



YEARLY STATUS REPORT - 2020-2021

| Part A | |
|--|--------------------------------------|
| Data of the Institution | |
| 1.Name of the Institution | HANDIQUE GIRLS' COLLEGE |
| • Name of the Head of the institution | DR. UTPAL DUTTA |
| • Designation | PRINCIPAL |
| • Does the institution function from its own campus? | Yes |
| • Phone no./Alternate phone no. | 03612970214 |
| • Mobile no | 9401151236 |
| • Registered e-mail | hgcollege75@gmail.com |
| • Alternate e-mail | iqachgcollege@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. BANDANA NABIS DAS |
| • Phone No. | 03612970214 |
| • Alternate phone No. | |
| • Mobile | 9864033663 |
| • IQAC e-mail address | iqachgcollege@gmail.com |
| • Alternate Email address | bnabisdas@gmail.com |
| 3.Website address (Web link of the AQAR (Previous Academic Year)) | https://www.hgcollege.edu.in/wp-content/uploads/2021/12/AQAR-2019-2020-Final.pdf |
| 4.Whether Academic Calendar prepared during the year? | No |
| • if yes, whether it is uploaded in the Institutional website Web link: | |

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 | To organise Awareness Programmes | Assam AIDS Control Society | 2021 | 36000 |
| Handique Girls' College | Eco Club | Assam Science Technology & Environment Council | 2021 | 5000 |
| Handique Girls' College | Hostel Building Renovation | DHE Assam | 2021 | 4270449 |
| Dr. Kamal Krishna Rajbongshi. Department of Chemistry | Research Grant | SERB | 2020 | 275000 |
| Dr. Akhtar Hussain, Department of Chemistry | Research Grant | DBT | 2021 | 174000 |
| Dr. Akhtar Hussain, Department of Chemistry | Research Grant | DBT | 2021 | 2577595 |

| | |
|--|---------------------------|
| 8. Whether composition of IQAC as per latest NAAC guidelines | Yes |
| <ul style="list-style-type: none"> • Upload latest notification of formation of IQAC | View File |
| 9.No. of IQAC meetings held during the year | 12 |
| <ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? | Yes |

| | |
|---|------------------|
| <ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report | No File Uploaded |
| 10. Whether IQAC received funding from any of the funding agency to support its activities during the year? | No |
| <ul style="list-style-type: none"> If yes, mention the amount | |
| 11. Significant contributions made by IQAC during the current year (maximum five bullets) | |
| <p>A two day workshop on ICT Based Pedagogy was organized by the IQAC and Faculty Development Cell in collaboration with the IQAC of College with academic support from Teaching Learning Centre, Tezpur University on 13th and 14th July 2020.</p> | |
| <p>A Memorandum of Understanding (MOU) was signed between Assam Startup- The Nest, IIM Calcutta Innovation Park (IIMCIP) and Handique Girls' College on 18th November 2020. The MoU was signed to create a state-wide inclusive entrepreneurial ecosystem, promote entrepreneurship, create awareness and motivate the youth.</p> | |
| <p>An In-House sharing of experience interaction was jointly organized by IQAC and the Faculty Development Cell of the College on 3rd December 2020. The topic of the programme was "What we could do now."</p> | |
| <p>The NAAC Self Study Report of the College for its 3rd Cycle was submitted in February 2020 and on 31st March 2021 the College was awarded with Grade B by the NAAC.</p> | |
| <p>Promotion Programme of Chevening Gurukul Fellowship for Leadership & Excellence and Other Chevening fellowship and Scholarship of the Foreign and Commonwealth Development Office, UK, was organized by the British Information Centre, Guwahati in collaboration with the IQAC on March 4, 2021.</p> | |
| 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 |
|--|---|
| Submission of NAAC Self Study Report- Cycle 3 | The NAAC Self Study Report of the College for its 3rd Cycle was submitted in February 2020 and on 31st March 2021 the College was awarded with Grade B by the NAAC. |
| Training and workshops for use of ICT tools and digital learning. | 1. A two day workshop on ICT Based Pedagogy was organized by the IQAC and Faculty Development Cell in collaboration with the IQAC of College with academic support from Teaching Learning Centre, Tezpur University on 13th and 14th July 2020. 2. Webinar on- "Awareness Programme on Use of Online E-Resources" was organised by Rajabala Das Library and IQAC, Handique Girls' College on 11th June 2020. The resource persons for the webinar were Dr. PK Deka, GS, ACLA, Prof. SK Singh, Head, DLISc, HU, Dr. Dhrubajit Das, Working President, ACLA and Dr. Birendar Pal, ICT Cell, ACLA. |
| Adaption of complete online mode of Admission process. | The Admission process for the Academic Year 2020-2021 was completely conducted on online mode. |
| Encourage Faculty Research. | Ten webinars and online workshops have been conducted by the College to inculcate and encourage faculty research. |
| 13. Whether the AQAR was placed before statutory body? | Yes |
| <ul style="list-style-type: none"> Name of the statutory body | |
| | |

| | |
|---|--------------------|
| Name | Date of meeting(s) |
| Governing Body, Handique Girls' College | 20/04/2022 |

14. Whether institutional data submitted to AISHE

| | |
|-----------|--------------------|
| Year | Date of Submission |
| 2020-2021 | 27/02/2022 |

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 | 1971 |
|-----|------|

Number of students during the year

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

| | |
|-----|-----|
| 2.2 | 498 |
|-----|-----|

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 | 558 |
|-----|-----|

Number of outgoing/ final year students during the year

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

3.Academic3.1 87

Number of full time teachers during the year

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

3.2 104

Number of sanctioned posts during the year

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

4.Institution4.1 44

Total number of Classrooms and Seminar halls

4.2 181.60

Total expenditure excluding salary during the year (INR in lakhs)

4.3 113

Total number of computers on campus for academic purposes

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 adopts the curriculum overview provided by the Gauhati University. At the commencement of the Academic year, the Academic calendar is prepared which provide information about the working days, tentative dates of examinations and days earmarked for other activities like college week, freshmen social etc. The college

forms a routine committee for preparation of college class routine which deploys the units of time required for classes by all the departments. The teachers prepare the teaching plan before the start of each semester. In such plans the number of classes needed by a teacher to complete his or her assigned portions are. The teaching plans provide an insight how the lecture class or practical will be handled throughout the semester. Whenever a new course/paper is introduced by the affiliating university, its course contents are discussed and distributed to the teachers according to their preference and specialization. Departmental staff meetings are held at regular intervals and all the aspects of the curriculum are discussed. Seminar presentations by students are held every semester to assess effectiveness of curriculum delivery. All records of marks obtained by students in internal assessments are documented and kept ready for submission to the affiliated university.

| File Description | Documents |
|-------------------------------------|------------------|
| Upload relevant supporting document | No File Uploaded |
| 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 is prepared by the college at the beginning of each academic year. As the institution is affiliated to Gauhati University, the academic schedule including examinations and other events of the College is prepared taking into account the academic calendar of GU. The academic calendar contains the schedule of classes, sessional examinations, College functions and festivals. The individual departments are assigned to specify the dates for Group Discussions, project works, field visits, home assignments etc. Faculty members of each department prepare lesson plans for each semester in consultation with the academic calendar.

| File Description | Documents |
|-------------------------------------|------------------|
| Upload relevant supporting document | No File Uploaded |
| Link for Additional information | Nil |

1.1.3 - Teachers of the Institution participate in following activities related to curriculum

A. All of the above

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

| File Description | Documents |
|--|---------------------------|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | View File |
| Any additional information | No File Uploaded |

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

9

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

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

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

0

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

0

| File Description | Documents |
|---|------------------|
| Any additional information | No File Uploaded |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | No File Uploaded |

1.3 - Curriculum Enrichment

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

Cross cutting issues are emphasized in the various learning opportunities that the College creates, in the classroom and outside it, for its students.

- Students acquaint themselves with gender issues through a Certificate Course on Women's Studies that the Women's Studies Cell of the College conducts for the sixth semester students. This course, of 18 contact hours, focuses on the social and cultural construct of gender, issues of gender and patriarchy, gender-power relations, domestic violence, women empowerment and sexual harassment in the work place. Deliberations on topics like RTI, soft skill development and career choices find place in the course which is inherently interdisciplinary. Also in a confidence building exercise, participants are acquainted with the basic techniques of self-defense.
- Human values find emphasis in the College's encouragement of the practice of Yoga. The Department of Philosophy organizes an annual Yoga and Meditation Course, of 30 hours duration in collaboration with Vivekananda Kendra, Guwahati. The course includes lectures, demonstrations, meditation, and practice.

Its objective is to generate an appreciation of the place of yoga in philosophy, which incidentally is also a curriculum topic for Philosophy students. The practice of Yoga is popularized by observing the International Yoga Day on June 21. The inculcation of human values is also stressed in workshops and student interactions conducted by the 'Art of Living' Foundation in the College. Again, the Kasturba Gandhi Memorial Trust, Assam has conducted workshops in the College on 'Preparing young girls to Volunteer for Constructive Work' and the 'Relevance of Mahatma Gandhi in North Eastern India in the present times'. The College also collaborates with different organizations to sensitize students on issues of Human Rights, Child Rights and Elder Care.

- Environmental Studies is a curriculum component for students in the College. Beyond the mandatory curriculum component, students engage with environmental issues through the College Eco Club which is a part of the National Green Corps, a major initiative of the Ministry of Environment, Forests and Climate Change, Government of India, for creating environment awareness. Programmes like World Ozone Day and 'Swachhta Hi Seva' were also observed. Further opportunities for engagement with issues relating to the environment and conservation are facilitated by linkages that the College has built with the WWF and Aaranyak, an NGO. The College also observes World Environment Day, conducts Field Trips, Nature walks, Trekking, Bird Watching trips and Wildlife Photography competitions from time to time promoting environmental awareness.
- Students from the College have also been a part of the 'Assam Biodiversity Portal' initiative of the Assam Project on Forest and Biodiversity Conservation Society in collaboration with Assam Forest Department and Assam State Biodiversity Board.
- Another approach that the College takes to integrate societal concerns in learning is through intensive drama workshops. The workshop sensitizes the student participants with the use of the craft of theatre to emphasize contemporary issues.
- The integration of cross-cutting issues in student learning is the first step in mainstreaming these issues which are often marginalized.

| File Description | Documents |
|---|------------------|
| Any additional information | No File Uploaded |
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum. | No File Uploaded |

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

11

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

393

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

C. Any 2 of the above

| Teachers Employers Alumni | |
|--|---|
| File Description | Documents |
| URL for stakeholder feedback report | https://www.hgcollege.edu.in/wp-content/uploads/2022/01/Overall-SSS-on-Teaching-Learning-Process-2019-2020.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 | No File Uploaded |
| 1.4.2 - Feedback process of the Institution may be classified as follows | A. Feedback collected, analyzed and action taken and feedback available on website |
| File Description | Documents |
| Upload any additional information | No File Uploaded |
| URL for feedback report | https://www.hgcollege.edu.in/wp-content/uploads/2022/01/Overall-SSS-on-Teaching-Learning-Process-2019-2020.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 | |
| 1971 | |
| File Description | Documents |
| Any additional information | No File Uploaded |
| 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

302

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Number of seats filled against seats reserved (Data Template) | View File |

2.2 - Catering to Student Diversity

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

The college aims at ensuring supporting system for slow learner as well as advanced learner to assess their academic needs and levels of preparation in order to improve student achievement. Every year after admission, each teaching department of the college divides the newly admitted students into groups and assigns a teacher-mentor to each group. The mentor has one-to-one interaction with the mentees and uses this opportunity to assess the academic competence level of each student.

Slow Learners:

- **Mentoring:** Interactions in the classroom allow an assessment of the different learning needs of the students. Mentoring sessions, orientation and competition in various literary fields are organized to address the academic needs of students.
- **Tutorial and remedial classes:** Based on the assessment done during mentoring, the mentors advise the slow learners to attend tutorial and remedial classes for which provisions exists in the routine of the Department. Motivational sessions are organized for the first year students which help them focus on their goals.
- **ICT Enabled Teaching** is in practice to make classes more exhaustive and thorough. Teachers make the best use of ICT in the classrooms. It is found that visual presentations and use of visualizers help the weaker students to imbibe the concepts of the topics and enhance their ideas.

Advanced Learners:

- The advanced learners get an opportunity to improve on various skills through Certificate Course on Women's Studies. The

college also offers an Add-On course on Spoken Tutorial (FOSS) project to teach students use of Open Source Software and these advanced learners also have access to a 6 Months Certification Course for Computer Basics and Office Automation.

- **Group Study:** Studying in groups was initiated as it was found to be innovative and creative and also helped peer learning. While forming the groups two advanced learners along with three to four slow learners were clubbed together. Topics related to the syllabus and modern trends are selected, discussed and finally compiled in the form of a presentation, wherein the weaker students get the support of the better ones in understanding the concept of topics. They also get the opportunity for an inter group interaction.
- **Enrichment Programme:** The advanced learners are selected by the Department to attend workshops, seminars, internships and students' exchange programmes organized by other educational institutes and professional bodies. The College funds a scheme known as Teacher Led Students' Project in which the brighter students, assisted by a faculty member of the respective discipline formulate a minor research problem and seek an answer to the problem. The exercise provides the students an exposure to the frontiers of their chosen discipline as well as the rigor of scientific research methodology.
- **Students as Facilitator:** This is an initiative of the college where the better equipped students from the Computer Science department (BCA) are engaged as Students' Facilitator to assist/ guide other students in the newly implemented online examination form fill-up process of the affiliating university. This is an instance of peer learning.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| 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 |
|--------------------|--------------------|
| 1971 | 87 |

| 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

1. **Experiential learning:** Planned opportunities for experiential learning are created for students helping them to find meaning in their learning and discover their abilities. The dramatics society "Bohemian Souls" supports students of English literature in relating to their readings through play acting and play reading. For other students, opportunities to learn through dramatics are available through drama workshops. The "Astronomy Club" of the Department of Physics encourages students to delve into the realm of celestial objects and contextualize information regarding the evolution of the planet and its life forms. The Chemical Society of the college aims at popularizing chemistry through lectures, publication of popular articles in the form of books and Chemagic shows, etc.. In Economics, students learn through case studies and involve in livelihood generation activities undertaken by women's Self Help Groups. Students of Political Science elect their representatives using the "first past the post" system as well as "proportional representation", learning first-hand about electoral practices in India. Students from different departments, intern with the Assam Legislative Assembly getting an insight into legislative practices. The "Cafeteria Training" in Home Science gives students a hands-on experience of running a cafeteria. Students also learn Pre-school management by planning and implementing curriculum for pre-school children. The Biotech Hub organizes workshops, training programmes and outreach activities that provide students with the opportunity to advance their learning. Service-learning and community based research opportunities give students a chance to engage with the community and learn about gender issues, human rights, livelihood issues and environmental problems. The Field and Lab based Projects are yet another route of experiential learning for the students. The college organizes educational excursions and field visits for on-site learning. Students visit various industrial houses, places of historical importance, cultural and natural heritage sites, and research institutions.
2. **Participative learning:** Classroom teaching is sought to be interactive sessions between faculty members and students.

Most teaching departments regularly hold group discussions, quizzes and seminars in which the students as well as teachers learn from one another. The College has student exchanges with neighboring institutions in which a group of students either visit another educational institution or receive their counterparts from other institutions for a few days. It helps students learn from their peers from a different social yet similar educational background. Projects and field works are also avenues for both students and teachers to learn together.

3. Problem solving methodologies: Teacher-led Students' Project and curriculum-based projects encourage students to articulate a problem and systematically seek an answer. They learn the method of research and also to negotiate problems in their search for an answer. The students are expected to present their findings in departmental seminars where they can be debated. Again, group discussions in departments provide a platform for sharing information, discussing alternatives and reaching a consensus on a topic, helping learn problem solving skills.

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

ICT Enabled Teaching is in practice to make classes more exhaustive and thorough. Teachers make the best use of ICT in the classrooms. It is found that visual presentations and use of visualizers help the weaker students to imbibe the concepts of the topics and enhance their ideas. IQAC takes initiatives for the training of faculty so that they can impart quality education. Teaching learning through ICT is the need of the hour. It helps both slow and advanced learners to understand the topics easily and makes the class interesting too. IQAC emphasizes in the organization of workshops like- "Behavioural Modelling and use of ICT tools in Classroom", "Workshop on Digital Learning". The IQAC proposed for procurement of more ICT tools and accordingly every department was provided with ICT facilities to be used in the classrooms and the infrastructure were augmented. This helped in increasing the number of ICT enabled classroom along with users. Besides this, ICT enabled tool KYAN and all in all device which has the facility to convert a normal wall to

an interactive board is also used as and when required in a class. The college has the facility of two smart classrooms and an ICT seminar hall for conducting classes. Initiating revival of the Moodle, LMS platform which was earlier restricted to the intranet in the computer centre but is now a web based platform. The effort has been found to be successful in many significant phenomenon where such tools made the discussions simple and understandable.

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

68

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

2.4 - Teacher Profile and Quality

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

87

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

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**

66

| File Description | Documents |
|--|---------------------------|
| Any additional information | No File Uploaded |
| List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template) | View File |

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)**2.4.3.1 - Total experience of full-time teachers**

1494

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

Academic assessment is made to monitor and aid the students' progress after completion of the prescribed syllabi. The College allows each department to carry out internal evaluation of its students at regular intervals through a variety of methods such as unit tests, sessional examinations, home assignments, group discussions, project works, field works and seminar presentations. The outcome of the course that a student undergoes can be assessed by considering these parameters as performance indicators.

Method of Academic Assessment: Question patterns are set with

varying weightage to assess the multiple levels of intelligence and skills. Model question papers of the university examinations are made available in the library to help them prepare better for the examinations. The date and time of examination are communicated to the students via college website and notice boards. The portions to be covered for the tests are announced in advance and questions are prepared only on those portions that are covered in the class. The head of the department submits the question papers to the convenor of the exam branch after the teacher prepares it.

Transparency in Academic Assessment: The college conducts the examinations as per the University rules and regulations with the invigilators and the AOCs closely monitoring the process. Once the tests are done the papers are allotted to the teachers for valuation. Impartial method of assessment is followed. When the valuation is over answer scripts are given back to the students for scrutiny. The teacher discusses the question papers with their answers in the class giving the students a chance to revise the portions. Once the students are satisfied with the marks awarded to them, the internal assessment marks are sent to university for inclusion in the end semester examination Marksheet issued by the University.

Mechanisms to make Assessments more Vigorous and Robust:

- Proper Information on the status of attendance before the sessional examinations is taken stock off and the student having shortfall in their attendance is informed well ahead for rectifying.
- Discussion on student performance in assignments and tests in the class.
- Marks for Assignments are given on the basis of contents and submission criteria. Students get their corrected answer scripts for cross checking.
- Conduct of retests.
- Display of result on the notice board.
- Timely and fair management of complaints.
- Student's Progress Monitoring Card is available in each department wherein maintenance of the record of attendance and academic work, duly signed by the parents/guardians is kept.
- The departments organize Parent-Teacher meets where parents are informed about the academic performance of their wards.
- The departments take the views of the parents regarding evaluation and curriculum transactions, and try to implement them.

| File Description | Documents |
|---------------------------------|------------------|
| Any additional information | No File Uploaded |
| Link for additional information | Nil |

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

The internal evaluation system of the College is fairly transparent and efficient with adequate checks and balances. Students feeling aggrieved have the option of taking up the matter with the Heads of the respective departments. In addition to that the College has a Grievance Redressal Cell, which maintains a Complaint Box in the College premises. Students can lodge their complaints in writing on any issue, including internal evaluation process, and drop the application in the box. The box is periodically checked by the members of the Cell, however, no grievance on internal evaluation have been reported to the college authority.

| File Description | Documents |
|---------------------------------|------------------|
| Any additional information | No File Uploaded |
| 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 mission of the college is enrichment of the society through a holistic education. Keeping this as the basis the college through the courses offered commits itself towards imparting quality education and undertakes capacity building initiatives that helps approaching newer horizons leading to specific outcomes. The college thus helps the students contribute towards the creation of a tolerant equitable and enlighten society which reflects in the vision of the college. The principal holds meetings with faculty members from time to time to assess the progress.

At the beginning of the new academic session "Induction Day" is held where the stakeholders are briefed about the vision and mission of the college along with learning outcomes and evaluation process.

Lectures and motivational sessions are conducted during the year to

keep the students focused in their learning outcomes.

Being an affiliated college under Gauhati University the college adheres to the framework of the university in progressing with the Undergraduate curriculum (both major and general course) for their three year programmes of Arts and Science and Post graduate courses.

Routine at the beginning of the semester is designed so that the courses can be covered smoothly and effectively.

The departmental Heads monitor the progress of the topics in the syllabus covered by each teachers.

In each department faculty members convey course outcomes and programme outcomes through Parent Teacher Meetings held regularly and is found to be an effective platform for sharing information.

Internal assessment marks are displayed in the departmental notice board and the students have an easy access to their answer scripts.

End semester results are displayed by the affiliating university in their website.

The desired outcomes of the programmes run by the college are displayed in the college website and their essence are also reflected in the Students' Charter, which is displayed in College premises, as well as the College prospectus.

| File Description | Documents |
|---|------------------|
| Upload any additional information | No File Uploaded |
| Paste link for Additional information | Nil |
| Upload COs for all Programmes (exemplars from Glossary) | No File Uploaded |

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

The college has a vision for contributing towards the creation of a tolerant, equitable and enlightened society through holistic education for women. Keeping this as the basis the college through the courses offered commit itself to excellence in higher education on training and building an equitable and tolerant society. Employability and opening up of a newer horizon for higher studies are the specific outcome. The college takes it as its mission to

mould and empower the students to be citizens of our nation who can equally participate in the process of decision making in all spheres of life.

Mechanism of Communication:

- In the beginning of the academic year, during the college and department orientation programmes the stakeholders are briefed of the vision and mission of the college with its set objectives, learning outcomes and evaluation process. Besides this, other lectures and motivational sessions are organized round the year to keep the students focused and motivated in their learning outcome.
- The IQAC takes adequate leadership in discussing the learning outcomes with the various departments and suggest remedial measures to achieve the desired results.
- Each department regularly holds staff meetings to review issues pertaining to the syllabus covered by each teacher and other academic matters. Based on the performance of the students in internal assessment, teachers periodically evaluate the effectiveness of their methodologies and appropriate new strategies.
- The detailed syllabi, course outcomes and programme specific outcomes are available in the college website also.
- Attainment of course outcomes and the program outcomes is generally evaluated through variety of internal assessment tools like class test, assignments, class seminars etc. used by the college.
- Records of each student are reflected in the students monitoring card, duly signed by parents/guardians. The semester wise PTA meetings are used as effective platforms to share information on course outcomes in a more convincing manner.
- Students' Card for Academic Grievances and Academic Appreciation are also provided to the students in structured format for effective learning.
- Lesson plan based on the syllabus prescribed by the university is prepared by the teachers.
- Keeping the course outcome in mind the teachers prepare a strategic teaching plan incorporating various elements of learning viz: experimental learning, problem solving methodologies, participative learning etc.
- Proper feedback on lecture delivery and other pedagogical practices are taken from the lapses.
- Records analyzing end semester result are kept in the department and programme wise result analysis reveals how much

of attainment is made in terms of programme specific outcomes. If the results are not as desired the Principal of the college holds meetings with the faculty members suggesting remedial measures for improvement.

- Interactive sessions with Alumnae are held from time to time to discuss on career prospects.
- Upgrading laboratories with required equipment and facilities to access e-journals, other web based resources and ICT enabled tools are some of the aids used in the attainment of course outcomes.
- The results of outgoing students and enrolment percentage of students are also indicators of Programme Outcomes and Programme Specific Outcomes.

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

558

| 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 | No File Uploaded |
| 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)

<https://www.hgcollege.edu.in/wp-content/uploads/2022/01/Overall-SSS-on-Teaching-Learning-Process-2019-2020.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) | |
| 30.26 | |
| File Description | Documents |
| Any additional information | No File Uploaded |
| e-copies of the grant award letters for sponsored research projects /endowments | No File Uploaded |
| List of endowments / projects with details of grants(Data Template) | View File |
| 3.1.2 - Number of teachers recognized as research guides (latest completed academic year) | |
| 3.1.2.1 - Number of teachers recognized as research guides | |
| 8 | |
| File Description | Documents |
| Any additional information | No File Uploaded |
| 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 | |
| 3 | |

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

3.2 - Innovation Ecosystem

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

The College maintains a constant effort to develop a spirit of innovation through various outreach programs, for creation and transfer of knowledge. The college has a Research Cell to facilitate and monitor research activities in the college. It provides necessary guidance to the faculties in submitting research proposals to UGC and other funding agencies. The college introduced the teacher-led-student research project scheme to foster research environment among the UG students.

The College has an Advanced Biotechnology Hub funded by DBT, which extends facilities for conduct of experimentation in translating innovative ideas for generation of newer products and technology in different areas of bio-science. The main objective is to encourage the students and emerging innovators to develop ideas leading to entrepreneurship development to implement better and efficient technology. For that purpose, the Hub provides assistance to the innovator students and future incubatees by making possible the use of facilities and other amenities available such as work space, laboratory equipment and other paraphernalia, library, computer facilities etc. along with technical guidance by the faculty and administration. With these factors in place the Hub is providing the right kind of ecosystem for translating an idea or invention into a good or service that creates value in business terms in order to further satisfy the needs and expectations of the clients and stakeholders.

The Hub has collaborative programmes with different departments to solve problems associated with experimentation facilities and in launching a start up. Building on its capability, the Hub focus is on areas of Biotechnology intervention in pharmaceuticals, health

and hygiene and environment.

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

0

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

0

| 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 | No File Uploaded |

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

17

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

25

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| 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 College undertakes various extension activities involving students on regular basis and these are primarily targeted at different communities in the neighborhood. Extension programmes can broadly be categorized into sensitization/awareness, training/ education and endowment activities. Sometimes the college joins with other organizations to generate mass awareness. All these activities are undertaken through various teaching departments, different committees/cells, NSS unit and also from the teachers unit of the college. Extension programmes of the college sensitize students on social issues besides rendering services to the society.

The Biotech Hub through its outreach activities has been able to spread awareness in the community regarding the importance of proper hand hygiene and nutrition.

The NSS unit of the college organizes special camps in the village, where various awareness programmes on health and hygiene, garbage

disposal and cleanliness are carried out. Moreover, by organizing poster making competitions, rallies and street plays, etc. the college tries to sensitize students and society at large on critical contemporary issues like discriminations, climate change and health.

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

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

2

| File Description | Documents |
|--|---------------------------|
| Reports of the event organized | No File Uploaded |
| Any additional information | No File Uploaded |
| 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

73

| File Description | Documents |
|--|---------------------------|
| Report of the event | No File Uploaded |
| Any additional information | No File Uploaded |
| 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

6

| File Description | Documents |
|--|---------------------------|
| e-copies of related Document | No File Uploaded |
| Any additional information | No File Uploaded |
| 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

3

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

INFRASTRUCTURE AND LEARNING RESOURCES**4.1 - Physical Facilities**

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

Teaching-learning facilities:

- There are 44 classrooms with Internet connectivity through IO Box and 1 seminar hall.
- The Central computer centre is equipped with 32 Nos. of computer all in LAN and Internet connectivity band width 100 mbps is available to the students and staff. The college library is also equipped with 10 computers.
- One ICT Classroom with an interactive white board and projector.
- A digital classroom with video conferencing and interactive board facilities. The Department of Higher Education, Govt. of Assam has set up the ICT Classroom under ICT @ College Project.
- Campus networking and WI-FI connectivity in college and library under RUSA grant.
- Seminar Hall with sitting capacity for 150 persons and a modern acoustic system.
- A well-equipped double storied library with a total 51790 text and reference books, 67 rare books, 23 nos. of newspapers and magazines and 18 journals, etc..

Departmental laboratories:

- UG Lab: Botany, Chemistry, Zoology, Physics, Home Science, Statistics, Education, Computer Science, Microbiology, Mathematics and Psychology.
- PG Lab: Botany, Zoology, Chemistry, Computer Science.

Technology enabled learning spaces:

- 17 classrooms equipped with LCD projectors and screens.
- 18 departments provided with LCD projectors for classroom teaching.
- 2 classrooms with public address systems (Lecterns).
- Every department is provided with computer sets (laptop/desktop) at least one.
- 5 departments are provided with i-Ball portable visual scanner.
- The college has in-house/ remote access to e-publications. Teachers and students are given individual user ID and Password for accessing e-resources (e-journals, e-books, e-database) of INFLIBNET N-LIST Programme and the journal Down to Earth. The users can access these resources even from their home.
- Statistical analysis software SPSS is also installed in the computer centre.
- Graph Pad Prism software for statistical analysis has been installed at Zoology Department so that students and faculty can access this software for their research and other relevant purposes.
- The Rajabala Das Library has access to INFLIBNET N-LIST database for e-books and e-journals. The book database and user database is built in SOUL 2.0 software and is being regularly updated.
- An aromatic and medicinal plant garden sheltering a few important indigenous plant species.
- The laboratories in the departments of Botany, Chemistry and Statistics are recognized as PhD research laboratories.
- An advance level institutional Biotech hub.

Advanced Facilities:

- Nanodrop Spectrophotometer, T100 and MyCycler Gradient Thermal cyclers, Horizontal and Vertical Gel Electrophoresis, Gel Doc system, Microplate Reader.
- Trinocular microscope with digital imaging system, Inverted phase contrast microscope, Binocular research microscopes.
- Double beam UV Vis Spectrophotometer/ Fluorescence spectrophotometer/ Waldman PDT unit/ BSL-II hood / Luzchem

photoreactor/ Digital viscometer/ Bruker FT-IR Spectrophotometer/ Electro-chemical analyzer.

- Astronomical telescope/ Phoenix hardware/ Travelling microscope.
- K-Yan Universal Pro - an instrument with digital classroom facility.

| File Description | Documents |
|---------------------------------------|------------------|
| Upload any additional information | No File Uploaded |
| 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.

A Sports Development Committee looks after various sports programmes in and outside the college.

Outdoor and Indoor Sports facilities:

- One Volleyball court of size 18m x 9m established in 2012. This facility is used by students, faculty and non-teaching staff leading to a high rate of users.
- One Basketball court of 22.5m x 12.8m size, which was established in 2009 and renovated in 2019. The college has around 100 students using this facility i.e. approximately 5% of the enrolled students.
- Table tennis facilities are used by students and staff and sees use by approximately 5 % of the College community.
- 30 sets of trekking equipment used in the College's treks.
- The Basketball court doubles up as a Badminton court, as and when necessary.

The College also has an adventure sports club which organizes trekking programme from time to time.

A gymnasium developed under UGC fund is equipped with items like-Push-up Bars, Weight Plates, Dumb bells, Kettle Bell, Yoga Mat, Gym Ball, Skipping Rope, Foot Pedal Stepper with digging rope, Twister Machine, Weight Cuff, Weight Bench, Flat Bench, Health Exercise Bike, Tread Mill, Elliptical Cross Trainer, Multi Home Gym, Crazy Fit Massager, Sit-up Bench, Multifunction Orbitrac Bike, Recumbent Bike, Steel Straight Rod, Curl Rod, Weighing Machine, Music System

A room is allotted for Yoga practices equipped with yoga mats.

Cultural Section:

- Stage and Hall with sound system, Harmonium and Tabla.
- Cultural activities are taken care of by the cultural section of the college. This section comprises of cultural secretary and Teacher-in-charge.
- The college organized cultural Programmes/competitions every year during annual college week festival and Fresher's Social.
- It facilitates participation of students in the Inter College Youth Festival organized by the Gauhati University regularly and in the cultural functions of North-East Book Fair organized every year at Guwahati by the All Assam Publishers & Booksellers Association.
- Aangik is a cultural forum established in the year 2007 which organizes interactive sessions and drama workshops from time to time.

| File Description | Documents |
|---------------------------------------|------------------|
| Upload any additional information | No File Uploaded |
| 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.

40

| 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)

32.9

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

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

The Library of Handique Girls' College was established along with the establishment of the college in 1939. The library is named as "Rajabala Das Library" in honour of the founder principal of the college.

The Library with its open access system and spacious reading area provides an atmosphere conducive to the excitement of mental discovery. The students are encouraged to become habitual reader of the library which is a place for intellectual pursuits. Moreover, the departmental libraries maintained by all the departments of the college provide additional help to students and teachers in their academic pursuits. Library has also initiated a process of building a dormitory library with its less used books and the process of weeding out the damaged and irreparable books.

Now the library is fully automated with the Integrated Library Management System (ILMS) SOUL 2.0.0.12. One number of server and six numbers of clients are working in the SOUL 2.0 environment. Two numbers of clients are dedicated for OPAC. In addition the users can access the library's bibliographic database from their own system i.e. Desktop/Laptop and Mobile phone through College LAN and library's Wi-fi networking system. Circulation is being done with Barcode Technology.

The library has also developed its Digital Library cum Institutional Repository with Open Source Software 'DSpace'. The resources of the digital library cum IR can be accessed in the library through 12

nos. 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 | No File Uploaded |
| 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 | No File Uploaded |
| Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template) | View File |

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

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

0.188

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

3082

| File Description | Documents |
|---|------------------|
| Any additional information | No File Uploaded |
| Details of library usage by teachers and students | No File Uploaded |

4.3 - IT Infrastructure

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

- The College has always emphasized providing IT facilities to its students and faculty members. The college has a Central Computer Centre with 32 Nos. of Computers. The Computer Centre has come into the existence since 2009 with support from North East Council (NEC). Later this centre was upgraded with the financial assistance from UGC's Colleges with Potential for Excellence scheme. In the financial year 2016-17 & 2017-18 all 32 Nos. of Computers are replaced with Intel Core i3 Desktop computers which are purchased under RUSA (2013-14, 2014-15). All the machines are purchased under GOI's DGS&D rate contract. All the machines are loaded with preloaded windows OS.
- 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 floor of college library which was funded by RUSA (2014-15 second installment). All together six nos. of Access Points were installed for uninterrupted connectivity.

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

4.3.2 - Number of Computers

129

| File Description | Documents |
|-----------------------------------|------------------|
| Upload any additional information | No File Uploaded |
| List of Computers | No File Uploaded |

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

93.25

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

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

The maintaining and planned utilization of physical, academic and support facilities in the College is essential for creating an environment that is appropriate and adequate for learning. The systems and procedures that are followed for this is detailed below:

Allocation of Resources:

Resource allocation: The Annual College budget, which is approved by the Governing Body of the College, provides for funds for maintenance and operation of existing facilities and equipment. The allocations are available under the following budgetary Heads:
Municipality/Water/Electricity

1. Building
2. Library
3. Students' Welfare
4. Telephone
5. BCA/PGDCA Course
6. Office
7. Laboratory Expenditure
8. Internet/Campus LAN/ Central Computer Centre Maintenance
9. Furniture and fixtures
10. Sports and GYM
11. Hostel

Maintenance of Physical Facilities:

The College's Construction and Maintenance Committee is responsible for the maintenance of physical facilities in the College. The systems and procedures involved in doing this are detailed below:

1. All requests for repair and maintenance work from different units in the College are received in the Principal's office and forwarded for follow up, to the Construction and Maintenance Committee.
2. The College has engaged Architectural and Engineering consultants who prepare estimates for maintenance and repair works, when needed.
3. For repair and maintenance involving civil works, of work value up to Rs. 5.00 lakhs, the College has empanelled contractors. Open tenders are invited for works of higher value.
4. For electrical repair and maintenance, the College has engaged an electrical firm to provide the services of an electrician who is on call.
5. For repair, maintenance and minor construction work, which are urgent in nature and where the value of each such work does not exceed Rs. 1.50 lakhs, the Governing Body has permitted execution of the work by the College under the supervision of the Construction and Maintenance Committee.
6. Maintenance and repair of plumbing is done by plumbers who are on call.
7. There is provision for routine maintenance of critical support

facilities, including the generator and all Aquaguard drinking water points through Annual Maintenance Contracts.

8. For maintenance of the grounds, the college engages a gardener on a full-time basis. However, when needed, the maintenance of grounds is carried out by engaging daily wage workers.
9. Cleanliness in the campus is looked after by a support staff of nine employees.
10. Issues with water supply and sanitation in the College are addressed through the water supply wing of the Public Health Engineering Department, Assam and the Guwahati Municipal Corporation.

Maintenance of other facilities:

Along with the buildings and grounds, regular upkeep of classrooms, library facilities, laboratory facilities, computers and the campus LAN, sports facilities and campus surveillance system is important.

Classrooms: The classrooms are under the overall supervision of the Classroom Committee. Teachers or students who encounter problems with classroom facilities bring this to the notice of the Principal's office and the issue is referred to the Classroom Committee for follow up, drawing in the Construction and Maintenance Committee if necessary.

Library Facilities: Library facilities are maintained under the supervision of a Library Committee. This Committee is responsible for overseeing the functioning of the Library. It guides the procurement of books and other library resources based on the requests received from the various teaching departments, individual teachers and students of the College.

The maintenance needs of library equipment are supervised by the Librarian, who with approval from the Library Committee seeks sanction for the needed work from the College authority.

Laboratory facilities: The laboratory facilities available in different teaching departments are under the supervision of the respective Heads of Departments. They are responsible for ensuring that the laboratory facilities are properly maintained. Repair of equipment is done by calling in authorized service personnel, who first provide an estimate of the cost of repair and on this being approved by the College authority, are given a work order for the work. For minor works, the Head of the Department can write for permission for the work and on receiving this, draw an advance or seek reimbursement for the expenditure on the work.

Laboratory facilities linked to different projects are under the respective PIs who are required to follow the Colleges procedures in maintaining their facility.

Central Computer Centre, other computers and allied equipment, and the campus LAN: The College has not found it affordable to have AMC's for all its computers and allied equipment. The in-charge of the Computer Centre, with support from the College's Computer Science Department, looks after the upkeep of all computers, allied equipment and the Campus LAN. Maintenance needs are met by calling in service personnel to provide estimates for the work and then a decision is taken on its execution.

Sports Facilities: The College's Sports-in-Charge looks after the maintenance of all sports facilities in the College. In the upkeep of the College gym, he is assisted by the gym Instructor.

Campus Surveillance System: The campus surveillance system is monitored by the Principal's office and its maintenance is done by service personnel who are on call.

Utilization of facilities: In ensuring that the facilities in the College are optimally used the following measures are in place:

1. The Classroom Committee looks in to the requirement for rooms and also takes in to account students' convenience in preparing the College Routine with classroom allotments.
2. Proper utilization of library facilities is ensured by providing all students in the College with a library user's orientation and regularly adding to the library resources to meet user need.
3. In laboratories, faculty members plan their practical groups to ensure that students have sufficient access to required equipment.
4. There is planned access to the College's IT resources.
5. The sports and gym facilities are accessed according to a schedule that is prepared to benefit the maximum number of users.

| File Description | Documents |
|---------------------------------------|------------------|
| Upload any additional information | No File Uploaded |
| 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 | |
| 2667 | |
| File Description | Documents |
| Upload self attested letter with the list of students sanctioned scholarship | No File Uploaded |
| Upload any additional information | No File Uploaded |
| Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template) | View File |
| 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year | |
| 5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year | |
| 0 | |
| File Description | Documents |
| Upload any additional information | No File Uploaded |
| Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template) | No File Uploaded |
| 5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills | A. All of the above |

| File Description | Documents |
|---|---------------------------|
| Link to Institutional website | Nil |
| Any additional information | No File Uploaded |
| 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

12

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

12

| File Description | Documents |
|--|---------------------------|
| Any additional information | No File Uploaded |
| Number of students benefitted 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 | No File Uploaded |
| Upload any additional information | No File Uploaded |
| Details of student grievances including sexual harassment and ragging cases | No File Uploaded |

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

28

| File Description | Documents |
|--|---------------------------|
| Self-attested list of students placed | No File Uploaded |
| Upload any additional information | No File Uploaded |
| 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

236

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

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

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

15

| File Description | Documents |
|--|---------------------------|
| Upload supporting data for the same | No File Uploaded |
| Any additional information | No File Uploaded |
| 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.

8

| File Description | Documents |
|--|---------------------------|
| e-copies of award letters and certificates | No File Uploaded |
| Any additional information | No File Uploaded |
| 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 most important platform for students to take up responsibility in matters concerning academic and administrative bodies of the college is through Student Union. It is a mandatory and productive

element in our college.

- The college has a Student Council/Union elected every year by holding election through ballot paper voting, Filing nomination for the particular post, for which the college appoint one senior faculty member to look after the whole process and counting of the votes is done on the same day in presence of the candidate and supervisor appointed for.
- The Students' Council/Union is the elected body of students' representatives. The students elect the President, Vice President, General Secretary, Asst. General Secretary and Secretaries for Cultural, Debate, Games(Minor and Major) Magazine, Community service Common Room and the elected representatives assume responsibilities for various students' activities.
- The students Council/Union has an adopted constitution based on Lyndoh Commission report which was adopted by the general body of students on 03/09/2011 in the name of "Handique Girls' College Students union".

The activities of the Students Union include the following:

- All Assam Sarat Chandra Goswami Memorial Inter College Debate Competition
- Providing a forum for discussion of students' issues and representation of the students' views in the relevant quarters.
- Creating awareness about students' rights.
- Ensuring the maintenance of cordial relations among all sections of students.
- Supporting the College administration in creating an atmosphere conducive to learning.
- Organizing College functions including the Annual College Week (Cultural Sports competitions, Exhibitions), inter-college competitions, Republic Day and Independence Day, Yoga camp, Saraswati Puja,
- Participation in Youth Festival held every year by the affiliating university.
- Participation in various activities like quiz, debate held in other institutions.
- Bringing out the Annual College Magazine.
- The council/Union actively associates with the campus cleaning and other activities of the NSS and the NCC.

The college allots finance to meet various activities of Student Union of the College.

Student Representation in Administrative and Academic Bodies: Apart from Student Council/Union there are several committees where students play active roles in realizing their full potential. Students represent in almost all statutory bodies of the college like the IQAC, Planning Committee, Library Committee, Anti-Ragging Committee, Student Grievance Redressal Committee etc. All important decisions in the college are taken only in consultation with the students to ensure their full support.

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

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

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

19

| File Description | Documents |
|---|---------------------------|
| Report of the event | No File Uploaded |
| Upload any additional information | No File Uploaded |
| 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

The college has a large number of alumnae in different walks of life contributing to the welfare of the nation in different capacities. The college successfully draws on their support through annual alumnae meets. The alumnae association is not registered but has been functional over the past few years. However the process for registration has been initiated.

Contribution of Alumnae:

- Some of the alumnae members are supporting the college by sponsoring few academic awards annually: "Mohiuddin Ahmed Memorial" Award and "Sailadhar Rajkhowa Memorial" Award of Rs. 1000/- each awarded to the students securing highest marks in Major subject in Arts.
- The alumnae association has helped the college by contributing a refrigerator and a lamination machine.
- The association contributed few dustbins to the college and also undertook a plantation drive inside the college campus on World Environment Day 2017.
- Smt. Ajanta Neog, Hon'ble Minister of PWD, also an alumna of this college, has donated the college entrance gate during the Platinum Jubilee Year, 2014.
- The alumnae association jointly with Aangik (a cultural Forum of the college) organised a three week theatre workshop from 1st - 20th June 2018, under the direction of Pakija Begum (Alumna). At the end of the workshop a play titled Shasti based on Rabindranath Tagore's short story enacted. Earlier a 45 days drama workshop (UGC-CPE) titled "Devipithor Tez" based on the novel written by Jnanpith Award winner Mamoni Raisom Goswami (Alumna) was also conducted by Pakija Begum. Certificates were awarded to the students after completion of each workshop.
- The association honours alumnae members who achieve great milestone in their life. It is also constantly trying to motivate and organise the old students to be the well-wishers of this college.
- In several occasions the alumnae share their accomplishment and success mantra when they visit the college: Interactive sessions with regard to career prospects are also organised for the benefit of the students.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

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

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The Vision and Mission of the College is well articulated and widely communicated to all stakeholders and the general public. Upholding of the College's Vision is the paramount objective of Institutional governance. The College seeks to uphold the Institutional vision of 'contributing toward the creation of a tolerant, equitable, enlightened and humane society by providing a holistic education that empowers women.

The Governing Body of the College is the apex authority for College governance and the Principal serves as its Secretary. Institutional policies and all major decisions need the approval of the Governing Body, which thereby sets institutional priorities. The governance strategies that have been put in place to achieve the priority of providing a holistic and empowering education include: .

- A perspective plan that focuses on the all-round needs of the institution and is aligned to its vision.
- Decentralization of functions and a participatory system of governance that is based on the different Committees and Cells in the College.
- The Governing Body of the College and the different Committees and Cells are all avenues for stakeholder participation in Institutional functioning.
- The Principal of the college who is also the Secretary of the Governing Body convenes meetings of the Governing Body, and also meets with teachers and staff for discussion of matters pertaining to the College.
- Teachers are appointed as Convenors and members, and student representatives are also a part of the Committees of the College. This helps in creating a congenial academic atmosphere in the college.
- Students are also subjected to awareness Programmes on social and national issues through workshops, seminars, training Programmes and talks.
- Programmes on extension activities are also carried out by NSS

unit of the college.

- Teachers mentor students in an endeavour to bring out their best abilities.
- Every activity in the College is infused with the core values that the College has adopted and this contributes to a vibrant learning environment where human values are appreciated.
- The Students' Union of the College is an important contributor to the corporate life of the College.

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

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

Decentralization and participative management is supported by the Committee system that is in place in the College and includes different stakeholders. The Governing Body, which is the apex body in College administration, includes teachers, community representatives, guardians of students and members of the affiliating University community, thereby itself being highly representative character. Student participation in the management of the College is enabled by their inclusion as members of the different Committees in the College. The activities of the various Committees is coordinated by the IQAC. To illustrate the participatory aspect of College management, the role of the Committees in different areas of Institutional functioning is described:

Academic:

1. **Academic Committee:** It is entrusted with the task of preparing the Annual Academic Calendar of the College, including the setting of schedules for internal assessment. The administration seeks its advice on all academic matters.
2. **Examination Committee:** It is entrusted with the implementation of all activities pertaining to the College's internal and external examinations. It also advises the administration on examination matters.
3. **Research Activities Cell:** The Research Activities Cell plans and implements the Management's initiative to foster research activities in the College.

4. **Library Committee:** The Library Committee plans for augmentation of the College's library resources and consolidates the requirement for learning resources originating from the different teaching departments.

Administrative:

1. **Planning Committee:** The Planning Committee of the College is entrusted with the preparation of plans for the development of the Institution. It is responsible for the College's Perspective Plan.
2. **Finance Committee:** It is entrusted with the task of preparing the annual College Budget and advises the administration on financial matters that are referred to it.
3. **Purchases and Monitoring Committee:** It advises the administration on all College acquisitions and also has a monitoring role in ensuring the quality of the purchases.
4. **Construction and Maintenance Committee:** It advises the administration on new construction activities, which the College proposes to undertake, and also on the maintenance of existing buildings. It also functions to supervise these activities.
5. **The Admission Committee:** This Committee is headed by the Principal of the College and looks after the entire process of the admission, preparation of prospectus, schedule of admission maintaining the reservation policy as per the Govt. of Assam regulation. It has also led the transition of the admission system to the online mode for form fill up and submission. The transparency in the admission process is monitored by the Committee with the inclusion of faculty members, office staff, and student's representation through the President and General Secretary of the Students Union.

Important Institutional functions, supporting the management, are also served by the Health and Hygiene Committee, Students Counselling Cell, Grievance Redressal Cell and statutory committees like the Anti Ragging Committee and Internal Complaints Committee.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The College has a Strategic Plan, formulated by its Planning Committee. The Plan identifies dimensions of institutional function for development.

Academic Initiatives. The Planning Committee in its meeting held on 12/02/2016 mentions its resolution to develop the central library of the college including setting up of a digital library along with creation of an Institutional Repository (IR). As part of this strategic plan the college authority has implemented the resolution mentioned above in subsequent times. In the direction of digitization, an institutional repository has been created where various issues of two departmental journals (Uttaran, Department of Assamese and Vision, Department of Philosophy), two newsletters (Hortus, Department of Botany and Handique Herald, an institutional Newsletter of Handique Girls' College), annual magazine of the college and two books (Assamese women: The Pathbreaker and Three Score Years and Ten published by the college) have been scanned and uploaded to the Institutional Repository (IR). The previous years' question papers of the courses of studies are also scanned and have been made available through the digital library. The library has been made a Wi-Fi zone. In order to provide e-resource service (such as e-journals, e-books, etc.) the college has subscribed to N-LIST service under e-ShodhSindhu Consortium of INFLIBNET. In this service user can access 6000+ e-journals and more than 31 lakhs e-books throughout 24X7, which is completely a login ID & Password based service. The regular subscription of 11 print journals since 2011 is a part of this developmental programme for the college library. Recently it has also subscribed to the e-version of "ACS Journal of Chemical Education". There has been an increase of 4511 nos. of texts and reference books from July 2013 to June 2018. The Infrastructure development for this up gradation activities have been carried out by the "Construction Committee for Implementation of Infrastructure Development Grants, Govt. of Assam".

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

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 (Nodal Agency Gauhati University), Administrative (Nodal Agency Directorate of Higher Education , Assam). The Governing Body is the apex decision making body in the College. It includes the President, who is nominated by the Government of Assam, representatives of teachers, non-teaching staff, guardians' representatives, nominees of the affiliating University, and the local MLA. The Principal is the Secretary of Governing Body and heads the College. He is supported in his functioning by the Vice Principal.

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. Besides this, the College also refers to the General Financial Rules, 2017, for guidance.

Various Committees constituted 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 the same rules also govern their career advancement. Teachers also come under the purview of the Government of Assam's Service Conduct Rules. The recruitment and promotion of nonteaching staff is guided by the rules of the Government of Assam.

The College has a grievance redressal mechanism that is the responsibility of the College's Grievance Redressal Cell. All grievances from students, teachers and non-teaching staff are received by the Cell and its members try to resolve the problem at their level with support from the College administration. Problems which remain unresolved in the Committee are referred to the Principal who consults with members of the College Community seeking a resolution. Failing this, the matter is referred to the Governing Body which advises the Principal, often adopting a resolution on the matter if necessary. Sometimes matters of gravity may be referred by the Governing Body to the Government of Assam.

| File Description | Documents |
|---|------------------|
| Paste link for additional information | Nil |
| Link to Organogram of the institution webpage | Nil |
| Upload any additional information | No File Uploaded |

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

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

1. The college has implemented welfare scheme for the Non Sanctioned Non teaching employees from the year 2016-2017 (August 2016) in the form of NPS which amounts to Rs. 500.00 per month from the college fund and also measures are being taken for enrollment 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 Governing Body).
2. Kalyan Nidhi-a contributory welfare society of the teacher members.
3. Food available at a subsidized rate in the college canteen.
4. Regular Health Check ups.
5. Group Insurance Scheme.

6. .FDP Programme of UGC, Scheme of Higher Studies by Govt. of Assam.
7. Earned leave, Child care leave, Maternity Leave.
8. Special need cum merit scholarships for children of non-teaching staff.
9. Funds are collected and given to needy non-teaching staff to meet contingencies.
10. Jobs given on compassionate grounds to family members of non-teaching staff.
11. Permission to avail of holidays on 2nd and 4th Saturdays and 1st and 3rd Saturdays on a rotation basis.

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

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

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

0

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

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

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

0

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

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

33

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

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

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. These records of achievements and participations by the faculty as well as that of the works done by the administrative

staff are maintained. At the time of promotions, as per UGC guidelines for the API calculation and interviews held for the purpose, such records are assessed. Further the engagement of faculty members in other spheres like corporate life, membership in different bodies and societies are also considered for performance appraisal. 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.

Non-Teaching Staff: There is a three member committee comprising of President, Governing Body, Principal and Vice- Principal, which 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.

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

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

6.4 - Financial Management and Resource Mobilization

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

The 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 and 2020-21 have been prepared.

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 is going on.

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

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

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

0.10

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

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

- The research projects submitted by the individual teachers from different departments are run by the funds received from the concerned departments or organizations like UGC, DBT, DST, ASTEC, SERB, etc.
- The college has also received funds from RUSA for the financial year 2015-16 under the head of Infrastructure Grants to the Colleges.
- Generates revenue as venue charges for conducting competitive examinations (APSC, UPSC, etc.) recruitment examinations in banks.
- Income from Self Financing Courses.
- Overhead charges from the research grants received from various government and non-government funding agencies.
- IGNOU Study Centre charges.
- Venue Charges.

- Corpus fund created for different purposes.

The Purchase Committee has an oversight on all major procurement procedure and the College follows Ministry of Finances, GFR 2017 with regard to its procurement. For optimal resource utilization, the budget serves as the guiding document, with the College's Finance Committee overseeing its implementation.

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

6.5 - Internal Quality Assurance System

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

The IQAC 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:** The objectives of this initiative is to orient the students in areas of research and development, with a view to enriching their educational experience. Teacher-led Student's Projects were initiated in 2010 and have been sustained till the present. Under this students from different departments, under guidance of the teacher supervisors, carry out such research projects every year.
- **Faculty Development through use of ICT tools and digital workshops:** IQAC takes initiatives for the training of faculty so that they can impart quality education. Teaching learning through ICT is the need of the hour. It helps both slow and advanced learners to understand the topics easily and makes the class interesting too. IQAC emphasizes in the organization of workshops like- "A two-day online workshop on ICT Based Pedagogy", "Awareness Programme on Use of Online E-Resources". The IQAC proposed for procurement of more ICT tools and accordingly every department was provided with ICT facilities to be used in the classrooms and the infrastructure were augmented. This helped in increasing the number of ICT enabled classroom along with users. Besides this, ICT enabled tool KYAN and all in all device which has the facility to convert a normal wall to an interactive board is also used as and when

required in a class. The college has the facility of two smart classrooms and an ICT seminar hall for conducting classes. Initiating revival of the Moodle, LMS platform which was earlier restricted to the intranet in the computer centre but is now a web based platform. The effort has been found to be successful in many significant phenomenon where such tools made the discussions simple and understandable.

- Memorandum of Understanding (MOU) was signed between Assam Startup- The Nest, IIM Calcutta Innovation Park (IIMCIP) and Handique Girls' College on 18th November 2020. The MoU was signed to create a state-wide inclusive entrepreneurial ecosystem, promote entrepreneurship, create awareness and motivate the youth.
- A webinar on "National Education Policy 2020: From Policy to Practice" was organised by IQAC, Handique Girls' College on 10th August 2020. The resource person for the webinar was Dr. Chetan Singai, Member, Technical Secretariat, Committee to Finalise the Draft National Education Policy-2019, Associate Professor, Ramaiah University of Applied Sciences, Bengaluru, India.
- Attended webinars organized by the NAAC: Attended webinar on "Assessment and Accreditation process of NAAC in the revised accreditation framework", organized by IQAC, Lanka Mahavidyalaya, Lanka, Hojai, Assam in collaboration with Assam College Librarians' Association on 25th July 2020. The resource persons for the event were Dr Ganesh A Hegde, Adviser, NAAC, Bengaluru and Dr. Ruchi Tripathi Bengaluru Assistant Adviser, NAAC, Bengaluru.

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

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 initiatives and research initiatives.

Academic Initiatives:

- Felicitating the creation of learner centric environment 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 (especially in case of large classrooms) small group discussions/ peer to peer discussions be organised.

Research Initiatives

- Project based learning.
- In dept laboratory experiments.
- Presentations

Arrangement for feedback response from students, teachers, alumni and parents on the institution and curriculum. Based on the feedback obtained, faculty members 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 | No File Uploaded |

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

C. Any 2 of the above

| Certification, NBA) | |
|--|---------------------------|
| File Description | Documents |
| Paste web link of Annual reports of Institution | Nil |
| Upload e-copies of the accreditations and certifications | No File Uploaded |
| Upload any additional information | No File Uploaded |
| Upload details of Quality assurance initiatives of the institution (Data Template) | View File |
| INSTITUTIONAL VALUES AND BEST PRACTICES | |
| 7.1 - Institutional Values and Social Responsibilities | |
| 7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year | |
| <p>The college is a single gender (women's) college. The College has adopted respect for learning, gender equality, diversity and inclusivity and integrity as its core values and these are displayed in its website .Upholding the value of Gender equality is given much importance in the College and awareness about issues of gender equity are created by organizing programmes on Laws relating to Women, Access to free Legal Aid, Women's health and LGBTQ issues to name a few. The College also ensures that gender sensitivity informs all institutional functioning. Students acquaint themselves with gender issues through a Certificate Course on Women's Studies that the Women's Studies Cell of the College conducts. This course focuses on the social and cultural construct of gender, issues of gender and patriarchy, domestic violence, women empowerment, sexual harassment, soft skill development and career choices. Students are also acquainted with the basic techniques of self-defense, Adventure Sports.</p> | |

| 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 | Nil |

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

D. Any 1 of the above

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

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

The detailed waste management facilities of the College is uploaded on the College website and is attached below.

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

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 | No File Uploaded |

7.1.5 - Green campus initiatives include

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

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

A. Any 4 or All of the above

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

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

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

E. None of the above

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

| | |
|--|-------------------------------------|
| <p>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</p> | <p>A. Any 4 or all of the above</p> |
|--|-------------------------------------|

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

| |
|--|
| <p>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).</p> |
| <p>The college plans to follow all the regulations stated by the Government of Assam and Government of India and extend its support in co-ordinating various ongoing/inclusive schemes of SCs, STs, OBCs, Divyang and other deprived communities. It proposes to evolve an educational workplace from amongst the group who will be more</p> |

sensitive towards educational inclusion of the deprived ones. This group will be able to sensitize regarding scholarship schemes, direct cash transfer, etc. Activities are organized that instill national pride and develop social awareness in students. The College has also implemented two institution-wide practices that it considers being its best practices. These are 'Capacity building of students for accessing online systems' and 'Fostering undergraduate research', both of which touch the large majority of students and have succeeded in making a positive contribution to the quality dimension of the Institution.

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

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

The college organizes functions on the occasion of Republic Day and Independence Day every year. Students and teachers gather in the college for the hosting of the national flag. The purpose is to inculcate a spirit of nationalism and patriotism among the students. On the occasion of Gandhi Jayanti, the student and faculty members of the college commemorate the birth anniversary of the Father of the Nation. To mark the assassination of Gandhiji on Martyrs day, 30 January, a two-minute silence in memory of Indian martyrs is observed in the college. Rabindra Jayanti is also celebrated in the college to pay tribute to the Nobel laureate late Rabindra Nath Tagore. On 5th September every year, teachers' day is celebrated by the college union to show their respect to their teachers by organizing talks, functions, tribute to retired teachers. The doyen of Assamese music and culture, Dr. Bhupen Hazarika is renowned for his contribution to music all over the world. On the occasion of his death anniversary, Bhupendra Sangeet is sung and flowers are offered as a tribute to the great legend.

These activities are organized that instill national pride and develop social awareness in students and employees of the College.

| File Description | Documents |
|--|-----------|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | Nil |
| 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

D. Any 1 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 | No File Uploaded |

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

The college organizes functions on the occasion of Republic Day and Independence Day every year. Students and teachers gather in the college for the hosting of the national flag. The purpose is to inculcate a spirit of nationalism and patriotism among the students.

On the occasion of Gandhi Jayanti, the student and faculty members of the college commemorate the birth anniversary of the Father of the Nation. To mark the assassination of Gandhiji on Martyrs day, 30 January, a two-minute silence in memory of Indian martyrs is observed in the college at 11 AM.

Rabindra Jayanti is also celebrated in the college to pay tribute to the Nobel laureate, late Rabindra Nath Tagore.

On 5th September every year, teachers' day is celebrated by the college union to show their respect to their teachers by organizing talks on Radhakrishnan, functions, tribute to retired teachers amongst various other activities.

The doyen of Assamese music and culture, Dr. Bhupen Hazarika is renowned for his contribution to music all over the world. On the occasion of his death anniversary, Bhupendra Sangeet is sung and flowers are offered as a tribute to the great legend.

| 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 | No File Uploaded |
| Any other relevant information | No File Uploaded |

7.2 - Best Practices

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

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

| File Description | Documents |
|---|---|
| Best practices in the Institutional website | https://www.hgcollege.edu.in/wp-content/uploads/2022/05/Best-Practice-2020-21.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 is uploaded on the College website and is attached below.

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

7.3.2 - Plan of action for the next academic year

1. Follow up on the filling up of the vacant posts of teaching and non teaching staff.
2. Upgradation of science laboratory.
3. Career counseling programmes to be increased under Career Placement Cell.
4. Research culture to be inculcated among Social Science faculty.
5. Initiating revival of MOODLE LMS platform.
6. To set up industry academy linkages.
7. Increase the number of smart classrooms, Installation of Interactive boards, tools for teaching learning, video capturing tools for web publishing of study materials.
8. FDP programmes on classroom management skills and delivery techniques.