



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution	HANDIQUE GIRLS' COLLEGE
Name of the head of the Institution	UTPAL DUTTA
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	0361-2970214
Mobile no.	9401151236
Registered Email	hgcollege75@gmail.com
Alternate Email	iqachgcollege@gmail.com
Address	Handique Girls College, Dighalipukhuri West, Panbazar
City/Town	GUWAHATI
State/UT	Assam
Pincode	781001

2. Institutional Status																															
Affiliated / Constituent			Affiliated																												
Type of Institution			Women																												
Location			Urban																												
Financial Status			Self financed and grant-in-aid																												
Name of the IQAC co-ordinator/Director			Dr Bandana Nabis Das																												
Phone no/Alternate Phone no.			03612970214																												
Mobile no.			9864033663																												
Registered Email			bnabisdas@gmail.com																												
Alternate Email			iqachgcollege@gmail.com																												
3. Website Address																															
Web-link of the AQAR: (Previous Academic Year)			http://www.hqcollege.edu.in/AQAR2017-18.doc																												
4. Whether Academic Calendar prepared during the year			Yes																												
if yes,whether it is uploaded in the institutional website: Weblink :			http://www.hqcollege.edu.in/wp-content/uploads/2019/05/CALENDAR.pdf																												
5. Accrediation Details																															
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>B+</td> <td>78.05</td> <td>2004</td> <td>08-Jan-2004</td> <td>07-Jan-2009</td> </tr> <tr> <td>2</td> <td>B</td> <td>2.87</td> <td>2011</td> <td>08-Jan-2011</td> <td>07-Jan-2016</td> </tr> <tr> <td>3</td> <td>B</td> <td>2.47</td> <td>2021</td> <td>31-Mar-2021</td> <td>30-Mar-2026</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	1	B+	78.05	2004	08-Jan-2004	07-Jan-2009	2	B	2.87	2011	08-Jan-2011	07-Jan-2016	3	B	2.47	2021	31-Mar-2021	30-Mar-2026
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6. Date of Establishment of IQAC			21-Mar-2004																												
7. Internal Quality Assurance System																															
<table border="1"> <thead> <tr> <th colspan="3">Quality initiatives by IQAC during the year for promoting quality culture</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>						Quality initiatives by IQAC during the year for promoting quality culture																									
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Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
World Environment Day	05-Jun-2019 1	30
International Immunology Day	29-Apr-2019 1	5
National Science Day	02-Mar-2019 1	58
Programme on advanced preparation before implementation of the new curriculum: UG- CBCS	06-May-2019 1	85
Interaction Programme on new revised NAAC A & A guideline	19-Mar-2019 1	88
Workshop on Behavioral Remodeling and use of ICT Tools for Classroom Delivery of Teachers.	24-Sep-2018 6	38
Workshop on Digital Learning	14-Dec-2018 2	35
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Dr. Dhritikesh Chakraborty, Deptt. of Statistics	Travel Grant	UGC	2018 4	131388
Dr. Biswajit Choudhury, Deptt. of Political Science	Travel Grant	UGC	2019 5	158015
Dr. Kishore Dutta, Deptt. of Physics	Major Research Project	SERB	2018 1080	700000
Bio- tech hub	Special Programme for Bio-tech Hub	Ministry of Science & Technology, Govt. of India	2018 1	1102000
Dr. Dilip Saikia	Substitute Teacher against FDP	UGC (NERO)	2018 1	169992
College Library	Book Grant	DHE Assam	2019 1	200000
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes						
Upload latest notification of formation of IQAC	View File						
10. Number of IQAC meetings held during the year :	12						
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes						
Upload the minutes of meeting and action taken report	View File						
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No						
12. Significant contributions made by IQAC during the current year(maximum five bullets)							
<ul style="list-style-type: none"> Workshop on Digital Learning on 14th and 15th December 2018. 							
<ul style="list-style-type: none"> Behavioral Remodeling and use of ICT Tools for Classroom Delivery of Teachers on 24th - 29th September 2018. 							
<ul style="list-style-type: none"> 3 MoUs were signed with National Institute of Electronics Information Technology (NIELIT), World Wide Fund for Nature (WWF), an international nongovernmental organization and B. Borooah College, Guwahati. 							
<ul style="list-style-type: none"> Capability Enhancement programme on Art of being a scientist: Motivation, Inspiration and Aspiration by Prof. Uday Kishore, Brunel University, London. 							
<ul style="list-style-type: none"> Workshop on Digitized Accounts Management System with the use of tally ERP and GST for Non Teaching Staff. 							
<div> View File </div>							
13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year							
<table border="1"> <thead> <tr> <th>Plan of Action</th> <th>Achivements/Outcomes</th> </tr> </thead> <tbody> <tr> <td>Adoption of Active Learning</td> <td>Group learning activities was initiated with dividing each class into smaller groups and peer to peer discussions were organised</td> </tr> <tr> <td>To put in place a system for prompt system for redressal of all student grievances related to examination.</td> <td>Students' grievances related to examination have been adequately addressed.</td> </tr> </tbody> </table>		Plan of Action	Achivements/Outcomes	Adoption of Active Learning	Group learning activities was initiated with dividing each class into smaller groups and peer to peer discussions were organised	To put in place a system for prompt system for redressal of all student grievances related to examination.	Students' grievances related to examination have been adequately addressed.
Plan of Action	Achivements/Outcomes						
Adoption of Active Learning	Group learning activities was initiated with dividing each class into smaller groups and peer to peer discussions were organised						
To put in place a system for prompt system for redressal of all student grievances related to examination.	Students' grievances related to examination have been adequately addressed.						

Strengthen academic mentoring of students.	Academic mentoring of students has been strengthened as planned.				
Continue support for Under Graduate research.	Under Graduate students having major in different subjects are encouraged to carry out individual or Teacher-led research projects. A number of such research projects have been completed successfully.				
Initiate construction of building, with provision for academic use, in the hostel campus.	Target achieved.				
Renovate the toilets in the college campus and the dining hall in hostel and providing new dining hall furniture.	The planned renovation has been completed.				
Promote sports.	Sport facilities have been given priority for the benefit of the students. Necessary renovations and installation of facilities have been carried out.				
Flipped learning to be initiated a) Use of online videos to deliver classroom content b) Project based learning	Various projects on different topics were assigned to the students by the departments. After the completion of each project the students were asked to prepare a report and present before an expert committee. Few of these works were published in reputed journals.				
a) Mentoring workshop to be done to train up teachers b) Students to select teachers as their mentors for their guidance and suggestions	Workshop on "Behavioral Remodeling and use of ICT Tools for Classroom Delivery of Teachers" was organised in association with IIT Guwahati MentorMentee relationship was established by including students under each teacher for their overall development.				
Explore the feasibility of offering add-on courses.	FOSS (6 months' certification course for Computer Basics Office Automation January, 2019).				
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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1"> <tr> <td>Name of Statutory Body</td><td>Meeting Date</td></tr> <tr> <td>Governing Body</td><td>01-Feb-2021</td></tr> </table>		Name of Statutory Body	Meeting Date	Governing Body	01-Feb-2021
Name of Statutory Body	Meeting Date				
Governing Body	01-Feb-2021				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No				

16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2020
Date of Submission	02-Mar-2020
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>We have adopted MIS. For better governance and discharge of our academic responsibilities we have been using several portal services. Salary and financial transactions are conducted through the FIN Assam and PFMS portals. Students' examination form fillup and registration under Gauhati University are done under GU Portal. All records pertaining to students and receipt of internal transactions are maintained through Academic DCL. All communications from and with Govt. of Assam are carried out through the DHE MIS Portal. Besides these, we have been using NIRF, AISHE and NSP portal services. List of the portals currently used by the college is as follows: • Academy DCL • FinAssam • GU Portal • DHE MIS Portal • National Scholarship Portal (NSP) • Public Finance Management System (PFMS) • National Institutional Ranking Framework (NIRF) • All India Survey of Higher Education(AISHE) • Fee Waiver Portal of Govt. of Assam • NHERC RUSA MHRD Portal</p>

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

For curriculum delivery in a planned manner, every year the college forms a routine committee for preparation of college class routine which accommodates the requirement of classes by all the departments. An academic calendar is also prepared for teachers, students of the college that provide information about the working days, tentative dates of examinations and days earmarked for other activities like college week, freshmen social, etc. The teaching departments of the college prepare teaching plans for the individual teachers before the start of each semester. In such plans the number of classes needed by a teacher to complete his or her assigned portions are detailed. So far documentation is

concerned, the departments maintain daily progress records of the course against each teacher which is monitored by the respective HoDs. Whenever a new course or paper is introduced by the affiliating university, its course contents are discussed and distributed to the teachers according to their preference and specialisation. All HoDs keep track of course coverage and documentation of the same. HoDs draw attention of the departmental teachers regarding course coverage or other aspects of the curriculum whenever needed in the departmental staff meetings held in regular intervals. Presentations by students are also held every semester to assess effectiveness of curriculum delivery. All records of marks obtained by students in internal assessments are documented properly by the departments. The same is kept ready for submission to the affiliated university whenever needed.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NIL	NIL	Nil	0	NA	NIL

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NIL	Nil
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	BA in Assamese	01/08/2019
BA	BA in Bengali	01/08/2019
BSc	BSc in Botany	01/08/2019
BSc	BSc in Chemistry	01/08/2019
BA	BA in Economics	01/08/2019
BA	BA in Education	01/08/2019
BA	BA in English	01/08/2019
BA	BA in Hindi	01/08/2019
BA	BA in History	01/08/2019
BA	BA in Home Science	01/08/2019
BSc	BSc in Home Science	01/08/2019
BSc	BSc in Mathematics	01/08/2019
BA	BA in Philosophy	01/08/2019
BSc	BSc in Physics	01/08/2019
BA	BA in Political Science	01/08/2019
BA	BA in Psychology	01/08/2019
BSc	BSc in Statistics	01/08/2019
BA	BA in Sanskrit	01/08/2019

BSc	BSc in Zoology	01/08/2019
MSc	MSc in Botany	01/01/2018
MSc	MSc in Chemistry	01/01/2018
MSc	MSc in Zoology	01/01/2018
MA	MA in Assamese	01/01/2018

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
6 months' certification course for Computer Basics Office Automation	25/02/2019	190
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	BA in Political Science	10
BCA	BCA	20
BA	BA in Psychology	22
BSc	BSc in Physics	3
BSc	BSc in Zoology	33
BA	BA in Home Science	5
BA	BA in English	4
BA	BA in Education	41
BSc	BSc in Botany	1
BSc	BSc in Statistics	7
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Nil
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
Student feedback on the curriculum is obtained with the help of the format

designed by NAAC for evaluation of the course and teaching. Structured formats have also been introduced to obtain student feedback on academic grievances and record appreciation of teaching. Similarly feedback from teachers, alumni and parents are also collected. Based on the feedback obtained, faculty members who are on the Gauhati University's Committee of Courses and Syllabi (CCS) provide inputs for curriculum revision. The feedback on teaching, which is essentially formative, is communicated to the individual teachers.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	BA	650	1867	661
BSc	BSc	255	1143	269
MA	MA in Assamese	20	118	20
MSc	MSc in Botany	8	144	8
MSc	MSc in Chemistry	15	94	15
MSc	MSc in Zoology	15	189	15
BCA	BCA	30	79	34
PGDCA	PGDCA	20	7	7
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	2325	113	55	Nil	23

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
117	55	Nil	43	1	Nil

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

There is a students' mentoring system under which the major/honours students of each department are divided and allotted under the mentorship of the departmental teachers. Mentoring sessions are held from time to time in

which the mentees can put their doubts or problems pertaining to their course and personal life. Mentors guide them to overcome all the issues and problems faced by the mentees and the proceedings of such mentoring classes are maintained. Besides, mentoring on grooming of students get a further boost during departmental activities and other functions like college week, youth festivals, sport/cultural/literary competitions etc. Student's Counseling Cell and Career Counseling and Placement Cell have also been playing a good role in mentoring of students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2325	117	1:20

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
90	78	12	Nill	61

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nill	NIL	Nill	NA
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	UG	6 Semester	17/05/2019	10/07/2019
BSc	UG	6 Semester	17/05/2019	10/07/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

• Class tests, writing assignments, seminar presentation, group discussions are all tools for continuous internal evaluation of students, used by teachers in the College. The assessment from CIE is formative in nature. • These evaluation strategies are planned for by individual teachers who use the Academic Calendar and Class Routine to schedule these activities. • An evaluation is ideally designed so that every student in a class has an opportunity to achieve a degree of success, which in turn enthruses learning and this finds reflection in an improvement in subsequent test scores. • Transparency in evaluation is maintained with students having access to their marked papers and an opportunity to seek re-evaluation this builds confidence in the system. • Sessional examinations which are conducted by the College as per the guidelines of the affiliating university are also a form of internal evaluation • Re-examination for sessional examinations has been initiated for students unable to sit due to genuine causes. • The college's examination committee has brought out a Examination SOP for smooth functioning of the examination processes • Student's Progress Monitoring Card is available in each department wherein the

record of attendance, and academic work of a student is maintained and the report is informed to the parents/guardians • The Examination Committee keeps record of all Answer scripts and loose sheets and other documents centrally. • A web portal for MCQ test has been developed for the students of Computer Science.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The College prepares an Academic Calendar for each academic session. The Academic Calendar contains the schedules of classes, Sessional examination, College functions and festivals. However, the task of specifying the dates for group discussions, project works, field visits, home assignments are left to individual departments. The College academic calendar ensures smooth and timely conduct of not only the continuous internal evaluation (CIE) but they also help in the timely completion of all curricular and co-curricular activities envisaged by the College for its students.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://www.hgcollege.edu.in/academics/course-outcomes/>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
UG	BA	BA	441	402	91.16
UG	BSc	BSc	117	99	84.61
UG	BCA	BCA	20	19	95
PG	MA	MA	20	20	100
PG	MSc	MSc	28	28	100
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://www.hgcollege.edu.in/igac/feedback-analysis>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Major Projects	1095	SERB	1843820	700000
Minor Projects	540	ASTEC, Govt of Assam	125000	125000
Minor Projects	730	UGC	225000	225000

Students Research Projects (Other than compulsory by the University)	365	Handique Girls College	20000	9000
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View File				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
NIL	NIL	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NA	Nil	NA
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NA	NA	NA	NA	Nil
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Philosophy	3

Statistics	1
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3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Biotech Hub	1	Nill
National	Hindi	3	Nill
National	Physics	1	Nill
International	Statistics	3	Nill
International	Biotech Hub	1	Nill
International	Botany	7	Nill
International	Chemistry	9	Nill
International	Economics	1	Nill
International	English	2	Nill
International	History	1	Nill
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Sanskrit	1
Political Science	1
Physics	1
Hindi	1
English	10
Education	3
Economics	1
Chemistry	5
Botany	2
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
On the formation of Sandwich and Multid ecker complexes via ?-? in teraction: A DFT	Mr. Bapan Saha	New Journal of Chemistry	2018	Nill	Department of Botany, Handique Girls' College, Guwahati, Assam, India.	1

study						
Investigation of pH-Sensitive Swelling and Curcumin Release Behavior of Chitglic Hydrogel	Dr. Deepanwita Deka	Journal of Polymers and the Environment	2018	Nill	Microbial Ecology Laboratory, Department of Botany, Gauhati University, Guwahati, Assam, India.	3
Antimicrobial Activity of Endophytic Fungi from Leaves and Barks of Litsea cubeba Pers., a Traditionally Important Medicinal Plant of North East India	Ms. Deepanwita Deka	Jordan Journal of Biological Sciences	2018	Nill	Microbial Ecology Laboratory, Department of Botany, Gauhati University, Guwahati, Assam, India.	1
Understanding the structure Reactivity and Absorption Spectra of Borazine Doped Pillar[5]arene : A DFT study	Mr. Bapan Saha	Computational and Theoretical Chemistry	2018	Nill	Department of Chemistry, Arya Vidyapeeth College, Guwahati 781 016, India	1
Density Functional Study on the absorption of 5-membered N-Heterocycles on B/N/BN-Doped Graphene: Coronene as a model System	Mr. Bapan Saha	ACS Omega	2018	Nill	Department of Chemistry, Handique Girls' College, Guwahati-781001, Assam, India	1

Karyomorphological studies in three species of <i>Alocasia</i> (Schott.) G. Don.-An ethnomedically and economically important Genus	Dr. Bandana Nabis Das	International Journal of Life Science and Scientific Research	2018	Nill	Department of Botany, Handique Girls' College, Guwahati, Assam, India	1
In vitro callus induction and indirect organogenesis of <i>Brucea mollis</i> Wall. Ex Kurz-A potential medicinal plant of North-East India	Dr. Prapty Das	South African Journal of Botany	2018	Nill	Department of Botany, Gauhati University, Guwahati, Assam, India	1
Habitat distribution modelling for improving conservation status of <i>Brucea mollis</i> Wall. Ex Kurz., an endangered medicinal plant	Dr. Prapty Das	Journal for Nature Conservation	2018	Nill	Department of Botany, Gauhati University, Guwahati, Assam, India.	6
Optimization of Culture Parameters for Improved Production of Bioactive Metabolite by <i>Endophytic Geosmithia pallida</i>	Ms. Deepanwita Deka	Journal of Pure and Applied Microbiology	2018	Nill	Microbial Ecology Laboratory, Department of Botany, Gauhati University, Guwahati, Assam, India.	1

(KU693285) Isolated from Bruce amollis Wall ex. Kurz, An Endangered Medicinal Plant						
Ferrocene conjugated copper (II) complexes of terpyri dine and t raditional Chinese medicine (TCM) anticancer ligands showing selective toxicity towards cancer cells	Akhtar Hussain	Appl. Or ganometal. Chem	2018	Nill	Handique Girls College	16
View File						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Fabricat ion of a M OSFET- based low cost inverter for domestic purposes	Dr. Kishore Dutta	Bulletin of Physics Projects	2018	4	Nill	Nill
Anisotro phic distr ibution of scalar in stably	Dr. Kishore Dutta	Journal of Statist ical Mechanics	2018	4	Nill	Nill
Transition in Spatial Pattern in an interac ting	Dr. Kishore Dutta	Journal of Statist ical Physics	2018	4	Nill	Nill

turing system						
Ferrocene conjugated copper (II) complexes of terpyridine and traditional Chinese medicine (TCM) anticancer ligands showing selective toxicity towards cancer cells	Dr. Akhtar Hussain	Appl. Organometal. Chem	2018	19	16	Handique Girls College
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Resource persons	2	6	1	Nil
Presented papers	Nil	16	Nil	Nil
Attended/Seminars/Workshops	2	27	1	Nil
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Blood Donation camp on 6.9.18	NSS Unit, HGC and MMC Hospital	4	12
Plantation Programme on 30/10/18	NSS unit and Eco Club, HGC	2	14
Blood Donation at Raj Bhavan on 23/1/19	MMC Hospital	1	12
Workshop on making NSS volunteers POSCO champions 13/2/19	SAKSHI, New Delhi	4	30

Trekking Programme at David Scott Trail	NCC Unit, HGC	5	20
Rally on World No Tobacco Day 31/5/19	NCC Unit, HGC	7	50
Plantation Programme on 5/6/19	ARANYAK and Kamrup East Forest Division	7	35
Desk and Bench Donation at Daimuguri LP School on 20/6/19	NSS Unit, HGC	3	12
Helmet awareness Campaign	1st Assam Bn, Arya Vidyapeeth College and Alumni Association of NCC Guwahati	Nill	20
No file uploaded.			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Blood Donation Camp	Letter of recognition	Mahendra Mohan Choudhury Hospital	Nill
Blood Donation Camp	Letter of recognition	Mahendra Mohan Choudhury Hospital	Nill
Campaign emphasizing on youth unrest prevention of drug addicts	Acknowledgement for completing campaign	State NSS Cell and Directorate of Sports and Youth Welfare , Assam	Nill
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
NSS Special Camp	NSS Unit, HGC In collaboration with Down Town Hospital	Free Health Check-up with medicine	3	19
Blood Donation Camp	NSS Unit, HGC in collaboration with MMCH	Blood donation	Nill	27
Swachh Bharat	NSS Unit, HGC	Street play themed Swachhta hi seva	Nill	26
Self	NSS Unit, HGC	Training on	Nill	56

Defence Training Programme for the students		Self Defence		
No file uploaded.				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Students Cultural Exchange Programme	2	College Fund	1
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Academic	Summer Internship Programme	Tezpur University, Assam	04/06/2018	03/07/2018	1
Academic	Internship on Mental Health	Assam State Social Welfare Board	01/06/2018	15/06/2018	22
Academic	Students Projects	Assam State Transport Corporation	01/02/2019	30/05/2019	2
Academic	Students Projects	CWT School Zone Pvt. Ltd.	25/02/2019	01/05/2019	1
Academic	Students Projects	APDCL	01/02/2019	31/05/2019	4
Academic	Students Projects	IASST	01/02/2019	31/05/2019	2
Academic	Students Projects	Goodwill Solution Pvt. Ltd.	01/02/2019	31/05/2019	3
Academic	Students Projects	Clearwin Technology	25/02/2019	31/05/2019	5
Academic	Students Projects	Ashan Academy School	01/02/2019	31/05/2019	1
Academic	Students Projects	District Library, Kamrup M	01/02/2019	31/05/2019	2
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
AARANYAK	20/11/2018	To develop academic and educational cooperation	Nil
WWF	20/09/2018	To stop the degradation of the planet's natural environment and to build a future in which humans live in harmony with nature.	30
NIELT	05/02/2019	To conduct training on NIELIT IT 'O' level Course	50
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
69.2	88.6

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Class rooms	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
View File	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SOUL	Fully	2.0	2010

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	47196	Nil	186	90683	47382	90683

Reference Books	4244	Nill	67	45739	4311	45739
e-Books	3135000	5900	Nill	Nill	3135000	5900
e-Journals	6000	42108	1	Nill	6001	42108
Journals	19	20707	Nill	Nill	19	20707
Digital Database	172	Nill	1297	Nill	1469	Nill
CD & Video	192	Nill	Nill	Nill	192	Nill
Library Automation	36204	Nill	253	Nill	36457	Nill
Others(s pecify)	327	37391	38	365	365	37756
View File						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NA	NA	Nill
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Co mputers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departme nts	Available Bandwidt h (MBPS/ GBPS)	Others
Existin g	130	5	1	32	1	9	20	100	0
Added	0	0	0	0	0	0	0	0	0
Total	130	5	1	32	1	9	20	100	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	Nill

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilities
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3	1.26	13.5	11.15
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4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

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

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Student Aid Fund	1	6740
Financial Support from Other Sources			
a) National	PMS SC, PMS ST, PMS SC, PMS OBC, PMS Minority, DHE Assam, Fee Waiver, CS, APST, UMBRELLA, ISHAN UDAY, PGIGSGCS	540	Nill
b) International	NIL	Nill	Nill
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Converge-an interactive session on exchange of knowledge and information related to start-up culture in North East India	30/10/2018	10	Ms. Devlina Bhattacharya, Ms. Karpum Pegu, Ms. Karishma Kakoti, Ms. Pushpanjalee Das Dutta, Team Movement of Expression (MOX), Shillong.
FOSS	25/02/2019	57	IIT Mumbai
Handique Girls College through the lens of history: showing how history helps understand development	08/02/2019	310	Prof. Ranjit Dev Goswami, Gauhati University
Scopes of studying Mathematics outside	08/02/2019	310	Dr. Dilip Kr. Dutta, Prof. Emeritus of the

India			Rhode Island University, USA
Art of Being a Scientist: Motivation, Inspiration and Aspiration	10/04/2019	120	Prof. Uday Kishore, Brunel University, London.
Skill Development Training Programme under Mahindra's CSR Youth Employability Initiative.	26/02/2019	33	Mahindra's CSR
Yoga and Meditation course	14/09/2018	11	Vivekananda Kendra Institute of Culture, Guwahati
Talk on Mental Health of college students	11/08/2018	85	Nimi Borgohain, Sr. Clinical Psychologist, GNRC Hospital, Guwahati
No file uploaded.			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	Converge-an interactive session on exchange of knowledge and information related to start-up culture in North East India	Nil	10	Nil	Nil
2019	Skill Development Training Programme under Mahindra's CSR Youth Employability Initiative.	Nil	33	Nil	Nil
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual

harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
10	9	95

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NA	Nil	Nil	Wipro Ltd. Info park Special Economic Zone, Kochi, INFOSYS, Bengaluru, Assam Tea Brokers Pvt. Ltd., Capgemini, KRAN Consultancy Pvt. Ltd.	7	7
View File					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	1	BA	Hindi	Cotton University	Nil
2018	1	BA	English	JNU	MA in Linguistics
2018	1	BA	Education	Tezpur University	MA in Education
2018	1	BA	Economics	IIT Guwahati	MA, HSS
2018	1	BCA	Computer Science	Pondicherry University	MCA
2018	1	BSc	Chemistry	IIT Hyderabad	MSc Chemistry
2018	1	BSc	Botany	USTM	MSc in Bio technology
2018	1	BA	Assamese	Cotton University	MA in Assamese
2018	1	BA	History	Cotton University	MA in History

2018	1	BSc	Zoology	Tripura University	MSc in Microbiology
View File					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year
(eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	8
SLET	8
GATE	4
View File	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Yuva Kavi Sanmilan	State	42
Sarat Chandra Memorial State level Debate Competition	State	28
No file uploaded.		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	3rd Position in the Indian Group Song in the Inter-University National Youth Festival 2018-19 at Chandigarh University , Mohali.	National	Nill	1	T1SSEM/R 0143/16	Tribeni Bujarbarua
2019	3rd Position in the Indian Group Song in the Inter-University East Zonal National Youth	National	Nill	1	T1SSEM/R 0143/16	Tribeni Bujarbarua

	Festival 2018-19 at L.N. Mithila Un iversity, Darbhanga					
2019	1st Position in the Western Group Song in the Inter- University East Zonal National Youth Festival 2018-19 at L.N. Mithila Un iversity, Darbhanga	National	Nill	1	TISSEM/R 0143/16	Tribeni Bujarbarua
2019	1st Position in Chorus Competitio n on the Occasion of Rabha Divas organised by Asom Sahitya Sabha	Nill	Nill	1	Nill	Handique Girls' College
View File						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The most important platform for students to take up responsibility in matters concerning academic and administrative bodies of the college is through Student Union. It is a mandatory and productive element in our college. • The college has a Student Council/Union elected every year by holding election through ballot paper voting, Filing nomination for the particular post, for which the college appoint one senior faculty member to look after the whole process and counting of the votes is done on the same day in presence of the candidate and supervisor appointed for. • The Students' Council/Union is the elected body of students' representatives. The students elect the President, Vice President, General Secretary, Asst. General Secretary and Secretaries for Cultural, Debate, Games(Minor and Major) Magazine, Community service Common Room and the elected representatives assume responsibilities for various students' activities. • The students Council/Union has an adopted constitution based on Lyndoh Commission report which was adopted by the general body of students on 03/09/2011 in the name of "Handique Girls' College Students union". The activities of the Students Union include the following: • All Assam Sarat Chandra Goswami Memorial Inter College Debate Competition • Providing a forum for discussion of students' issues and representation of the students' views in

the relevant quarters. • Creating awareness about students' rights. • Ensuring the maintenance of cordial relations among all sections of students. Supporting the College administration in creating an atmosphere conducive to learning. • Organizing College functions including the Annual College Week (Cultural Sports competitions, Exhibitions), inter-college competitions, Republic Day and Independence Day, Yoga camp, Saraswati Puja, • Participation in Youth Festival held every year by the affiliating university. • Participation in various activities like quiz, debate held in other institutions. • Bringing out the Annual College Magazine. • The council/Union actively associates with the campus cleaning and other activities of the NSS and the NCC. The college allots finance to meet various activities of Student Union of the College. Student Representation in Administrative and Academic Bodies Apart from Student Council/Union there are several committees where students play active roles in realizing their full potential. Students represent in almost all statutory bodies of the college like the IQAC, Planning Committee, Library Committee, Anti-Ragging Committee, Student Grievance Redressal Committee etc. All important decisions in the college are taken only in consultation with the students to ensure their full support.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

828

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

NIL

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The practices of decentralization and participative management aim to ensure the best possible involvement and representation of all the stakeholders of the college in its journey towards excellence. In this context, the two practices that we would like to cite are: 1. Admission Committee- Every year before the beginning of the process of new admissions the college authority appoints a senior teacher of the college as Admission Committee Convenor. Several sub-committees are also formed for smooth functioning of the admission committee. All the sub- committees have representatives from all the teaching departments, central library and the Principal's office which is fully democratic as a practice. All the members appointed to the different committees and sub-committees work with dedication for successful completion of the entire admission process. 2. Governing Body- the Governing Body (GB) of the college, formed as per government guidelines laid down from time to time, is a fine example of participative management of the institute. Besides the Govt. appointed Chairperson and the Principal as the ex-officio Secretary, the GB of the college has as its esteemed members representatives from the teachers (one each from the Arts and Science streams elected by the Teachers' Unit of the college), Vice-Principal (ex-officio), librarian (ex-officio), one elected

representative from the office, three guardian representatives, two university nominees and one donor member. All these members representing the different constituent parts of the college as well as the civil society ensure an exemplary participative management of the college.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	The college follows the guidelines and circulars of DHE, Assam for all admissions including reservation to different category. Admission is done purely on merit basis. The Admission Committee of the college looks after the entire process of admission. The transparency in the admission process is monitored by the committee that comprises of college authority, faculty members, office staff and student representatives. Our admission policy is non-discriminatory and all accommodative.
Industry Interaction / Collaboration	The college encourages and promotes its students to interact with different industries and institutes located both inside and outside the state of Assam. To give them exposure, teaching departments organise visits and interactive programmes with different institutions and organizations like- IIT- Guwahati, ICAR, APDCL, ASTC, IASST, NRL, Guwahati Refinery, Kaziranga Tea State, ICES, Kolkata. The internship programmes and field projects are also conducted at different NGOs that fall under the purview of Assam State Welfare Board. We have also signed a few MoUs for collaborative works to train our students.
Human Resource Management	The college authority emphasizes on engagement of all the teachers in different committees and sub-committees as per their interest and capability. Equal exposure to realise their talents of the teaching and non-teaching staff is given without any discrimination to the willing members of the college family. Whenever there is a shortage of staff for some unforeseen reason and non-recruitment at government's end, we appoint contractual staff for smooth functioning of the college. At times,

additional remuneration is given though informally, in recognition to successful completion of taxing works like arrear calculation revised pay scale.

Library, ICT and Physical Infrastructure / Instrumentation

To improve the quality of library we have a fully automated central library with the ILMS SOUL 2.0.0.12 along with N-LIST services under e-ShodhSindhu Consortium of INFLIBNET. Almost all the classrooms are ICT enabled which facilitate PPT presentations. The Wi-Fi and central computer centre facilities in the campus reflect our resolve to offer ICT facilities. To improve our physical infrastructure and to accommodate the emerging classroom requirements we have extended our teaching facilities to the hostel campus. In the front of instrumentation we have procured equipments like-AUTOCLAVE (BIOTECH HUB), THERMAL CYCLER 100Tm as and when needed.

Research and Development

The college encourages the teachers and interested students to undertake research activities. At present the college has 9 recognized Ph.D. supervisors by Gauhati and other universities. 3 science laboratories namely the labs of the departments of Botany, Chemistry and Statistics have been accorded recognition for Ph.D. level research. The college emphasizes on maintaining the required facilities in its laboratories. The college has retained the scheme of Teacher-led-students' project under which approved research proposals are awarded a monetary grant of Rs. 20,000/-. Approval to such projects are given only after the receipt of recommendation letters from reputed external experts.

Examination and Evaluation

Examinations are conducted according to guidelines and programmes fixed by Gauhati University. Form fill-up and payment of examination fees are done through online mode only. Internal assessment which includes sessional examination, home assignment, project work, seminar presentation, etc. are conducted by the teaching departments. Re-test is taken for those who could not appear scheduled internal examinations on genuine ground. Students are allowed to see evaluated scripts and seek clarifications if

needed. The college has an SOP to perform all exam related works which bear testimony to the fact that the college has adopted a fully transparent policy for all examinations.

Teaching and Learning

Teaching and learning is one of the thrust areas of the college. Before the commencement of each semester the teachers are required to prepare lesson plans which include aims and objectives of teaching their allotted portions. Student mentoring system, tutorial and enrichment programmes are implemented for the benefit of the students so far their learning process is concerned. As part of mentoring the mentees are encouraged to discuss and share their problems sans any hesitations. The advanced learners are identified and inspired by the departments to attend workshops, seminars, internships, etc. with a view to sharpening their research aptitude.

Curriculum Development

The college does not directly adopt any quality improvement strategy in respect of curriculum development. This subject is totally looked after by the affiliating university i.e. Gauhati University. However, 15 faculty members from the college have represented the college as members of the Committee of the Courses and Studies (CCS) of Gauhati University for UG (CBCS) courses and one faculty has represented the institute in the CCS for PG course. These 16 teachers through their views and opinions have contributed towards finalizing the syllabus for both UG and PG courses of Gauhati University.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Student Admission and Support	<p>Information about student admission and support have been made available on the college website. Admission guidelines are published online for the convenience of students and guardians. Application forms for admission need to be submitted through online mode only. Merit lists, including the waiting lists, for admissions into various courses offered by the college are also displayed on the college website. Application and admission fees in our college are accepted only through online mode.</p>

Examination	Most of the processes in the area of examination are governed online. Examination schedules and circulars from the competent authority are uploaded on the college website. As per the guideline of the affiliating university, students register themselves online at the outset of their course and subsequently they also need to fill up their examination forms online. Teaching departments submit marks for internal evaluation on the GU portal.
Planning and Development	The college has continued with the Academic DCL software provided by Adroit Digisoft Solution Pvt. Ltd. in 2008. The website of the college contains all the relevant details pertaining to courses offered, academic calendar, details about girl's hostel, students' union, fitness and computer centres, NCC, NSS, library, extra-curricular activities, etc. Important notices and information are also circulated on the website. Students can also offer their feedback online by visiting the college website.
Administration	In the area of administration the college website provides entire details of departments and committees. Academic DCL software is used for administrative purposes. Notices and circulars are also served through different Whatsapp groups and e-mail to reduce use of paper and to save time as well. The submission of important information and data to the O/o the DHE is also done through e-mail whenever instructed.
Finance and Accounts	The college has been using Tally 9 and FinAssam, portal of Department of Finance, Govt. of Assam, in matters of finance and accounts. All salary bills of the college are sent online to the Kamrup(M) treasury. POS Terminals are installed in the college for cashless transactions.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Dr. Biswajit Choudhury	25th IPSA World Congress	UGC Travel Grant	158015

of Political
Science,
Brisbane,
Australia,
21-25 July
2018.

No file uploaded.

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Nil	One Day workshop was conducted for non-teaching staff of college on Digitalized Accounts Management System with the use of Tally ERP with GST.	19/07/2019	19/07/2019	Nil	10
2018	Workshop on Digital Learning	Nil	14/12/2018	15/12/2018	35	Nil
2019	Short Term Course on Behavioural Modelling and use of ICT tools in classroom	Nil	24/09/2018	29/09/2018	38	Nil

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Short Term	1	24/06/2019	29/06/2019	6

Course on Use of ICT tools for classroom				
Short Term Course on Research Methodology	1	14/11/2019	20/11/2019	6
Short Term Course on MOOCS e- Content development and open educational resources	1	26/11/2018	02/12/2018	6
Short Term Course on Language and Literature of NE India	1	04/10/2018	10/10/2018	6
Short Term Course on Human Rights	2	12/11/2018	18/11/2018	6
MOOCS Course on Pericyclic reaction and organic photo chemistry	1	20/08/2018	28/10/2018	Nil
Orientation Course	2	08/11/2018	28/11/2018	21
Refresher Course on Bio-Resources of NE India	1	30/01/2019	19/02/2019	21
Short Term Course on Behavioural Modelling and use of ICT tools in classroom	1	04/02/2019	09/02/2019	6
Short Term Course on Behavioural Modelling and use of ICT tools in classroom	28	24/09/2018	29/09/2018	6
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time

90	Nil	20	Nil
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6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Kalyan Nidhi, Handique Girls' College	The college has provided NPS facility for its employees working on post sanctioned by the college management.	Student Aid fund.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Internal audit: The college conducts internal audit every year. For the purpose a former employee from the Dept. of Audit, Govt. of Assam has been appointed by the college authority. External Audit: External Audit is carried out at regular intervals by auditors nominated by the Directorate of Audit (L/F), Govt. of Assam.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	NA
No file uploaded.		

6.4.3 – Total corpus fund generated

27957510

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	No	Nil
Administrative	No	Nil	No	Nil

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

NIL

6.5.3 – Development programmes for support staff (at least three)

A One Day workshop was conducted for non-teaching staff of college on Digitalized Accounts Management System with the use of Tally ERP with GST on 19/07/2018. A hand on training was provided on how to prepare journals, vouchers, cash book, and deduction of procedure of GST etc. Resource Person : Ms. Moutushi Bishnu, Guest Faculty, Dept. of Computer Sc. ,Handique Girls' College, Guwahati.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Faculty Programmes - o Skill Development Trainings- use of ICT in classroom teaching, Mentoring for effective curriculum delivery. o Presentations followed by interactions among faculty members held every month Student mentoring has been introduced in all departments. o Art of living practices. 2. Strengthening of Research Activities - o Faculty members awarded with Ph.D. - 19, Presently

12 teachers are pursuing Ph.D. Recognition of Science laboratories for Ph.D. level research works- Statistics, Chemistry and Botany. o Ph.D. Guides - 8 Scholars awarded with Ph.D. - Philosophy (5), Statistics (2) Research Scholars- Chemistry (3), Botany (5), Economics (4) and Statistics (4). o Teacher led student projects- Completed- 22 Ongoing- 4. The outcome of the Teacher led student projects has been reflected in various national and international journals. After completion of project the students make a presentation of their work which is organized by the Research Cell. 3. New Courses- o PG courses in- Assamese, Botany, Chemistry and Zoology. o UG courses in Microbiology (General) and Psychology (Major and General) Hindi (Major) and Statistics (Major). Our college is the first in the entire North East to have introduced Microbiology. o Two new certificate courses- i) The Spoken Tutorial Project (FOSS- Free and Open Source Software) developed by IIT-Bombay, renewed as 6 months' certificate course for Computer Basics Office Automation ii) Three Week Certificate Course in Drama. 4. Administrative Examination- o Online Admission process completed and Cashless Transaction. Online Examination Form Fill-up. o Computerization of Office. o Feedback Mechanism- Feedback on the curriculum is obtained from the students through the format designed by NAAC for evaluation of the course and teaching. Structured formats have also been introduced to obtain feedback from Teachers, Alumni, and Parents. 5. Library- o The College Library has access to N-LIST service under e-Shodhsindhu Consortium of INFLIBNET. o The Library is well stocked with 47382 books, 4311 reference books, 67 rare books etc. 6. Hostel Upgradation- o Installation of New electronic control panel and main line. 2 water coolers with RO. o 1 TV and 1 Refrigerator. LED Street lamps. o Dining room has been furnished with new dining tables. 7. Sports facilities- o Volleyball and Basketball courts. Football and Volleyball Coaching. Well-equipped Gymnasium. o Trekking Events organized by Adventure Sports Club.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Workshop on Digital Learning	14/12/2018	Nil	Nil	35
2018	STC on Behavioral Remodeling and use of ICT Tools for Classroom Delivery of Teachers.	24/09/2018	24/09/2018	29/09/2018	38
2019	Interaction Programme on new revised NAAC A A guideline	19/03/2019	Nil	Nil	88

2019	Programme on advanced preparation before implementation of the new curriculum: UG- CBCS	06/05/2019	Nill	Nill	85
2019	National Science Day	02/03/2019	Nill	Nill	58
2019	International Immunology Day	29/04/2019	Nill	Nill	5
2019	World Environment Day	05/06/2019	Nill	Nill	30
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Certificate Course of the Women's Studies Cell	22/02/2019	02/03/2019	256	Nill
International Women's Day Celebration (Talk on Gandhi's Views on Women by Prof. Rohini Punekar of IIT Guwahati)	08/03/2019	Nill	256	Nill
Awareness Programme on Free Legal Aid and Laws Relating to Women	19/03/2019	Nill	24	Nill

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
NIL

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
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Physical facilities	Yes	Nil
Ramp/Rails	Yes	Nil
Braille Software/facilities	Yes	Nil
Rest Rooms	Yes	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	Nil	1	31/10/2018	1	Awareness rally	Run for Unity	35
2019	Nil	1	31/05/2019	1	Awareness rally at Dighali Pukhuri	No Tobacco	60
2018	Nil	1	01/10/2018	1	Hand washing, Health and Hygiene at Kamakhya HS School	Cleanliness Drive	105
2018	Nil	1	09/11/2018	1	Balanced Diet and Nutrition at Daimugiri LP School, Kamrup (M)	Awareness Programme	40

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Nil	Nil	Code of Professional Ethics, College Rules and Regulations for all stakeholders is available on the College website- https://www.hgcollege.edu.in/iqac/code-of-conduct/

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Yoga and Meditation Course	14/09/2018	28/09/2018	11
Certificate course on Women's Studies	22/02/2019	02/03/2019	256
No file uploaded.			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

- The college discourages use of plastic that can degrade the environment
- To reduce carbon emission inside the campus we have restricted ourselves from entering vehicles into the campus unless it becomes unavoidable
- To reduce electricity consumption we have installed LED lamps and some other eco-friendly electrical equipments
- Recycling of papers
- Installation of separate dustbins for bio-degradable waste and non-biodegradable waste
- The college has approached a government recognized NGO- Karosambhav for disposal of e-waste as per Government Financial Rule (GFR) guideline. The proposal is under the consideration of Karosambhav.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

The details of two best practices successfully implemented by the institution as per NAAC format is attached below.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://www.hgcollege.edu.in/wp-content/uploads/2021/12/Best-Practices-AQAR-2018-2019.pdf>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Holistic education Handique Girls' College was established in 1939. The vision of the College has been shaped keeping in mind that the college is pioneering institution of higher education for women in the northeast of the country. This College came into existence, as its founding Principal, Rajabala Das, had dreamt of establishing an institute which would empower through education, in the process of nation building. Cherishing the ideals of its founder, the College seeks to empower its students with a holistic education to be creators and members of an ideal society. This is distinctive to its vision. The College approaches for a holistic development of an individual through education. In fulfilling the academic requirement of their chosen programme of study, students not only attend classroom lectures but also write assignments, participate in seminars and group discussions, and undertake project work. Opportunity for a student to learn by doing is there in the form of the Teacher-led student projects funded by the College and internships. e- Resources, interaction with invited faculty further enrich the learning experience of students as do field trips and study tours organized by the College. Along with the progress in the curriculum the college creates opportunities for students to involve themselves in the co curricular activities. There is provision for the students to participate in a variety of activities like Debate, Competitions, Musical Performances, Staging of Art and Handicraft exhibitions, etc. Students also participate in yoga and sports activities, including adventure sports, and undertake other outdoor activities like nature walks and

bird watching. Activities under NCC and NSS add another dimension to students' experience in the College. Besides, curricular and co-curricular activities, the College emphasizes on basic human values of truth, honesty, loyalty, mutual trust, compassion and respect for others. The certificate course offered by the Women's Studies Cell especially reiterates the core values of the Institution.

Engaging in activities in the classroom and outside it, students acquire disciplinary learning and hone their talent or discover new talent. They also learn to bridge social gaps, work as a team and value co-operation. Team work allows to develop and improve Communication skills and organizational skills and decision-making develop. Leadership qualities emerge, supported by the College's conscious decision to retain its single-gender character which makes every leadership role available to women and creates role models. The success of the students can be measured by their performance in the university examinations which also help them to move forward towards higher academic goals. Others have found their passion to lie elsewhere and have gone on to make their mark in music, theatre, fine arts, literature and sports. Then there are those who have joined civil services, defence services and the corporate sector to make successful careers. Some have ventured into journalism and many have found their niche as entrepreneurs, social service volunteers and NGO leaders. There are also those who are successful homemakers. All are women who have been empowered to contribute to nation-building and creation of an ideal society.

Provide the weblink of the institution

8.Future Plans of Actions for Next Academic Year

- Widen course offerings by the teaching departments.
- Support innovation in teaching.
- Encourage faculty research.
- Follow up on the implementation of an institutional waste management plan.
- Promote Sports