ANNUAL QUALITY ASSURANCE REPORT

(AQAR)

JULY 2016 TO JUNE 2017

SUBMITTED TO

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

HANDIQUE GIRLS' COLLEGE

GUWAHATI-781001

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

1. Details of the Institution

1.1 Name of the Institution

> HANDIQUE GIRLS' COLLEGE, GUWAHATI

1.2 Address Line 1

> VIP ROAD, DIGHALI PUKHURI WEST SIDE

Address Line 2

> PANBAZAR

City/Town

> GUWAHATI

State

> ASSAM

Pin Code

> 781001

Institution e-mail address

> hgcollege75@gmail.com

Contact Nos.

> 0361-2543793

Name of the Head of the Institution:

> Dr Utpal Dutta, Principal

Tel. No. with STD Code:

> 0361-2543793

Mobile:

> 09401151236

Name of the IQAC Co-ordinator:

Mr. Madhab Ch. Talukdar

Mobile:

09706053185

IQAC e-mail address:

iqachgcollege@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

ASCOGN10580

1.4 **NAAC Executive Committee No. & Date:**
  (For Example EC/32/A&A/143 dated 3-5-2004.
  This EC no. is available in the right corner- bottom
  of your institution's Accreditation Certificate)

EC/54/RAR/038 dated 08.01.2011

1.5 Website address:

http://www.hgcollege.edu.in

Web-link of the AQAR:

http://www.hgcollege.edu.in/AQAR2016-17.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B+	78.05	2004	5 years
2	2nd Cycle	B	2.87	2011	5 years
3	3rd Cycle	-	-	-	-
4	4th Cycle	-	-	-	-

1.7 Date of Establishment of IQAC :

21/03/20004

1.8 AQAR for the year *(for example 2010-11)*

2016-17

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011*)

  i. AQAR 2010-11 submitted to NAAC on 13.01.2012
  ii. AQAR 2011-12 submitted to NAAC on 01.12.2014
  iii. AQAR 2012-13 submitted to NAAC on 01.12.2014
  iv. AQAR 2013-14 submitted to NAAC on 29.12.2015
  v. AQAR 2014-15 submitted to NAAC on 31.12.2018
  vi. AQAR 2015-16 submitted to NAAC on 31.12.2018

1.10 Institutional Status

 University   State ☐ Central ☐ Deemed ☐ Private ☐

 Affiliated College   Yes ☑ No ☐

 Constituent College Yes ☐ No ☐

 Autonomous college of UGC Yes ☐ No ☐

 Regulatory Agency approved Institution Yes ☐ No ☐

 (eg. AICTE, BCI, MCI, PCI, NCI)

 Type of Institution Co-education ☐ Men ☐ Women ☑

       Urban ☑ Rural ☐ Tribal ☐

 Financial Status Grant-in-aid ☐ UGC 2(f) ☑ UGC 12B ☑

     Grant-in-aid + Self Financing ☑ Totally Self-financing ☐

1.11 Type of Faculty/Programme

  Arts ☑ Science ☑ Commerce ☐ Law ☐ PEI (Phys Edu) ☐

  TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

  Others (Specify) BCA/ PGDCA (Self Financing)

1.12 Name of the Affiliating University *(for the Colleges)* Gauhati University, Guwahati

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University [ ]

University with Potential for Excellence [ ]   UGC-CPE [ ]

DST Star Scheme [ ]   UGC-CE [ ]

UGC-Special Assistance Programme [ ]   DST-FIST [ ]

UGC-Innovative PG programmes [ ]   Any other (*Specify*) | DBT-Star College Scheme |

UGC-COP Programmes [ ]

2. IQAC Composition and Activities

2.1 No. of Teachers — 08

2.2 No. of Administrative/Technical staff — 01

2.3 No. of students — 02

2.4 No. of Management representatives — 01

2.5 No. of Alumni — 01

2. 6 No. of any other stakeholder and

Community representatives — 01

2.7 No. of Employers/ Industrialists — 01

2.8 No. of other External Experts — 01

2.9 Total No. of members — 16

2.10 No. of IQAC meetings held — 01

2.11 No. of meetings with various stakeholders:

Faculty   Non-Teaching Staff

| 01 |

| |

Students   Alumni

| 01 |

| |

Others

| - |

2.12 Has IQAC received any funding from UGC during the year?   Yes | | No | √ |

    If yes, mention the amount | |

2.13 Seminars and Conferences (only quality related)

   (i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. | 0 | International | 0 | National | 0 | State | 0 | Institution Level | 0 |

   (ii) Themes

2.14 Significant Activities and contributions made by IQAC

- Feedback was obtained from students and guardians and the students' feedback analysed

- The cell prepared the AQAR for the year 2015-2016.

- In consultation with the Academic Committee, it prepared the Academic Calendar.

- IQAC has been engaged in the screening of teachers for Academic Performance Index for their promotion under PBAS.

- Organised skill development programme for faculty of the College in collaboration with the Indian Skill Academy.

2.15 Plan of Action by IQAC/Outcome: The plan of action chalked out by the IQAC in the beginning of the year towards quality   enhancement and the outcome achieved by the end of the year *

The IQAC planned to address different of institutional functions

Plan of Action	Achievements
1. **Infrastructure addition**	A digital classroom has been constructed The renovation of two classrooms and the chemistry laboratory have been completed.
2. **Strengthening Lab facilities to support better learning.**	Facilities in science laboratories have enhanced. The central computer centre has been equipped with more number of Desktop Computers.
3. **Initiatives on research**	Total of 8 nos. of Teachers- led Student Research Projects have been granted from the college fund.

Attached the Academic Calendar of the year as Annexure   *Annexure I*

2.16 Whether the AQAR was placed in statutory body   Yes √   No ☐

Management √   Syndicate ☐   Any other body ☐

Provide the details of the action taken

Part – B

Criterion – I
1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	3		3	-
PG	3	1	4	-
UG	19	-	1	-
PG Diploma	1	-	1	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	1	-	-	1
Others	-	-	-	1
Total	27	1	9	2

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open option :

The CBCS is operational for the four postgraduate programs run by the College under the Gauhati University.

At the undergraduate level, the College offers Core Courses in eighteen subjects across the sciences and humanities. Students enrolled under an undergraduate program in the College can choose electives from twenty available options.

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	19 (UG) + 4(PG) +1(PGDCA)
Trimester	-
Annual	

1.3 Feedback from stakeholders*   Alumni ☐   Parents √   Employers ☐   Students √
   (On all aspects)

Mode of feedback   :   Online ☐   Manual √   Co-operating schools (for PEI) ☐

Please provide an analysis of the feedback in the Annexure   *Annexure II*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

> The revision and updating of syllabus and framing of regulations are done by the affiliating University. The PG syllabus was restructured under the CBCS w.e.f. 2016 and is being followed in the four PG programmes running in the College.

1.5 Any new Department/Centre introduced during the year. If yes, give details. No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
79	44	35	-	-

2.2 No. of permanent faculty with Ph.D. 58

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
3	11	-	-	-	-	-	-	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty   7   36

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	8	23	0
Presented papers	5	46	0
Resource Persons	-	-	-

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- College has been providing ICT Tools for class room teaching. Two numbers of KYAN Universal Pro-multimedia i3 processor have been procured for ICT classroom. A digital class room has also been constructed with well-equipped video conferencing system.
- The student progress monitoring card has been introduced for all students.

2.7 Total No. of actual teaching days
      during this academic year

195

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book
Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Re-examination for sessional examinations has been initiated for students unable to sit due to genuine causes. Students are also allowed to see their answer scripts after evaluations. and request for re evaluations are entertained.

2.9 No. of faculty members involved in curriculum
      restructuring/revision/syllabus development

17

as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

93.72%

2.11 Course/Programme wise distribution of pass percentage:

2016-17								
Serial No.	Subjects	Appeared	1st Class	%	2nd Class	%	Total pass	Pass%
1	B. A. in Assamese	43	23	53	20	47	43	100
2	B. A. in Bengali	1	-	-	1	-	1	100
3	B. A. in Education	42	35	83	7	17	42	100
4	B. A. in English	61	26	43	34	56	60	98
5	B. A. in Hindi	23	10	43	10	43	20	97
6	B. A. in History	56	32	57	23	41	55	98
7	B. A. in Home Science	17	11	65	4	24	15	88
8	B. A. in Philosophy	35	24	69	11	31	35	100
9	B. A. in Political Science	57	44	77	13	23	57	100
10	B. A. in Psychology	21	21	100	-	-	21	100
11	B. A. in Sanskrit	11	5	45	6	55	11	100
12	B. A. in Economics	59	40	68	16	27	56	95
13	B. Sc. in Botany	23	19	83	4	17	23	100
14	B. Sc. in Chemistry	19	19	100	-	-	19	100
15	B. Sc. in Economics	6	4	67	2	33	6	100
16	B. Sc. in Home Science	3	3	100	-	-	3	100

17	B. Sc. in Mathematics	13	5	38	7	54	12	92
18	B. Sc. in Physics	19	14	74	3	16	17	89
19	B. Sc. in Statistics	7	6	86			6	86
20	B. Sc. in Zoology	23	23	100	-	-	23	100
21	BCA	15	10	67	5	33	15	100
22	PGDCA	9	4	44	2	22.22	6	67
23	M.A. (Assamese)	19	-	-	17	89.47	17	89
24	M.Sc. In Botany	8	7	87.50	1	12.50	8	100
25	M.Sc. In Zoology	15	7	46.67	7	46.67	14	93

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

The IQAC take the following steps:

- Preparation of an Academic Calendar containing the annual schedule for all academic and co-curricular activities of the College for the whole academic year.
- Preparation of Lesson planning for each department in order to smoothly running the classroom teaching, covering the entire topics of the respective courses including Class/Unit Tests.
- Proper evaluation of Student feedback.
- Supporting computerisation of data entry of students' examination records.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	15
UGC – Faculty Improvement Programme	-
HRD programmes	01
Orientation programmes	01
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	19
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	20	12	-	29
Technical Staff	0	01	0	0

Criterion – III
3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- The IQAC supports the Teacher-led Student Research Projects.
- It has collaborated with the Institutional Biotech Hub of the college to organize capacity building training programmes for under graduate students to generate interest in research.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	03	1	-
Outlay in Rs. Lakhs	-	137.37	-	-

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	2	-	-
Outlay in Rs. Lakhs	--	4.45	-	-

3.4   Details on research publications

	International	National	Others
Peer Review Journals	20	4	-
Non-Peer Review Journals	13	7	-
e-Journals	27	-	-
Conference proceedings	5	2	-

3.5 Details on Impact factor of publications:

Range 0.776-6.118   Average 4.0717   h-index _____   Nos. in SCOPUS _____

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Name of the Project	Duration Years	Name of the funding Agency	Total grant sanctioned (LAKH|)	Received (LAKH)
Major Research Project 1. Synthesis, characterization and evaluation of anticancer activity of novel bio-essential transition metal complexes having tumour targeting and anti-tumour active ligands".	Three years (January 2015 to January 2018)	DBT	114.68	5.60
2. Studies on some novel mixed-ligand transition metal complexes showing near IR and visible light-induced PDT effect and anticancer activity.	Three years (January 2014 to January 2017)	DBT	86.13	Completed
Minor Research Project 1) Karyomorphological analysis and total genomic DNA extraction in different plant species of germs Phlogacanthus Nees . awailable in Karbi Anglong distnict of Assam.	One year	(ASTEC, Govt. of Assam)	1.25	1.25
2) Green protocol for the synthesis of nitrogenous heterocyclic compounds	Two years	UGC	3.20	2.25
Project sponsored by University/ College **(8 nos. Teacher-led students' Project)**		College	0.8	0.8
Summer Internships "Effects of heavy metals (copper, cadmium and lead) on pea (*Pisum sativum* L.): A sand culture study ". by Sukanya Sarma of Botany "Procedure to ensure the health care of captive animals" by Sushmita Dam and Priyanka Chetri		Tezpur University Assam State Zoo		-
Any other (*specify*)				
Total				

3.7 No. of books published   i) With ISBN No. | 3 | Chapters in Edited Books | 39 |

ii) Without ISBN No. | 1 |

3.8 No. of University Departments receiving funds from

UGC-SAP | | CAS | | DST-FIST | |

DPE | | DBT Scheme/funds | |

3.9 For colleges   Autonomy | | CPE | | DBT Star Scheme | 5 |

INSPIRE | | CE | | Any Other (specify) | 1 |

3.10 Revenue generated through consultancy | - |

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	-	-	-	-
Sponsoring agencies		--			-

3.12 No. of faculty served as experts, chairpersons or resource persons | | | | 3 |

3.13 No. of collaborations   International | | National | 2 | Any other | |

3.14 No. of linkages created during this year | |

3.15 Total budget for research for current year in lakhs :

From Funding agency | 9.1 lacs | From Management of University/College | 0.8 Lac |

Total | 9.9 Lacs |

3.16 No. of patents received this year: Nil

3.17 No. of research awards/ recognitions received by faculty and research fellows
of the institute in the year

Total	International	National	State	University	Dist.	College
	01	01				

3.18 No. of faculty from the Institution
who are Ph. D. Guides
and students registered under them

8

15

3.19 No. of Ph.D. awarded by faculty from the Institution

-

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF　1　　SRF　　　Project Fellows　　　Any other

3.21 No. of students Participated in NSS events:

University level　　　　State level　60

National level　　　　International level

3.22 No. of students participated in NCC events:

University level　　　　State level　29

National level　　　　International level

3.23 No. of Awards won in NSS:

University level　　　　State level

National level　　　　International level

3.24 No. of Awards won in NCC:

University level　　　　State level

National level　16　　International level

3.25 No. of Extension activities organized

University forum　　　College forum　01

NCC　　　NSS　02　　Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- On 11.05.16, the NSS unit organised a special village camp at Jabe-Patgaon village, near Rani, Guwahati. The volunteers led by Programme Officer visited the Jabe-Patgaon L.P. School. The volunteers organised drawing competitions, reciting competition amongst the students and distributed prizes. Besides, the volunteers distributed pencil boxes and colour pencils to all the students (60 students) of the school

- On 15.11.2016 the NSS Unit in collaboration with the Community Service and Extension Cell of Handique Girls' College organised an awareness camp at Chapaidong, near Narengi. The NSS volunteers conducted a socio-economic survey amongst the villagers.
- An outreach Programme was carried out by Department of physics in Kamakhya H.S. School on 21st Feb 2017. Students of class eight, nine & ten were involved in on experiments on magnetism, light etc. A short film on Astrophysics was shown to in brief knowledge about the universe.

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	Academic 5775.35sq.m Hostel 2384.155 sq.m			8159.37 sq.m.
Class rooms	41	03	Govt. of Assam	44
Laboratories	14	01	Govt. Of Assam & College fund	15
Seminar Halls	01			01
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	13	01	UGC	14
Value of the equipment purchased during the year (Rs. in Lakhs)	117.97	21.54	UGC & Govt. of Assam, College Fund	139.51
Others				

4.2 Computerization of administration and library

1. Computerisation of Examination branch and Administrative Block including Accounts Branch. All total 12 computers have been installed with LAN connectivity for these purposes.
2. Computerisation of admission process. Computerization of all the Examination related data of the college
3. Adopted cashless fee collection, online disbursement of salary and miscellaneous payments.
4. Library is automated with the Library Management Software SOUL 2.0.
5. An Institutional Repository cum Digital Library is being implemented

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	45,847		218	725895.00	46065	131850.00
Reference Books	3,788		134		3922	
e-Books	3135000+		-		3135000+	
Journals	19+10+13		1	47532.00	19+11+13	
e-Journals	6000+		-		6000+	
Digital Database	61		-		93	
CD & Video	192		-		192	
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart -ments	Others
Existing	147	52	Yes	-	50	10	21	14
Added	07		Yes	-		2	05	
Total	154	52		-	50	12	26	14

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- Organised an online training on the teaching and learning of Free & Open source software (FOSS) in collaboration with IIT Mumbai.
- Organized a training workshop on the tools of Bioinformatics.
- In December 2016, a Capacity building training of volunteers on cashless Transaction has been organized.
- An Awareness Programme in association with Environ, an NGO, was held on the disposal of E-waste.
- Organized a students' seminar on the topic "E-business –Online Marketing" on 07/11/2016.
- The User Orientation Programme is organised in the beginning of the each academic session particularly for the new comers.

4.6 Amount spent on maintenance in lakhs :

i) ICT

Rs. 1.14 lakhs

ii) Campus Infrastructure and facilities

Rs. 2.69 lakhs

iii) Equipments

Rs. 0.32 lakhs

iv) Others

Rs. 0.22 lakhs

Total :   Rs. 4.37 lakhs

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- The IQAC takes the opportunity of the Induction Meeting to inform students about the Students Aid Fund, and Counselling Services available in the College.

5.2 Efforts made by the institution for tracking the progression

- Arranged parent-teacher meets time to time to enhance the teaching learning processes from both ends and suggestions are taken from the parents for progression and academic growth.

- Continuous assessment for both theory and practical courses has been done through unit tests, assignments, presentation, poster presentation and model making.

- Teaching departments are encouraged to maintain records of students progress.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2153	99	-	13

(b) No. of students outside the state

41

(c) No. of international students

--

Men	No	%		Women	No	%
	0	0			0	0

	Last Year						This Year					
	General	SC	ST	OBC	PH/EC	Total	General	SC	ST	OBC	PH/EC	Total
UG	1213	184	353	462	20	2232	1193	179	320	441	20	2153
PG	47	13	13	12	0	85	45	12	13	29	0	99
PGDCA	12	0	0	1	0	13	8	1	1	3	0	13

-

Demand ratio   UG- 4.3 : 1   Dropout %

PG – 11.0 : 1   Dropout %

PGDCA- 1.7 :1   Dropout %

BCA – 1.6 : 1   Dropout %

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

> A lecture was organized on "How to prepare for Competitive Examination", delivered by Arup Barman from NICE (National Institute for Competitive Examination), Guwahati on 24.08.2016.
>
> A lecture was organized on "Recent advances in Biosciences and associated career prospects," 14.03.2017.
>
> A talk was organized on "Opportunities of Higher Education in Europe" on 04.08.2017.

No. of students beneficiaries   245

5.5 No. of students qualified in these examinations

NET   -   SET/SLET   -   GATE   -   CAT   -

IAS/IPS etc   -   State PSC   -   UPSC   -   Others   -

5.6 Details of student counselling and career guidance-

- One to one counselling by Dr. Nimi Borgohain, Sr. Clinical Psychologist, GNRC Hospital, Guwahati.

- Talk on "Understanding Mental health issues among College Students" by Dr. Nimi Borgohain.

- Awareness programme on Breast Cancer, organised in collaboration with , D.S Research Center,

Bamunimaidan Guwahati, Pratiksha Hospital & Apollo Clinic.on 26.10.2016

- Awareness Program on Environmental Hazards of Electronic Waste under Digital India Initiative on 07.06.2017.

- Presentations on "Higher Studies in the US" and also outlined ways to get a visa for the same" by Ms. Shelly Dittmar, Consular Section Chief, US Consulate General, Kolkata and Ms. Chandni Wadhwani, Education USA, On 02/11/2016.

No. of students benefitted | 560 |

5.7 Details of campus placement

		On campus	*Off Campus*
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
01	50		05

5.8 Details of gender sensitization programmes

- Organized Chevening Alumni India Lecture on "Woman's Right – Mapping the National and International Framework" on 15.03.2017. The program was conducted in association with British Information Centre, Guwahati.

- A ten days certificate course was held on Women Studies from 21st February to 4th March, 2017. The topics covered under the course are empowerment of women/ patriarchy, time and money management, sexual harassment at workplace at the rights of working women, women and health, personality development, etiquettes, communication skills, religion and women's empowerment.

5.9 Students Activities

5.9.1   No. of students participated in Sports, Games and other events

State/ University level | 4 | National level | 1 | International level | |

No. of students participated in cultural events

State/ University level | 28 | National level | 3 | International level | |

5.9.2   No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level | 5 | National level | 1 | International level | |

Cultural: State/ University level | 23 | National level | 3 | International level | |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	30	Rs. 1.12 lakhs
Financial support from government	426 (scholarships)	Rs 15.95 lakhs*
	214 (Fee waiver)	Rs. 13.52 lakhs
Financial support from other sources (DST INSPIRE)		
Number of students who received International/ National recognitions	-	-

* excluding the amount received by 213 students receiving minority and ST scholarships.

5.11   Student organised / initiatives

Fairs   : State/ University level | - | National level | - | International level | - |
Exhibition: State/ University level | - | National level | - | International level | - |

5.12   No. of social initiatives undertaken by the students | 08 |

5.13 Major grievances of students (if any) redressed:

The grievances raised by students during the meetings of the Grievance Redressal Cell were discussed with the Principal. The following are some of the grievances that were redressed.

- Enhanced the number of curriculum based books, academic journals, non-academic books, international and national level magazines etc. are included in the library.
- Black-boards have been replaced in a number of class rooms and Whiteboards, Green-boards have been installed.
- Sports & Gym facilities have been upgraded.
- Provided adequate number of ceiling fans in the classrooms.
- Provided adequate number of dustbins within the college campus and buckets and mugs in the toilets.
- Central Computer centre has been upgraded and twenty Nos. of new PC with Linux OS has been installed.
- Initiative for renovation of the old toilet block has been undertaken for the students and staff.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: To contribute towards the creation of a tolerant, equitable and enlightened human society.
Mission: Enrichment of society through a holistic education for women.

6.2 Does the Institution has a management Information System

The MIS Software "Academic DCL" is extended to collect fees for all admission (new and renewal) along with the earlier provisions. The system is also used to generate the list of students who were admitted in Govt's Fee Waiver Scheme which was submitted to the Government for reimbursement. The system is also used to prepare the various lists required for feeding data in different ranking agencies like AISHE, Assam Govt. Portal etc.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

- A number of faculty members are involved in course restructuring and revision committees constituted by Gauhati University. A number of faculty members are working as active members of University examination committee to frame questions papers and evaluate examination scripts.
- IQAC encourages faculty members to take up projects, publish research works, organise and participate in academic programmes.
- Students counselling and mentoring are performed around the year for the academic and psychological upliftment of the learners.

6.3.2 Teaching and Learning

- An Academic Calendar is prepared containing the number of teaching days in the academic session, the schedule for classes and sessional examinations, cultural events, and holidays.
- Faculty members of each department prepare lesson plans and each teaching departments use multimedia and ICT enabled lectures.
- For the students requiring additional support, remedial classes are arranged time to time.
- Seminars, workshops and talks with experts from industry and civil society are organised at the departmental level in order to keep abreast of recent developments and emerging trends.
- The IQAC conducts a student appraisal of teachers, and takes a parent feedback to evaluate the teaching learning process at the institutional level and suggest measures for improvement.
- The Librarian and the library staff work in close association with the teaching faculty to ensure that the library resources augment the teaching-learning process and to impart orientation and training in accessing appropriate learning resources.

6.3.3 Examination and Evaluation

- An Examination Committee conducts all the examinations.
- Continuous evaluation through internal assessment, class tests, assignments, presentations, projects etc. have been done.
- Transparency is maintained in evaluation process.
- All the practical examinations are conducted with internal and external examiners.

6.3.4 Research and Development-

- The college has a research committee with 14 members headed by the Principal as President, Vice Principal as Vice President, a convenor, 8 faculty members, and 3 student members. The committee periodically invites Teacher led student research project from various departments of the college and after proper review from the experts, the projects are sanctioned. The committee also arranges presentation of the projects completed under teacher led student research scheme of the college.

- The Institute promotes interdisciplinary use of infrastructure for research because of space constraint for keeping new instruments and dedicated space for research activities. Under the DBT sponsored star college scheme, some basic interdisciplinary training programmes have been arranged for the students.

- The Institutional Biotech Hub of the college periodically organize some capacity building workshop and training programmes to generate interest in research among students.

- A number of faculty members are actively involved in interdisciplinary research as evident from the ongoing minor and major research project works and a number of publications.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library

The college library is equipped with more number of textbooks, reference books, e-books, journals, and e-journals.

A digital library has been set up with a central server and 12 client computer .

An institutional Repository along with library has been made Wi-Fi enabled.

ICT

- The existing thirty computers in the computer centre have been upgraded and optical fibre broadband connection has been provided. The campus is made Wi-fi enabled.

- More number of computers and internet facility are provided to each Departments.
- A new digital classroom has been constructed with Video conferencing system.

Physical infrastructure / instrumentation

- The science departments have procured a number of new equipments from the fund received from DBT Star college scheme and from RUSA.
- Renovation of two classrooms and the chemistry laboratory has been completed.
- The facilities of Institutional Biotech Hub are made available for students for their practical classes, project works, and research.
- Renovation and construction of the existing Hall has been done with modern Turnkey Basis Acoustic & Sound System.

6.3.6   Human Resource Management

- IQAC encourages faculty and staffs to participate in various self-development programmes.
- The College Administration provides necessary and relevant supports to all faculty, staff, and students to optimize their work.
- The Faculty Development Cell has been funded to conduct faculty development programmes like workshops, seminars, talks, and skill development programme for teachers.

- Training programme has been conducted for the use of computers for Grade III and Grade IV staffs to motivate them for self-development.
- Interactive programme of supporting staff with the persons from Audit Office , Govt. of Assam and Director, higher education is conducted for better management of college administration.

6.3.7   Faculty and Staff recruitment

- Recruitment of the teaching faculty is governed by the rules framed by the Higher education department, Govt. of Assam following UGC guidelines.

- Recruitment of administrative staff is governed by rules and regulations of Government of Assam.

6.3.8   Industry Interaction / Collaboration: Nil

6.3.9   Admission of Students

- The admission procedure is planned and executed by the Admission Committee maintaining the rules and regulations institutions as instructed by the UGC, Gauhati University, and the Government of Assam.
- All the details about the admission procedure, form submissions, merit list preparation, reservation of seats are provided in the college prospectus published every year well before the commencement of admissions.
- The details about the Admission procedure, submission of forms, merit list are made available in the college website.
- Admission is purely based on merit.

6.4 Welfare schemes for

Teaching	- The Teachers' Unit organizes programmes for the welfare of the teachers. - Group Insurance Scheme - Earned leave, Child care leave. - FIP Programme of UGC, Scheme for Higher Studies by Govt. of Assam. *Kalyan Nidhi*-a contributory welfare society of the teacher members.
Non teaching	- NPS (National Pension scheme) has been introduced for the employees from the year 2016-17 which amounts to Rs 500/- per month from the college fund. - Special assistance for non-teaching staff. - There is a provision of jobs to family members of non-teaching staff on compassionate grounds.
Students	- The College's Students' Aid Fund provides financial assistance to needy and economically weaker students. - Counselling services students. - Concession in fees for deserving students. - Admission to students with extracurricular activities. - Sponsoring students to take part in state/national/international level sports and cultural events.

6.5 Total corpus fund generated:

Rs.5.55 Crores

6.6 Whether annual financial audit has been done   Yes | Yes | No | |

6.7 Whether Academic and Administrative Audit (AAA) has been done? No

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes   Yes | | No | No |

For PG Programmes   Yes | | No | No |

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Not applicable.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Not applicable.

6.11 Activities and support from the Alumni Association

- Every department held annual alumni meeting to share the views and suggestions from the alumni for betterment of the institute.
- Special lectures, seminars and workshops by alumni are arranged on regular basis through Societies and Clubs.
- Memorial lectures and scholarships, awards, prizes and medals are provided every year by the alumni.

6.12 Activities and support from the Parent – Teacher Association

- The parent-teachers meet are organized by every department and collect the view of the parents on the implementation of its academic programmes.
- The college includes members from the parents in the Governing Body of the college who take part in the decision making and the development of the college.

6.13 Development programmes for support staff

6.14 Initiatives taken by the institution to make the campus eco-friendly

- To make the campus plastic free, several bins , are installed.

- Biodegradable solid waste management through Vermicomposting is being performed..

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

1. Library Upgradation

The college library is equipped with more number of textbooks, reference books, e-books, journals, and e-journals.

A digital library has been set up with a central server and 12 client computer .

An institutional Repository along with library has been made Wi-Fi enabled.

Introduction of new Academic and Professional programmes

- PG Course in Chemistry has been started under Gauhati University.

7.2 Provide The Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year:

Academic:

1. Post graduate course in the Department of Chemistry has been introduced.

2. Eight Teacher-led students' research projects have been sanctioned   from the college fund.

3. Two major research projects and two minor research projects are ongoing.

Technology up gradation:

> The existing Desktop computers in the computer centre have been upgraded along with Optical-fibre broadband connection.

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

7..4 Contribution to environmental awareness / protection

- On the occasion of World Environment Day 5th June, 2017, the Environmental Audit committee in collaboration of N.S.S. Unit of Handique Girls' College and Seva, an NGO of Guwahati undertook tree plantation programme within the college and hostel campuses.

  Energy conservation measures taken by replacing the fluorescent tube by CFL bulb and LED bulbs

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7.5 Whether environmental audit was conducted?   Yes [   ]   No [√]

7.6 Any other relevant information the institution wishes to add. (For example SWOT Analysis)

SWOC analysis of the College

Strengths	- The college is a pioneer institute of women education in North eastern states - The college derives it strength from its single gender character empowering the women. - The college is located at the heart of the city having excellent communication facilities with neighbouring localities. - The College caters to women's education from the +2 stage to the postgraduate stage (presently being offered by four teaching department's viz. Assamese, Botany, Zoology, Chemistry with proposal for Physics and Economics.). - Strong Library - The college maintains a healthy and cordial teacher- student relationship. - Sophisticated instruments are available in the Departments. - The college achieved DBT advanced level Biotech Hub.

	• Counselling is a regular practice
	• Academic help is made available from eminent teachers of Gauhati University & other institutions and students are mentored by College faculty.
	• The institution maintains complete transparency in its financial, academic, and administrative functions.
	• Research oriented environment of the college is strength of the institute.
	• Biotech Hub of the college provides a good platform for various research activities.
Weakness	• Space constraint: : scarcity of land (only 1.93 acre) is a large barrier for the college with no provision for expansion. This greatly hampered on introducing new courses as there is no provision for increasing the number of classrooms. The college is still facing problems to organize various sports and other curricular activities.
	• Due to shortage of sufficient faculty in the college, teachers need to be appointed as a part-time basis, leading to mismatch in the budget for other developmental activities.
	• Accommodate the large nos. of students in the 44 nos. of class room for their classes.
Opportunities	• With the single gender identity the college is privileged to have advantages of becoming a platform for various organisations/institutions to implement their schemes/agendas. This has enabled the students and faculties as well to get exposure to different societal activities.
	• As women's college, it has a great deal of worth and is an extremely important space for empowering women.
	• Students from North East can avail special scholarship to pursue higher education (e.g. Ishan Uday).
	• A number of sophisticated instruments are made available in the college for conducting research.
Challenges	• The adoption of latest teaching strategies to address diverse learning needs.
	• Implementation of digital learning by developing expertise amongst faculty members is another challenge.
	• Creating employment opportunities for the diverse students.

8. Plans of institution for next year

During the session 2017-2018, the College proposes to continue with its efforts to create a learning environment that fosters the all round development of its students.

- Take forward the work of infrastructural development
- Increase the facilities of science laboratories from the fund received from DBT-Star college grant.
- Strengthen the IT infrastructure.
- Carry out necessary renovation work in the Hostel and improve overall existing facilities.
- To Continue with Faculty development initiatives and village development program.
- Explore the possibility of introducing new courses of study and make efforts to integrate value education in the curriculum.

Name -Mr. Madhab Chandra Talukdar

Madhab Ch. Talukdar

Signature of the Coordinator, IQAC

Name -Dr. Utpal Dutta

Signature of the Chairperson, IQAC

Principal
Handique Girls' College
Guwahati-781001

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Annexure-I:

March 2017

1-4	Working Day/ Class Day
5	Sunday
6-11	Working Day/ Class Day
12-13	Sunday/ Dol Jatra (H)
14-18	Working Day/ Class Day
19	Sunday
20-25	Working Day/ Class Day
26	Sunday
27-31	Working Day/ Class Day

◆ Sessional Examination for the Even Semester to be completed by third week of March.

April 2017

1	Working Day/ Class Day
2	Sunday
3-8	Working Day/ Class Day
9	Sunday
10-13	Working Day/ Class Day
14-15	Bohag Bihu/ Good Friday (H)
16	Sunday
17-22	Working Day/ Class Day
23	Sunday
24-29	Working Day/ Class day
30	Sunday

May 2017

1	May Day (H)
2-6	Working Day/ Class Day
7	Sunday
8-9	Working Day/ Class Day
10	Buddha Purnima (H)
11-13	Working Day/ Class Day
14	Sunday
15-20	Working Day/ Class Day
21	Sunday
22-27	Working Day/ Class Day
28	Sunday
29-31	Working Day/ Class Day

◆ Even Semester Exams from 2nd- 22nd May 2017

June 2017

1-3	Working Day/ Class Day
4	Sunday
5-10	Working Day/ Class Day
11	Sunday
12-17	Working Day/ Class Day
18	Sunday
19-24	Working Day/ Class Day
25	Sunday
26-30	Working Day/ Class Day

◆ Commencement of Classes for Odd Semester- third/ fifth and H.S.2nd Year from June 1

N.B.

◆ Above mentioned (H) indicates Holiday (s)
◆ In the event of any change in the Holidays mentioned in the Academic Calendar, Gauhati University Holiday list to be followed.

General Rules

◆ Induction Day : " Know your college". All new students to assemble in the college field at 10.00 A.M.
◆ The Identity Card is to be brought to the college everyday.
◆ 75% attendance in all classes are compulsory.
◆ Appearing in all Sessional Examinations is compulsory.
◆ Students will wear the college Uniform on Class Day.

Summary

Odd Semester		Even Semester	
August,2016-December,2016		January,2017- June, 2017	
Working Day :	108	Working Day :	133
Class days :	87	Class days :	108
Fresher's Social:	01	College Week :	06
Odd Semester Exam:	19	Even Semester Exam :	19
Election:	01		
Holidays (with Sundays) : 37		Holidays (with Sundays): 31	
Summer Vacation :	31 (July 1-31 2017)		
Semester Break :	25 (Dec 24, 2016 – Jan 17,2017)		

সন্দিকৈ ছোৱালী মহাবিদ্যালয়

HANDIQUE GIRLS COL...

HANDIQUE GIRLS' COLLEGE
GUWAHATI

Academic Calendar

সন্দিকৈ ছোৱালী মহাবিদ্যালয়, গুৱাহাটী

77 years of
glorious existence

Academic Calendar
(August 2016 to June 2017)
College reopens on 1st August 2016
after summer vacation

August 2016
1	Working Day/ Induction Day
2-6	Working Day/ Class Day
7	Sunday
8-13	Working Day/ Class Day
14	Sunday
15	Independance Day (H)
16-20	Working Day / Class Day
21	Sunday
22	Tithi of Sri Sri Madhavdeva (H)
23-24	Working Day/ Class Day
25	Janmastomi (H)
26	Working Day/ Class Day
27	College Freshers' Social
28	Sunday
29-31	Working Day/ Class Day

September 2016
1-2	Working Day/ Class Day
3	Tithi of Sri Sri Sankardeva (H)
4	Sunday
5-10	Working Day/ Class Day
11	Sunday
12	Id-uz-Juha (H)
13-14	Working Day/ Class Day
15	College Students' Union Election
16-17	Working day/ Class Day
18	Sunday
19-24	Working day/ Class Day
25	Sunday
26-30	Working Day/ Class Day/ Sessional Exams for Odd Semester

October 2016
1	Working Day/ Class Day/ Sessional Exams for Odd Semester
2	Gandhi Jayanti (H) Sunday
3-6	Working Day/ Class Day
7-17	Durga Puja, Lakshmi Puja, Muharram, Kati Bihu (H)
18-22	Working Day/ Class Day
23	Sunday
24-28	Working Day/ Class Day
29	Kali Puja (H)
30	Deepawali / Sunday
31	Working Day/ Class Day

◆ Educational Field Trip to be arranged in the month of October.

November 2016
1-5	Working Day/ Class Day
6	Sunday
7	Working Day/ Class Day
8	Working Day/ Class Day/ S.C.Goswami Memorial Debate Competition.
9-12	Working Day/ Class Day
13	Sunday
14	Guru Nanak's Birthday (H)
15-19	Working Day/ Class Day
20	Sunday
21-26	Working Day/ Class Day
27	Sunday
28-30	Working Day/ Class Day

December 2016
1	Working Day/ Class Day
2	Asom Divas/ Sukafa Divas (H)
3	Working Day/ Class Day
4	Sunday
5-10	Working Day/ Class Day
11	Sunday
12-17	Working Day/ Class Day
18	Sunday
19-23	Working Day/ Class Day
24-31	End Semester Vacation

◆ End Semester Examination for Odd Semester will be held from 5th-23rd Dec 2016

January 2017
1-17	End Semester Vacation
18-21	Working Day/ Class Day
22	Sunday
23-25	Working Day/ Class Day
26	Republic Day (H)
27-28	Working Day/ Class Day
29	Sunday
30-31	Working Day/ Class Day

◆ Semester Break from 24th December 2016 to 17th January 2017
◆ Commencement of Even Semester Classes from 18th January 2017

February 2017
1	Saraswati Puja
2-4	Working Day/ Class Day
5	Sunday
6-11	Working Day/ Class Day
12	Sunday
13-18	Working Day/ Class Day
19	Sunday
20-24	Working Day/ Class Day
25	Sivratri (H)
26	Sunday
27-28	Working Day/ Class Day

◆ Annual College week will be held in the first part of February 2017

Annexure-II:

<u>FEED BACK ANALYSIS FOR THE SESSION 2016-17</u>

The average scores (out of 4 point scale) of the teachers of the college of all the parameters for which feedback was sought is 3.3 out of 4. This score falls in the top 17.5% from highest score/point.

It is observed that the highest score, which is 3.5, corresponds to the parameter no. 1 (i.e. Knowledge base of the teachers). This score falls in the top 12.5% from the highest score/point. Thus as per the students perception, the knowledge base of the teachers in this college can be regarded as carrying the degree of strength lying within the top 12.5%

It is also observed that the lowest score, which is 3.2, correspondents to the parameter no. 6 and 7 (i.e. Ability to integrate content with other courses and Accessibility of the teachers in and out of the class). This score falls in the top 20% from the highest.

In this connection it is to be noted that the parameter no. 9 (i.e. Provision of sufficient time of feedback) which scored the lowest in the two sessions 2013-14 and 2014-15 corresponds to a score of 3.3 in this session. This score falls in the top 17.5% from the highest. This means, the dissatisfaction level of the students so far as the provision of time of feedback is concerned is 17.5% which in other words means that the satisfaction level of them in this case is 82.5%.

It is to be highlighted that the overall score of the department of Microbiology is 4 out of 4, which is the highest possible score.