Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**HEMO PROVA BORBORA 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.	**03774295000**
Mobile no.	**9435526875**
Registered Email	**palashhandique1@gmail.com**
Alternate Email	**bipulbhuyan2010@gmail.com**
Address	**Law College Road, Bengenakwowa , P.O-Bengenakhowa, District- Golaghat**
City/Town	**Golaghat**
State/UT	**Assam**
Pincode	**785702**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Women**
Location	**Rural**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Palash Handique**
Phone no/Alternate Phone no.	**03774295000**
Mobile no.	**9435436101**
Registered Email	**palashhandique1@gmail.com**
Alternate Email	**iqachpbgc2015@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://hpbgirlscollege.edu.in/AQAR2017-18.pdf

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://profilelogin.admissione.online/UploadFiles/Documents/ProfileLgoin/HPBGCL_Academic_Academic%20Calender-2019-20_HPB%20GIRLS'%20COLLEGE.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
2	**B**	**2.71**	**2012**	**10-Mar-2012**	**09-Mar-2017**

6. Date of Establishment of IQAC

04-Dec-2004

7. Internal Quality Assurance System

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		
National Seminar on Migration and Its Impact on Socio Economic Development of North East India	06-Sep-2019 2	220
National Webinar on Plagiarism: Its Detection and Avoidance	20-Jun-2020 1	650
National Webinar on Use of Online E- Resources	22-Jun-2020 1	355
National Webinar on Covid 19 Pandemic and the Internal Migrant Labour Crisis in India	25-Jun-2020 1	525
National Webinar on An Opportunity for Creative Writing During Covid -19	28-Jun-2020 1	245
National Webinar on Child Health Crisis: A Pandemic Effect	27-Jun-2020 1	190
National Webinar on Intellectual Property Rights	30-Jun-2020 1	360
One month Coaching on UPSC, APSC, Bank, SSC and other Competitive Examinations	16-Feb-2020 30	115
FDP on Behavioural Remodeling for the Effective Classroom Teaching and Use of ICT Tools in Teaching	27-Jan-2020 6	60
A Workshop on Modelling and Personality Development	08-Jul-2019 10	50
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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
Institution	National Seminar	ICSSR	2019 180	54000
Institution	Girls Common Room Equipment	State Goverment	2019 365	100000
Institution	Educational Equipment	RMSA	2019 365	23068
Institution	Workshop	State	2019	6000

			Government	30	
Institution	Fee Share	KKHSOU	2020 365	34690

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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 :	7
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)

. Organized a Good number of National Seminar and Webinar jointly with various Departments of the Coleege

Organized a good number of Faculty Development Programme and training programmes for the non-teaching staff.

Organized various coaching programmes for UPSC, APSC, Bank, SSC and other Competitive Examinations and Teachers Eligibility Test (TET)

Subscribe G-Suite Account for smooth conduct of various online programmes as well as hassle-free online class and online final examination monitoring

Submit AISHE Data and participate in NIRF survey in time

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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	Achivements/Outcomes
To organize various National Level Seminars/ Webinars in Collaboration with various Departments of The College	IQAC has organized Ten National Webinars and one National Seminar in Collaboration with various Departments

	of the College
To organize Faculty Development Programmes for the Faculty Members	Organize Two Faculty Development Programmes in Collaboration with IIT, Guwahati and Spoken tutorial
To organize various workshops on Career opportunities and Entrepreneurship Development through various collaborations	The Career Counselling and Guidance Cell of IQAC organized three Career opportunities and Entrepreneurship Development Workshops in collaboration with various agencies
To organize various coaching programmes for UPSC, APSC, Bank, SSC, TET and other Competitive Examinations.	Organized an one month long Coaching Programme for UPSC/APSC, BANK, SSC and other Competitive Examinations and also organize an one month free coaching on Teachers Eligibility Test (TET)
To Sign MoUs with various educational institutes , Competitive Examination Coaching Institutes, NGOs and other philanthropies and organize various collaborative Programmes	Several new MoUs executed this year
To acquire membership of various Government-sponsored academies for the training of Faculty as well as students	Membership Acquired from ICT Acdemy, Chennai
To introduce various online initiatives along with existing face to face activities	The Institution Purchase one G-Suite account and conduct various online activities as well as online classes during the Covid 19 Pandemic period and there after
To publish the handbook of Institutional usage and maintenance policy	The IQAC compiled and publish the handbook of Institutional Usage and Maintenance Policy
To continuing the Green College Project	Project Continued
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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 descripiton 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 final examination is totally online through which a proper database has been developed in the institution. Now a days the scholarship system is also through National scholarship portal only which are 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 fees collection of the institution is through online mode only which also helps to manage as well as the 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 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 informed choices. ? The academic calendar as prepared by the affiliating university is strictly followed for the curricular transactions, holding of sessional and end-semester examinations etc. Besides, for the 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 programme organised 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 of 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, analysing, 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/entrepreneurship	Skill Development
Cutting and Tailoring	0	01/08/2019	90	Entrepreneurship	Cloth Designing Skill
Beauty Therapy and Hair Cutting	0	01/08/2019	90	Entrepreneurship	Make up and hair Design Skill
Food Processing and Preservation	0	01/08/2019	90	Entrepreneurship	Food Preservation and processing skill
Spoken English	0	01/08/2019	90	Employability	Communication Skill
0Nil	Diploma in computer Application	01/08/2019	180	Employability	Presentation and typing skill

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	Nil	Nill
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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	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	Non Honours (Assamese, Economics, Education, English, History, Home Science, Political Sciece, Sanskrit and Sociology)	10/06/2019

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

	Certificate	Diploma Course
Number of Students	306	105

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
Value added course on Acting Skill	28/12/2019	35
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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	Education Honours	35
BA	Home Science Honours	22
BA	General (Skill Based Course)	34
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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 both the offline and online modes. 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 analysed by the feedback cell through SPSS software. Feedback of guardian was taken through the offline mode. The feedback cell also collects feedbacks 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 text books on Assamese medium , so that the needs of the Assamese medium students could be fulfilled. The feedbacks from both the guardians and students suggest 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. From this year onwards the online feedback mode has been introduced by the feedback cell of IQAC and collected the feedback through google forms

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 HONOURS in (Assamese, Economics, Education, English, History, Home Science, Political Science, Sociology)	335	620	307
BA	BA NON HONOURS in (Assamese, Economics, Education, English, History, Political Science, Sanskrit and Sociology)	65	150	101
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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
2019	1093	Nill	30	Nill	Nill

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	Numberof smart classrooms	E-resources and techniques used
30	22	7	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. During the lockdown period due to the covid 19 pandemic, various departments also offer e-mentoring initiatives for the students so that they can remain mentally fit during this crisis.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1093	30	1:36

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	30	1	4	17

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
2019	Dr. Bipul Kumar Rabha	Assistant Professor	Ph.D

2020	Dr Dibya Jyoti Bora	Assistant Professor	Ph.D.
2019	Dr. Dibya Jyoti Bora	Assistant Professor	Inviter Speaker in North East and Southern Writers Meet, of Sahitya Academy

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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	General (Ass, Eng, Eco, Edu, His, Hsc, PSc, Sans,Socio)	VI	19/10/2020	18/12/2020
BA	Sociology Honours	VI	14/10/2020	18/12/2020
BA	Political Science Honours	VI	14/10/2020	18/12/2020
BA	Home Science Honours	VI	14/10/2020	18/12/2020
BA	History Honours	VI	14/10/2020	18/12/2020
BA	English Honours	VI	14/10/2020	18/12/2020
BA	Education Honours	VI	16/10/2020	18/12/2020
BA	Economics Honours	VI	14/10/2020	18/12/2020
BA	Assamese Honours	VI	14/10/2019	18/12/2020

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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. During the Covid-19 Pandemic, faculty members are conducting online examinations, online seminar paper presentations as well as online submission of assignments so that the continuous internal evaluation system does not interept during the lockdown period.

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 hanged on 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 list 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://profilelogin.admissione.online/UploadFiles/Documents/ProfileLgoin/HPBGC L_Academic_Programme%20Outcome%20(PO's)%20Programme%20Specific%20Outcome%20(PSO 's)%20and%20Course%20Oucome%20(CO's).pdf

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	Nill	Non Honours (Assamese, Economics, Education, English, History, Home Science, Political Science, Sanskrit, Sociology)	34	23	67.65
SOCH	Nill	Sociology Honours	53	51	96.23
PSCH	Nill	Political Science Honours	33	25	75.76
HSCH	Nill	Home	31	30	96.77

		Scienc Honourse			
HISH	Nill	History Honours	46	40	86.96
ENGH	Nill	English Honours	31	25	80.65
EDNH	Nill	Education Honours	37	35	94.60
ECOH	Nill	Economics Honours	23	22	95.65
ASSH	BA	Assamese Honours	51	44	86.28

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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://profilelogin.admissione.online/UploadFiles/Documents/ProfileLgoin/HPBGCL_IQAC_SSS%20and%20Feedback%20Report%20%202018-2019.pdf

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
Nill	0	Nil	0	0

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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
National Webinar on "Plagiarism: Its Detection and Avoidance"	IQAC Central Library in collaboration with LIPSA with	20/06/2020
National Webinar on "Intellectual Property Rights"	IQAC	30/06/2020

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	Nil	Nill	Nil

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

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	Nil	Nill

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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
Not Applicable	Nill

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	Education	1	0.07
National	Economics	1	2.73
National	Sanskrit	1	5.87
International	English	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
Assamese	5
Economics	4
English	4
Home Science	2
Political Science	1
Sanskrit	3
Sociology	2
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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
Integret aed Educat ion:What Why and How	Hemanta Saikia	Psychology and Education	2020	0	H.P.B. Girls College	Nill
Public E xpenditure on Education and Economic Growth: A	Plabita Bhattachar yya	Humanities and Social Sciences Reviews	2019	0	Dibrugarh University	Nill

Title of the Paper	Name of Author	Title of journal	Year of publication		Institutional affiliation as mentioned in the publication
State -Level Analysis in India					
Delineat ion of Rasa in the M?lat? m?dhava	Dr. Jintumoni Dutta	Journal of Emerging T echnologie s and Innovative Reserach	2019	0	Gauhati University	Nill
Negotiat ing Enviro nmental Ethics in the writings of Rousseau and Wordsworth	Mongolsing Rongphar	IOSR Journal of Humanities and Social Sciences	2019	9	Assam Un iversity, Diphu Campus	Nill

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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
Integret aed Educat ion:What Why and How	Hemanta Saikia	Psychology and Education	2020	Nill	Nill	H.P.B. Girls College
Public E xpenditure on Education and Economic Growth: A State -Level Analysis in India	Plabita Bhattachar yya	Humanities and Social Sciences Reviews	2019	Nill	Nill	Dibrugarh University

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

Number of Faculty	International	National	State	Local
Attended/Semi nars/Workshops	14	70	6	1
Presented papers	1	13	Nill	Nill
Resource persons	Nill	1	3	1

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
Training on Organic Farming	Women Cell	8	35
Awareness on Plastic Free Campus	Health and Sanitation Club	15	200
Covid-19 Awareness Programme	Women Cell	6	110
Covid-19 awareness Programme	NSS, NCC and Teachers Unit	20	50
A brief study on Mising Costume of Mising village	Department of Home Science	2	24
A study on menstrual hygiene and problems faced during menstruation in rural village women of Mohuramukh village, Golaghat.	Department of Home Science	2	24
Extension Programme on Satriya Sanaskriti: Its Formation and Development	Department of Sociology	1	37
An Extension Programme on The Teaching of Sanskrit Language in the Schools of Bengenakhowa Village	Department of Sanskrit	2	16
NCC Day celebration Theme: Foot Rally with slogans	NCC	1	30
Aids awareness programme	NCC	1	30

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
Nil	Nil	Nil	Nill

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 activites	Number of students participated in such activites
Cleanliness drive	NCC	SWachh Bharat at Golaghat Civil Hospital	1	30
National Camp	NCC	CATC 57	1	1
National Camp	NCC	CATC 58	1	2
Clean College Green College Initiatives	All the Department	Swachh Bharat	30	500
Awareness Programme	NSS, Students Union and Teachers Union	Covid-19 Awareness	15	50
Awareness Programme	NCC	Covid -19 Awareness Programme	2	20
Extension Programme	NCC with District Adminstration	AIDS Awareness Programme	1	35
Women Empowerment	Women Cell in collaboration with Parakram Combat Centre	Self Defence Training	5	200

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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 Borhola College	100	Borholla College	1
Faculty Exchange with Morongi Mahavidyalaya	120	Morangi Mahavidyalaya	1
National webinar in collaboration with Majuli College	350	College Fund	1
National Webinar in Collaboration with Majuli College	245	College Fund	1
Faculty Development Programme in Collaboration with E ICT Academy, IIT Guwahati	60	E ICT Academy, IIT Guwahati	6

Faculty Development Programme in Collaboration with Spoken Tutorial, IIT Mumbai	125	spoken Tutorial, IIT Mumbai	6
Career Planning workshop in collaboration with Lucent IAS Academy, Guwahati	225	College Fund	5
Competitive Examination Coaching in collaboration with Lucent IAS Academy, Guwahati	115	Self Financing	30
Career Planning Workshop in collaboration with National Career Service	225	College Fund	6
Self Defence training in Collaboration with Parakram Combat Centre	200	Women Cell	5

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 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
Workshop	training on career op portunities and entrepre neurship development	National Career Service, Government of India	20/07/2020	26/07/2020	7
Training	Competitive Examination Coaching	LUCENT IAS Academy, Guwahati	16/02/2020	15/03/2020	115

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 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
Lucent IAS Academy	01/01/2020	Coaching for Competitive Examination	250
Furkating College	20/04/2020	Faculty and Student Exchange	50
ICT Academy, Chennai	31/07/2020	FDP and Student Workshop	5
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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
11	10.25

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Newly Added
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Video Centre	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Classrooms with Wi-Fi OR LAN	Existing
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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	5774	2716914	198	128220	5972	2845134
Reference Books	14086	5648229	241	156715	14327	5804944

e-Books	2120	5900	Nill	Nill	2120	5900
Journals	12	8290	Nill	Nill	12	8290
e-Journals	178	5900	Nill	Nill	178	5900
Digital Database	17100	Nill	Nill	Nill	17100	Nill
CD & Video	19	Nill	Nill	Nill	19	Nill
Library Automation	1	Nill	Nill	Nill	1	Nill

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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
Palash Handique	Differential Equation	You tube	07/05/2020
Palash Handique	C-D Production Function	You Tube	08/05/2020
Palash Handique	Economic Application of Differentiation	You Tube	21/04/2020
Palash Handique	Concept of Partial Differentiation	You Tube	22/04/2020
Sunil Handique	Nature and Scope of Phonetics	You Tube	02/05/2020
Sunil Handique	Grammatical Category	You Tube	16/05/2020
Sumit Kumar Sarma	Indian Constitution : Sources and Features	You Tube	02/05/2020
Sumit Kumar Sarma	Rawls Theory of Justice	YouTube	02/05/2020
Sumit Kumar Sarma	Civil Services in India: Introduction	YouTube	08/05/2020
Sumit Kumar Sarma	State and Political Obligation	You Tube	26/05/2020

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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

Existing	95	3	31	1	1	10	17	10	1
Added	3	0	2	1	0	1	0	0	0
Total	98	3	33	2	1	11	17	10	1

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

10 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 facilites
11.5	11.33	14	13.79

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)

Procedures and policies for maintaining and utilizing various facilities of 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 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 is 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

https://profilelogin.admissione.online/UploadFiles/Documents/ProfileLgoin/HPBGCL_IQAC_HANDBOOK%20OF%20INSTITUTIONAL%20USAGE%20AND%20MAINTENANCE%20POLICY,%20HPBGC.pdf

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 ,(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 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, Govt. of	1055	8683200
b)International	0	Nill	0
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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
Workshop on Personality Development and Entrepreneurship Development	20/07/2020	215	Career Counselling and Guidance Cell in Collaboration with National Career Service
Value added	28/12/2019	35	Cultural Cell

course on Acting Skill			
Workshop on Self Defence	22/09/2019	200	Women Cell in Collaboration with Parakram Combat Centre
Workshop on Modeling and Personality Development	08/07/2019	50	Cultural Cell

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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 passedin the comp. exam	Number of studentsp placed
2020	Workshop on career Op portunities on Various Government Job Examinations and their Preperations	100	250	Nill	Nill
2019	Free Coaching on Teachers Eligibility Test (TET)	35	Nill	5	Nill
2020	Career Counselling on Law	Nill	110	Nill	Nill
2020	One month intensive coaching on UPSC, APSC , Bank, SSC and other competitive examinations	115	115	Nill	Nill
2020	Workshop on Career Op portunities , Personality Development and Entrepre neurship Development	100	180	Nill	Nill

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		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
Nil	Nill	Nill	Nil	Nill	Nill
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2020	2	BA (Honours)	Sociology	Assam Womens' University	MA
2020	6	BA (Honours)	Sociology	MSS University (Nagaon)	MSW
2020	1	BA (Honours)	Sociology	MSS University (Nagaon)	MA
2020	3	BA (Honours)	Sociology	Dibrugarh University	MA
2020	1	BA (Honours)	Home Science	Bosco Institute	MSW
2020	1	BA (Honours)	Home Science	Kaziranga University	MSW
2020	1	BA (Honours)	Home Science	USTM, Guwahati	MSW
2020	1	BA (Honours)	Home Science	Avinashilingam Institution and Home Science Higher Education for Women, Coimbatore	MSW
2020	1	BA (Honours)	Education	NERIM	MSW

| 2020 | 1 | BA Honours | Education | Dibrugarh University | MA |

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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	5
Any Other	15

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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	550
All Assam B.P.Singh Memorial Quiz Competition	State Level	250
Debating Workshop	District Level	100
All Assam Bhupendra Sangeet Competition	State Level	35
All Assam Article Competition	State Level	40
All Assam Short Story Competition	State level	35
All Assam Poem Competition	State Level	50
District Level Assamese Spelling Competition	District Level	100
Workshop on Modeling and Personality Development	Institutional level	50
Value added Course on Acting Skill	Institutional Level	35

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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	Nil	Nill	Nill	Nill	Nill	Nil
2020	Nil	Nill	Nill	Nill	Nill	Nil

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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, camp[us 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:

145

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

57900

5.4.4 – Meetings/activities organized by Alumni Association :

(1) Organized two meetings of the Alumni Association

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) From this year the H.P.B. Girls College, Golagaht has introduced a special award viz. H.P.B. Girls College, Uddipona Award to be conferred to one of the distinguished women of the state who perform exceedingly well in her field of work. After making the decision the Governing body constructed a committee and appointed a number of members having the Principal as the convener of the committee for selection of the recipient of the said award. After the construction of the committee, the members of the same sit together and are selected unanimously to Miss Lovlina Borgaohain, the first Olympic medalist of Assam and Arjuna Awardee as the recipient of the award. The Award has been conferred to Mr Tiken Borgohain, the father of Miss Lovlina Borgohain on behalf of the recipient on the 52nd Foundation Day of the college as Miss Borgohain was busy training at Patiala, Punjab (2) Due to Covid 19 pandemic, the Government of India announced a complete lockdown through the country from 24th March 2020. Due to this all the regular classes were stopped suddenly. Considering the fact the Principal of the college emergently convenes a staff meeting a requested to all the faculty members to arrange alternative online

classes so that students were not suffered. In response to the Principals appeal, all the faculty members have engaged themselves in an online mode of teaching through various online platforms such as Google Meet, Zoom, Google Classroom YouTube Videos, etc. Besides the college also subscribes a G-Suite account for the smooth functioning of the various online programmes as well as online classes as well as monitoring of online final examinations.

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	The college has an autonomous student council named as 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 in each year. Besides, the HPBGCSU also organizes handball coaching camp and Summer Drama Workshop in the current year. It also leads and prepare 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 Ant Ragging and Anti Sexual Harassment Committee, Library Advisory Committee, canteen Management committee, camp[us development committee, Project Monitoring committee of RUSA etc. The president of the HPBGCSU is also the

		member of the IQAC core committee.
	Teaching and Learning	To improve the 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 outcomes and program outcomes of the respective syllabi and also instructed the faculty members to maintain the 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 the effort to upgrade the library resources for being used in the future by faculty members who intend to pursue various forms of research.
	Library, ICT and Physical Infrastructure / Instrumentation	This academic year, the Library of the college has been enriched by purchasing more than 400 books and journals. A digital segment of the library has been functioning with D-Space digital software. Sports and Laboratory facilities have 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 NGO's etc.
Admission of Students	Proper advertisement in the reputed local newspapers and institutional websites is one of the strategies to attract good students. Both online and offline submission of the 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 has been taken into considered. 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-governace 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) has been functioning where various urgent notices and informations 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 has been maintained through both computerized as well as manually. 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 has 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
Examination	The form submission of the end-semester examination has been online in this academic year. Due to Covid 19 Pandemic, faculty members also conduct online in semester examinations 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
Nill	Nil	Nil	Nil	Nill
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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	Nil	Workshop on Audit and Finance	26/09/2019	26/09/2019	5	12
2020	FDP on Behavioural Remodeling	Nil	27/01/2020	01/02/2020	1	60

	and Use of ICT Tools for Classroom Delivery of Teachers					
Nill	FDP on Latex and X Fig	Nil	03/08/2020	08/08/2020	Nill	80

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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
Workshop	1	10/07/2019	17/07/2019	8
FDP	1	03/12/2019	08/12/2019	6
FDP	8	27/01/2020	01/02/2020	6
FDP	1	06/07/2020	11/07/2020	6
Workshop	1	16/09/2019	21/09/2019	6
STC	1	23/09/2019	28/09/2019	6
FDP	1	15/06/2019	21/06/2019	7
FDP	4	09/06/2019	15/06/2019	7
FDP	1	17/06/2019	22/06/2019	6
FDP	6	22/06/2020	26/06/2020	5

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
4	Nill	Nill	Nill

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	(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	(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.

academic bodies, conferences/ workshops etc. (iv). Employing contractual faculty members to lessen the over burden of teaching	teaching staff has been recruited to minimize the over burden of the permanent staffs	

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 2019-2020 was entrusted to S.B. Associates, 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.

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
Manoshi Borbora	10000	Canteen Rent
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6.4.3 – Total corpus fund generated

1391317

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 on 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 has 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 centre has to provide 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) meeting for the professional achievement of the faculty members

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

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
2020	National Webinar on Plagiarism: Its Detection and Avoidance	20/06/2020	20/06/2020	20/06/2020	650
2020	National Webinar on Covid 19 Pandemic and the Internal Migrant Labour Crisis in India	25/06/2020	25/06/2020	25/06/2020	525
2020	National Webinar on "Mental Health Management During Pandemic	28/06/2020	28/06/2020	28/06/2020	350
2020	National Webinar on "Pandemic, Reading Culture and the Changing Nature of Books"	29/06/2020	29/06/2020	29/06/2020	450
2020	National	30/06/2020	30/06/2021	Nill	360

Year	Title				Participants
	Webinar on Intellectual Property Rights				
2020	FDP on Behavioural Remodeling for the Effective Classroom Teaching and Use of ICT Tools for Classroom Delivery of Teachers:	27/01/2020	27/01/2020	01/02/2020	60
2020	One month Coaching on UPSC, APSC, Bank, SSC and other Competitive Examinations	16/02/2020	16/02/2020	15/03/2020	115
2020	Week Long Workshop cum Motivational programme on Career oppor tunities	03/02/2020	03/02/2020	07/02/2020	250
2019	National Seminar on Migration and Its Impact on Socio Economic Development of North East India	06/09/2019	06/09/2019	07/09/2020	220
2020	A value added course on Acting Skills	28/01/2020	28/01/2020	07/02/2020	35
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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
Self Defence	22/09/2019	26/09/2019	200	5

Training Programme			
Each for Equal programme	08/03/2020	08/03/2020	250	15
Personality Development and Modelling Workshop	08/07/2019	16/07/2019	50	2

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 last year to minimize electrical energy resources. It covers about 2 percent of the power requirement of the college (2) Institutions have intensively used 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 2000 agar tree saplings have been planted 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	Nill
Provision for lift	No	Nill
Ramp/Rails	Yes	Nill
Braille Software/facilities	No	Nill
Rest Rooms	Yes	Nill
Scribes for examination	Yes	Nill
Special skill development for differently abled students	No	Nill
Any other similar facility	No	Nill

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
2019	1	1	11/09/2019	1	Workshop on	Sustainable Farming	50

| 2020 | Nill | 1 | 04/02/2020 | 1 | study on Menstrual problem of Tribal Women | Women Health | 26 |
| 2020 | Nill | 1 | 16/03/2020 | 9 | Awareness on Covid-19 Pandemic | Health Issues | 70 |

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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)
Handbook of Professional Conduct and Guideline	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
Ek Bharat Shrestha Bharat Sceme	28/01/2020	29/01/2020	120
Rastriya EKta Divas	31/10/2019	31/10/2019	100
Constitutional day	26/11/2019	26/11/2019	80
National Voters day	25/01/2020	25/01/2020	100
Republic Day	26/01/2020	26/01/2020	125
National Science Day	28/02/2020	28/02/2020	115
independence Day	14/08/2019	15/08/2019	150

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

(i) 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: Clean College Green College Initiatives: 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 assign 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 assign 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. Also due to the impact of total lockdown because of Covid -19 Pandemic, this practice has been realised up to March 15, 2020, only. 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 Email: hpbgc1969@gmail.com Best Practice No-2: Minimizing Power consumption 1. Title of the Practice: Minimizing the Power Consumption 2. Goal: (c) To minimize the power consumption of the college by replacing the high-powered bulb with LED and CFL bulbs, so that the energy consumption of the college has been minimized as well as recurring cost on electricity consumption can also be minimized. 3. The Context: Extensive use of high-powered bulbs has increased the power consumption of the college, which also increases the recurring cost of the institution. To minimize the annual expenditure on energy consumption of the college, this practice has been taken into consideration. 4. The Practice: At the beginning of the session, all the high-powered bulbs have been replaced by low-energy consuming LED bulbs or CFL bulbs. Only LED bulbs and low consuming tube lights are used in the newly constructed projects of the college. In near future, the college has planned to use alternative energy resources such as solar energy plans on the college campus. 5. Evidence of Success: (c) By replacing the high-powered bulbs with LED bulbs, the energy consumption has been tremendously minimized, for which recurring expenditure on the power consumption of the college has also decreased. The surplus amount of the same has been able used in some other developmental works of the college. 6. Problems Encountered and Resources Required: As the price of the LED bulbs is quite high it is very much difficult for the college to arrange the seed money at a time. So, all the high-powered bulbs are not able to replace yet. 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 Email: 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

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 on a rotation basis. It brings the collective responsibility and consciousness for all the stakeholders of the institution towards a clean environment. (B) Green College Project: As an Endeavour for conservation of healthy eco-system and also to promote the alternative source of resource mobilization, the IQAC has undertaken the " Green College Project" and done a plantation drive on the campus with Agar Plants. During the last four years, almost 3000 (three thousand) Agar plants were planted on the college campus under this project. (C) Disposal of Wastes: (i) Solid Waste Management: Placing Dry and Wet dustbins in different locations 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 the Golaghat Municipal Board. Students are encouraged not to use plastic. Proper maintenance of infrastructure and timely repair of furniture is done to minimize solid waste. (ii) Liquid Waste Management: Wastewater generated from the sanitary blocks, basins etc are disposed of through a proper drainage system. Toilets are properly connected to the drainage system to get rid of wastewater from the RO plants 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-waste by upgrading the software at the right time and periodic checking of electronic items. Solar Street light has been installed on the campus to reduce waste from bulbs, tubes etc. (D) Rainwater 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 programmees.

Provide the weblink of the institution

8.Future Plans of Actions for Next Academic Year

The Future plans action for the upcoming academic year (2020-2021) are (1) Timely submission of AQAR for the year 2019-2020 and pending AQAR for the session

2018-2019 (2) Complete the 3rd Cycle of NAAC A A process (3) Conduct Academic and Administrative Audit (4) Conduct Green and Energy Audit (5) Organize a few National and International Seminar/Webinars (6) Publish Institutional News letter for the session 2019-2020 (7) Prepare Academic Calander for the session 2020-2021 (8) Perform more MoUs with various acdemic institutions, training institutions, NGOs etc. (9) Introduce various value-added course (10) Strengthening the institutional Learning Management System (LMS) by developing more e-contents (11) Install one rainwater harvesting plant (12) organize various state level competitions for the students (13) Organize various collaborative programmes (14) Organize various environmental and social awareness programmes (15) To open a first aid medical center (16) To submit the AISHE data in time (17) To continue the Green College Project (18) To continue the best practice of the institution viz. Clean College Green College Initiative (19) To install a leased line internet connection (20) To acquire the ISO certification status