YEARLY STATUS REPORT - 2023-2024

Part A
Data of the Institution

1.Name of the Institution	HANDIQUE GIRLS' COLLEGE
• Name of the Head of the institution	DR. RANJIT SARMA
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03612970214
• Mobile No:	9435092990
• Registered e-mail	hgcollege75@gmail.com
• Alternate e-mail	rsarmajrt@gmail.com
• Address	DIGHALIPUKHURI WEST, PANBAZAR
• City/Town	GUWAHATI
• State/UT	ASSAM
• Pin Code	781001
2.Institutional status	
• Affiliated / Constitution Colleges	AFFILIATED
• Type of Institution	Women
• Location	Urban
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	**GAUHATI UNIVERSITY**
• Name of the IQAC Coordinator	**DR. PORI HILOIDARI**
• Phone No.	**03612970214**
• Alternate phone No.	**7002370577**
• Mobile	**9864327981**
• IQAC e-mail address	**iqachgcollege@gmail.com**
• Alternate e-mail address	**hiloidaripori@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	http://www.hgcollege.edu.in/uploadfiles/AQAR_2022-2023.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.hgcollege.edu.in/pdf/Academic-Calendar-2023-24-Revised.pdf

5.Accreditation Details

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

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

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Handique Girls' College	CSR Activity	State Bank of India	2023-24	20000
NSS Unit, Handique Girls' College	NSS Programmes	Gauhati University	2023-24	70700
Handique Girls' College	Lab Hiring Charge	IGNOU	2023-24	67600
Handique Girls' College	Lab Hiring Charge	IGNOU	2023-24	34230
Handique Girls' College	UPSC Venue Charge	UPSC	2023-24	5000
Handique Girls' College	Blood donation camp	Assam State AIDS Control Soiety	2023-24	9000
Handique Girls' College	Major Research Project	SERB	2023-24	175000
Handique Girls' College	Major Research Project	ICSSR	2023-24	750000
Handique Girls' College	Major Research Project	NIF, India	2023-24	275000
Handique Girls' College	National Workshop on IPR	ASTEC	2023-24	125000
Handique Girls' College	Workshop on Vermicompost and Waste Management	ASTEC	2023-24	80000

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**	
• Upload latest notification of formation of IQAC	View File	
9.No. of IQAC meetings held during the year	**14**	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	**No**	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**	
• If yes, mention the amount		

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

In order to give a boost to the research culture of the college, a number of steps have been taken in 2023-2024. Some of those initiatives are- Seed Money grant of RS. 1,00,000/- (One Lakhs to teachers who want to do research/project), Teacher-led student projects of RS. 25000(Twenty five thousand only), an orientation programme on Social Science Research was organized on 05/12/2023 to motivate faculty members to undertake social science research in the field of humanities and social science research.

"Alaap"- a social outreach programme was introduced during this period with a view to creating a space for interaction between the elderly people and the students community. This drive started with the octogenarian former faculty members of Handique Girls' College who served the college with utmost sincerity but now they are not capable of remaining physically connected with the college. Other extension activities continued.

IQAC has organized a number of career guidance initiatives along with placement drive programmes. Training of students for start-up business was also held from time to time. Dr. Archana Chatterjee,

Dean, Chicago Medical School and Senior Vice president in Medical Affairs, USA, attended an interactive session with the faculty members and students of Handique Girls' College on 15/12/2023. Dr Dipankar Medhi, an Assamese diaspora in the USA, also attended a programme for sharing information on higher education prospects abroad, meant for motivating students of the college.

IQAC has introduced a number of certificate courses as self-financing skill learning practice in this period. Department of History has done a certificate course on Archeology, English has done a course on Theatre and Performance, "Aangik", the cultural club has done a course on "Bhaona" (a cultural practice introduced and popularized by Sri Sankardeva in the 15th century Assam), Department of Economics has completed a course on Beauty care and Women Studies Cell has done a course on Women Studies.

Grievance redressal mechanism is conducted both in the online platform and in the drop-box mode, taking into account the feedback of all the stakeholders: students, teachers, and office employees. Grievances were reported to the Principal and actions were taken accordingly. Feedback from students, teachers and alumni on curriculum transaction was taken through the Google forms. Student Satisfaction survey was done and reports were placed before the Principal and the latter has addressed the issues as per rules.

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
To introduce certificate courses to be run by different departments as self-financed courses.	**Certificate courses on Archaeology, Beauty care, Theatre and Performance, Montessori Teachers Training, Taekwondo and Satriya Nitya , Natya , Badya started from this academic session along with the existing ones, that is, Women's Studies and Yoga.**
A number of new self-financing courses like B.B.A., B. Com., will be introduced and to accommodate new courses time table will be designed for introduction of two separate shifts, that is, day shift and evening shift.	**Gauhati University inspected the feasibility of introducing self-financing courses in B.B.A, B.Com, and Major in Microbiology, PG in Philosophy, Political Science, English, Economics and Psychology. Result is awaited. Time table has made provisions for morning classes to accommodate these courses in late afternoon.**
To introduce new clubs for running some co-curricular activities for holistic development of the students and ensure their hundred percent participation.	**A number of clubs are formed for co-curricular activities; each club is under the monitoring of two faculties as Chairperson and Convenor. A faculty member was engaged in monitoring the planning and execution of activities of all the clubs.**
Add more innovative learning practices and intensive mentoring indifferent departments of the college	**Intensive mentoring continued and experiential learning practices are designed and implemented by all the departments.**
To develop the culture of research by both the teaching faculties and the students through more teacher-led student projects and seed money projects by the teachers.	**Research and Development Cell has taken initiatives to enhance research temperament amongst the faculties and teachers. Two Seed Money Grants of Rs.200000 and one Teacher-led Students' Project with a grant of Rs.25000 are some measures in that**

	direction
To focus on industrial links and inter-institutional exchange of intellectual resources.	A number of MOUs are signed with both academic and non-academic institutions to gain the facilities of exchanging intellectual resources and entrepreneurial skills.
To introduce more career-oriented programmes and jobmaking courses	Career counseling and placement cell has organized a number of entrepreneurial skill-oriented sessions. Some departments organized classes for entrance tests to orient the students in getting admission into good post graduate institutions.
To introduce Post-Graduate courses in English, Political Science, Philosophy, Economics and Psychology	Post graduate courses in these fine subjects are pending approval by Gauhati University. Approval by the state government has been received and the University has completed the spot verification in October 2024.
Infrastructural development by means of website upgradation, CCTV installation, air Conditioner installation, renovation of central computer centre, conference room, etc.	The targets of infrastructural development in all these areas have been achieved. Renovation of the central computer centre and conference room has started.
To introduce more social outreach activities involving students, alumni and teachers with a special focus on the elderly people.	Departments, Village Development Cell, NSS, NCC and IQAC are actively engaged in social outreach activities. "Aalap" is one such initiative aiming at giving emotional support to the elderly people of our society.

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

- Name of the statutory body

Name	Date of meeting(s)
Governing Body, Handique Girls' College	30/12/2024

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022-2023	23/02/2024

15.Multidisciplinary / interdisciplinary

Handique Girls' College follows the guidelines of Gauhati University in all academic matters. Multidisciplinary and Interdisciplinary programs are integrated in the CBCS and NEP curriculum prescribed by the University. Students opt for Generic Electives from a wide spectrum of options offered by Departments other than honours. Under NEP, they opt for 1 Major and 2 Minors or 3 Minors combination along with MDC and SEC courses. This enhances their understanding of other disciplines and enriches their learning. In order to give students a wider exposure, college level invited lectures and conferences, seminars, special talks, etc. are organised by departments that give students a deeper understanding of other disciplines. Faculties are engaged in the framing of syllabi of new interdisciplinary courses as approved by the Academic and Executive council of Gauhati University for implementation from the academic year 2023-24. Further, the Research and Development Cell (RDC) of the College was reconstituted in accordance with NEP 2020 and Instituion Seed Research Grant (ISRG) was launched in the current year to encourage the faculty members to undertake innovative research projects. A total of two such projects have been approved by the experts and each of these two projects has been funded rupees one lakh for completion of the project within two years.

16.Academic bank of credits (ABC):

Under the CBCS curriculum, there are credits assigned to papers which are not transferable but with the implementation of NEP in the session 2023-24, students will also have multiple entry exit options as per their requirements. The College, in co-ordination with SAMARTH Rregional Office has taken necessary initiatives for registration under ABC and learners have already registered under it. The students enrolled under NEP 2020 were oriented about the Academic Bank of Credits (ABC) at the very outset of their Under-Graduate Programme in the College. The faculties of the college are also being oriented with the ABC so that they can guide the newly

admitted students.

17.Skill development:

Handique Girls' College has initiated several efforts to strengthen the vocational education and soft skill for students. A number of skill oriented certificate courses were introduced by the teaching departments after the implementation of NEP 2020 by Gauhati University. Students of First, Second and Third Semesters are allowed to earn credits by pursuing SEC courses under Four Year Under Graduate Programme (FYUGP) under NEP. In the CBCS courses also the students of Third and Fourth semesters were offered Skill Enhancement Courses by the teaching departments. Training on soft skills are also organised by the College from time to time for augmenting students' skills. In order to inculcate positivity amongst its learners, the College has been offering certificate course on Yoga for instilling humanistic, ethical and universal values like truth, peace, righteous conduct, love, non-violence, etc.. In keeping with the instructions of Ministry of Education, Govt. of India, the College has constituted its Institution's Innovation Council (IIC) in the current academic session. IIC of the College follows the calendar activities prescribed by the Ministry of Education, Govt. of India to enhance the entrepreneurial skills among the students. Further, the College has a Multipurpose Co-operative Society Ltd. registered under the Co-operative Department, Govt. of Assam, bearing Registration No. G-04/2023-24, dated 03/04/2023. The Co-operative Society aims to foster an entrepreneurial and skill based environment amongst the students. The Co-operative Society of the College has also offered the students the opportunity to earn while they learn by allowing them to hone as well as learn skill for productive purposes.

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

Exploring India's intellectual, scientific, artistic and traditional knowledge is one of the strategies for integrating the Indian knowledge system with the undergraduate courses. The curriculum being taught under CBCS and NEP give students an in-depth understanding of rich cultural heritage of the country, including its language, culture and knowledge systems. The college has honours programme in Assamese, Bengali, Hindi, Sanskrit literatures. To preserve and promote Indian languages, ancient traditional knowledge, arts, culture and tradition many commemorative days (viz. Hindi Divas) are celebrated along with other historical events. To enhance students' knowledge about Indian tradition and culture, AANGIK (a cell of the College) organised a training on "Bhaona", a

traditional dance drama of Assam. This Cell also organised a training for the students on playing of "khol" (an Assamese tradional drum). Such initiatives were undertaken by the institution to acquiant the students with Assamese Sattriya Culture. Educational tours are also organised to sites of historical and cultural importance.

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

The entire teaching learning process of Handique Girls' College is focused on outcome based education envisioned in the syllabus of the affiliating University that is prepared as per the NEP 2020 recommendations. The teaching departments follow a student-centric teaching learning methodology with provisions of continuous internal assessment of learning outcomes. Exposure visits, experiential learning, on-field demonstrations, seminar presentations, teacher-led student's research projects, internships, arrangement of expert lectures, and students workshop are some of the practices that the College follows in the direction of imparting outcome based education (OBE). The workshops organized by the departments and Institution's Innovation Council (IIC) in collaboration with the IQAC of the College are also planned in line with transformation of the curriculum towards outcome based education.

20.Distance education/online education:

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

Extended Profile

1.Programme

1.1   **29**

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

File Description	Documents
Data Template	[View File]

2.Student

2.1   **2162**

Number of students during the year

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

2.2   **540**

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   **533**

Number of outgoing/ final year students during the year

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

3.Academic

3.1   **85**

Number of full time teachers during the year

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

3.2   **124**

Number of Sanctioned posts during the year

Extended Profile	
1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	**29**

File Description	Documents
Data Template	View File

2.Student	
2.1 Number of students during the year	**2162**

File Description	Documents
Data Template	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**540**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**533**

File Description	Documents
Data Template	View File

3.Academic	
3.1 Number of full time teachers during the year	**85**

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	**124**

File Description	Documents
Data Template	<u>View File</u>

4.Institution	
4.1 Total number of Classrooms and Seminar halls	**44**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**235.76**
4.3 Total number of computers on campus for academic purposes	**135**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The institution, affiliated with Gauhati University, adheres to the curriculum prescribed by the Gauhati University. The Institution ensures delivery of the curriculum through a well-planned and documented method. Each faculty member prepares separate lesson plans and records their teaching periods. Faculty members also conduct remedial and tutorial classes when needed.

The Routine Committee is in authority for preparing the college's class routine for all UG and PG programs in agreement with University rules. Based on this, the respective departments make their departmental timetables, distributing courses among teachers accordingly.

To ensure effective curriculum delivery, departments integrate various tools and methods such as ICT integration, group discussions, class tests, demonstrations, laboratory practicals, quizzes, brainstorming sessions, assignments, PowerPoint

presentations, field visits, and industrial visits. Periodic academic reviews and feedback sessions are performed, and departmental staff meetings are held frequently to examine curriculum-related matters and other activities.

Additionally, departments arrange guest lectures, expert lectures by distinguished academicians, seminars, and workshops to boost subject-related knowledge. These events provide faculty and students with the prospect to involve &connect with experts, permitting them to renew & update their knowledge and stay informed about occurrences & developments in their relevant and respective domains.

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

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

At the start of each academic year, the college aligns its academic calendar with that of Gauhati University. This calendar outlines the working days, tentative examination dates, and designated days for various activities such as college week and freshmen social events. It is distributed to all departments and made accessible to students via the college website and WhatsApp groups.

We are committed, alongside the academic and examination committees, to fostering a culture among faculty that emphasizes effective continuous evaluation. This evaluation may take forms such as class tests, home assignments, seminar presentations, and class discussion participation, all of which reinforce the fundamental concepts covered in lectures. Students receive all internal assessment marks and evaluated answer sheets for self-assessment, and our teachers dedicate extra effort to assist struggling students in improving their grades and overall understanding.

To facilitate timely course completion, teachers provide modular plans to department heads to help align teaching schedules. The internal assessment grades are recorded in the Gauhati University portal and integrated with the semester-end examination results to

calculate the overall semester grades as determined by Gauhati University.

File Description	Documents
Upload relevant supporting documents	[View File]()
Link for Additional information	https://www.hgcollege.edu.in/pdf/Academic-Calendar-2023-24-Revised.pdf

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

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File]()
Any additional information	[View File]()

1.2 - Academic Flexibility

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

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

29

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

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

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

7

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

827

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

827

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

The curriculum features lessons on professional ethics, specifically in selected papers from Education and Philosophy. Furthermore, the Students' Charter, displayed across the campus, acts as a continual reminder to both staff and students about upholding professional ethics& moral values.

Gender issues, concerns are focused and addressed comprehensively through selected papers in Assamese, Education, English, and Political Science. The Women's Studies Cell of the College further supports this effort by offering a Certificate Course on Women's

Studies, which helps students engage with various gender-related topics.

Human values such as justice, equality, liberty, cultural diversity, and tolerance are highlighted in the syllabi of Education, English, Philosophy, Political Science, and Sanskrit. The College is committed to instilling core values like gender equality, inclusivity, diversity, and moral integrity among the students.

Furthermore, all undergraduate students are needed to take a compulsory Environmental Studies course in their second semester, which aims to foster awareness concerningcritical environmental issues. Subjects like Botany, Chemistry, Education, Philosophy, Political Science, and Zoology include subjects related to environmental conservation, risks& sustainable management. The College also actively upholds environmental awareness through the efforts of the Eco Club, Green Campus Cell, and Environmental Audit Cell, organizing programs that encourage sustainable and eco-friendly habits &practices together with students and all stakeholders.

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	View File

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

17

File Description	Documents
Any additional information	<u>View File</u>
Programme / Curriculum/ Syllabus of the courses	<u>View File</u>
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	<u>View File</u>
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<u>View File</u>

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

428

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni   **A. All of the above**

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	**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	View File
URL for feedback report	https://www.hgcollege.edu.in/page/iqac/aqars

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

2600

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

390

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

2.2 - Catering to Student Diversity

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

For students in general and especially for those identified as Advanced Learners on the basis of their overall performance, the Institution takes the following steps–

- Expert Lectureson various topics are organized.
- The college library provides access to E-Resources for 'self-directed' learning through the N-LIST Consortium of INFLIBNET Centre
- Teacher-Led Student Project(TLSP) are funded by the college each year.
- Career guidance, life coaching and communication skills programmes are regularly held
- Women's Studies Certificate Course (30 hrs. duration).
- Interactive Sessionson how to study for and clear examinations such as GATE/NET, Civil Services, Competitive Examinations in Life Sciences.

Slow Learners are identified on the basis of marks scored (less than 40%) in Sessional Examination of the previous semester.

- An emphasis on Student centric methods are given for improving academic performance of the students.
- Mentoring sessions are held on a regular basis.
- Remedial Classes are conducted by various departments after identifying students who need extra support to achieve expected competencies in their subjects.
- Club activities conducted by the 12 clubs of Handique Girls' College.
- The college library with its open access system and spacious reading area provides a conducive environment for mental growth and intellectual pursuits with emphasis on 'discovery learning' for these students.

File Description	Documents
Link for additional Information	https://www.hgcollege.edu.in/page/research/research-cell
Upload any additional information	View File

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

Number of Students	Number of Teachers
2162	85

File Description	Documents
Any additional information	No File Uploaded

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

EXPERIENTIAL LEARNING

- **Class seminars: Departmental and Institutional**
- **Field Visit/Industrial Visit including visits to**

  - **Regional Silk Technological Research Station on 2/11/23**
  - **Interaction with select women prisoners at Central Jail, Guwahati on 30/03/2024**

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

  - **Election process of Class Representatives on 29/01/2024**
  - **Performance of Oliver Goldsmith's "She Stoops to Conquer" on 12/03/2024**
  - **Performance of Sudraka 's "Mrcchakatika" on 16/03/24 as the final output of Certificate Course on Drama and Performance**

- **Expert lectureson various topics including**

  - **India's Emerging Foreign Policy Dynamics and the North East Region by Dr. Biplab Dev on 07/08/2023**
  - **Change and Contours of Social Sciences: The Challenges Ahead by Kuladhar Saikia on 11/11/2023**
  - **European Drama: Reality and Beyond by Dr. ManabendraSarma on**

22/02/2024

- **Skill Enhancement Course students of the Department of Home Science were exposed to "Earn while you Learn" by selling different bakery products within the college premises on 22/03/2024**

PARTICIPATIVE LEARNING

- **Students' participation in Workshops (International, National and State level)**
- **Collaborative Learning**
- **Peer Learning and Demonstration**
- **Quizzes**
- **Book Reading Sessions by the Department of English Book Club "Between the Covers"**
- **Art/Craft Integrated Learning Activity**

PROBLEM SOLVING METHODOLOGY

- **Case study**
- **Group Discussions**
- **Teacher-Led Student project**

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	https://www.hgcollege.edu.in/page/research/research-cell

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

ICT tools empower both teachers and learners in any institution. Besides the chalk and talk method of teaching, the college makes intensive use of ICT-enabled tools, including online resources for effective teaching - learning process. The faculty uses different methods of teaching based on the need of the learners and the subject taught. To facilitate the learners faculty members are encouraged to use power-point presentations by using LCD's and overhead projectors. Apart from the following tools are also used as and when required – Canva app, Google Classroom, Google Meet, Github, Youtube, W3Schools, Digital Board and other methods for an effective teaching-learning process. Faculty members also prepare

online quiz for students with the help of Google Forms. The students and faculty also make use of social networking tools for instantaneous communication and information dissemination.

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

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.hgcollege.edu.in/uploadfiles/ICT%20Facilities.pdf

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

85

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	[View File](#)
Circulars pertaining to assigning mentors to mentees	[View File](#)
mentor/mentee ratio	[View File](#)

2.4 - Teacher Profile and Quality

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

85

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

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

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

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

1178

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.

There is a standard process of internal assessment in the institution which is transparent and robust in terms of frequency and mode. Emphasis is on Outcome Based Education (OBE) model which gives more emphasis on students' evaluation with respect to Course Outcomes (COs) attainment. The schedule of the internal sessional examination is decided at the beginning of each session in the form of an Academic Calendar which is constituted in tandem with the Academic Calendar of the Gauhati University, the affiliating University of the College. The Calendar is made available on the college website and college library. Apart from the sessional examination, the teaching departments continuously assess the students through a variety of methods such as home assignments, practical assignments, group discussions, quizzes, class seminar presentations, project works, field based survey etc., the dates of which are displayed through notices to the students well in advance.

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

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

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

The marks of the sessional examinations are shown to the students and displayed on the notice board. The evaluated answer scripts are given to the students and discussed. As per the regulation of the university, other than sessional examinations, students' participation in presentations, assignments, attendance have to be given weightage for assessing the internal marks.The college has a provision for Retests for those students who are unable to sit for the exams on the scheduled dates due to health issues or serious family matters. Students who miss their internal examinations due

to sports, NCC/NSS, any other Govt. program representation are also considered for retests.

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

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The College is affiliated to Gauhati University and it strictly follows the programme wise curriculum designed by the university. After CBCS Gauhati University started FYUGP under NEP 2020 for its affiliated colleges in the year 2023.

Mechanisms of communication adopted by the College

- The Programme specific outcomes and the course outcomes for all Programmes offered by the institution are stated and displayed on the website for all the stakeholders. The essence of these outcomes are also reflected in the Students' Charter which is displayed in college premises.
- Academic Committee of the college regularly monitors the academic environment of the College and takes initiative to conduct an Orientation Programme with the newly admitted branch of students every year to orient them with the College, and the Programmes offered along with the course outcomes.
- The teaching departments of the college regularly hold Parent-Teacher Meet to acquaint the parents with the PO's and CO's and the measures taken by the College for their fulfilment. Their feedbacks are recorded and measures are taken to implement the same.
- Students' induction programme was held on the first day of the academic session 2023 to orient the students with the FYUGP curriculum.

File Description	Documents
Upload any additional information	<u>View File</u>
Paste link for Additional information	https://www.hgcollege.edu.in/page/academics/courses-and-program-outcomes
Upload COs for all courses (exemplars from Glossary)	<u>View File</u>

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

The entire teaching learning process of Handique Girls' College is focused on outcome based education envisioned in the syllabus of the affiliating University that is prepared as per the NEP 2020 recommendations.

- **Each department prepares a departmental class routine based on the central Time-Table for both UG and PG classes prepared by the Routine Committee of the College. Extra classes are taken for completion of the Syllabus. The Heads of the teaching departments keep a record of these extra classes.**
- **Lesson Plans are prepared by the faculty members of the teaching departments at the beginning of each session focusing on the course outcomes outlined by the affiliating University.**
- **Class Records are maintained by faculty members for keeping track of the syllabus. Heads of the teaching departments are able to get an overview of course completion with the help of these class records.**
- **Departmental meetings are held regularly by the Heads to monitor course progression. Re-allotments of specific parts of the syllabus are done as and when required for the benefit of the students.**
- **Inter Disciplinary talks and Guest lectures are conducted regularly by teaching departments to fulfill the course requirements.**
- **Evaluation of CO's and PO's are done by the College as per Gauhati University guidelines.**

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

2.6.3 - Pass percentage of Students during the year

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

533

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	https://www.hgcollege.edu.in/uploadfiles/Examination%20Branch%20Report%202023-2024.pdf

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/uploadfiles/student_satisfaction_survey_2023-24.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)

59.41

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

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

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

6

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://dbtindia.gov.in/

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

6

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

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

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

37

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

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

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

31

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

3.3 - Extension Activities

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

The institute has organized several community service programs to engage students in addressing local social issues. These include activities like volunteering at old-age homes, participating in cleanliness drives, and assisting with community development projects. The institute has also conducted awareness campaigns on key topics such as environmental conservation, gender equality, and mental health.

In collaboration with healthcare professionals, the institute has organized health camps on campus, in adopted villages, and nearby communities to meet healthcare needs and raise awareness about preventive measures and health education. Additionally, skill development programs have been held to teach essential skills like

computer literacy, English language proficiency, and vocational skills, empowering individuals and improving employability.

To foster critical thinking and open dialogue, the institute has organized debates and panel discussions on contemporary social issues, encouraging students to form informed opinions and broaden their perspectives. For promoting environmental awareness and sustainability, the institute has implemented waste reduction programs, energy conservation initiatives, and community gardening efforts.

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

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

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

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

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

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

56

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

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

1209

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

28

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	**No File Uploaded**

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

19

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.

The Teaching-learning facilities include 44 classrooms with Internet connectivity through IO Box. There are two digital classrooms equipped with interactive board, projector, touch screen digital display and video conferencing facilities. 9 class rooms have been incorporated with Smart interactive board. The campus is having WI-FI connectivity. The college Seminar Hall having sitting capacity for 150 persons is with modern acoustic system is upgraded by installing 6 air conditioners and one smart interactive board. The college library has about 52618 text and reference books, 70 rare books, 21 newspapers and magazines and 12 journals. The Library has subscription to INFLIBNET e-ShodhShindhu consortium for e-books/journals.

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

There are 137 computers spreading across Central computer centre (32 in LAN), library (10), Principal, administrative, IQAC, examination branch and all teaching departments. The computers are having internet connectivity of 100 Mbps band width. Cyberoam CR 500iNG-XP Hardware firewall, Cisco SG300-28 Managed Switch and Quick heal is used to provide security to computing facilities. For efficient management of admission and accounts, college uses

ERP software.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.hgcollege.edu.in/library-main/nep/facilities/library

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

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

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

The college promotes self-defense among the girl students and arranged one coach in PPP mode to train up the students in Taekwondo. About 100 students are trained regularly on various skills of Taekwondo.

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

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.hgcollege.edu.in/node/nep/facilities/gymnasium

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

44

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

44

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)

2.36

File Description	Documents
Upload any additional information	[View File](#)
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 "Rajabala Das Library" of the college was established in 1939. The library has open access policy and spacious reading area. The students are urged to become a habitual reader of the library in pursuit of knowledge.

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

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

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

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://www.hgcollege.edu.in/library-main/nep/facilities/library

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

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

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

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

3.32

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

110

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

4.3 - IT Infrastructure

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

A central computer centre has been setup with support from the North East Council (NEC) having 32 Intel Core i3 computers with Windows OS in every PC. The centre facilitates students as well as faculties to access various IT resources including conducting the training workshop and practical in bioinformatics. The Rajabala

Das library is also equipped with both 2 Intel i5 and 2 Intel i3 PCs. The reserve bank of India donated 13 Intel core i5 desk top PCs and 2 i5 laptop computers to the college during 2022-23. During 2023-24, one all in one desktop and one i5 13th generation laptop computers were procured for Principal and IQAC respectively.

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

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

4.3.2 - Number of Computers

137

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	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)

2.36

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

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

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

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

989

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

21

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)	View File

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

A. All of the above

File Description	Documents
Link to institutional website	**Nil**
Any additional information	[View File](#)
Details of capability building and skills enhancement initiatives (Data Template)	[View File](#)

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

434

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

434

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

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

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

26

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

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

5.2.2.1 - Number of outgoing student progression to higher education

208

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

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

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

government examinations) during the year

36

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

5.3 - Student Participation and Activities

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

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

20

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at unive rsity/state/national/international level (During the year) (Data Template)	View File

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

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

- **The college ensures smooth conduction of the Annual College Week through the Students' Union under the guidance of the Teachers In-Charge.**

- **The All Assam Sarat Chandra Memorial Inter-College Debate Competition is organized every year with the debating secretary of the Students' Union acting as organizing secretary.**

- **The editorial board of the Annual College Magazine has the magazine secretary and some other students as members and they play a key role in bringing out the college magazine.**

- **In the Internal Committee of the college the students' community is represented by the President of the Students' Union who functions as a member of the committee.**

- **The President of the Students' Union is also a member of the Internal Quality Assurance Cell of the college.**

- **The college hostel is run by the Superintendent with active participation of the students boarders who are engaged as monitors, mess managers etc.**

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

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

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

63

File Description	Documents
Report of the event	View File
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 Alumni Association of Handique Girls college got its registration on 27th May 2024 under society registration act XXI of 1860. The name of the association is ALUMNI ASSOCIATION HANDIQUE GIRLS' COLLEGE. The registration no. of the association is RS/KAM(M)/263/RFSRS/202401264 OF 2024-2025. Dr Babita Choudhary, Principal (Retd.) R.G.Baruah College and Ms Devaggona Lahkor, Guest Faculty of Cotton University are President and Secretary respectively. In the process of registration our College Alumna Dr Pallavi Mali (Assistant Professor , Education Dept), Assistant Secretary took the full responsibility and completed the process. This association is constituted with 13 executive members.

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

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

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The Vision and Mission of the College is widely communicated to all stakeholders concerned. The Governing Body of the college keeps this in mind in its governance and decision-making.

- 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.

- Decentralization of functions and a participatory system of governance that is based on the different Committees and Cells in the College, helps in institutional functioning.
- Teachers are appointed as convenors and members of the Cells/Committees with student representatives.
- Students are given awareness on important issues through workshops, seminars, training programmes and talks. (Document attached)
- Extension activities are also carried out by the different units of the college.
- Activities infused with core values of the College contribute to a vibrant learning environment.
- The college has instituted the Rajabala Das National award to be conferred to individuals, contributing towards women empowerment keeping in spirit with the motto of the institution.
- The Students' Union of the College contributes to the corporate life of the College.

The essence of National Education Policy 2020 has been incorporated in the vision of the college, and has been implemented since 2023 which tries to give a holistic education to the students. It tries to foster critical thinking which may lead to innovations and logical decision making in line with NEP.

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

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

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

Academic:

Academic Committee is entrusted with academic matters and prepares

the College's Annual Academic Calendar.

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

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

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

Administrative:

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

The Construction Committee develops the construction and renovation plan for each project.

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

The Admission Committee looks after the entire process of the admission with Reservation of seats as per Govt. of Assam regulation. The Hostel Committee is entrusted with the task of overall management of the college hostel.

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

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The strategic plan of the college for the period 2021-2026, aims to boost the process of teaching learning through creation of new facilities and renovation of the existing ones. Keeping parity with it, the Internal Quality Assurance Cell submitted a proposal of priority list of things before the Principal of the college and

the Governing Body approved for the same. The proposal also included procurement of smart-boards amongst others. In its meeting held on 1/08/2023, the Purchase Committee discussed the plan for procuring smart boards was outlined. On 30/11/24, the purchase committee approved for calling of quotation for smart boards for selected classrooms as well as for display. Accordingly in its meeting on 02/02/24, the six quotations received were opened for preparing comparative statement. It was also decided that few firms will be called for demonstration. After going through due processes, M/S Adva Tech Solution (which quoted the lowest), was placed with the order of smart boards. It was decided to go with Speckron brand of size 75inch and 85inch respectively with movable stand and UPS for each board. Installation of nine interactive displays (smart boards) with a cost of approximately 13 lakh rupees was completed by April 2024.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
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 partsAcademic (Nodal Agency Gauhati University), Administrative (Nodal Agency Directorate of Higher Education, Assam). The Governing Body is the apex decision making body in the College. For all administrative functions; Principal's office has General Administrative and Accounts sections. Office functions are guided by the Administrative and Financial rules of the Government of Assam and the General Financial Rules, 2017. Besides this, the College also refers to the General Financial Rules, 2017, for guidance.

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

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

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

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

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user interfaces	View File
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 conforms to government and UGC guidelines, for its teaching and non-teaching staff.

Implementation of welfare schemes for the Non-Sanctioned Non-

teaching employees from the year 2016-2017 (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 enrolment of these employees under ESIC scheme (1.75% of Basic salary from the employees and 4.75% of the Basic salary from the college fund), approved by the Governing Body.

Availability of food at a subsidized rate in the college canteen.

Group Insurance Scheme.

Regular health check ups

FDP programme of UGC, Schemes of Higher Studies by Government of Assam.

Earned leave, Child care leave, Maternity leave.

Special need/merit scholarships for children of non-teaching staff.

Collection of funds for needy non-teaching staff to meet contingencies as and when required. For the purpose an account is being maintained at The Assam Cooperative Apex Bank. Amount disbursed in 2023-24 is Rs. 2.6 lacs.

Permission to avail holidays on 2nd and 4th Saturdays and 1st and 3rd Saturdays on a rotation basis for the office staff.

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

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

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

0

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

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

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

4

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

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

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

115

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

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

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

- **Every year the college seeks information from the teachers about their academic achievements and the same is recorded. This record reflects the publications, conferences attended, papers presented, participation in orientation and refresher courses by the faculty members. At the time of promotion, as per UGC guidelines for the API calculation and interview held for the purpose, such records are assessed. Performance appraisal record is collected in prescribed format and the achievements of the faculty are kept in IQAC for their inclusion in the AQARs of the college. These are communicated to the concerned authority for the preparation of ACR of the faculty members.**
- **A committee comprising of President of Governing Body, Principal and Vice-Principal, monitors the performance and considers the promotional aspects of the non-teaching staff. This process implies to the Grade-IV employees depending on the number of years they have served the institute (Assam Govt. Regulations are followed). The Departmental Promotion Committee after its due consideration recommends the employees for the time scale promotion to the higher authorities (DHE, Assam). The employees have to apply in the prescribed format supplied by the DHE.**

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

6.4 - Financial Management and Resource Mobilization

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

The College conducts both Internal and external audits.

Internal audit: The College conducts internal audit every year. A Chartered Account (CA) has been engaged to undertake Internal Audit of the college accounts and provide consultancy on tax matters. The Internal audit report has been completed till 2022-2023 and the reportfor the Financial Year 2023-2024 is under process.

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

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

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

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

1.983

File Description	Documents
Annual statements of accounts	[View File](#)
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

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

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

Utilization of Resources:The Governing Body, Finance, Purchase, Planning, Construction Committees and various associated bodies help in the preparation, division, allocation and utilization of funds. Various funds received are deposited in separate bank account. The Purchase Committee has an oversight on all major procurement procedure. The College follows Ministry of Finances, GFR 2017 in this regard. Each item is purchased by comparing a minimum of three quotations received. Collections deposited in the bank and expenditure- recurring and non-recurring, incurred through Cheques/Electronic mode. Authorized persons operate bank transactions.

- **Fees received are used for development of the college, non-grant faculty and staff salaries, students activities and are properly audited.**
- **Physical/Academic facilities augmented, Library/Sports services strengthened for students.**
- **Laboratories augmented, IT infrastructure increased, guest**

lectures, field trips, industrial visits organized.

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

6.5 - Internal Quality Assurance System

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

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

- **Teacher Led Students' Research Projects: This initiative is to orient the students in areas of research and development, with a view to enriching their educational experience. It was initiated in 2010. Under this, students from different departments, carry out research projects under the guidance of teacher supervisors.**
- **Faculty/Student Development by holding talks, seminars and workshops: IQAC takes initiatives to create awareness among faculty and students on important issues through seminars, workshops, talks etc. IQAC has also collaborated with other institutions and organized orientation and sensitization programmes. Further, IQAC has always encouraged for classrooms with ICT facilities thereby making dissemination of information more interesting and learner friendly.**
- **Institutional Seed Research Grant : ISRG has been instituted to encourage faculty members to undertake innovative research projects**
- **Memorandum of Understanding (MOU) was signed between**
    - **Damdama College, Kulhati, Kamrup, dated 9/8/2023**
    - **Amtron, dated 25/8/2023**
    - **Kid Veda, dated 3/10/2023**
    - **The Wonderbeats Foundation, dated 7/10/2023**
    - **Dept of Statistics, Arya Vidyapeeth College (Autonomous) Guwahati, dated 17/10/2023**
    - **Meghna Koushik, dated 6/11/2023**
    - **The Assam Royal Global University, dated 9/12/2023**
    - **Takshashila School of Civil Services, Guwahati, dated 10/5/2024**
    - **Assam Down Town University, dated 22/5/2024**

○ **HPB Girls' College, Golaghat, dated 12/6/2024**
○ **AIIDC, dated 21/6/2024**

File Description	Documents
Paste link for additional information	https://www.hgcollege.edu.in/page/research/research-cell
Upload any additional information	View File

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

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

- **Academic Initiatives:**
    - **Facilitating the creation of learner centric environment, through quizzes, class seminars experiential and participative learning strategies, conducive to quality education.**
    - **Active learning to promote/incorporate strategies in our curriculum and transform classrooms into exciting dynamic learning environment.**
    - **To encourage effective collaboration (especially for of large classrooms), small group discussions/ peer to peer discussions etc. are organized.**
- **Research Initiatives:**
    - **Project based learning.**
    - **In dept laboratory experiments.**
    - **Presentations Publications**
- **Arrangement for feedback response from students, teachers, alumni and parents on the institution and curriculum. Based on the feedback obtained, faculties who are on the Gauhati University's Committee of Courses and Syllabi (CCS), provide inputs for curriculum revision. The feedback on teaching, which is essentially formative, is communicated to the individual teachers.**
- **Developing an elaborate guideline and procedural requirement for efficient functioning of the Student Mentoring System in the College. Under this system, faculty members are allotted as mentors to a specified number of students (mentees).**

> **Mentors guide their respective mentees on varied issues, be it academic, career oriented, psychological or health related.**

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

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	<u>View File</u>

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

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
Upload e-copies of the accreditations and certifications	<u>View File</u>
Upload any additional information	<u>View File</u>
Upload details of Quality assurance initiatives of the institution (Data Template)	<u>View File</u>

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

• The college is a premiere women's institution in North East India, ensuring a safe and secure environment for its students.

• Student Support Cell addresses various issues and concerns raised by the students.

• Different departments frequently organize talks on gender equity to raise awareness among students.

• The Internal Committee, formed as per government guidelines, follows due protocol in redressing complaints.

• The Women Studies Cell conducts an annual certificate course covering topics like women and gender-related issues, soft skills, and more.

• The Students Union is responsible for maintaining the Girls' Common Room of the College.

• CCTV cameras are across the campus and library

• Female security guards are posted at the entrance of the college for additional security.

• Taekwondo training is provided to the students of the college by a reputed coach under Kamrup District Taekwondo Association.

• Students are issued ID cards which has to be worn by them within the college campus

• There is an Anti-Ragging Committee in the college which ensures zero ragging within the college premises.

• Grievance Redressal Cell is available to address and resolve the grievances of the students.

File Description	Documents
Annual gender sensitization action plan	https://www.hgcollege.edu.in/uploadfiles/Annual-gender-sensitization-action-plan-2023-24.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	http://www.hgcollege.edu.in/uploadfiles/gender_equality-2023-24.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy

C. Any 2 of the above

Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

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

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

The college uses both traditional and cutting-edge technologies to manage both biodegradable and non-biodegradable waste, depending on the type of waste.

1. **Solid waste management: Various locations on campus and hostel premises have designated trash cans for dry and wet waste segregation.**
2. **Liquid waste management: The pipelines are being constructed to collect liquid and sewage waste of the college and hostel campuses with underground drainage system.**
3. **Biomedical waste management: The College rarely produces any biomedical waste and whenever the need arises the disposal is done with the help of health workers.**
4. **E-waste management: The College has an E-waste management committee which monitors the conditions of the electronic gadgets time to time and after auditing the devices are auctioned.**

Waste recycling system: The College has MoU with SHRISTI, an NGO, whichcollects the segregated solid waste from the college campus and shifts it to waste recycling plants run by Guwahati Municipal Corporation.

1. **Hazardous chemicals: The liquid effluent mixed with acids, bases, salts, organic solvents etc. are treated in a customized plant outside the labs and the treated water is percolated to the ground.**
2. **Radioactive waste management: Radioactive waste is not produced in the college.**

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	https://www.hgcollege.edu.in/uploadfiles/Geo-tagged-photographed-of-the-Waste-management-2023-24.pdf
Any other relevant information	View File

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

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

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

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

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

7.1.6.1 - The institutional environment and   **A. Any 4 or all of the above**

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

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	[View File](#)
Certification by the auditing agency	[View File](#)
Certificates of the awards received	**No File Uploaded**
Any other relevant information	[View File](#)

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

A. Any 4 or all of the above

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

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

Handique Girls' College fosters an inclusive environment by embracing cultural, linguistic, regional, and socio-economic diversity. Our admission policy reflects this commitment, welcoming students from varied backgrounds.

Cultural Diversity is celebrated through initiatives like the annual cultural procession during College Week, where students showcase ethnic attire and address social themes. Events such as folk dance and song competitions, traditional dress contests, and local sports underscore our rich heritage. Wall magazines and excursions further highlight unity in diversity. NCC cadets participate in events like Run for Unity and Purvottar Swabhiman Utsav, promoting national integration. The college also observes significant cultural days like Bishnu Rabha Diwas and Rabindra Jayanti with enthusiasm.

Linguistic Diversity is nurtured through multilingual instruction and celebrations like Hindi Diwas and Rabindra Jayanti, fostering harmony. Language workshops enrich student engagement, and national and state anthems sung at events reinforce unity.

To promote socio-economic inclusivity, the Fee-Waiver Scheme and EWS category provide support to underprivileged students. Faculty and students engage in NGO activities, flood relief efforts, and fundraising through exhibitions. Remedial classes ensure academic assistance for all.

By celebrating diversity and addressing inequalities, Handique Girls' College creates a harmonious and inclusive space for holistic development.

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

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

Handique Girls' College is dedicated to instilling awareness of constitutional values, rights, duties, and responsibilities among its students and employees.

NCC and NSS Activities play a pivotal role in fostering civic responsibility. The college actively participates in the Swachh Bharat Abhiyan through cleanliness drives involving students, faculty, and staff. International Yoga Day is celebrated with workshops promoting health and wellness. The History Department organizes excursions to instill respect for India's cultural and historical heritage.

Community Engagement includes visits to old age homes, where students and faculty interact with senior citizens through enriching activities. Lectures and workshops, conducted by the Women's Study Cell and the Department of Education, enhance awareness of citizen rights and duties. The Zoology Department, in collaboration with WWF, hosted an Earth Hour awareness program to emphasize environmental responsibility. Street plays addressing societal issues further encourage critical engagement.

The college observes National Days like Constitution Day and Independence Day with active participation. Various committeesensure students' rights and safety.

The Preamble, Fundamental Rights, and Students' Charter are prominently displayed across campus, alongside the core values of the institution, creating an environment that emphasizes social responsibility and constitutional obligation.

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

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

File Description	Documents
Code of ethics policy document	<u>View File</u>
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	<u>View File</u>
Any other relevant information	**No File Uploaded**

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

The college inculcates patriotic and socio-cultural values in the students. Commemorating days, events and festivals of national and international importance honors the great heritage of India. The following days were celebrated with a lot of fervor.

•National Handloom Day,•Breast Feeding Week,•Independence Day,•Radhakrishnan's Day,•World Suicide Prevention Day,•International Literacy Day,•Hindi Divas,•International Day of Democracy,•Biswakarma Puja,•Gandhi Jayanti,•Amrit Kalash Yatra Programme,•National Education Day,•World Philosophy Day,•Constitutional Day of India,•Human Rights Day,•National Mathematics Day,•National Voters Day,•Republic Day,•Saraswati Puja,•International Mother Language Day,•National Science Day,•Birthday celebration of the founder of this college, •International Women's Day,•Pi Day,•World Theatre Day,•Kalpana Chawla Day,•World Poetry Day,•World Water Day, etc.

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

7.2 - Best Practices

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

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

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	**No File Uploaded**

7.3 - Institutional Distinctiveness

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

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

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The institution, affiliated with Gauhati University, adheres to the curriculum prescribed by the Gauhati University. The Institution ensures delivery of the curriculum through a well-planned and documented method. Each faculty member prepares separate lesson plans and records their teaching periods. Faculty members also conduct remedial and tutorial classes when needed.

The Routine Committee is in authority for preparing the college's class routine for all UG and PG programs in agreement with University rules. Based on this, the respective departments make their departmental timetables, distributing courses among teachers accordingly.

To ensure effective curriculum delivery, departments integrate various tools and methods such as ICT integration, group discussions, class tests, demonstrations, laboratory practicals, quizzes, brainstorming sessions, assignments, PowerPoint presentations, field visits, and industrial visits. Periodic academic reviews and feedback sessions are performed, and departmental staff meetings are held frequently to examine curriculum-related matters and other activities.

Additionally, departments arrange guest lectures, expert lectures by distinguished academicians, seminars, and workshops to boost subject-related knowledge. These events provide faculty and students with the prospect to involve &connect with experts, permitting them to renew & update their knowledge and stay informed about occurrences & developments in their relevant and respective domains.

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

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

At the start of each academic year, the college aligns its academic calendar with that of Gauhati University. This calendar outlines the working days, tentative examination dates, and designated days for various activities such as college week and freshmen social events. It is distributed to all departments and made accessible to students via the college website and WhatsApp groups.

We are committed, alongside the academic and examination committees, to fostering a culture among faculty that emphasizes effective continuous evaluation. This evaluation may take forms such as class tests, home assignments, seminar presentations, and class discussion participation, all of which reinforce the fundamental concepts covered in lectures. Students receive all internal assessment marks and evaluated answer sheets for self-assessment, and our teachers dedicate extra effort to assist struggling students in improving their grades and overall understanding.

To facilitate timely course completion, teachers provide modular plans to department heads to help align teaching schedules. The internal assessment grades are recorded in the Gauhati University portal and integrated with the semester-end examination results to calculate the overall semester grades as determined by Gauhati University.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://www.hgcollege.edu.in/pdf/Academic-Calendar-2023-24-Revised.pdf

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

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	View File

1.2 - Academic Flexibility

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

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

29

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

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

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

7

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

827

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

827

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

The curriculum features lessons on professional ethics, specifically in selected papers from Education and Philosophy. Furthermore, the Students' Charter, displayed across the campus, acts as a continual reminder to both staff and students about upholding professional ethics& moral values.

Gender issues, concerns are focused and addressed comprehensively through selected papers in Assamese, Education, English, and Political Science. The Women's Studies Cell of the College further supports this effort by offering a Certificate Course on Women's Studies, which helps students engage with various gender-related topics.

Human values such as justice, equality, liberty, cultural diversity, and tolerance are highlighted in the syllabi of Education, English, Philosophy, Political Science, and Sanskrit. The College is committed to instilling core values like gender equality, inclusivity, diversity, and moral integrity among the students.

Furthermore, all undergraduate students are needed to take a compulsory Environmental Studies course in their second semester, which aims to foster awareness concerningcritical environmental issues. Subjects like Botany, Chemistry, Education, Philosophy, Political Science, and Zoology include subjects related to environmental conservation, risks& sustainable management. The College also actively upholds environmental awareness through the efforts of the Eco Club,

Green Campus Cell, and Environmental Audit Cell, organizing programs that encourage sustainable and eco-friendly habits &practices together with students and all stakeholders.

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	View File

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

17

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
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	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

428

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	A. All of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	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	View File
URL for feedback report	https://www.hgcollege.edu.in/page/iqac/aqars

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

2600

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

390

File Description	Documents
Any additional information	[View File](#)
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

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

For students in general and especially for those identified as Advanced Learners on the basis of their overall performance, the Institution takes the following steps-

- **Expert Lectureson various topics are organized.**
- **The college library provides access to E-Resources for 'self-directed' learning through the N-LIST Consortium of INFLIBNET Centre**
- **Teacher-Led Student Project(TLSP) are funded by the college each year.**
- **Career guidance, life coaching and communication skills programmes are regularly held**
- **Women's Studies Certificate Course (30 hrs. duration).**
- **Interactive Sessionson how to study for and clear examinations such as GATE/NET, Civil Services, Competitive Examinations in Life Sciences.**

Slow Learners are identified on the basis of marks scored (less than 40%) in Sessional Examination of the previous semester.

- **An emphasis on Student centric methods are given for improving academic performance of the students.**
- **Mentoring sessions are held on a regular basis.**
- **Remedial Classes are conducted by various departments after identifying students who need extra support to achieve expected competencies in their subjects.**
- **Club activities conducted by the 12 clubs of Handique Girls' College.**
- **The college library with its open access system and spacious reading area provides a conducive environment for mental growth and intellectual pursuits with emphasis on 'discovery learning' for these students.**

File Description	Documents
Link for additional Information	https://www.hgcollege.edu.in/page/research/research-cell
Upload any additional information	View File

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

Number of Students	Number of Teachers
2162	**85**

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

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

EXPERIENTIAL LEARNING

- **Class seminars: Departmental and Institutional**
- **Field Visit/Industrial Visit including visits to**

  - **Regional Silk Technological Research Station on 2/11/23**
  - **Interaction with select women prisoners at Central Jail, Guwahati on 30/03/2024**

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

- ○ **Election process of Class Representatives on 29/01/2024**
- ○ **Performance of Oliver Goldsmith's "She Stoops to Conquer" on 12/03/2024**
- ○ **Performance of Sudraka 's "Mrcchakatika" on 16/03/24 as the final output of Certificate Course on Drama and Performance**

- • **Expert lectureson various topics including**

- ○ **India's Emerging Foreign Policy Dynamics and the North East Region by Dr. Biplab Dev on 07/08/2023**
- ○ **Change and Contours of Social Sciences: The Challenges Ahead by Kuladhar Saikia on 11/11/2023**
- ○ **European Drama: Reality and Beyond by Dr. ManabendraSarma on 22/02/2024**

- • **Skill Enhancement Course students of the Department of Home Science were exposed to "Earn while you Learn" by selling different bakery products within the college premises on 22/03/2024**

PARTICIPATIVE LEARNING

- • **Students' participation in Workshops (International, National and State level)**
- • **Collaborative Learning**
- • **Peer Learning and Demonstration**
- • **Quizzes**
- • **Book Reading Sessions by the Department of English Book Club "Between the Covers"**
- • **Art/Craft Integrated Learning Activity**

PROBLEM SOLVING METHODOLOGY

- • **Case study**
- • **Group Discussions**
- • **Teacher-Led Student project**

File Description	Documents
Upload any additional information	[View File]
Link for additional information	https://www.hgcollege.edu.in/page/research/research-cell

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

ICT tools empower both teachers and learners in any institution. Besides the chalk and talk method of teaching, the college makes intensive use of ICT-enabled tools, including online resources for effective teaching - learning process. The faculty uses different methods of teaching based on the need of the learners and the subject taught. To facilitate the learners faculty members are encouraged to use power-point presentations by using LCD's and overhead projectors. Apart from the following tools are also used as and when required – Canva app, Google Classroom, Google Meet, Github, Youtube, W3Schools, Digital Board and other methods for an effective teaching-learning process. Faculty members also prepare online quiz for students with the help of Google Forms. The students and faculty also make use of social networking tools for instantaneous communication and information dissemination.

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

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.hgcollege.edu.in/uploadfiles/ICT%20Facilities.pdf

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

85

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

85

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

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

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

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

1178

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.

There is a standard process of internal assessment in the institution which is transparent and robust in terms of frequency and mode. Emphasis is on Outcome Based Education (OBE) model which gives more emphasis on students' evaluation with respect to Course Outcomes (COs) attainment. The schedule of the internal sessional examination is decided at the beginning of each session in the form of an Academic Calendar which is constituted in tandem with the Academic Calendar of the Gauhati University, the affiliating University of the College. The Calendar is made available on the college website and college library. Apart from the sessional examination, the teaching departments continuously assess the students through a variety of methods such as home assignments, practical assignments, group discussions, quizzes, class seminar presentations, project works, field based survey etc., the dates of which are displayed through notices to the students well in advance.

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

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

The college strictly follows the guidelines and rules issued by the affiliating university while conducting internal and semester end examinations. At the institutional level, each teaching department handles the evaluation process with due guidelines from the Examination Committee of the college.

Students can approach the concerned Department with their issues which is recorded and attempts are made to redress them as soon as possible. Students can also approach the Grievance Cell with their issues on internal assessment and use the drop box to deposit their filled up grievance forms.

The marks of the sessional examinations are shown to the students and displayed on the notice board. The evaluated answer scripts are given to the students and discussed. As per the regulation of the university, other than sessional examinations, students' participation in presentations, assignments, attendance have to be given weightage for assessing the internal marks.The college has a provision for Retests for those students who are unable to sit for the exams on the scheduled dates due to health issues or serious family matters. Students who miss their internal examinations due to sports, NCC/NSS, any other Govt. program representation are also considered for retests.

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

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The College is affiliated to Gauhati University and it strictly follows the programme wise curriculum designed by the university. After CBCS Gauhati University started FYUGP under NEP 2020 for its affiliated colleges in the year 2023.

Mechanisms of communication adopted by the College

- The Programme specific outcomes and the course outcomes for all Programmes offered by the institution are stated and displayed on the website for all the stakeholders. The essence of these outcomes are also reflected in the Students' Charter which is displayed in college premises.
- Academic Committee of the college regularly monitors the academic environment of the College and takes initiative to conduct an Orientation Programme with the newly admitted branch of students every year to orient them

with the College, and the Programmes offered along with the course outcomes.

- The teaching departments of the college regularly hold Parent-Teacher Meet to acquaint the parents with the PO's and CO's and the measures taken by the College for their fulfilment. Their feedbacks are recorded and measures are taken to implement the same.
- Students' induction programme was held on the first day of the academic session 2023 to orient the students with the FYUGP curriculum.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://www.hgcollege.edu.in/page/academics/courses-and-program-outcomes
Upload COs for all courses (exemplars from Glossary)	[View File](#)

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

The entire teaching learning process of Handique Girls' College is focused on outcome based education envisioned in the syllabus of the affiliating University that is prepared as per the NEP 2020 recommendations.

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

the benefit of the students.
- **Inter Disciplinary talks and Guest lectures are conducted regularly by teaching departments to fulfill the course requirements.**
- **Evaluation of CO's and PO's are done by the College as per Gauhati University guidelines.**

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

2.6.3 - Pass percentage of Students during the year

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

533

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	https://www.hgcollege.edu.in/uploadfiles/Examination%20Branch%20Report%202023-2024.pdf

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/uploadfiles/student_satisfaction_survey_2023-24.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)

59.41

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

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

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

6

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://dbtindia.gov.in/

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

6

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

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

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

37

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

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

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

31

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

3.3 - Extension Activities

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

The institute has organized several community service programs to engage students in addressing local social issues. These

include activities like volunteering at old-age homes, participating in cleanliness drives, and assisting with community development projects. The institute has also conducted awareness campaigns on key topics such as environmental conservation, gender equality, and mental health.

In collaboration with healthcare professionals, the institute has organized health camps on campus, in adopted villages, and nearby communities to meet healthcare needs and raise awareness about preventive measures and health education. Additionally, skill development programs have been held to teach essential skills like computer literacy, English language proficiency, and vocational skills, empowering individuals and improving employability.

To foster critical thinking and open dialogue, the institute has organized debates and panel discussions on contemporary social issues, encouraging students to form informed opinions and broaden their perspectives. For promoting environmental awareness and sustainability, the institute has implemented waste reduction programs, energy conservation initiatives, and community gardening efforts.

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

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

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

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

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

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

56

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

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

1209

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

28

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

19

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.

The Teaching-learning facilities include 44 classrooms with Internet connectivity through IO Box. There are two digital classrooms equipped with interactive board, projector, touch screen digital display and video conferencing facilities. 9 class rooms have been incorporated with Smart interactive board. The campus is having WI-FI connectivity. The college Seminar Hall having sitting capacity for 150 persons is with modern acoustic system is upgraded by installing 6 air conditioners and one smart interactive board. The college library has about 52618 text and reference books, 70 rare books, 21 newspapers and magazines and 12 journals. The Library has subscription to INFLIBNET e-ShodhShindhu consortium for e-

books/journals.

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

There are 137 computers spreading across Central computer centre (32 in LAN), library (10), Principal, administrative, IQAC, examination branch and all teaching departments. The computers are having internet connectivity of 100 Mbps band width. Cyberoam CR 500iNG-XP Hardware firewall, Cisco SG300-28 Managed Switch and Quick heal is used to provide security to computing facilities. For efficient management of admission and accounts, college uses ERP software.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.hgcollege.edu.in/library-main/nep/facilities/library

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

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

Sports: The college has a multipurpose playground having one volleyball and a basketball court. This ground is also used in other sports activities like Kabaddi, Kho-Kho and Badminton.

Furthermore, there are amenities for Table Tennis, Carom and Chess.

The college promotes self-defense among the girl students and arranged one coach in PPP mode to train up the students in Taekwondo. About 100 students are trained regularly on various skills of Taekwondo.

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

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.hgcollege.edu.in/node/nep/facilities/gymnasium

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

44

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

44

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)

2.36

File Description	Documents
Upload any additional information	View File
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 "Rajabala Das Library" of the college was established in 1939. The library has open access policy and spacious reading area. The students are urged to become a habitual reader of the library in pursuit of knowledge.

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

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

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

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://www.hgcollege.edu.in/library-main/nep/facilities/library

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

A. Any 4 or more of the above

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

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

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

3.32

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

110

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	[View File](#)

4.3 - IT Infrastructure

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

A central computer centre has been setup with support from the North East Council (NEC) having 32 Intel Core i3 computers with Windows OS in every PC. The centre facilitates students as well as faculties to access various IT resources including conducting the training workshop and practical in bioinformatics. The Rajabala Das library is also equipped with both 2 Intel i5 and 2 Intel i3 PCs. The reserve bank of India donated 13 Intel core i5 desk top PCs and 2 i5 laptop computers to the college during 2022-23. During 2023-24, one all in one desktop and one i5 13th generation laptop computers were procured for Principal and IQAC respectively.

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

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

4.3.2 - Number of Computers

137

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	**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)

2.36

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

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

In order to create a setting that is acceptable and sufficient for learning, the College must maintain its physical, academic, and support facilities and make strategic use of them. The college follows a decentralized system in regard to maintenance of infrastructure. The Construction and maintenance committee of the college looks after the maintenance of various infrastructure of the college. Similarly, for smooth conduct of academic activities, the academic committee is works in tandem with the college authority. All purchase of the college is routed through the purchase committee. There is a Library advisory committee to look after the purchase of books and

library infrastructure. The generator and drinking water facility is maintained through AMC contract. Electrical installations are maintained through electrical firm and plumber is engaged to maintain the water installations, The in-charges for Sports and Gymnesium looks after the proper maintenance of sports and gymnasium infrastructure of the college. The hostel superintendent along with the hostel committee members entrusts hostel staff for monitoring and maintenance of physical facilities of the hostel. The garbage of the college as well as hostel campus is disposed through engaging the NGO.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

989

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

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

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by

the institution / non- government agencies during the year

21

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)	View File

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

A. All of the above

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

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

434

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

434

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

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

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

26

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

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

5.2.2.1 - Number of outgoing student progression to higher education

208

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

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

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

36

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

5.3 - Student Participation and Activities

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

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

20

File Description	Documents
e-copies of award letters and certificates	View File
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 student community is mainly represented by the Handique Girls' College Students' Union elected directly by the students of the College which is constituted as per the Lyngdoh Commission. The college engages students in various academic, administrative, co-curricular and extracurricular activities some of which are as follows:

- The college ensures smooth conduction of the Annual College Week through the Students' Union under the guidance of the Teachers In-Charge.

- The All Assam Sarat Chandra Memorial Inter-College Debate Competition is organized every year with the debating secretary of the Students' Union acting as organizing secretary.

- The editorial board of the Annual College Magazine has the magazine secretary and some other students as members and they play a key role in bringing out the college magazine.

- In the Internal Committee of the college the students' community is represented by the President of the Students' Union who functions as a member of the committee.

- The President of the Students' Union is also a member of the Internal Quality Assurance Cell of the college.

- The college hostel is run by the Superintendent with active participation of the students boarders who are engaged as monitors, mess managers etc.

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

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

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

63

File Description	Documents
Report of the event	View File
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 Alumni Association of Handique Girls college got its registration on 27th May 2024 under society registration act XXI of 1860. The name of the association is ALUMNI ASSOCIATION HANDIQUE GIRLS' COLLEGE. The registration no. of the association is RS/KAM(M)/263/RFSRS/202401264 OF 2024-2025. Dr Babita Choudhary, Principal (Retd.) R.G.Baruah College and Ms Devaggona Lahkor, Guest Faculty of Cotton University are President and Secretary respectively. In the process of registration our College Alumna Dr Pallavi Mali (Assistant Professor , Education Dept), Assistant Secretary took the full responsibility and completed the process. This association is constituted with 13 executive members.

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

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

File Description	Documents
Upload any additional information	[View File](#)

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The Vision and Mission of the College is widely communicated to all stakeholders concerned. The Governing Body of the college keeps this in mind in its governance and decision-making.

- 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.
- Decentralization of functions and a participatory system of governance that is based on the different Committees and Cells in the College, helps in institutional functioning.
- Teachers are appointed as convenors and members of the Cells/Committees with student representatives.
- Students are given awareness on important issues through workshops, seminars, training programmes and talks. (Document attached)
- Extension activities are also carried out by the different units of the college.
- Activities infused with core values of the College contribute to a vibrant learning environment.
- The college has instituted the Rajabala Das National award to be conferred to individuals, contributing towards women empowerment keeping in spirit with the motto of the institution.
- The Students' Union of the College contributes to the corporate life of the College.

The essence of National Education Policy 2020 has been incorporated in the vision of the college, and has been implemented since 2023 which tries to give a holistic education to the students. It tries to foster critical thinking which may lead to innovations and logical decision making in line with NEP.

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

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

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

Academic:

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

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

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

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

Administrative:

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

The Construction Committee develops the construction and renovation plan for each project.

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

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

regulation. The Hostel Committee is entrusted with the task of overall management of the college hostel.

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

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The strategic plan of the college for the period 2021-2026, aims to boost the process of teaching learning through creation of new facilities and renovation of the existing ones. Keeping parity with it, the Internal Quality Assurance Cell submitted a proposal of priority list of things before the Principal of the college and the Governing Body approved for the same. The proposal also included procurement of smart-boards amongst others. In its meeting held on 1/08/2023, the Purchase Committee discussed the plan for procuring smart boards was outlined. On 30/11/24, the purchase committee approved for calling of quotation for smart boards for selected classrooms as well as for display. Accordingly in its meeting on 02/02/24, the six quotations received were opened for preparing comparative statement. It was also decided that few firms will be called for demonstration. After going through due processes, M/S Adva Tech Solution (which quoted the lowest), was placed with the order of smart boards. It was decided to go with Speckron brand of size 75inch and 85inch respectively with movable stand and UPS for each board. Installation of nine interactive displays (smart boards) with a cost of approximately 13 lakh rupees was completed by April 2024.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
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 partsAcademic (Nodal Agency Gauhati University), Administrative (Nodal Agency Directorate of Higher Education, Assam). The Governing Body is the apex decision making body in the College. For all administrative functions; Principal's office has General Administrative and Accounts sections. Office functions are guided by the Administrative and Financial rules of the Government of Assam and the General Financial Rules, 2017. Besides this, the College also refers to the General Financial Rules, 2017, for guidance.

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

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

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

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

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

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user interfaces	View File
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 conforms to government and UGC guidelines, for its teaching and non-teaching staff.

Implementation of welfare schemes for the Non-Sanctioned Non-teaching employees from the year 2016-2017 (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 enrolment of these employees under ESIC scheme (1.75% of Basic salary from the employees and 4.75% of the Basic salary from the college fund), approved by the Governing Body.

Availability of food at a subsidized rate in the college canteen.

Group Insurance Scheme.

Regular health check ups

FDP programme of UGC, Schemes of Higher Studies by Government of Assam.

Earned leave, Child care leave, Maternity leave.

Special need/merit scholarships for children of non-teaching staff.

Collection of funds for needy non-teaching staff to meet contingencies as and when required. For the purpose an account is being maintained at The Assam Cooperative Apex Bank. Amount disbursed in 2023-24 is Rs. 2.6 lacs.

Permission to avail holidays on 2nd and 4th Saturdays and 1st and 3rd Saturdays on a rotation basis for the office staff.

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

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

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

0

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

6.3.3 - Number of professional development /administrative training programs organized

by the institution for teaching and non-teaching staff during the year

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

4

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

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

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

115

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

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

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

- **Every year the college seeks information from the teachers about their academic achievements and the same is recorded. This record reflects the publications, conferences attended, papers presented, participation in orientation and refresher courses by the faculty members. At the time of promotion, as per UGC guidelines for the API calculation and interview held for the purpose, such records are assessed. Performance appraisal record is collected in prescribed format and the achievements of the faculty are kept in IQAC for their inclusion in the AQARs of the college. These are communicated to the concerned authority for the preparation of ACR of the faculty members.**
- **A committee comprising of President of Governing Body, Principal and Vice-Principal, monitors the performance and considers the promotional aspects of the non-teaching staff. This process implies to the Grade-IV employees depending on the number of years they have served the institute (Assam Govt. Regulations are followed). The Departmental Promotion Committee after its due consideration recommends the employees for the time scale promotion to the higher authorities (DHE, Assam). The employees have to apply in the prescribed format supplied by the DHE.**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	<u>View File</u>

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. A Chartered Account (CA) has been engaged to undertake Internal

Audit of the college accounts and provide consultancy on tax matters. The Internal audit report has been completed till 2022-2023 and the reportfor the Financial Year 2023-2024 is under process.

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

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

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

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

1.983

File Description	Documents
Annual statements of accounts	View File
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

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

- Research projects submitted by individual teachers, are run by the funds received from the concerned departments/organizations like UGC, DBT, DST, ASTEC, SERB, etc.
- College fees for regular and Financing Courses. • Revenue

- generated as venue charges for conducting competitive examinations.
- Overhead charges from the research grants received from various government and nongovernment funding agencies.
- IGNOU Study Centre charges.
- Corpus fund.
- Bank

Utilization of Resources:The Governing Body, Finance, Purchase, Planning, Construction Committees and various associated bodies help in the preparation, division, allocation and utilization of funds. Various funds received are deposited in separate bank account. The Purchase Committee has an oversight on all major procurement procedure. The College follows Ministry of Finances, GFR 2017 in this regard. Each item is purchased by comparing a minimum of three quotations received. Collections deposited in the bank and expenditure- recurring and non-recurring, incurred through Cheques/Electronic mode. Authorized persons operate bank transactions.

- Fees received are used for development of the college, non-grant faculty and staff salaries, students activities and are properly audited.
- Physical/Academic facilities augmented, Library/Sports services strengthened for students.
- Laboratories augmented, IT infrastructure increased, guest lectures, field trips, industrial visits organized.

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

6.5 - Internal Quality Assurance System

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

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

- Teacher Led Students' Research Projects: This initiative is to orient the students in areas of research and development, with a view to enriching their educational

experience. It was initiated in 2010. Under this, students from different departments, carry out research projects under the guidance of teacher supervisors.

- **Faculty/Student Development by holding talks, seminars and workshops:** IQAC takes initiatives to create awareness among faculty and students on important issues through seminars, workshops, talks etc. IQAC has also collaborated with other institutions and organized orientation and sensitization programmes. Further, IQAC has always encouraged for classrooms with ICT facilities thereby making dissemination of information more interesting and learner friendly.
- **Institutional Seed Research Grant :** ISRG has been instituted to encourage faculty members to undertake innovative research projects
- **Memorandum of Understanding (MOU) was signed between**
  - Damdama College, Kulhati, Kamrup, dated 9/8/2023
  - Amtron, dated 25/8/2023
  - Kid Veda, dated 3/10/2023
  - The Wonderbeats Foundation, dated 7/10/2023
  - Dept of Statistics, Arya Vidyapeeth College (Autonomous) Guwahati, dated 17/10/2023
  - Meghna Koushik, dated 6/11/2023
  - The Assam Royal Global University, dated 9/12/2023
  - Takshashila School of Civil Services, Guwahati, dated 10/5/2024
  - Assam Down Town University, dated 22/5/2024
  - HPB Girls' College, Golaghat, dated 12/6/2024
  - AIIDC, dated 21/6/2024

File Description	Documents
Paste link for additional information	https://www.hgcollege.edu.in/page/research/research-cell
Upload any additional information	View File

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

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

- **Academic Initiatives:**
  - Facilitating the creation of learner centric environment, through quizzes, class seminars experiential and participative learning strategies, conducive to quality education.
  - Active learning to promote/incorporate strategies in our curriculum and transform classrooms into exciting dynamic learning environment.
  - To encourage effective collaboration (especially for of large classrooms), small group discussions/ peer to peer discussions etc. are organized.
- **Research Initiatives:**
  - Project based learning.
  - In dept laboratory experiments.
  - Presentations Publications
- Arrangement for feedback response from students, teachers, alumni and parents on the institution and curriculum. Based on the feedback obtained, faculties who are on the Gauhati University's Committee of Courses and Syllabi (CCS), provide inputs for curriculum revision. The feedback on teaching, which is essentially formative, is communicated to the individual teachers.
- Developing an elaborate guideline and procedural requirement for efficient functioning of the Student Mentoring System in the College. Under this system, faculty members are allotted as mentors to a specified number of students (mentees). Mentors guide their respective mentees on varied issues, be it academic, career oriented, psychological or health related.
- Organization of in-house Faculty Development Seminars, Talks, and Workshops on quality related themes

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality	B. Any 3 of the above

audit recognized by state, national or international agencies (ISO Certification, NBA)	

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
Upload e-copies of the accreditations and certifications	[View File]
Upload any additional information	[View File]
Upload details of Quality assurance initiatives of the institution (Data Template)	[View File]

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

• **The college is a premiere women's institution in North East India, ensuring a safe and secure environment for its students.**

• **Student Support Cell addresses various issues and concerns raised by the students.**

• **Different departments frequently organize talks on gender equity to raise awareness among students.**

• **The Internal Committee, formed as per government guidelines, follows due protocol in redressing complaints.**

• **The Women Studies Cell conducts an annual certificate course covering topics like women and gender-related issues, soft skills, and more.**

• **The Students Union is responsible for maintaining the Girls' Common Room of the College.**

• **CCTV cameras are across the campus and library**

• **Female security guards are posted at the entrance of the college for additional security.**

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

• **Students are issued ID cards which has to be worn by them within the college campus**

• **There is an Anti-Ragging Committee in the college which ensures zero ragging within the college premises.**

• **Grievance Redressal Cell is available to address and resolve the grievances of the students.**

File Description	Documents
Annual gender sensitization action plan	https://www.hgcollege.edu.in/uploadfiles/Annual-gender-sensitization-action-plan-2023-24.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	http://www.hgcollege.edu.in/uploadfiles/gender_equality-2023-24.pdf

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

`C. Any 2 of the above`

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

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

The college uses both traditional and cutting-edge technologies to manage both biodegradable and non-biodegradable waste, depending on the type of waste.

1. **Solid waste management:** Various locations on campus and hostel premises have designated trash cans for dry and wet waste segregation.
2. **Liquid waste management:** The pipelines are being constructed to collect liquid and sewage waste of the college and hostel campuses with underground drainage system.
3. **Biomedical waste management:** The College rarely produces any biomedical waste and whenever the need arises the disposal is done with the help of health workers.
4. **E-waste management:** The College has an E-waste management committee which monitors the conditions of the electronic gadgets time to time and after auditing the devices are auctioned.

Waste recycling system: The College has MoU with SHRISTI, an NGO, whichcollects the segregated solid waste from the college campus and shifts it to waste recycling plants run by Guwahati Municipal Corporation.

1. **Hazardous chemicals:** The liquid effluent mixed with acids, bases, salts, organic solvents etc. are treated in a customized plant outside the labs and the treated water is percolated to the ground.
2. **Radioactive waste management:** Radioactive waste is not produced in the college.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	https://www.hgcollege.edu.in/uploadfiles/Geo-tagged-photographed-of-the-Waste-management-2023-24.pdf
Any other relevant information	View File

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

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

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 with trees and plants	A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

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

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

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	A. Any 4 or all of the above

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

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

Handique Girls' College fosters an inclusive environment by embracing cultural, linguistic, regional, and socio-economic diversity. Our admission policy reflects this commitment, welcoming students from varied backgrounds.

Cultural Diversity is celebrated through initiatives like the annual cultural procession during College Week, where students showcase ethnic attire and address social themes. Events such as folk dance and song competitions, traditional dress contests, and local sports underscore our rich heritage. Wall magazines and excursions further highlight unity in diversity. NCC cadets participate in events like Run for Unity and Purvottar Swabhiman Utsav, promoting national integration. The college also observes significant cultural days like Bishnu Rabha Diwas and Rabindra Jayanti with enthusiasm.

Linguistic Diversity is nurtured through multilingual instruction and celebrations like Hindi Diwas and Rabindra Jayanti, fostering harmony. Language workshops enrich student engagement, and national and state anthems sung at events reinforce unity.

To promote socio-economic inclusivity, the Fee-Waiver Scheme and EWS category provide support to underprivileged students. Faculty and students engage in NGO activities, flood relief efforts, and fundraising through exhibitions. Remedial classes ensure academic assistance for all.

By celebrating diversity and addressing inequalities, Handique Girls' College creates a harmonious and inclusive space for holistic development.

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

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

Handique Girls' College is dedicated to instilling awareness of constitutional values, rights, duties, and responsibilities among its students and employees.

NCC and NSS Activities play a pivotal role in fostering civic responsibility. The college actively participates in the Swachh Bharat Abhiyan through cleanliness drives involving students, faculty, and staff. International Yoga Day is celebrated with workshops promoting health and wellness. The History Department organizes excursions to instill respect for India's cultural and historical heritage.

Community Engagement includes visits to old age homes, where students and faculty interact with senior citizens through enriching activities. Lectures and workshops, conducted by the Women's Study Cell and the Department of Education, enhance awareness of citizen rights and duties. The Zoology Department, in collaboration with WWF, hosted an Earth Hour awareness program to emphasize environmental responsibility. Street plays

addressing societal issues further encourage critical engagement.

The college observes National Days like Constitution Day and Independence Day with active participation. Various committeesensure students' rights and safety.

The Preamble, Fundamental Rights, and Students' Charter are prominently displayed across campus, alongside the core values of the institution, creating an environment that emphasizes social responsibility and constitutional obligation.

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

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

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

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

The college inculcates patriotic and socio-cultural values in the students. Commemorating days, events and festivals of national and international importance honors the great heritage of India. The following days were celebrated with a lot of fervor.

•National Handloom Day,•Breast Feeding Week,•Independence Day,•Radhakrishnan's Day,•World Suicide Prevention Day,•International Literacy Day,•Hindi Divas,•International Day of Democracy,•Biswakarma Puja,•Gandhi Jayanti,•Amrit Kalash Yatra Programme,•National Education Day,•World Philosophy Day,•Constitutional Day of India,•Human Rights Day,•National Mathematics Day,•National Voters Day,•Republic Day,•Saraswati Puja,•International Mother Language Day,•National Science Day,•Birthday celebration of the founder of this college, •International Women's Day,•Pi Day,•World Theatre Day,•Kalpana Chawla Day,•World Poetry Day,•World Water Day, etc.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	[View File](#)
Geo tagged photographs of some of the events	[View File](#)
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 are uploaded on the College website and the link to the Best Practices is attached below.

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	**No File Uploaded**

7.3 - Institutional Distinctiveness

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

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

File Description	Documents
Appropriate web in the Institutional website	[View File](#)
Any other relevant information	**No File Uploaded**

7.3.2 - Plan of action for the next academic year

- **A Biogas plant will be installed.**
- **More solar panels will be installed as alternative source of energy.**
- **Intellectual Property Rights (IPR) Cell will be opened to facilitate research and developement.**
- **Gender sensitizing activities will be done in a planned way putting more focus on campus and off-campus activities as part of community extension activities drive.**
- **Research activities will be given more priority by taking a series of activities like motivating the young teachers in pursuing research and publishing research papers, releasing grants to teachers for research initiatives, etc.**
- **A cluster of villages will be adopted under the village's adoption committee and some areas will be identified for undertaking beneficiary works in future.**
- **College's infrastructural development in terms of new construction will be prioritized.**
- **Mentoring of students, focusing on the mental health of the students and engaging them in various co-curricular activities is identified as the primary area for the holistic development of the students' mental and physical well-being.**
- **Effective steps will be taken to strengthen the Alumni association.**
- **Green initiatives will be intensified.**
- **Academic monitoring committee will be engaged in creating the best academic environment in the college by utilizing the resources at hand. There is also a plan to open Translation Studies and Indian Knowledge System Centers**

in the College.