities | [View File](View File) |

| **7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus** | C. Any 2 of the above |
|---|---|

| File Description | Documents |
|---|---|
| Geo tagged photographs / videos of the facilities | **No File Uploaded** |
| Any other relevant information | [View File](View File) |

**7.1.5 - Green campus initiatives include**

| **7.1.5.1 - The institutional initiatives for greening the campus are as follows:** | A. Any 4 or All of the above |
|---|---|

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

| File Description | Documents |
|---|---|
| Geo tagged photos / videos of the facilities | View File |
| Various policy documents / decisions circulated for implementation | No File Uploaded |
| Any other relevant documents | View File |

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

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

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

| 7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, | A. Any 4 or all of the above |
|---|---|

**lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

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

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

Handique Girls' College is committed to providing an inclusive environment for holistic development of the students. We have adopted many inclusionary practices at multiple levels including its admission policy, where students from diverse cultural, regional, linguistic and socio-economic background are admitted.

Every year the college organizes a cultural procession during the inauguration of the College Week which showcases the cultural diversity of our nation. During the college week, various competitions are held which foreground our rich cultural heritage. Excursions and study tours are undertaken to understand diverse localities. Handique Girls' College takes immense pride in its initiatives to provide ample opportunities to its students to understand different communities through its Village Adoption Programmes. Cadets of 60 Assam Girls BN NCC participate each year in many events which contribute towards nation building. The syllabus also supports cultural diversity.

Teachers of the college are multilingual and use English, Assamese and even Hindi and Bengali, if necessary, in the classroom. The different language departments also organize inter-departmental workshops for the students. Important dates related to linguistic diversity are celebrated in the college.

The college makes special effort to include genuine students under the Fee-Waiver Scheme and the EWS category. Our students are participants in an NGO named Xondhan and are engaged intensely in social work. Exhibition cum sale are often organized from time to time by different departments of the college to help the needy.

| File Description | Documents |
|---|---|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | [View File](#) |
| Any other relevant information | [View File](#) |

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

- Handique Girls' College has always sought to shape and re-define our socio political milieu by making its employees and students aware if their values, rights, duties and responsibilities.
- The NCC and NSS units are dedicated to creating a 'sense of patriotic commitment' for national development.
- To promote the ideal of the Swachh Bharat Abhiyan, cleanliness drives are regularly organized.
- Since staying healthy is also one of our responsibilities, the college celebrates Inter-National Yoga Day and organizes yoga workshops for a healthy India.
- Excursions are organized to sensitize the students to the need to protect our rich historical and cultural heritage.
- The students and teachers often visit old age homes and the elderly to spend some time with them.
- Many lectures and workshops are held to familiarize students with our rights and duties.Street plays are

- also organized by the students to sensitize our students about various issues.
- Important national days like Constitution day, Independence Day are observed by the college.
- The curriculum of many departments also includes information of Values, Right, Duties and Responsibilities.
- The Preamble, the Fundamental Rights and Duties of our citizens, the Students' Charter, the anti- ragging rules and the core values of our college have been boldly displayed in our college.

| File Description | Documents |
|---|---|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | http://www.hgcollege.edu.in/uploadfiles/file/aqar/2022-23/sensitization_students_employees_constitutional-obligations.pdf |
| Any other relevant information | Nil |

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

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

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

**The college inculcates patriotic and socio-cultural values in the students through the following:**

- **Republic Day and Independence Day are observed in the college. NCC cadets along with the students of this college took part in the commencement of "Azadi Ki Amrit Mahotsav" marked to commemorate 75 years of India's Independence.**
- **International Women's Day is celebrated on 8th March every year by organizing lectures and seminars on gender issues by inviting resource persons from the fields of social sciences, gender studies etc.**
- **World Environment Day is observed on 5th June every year. Various activities like talk, seminar, tree plantation, competitions like Quiz, poster making, essay writing are organized on this day.**
- **International Yoga Day is celebrated on 21st June every year on the campus to develop self-discipline through yoga.**
- **Gandhi Jayanti, Rabindra Jayanti, Teacher's Day are celebrated in every year for honoring their ideals and contributions for the nation.**
- **Bhupen Hazarika's Birth Anniversary is celebrated on 8th September with discussions on his contributions to Assamese literature and culture.**
- **Lachit Divas was observed on 24.11.22**

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

## 7.2 - Best Practices

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

**The details of two best practices successfully implemented by the institution as per NAAC format are uploaded on the College website and the link to the Best Practices is attached below.**

| File Description | Documents |
|---|---|
| Best practices in the Institutional website | http://www.hgcollege.edu.in/uploadfiles /file/aqar/2022-23/best_practices-2022- 2023-updtd2.pdf |
| Any other relevant information | **Nil** |

## 7.3 - Institutional Distinctiveness

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

**The details of Institutional Distinctiveness are uploaded on the College website and is attached below.**

| File Description | Documents |
|---|---|
| Appropriate web in the Institutional website | **No File Uploaded** |
| Any other relevant information | View File |

7.3.2 - Plan of action for the next academic year

   **1. To introduce certificate courses to be run by different**

departments as self-financed courses.

2. A number of new self-financing courses like B.B.A., B. Com., will be introduced and to accommodate new courses time table will be designed for introduction of two separate shifts, that is, day shift and evening shift.

3. To introduce new clubs for running some co-curricular activities for holistic development of the students and ensure their hundred percent participation.

4. Add more innovative learning practices and intensive mentoring indifferent departments of the college

5. To develop the culture of research by both the teaching faculties and the students through more teacher-led student projects and seed money projects by the teachers.

6. To focus on industrial links and inter-institutional exchange of intellectual resources.

7. To introduce more career-oriented programmes and job-making courses

8. To introduce Post-Graduate courses in English, Political Science, Philosophy, Economics and Psychology

9. Infrastructural development by means of website upgradation, CCTV installation, air Conditioner installation, renovation of central computer centre, conference room, etc.

10. To introduce more social outreach activities involving students, alumni and teachers with a special focus on the elderly people.