



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

Part A	
Data of the Institution	
1. Name of the Institution	HEMO PROVA BOBORA GIRLS' COLLEGE
Name of the head of the Institution	Dr. Bipul Chandra Bhuyan
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	03774243485
Mobile no.	9435526875
Registered Email	hpbgc1969@gmail.com
Alternate Email	iqachpbgc2015@gmail.com
Address	P.O- Golaghat Dist-Golaghat, State-Assam, India PIN-785621
City/Town	Golaghat
State/UT	Assam
Pincode	785621

<b>2. Institutional Status</b>																			
Affiliated / Constituent			Affiliated																
Type of Institution			Women																
Location			Rural																
Financial Status			state																
Name of the IQAC co-ordinator/Director			Mr. Palash Handique																
Phone no/Alternate Phone no.			03774243485																
Mobile no.			7002628614																
Registered Email			palashhandique1@gmail.com																
Alternate Email			handiquepalash@yahoo.com																
<b>3. Website Address</b>																			
Web-link of the AQAR: (Previous Academic Year)			<a href="https://hpbgirlscollege.edu.in/AQAR2017-18.pdf">https://hpbgirlscollege.edu.in/AQAR2017-18.pdf</a>																
<b>4. Whether Academic Calendar prepared during the year</b>			Yes																
if yes,whether it is uploaded in the institutional website: Weblink :			<a href="https://hpbgirlscollege.edu.in/academic-calendar/">https://hpbgirlscollege.edu.in/academic-calendar/</a>																
<b>5. Accrediation Details</b>																			
<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>2</td> <td>B</td> <td>2.71</td> <td>2012</td> <td>10-Mar-2012</td> <td>09-Mar-2017</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	2	B	2.71	2012	10-Mar-2012	09-Mar-2017
Cycle	Grade	CGPA	Year of Accrediation	Validity															
				Period From	Period To														
2	B	2.71	2012	10-Mar-2012	09-Mar-2017														
<b>6. Date of Establishment of IQAC</b>			04-Dec-2004																
<b>7. Internal Quality Assurance System</b>																			
Quality initiatives by IQAC during the year for promoting quality culture																			
Item /Title of the quality initiative by		Date & Duration		Number of participants/ beneficiaries															

IQAC		
Organized Swachata Pakhwara programme	01-Aug-2018 15	30
Organized Summer Internship Programme on Swachh Bharat	20-Jul-2018 12	50
Organized a faculty Training Programme on Use of Smart Class Room	07-Mar-2019 1	30
Organized a Motivational Programme on Positivity	22-Feb-2019 1	275
Organized a State level Workshop on Choice Based Credit System and Swayam	25-Apr-2019 1	95
<a href="#">View File</a>		

**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
Institution	Science Laboratory	State Government	2019 365	1000000
Institution	Student Excursion	State Government	2018 365	100000
Institution	Library Development	State Government	2019 30	200000
Institution	Fees Share	KKHSOU	2018 365	28450
No Files Uploaded !!!				

<b>9. Whether composition of IQAC as per latest NAAC guidelines:</b>	<b>Yes</b>
Upload latest notification of formation of IQAC	<a href="#">View File</a>
<b>10. Number of IQAC meetings held during the year :</b>	<b>8</b>
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	<b>Yes</b>
Upload the minutes of meeting and action taken report	<a href="#">View File</a>
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>

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

- Submission of AQAR for 5 years (2013-2014, 2014-2015, 2015-2016, 2016-2017 and 2017-2018)
- Reconstitute the IQAC as per the new NAAC Guidelines
- Participated in the NIRF Survey for the first time
- Installing Smart classroom and organize a training programme for the faculty members on "Use of Smart Classroom"
- Planted 1200 (twelve hundred) Agar sapling in the college campus under "Green Campus Project"

No Files Uploaded !!!

**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**

Plan of Action	Achievements/Outcomes
To organize a drama workshop and showcase drama production at the college auditorium	Conduct a Value added course on "Acting Skill as performing Arts" from 20th July to 30th July, 2018
To organize both state level as well as institutional level students seminar for promoting research culture among the students'.	Organized a number of institutional level Students' Seminar
To organize a Teachers Training / Faculty Development Programme	Organized a Training programme for the Faculty members on "How to use Smart Classroom" on 7th March, 2019
To organize an State level Workshop on Choice Based Credit System in Undergraduate Level	Organize a State level Workshop on "Choice Based Credit System and Swayam" on 25th April, 2019
To celebrate the College foundation day as a programme for uplifting the Cocurricular development of the students as well as the means to serve the society	The foundation day was celebrated as Golden Jubilee Inaugural Function and organize various cocurricular activities on this occasion
<a href="#">View File</a>	

**14. Whether AQAR was placed before statutory body ?**

Yes

Name of Statutory Body	Meeting Date
Governing Body	17-Aug-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	2021
Date of Submission	06-Feb-2021
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)	Management Information System is functioning partially. Student database has been developed through online admission form fill up. The form fillup of the final examination is totally online through which a proper database has been developed in the institution. Nowadays the scholarship system is also through the National scholarship portal only which is to be forwarded by the institution also. This also helps to manage the scholarship and freeship database of the beneficiary students of the institution. The financial transactions of the institution are also computerized Which is also for data management. All the fee collection of the institution is through online mode only which also helps to manage as well as assess the financial position of the institution.

## 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

? H. P. B. Girls' College, Golaghat, is affiliated to Dibrugarh University, Dibrugarh, and it follows the curriculum provided by the affiliating University. It plans, monitors, and executes its curricular aspects through a well-planned schedule, calendar, and through various academic activities. ? The College publishes a detailed prospectus entitled, "Horizon" at the beginning of the session, which provides all necessary information about the college, its courses on offer, the fee structure, faculty profile, infrastructure, and other facilities of the college etc. So that students as well as the parents are aware and empowered to make an informed choice. ? The academic calendar as prepared by the affiliating university is strictly followed for the curricular transactions, holding of sessional and end-semester examination etc. Besides,

for smooth functioning of the academic environment of the college, IQAC also prepares an academic calendar of its own. The departments of the college also prepare course plans and maintained departmental diaries for classroom transactions. ? Each academic session starts with a students orientation program organized by the IQAC, to welcome the new students and to acquaint and sensitize them the academic course and other co-curricular college activities, college rules, and regulations are also briefed on the day. ? The college prepares a general class routine to enable the smooth functioning of the classes. Classes are held according to the timetable prepared prior to commencement of the academic year by the routine committee and provided to the students and teachers. ? The Heads of the respective departments take responsibility for allotting the classes to each teacher based on their specialization expertise. All departments held regular meetings, for effective academic planning and review of progress. Faculty members are engaged with the preparation of the lesson plan. The principal and IQAC coordinator hold regular meetings with the Head of the Department to keep track of the progress of the academic activities of the college. ? To make the Teaching-Learning process more learner-centric and to make curriculum delivery more effective ICT method is extensively used along with the conventional chalk and talk method. Teaching is supplemented with seminars, workshops, special lectures, group discussions, tutorials, micro-teaching, Last Friday Test (LFT), paper presentation by the students, projects, educational tours, field trips, for effective and extensive curriculum delivery. ? For taking ICT classes by the faculty members, a stipulated day is being allotted in the class routine for each department in the digital classroom. ? Parents-teachers meetings are convened both by the college and by the respective teaching department to have firsthand knowledge about the issues faced by the learners/parents and efforts are undertaken to address to issues. ? The Teacher-mentoring system is implementing as a best practice of the college for effective implementation of curricular as well as to sort out the issues faced by the learners and to provide a home-like environment in the college premises. ? Structured feedback forms are distributed among students for collecting, analyzing, and taking positive and corrective measures with regards to any shortcomings in curriculum delivery.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
Cutting and Tailoring	0	01/08/2018	120	0	Entreprene urship Development
Beauty Therapy and Hair Cutting	0	01/08/2018	120	0	Entreprene urship Development
Food Processing and Preservation	0	01/08/2018	120	0	Entreprene urship Development
Spoken English	0	01/08/2018	120	0	Entreprene urship Development
0	Diploma in computer Application	01/08/2018	120	Employabil ity Skill	0
0	Diploma in	01/07/2018	90	0	Entreprene

## 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
No file uploaded.		

### 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	Assamese Honours	10/06/2019
BA	Economics Honours	10/06/2019
BA	Education Honours	10/06/2019
BA	English Honours	10/06/2019
BA	History Honours	10/06/2019
BA	Home Science Honours	10/06/2019
BA	Political Science Honours	10/06/2019
BA	Sociology Honours	10/06/2019
BA	General (Assamese, English, Economics, Education, History, Home Science, Political Science, Sanskrit, Sociology)	10/06/2019

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

	Certificate	Diploma Course
Number of Students	266	191

## 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
Acting Skills	20/07/2018	35
No file uploaded.		

### 1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Education Honours	50
BA	Home Science Honours	28
BA	General (Skill Based	29

Course)

No file uploaded.

## 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
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

? Feedback was obtained from various stakeholders viz. Students, Guardians, and alumni during the current assessment year. As regards the students' feedback it was executed in the offline mode. It was collected for all the departments' students available in the college. The data has been collected through predesigned questionnaires. A scale ranging from 1 to 5, where 5 for excellent and 1 for poor was given and directed to tick accordingly to their choice. After collecting the feedback data has been analyzed by the feedback cell through SPSS software. Feedback of the guardian was taken through the offline mode. The feedback cell also collects feedback from the alumni of the college also through offline mode. After analyzing the feedback of the guardians by the feedback cell, the opinions and suggestions advocated by the guardians were thread barely discussed by the IQAC core committee and a list of grievances were prepared and sent it to the Principals and some of them were sent to the Governing Body for appropriate approval. As a follow-up action of the feedback, the college authority has decided to increase the number of textbooks on Assamese medium , so that the needs of the Assamese medium students could be fulfilled. The feedback from both the guardians and students suggests increasing the number of toilet facilities and supply of potable drinking water facilities. As a follow-up action, the college authority installed a potable drinking water plant in the college premises and also constructed a new girls' common room having adequate and modern toilet facilities for the students. Feedback report of the students depicts that students are satisfied with the competency of the teachers but they demanded more ICT teaching practices in the college. So considering the fact, college authority has installed two smart classroom facilities as per the suggestion of the IQAC core committee

## 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	Honours in (Assamese, Economics, Education, English, History, Home science, Political	335	554	378



	Science, Sociology)			
BA	General (Assamese, Economics, Education, English, History, Home science, Political Science, Sociology, Sanskrit)	65	150	64
<a href="#">View File</a>				

## 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	1138	Nil	27	Nil	Nil

## 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
27	14	6	10	3	5

[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)

Yes, Mentoring system is available in the institution. For smooth functioning of the mentoring system, the teacher mentoring cell of IQAC shortlisted the students newly enrolled in the institution and after that, all the students were formed into some small groups having equal numbers and for each group, one teacher has been appointed as a mentor of the whole group. Mentors play a significant role in identifying students scholastic and co-scholastic potentialities. Mentors also perform as the bridge between the institution and the guardians of the mentees and communicate with them frequently through WhatsApp, email etc. Mentors are also discussing with the course teachers of their mentees about their progression, strengths, and weaknesses. Mentors not only guide their mentees in academic spheres but also guide them in the mental and psychological aspects so that they could acquire optimal opportunities to transfer them as competent one both academically and psychologically.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1138	27	1 : 42

## 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
31	27	4	1	14

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
2018	Dr. Sunil Handique	Assistant Professor	Ph.D.
2018	Dr. Sanjibani Hazarika	Associate Professor	Ph.D.
2018	Mr Dibya Jyoti Bora	Assistant Professor	Invited Story Reader of All India Young Writers Meet, Organized by Sahitya Academy
2019	Mr Dibya Jyoti Bora	Assistant Professor	Invited Story Reader of North East and Southern Young Writers Meet, Organized by Sahitya Academy
No file uploaded.			

## 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	Assamese Honours	VI	20/05/2019	16/07/2019
BA	Economics Honours	VI	20/05/2019	16/07/2019
BA	Education Honours	VI	20/05/2019	16/07/2019
BA	English Honours	VI	20/05/2019	16/07/2019
BA	History Honours	VI	20/05/2019	16/07/2019
BA	Home Science Honours	VI	20/05/2019	16/07/2019
BA	Political Science Honours	VI	20/05/2019	16/07/2019
BA	Sociology	VI	20/05/2019	16/07/2019
BA	General	VI	24/05/2019	16/07/2019

**2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)**

? The college follows the norms and policies of continuous evaluation as prescribed by the affiliating university i.e. Dibrugarh university. It is not possible for the institution to undertake massive reforms in the CIE system as the institution has to follow the guidelines prescribed by the affiliating university. All the departments of the college have regularly conduct sessional examinations regularly, and apart from that regular home assignments, Seminars, Group discussions etc. were also carried on smoothly and in a hassle-free manner. Apart from the prescribed manner initiated by the affiliating university, some departments of the college also some experimental assessment procedures like open-book examination, micro-teaching etc. Due to some personal or circumstantial bottlenecks, if any student is unable to attend the scheduled sessional examination, provision of special examination has been also provided by the concerned course teacher so that the continuous internal evaluation procedure can cover up all the students inclusively.

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

The academic calendar has been prepared by the IQAC in consultation with the authority, various departments, and cells. This is prepared after the publication of the academic calendar cum holiday list of the affiliating university (Dibrugarh University). The calendar is uploaded on the institutional website as well as hanging in the college notice board and also circulated to all the departments through the heads of the departments. This calendar incorporates various important events and activities, planned during the academic year viz. tentative schedule of various in semester examinations, Orientation program for newly enrolled students, tentative schedule of form fill-ups of various end semester examination conducted by the affiliating university, different institutional regular activities like college foundation day, annual college week celebration, college general freshmen social, student union election etc. In addition to that observation of various national importance days, holiday lists are also incorporated in the academic calendar.

**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://hpbgirlscollege.edu.in/programme-outcomes-and-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
BANH	BA	Assamese, Economics, Education, English, History, Home Science, Political	27	20	74.07

		Science, Sanskrit, Sociology			
SOCH	BA	Sociology	50	48	96.00
PSCH	BA	Political Science	34	26	76.47
HSCH	BA	Home Science	31	27	87.10
HISH	BA	History	37	29	78.38
ENGH	BA	English	31	29	93.55
EDNH	BA	Education	30	28	93.33
ECOH	BA	Economics	44	35	79.55
ASSH	BA	Assamese	43	32	74.42
<a href="#">View File</a>					

## 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://hpbgirlscollge.edu.in/feedback/>

## 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
Nil	0	00	0	0
No file uploaded.				

### 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
0	0	

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
0	0	0	Nil	0-
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
0	0	00	0	0	Nil
No file uploaded.					

### 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
Not Applicable	Nil

## 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	Political Science	1	0
National	Sanskrit	1	5.87
No file uploaded.			

## 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
Assamese	5
Economics	2
English	4
<a href="#">View File</a>	

## 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
Position of Women in Bhavabhuti's Mṛtaśmṛdhava	Dr. Jintumoni Dutta	Journal of Emerging Technologies and Innovative Research	2019	0	Gauhati University	Nil
No file uploaded.						

## 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
0	00	0	Nil	Nil	Nil	0
No file uploaded.						

## 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	5	15	11	1

Presented papers	5	14	Nil	Nil
Resource persons	Nil	Nil	Nil	1
<a href="#">View File</a>				

### 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
A study on Money Management by rural women of Rupkalia village, Golaghat/	Department of Home Science	3	26
A study on deficiency diseases suffered by the villagers of Rupkalia village, Golaghat/	Department of Home Science	3	26
Summer Intensive Programme on Swachh Bharat	NSS	4	50
Swachata Pakhwara programme	NSS	4	30
Distribution of Fruits and Sweets to the Prisoners of the Golaghat Jail	NSS and Students Union	5	15
Distribution of Fruits and Sweets to the Prisoners of the Old age Home Amar Ghar	NSS and Students Union	3	15
Flood Relief Camp	NSS, Women Cell and Teachers Unit	5	30
Flood Relief Camp	Department of English and	6	35
Socio -Cultural Aspect of Buddhist Community	Department of Sociology	2	35
Swachh Bharat awareness Rally	NCC	1	100

[View File](#)

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
----------------------	-------------------	-----------------	------------------------------

0	0	0	Nil
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
National Camp	NCC	CATC14	1	1
National camp	NCC	TSC	1	1
Awareness Programme	NCC	Street Drama	1	25
Women Empowerment	Women Cell	Self Defence training	5	200
Cleanliness Drive	Department of Economics	Swachh Bharat	4	40
Cleanliness Drive	Students union	Swachh Bharat	4	150
FIT India	Students union	Awareness programme	5	110
Health Awareness	Department of English	Mental Health	4	150
<a href="#">View File</a>				

### 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
Faculty Exchange with Sarupathar College	100	College Fund	1
Faculty Exchange with Nanda Nath Saikia College, Titabar	125	College Fund	1
Awareness programme on Mental Health	150	District Health and Family Welfare Department	1
Self Defence Training	150	Arohan Foundation (NGO)	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

00	0	0	Nil	Nil	0
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
0	Nil	0	Nil
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
4	3.79

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Newly Added
Laboratories	Newly Added
Seminar Halls	Existing
Classrooms with LCD facilities	Newly Added
Seminar halls with ICT facilities	Newly Added
Video Centre	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Classrooms with Wi-Fi OR LAN	Newly Added
<a href="#">View File</a>	

### 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 2.0	Fully	2.0	2018

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	5403	2563728	371	153186	5774	2716914
Reference Books	12606	5035488	1480	612741	14086	5648229
e-Books	2120	5900	Nil	Nil	2120	5900



<b>Journals</b>	<b>10</b>	<b>6400</b>	<b>2</b>	<b>1890</b>	<b>12</b>	<b>8290</b>
<b>e-Journals</b>	<b>178</b>	<b>5900</b>	<b>Nil</b>	<b>Nil</b>	<b>178</b>	<b>5900</b>
<b>Digital Database</b>	<b>17100</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>17100</b>	<b>Nil</b>
<b>CD &amp; Video</b>	<b>19</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>19</b>	<b>Nil</b>
<b>Library Automation</b>	<b>1</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>1</b>	<b>Nil</b>
<a href="#">View File</a>						

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
<b>0</b>	<b>0</b>	<b>0</b>	<b>Nil</b>
<b>No file uploaded.</b>			

#### 4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
<b>Existing</b>	<b>92</b>	<b>3</b>	<b>31</b>	<b>1</b>	<b>1</b>	<b>9</b>	<b>17</b>	<b>10</b>	<b>0</b>
<b>Added</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>
<b>Total</b>	<b>95</b>	<b>3</b>	<b>31</b>	<b>1</b>	<b>1</b>	<b>9</b>	<b>17</b>	<b>10</b>	<b>1</b>

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

<b>10 MBPS/ GBPS</b>
----------------------

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
<b>0</b>	<b>Nil</b>

#### 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 incurred on maintenance of physical facilities
<b>4</b>	<b>3.99</b>	<b>10</b>	<b>9.37</b>

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)

<b>Procedures and policies for maintaining and utilizing various facilities of</b>
--

the college vary in different extents. The classrooms are of two categories, viz. departmental and common. The departmental rooms are exclusively meant for holding respective classes of the department while the common classrooms are shared by many departments as per the allotted classes provided by the Central class routine. Apart from that digital classrooms and conference halls are used by all for conducting various ICT activities and other official discussions. These rooms are also exclusively used during the examination time as decided by the examination committees appointed for different examinations. The policies for maintaining and utilizing the central library are outlined in detail in the college prospectus "Digdarpan" as well as in the institutional website. It is supervised by the Library Management committee where the Principal is the chairperson and the Librarian is the convener. The computers in the different academic departments are used by the teaching and the students as well as for different purposes. Teachers are using computers for administrative and academic purposes like the preparation of seminars, accessing web resources etc. The computer lab has been used for value-added as well as vocational courses run by the college. The college canteen and guest house have been monitored by the college management committee. The committee looks into the qualitative aspects of the canteen. The canteen functions on a lease basis by circulating tenders for one year term by the external agencies. Laboratories of the Home Science and Education departments function under the strict control of the respective departmental heads and the library bearers (both sanctioned and non sanctioned ). The language lab of the college is maintained by the language lab maintenance cell. There is a sports committee for maintaining the sports infrastructural facilities both indoors and outdoors. The college hostels are under the supervision of the Hostel management committee which looks after the management aspect of the hostel. A gents warden and a lady warden are appointed in the hostels to manage the day-to-day affairs of the hostel. The college GYM has been maintained by the GYM maintenance committee and a Gym instructor has been appointed to look after the overall campus development i.e. beautification of the campus, maintenance of flower garden, cleanliness of the campus etc. Besides that, the institution has one best practice entitled " Clean College, Green college Initiative" under which all the respective departments teachers and students are involved to make the campus clean and green in a rotation manner.

<https://hpbgirlscollege.edu.in/handbook/>

## 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	(a) Financial Assistance For Meritorious Students by Teachers unit (b) Scholarship for toppers (c) Best Graduate Award (d) Best Reader and Best User	22	43000
Financial Support from Other Sources			
a) National	(a) Post Metric	913	2203200

	Scholarship for ST, SC , OBC and Minorities (b) Central Sector Scheme Scholarship (c) Ishan Uday Scholarship (d) Fee Waiver Scheme for Economically Weaker Students of Govt of Assam (e) Combined merit scholarship of DHE, Assam		
b) International	0	Nil	0
<a href="#">View File</a>			

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 implementation	Number of students enrolled	Agencies involved
Remedial Coaching	30/10/2018	155	Departments
Yoga Training	21/06/2019	75	NSS and NCC
Soft Skill	20/08/2018	55	Department of Home science
Soft Skill	11/09/2018	50	Department of Home science
Soft Skill	08/10/2018	35	Department of Home science
Psychological Counselling	22/02/2019	275	Psychological Counselling Cell
Self Defence Training	29/08/2018	200	Women Cell in Collaboration with Arohan Foundation
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	Career Counselling	Nil	250	Nil	Nil
2019	Career Counselling	Nil	325	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
1	1	7

## 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
Nil	Nil	Nil	nil	Nil	Nil
No file uploaded.					

### 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
2019	2	BA (Honours)	Education	Assam Womens University	M.A.
2019	1	BA (Honours)	Education	Assam Womens University	M.Lib
2019	1	BA (Honours)	Education	Dibrugarh University	M.A.
2019	1	BA (Honours)	Education	University of Science and Technology	MBA
2019	2	BA (Honours)	Home Science	Avinashilingam Institution and Home Science Higher Education for Women, Coimbatore	M.A.
2019	2	BA (Honours)	Home Science	Lakhimpur Girls' College, Lakhimpur	MA
2019	3	BA (Honours)	Economics	Dibrugarh University	M.A.
2019	1	BA (Honours)	Economics	Christ University	M.A
2019	3	BA (Honours)	English	The English and Foreign Languages University (Shillong)	M.A

				Campus)	
2019	2	BA (Honours)	English	Assam Women's University	M.A.
<a href="#">View File</a>					

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	7
SLET	1
Any Other	3
<a href="#">View File</a>	

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

Activity	Level	Number of Participants
College Week	Institutional Level	450
All Assam B.P.Singh Memorial Quiz Competition	State Level	110
Debating Workshop	District Level	100
Value Added Course on Acting Skill	Institutional Level	35
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
2018	Nil	National	Nill	Nill	00	Nil
2019	Nil0	National	Nill	Nill	Nill	Nil
No file uploaded.						

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

The college has an autonomous student council named H.P.B. Girls' College Students' Union (HPBGCSU). The prime objective of the HPBGCSU is to protect and promote the interest of the student community inside the college campus. The HPBGCSU regularly organize the Annual College Week, General Freshmen Social of the College, Celebration of Saraswati Puja and Sri Sri Sankardev Tithi etc. Besides the HPBGCSU also celebrated various national as well as state-level important days like Independence Day, Silpi Divas, Rabha Divas etc. The HPBGCSU also organize a State level Inter College Quiz competition regularly in memory of Dr B.P. Singh, the founder principal of the college. It also organizes a debating workshop each year. Besides, the HPBGCSU also organizes handball coaching camp and Summer Drama Workshop in the current year. It also leads and prepares the college team for participating Annual Youth Festival organized by the affiliating university and also various inter-college cultural and sports competitions organized by the various colleges of Assam. The HPBGCSU also

organizes flood relief programmes, Swatch Bharat programmes and other extension activities in the college campus as well as in the neighbouring areas. The office-bearers of HPBGCSU are also part and parcel of various in house committees of the college. The President and General Secretary are the members of Anti Ragging and Anti Sexual Harassment Committee, Library Advisory Committee, canteen Management committee, campus development committee, Project Monitoring committee of RUSA etc. The president of the HPBGCSU is also a member of the IQAC core committee.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

120

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

66900

5.4.4 – Meetings/activities organized by Alumni Association :

(1) An Alumni Meet has been organized on 24th August 2018 where more than 300 alumni of the college have participated (2) A Cultural Meet has been organized by the Alumni association on 24th August 2018 (3) A Plantation drive has been organized by the Alumni Association in collaboration with one reputed NGO of Golaghat District on 25th August, 2018 (4) The Alumni Association of the college has been organized a memorial lecture on Women Empowerment in memory of Hemoprova Borbora

### 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)

(1) The affiliating University i.e. Dibrugarh University has implemented the Choice Based Credit System (CBCS) at the undergraduate level from this year onwards. After the publication of the University notification, the Principal of the college immediately convenes a staff meeting where democratically the member secretary, as well as the members of the CBCS monitoring committee, has been formed. After forming the Committee, it took all the efforts to smoothly implement the CBCS in the current academic year. Although the college limited number of faculty strengths, due to the high demand of the students as well as their bright future opportunities, the college took the pain of providing both honours and non-honours programmes for the newly admitted students who are enrolled under the CBCS system. Due to the decentralization and participative management from both the authority and faculty, the college is able to run all the programs under CBCS very smoothly. (2) The college has got the third installment of RUSA infrastructure grants. By the active involvement of all the members of the RUSA managing committee as well as the Project Monitoring Unit, where the office bearers of the students union are also members. Due to the active involvement of all the people concern, the college is able to complete all the infrastructure projects in time. These projects are Construction of New Girls' Common Room, renovation of Old Academic Building, up-gradation of the classroom building, purchasing of books and journals for the library, equipment for laboratory and sports equipment. All these projects are completed in time by the participative management of all the members of the respective

committees.

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
Curriculum Development	Curriculum development is outside the purview of the institution as the college is an affiliated college under Dibrugarh University. The affiliating university prepares the curriculum. However, the faculty members who are members of the board of studies of their concerning department took an active part in the development of the CBCS curriculum for the undergraduate courses under Dibrugarh University, which has started this academic year. The curriculum of the add on and certificate course has been developed by the institution itself
Teaching and Learning	To improve teaching and learning delivery mechanism, the institution took some important measures under the supervision of IQAC. For using more ICT based teaching two new Digital smart classroom has been installed this year and for smooth functioning of the same a training programme on how to use digital classroom has been organized by the IQAC. For smooth functioning of the newly introduced CBCS system, a workshop `on CBCS has been organized and also an institutional level committee has been also formed. Institutions have also been instructed to all academic departments to prepare course outcome and programme outcome of the respective syllabi and also instructed the faculty members to maintain faculty diary from this session onwards.
Examination and Evaluation	Examination and evaluation works are completed within the stipulated time frame as per the guidelines provided by the affiliating university and also as per the scheduled dates outlined in the institutional academic calendar. Besides some innovative ways like Viva-voce, micro-teaching etc. are also practiced by some departments for internal assessment of the students
Research and Development	Although the college has limited



resources regarding the development of research infrastructure, it has given effort to upgrade the library resources for being used in future by faculty members who intends to pursue various forms of research. The research and extension cell has took the initiatives to publish a research based book by December, 2019

Library, ICT and Physical Infrastructure / Instrumentation

This academic year, the Library of the college has been enriched by purchasing more than 1000 books and journals. A digital segment of the library has been functioning with D-Space digital software. Two nos of digital classrooms with video recording facility has been installed this year. A new girls' common room building has been constructed from RUSA infrastructure grant. The old academic building has been renovated from the RUSA infrastructure grant. Sports and Laboratory facilities has been enhanced by purchasing and installing a good number of sports equipment from RUSA infrastructure grants

Human Resource Management

All faculty members have been entrusted with various tasks apart from teaching according to their compatibility for the smooth functioning of the college. Special training has been provided to the faculty members and office staffs in order to acquaint themselves with the recent mode of teaching and updated office software. Both the teaching as well as the non-teaching staff has their own mutual benefit fund for their welfare. The faculty members are always encouraged to participate in various RC's, OP's, STC's as well as Seminars and Workshops for improving their academic competencies as well as career advancement.

Industry Interaction / Collaboration

The college has developed a good rapport with local industrial and business entities like the Numaligarh Refinery Limited, ONGC, Tea Board etc. Different events were also held in the college through collaboration with different organizations NGOs etc.

Admission of Students

Proper advertisement in the reputed local newspapers and institutional websites is one of the strategies to attract good students. For the first time in the history of the college,



both online and offline submission of application forms has been initiated this year. But the admission process is completely done by online mode. While admitting the students merit scores of the last qualifying examination have been taken into consideration. Proper reservation policy set by the state as well as Central Government has been followed for the ST, SC, OBC, and Differently abled students. Besides there is a provision of quota for admission to the students having outstanding performance in Sports, Culture, NSS, NCC etc.

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

E-governance area	Details
Planning and Development	The college has its own institutional website where various important forms, links as well as documents has been uploaded. The tendering and NIQ's regarding RUSA infrastructure grants have been uploaded to the website
Administration	With a view to encouraging paperless communication for various in-house committees, two Whatsapp groups (for faculty members and for non-teaching staff) have been functioning where various urgent notices and information has been transmitted. Besides the IQAC and all the departments have also Whatsapp groups for their respective communication.
Finance and Accounts	The finance accounts of the college have been maintained both computerized as well as manually. The computerized segment has been maintained through college accounts software. Besides all the transaction under RUSA infrastructure grants has been performed through PFMS mode. Salary bills of the permanent staff have been sent online to the treasury
Student Admission and Support	The financial transaction of students' admission has been converted to the cashless mode from this time. From this year online as well as offline form submission and online admission process has been initiated. Application for scholarship has been also initiated online by the National Scholarship Portal. Besides Whatsapp groups has been functioning for regular contact with the students through online

<b>Examination</b>	The form submission of the end-semester examination has been online from this academic year. Some faculty members also conduct some online class tests through Google Classroom LMS
--------------------	---

### 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	Nil	Nil	Nil	Nil
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)
2019	Use of Smart Classrooms	o	07/03/2019	07/03/2019	30	1
No file uploaded.						

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
STP	1	28/12/2018	03/01/2019	7
FDP	3	22/10/2018	31/10/2018	10
FDP	2	22/04/2019	29/04/2019	7
OP	1	03/04/2019	03/04/2019	1
RC	1	24/09/2018	14/10/2018	21
OP	1	19/09/2018	16/10/2018	28
FDP	1	22/04/2019	27/04/2019	6
<a href="#">View File</a>				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
1	1	Nil	1

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
(i) Teaching staff have a "Mutual Benefit Fund Scheme" where the members contributed a certain amount every month and can avail hassle free loans at a very low interest rates (ii). Availability of food in the college canteen at reasonable rates (iii). Funds allocated for participating various academic bodies, conferences/ workshops etc. (iv). Employing contractual faculty members to lessen the over burden of teaching	(i) Availability of food in the college canteen at reasonable rates (ii) Non teaching staffs have their own " Mutual Benefit Fund" where members contributed a certain amount every month and can avail hassle free loans at a very low rate of interest. (iii) A few member of contractual non teaching staff has been recruited to minimize the over burden of the permanent staffs	(i). Availability of food in the college canteen at reasonable rates (ii). Students welfare fund and scholarships system for poor and meritorious students (iii). Special welfare schemes for the students having outstanding performance in sports , culture etc.

#### 6.4 – Financial Management and Resource Mobilization

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

At the end of each financial year, the institution undertakes an internal audit of the college accounts which consists of various funds heads. The preparation of the internal audit of 2018-19 was entrusted to S.B. Associated, a reputed Chartered Accountant Firm of Golaghat and the audit has been completed in time. The college officially intimated the Directorate of Audit (Local Fund) , Government of Assam to audit the college accounts as an external audit agency. But the concerned authority not yet provides its schedule for the external audit. Audit for RUSA infrastructure grants is done separately.

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
Alumni of The College	25000	For Golden Jubilee Inaugural Function Celebration
No file uploaded.		

6.4.3 – Total corpus fund generated

850000
--------

#### 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	Nill	No	Nill
Administrative	No	Nill	No	Nill

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

(i) A guardian forum of the college was constituted under the name of H.P.B.

Girls' College Guardians' Forum (HPBGCGF) (ii) The guardians of the college participated actively in the guardian feedback survey conducted by IQAC and have prescribed various suggestions for institutional growth (iii) The parent member have been appointed as the member of the Governing Body. They offer valuable suggestions for the upliftment of the college (iv) The parents are actively participated in the departmental guardian meeting held at different times and offer their valuable suggestions

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

(i) The Gymnasium center has provided quality physical training facilities to all teaching and non-teaching staff (ii) IQAC has arranged a special training programme on "How to use Digital Smart Class Room" for the faculty members of the college (iii) A few contractual teaching and non-teaching staffs has been recruited for lessening the workloads of the permanent teaching and non teaching staff (iv) Conduct of on-time Departmental Promotion Committee (DPC) meetings for the professional achievement of the faculty members.

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

(1) Measure to open Science Stream in the College. The college has already opened the Science stream in 102 Level. For undergraduate-level Government of Assam already sanctioned the stream but has no sanctioned the teaching staff yet. (2) The College has started the process of Management Information System (MIS) and partially it has started in admission, Examination, and financial transaction part another part will be done in near future. (3) As per the recommendation of Peer team the college provides ample importance on soft skill and organize various soft skill programme for the students. (4) As per the recommendation of the peer team various coaching and counselling programmes for competitive examinations are organized by the college regularly.

#### 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
2019	Organized a State level Workshop on Choice Based Credit System and Swayam	25/04/2019	25/04/2019	25/04/2019	95
2019	Organized a Motivational Programme on Positivity	22/02/2019	22/02/2019	22/02/2019	275
2019	Organized a faculty Training	07/03/2019	07/03/2019	07/03/2020	30

	Programme on Use of Smart Class Room				
2018	Initiate the Green Campus Project	25/08/2018	25/08/2018	25/08/2018	250
2018	Guardian Meet	12/08/2018	12/08/2018	12/08/2018	60
No file uploaded.					

## 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
Self Defence Training	29/08/2018	30/08/2018	200	5
Awareness Programme on "Balance For Better"	08/03/2019	08/03/2019	250	10
Street Drama	15/02/2019	15/02/2019	35	1

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
(1) Three Solar Street lights have been installed to minimize electrical energy resources. It covers about 2 percent of power requirement of the college (2) Institutions have intensively use LED bulbs in lieu of other normal bulbs to minimize the energy consumption (3) The college has one best practice entitled Clean College Green College where all the faculty members and Students are engaged in the cleanliness of the college campus on a rotation basis (4) The IQAC has initiated a signature project viz. Green Campus Project under which almost 1300 agar tree saplings have been planted in this year. This project fulfills dual objectives of the college, one brings environmental consciousness among the stakeholders of the college and the other bring an alternative source of resource mobilization as the Agar tree has been declared a Comercial crop by the Government of India.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1
Provision for lift	No	Nil
Ramp/Rails	Yes	1
Braille Software/facilities	No	Nil
Rest Rooms	Yes	1
Scribes for examination	Yes	Nil

Special skill development for differently abled students	No	Nil
Any other similar facility	No	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	1	Nil	28/11/2018	1	A study on deficiency diseases suffered by the villagers of Rupkalia village	Health Issues	29
2019	Nil	1	19/04/2019	1	A study on Money Management by rural women of Rupkalia village	Financial Awareness	30
No file uploaded.							

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

Title	Date of publication	Follow up(max 100 words)
Handbook of Professional Conduct and Guidelines	30/06/2019	Code of Professional conduct and the guidelines for its application for the various stakeholders has been compiled by the IQAC and publish it in electronic form and uploaded in the institutional website

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
National Voters day	25/01/2019	25/01/2019	100
Rastriya EKta	31/10/2018	31/10/2018	115

Divas			
Constitutional day	26/11/2018	26/11/2018	100
Republic Day	26/01/2019	26/01/2019	120
Independence Day	15/08/2018	15/08/2018	150
Fruit And Sweet Distribution to the Jail Prisoners	25/08/2018	25/08/2018	40
Fruit and Sweet Distribution to Old age Home	25/08/2018	25/08/2018	25
No file uploaded.			

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

(1) The College has a best practice viz. Clean College Green College Initiatives (ii) IQAC has initiated a new signature project viz. Green College Project under which more than 1300 Agar tree saplings have been planted in the college campus. (iii) Regular Swachh Bharat programme initiated by the NSS Wing, NCC cadets Bharat Scout and Guides Wings of the College (iv) The college has installed sanitary dispensers in both the Girl Hostels. (v) Proper procedure for Solid, Liquid and E-waste management.

### 7.2 – Best Practices

#### 7.2.1 – Describe at least two institutional best practices

**Best Practice No-1:** 1. Title of the Practice: Clean College, Green College Initiatives 2. Goal: (a) To make the campus as eco friendly (b) To sensitize the students as well as teachers about the importance of a clean and green campus 3. The Context: The campus of the college is very large. It is quite impossible for the administration to make it clean and green only through the external sources 4. The Practice: The IQAC has prepared a schedule of allotment of the performing the practice by the various departments of the college. This allotment has been based alphabetically. Every department has been assigned to perform their service on a weekly basis. The concerned department's faculty and students have actively participated to make the campus clean for the whole assigned week. After completion of the week, the next assigned department performs their activity. In this way, the process is going on throughout the year. 5. Evidence of Success: (a) This practice helps to make the college campus clean and green (b) It seems that students are very much aware of their social responsibility towards cleanliness. 6. Problems Encountered and Resources Required: Due to summer and winter vacations, students and teachers remain absent during the month of July and December. So, this practice has not been realised during these two months. So, additional resources are required during these periods of time so that the goal of clean college and green college can be realized throughout the year. 7. Notes: (optional) 8. Contact Details: Name of the Principal : Dr. B.C. Bhuyan Name of the Institution: H.P.B. Girls' College, Golaghat City: Golaghat, Assam Accredited Status: 'B' in the second cycle of accreditation Work Phone: 9435526875 Website: [www.hpbgirlscollege.edu.in](http://www.hpbgirlscollege.edu.in) Email: [hpbgc1969@gmail.com](mailto:hpbgc1969@gmail.com)

**Best Practice No-2:** 1. Title of the Practice: Appointment of Teacher Guardian Initiatives 2. Goal: (a) To monitor the learning progress of the students intensively (b) To provide special responsibility to the faculty members towards the upliftment of the students. 3. The Context: The college has the dominance of rural-based girls' students. Their confidence level is very less. To fill the college as their second home, teacher guardians have been appointed to all the newly enrolled



students 4. The Practice: After completion of the admission process of the new batch, the whole batch has been divided into equal groups. Each and every faculty member of the college has been appointed as a teacher guardian for one group of students. After appointing them, the concerned faculty member collects the information about the background of their assigned students. They sit together, monitor their progress, provide mentorship as well as sometimes provide economic as well as psychological helps to them. They monitor the performance of internal assessment and also contact their legal guardian were as necessary 5. Evidence of Success: (a) This practice helps to minimize the dropout rates of the college, which is one of the biggest tasks of the college (b) This practice helps to fill the student as secure as well as got special attention from the college (c) Due to this practice the confidence of the guardian towards the institution has been increasing, which ultimately increases the gross enrolment of the college. 6. Problems Encountered and Resources Required: The biggest problem of the college to perform this practice is the lack of sufficient permanent faculty members. Due to this, the size of the group assigned for each faculty member has been increased, which creates a tremendous challenge for each of them to continuously monitor each and every assigned student properly. So it is very much necessary to increase the permanent faculty members through recruiting the vacant posts. 7. Notes: (optional) 8. Contact Details: Name of the Principal: Dr. B.C. Bhuyan Name of the Institution: H.P.B. Girls' College, Golaghat City: Golaghat, Assam Accredited Status: 'B' in the second cycle of accreditation Work Phone: 9435526875 Website: [www.hpbgirlscollege.edu.in](http://www.hpbgirlscollege.edu.in) Email: [hpbgc1969@gmail.com](mailto:hpbgc1969@gmail.com)

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

<https://hpbgirlscollege.edu.in/best-practice/>

### 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

The H.P.B. Girls College has been continuously working in various areas where it is distinctive from the other institutions so far its vision, thrust, and priority are a concern. One such distinctive feature of the institution is campaigning for Eco-friendly. The institution has undertaken various initiatives for making the campus eco-friendly such as (A) Clean and Green Campus Initiatives: "Clean and Green Campus Initiatives" is one of the best practices of the college. It is one of the best practices of the college. It is one of the unique practices through which all the departments assign the responsibility of cleaning the college campus for a week period. After that next department performs the same and the process is going on throughout the year in a rotation basis. It brings the collective responsibility and consciousness for all the stakeholders of the institution towards clean environment. (B) Green College Project: As an Endeavour for conservation of healthy eco-system and also to promote alternative source of resource mobilization, the IQAC has undertaken the "Green College Project" and done plantation drive in the campus with Agar Plants. During the last four years almost 3000 (three thousand) Agar plants were planted in the college campus under this project. (C) Disposal of Wastes: (i) Solid Waste Management: Placing Dry and Wet dustbins in different location of the college and then taken away for proper disposal. Waste disposals such as fallen dry tree leaf and other natural wastes are used for recycling and for producing organic manure. The garbage wastes of Girls' Hostels are collected by the pickup vans of Golaghat Municipal Board. Students are encouraged not to use plastic. Proper maintenance



of infrastructure and timely repair of furniture are done to minimize solid waste. (ii) Liquid Waste Management: Waste water generated from the sanitary blocks, basins etc is disposed of through proper drainage system. Toilets are properly connected to the drainage system to get rid of waste water from RO plant is used in gardening. (iii) E- Waste Management: The electronic wastes are repaired and reuse and irreparable are sold out. The college tries to reduce the volume of e-wastes by upgrading the software at the right time and periodic checking of electronic items. Solar Street light has been installed in the campus to reduce waste from bulbs, tubes etc. (D) Rain water Harvesting: To overcome the problem of water shortage, a Rain Water Harvesting Project has been installed for collecting and using rainwater for cleaning as well as gardening and other purposes. (E) Incineration Machine: The college has installed sanitary dispensers in both the Girl Hostels. (F) Use of LED Bulbs: The college has the best practice of use of LED bulbs in lieu of normal bulbs to reduce the energy consumption level of the college. Almost 60 percent of the total bulbs are replaced by LED bulbs. (G) Initiatives for Promotion of Environmental Awareness: The college educates the youth on the importance of conserving the environment by organizing various environmental awareness programmes.

Provide the weblink of the institution

<https://hpbgirlscollege.edu.in/institutional-distinctiveness/>

## 8.Future Plans of Actions for Next Academic Year

The future plan of action for the upcoming academic year (2019-2020) are : (1) Organize various National Level Seminars/ Webinars in Collaboration with various Departments of The College (2) Organize Faculty Development Programmes for the Faculty Members (3) Organize various workshops on Career opportunities and Entrepreneurship Development through various collaborations (4) Organize various coaching programmes for UPSC, APSC, Bank, SSC, TET and other Competitive Examinations (5) Continuing the best practice Clean Campus Green Campus Initiatives (6) Signing MoUs with various educational institutes , Competitive Examination Coaching Institutes, NGOs and other philanthropies and organize various collaborative Programmes (7) Acquiring membership of various Government-sponsored academies for the training of Faculty as well as students (8) Organize various programmes on Self Defence (9) Introduce various online initiatives along with existing face to face activities (10) Submit the AISHE data in time (11) Participate the NIRF survey (12) Publish the handbook of Institutional usage and maintenance policy (13) Continuing the Green College Project (14) Initiating some resource mobilizatiing as well as environment friendly projects (15) organize training programmes for the non teaching staffs (16) organize various State level and institutional level Competitions (17) Organize various Sports, cultural workshops (18) Introduce a Special Award viz. H.P.B. Girls College Uddipana Award and conferred it to one of the significant women of the State who excel a tremendous success in that year