SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

HEMO PROVA BORBORA GIRLS' COLLEGE

BENGENAKHOWA LAW COLLEGE ROAD P.O- BENGENKHOWA DISTRICT - GOLAGHAT, ASSAM
785702
www.hpbgirlscollege.edu.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

H. P. B. Girls' College, established in the year 1969, is one of the prominent institutions of Higher Education of Assam. It is the only institution in the entire Golaghat district of Assam exclusively meant for women and the college is affiliated to Dibrugarh University, Assam.

The college offers **9 UG** programs. In addition, the college offers **2 PG programs** under Krishna Kanta Handique State Open University (KKHSOU) and Directorate of Distance Education, Dibrugarh University. The institution offers **43 vocational/ Add-on courses** during the assessment period.

The college has regularly participated in the NIRF rankings, AISHE Surveys conducted by the **MHRD Government of India**. The college has received funds and grants from funding agencies like **UGC, ICSSR, RUSA**, and **the Government of Assam** etc during the assessment period.

The college has conducted **68 outreach and extension programs** through NSS, NCC, Women Cell, Teachers' Unit, Students' Union Body etc.

The mesmerizingly beautiful campus is endowed with rich biodiversity and is adorned by vast greenery. **The 14.86 acre** campus is adorned with valuable trees such as **Sachi**(Agar), **Phoebe hainesiana (Bonsum), Magnolia champaka (Titasopa), Gmleina arborea (Gomari).**

The college has 2 fisheries, 1 Greenhouse, 1 Vermi Compost Plant, 1 organic manure plant, 1poly house and 1 herbal garden.

The infrastructure facilities of the college include **25 ICT-enabled classrooms, 2 conference halls, 1 auditorium, 1 Open Stage under construction, 3 Laboratories, 1 language lab, 1 computer laboratory, 1 digital library, 1 gymnasium, 1 Indore stadium, etc.**

The college library at present has 21049 numbers of books.

Vision

- To make the college a leading and premier Higher Education Institution (HEI) in the state of Assam through the consistent approach of Total Quality Management (TQM) of sustainable internalized best practices conforming to the objectives of the college and thereby achieving quality and excellence in the continuous improvement process.

Mission

- To adopt the five stage best practices approach **"Four I and D Model**" in the institution for the promotion of academic environment of the institution.
- To identify the best practices conforming to the various aspects of curricula and pedagogic requirements of the institution and implement the same for the satisfaction of the stakeholders.
- To plan for capacity building of the institution and utilize the campus resources optimally.
- To monitor and evaluate the performance standard of the faculty members through self-assessment and feedback mechanism.
- To analyze strength, weakness, opportunity and threat to the institution and adopt the suitable meaning thereof.
- To establish benchmark through best practices and disseminate the institutionalized best practices to the society.
- To mobilize resource internally and externally for the all-round development of the institution.
- To adopt innovative meaning in teaching learning and evaluation process.
- To organize various academic activities for quality enhancement of students and faculty members.
- To internalize the best practices to be the tradition of the institution implementing the various strategies.
- To plan and develop various academic infrastructural development programme.
- To provide an inclusive environment to incorporate plurality, diversity and heterogeneity among the college fraternity.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- **Compulsory vocational education**: Vocational courses are compulsory for B. A, 1st Semester students.
- **Quality education beyond curricula:** 43 certificate/ value-added/add-on,vocational courses are included.
- **Excellent performance in Academic field**: Students are continuously placed in top 20 university rankings.
- **National level academic collaboration and linkages**:The college has established MoUs and linkages with nationally reputed institutions.
- **E-Governance**: **Fully online admission, administrative process to enhance transparency and efficacy**.
- **An efficient ICT based teaching-learning.**
- **Eco-friendly campus with rich biodiversity.**
- **A strong mentoring system to guide the students individually.**
- **Decentralized management mechanism with all stakeholders' involvement and participation.**
- **Social Responsibility: Active and continuous** i**nvolvement of the students to create socially responsible citizens.**

Institutional Weakness

- **One stream institution:** The college has only one stream (Arts).
- **Constraint in curricula design**: Being an affiliated college, it lacks freedom to design the curricula.
- **Delayed sanctioning of permanent teaching positions** by the government of Assam.
- T**he college has not installed the management information system completely.**
- **The college is yet to start PG programs (non-distant mode) due to affiliating colleges and government policies.**
- **The ICT capability of non-teaching staff is not up to the mark.**
- **The college lags behind in research and consultancy.**
- **The institution has less internal resource mobilization.**

Institutional Opportunity

- **To introduce science and commerce streams in the undergraduate program of the college**.
- **To introduce the PG program in 9 fully sanctioned departments and to offer B-Voc course in the college.**
- **To obtain autonomous college status.**
- **To introduce more add-on courses and vocational courses and to upgrade the certificate courses into diploma courses.**
- **To locate more funds for research activities and to promote students' research culture.**
- **To mobilize alumni involvement for institutional development.**
- **To establish linkages with internationally and nationally reputed higher educational institutions**.
- **To strengthen industry-institute collaboration for internship on job training.**
- **To introduce various Administration and academic e-governance modes**.

Institutional Challenge

- **Lack of adequate faculty members hampers the smooth running of programs.**
- **Fund mobilization for the development of the institution is difficult.**
- **Delay in faculty appointments due to employment policies of the Government.**
- **CBCS system increased the administrative and academic workload of the teachers which will eventually affect the quality of teaching**.**The full potential of alumni is yet to be utilized.**
- **To keep proper records of students' progression to higher education.**
- **To keep proper records of students obtaining various scholarships due to government policies.**
- **To introduce more courses for employment opportunities.**

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

H.P.B. Girls' College Golaghat has a systematic mechanism for analyzing and effective implementation of the curriculum objective set by Dibrugarh University.

- The IQAC monitors the curriculum planning infrastructure of the college through a well-documented

procedure which involves **strategic plan, university academic calendar, academic calendar of the college, departmental academic plans, prospectus, college hand book etc.**.

- Out of the 9 undergraduate programs, **3 programs include project work,** which is 33% of the total course offered by the Institution.
- The college has effectively implemented **Choice Based Credit System** (CBCS).
- IQAC conducts a meeting in the beginning of the session to verify the syllabi.
- **The Academic Calendar** is prepared by the affiliating university.
- IQAC also prepares an **Academic Calendar** on its own.
- The departments of the college prepare course plans and regularly maintain **Academic Diary.**
- Each academic session starts with a **Student Orientation Programme** organised by IQAC.
- A **Hand Book** containing programme outcomes and course outcomes is provided to the students.
- The college also has introduced **43 Add-on/ Certificate course during assessment period.**
- The curriculum has relevant, significant and multidimensional issues on **gender, human values, environment and sustainability.**
- **ICT method** is extensively used.
- S**eminars**, **workshops, special lectures, group discussions, tutorials, micro-teaching,** paper **presentation by the students, projects, educational tours, field trips are some measures taken** for effective and extensive curriculum delivery.
- **Teacher-mentoring** system is implemented as a regular practice of the college. The college has online **Academic Mentoring System** as well which is held regularly.
- **An online feedback system is implemented** among students, faculty members, alumni and guardians for collecting, analysing and taking positive and corrective measures with regards to any shortcoming in curriculum delivery.
- **Remedial Classes** are offered to slow learners.
- **Advanced Learners** are encouraged to learn in Self-learning platforms such as **SWAYAM, Udemi, Edx etc.**

Measures during Pandemic

Considerable measures have been taken by the college to ensure continuity of classes through LMS, Google meet, Google classroom, Zoom, YouTube. **Google classroom has been exclusively used as LMS by college**. Following measures are taken in this regard

- **Online Teaching**
- **Online Supply of Study Material & Books**
- **Online Assessment**
- **YouTube channel of the college.**

Teaching-learning and Evaluation

- The admission process is done through a **completely online mode t**hrough a centralized allotment

process.

- The college is one of the most favored institutions for Higher Education in Assam which is very much reflected even in the enrollment of the programs.
- The college administration takes extra care in fast fillings of the vacant teaching position through contractual appointments and guest lecture appointments to maintain a healthy student-teacher ratio.
- The **average teaching experience** of the college is **15.48** in 2020-21.
- The teacher mentoring policy of the IQAC ensures that all full-time teachers are engaged in the mentoring activity.
- The average enrollment percentage during the assessment period i**s 87.55%**
- In order to cater to the heterogeneous background of the learners, the college adopts diverse assessments and learning strategies such as **Open Book Examination, Class Quiz, First Friday Test, Last Friday Test, online MCQs, Viva-voce, remedial class, group discussion etc.**
- **Remedial classe**s are offered to the slow learners.
- **Advanced learners** are encouraged to enroll themselves in the self-learning **MOOC courses such as SWAYAM, Udemi, EDx, Coursera**.
- The faculty members extensively use **Google classroom, Google quiz, Google meet, Google sheets, Zoom platform,** e-resources assets to deliver the contents of the course and evaluation purposes
- The average percentage of full-time teachers against sanctioned post stands at **87.1 %** and at the same time **55%** of full-time teachers have Ph.D.
- T**he student teacher ratio is 36:1.**
- The internal assessment is done based on **2 Sessional examinations, students' attendance, home assignment, seminar, projects and group discussion.**
- The institution has **2 tier Grievance Redressal mechanisms**
- **Average pass percentage of the students during last five years is 85.67%**

Research, Innovations and Extension

- The college tries to develop the research culture among the students by organizing 2 Seven Day workshops on research methodology. It has sanctioned grants for student's research projects.
- **138 Seminars and lecturers** were organized in the last five years.
- **12 full-time faculty members** were awarded Ph.D. during the assessment period while **3 faculty members** are currently pursuing Ph.D.
- The ISSN number and Peer-reviewed bearing research journals **ECO-HIST, Gyana Biksha and ECO -Zone** provide opportunities to faculty members for publishing the research findings.
- The college has **17 functional MoUs** with reputed institutions and **29 linkage programmes during the assesment period.**
- **68 Extension and outreach programs** were conducted by NSS, NCC, Bharat scout and Women Cell, Teachers' Unit, Students' Union, and various departments during the assessment period.
- The faculty has published **42 research papers** in UGC CARE list journals and **50 papers** in edited books with ISBN number.
- The college has adopted **1 village**.
- The college has received **3 appreciation certificates** from **the district administration, Golaghat Jail and NCC offic**e in recognition of the institution's service to the society.

Infrastructure and Learning Resources

- The college is located in a **14.86-acre campus**.
- Total built-up area of the college is **11372 square meters.**
- The college has **28 classrooms** spread over **4 blocks.**
- **25** classrooms have Wi-Fi facilities.
- There are 5 well-equipped Laboratories.
- The college has **89 computers** and the student: computer ratio is **15:1.**
- The college has **2 air-conditioned conference halls**, **2 smart classrooms** with video recording facilities, **25 ICT-enabled classrooms**.
- The college has **8 building blocks which contain Canteen cum Guest House, Departmental common rooms, Administrative Blocks, Outddo**
- **47.49 % of the annual budget allocation is meant for infrastructure augmentation**.
- The college has **2** (two) internet service providers, Jio Leased line connection bandwidth of 10 MBPS and **2** BSNL Broadband connection.
- The college has **1 multi-purpose Indoor Stadium** with **2 synthetic badminton courts**, **2 table tennis Courts**, **1 well-equipped gymnasium center**.
- Space for **Yoga Meditation and Training** is available in the auditorium.
- The college has **1 Auditorium** and **1 open stage theatre** which is being constructed.
- The college has **2 girls' hostel** with Wi-Fi facility and **1 canteen cum guest house** on the campus.
- The college has **1 basketball court**, **1 volleyball court**, **1 Kabbaddi Court**, **1 Kho-Kho Court, 1 Cricket Field, 1 Athletic track** and **1 Football Field**.**with Gallery.**
- The central library has a total area of 4000 Square feet with **21657 printed books, 157485 N-List and DELNET** Reference books.
- The library functions from **9 am to 4.30 pm.**
- The library is an automated one with **the leading software SOUL 2.0, provided by INFLIBNET Centre.**

Student Support and Progression

The college creates a positive ambience for the multi-dimensional development, progression and career augmentation of the young girls. Continuous effort is made to provide a well-planned support system for the welfare of the students.

- The institution facilitates student representation and engagement in administrative, co-curricular and extra-curricular activities.

- **43 value-added course/add-on the** courses are offered by the institution.
- The college also organizes various workshops on **acting skills, modeling, badminton, handball, Kho-Kho** etc. for the all-round development of the students.
- The college has a vibrant **Career Counselling Cell t**o give special focus on coaching for competitive examinations, career counseling, soft skill development, remedial teaching, bridge courses and personal counseling.

- **Gym and Yoga facilities** are provided for the students.
- An **effective grievance redressal mechanism** is in place.
- On an average **76.26%** of the students get scholarships and free ships from the government and **2% meritorious students** avail scholarships from non-government agencies during the assessment period.
- The number of students who have progressed to higher studies after graduation in 2016–2021 is **291 (20%**)
- **Vocational Education** is given to 100% of students.
- **18% of outgoing students have got placement.**
- **53.5%** students are benefited by guidance for competition and career counseling offered by the institution**.**
- The college has adopted zero tolerance policy for **ragging and sexual harassment.**
- Students are represented in **22** cells and committees of the college.
- The college has an autonomous **Students' Union**. The members of the Union body are incorporated into various cells and committees of the college.
- Students' Union organizes and celebrates L**ocal and National** important days, birth and death anniversaries of eminent personalities.
- H.P.B. Girls' College Alumni Association is a body having its functioning guidelines.
- Since its inception **Purbashree Alumni Association** is continuously working for the upliftment of the college by offering financial and other support services to the institution continuously.
- **Rs. 2,61,850 (Rupees Two Lacs Sixty One Thousand Eight Fiftee**) has been contributed by the various alumna of the college for the betterment of the college.
- The alumni association has initiated a memorial lecture series from 2019 onwards. Besides, many departments have their own alumni associations.
- **Students of the institution participated in 26 programmes in the assesment period.**
- **During the assesment period, students earned 92 awards and recognitions at district and state level.**

Governance, Leadership and Management

- Decentralization and participatory management are key features of academic and administrative framework of the Institution.
- **The governing body** is the apex body of the college which has representatives from the state government, affiliating university, teaching staff, non-teaching staff, guardians, and donors.
- IQAC has representatives from the government, Governing Body, teaching staff, non-teaching staff, alumni, students, and guardians.
- There are **25** well defined policies covering **academic, campus environment and green initiatives, student support, health and safety, governance and infrastructure** etc.
- Committees and Cells are given adequate power in order to truly implement **decentralization polic**y in the institution.
- The organization of the institution includes the Governing Body at the apex, followed by the Principal, Vice-Principals, Head of Departments, faculty members, and support staff (laboratory bearers and grade IV staff).
- The college receives grants from individual and other non-government bodies the sum of rupees **5.89 lacs** over the last 5 years.
- E-governance measures are adopted in the admission process, examination form fill-ups, Students'

Union body election, library management, and many others. The office is increasingly becoming paperless.

- The college adopts effective welfare measures for the teaching as well as non-teaching staff in the form of financial assistance and loan facilities from MBF. The institution has performance evaluation systems that include teacher performance record through annual performance indicator students' feedback etc.
- **22** professional development or administrative programs are organized for teaching and non-teaching staff during the assessment period.
- IQAC conducted an **academic and administrative audit**, **green audit**, **energy audit** and **gender audit** in 2020-2021.
- Due to the effective functioning of IQAC, significant contributions are made in the recent academic period including the participation in **NIRF ranking**, participation in **AISHE** survey, **ISO Certification**, **Infrastructure augmentation**, including **smart classroom leased line internet connection**, **MoUs** for **students faculty exchange**, quality audit, introducing digital library, online admission, paperless transaction, student satisfaction survey, etc.
- **Internal and external audits** of the college academics are conducted annually and reports are uploaded to the institutional website.
- The college receives grants in aid from the state government, **UGC, RUSA** during the assessment period.

Institutional Values and Best Practices

The institutional values and best practices of the college are well aligned to the national policies and priorities. The college has institutionalized its community with engagement programs, environment, and cleanliness initiatives are conducted following various National Mission.

- The women cell of IQAC and various departments conduct several gender equality programs.
- CCTV is installed throughout the campus to ensure safety and security.
- Gender audit has been done by the IQAC during the year 2020 2021.
- Several solar power based street light has been installed in the college campus as an alternative source of energy.
- A rainwater harvesting unit is installed recently.
- The compost of Vermi Compost plant is used in the college gardens.
- The college has adopted a best practice titled **Swachh aru Seujia HPB (Clean and Green HPB). Swaccha aru Xeujia HPB (Clean and Green HPB), adopts multi-pronged strategies to clean, protect, preserve nature, conserve energy, manage Solid Waste, Liquid Waste and E-Waste.**
- The campus is Divyangan friendly with the setting up of ramp, Ramp rails, Common room, and special toilet. Scribes are provided to the needy student.
- 25 local community engagement programs are conducted during the assessment period.
- IQAC prepares a handbook of code of conduct and functioning guidelines for **Governing Body, Principal, Teachers, and non-teaching staff** and students, and the institution functions according to these professional codes of conduct.
- 14 specific programmes were organised to sensitise students and employees to **constitutional obligations, values, rights, and duties of citizens**

- 10 national and international commemorative days, events and festivals were organised to instill national integration and harmony
- The college maintains transparency in all its functions, covering financial, academic, administration as well as auxiliary dimensions.

NAAC

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	HEMO PROVA BORBORA GIRLS' COLLEGE
Address	Bengenakhowa law College Road P.O-Bengenkhowa District - Golaghat, Assam
City	GOLAGHAT
State	Assam
Pin	785702
Website	www.hpbgirlscollege.edu.in

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal	Bipul Chandra Bhuyan	03774-295000	9435526875	03774-295000	hpbgc1969@gmail.com
IQAC / CIQA coordinator	Palash Handique	03774-295001	7002628614	03774-243485	palashhandique1@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	For Women
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	
Date of establishment of the college	22-07-1969

University to which the college is affiliated/ or which governs the college (if it is a constituent college)		
State	**University name**	**Document**
Assam	Dibrugarh University	View Document

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC	09-08-2005	View Document
12B of UGC	09-08-2005	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	**Recognition/Approval details Institution/Department programme**	**Day,Month and year(dd-mm-yyyy)**	**Validity in months**	**Remarks**
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	Bengenakhowa law College Road P.O- Bengenkhowa District - Golaghat, Assam	Rural	14.86	11372

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	**Name of Programme/Course**	**Duration in Months**	**Entry Qualification**	**Medium of Instruction**	**Sanctioned Strength**	**No.of Students Admitted**
UG	BA,Assamese	36	HS	Assamese	75	74
UG	BA,Economics	36	HS	English,Assamese	50	7
UG	BA,Education	36	HS	English,Assamese	65	63
UG	BA,English	36	HS	English,Assamese	50	41
UG	BA,History	36	HS	English,Assamese	50	45
UG	BA,Home Science	36	HS	English,Assamese	35	27
UG	BA,Political Science	36	HS	English,Assamese	75	73
UG	BA,Sanskrit	36	HS	English,Assamese	30	0
UG	BA,Sociology	36	HS	English,English + Assamese	70	70

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				5				25
Recruited	0	0	0	0	3	2	0	5	14	7	0	21
Yet to Recruit				0				0				4
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				2
Recruited	0	0	0	0	0	0	0	0	0	2	0	2
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				9
Recruited	4	1	0	5
Yet to Recruit				4
Sanctioned by the Management/Society or Other Authorized Bodies				6
Recruited	5	1	0	6
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				3
Recruited	2	0	0	2
Yet to Recruit				1
Sanctioned by the Management/Society or Other Authorized Bodies				1
Recruited	1	0	0	1
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	2	2	0	6	4	0	14
M.Phil.	0	0	0	0	0	0	4	1	0	5
PG	0	0	0	1	0	0	3	2	0	6

Temporary Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	2	0	2

Part Time Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	0	0	0	0	0
	Female	1038	0	0	0	1038
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		**Year 1**	**Year 2**	**Year 3**	**Year 4**
SC	Male	0	0	0	0
	Female	6	11	21	9
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	38	36	33	33
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	279	230	275	288
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	77	78	113	94
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		400	355	442	424

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	H. P. B. Girls’ College, Golaghat aspires to become an autonomous college in the near future. Since the college is mainly a single stream institution, multidisciplinary approach in the curricula is

	reflected through careful selection of courses and subjects for the learners within its limited purview at present. Three tier strategy of teaching: Inter-institution, inter-college and inter-departmental faculty exchanges programme is inculcated. Knowledge sharing by experts in various non-academic fields is streamlined in order to provide a holistic approach for the learners. Experiential learning model is undertaken extensively by the institutions through various methods like Field Works, Extension Works, and Projects. Opening of the Science Stream at the graduate level will enhance more academic flexibility towards interdisciplinary approach, and the 'privilege to choose' from a plethora of subjects.
2. Academic bank of credits (ABC):	The institution advocates access, openness, fluidity and flexibility in the education system through already implemented CBCS system. Since the teaching-learning mechanism of the college is operated through a blended mode, student can avail a smooth Academic Bank of Credit process on the courses offered in the college with the implementation of New Education Policy. The existing CBCS system has prepared the learners to complete their programmes within stipulated time in order to enhance smooth transitions to a Four Year Degree course. It will enable the management to tackle dropout rate and poor enrollment ratio among the students of the institution who are mainly from socially and economically underprivileged sections.
3. Skill development:	The college has introduced several Vocational Courses for skill-enhancement, employability to create 'atmanirbhar citizens'. The institution recognizes the importance of vocational and career oriented education for the self employment of the student. Vocational Course is compulsory for the first semester students. The College offers vocational courses on Cutting Knitting and Tailoring, Food Processing and Food Preservation, Beauty Therapy and Hair Cutting, Diploma in Computer Application, Spoken English, Poultry Management and Entrepreneurship Development. Add-on courses on Poly House, Travel and Tourism offer various dimensions of skill development. Skill Enhancement Courses on Desktop Publishing, NSS, Entrepreneurship Development, Human Rights, Library and Information Science motivates the

	students to professional career in these subjects. The college has potential of setting up income oriented Vocational Training Centres in cognizance with the New Education Policy. More vocational courses in collaboration with industry and corporate sector will be a major thrust area for the institution. The institution has done the requisite formalities to open up PMKVK (Pradhan Mantri Kaushal Vikas Kendra) in the college campus.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	The institution offers programmes on Sanskrit, one of the ancient languages in the world—a language that showcases rich literary and cultural heritage of India. The curricula in the CBCS syllabus incorporates papers on Ancient and Modern Indian Political Thought, Indian Classical Literature and Modern Indian Literature, Indian Philosophy etc to instill a sense of rootedness and pride among the students regarding rich traditions of Indian knowledge system. The use of Assamese language as a major mode of communication in the classroom enables the native learners to understand the topics clearly. In the Social Science Subjects, Assamese is a medium of instruction in the examinations. The institution aims to set up a native language research centre in the coming year to encourage short-term research on local and indigenous knowledge system. The college conducts workshops, add-on course, and lecture series on Yoga. Introduction of short-term course on Ayurveda is a part of the strategic plan of the college. The college has set up an herbal garden with medicinal plants to raise consciousness on alternate medicine of Assam.
5. Focus on Outcome based education (OBE):	After attaining autonomy, curriculum will be redesigned with greater emphasis on Outcome Based Education (OBE). Introduction of additional vocational courses in each semester with focus on OBE is planned. Workshops and Faculty Development Programs on development of materials for OBE will be conducted. Regular assessment of the course-based students' feedback will be institutionalised.
6. Distance education/online education:	The college has two centres for distance education- Krishna Kanta Handique State Open University (KKHSOU) which operates the undergraduate course and the Dibrugarh University Open Learning (DDOL) Centre for postgraduate courses. The college

	intends to develop digital Self- Learning Materials (SLMs) to felicitate online learning. Development of a digital library with course videos and materials by faculty members. A few courses to be designed and implemented in online mode via LMS.

NAAC

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
252	202	169	169	169

File Description	Document
Institutional data in prescribed format	View Document

1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
9	9	9	9	9

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1051	1040	1138	1070	940

File Description	Document
Institutional data in prescribed format	View Document

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
259	259	259	254	244

File Description	Document
Institutional data in prescribed format	View Document

2.3

Number of outgoing / final year students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
317	338	328	317	220

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
29	31	26	27	27

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
32	32	32	32	32

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 28

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
50.62	71.88	159.54	170.72	45.44

4.3

Number of Computers

Response: 89

4.4

Total number of computers in the campus for academic purpose

Response: 70

NAAC

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

Curriculum Delivery Planning Process

- The college has effectively implemented **Choice Based Credit System** (CBCS) in all UG programmes as per the regulation of Dibrugarh University.
- In **'Digbalay', the prospectus** of the college the necessary information about the college is provided.,
- **Question Bank** containing old question papers and model question papers are available in the website.
- IQAC conducts a meeting in the beginning of the session to verify the syllabi.
- The college prepares a **general class routine** to enable smooth functioning of the classes.
- **The Academic Calendar** is prepared by the affiliating university. The academic calendar is strictly followed by the institution for executing curricular activities, holding of internal assessment, final examinations etc. Besides, for the smooth functioning of the academic environment of the college, IQAC also prepares an **Academic Calendar** on its own. The departments of the college prepare course plans and regularly maintain **Departmental Diary** for various classroom activities
- Each academic session starts with a **Student Orientation Programme** organised by IQAC.
- A **Hand Book** containing programme outcomes and course outcomes is provided to the students.
- The Heads of the respective departments take responsibilities of allotting the classes to each teacher based on their specialized expertise. All departments hold regular meetings for the effective implementation of the academic calendar.
- Faculty members are actively engaged with the preparation of lesson plans. The principal and IQAC co-ordinator hold regular meetings with the Head of the Departments 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 conventional chalk and talk method. Teaching is supplemented with **seminars**, **workshops, special lectures, group discussions, tutorials, micro-teaching, paper presentation by the students, projects, educational tours, field trips** for effective and extensive curriculum delivery.
- For the implementation of ICT classes by the faculty members, **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 respective teaching department to have a firsthand knowledge about the issues that are faced by the learners/parents and efforts are under taken to address to grievances.
- **Teacher-mentoring** system is implemented as a regular practice of the college for effective implementation of curricular as well as to sort out the issues faced by the learners. The college has online **Academic Mentoring System** as well which is held regularly.
- **Feedback forms** are distributed among students for collecting, analysing and taking positive and

corrective measures with regards to any shortcoming in curriculum delivery.

- **Remedial Classes** are offered to slow learners. **Advanced Learners** are encouraged to learn in Self-learning platforms such as **SWAYAM, Udemi, Edx etc.**

Measures during Pandemic

Considerable measures have been taken by the college to ensure continuity of classes through LMS, Google meet, Google classroom, Zoom like apps. Following measures are taken in this regard

- **Online Teaching**
- **Online Supply of Study Material & Books**
- **Online Assessment**

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

- The College follows the **academic calendar** prepared by Dibrugarh University.
- Besides, **IQAC** also prepares the institution's own Academic Calendar in compliance with the academic calendar of the affiliated university.
- The **academic calendar** is uploaded to the college website. It is also circulated in printed form as a part of the college prospectus so that it can be accessible to each student along with the faculty members.
- As per **the academic calendar,** all the classes have been scheduled through a well-planned class routine for which a routine committee is formed every session.
- **Date of beginning and end of semester, schedule of co-curricular activities , schedule of extra-curricular activities** are incorporated in the academic calender.
- **Celebration of internationally, nationally relevant days** are part of the academic calender.
- Academic calender incorporates the **conduct of internal examinations, completion of course in due time.**
- **Assignments are submitted by students as per the dates given in academic Calendar**
- During the beginning of the sessions, **the Academic Committee** of the college meets to hold threadbare discussions regarding the efficient implementation of the academic calendar.
- Besides, **the academic committee** meets every two months to discuss the academic situation of the college.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years

1. **Academic council/BoS of Affiliating university**
2. **Setting of question papers for UG/PG programs**
3. **Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**
4. **Assessment /evaluation process of the affiliating University**

Response: B. Any 3 of the above

File Description	Document
Institutional data in prescribed format	View Document
Details of participation of teachers in various bodies/activities provided as a response to the metric	View Document

1.2 Academic Flexibility

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

Response: 100

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

Response: 9

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 43

1.2.2.1 **How many Add on /Certificate programs are offered within the last 5 years.**

2020-21	2019-20	2018-19	2017-18	2016-17
17	5	5	8	8

File Description	Document
Institutional data in prescribed format	View Document
Brochure or any other document relating to Add on /Certificate programs	View Document
Any additional information	View Document

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 44.73

1.2.3.1 **Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
963	411	267	372	322

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

1.3 Curriculum Enrichment

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

Response:

The curriculum has relevant, significant and multidimensional issues on gender, human values, environment and sustainability.

There are value-added/certificate/add on courses that enable students to become aware of all cross-cutting

issues and imbibe these values.and sustainability.

- **Humanities subjects Assamese, English and Sanskrit** amply represent human values, gender sensitivity and Environment and sensitivity in the syllabi.
- **Social Science Subjects** explore professional ethics, gender, human values and environment.

A **few examples of the curriculum integrating cross-cutting issues** are listed below:

GENDER SENSITIVITY

- **Gender, Media and Society (Home Science)**
- **Gender and Violence (Sociology)**
- **Gender and Education (Education)**
- **Women's Writings (English)**

ENVIRONMENT AND SUSTAINABILITY

- A compulsory paper on **Environmental Studies** is taught at the undergraduate level which imparts knowledge to the students on various environmental issues.
- Environmental issues form a significant part in the syllabi of the departments of **Economics, English, History, Education, Home Science, Political Science, and Sociology** in B.A honours course.
- Papers titled **Environmental Economics** address economic implications of environmental policy as well as valuation of environmental quality, quantification of environmental damages.

HUMAN VALUES

- A **Skill Enhancement Course on Human Rights** is offered in the college.
- Department of Political Science also has one Discipline Specific Elective paper on Human Rights in both honours and general courses.
- Besides, there is a compulsory multidisciplinary paper for all the students where the subject of human rights is a part of it.
- Literature subjects such as Assamese, English and Sanskrit contain issues of Human Values.

PROFESSIONAL ETHICS

- The college organizes various **career guidance programmes** to instill professional ethical practices in students.
- Students are encouraged to participate in various intra-departmental, **inter-college, state-level literary, cultural, and sports competitions** in order to learn team spirit, fair play attitude.
- Code of professional ethics is prepared for the faculty members as well as the office staff to integrate into the curriculum.
- The Women Cell of the college provides training in **Yoga and Self Defense Skills** in association with various social organizations and NGOs. The College conducts workshops in the areas of

health and hygiene, sanitation, education, self-employment etc to empower the female students.

- The college organizes programmes like **Swachh Bharat Abhiyan**. Each department is allotted weekly to conduct cleanliness programs in the College campus. Campus development cell planted 2500 Sachi (Agar) saplings under **Swachh aru Seujia HPB.**
- The **NSS Wing** of the college, a good number of departments conduct programmes connected with human values such as **flood relief camps** at flood-affected areas of Golaghat district, distribution of **food kits**, **cleanliness programmes** in the town, organising medical camps and distribution of free medicine.
- The NCC, NSS, Scout and Guide Wings of the college have taken up issues pertaining to gender, health, human rights,and Swachh Bharat Abhiyan.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View Document
Any additional information	View Document

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 1.78

1.3.2.1 **Number of courses that include experiential learning through project work/field work/internship year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
4	4	3	3	3

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year

Response: 12.08

1.3.3.1 **Number of students undertaking project work/field work / internships**

Response: 127

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.4 Feedback System

1.4.1 ***Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni***

Response: B. Any 3 of the above

File Description	Document
Any additional information (Upload)	View Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback process of the Institution may be classified as follows: Options:

1. **Feedback collected, analysed and action taken and feedback available on website**
2. **Feedback collected, analysed and action has been taken**
3. **Feedback collected and analysed**
4. **Feedback collected**
5. **Feedback not collected**

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Upload any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 87.55

2.1.1.1 **Number of students admitted year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
400	355	442	424	400

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
470	470	470	460	440

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 62.59

2.1.2.1 **Number of actual students admitted from the reserved categories year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
138	205	166	151	139

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.2 Catering to Student Diversity

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

Response:

The institution has developed a mechanism to assess the learning levels of the students after admission and organizes special programs for advanced learners and slow learners.

STRATEGIES FOR SLOW LEARNERS

- **Inclusive and micro classes:** The slow learners are divided into several micro-groups spearheaded by respective faculty members.
- **Remedial classes: Remedial classes** are conducted for slow learners to clarify doubts, to re-explain the critical points on the subjects where they lag behind.
- **Moral boosting**: The psychological cell of the college provides the necessary moral boost to the students by motivating them to work hard.
- **Simplified Reading Materials:** Simplified reading materials are provided by the concerned teachers in online and offline mode.
- **Teaching in bilingual language:** Both Assamese and English are used in the classroom so that they can understand the lessons easily.

STRATEGIES FOR ADVANCED LEARNERS

- Advanced learners are encouraged to enroll in various online **MOOC** courses in **NPTEL, SWAYAM, Udemi, and Edx platforms.**
- They are encouraged to use E-resources in **INFLIBNET, N-list and other E-platforms.**
- **Advanced reading materials** are provided to stimulate their thoughts.
- Encouraged to attend/participate in **various seminars, lectures, conferences, quizzes** to broaden their horizon. **Interactive**
- **Programmes with eminent scholars** from various fields are organized to motivate and encourage advanced learners.
- **Advanced learners** are also involved in value-added activities of college to develop social relationships.
- **Prizes, cash awards, scholarships** are given to the advanced learners.
- **Engagement in social activities/ class activities**/institutional activities to build the confidence level of the students.
- **Add-on course:** HPB Girls' College offers 12 add-on courses to optimize the competitive edge of advanced learners.
- **Career Counseling Session**
- **Best Reader and Library User Award**
- **Merit Scholarships**
- **Learners are assigned leadership roles in activities like Campus Tree Labeling, Campus Flora Analysis.**

File Description	Document
Upload any additional information	View Document

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

Response: 36:1

File Description	Document
Any additional information	View Document

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:

The institution adopts various student centric methods like experiential and participatory learning to ensure active participation of students in the teaching learning process.

EXPERIENTIAL LEARNING

The college adopts the following methods for effective experiential learning:

- **Group Discussion**
- **Field study and other value added activity**
- **Project work**
- **Student Seminar and Quiz**
- **Paper Presentations in college**
- **Writing for the College Magazine**
- **Editing Departmental Newsletter, Wall-magazines**
- **Preparing Posters**
- **Interactive sessions with experts in various fields**
- **Think-Pair-Share initiative**

PARTICIPATIVE LEARNING:

- **Faculty Exchange Programme:** Faculty Exchange Programmes are organized by the Departments to enhance mutual exchange of knowledge and ideas.
- **Educational visits outside the institution:** The teachers encourage as well as provide students with opportunities to pursue experiential learning in their respective domains. Visit to higher educational institutes and other activities outside the college are organized.
- **Group Project:** Students of Home Science Department engaged themselves in Group Projects.

- **Senior students** of the departments are also involved in this process with their juniors for **mutual benefits.**
- **Role playing**: Students participate in mock-classroom teaching where they take the role of a teacher for a particular length of time.
- **Performance of Text oriented plays and skits**
- **Quiz and Debate Competition**

PROBLEM SOLVING METHODOLOGIES:

- To enhance the learning experience through problem solving methods the following means are adopted by the concerned departments:
- Projects
- Assignments
- **Individual and group projects** help students to learn to identify and analyse a problem and come up with solutions

INNOVATION AND CREATIVITY IN TEACHING-LEARNING

- **ICT enabled classrooms**: The College has ICT enabled classrooms where there are provisions for PowerPoint presentations, showcasing of videos and audios related to the curriculum.
- **First Friday Test**: Some departments conduct First Friday Tests for the students. This objective test is conducted every month. The knowledge skills of the students are assessed through this test.
- **Last Friday Test**: Last Friday Test is subjective which is conducted in every month for the students.
- **Open Book Examinations**: Open Book Examinations are held regularly where students' knowledge is tested in an experimental and innovative way.
- **Regular student feedback system**: Regular student feedback is an important and indispensable criterion of the college.There is a Feed Back Cell which is responsible for conducting the Feedback.
- **Group discussions**: Group discussions are held regularly to enhance participatory and creative learning among the students. Group discussions help students to articulate their point of views.
- **Interactive sessions**: The College holds interactive sessions regularly. In these sessions eminent persons from various fields are invited to offer their expertise on the concerned subject.
- **WhatsApp group formations in the Departments**: All the departments have Departmental WhatsApp groups that act as digital platforms for the students to exchange knowledge.
- **Brainstorming sessions**: Brainstorming sessions are organized by the college where various eminent personalities on specific issues are invited.
- **Special programmes for competitive examinations**: The College has organized various training programmes for competitive examinations such as **IAS, SSC, Banking, LIC, ACS** among others for the students of the college
- **Departmental Quiz Competition**

File Description	Document
Upload any additional information	View Document
Link for additional information	View Document

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

The college employs a robust mechanism to use teaching-learning process effectively.

- Each Department is **well-equipped with the LCD projector** and screens. The college provided laptops and printers to all the departments for the smooth functioning of academic activities.
- The college has installed separate Wi-Fi units for the students inside the campus.
- Further, it has a **computer lab and a language** lab with internal LAN.
- **Broadband Leased Line** facilitates high speed Internet connection.
- **G-Suite** is purchased by the college. All the online classes which are held using G-Suite are recorded.
- **100% of the staff** is well familiar with all the latest ICT tools. To strengthen their knowledge, many teachers have participated in the FDPs on **'Moodle' 'Google classroom', Latex**. Some of the teachers have uploaded e-content on **You Tubes**.
- Currently, all the teachers are conducting online classes and exams through **Google Meet, Google classroom and Zoom.**
- Online Lectures are organized by the colleges regularly.
- The language departments regularly use **film screening** of the adapted novels, drama or short story.
- **Language Lab** is very useful and supportive to the students for enhancing their communication skills and soft skills.
- To keep the students and teacher's pace with the changing scenario, library is regularly updated with online resources, **Inflibnet** membership is regularly upgraded and **Shodhganga, eShodhsindhu and allied e-resources** are provided free of cost.
- Social media is skillfully used by the college through its **WhatsApp groups and Facebook** accounts and all these links are visible on the front page of the website.
- The institution encourages teachers to attend **training programmes, workshops, seminars and conferences** related to the ICT use or innovation in teaching-learning.

File Description	Document
Upload any additional information	View Document
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process.	View Document

2.3.3 Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)

Response: 40:1

2.3.3.1 **Number of mentors**

Response: 26

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

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 87.5

File Description	Document
List of the faculty members authenticated by the Head of HEI	View Document
Institutional data in prescribed format	View Document

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 51.24

2.4.2.1 **Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
17	17	14	13	11

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)

Response: 12.03

2.4.3.1 **Total experience of full-time teachers** Response: 349	
File Description	**Document**
Institutional data in prescribed format	View Document
Any additional information	View Document

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

H.P.B. Girls' College adopts a crystal clear policy regarding internal assessment.

TRANSPARENCY

A) Internal Examination Committee: :

- The College currently follows CBCS system. In the beginning of every academic session, the academic committee **appoints an Internal Examination Committee to conduct internal examinations**.
- The Internal Examination committee is given in charge of setting up the dates of the examination.

B) Decentralization of examination:

- The departments are entrusted with **preparing question papers, appointing invigilators for the examinations.**
- Co-ordinations between the departments are noticed in form of **inter-departmental invigilators in examinations.**
- The dates of internal exams **are notified in the central and departmental notice boards** in the college. The students are also notified through **Google Classrooms, WhatsApp Groups and in the college website.**

C) Evaluation:

- The answer scripts are evaluated within **15 days** of the date of examination. The marks are notified in the notice boards, **WhatsApp groups** and **Google Classroom**. Marks are also posted in the **WhatsApp Groups** of **the teacher guardians**.
- The answer scripts are handed over to the students so that they could look at the remarks written by the concerned teachers for further improvement.

D) Notification of Group Discussion/ Home Assignment/ Seminar

- Notifications of the dates and the topics of **Departmental Group Discussion/Home Assignment/ Seminar** are notified in the departmental notice boards.
- The marks of **G.D./H.A./Seminar are displayed in the notice boards**. Soft copies of the Mark Sheets are sent to the WhatsApp Groups, Google Classrooms of the department.

ROBUSTNESS

- **Frequency**: The College conducts **Sessional examinations in** a centralized manner.
- **Variety**: The College adopts the policy of decentralization and co-ordination where the departments adopts the variety in the methods to select appropriate the methods of internal examination and evaluation which include Multiple choice question tests, Home Assignments, Online Assignments in **Google Class Room, WhatsApp Group, Seminars, Project Work.**
- **Grievances Redressal Mechanism:** The College has a **Grievance Redressal Mechanism in order to redress the issues regarding examination.**
- **CCTV:** The examination process is monitored by CCTV Cameras in order to avoid the malpractices.
- **Re-examinations:** Absentees with genuine reasons get an opportunity to re-appear.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

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

Response:

- All the students are notified in advance about the time of internal examinations in the **Central notice board**, **departmental notice boards**, as well as in Google Classrooms of the respective departments, Students' Affairs and Union Body.
- To ensure **proper, fair and smooth conduct** of in-semester examination, invigilators are assigned centrally by the college authority.
- Faculty members of the departments are assigned by the respective Heads of the Departments for **time-bound evaluation of the answer scripts**.
- **Dates of Seminars, Group Discussions, and Home Assignments** are notified in time.
- Those students who fail to appear in the Sessional examinations are given **a second chance** to reappear in the examinations.
- **Mark sheets** are displayed in the central and departmental notice boards.
- **Answer Scripts are** shown to the students in the classrooms.
- **The grievances of the students** associated with the internal assessment such as correction of

marks, totaling, marks are promptly solved.

- **Conduct of special examination** for students who remains absent due **to NSS, NCC camps**, **National Sports and Cultural Competitions** are resolved immediately by the concerned department of the college.
- **Guardians** are called if students perform very poorly.
- **Counseling is offered to the slow learners after the examination.**
- **All examinations are held in stipulated time**.

File Description	Document
Any additional information	View Document

2.6 Student Performance and Learning Outcomes

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

Response:

- There are **9 programmes in Arts** in the college.Very systematically, from the first year of their college life, the purpose of their academic journey is elaborated through **central and departmental orientation programmes**, **expert lectures, extra-curricular activities and classroom interactions.**
- In order to focus on the outcomes, the students are categorized in as **Slow Learner** and **Advanced Learner** on the basis of their performances in the **first sessional examiantion**. Feedbacks are taken regularly from the students which help to evaluate the core understanding of the students about the content of the curriculum.
- **Google Classroom, Group Discussion, Seminar Presentation, Home Assignments, Unit Tests**, **Sudden tests, Tuesday Test, First Friday and Last Friday Tests** are substantially helping to evaluate the learning outcomes.
- The college provides subject related **Add-On, Value Added and Vocational Education** courses to inculcate the actual outcomes at the end of the course and extend it through their life. Lectures on competitive examinations, career counseling and soft skills are playing crucial role in the overall development of the students.
- Program specific outcomes are measured through **both academic and non-academic** performances of the students. The performance of the students in the internal and external examinations, in the **practical and assignments**, **participation in class activities**, **role in departmental activities** are some of the means by which program specific outcomes are measured.
- Students are also encouraged to take part in **competitions, seminars and conferences, research competitions** etc. Their performance within and outside the college in the various academic events provides another index of their learning-levels.
- **Course outcomes** are measured through the performance of the students in the class, practical, internal evaluations, and external evaluations.
- Students are measured continuously based on **their regularity, their receptiveness, participation in class discussions, their answers to questions** asked by the teacher and the overall quality of their conduct.

- Their performance in the internal examinations provides the initial indication of their learning outcome. Teachers provide critical inputs to the students on the basis of this performance to improve their performance in the external examinations.

File Description	Document
Upload COs for all courses (examples from Glossary)	View Document
Upload any additional information	View Document

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

Response:

Since the institution does not have Outcome Based Education (OBE), it uses direct methods to evaluate attatinment of programme outcomes and course outcomes.

Direct methods display the student's knowledge and skills from their performance in the class/assignment test, internal assessment tests, assignments, semester examinations, seminars, laboratory assignments/practicals, projects etc. These methods provide a sampling of students' knowledge and provide strong evidence of student learning.

Direct Assessment method used for PO and CO attainment

SL NO	DIRECT ASSESSMENT METHOD	FREQUENCY	DESCRIPTION
1	**Sessional Examinations**	Twice in a semester	Sessional examinations are based on theory papers. It is a metric used to continuously assess the attainment of course outcomes.
2	**Home Assignments**	once in a semster	Assignment is a metric used to assess student's analytical and problem solving abilities. Every student is assigned with course related tasks & assessment will be done based on their performance
3	**Group Discussion**	once in a semester	Group discussion is a matric used to assess student's leadership,co-

			ordination and critical ability.
4	**Seminar presentation**	once in a semster	Seminar presentation measures students' critical, original and research oriented outlook along with presentation and communication skills.
5	**Project Work**	once in a semester	Project works assess a students' involvemnet in community. Critical input of the students is measured through such project.
6	**Practical in laboratory(Education and Home Science)**	once in a semester	Practical in the laboratory is a qualitative performance assessment tool designed to assess students' practical knowledge and problem solving skills.
7	**End Semester Examiantion (Theory and practical)**	once in a semester	End Semester examination (theory or practical) are the metric to assess whether all the course outcomes are attained. End Semester Examination is more focused on attainment of all course outcomes.
8	**Last Friday Test/ First Friday Test**	Twice in a month	This is a matric used by the Department of English to assess the learning level of the students on the first friday and last friday of every month.

Identification of Advanced Learners and Slow Learners:

- **Advanced learners and slow learners are identified after the first sessional examination. Those students who score marks above 60% in the sessional examination are identifed as Advacned learners.** Advanced learners are encouraged to enroll in various online **MOOC** courses in **NPTEL, SWAYAM, Udemi, and Edx platforms.**
- **Remedial classes: Remedial classes** are conducted for slow learners to clarify doubts, to re-explain

the critical points on the subjects where they lag behind.

Performance of the students in the assessment period:

YEAR	*APPEARED*	*PASSED*	*PASS PERCENTAGE*	*FIRST CLASS*
2016-17	**220**	**171**	**77.72**	**72**
2017-18	**317**	**254**	**80.12**	**70**
2018-19	**328**	**274**	**83.54**	**87**
2019-20	**338**	**294**	**86.98**	**88**
2020-21	**317**	**317**	**100**	**134**

File Description	**Document**
Upload any additional information	View Document
Paste link for Additional information	View Document

2.6.3 Average pass percentage of Students during last five years

Response: 85.28

2.6.3.1 **Total number of final year students who passed the university examination year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
305	274	259	172	149

2.6.3.2 **Total number of final year students who appeared for the university examination year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
335	326	310	219	167

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.57

File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document
Upload any additional information	View Document

NAAC

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)

Response: 1

3.1.1.1 **Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	1

File Description	Document
Institutional data in prescribed format	View Document
e-copies of the grant award letters for sponsored research projects / endowments	View Document

3.1.2 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 2.22

3.1.2.1 **Number of departments having Research projects funded by government and non-government agencies during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	1

3.1.2.2 **Number of departments offering academic programes**

2020-21	2019-20	2018-19	2017-18	2016-17
9	9	9	9	9

File Description	Document
Supporting document from Funding Agency	View Document
Institutional data in prescribed format	View Document
Paste link to funding agency website	View Document

3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years

Response: 138

3.1.3.1 **Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
68	30	11	13	16

File Description	Document
Report of the event	View Document
Institutional data in prescribed format	View Document

3.2 Research Publications and Awards

3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last five years

Response: 0.96

3.2.1.1 **Number of research papers in the Journals notified on UGC website during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
06	01	05	9	06

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.2.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 1.79

3.2.2.1 **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
10	17	05	06	12

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.3 Extension Activities

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

Response:

H.P.B. Girls' College organizes various extension activities in the **neighbourhood community** where a good number of students actively participate.

OFFERING HELPING HANDS TO THE PEOPLE IN DISTRESS

- **Distribution of relief materials to the flood-affected people in Golaghat District.**
- **Distribution of food and fruits to the prisoners**
- **Distribution of food, fruits and cloth at Old Age Home and Orphanage houses.**
- **Spend A Day programme at (Amar Ghar) Old Age Home**
- **Spend A Day programme at Golaghat Prison**
- **Distribution of clothes to the poor**

Xohojug (Co-operation): College-Local Community Partnership

- **Teaching at partner schools**
- **Teaching at nearby schools by college students**
- **Awareness programs at the Adopted Village**
- **Cleanliness drives**

- **Blood Donation Camp**
- **Awareness program on health and sanitation**
- **Swachha Bharat Summer Internship Camp**

‘Together We Can’ : Covid-19 Awareness Drive (Phase 1)

- **Distribution of Hand Wash and Sanitizer to the visitors**
- **Distribution of leaflets, hand wash and soaps in the neighbourhood**
- **Distribution of leaflets, hand wash and soaps in the rural areas**
- **Wash and Win initiative in the neighbourhood community**

Week Long Awareness Programme on How to Tackle Covid-19 (Phase 2)

- **Distribution of masks and sanitizers to the locals**
- **Opening the college infrastructure for Quarantine Centre**
- **Awareness program on Covid-19 Vaccination**
- **Distribution of masks and sanitizers**
- **Covid-19 Vaccination Camp**

SWACCHA BHARAT ABHIYAN

- **Cleanliness drive at Municipality areas**
- **Cleanliness drive at Hospital**
- **Swccha Bharat Summer Internship Camp at Chandan Nagar**
- **Cleanliness Drive at Golaghat town**

Know Your Society: Becoming Responsible Citizen

The college students are encouraged to gather in-depth knowledge on vital issues inherent in the society by conducting field trips, surveys in Golaghat District on the following issues:

- **The occupation and income of tribal areas.**
- **Food habits and health.**
- **Traditional costumes**
- **Public Health Care System**
- **Environment pollution**
- **Sanitation practice**
- **Impact of English**
- **Buddhist Influence**
- **Reproductive Health Study**
- **Religion**
- **Health of women**

File Description	Document
Upload any additional information	View Document

3.3.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 0

3.3.2.1 **Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document
e-copy of the award letters	View Document
Any additional information	View Document

3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Response: 68

3.3.3.1 **Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
30	12	09	06	11

File Description	Document
Reports of the event organized	View Document
Institutional data in prescribed format	View Document

3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years

Response: 58.19

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

2020-21	2019-20	2018-19	2017-18	2016-17
801	650	745	240	605

File Description	Document
Report of the event	View Document
Institutional data in prescribed format	View Document

3.4 Collaboration

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

Response: 21

3.4.1.1 **Number of linkages for faculty exchange, student exchange, internship, field trip, on-job training, research etc year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
9	05	02	03	02

File Description	Document
Institutional data in prescribed format	View Document
e-copies of linkage related Document	View Document
Any additional information	View Document

3.4.2 Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years

Response: 10

3.4.2.1 **Number of functional MoUs with Institutions of national, international importance, other**

universities, industries, corporate houses etc. year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
7	01	0	01	01

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document
e-Copies of the MoUs with institution./ industry/ corporate houses	View Document

NAAC

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Response:

The Management of H. P. B. Girls' College augments and constantly upgrades the physical facilities to facilitate the teaching-learning process. The college is set on a **14.86 acres green campus** with imposing buildings and infrastructure with all amenities.

Infrastructural Facilities for Academic Activities:

- **28 Class rooms**

  a. 2 Rooms are with Smart TV

  b. 12 rooms are fitted with LCD

  c. 25 rooms are Wi-Fi enabled

- **2 Conference halls with air-conditioned facility.**
- **1 Language Lab for Communication Skills**
- **Laboratories -02 (Education and Home Science)**
- **Science Laboratory-03 (Physics, Chemistry and Biology)**
- **Latest teaching aids for practical teaching in Education Major**
- **1 Computer Lab**
- **10 Mbps Leased Line**
- **1 BSNL Broadband**
- **1 Psychological Counseling Centre**
- **1 Career Counseling Centre**
- **Computers in each department**
- **2 Browsing Centre**
- **3 Xerox machines**
- **21 Printers**
- **2 Generators with a total capacity of 507.5 KVA for uninterrupted power supply**
- **50 Watts On-grid Solar Power Panels (3)** provide power for the administrative block
- **3 Mini generators**
- **1 Digital Camera**
- **1 video camera to be used in the field work**

Audio-visual teaching aids-

(a) **OHP-01**

(b) LCD-12

(c) Amplifier-02 set

(d) 1 Digital Podium and 3 Podiums

- **1 Yoga and Meditation Centre**
- **A Central library houses 21049 books and 13 reputed journals/magazines, 6 Newspapers**
- **Subscription to 10 online full-text accesses**
- **E resources under E-ShodhSindhu: E-journals (1000+), 164300(E-books)**
- **NDLI (600000)**
- **160000 books under N-list**
- **9 Departmental libraries**
- **All departments are furnished with laptops with internet facilities and computers.**

Hostels

- **2 Hostels on Campus with 40 rooms.**
- **Hostel 1- 48 Students**
- **Hostel 2- 47 Students**

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

The college has a well-maintained infrastructure that promotes extra-curricular activities.

SPORTS

The college has **four acres** of infrastructure for promoting sports and games. An **Indoor stadium** constructed with financial support from UGC under the XII Plan facilitates students'

accomplishments in sports. The facilities, with a year of establishment and area specification, are listed below:

Indoor:

- **Badminton Court 1- 2015**
- **Badminton Court 2- 2017**
- **Table Tennis Board- 2**

Outdoor:

- **Basketball – 1 (2012)**
- **Volley Ball- 1 (2011)**
- **Football – 1 (2009)**
- **Kabbaddi Court**
- **Kho-kho Court**
- **Handball Court**

In addition, facilities for indoor games such as **Table Tennis, Carrom, and Chess** are available.

An **open gallery**, with a seating capacity of 300, affords a panoramic view of the ground.

1. **GYMNASIUM**

The college has a **well-furnished gymnasium** that ensures the physical fitness of students and staff.

- **The Yoga and Meditation Centre** provides mental rejuvenation to the students.
- **Auditorium** The spacious and well-equipped Auditorium with a seating capacity of 800.
- **Old Seminar Hall** that can accommodate 250.
- **New Conference Hall** is additional large halls with ICT facilities.
- **Cultural Activities**

The college has well-stocked backstage provisions with costumes and jewelry to support cultural activities.

The Students' Union assisted by various committees showcases the talents of students by organizing **College Week, Freshers' Social, Parting Social, etc.**

- **An Open-Air Stage** is being constructed.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. *(Data for the latest completed academic year)*

Response: 50

4.1.3.1 **Number of classrooms and seminar halls with ICT facilities**

Response: 14

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 44.94

4.1.4.1 **Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
27.37	30.28	90.70	100.64	5.77

File Description	Document
Upload audited utilization statements	View Document
Institutional data in prescribed format(Data template)	View Document

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS)

Response:

LIBRARY AUTOMATION

The library is an automated one with the leading software SOUL, provided by INFLIBNET Centre. The library management software give a user friendly interface for delivering timely services to the users.

LMS SOUL

- **Name of the software used: SOUL (Software for University/College Library).**
- **Automated**
- **Server virson-2.0**
- **Year of automation: August, 2016.**

FEATURES:

- **Full versions support 80000 records.**
- **Easy to generate various reports.**
- **Supports barcode.**
- **Printouts in desired format.**
- **Membership card, book card, spine label etc. can be generated.**
- **Easy to find out the status of the records (OPAC).**
- **Multi user facility.**
- **Member photo support.**
- **ISBN support for book accession.**
- **UNICODE based multilingual support.**
- **Supports data exchange through ISO-2709.**

LIBRARY SECTIONS:

- **Property Counter Section**
- **General Reference section**
- **Periodical section**
- **Newspaper section**
- **Circulation Section (Issue-return-renewal-reserve)**
- **Reprographic and printing section**
- **Internet section**
- **UGC Network Resource Centre (INFLIBENT-N-LIST, DELNET)**
- **Technical Processing section**
- **Reading hall for students and teachers.**
- **Stack room area (Subject wise arrangement according to DDC-19**

LIBRARY SERVICE:

- **Computerized issue, return, renewal, reminder and reservation services.**
- **Reference service**
- **New arrival display.**
- **Subscription of journals -print and online**
- **Open Access service**
- **Orientation services to the newly admitted students in every new academic session.**
- **Access to INFLIBNET-N-LIST, DELNET e-resources.**
- **Digital repository for question papers, research articles…**
- **Reprographic and printing facilities.**
- **CCTV surveillance.**
- **OPAC**

INFRASTRUCTURE OF LIBRARY:

- **Digital entry exit system (automated barcode scanner)**
- **High speed internet.**

LIBRARY AWARD AND CERTIFICATE:

- **Best reader and best library user award.**
- **3 months internship certificate to the BLISc. And MLISc. Students.**
- **Best sentence (Assamese and English language) word of the day every week.**

LIBRARY RESOURCES:

Name of the resources	Number
Print books	21657
E-Books	157,485 (NLIST) and DELNET e-books
Databases	DELNET and NLIST
Dictionaries	59
Encyclopedia	28
E-journals	E-journals via NLIST and DELNET
Newspaper	05
Journal and Magazine	10
Yearbooks	09
Reference books	1030 (Service and career related books)

- **9 Departmental libraries contain text books and reference books for students.**

File Description	Document
Upload any additional information	View Document
Paste link for Additional Information	View Document

4.2.2 The institution has subscription for the following e-resources

1. **e-journals**
2. **e-ShodhSindhu**
3. **Shodhganga Membership**
4. **e-books**
5. **Databases**
6. **Remote access to e-resources**

Response: A. Any 4 or more of the above

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 4

4.2.3.1 **Annual expenditure of purchase of books/e-books and subscription to journals/e- journals year wise during last five years (INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
1.60	1.24	6.1	10.83	.23

File Description	Document
Institutional data in prescribed format(Data template)	View Document
Audited statements of accounts	View Document

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the latest completed academic year

Response: 9.63

4.2.4.1 **Number of teachers and students using library per day over last one year**

Response: 104

File Description	Document
Details of library usage by teachers and students	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The college has been striving hard to meet the upcoming technological requirements especially in information and communication technology sector.

Internet Connectivity:

- **10Mbps Jio leased line in October 2020**
- **Internet service and connectivity, with a leased line and Broadband. the Internet Service Provider are Reliance Jio and BSNL.**
- **Optic fiber cabled intra-net connectivity is provided to all blocks on campus with 10/100 Mbps.**
- **45 Wi-Fi access points provide simultaneous access to 1000 users.**
- **The campus has 87 computers.**
- **Question papers and PPT are uploaded in the website as digital repository.**
- **Unlimited digital storage capacity via Google Suite.**
- **Learning management systems like Google Classroom and Zoom.**
- **Live streaming through Facebook.**
- **Hemo Prova Borbora Girls' College App is developed to streamline various activities.**
- **25 Cameras with recording facilities connected to CCTV are on campus and one camera exclusively for a complete surveillance of the entrance.**
- **Students' Union election has been automated since 2018-19.**
- **Admission process and fee payment are online from 2018**.
- **The college website is maintained by a third party. The updation of contents is done by the College Web Committee.**

List of IT Facilities	Number of equipments
Computers	72
Laptops	15
Printers	21
Printers with scanner	3

Scanner	5
Barcode readers	2
Xerox machine	2
Projectors and LCD TV	12
Video Conferencing	1
Internet connections	JIO, BSNL
Digital Camera	1
Wi-fi router	45
CCTV camera	25

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 15:1

File Description	Document
Upload any additional information	View Document
Student – computer ratio	View Document

4.3.3 Bandwidth of internet connection in the Institution

Response: A. ?50 MBPS

File Description	Document
Upload any additional Information	View Document
Details of available bandwidth of internet connection in the Institution	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 49.09

4.4.1.1 **Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
21.71	38.35	47.49	67.08	36.41

File Description	Document
Institutional data in prescribed format(Data template)	View Document
Audited statements of accounts	View Document

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

Response:

The college has well-integrated internal policies and procedures for purchase, maintenance of physical, academic, support facilities like laboratory and library.

- The college has a purchasing committee which is constituted by the Principal. This committee looks after the maintenance and utilization of physical facilities. In all such matters, the approval of Governing Body is strictly mandatory.
- For the utmost effectiveness of academic purposes and goals, the college authority constitutes an Academic Committee comprising of the Vice-Principal **(Academic), all the Head of the Departments, IQAC Co-ordinator, librarian,** and a few members from the teaching faculty. The **academic committee** also is responsible for the preparation of the **academic calendar, prospectus, internal examinations,** etc.

Utilisation of infrastructural facilities:

- **Use of the college venue for competitive examinations**: The infrastructure of the college is used for organizing various competitive examinations conducted by the State Government and District Administration.
- **Outdoor and Indoor sports facilities are utilised for training and conduct of sports and games of the institution**.
- **Classrooms are optimally utilised for teaching, holding examination, group discussion, seminar.**
- The auditorium and the conference halls are utilised for organizing national, state level, district level and college level events such as **seminar,talks, orientation programs, cultural programs, modelling, Freshers' Social, Parting Social.**
- Liquid wastes are used for flower garden, harbel garden in the college.

- The composts in Vermi Compost and Organic Manure plant are used as manure.
- Bamboo trees are used to **make eco-friendly bamboo dustbins.**

Maintenance of Physical Facilities

- The college keeps a **maintenance register** and has a team of trouble-shooters consisting of electricians and carpenters.
- The **maintenance and the cleaning of the classrooms** and the laboratories are done by the supporting staff.
- **The college garden** is maintained by a fourth-grade employee who has expertise in gardening.
- The **entire campus** is swept once a day and washrooms are maintained hygienically.
- The departments maintain a **stock register of the items of the department.**
- **Computers are** maintained by a farm appointed by the principal.

Maintenance of classrooms and laboratories

- The college laboratories are equipped with fire extinguishers.
- Classrooms with furniture, teaching aids, and laboratories are supervised by the Academic Vice-Principal.
- The Heads of departments report to the administration periodically for all the maintenance works.

Maintenance of ICT facilities

The annual maintenance includes the required software installation and up-gradation**.**

- To minimize e-waste, electronic gadgets like projectors, computers, printers, photocopies are serviced and reused.
- The concerned departments are entrusted to take the responsibility for the smooth day-to-day functioning of the departmental computers. The computers installed in the college office for **administrative, academic, and financial purposes** are usually maintained by the operators themselves.
- The computers in the library are maintained by the library staff. For major repairing and replacement, services from authorized service providers are outsourced through proper channels.

Maintenance of Library

- For the overall maintenance of library activities and facilities, the Principal has constituted a **Library Committee** which is headed by the principal wherein the Librarian is the convener of the committee. The committee looks after different activities like **book purchase, budget allocation, and maintenance of infrastructure and physical facilities of the library**.
- The seminar halls, conference rooms, and audiovisual rooms are optimally used by all departments for meetings, seminars, conferences, quiz programmes, ICT-based teaching-learning, and intra- and inter-collegiate competitions.

Sports Facilities:

For maintaining the sports activities, a **Sports Development Committee** is constituted by the Principal. The sports committee has a convener. The committee is responsible for the maintenance of the indoor

stadium and outdoor playground for the institution along with all the matters related to sports.

Maintenance of Hostel:

Hostel is maintained by the Hostel Committee. The caretaker appointed in the hostel maintains the health and hygiene of the hostel. The monitors appointed by the superintendent monitors the overall cleanliness of the rooms.

Maintenance of Canteen: Canteen and the guest house are maintained by the caretaker and support staff.

The vermi compost plant and compost pit are maintained by the support stuff of Resource Mobilisation Cell.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 76.26

5.1.1.1 **Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)**

2020-21	2019-20	2018-19	2017-18	2016-17
1051	913	1099	650	340

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	View Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 1.68

5.1.2.1 **Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)**

2020-21	2019-20	2018-19	2017-18	2016-17
21	20	10	17	19

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

1. **Soft skills**
2. **Language and communication skills**
3. **Life skills (Yoga, physical fitness, health and hygiene)**
4. **ICT/computing skills**

Response: A. All of the above

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 53.5

5.1.4.1 **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
415	583	607	413	752

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. **Implementation of guidelines of statutory/regulatory bodies**
2. **Organisation wide awareness and undertakings on policies with zero tolerance**
3. **Mechanisms for submission of online/offline students' grievances**
4. **Timely redressal of the grievances through appropriate committees**

Response: A. All of the above

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

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 0

5.2.1.1 **Number of outgoing students placed year - wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 91.8

5.2.2.1 **Number of outgoing student progressing to higher education.**

Response: 291

File Description	Document
Upload supporting data for student/alumni	View Document
Institutional data in prescribed format	View Document

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

Response: 32.02

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

2020-21	2019-20	2018-19	2017-18	2016-17
15	14	20	07	02

5.2.3.2 **Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
38	41	52	25	10

File Description	Document
Upload supporting data for the same	View Document
Institutional data in prescribed format	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 67

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

2020-21	2019-20	2018-19	2017-18	2016-17
14	06	15	16	16

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters and certificates	View Document

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

Response:

- H. P. B. Girls' College, Golaghat facilitates student representation and engagement in almost all the administrative, co-curricular, and extra-curricular activities.

The functioning of the Students' Union

- The college has a S**tudents' Union Body** having its **own President, Vice President, General Secretary, Assistant General Secretary, Cultural Secretary, Secretary Major Games, Secretary Minor Games, Social Service Secretary, Secretary, Megazine (Assamese Section), Secretary, Magazine (English Section), Secretary, Debating and Symposium, Secretary, Girls' Common Room.**

Activities of Students' Union:

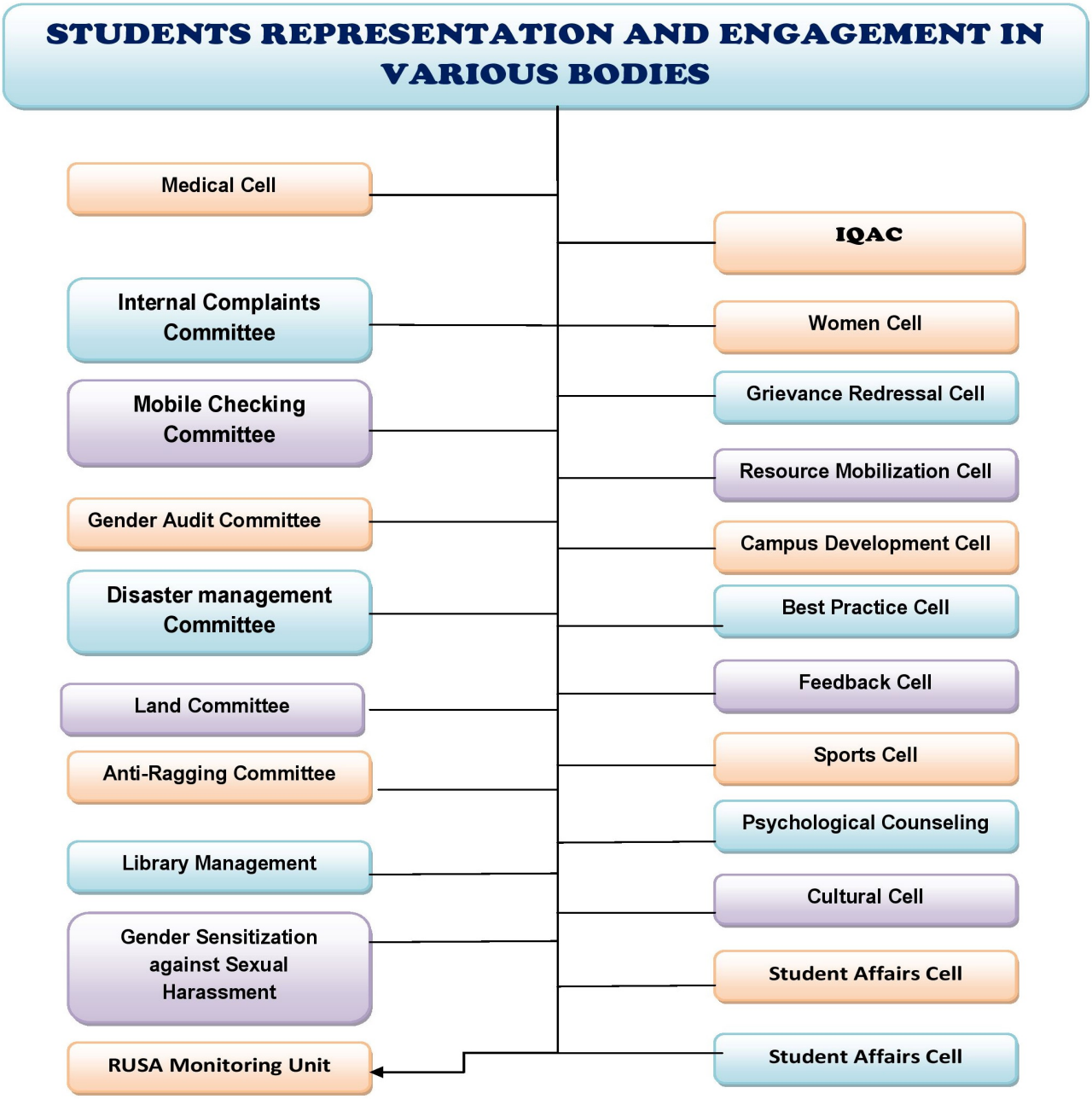
- **The Students' Union** is a completely autonomous body regarding the functioning of various student-related activities. The union represents and addresses **students' views and grievances.** The Union Body organizes the following events:
- **College Freshers'**
- **Partings Social**
- **Annual College Week**
- **Awareness programs on social issues**
- **B. P. Singh Memorial All Assam Quiz Competition**
- **Debating Workshop**
- **Drama Workshop**
- **Workshop for Youth Festival**
- **All Assam cultural competition**
- **Construction of roads**

- **Workshop on modeling**
- **Celebration of internationally/ nationally important days**
- **Celebration of cultural icons of Assam**
- **Flood Relief Camps**
- **Add-on Course on Yoga**
- **Street Plays**

Students in various committees:

Students are incorporated into the following committees:

- **Internal Quality Assurance Cell (IQAC)**
- **Medical Cell**
- **Alumni Association**
- **Internal Complaints Committee (ICC)**
- **Mobile Checking Committee**
- **Gender Audit Committee**
- **Disaster Management Committee**
- **Land Committee**
- **Women Cell**
- **Grievance Redressal Cell**
- **Resource Mobilization Cell**
- **Campus Development Cell**
- **Best Practice Cell**
- **Feedback Cell**
- **Anti Ragging Committee**
- **Sports Cell**
- **Psychological Counselling Cell**
- **Library Management Committee**
- **Cultural Cell**
- **Student Affairs Cell**
- **Gender Sensitization Committee against Sexual Harassment**
- **RUSA Project Monitoring Unit**


STUDENTS REPRESENTATION AND ENGAGEMENT IN VARIOUS BODIES
Medical Cell
Internal Complaints Committee
Mobile Checking Committee
Gender Audit Committee
Disaster management Committee
Land Committee
Anti-Ragging Committee
Library Management
Gender Sensitization against Sexual Harassment
RUSA Monitoring Unit
IQAC
Women Cell
Grievance Redressal Cell
Resource Mobilization Cell
Campus Development Cell
Best Practice Cell
Feedback Cell
Sports Cell
Psychological Counseling
Cultural Cell
Student Affairs Cell
Student Affairs Cell

Student members in various forums of the departments

Sl. No	**Name of Organization/ Study Centre/ Society**	**Name of Department(s)**	**Post**
1	Jonaki Sahitya Samaj	Assamese	Secretary
2	Hamsadhwani	Assamese	Secretary
3	Economic Forum	Economics	Executive Member
4	Society of Economics & History	Economics and History	Executive Member
5	Edu-Soc	Education and Sociology	Member
6	SEA	Sanskrit, English, and Assamese	Secretary
7	Sociological Study Circle	Sociology	Secretary
8	Life & Literature	English	Secretary
9	Confluence	English	Secretary
10	Prabah	English	Secretary

File Description	**Document**
Upload any additional information	View Document
Paste link for additional information	View Document

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 18.6

5.3.3.1 **Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
19	16	21	21	16

File Description	Document
Upload any additional information	View Document
Report of the event	View Document
Institutional data in prescribed format	View Document

5.4 Alumni Engagement

5.4.1 There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Response:

- H. P. B. Girls' College, Golaghat has a formal Alumni Association. The name of the alumni association is **Purbashree Alumni Association**. The following are the present office bearers of the association:

President-Ms. Mamoni Saikia

General Secretary- Ms. Sagorika Bora

Assistant Secretary- Ms. Panchurika Saikia

Treasurer- Ms. Aruna Konwar

Executive Members: (i) Ms. Prostutee Saikia

(ii) Ms. Aslekha Khound

Many departments have their own alumni associations:

- **Assamese Alumni Association**
- **Eco-vision (Department of Economics)**
- **Rendezvous (English)**

Since its inception, **Purbashree Alumni Association** is continuously working for the upliftment of the college by offering financial and other support services to the institution continuously.

- In the last five years a sum of **Rs. 2, 61, 850 (Rupees Two Lacs Sixty One Thousand Eight Hundred Fifty**) has been contributed by the various alumna of the college for the betterment of the college.
- The Meeting of the association is held regularly.
- The association has started **Hemo Prova Borbora Memorial Lecture** to commemorate the Golden Jubilee Year of the college.
- **Donation of books to the central library**: The alumnae of the college has donated a good number of books to the library.

The following activities are done by these associations:

- **Monthly annual meet**
- **Extension work in the neighbourhood**
- **Cultural programs**
- **Sports meet**
- **Free Health Camps**
- **Interactions with the present students by established alumna**
- **Invited lectures by alumna**
- **Workshops on self-employment**
- **Mentoring the present students**
- **Training prrograms on modelling**
- **Training programs on singing**

File Description	Document
Upload any additional information	View Document

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: D. 1 Lakhs - 3 Lakhs

File Description	Document
Upload any additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

VISION OF THE COLLEGE:

- To make the college a leading and premier Higher Education Institution (HEI) in the state of Assam through the consistent approach of Total Quality Management (TQM) of sustainable internalized best practices conforming to the objectives of the college and thereby achieving quality and excellence in the continuous improvement process.

MISSION OF THE COLLEGE:

- To adopt the five-stage best practices approach **"Four I and D Model**" in the institution for the promotion of the academic environment of the institution.
- To identify the best practices conforming to the various aspects of curricula and pedagogic requirements of the institution and implement the same for the satisfaction of the stakeholders.
- To plan for capacity building of the institution and utilize the campus resources optimally.
- To monitor and evaluate the performance standard of the faculty members through self-assessment and feedback mechanisms.
- To analyze strengths, weaknesses, opportunities, and threats to the institution and adopt the suitable meaning thereof.
- To establish benchmarks through best practices and disseminate the institutionalized best practices to society.
- To mobilize resources internally and externally for the all-around development of the institution.
- To adopt innovative meaning in the teaching-learning and evaluation process.
- To organize various academic activities for quality enhancement of students and faculty members.
- To internalize the best practices to be the tradition of the institution implementing the various strategies.
- To plan and develop various academic infrastructural development programme.
- To provide an inclusive environment to incorporate plurality, diversity and heterogeneity among the college fraternity.

Participation of various bodies

The Governing Body which is the supreme authority in the management involves itself in all the important matters and helps the principal in all policy matters such as study leaves of the teachers, developmental

activities and appointments of the faculty.

- The Vice-Principal (Academic) closely monitors the academic planning and its progression.
- The Academic Committee comprises of the principal, IQAC co-ordinator, heads of all the departments.The committee assigns other committees to prepare the prospectus, academic calendar, academic diary.
- The library advisory committee takes all necessary steps and decisions regarding the library as a learning resource for effective implementation of teaching-learning process.
- Admission Committee, Examination Committee and Evaluation Committee work together for efficient dissemination of teaching.
- The principal maintains coordination between the governing body and the employees, the teachers, and all the committees.
- The responsibility to monitor the institutions is vested with the principal. The principal decentralizes the powers to the committees, cells and head of the departments for effective implementation of the strategies.

Governance Strategy

The governance mechanism ensures that the activities of the college are in fine tune with the vision and mission of the college.The decentralized and democratic mode of functioning provides inclusiveness, solidarity, unity and a sense of collective responsibility in the institution. The vision and mission of the college envisioned by the college provide an inclusive environment to incorporate plurality, diversity and heterogeneity among the college fraternity.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

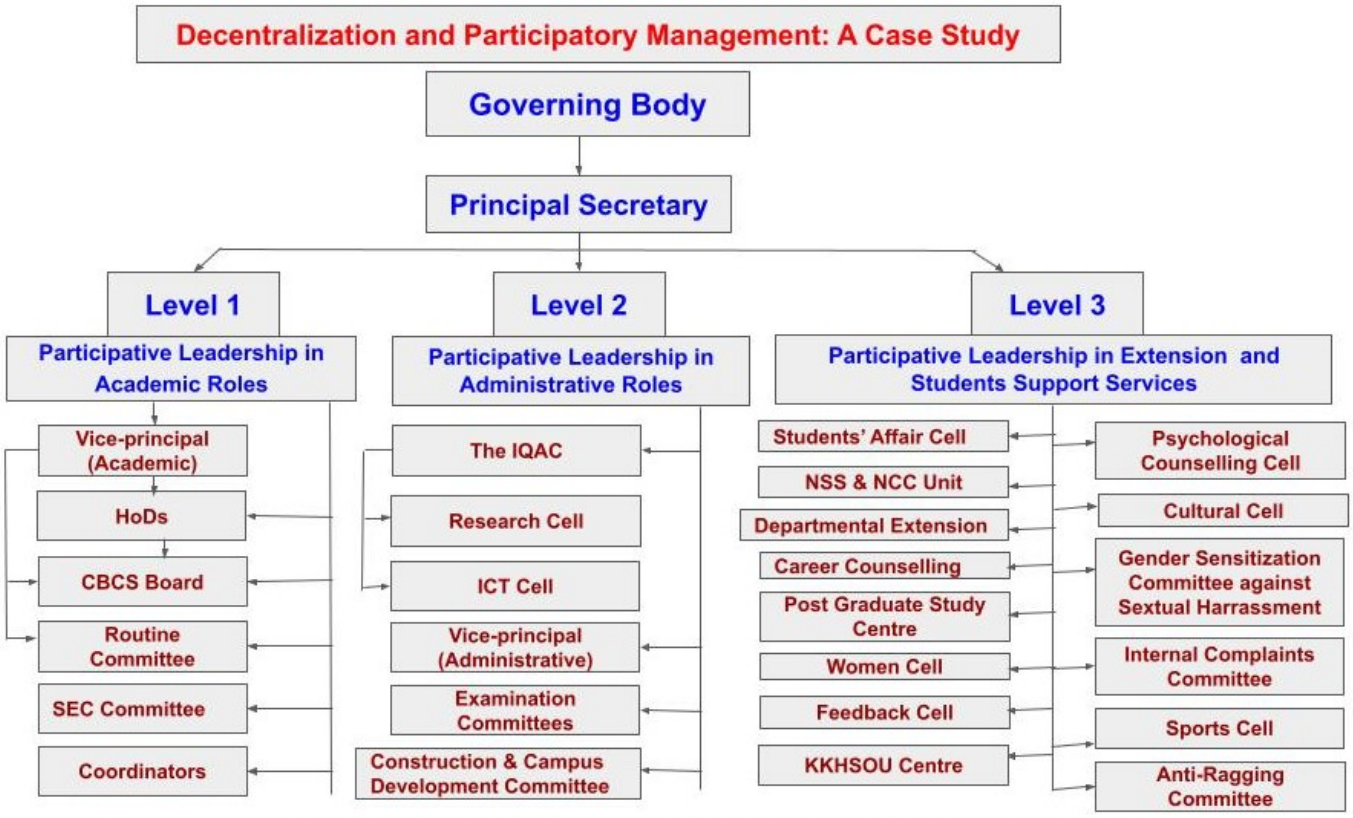
6.1.2 The effective leadership is visible in various institutional practices such as decentralization and participative management

Response:

The institution adopts the practice of decentralization and participative management in order to involve all

the stakeholders in collaborative, decision making and implementation processes.

Case Study: Inclusiveness of stakeholders in decision making and implementation process



A. Participative Role in Academic responsibility: **Vice-Principal (Academic), Heads of the Departments, CBCS Board, Routine Committee, SEC Committee, Co-ordinators** of various courses are given administrative power to implement academic activities in the college. Faculty members play pivotal decision-making roles in various cells and committees formed for smooth implementation.

B. Participative leadership in Administrative roles

The participative leadership of faculty and staff plays a pivotal role in institutional development through their administrative roles.

- The members of **the IQAC** initiate, plan and supervise various activities to enhance and sustain the academic and administrative quality.
- The **Examination committees** are responsible for holding In-Semester and End-Semester Examinations. In order to make the decentralization more effective, there are separate committees for conducting In-Semester and End-Semester Examinations.

- **The Research Cell of IQAC** is entrusted with the responsibility to plan and execute professional development programmes of the teaching staff and students.
- **ICT Cell** is responsible for managing and monitoring e-learning resources.
- **Construction Committee and Campus Development Committee** are responsible for infrastructure development and maintenance.
- **Vice Principal (Administrative**) supervises the activities of various committees.

C: Participative leadership in extension and student support services

Faculty members are in the forefront of community engagement and student support as coordinators.

- **Students Affairs Cell** incorporates all the members of the students' union body to monitor and enhance the welfare of the students.
- **NSS and NCC Unit** of the college have teacher programme officers who take the lead in conducting Extension Activities.
- **Departmental Heads** are assigned to implement departmental extension programmes.
- **Career Counselling Cell** organizes career orientation programs to boost the prospects of employability enhancement and placement for the students in the near future.
- The college has **Dibrugarh University Post Graduate Study Centre** (DUPGSC), **KKHSOU** which are coordinated by faculty members appointed by the principal.
- Faculty members coordinate and lead various centers and associations for student support services:

1. **Women Cell**
2. **Feedback Cell**
3. **Anti- Ragging Committee**
4. **Psychological Counseling Cell**
5. **Cultural Cell**
6. **Gender Sensitization Committee against Sexual Harassment**
7. **Internal Complaints Committee**
8. **Sports Cell.**

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

Activity implemented based on the strategic plan: Incremental Infrastructural Expansion

One of the key components of the perspective plan is the development and expansion of infrastructure to meet the future needs of the institution. Some of the major infrastructural developments commensurate with the institutional perspective plan are enumerated below.

The mobilization of financial resources, as one knows is of crucial significance for the growth of an institution. Aspects of activity successfully implemented: In fulfillment of this clause in the Strategic Plan the institution applied for and received the following grants during the last 5-year cycle:

- The college received a UGC grant of **Rupees Two Crores** during the 12th Plan Period. This financial assistance was duly spent on books and equipment, repairs and renovations, and extension activities for the general upliftment of the institution.
- The college received the **Rashtriya Uchchatara Shikshya Abhiyan** (RUSA) Grant of Rs. 2 crores for new construction, renovation and purchase of equipment in the year 2015-16. A Construction Committee was constituted soon after the sanctions of the grant.
- **A Project Monitoring Unit** was constituted where representatives from the faculty members, office staff, Students' Union were incorporated. The coordinator of IQAC was appointed as the coordinator of the Project Monitoring Unit.
- While 90% of the amount was borne by the central government the remaining 10% was provided by the Government of Assam. This entire sum, sanctioned in three installments was meaningfully utilized through the construction, extensive renovation, and purchase of the following

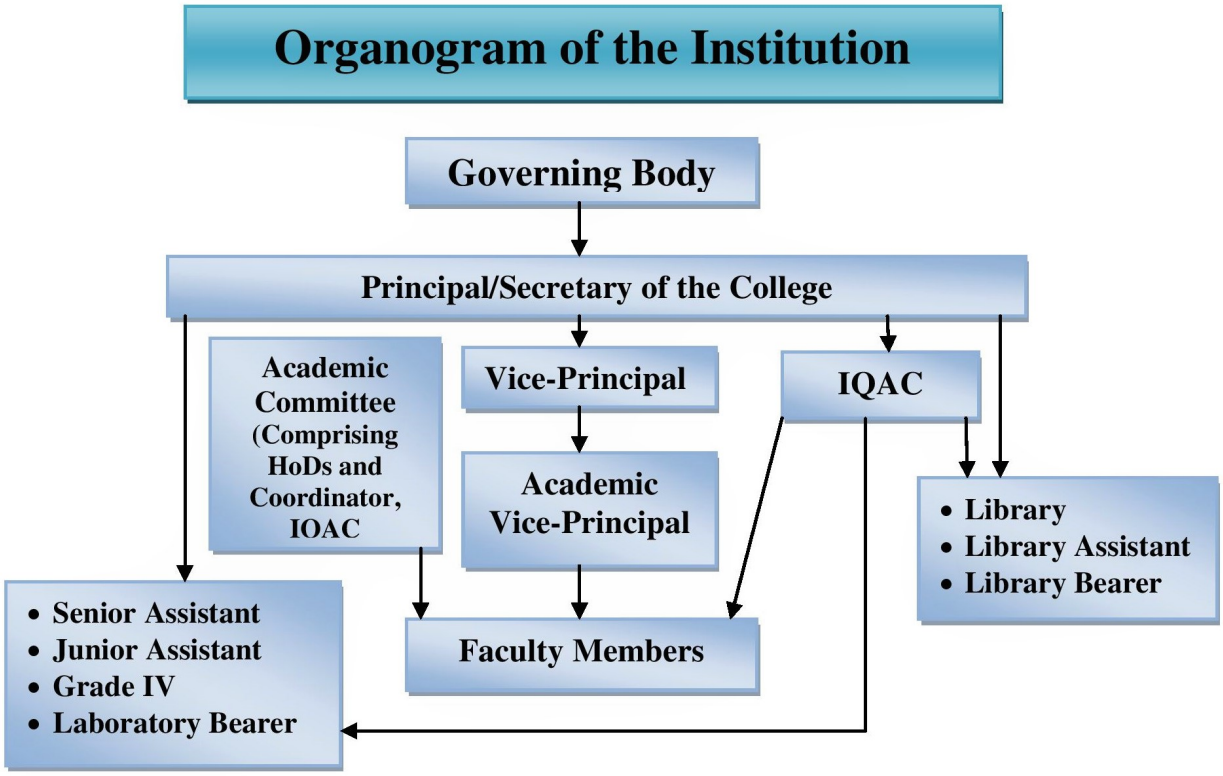
- **Two storied Canteen cum Guest House**
- **Upgradation of Classroom Building**
- **Construction of Girls' Common Room**
- **Home Science laboratory**
- **Renovation of the Academic Building**
- **Purchasing of Sports Equipments**
- **Laboratory equipment**
- **ICT equipment**
- **Books and E-resources and**
- **Renovation of the auditorium (Rongghar)**

The institution has made a concerted effort to reach out to a good number of sources and sectors to mobilize funds as outlined in its Strategic Plan, and has been successful in receiving a substantial amount of financial assistance both from the government and non-government agencies.

File Description	Document
Upload any additional information	View Document
Strategic Plan and deployment documents on the website	View Document
Paste link for additional information	View Document

6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules and procedures, etc.

Response:



The organizational structure of the college is in two aspects:

(a) Administrative organization structure.

(b) Academic administrative structure.

Administrative organizational structure:

1. The College Governing Body as the representative of the government.
2. Principal as the secretary of the Governing Body.

- Representatives from the teaching and non-teaching staff in the governing body.

Governing Body:

- The Governing Body as per the Constitution of the college has 13 members in all. It is headed by a President, a prominent person from the educational field. The Principal is the member secretary of the Governing Body while there are 2 nominees from the Vice-Chancellor of Dibrugarh University, 2 Teacher Representatives and 1 Non-Teaching Staff Representative, 1 from the Library, 3 Guardian representatives (one must be a Woman).

Academic administrative structure:

- The principal as the academic administrator.
- The Vice-principal, as the monitor of all academic affairs
- The Academic committee consisted of the IQAC coordinator and heads of the departments and Academic observers are directly under the principal relating to the academic development of the college.

All the academic and administrative bodies have their allotted responsibilities.

Administrative Set-Up:

- The Principal form the nucleus of the administration as the final authority in all financial matters. The college has two vice principals 1. Academic 2. Administrative.

The Functions of Various Bodies:

The management as well as the Head of the institution maintains a policy of decentralization vis-à-vis the distribution of responsibilities among different bodies constituted by the authority. The bodies under the convenership of teachers are formed for the proper and efficient functioning of the college:

- **Academic committee**
- **Construction Committee**
- **Hostel Committee**
- **Library Advisory Committee**
- **Resource Mobilization Cell**
- **Student Mentoring Cell**
- **Campus Development Cell**
- **Admission committee**
- **Career Counseling and Guidance Cell**
- **Grievance Redressal Cell**
- **Feedback Cell**
- **Research and Extension Cell**
- **Anti Ragging and Anti Sexual Harassment Cell**
- **Alumni Cell**
- **Women Cell**

All these committees are allotted responsibilities in consultation with the faculties in the staff meetings which are held frequently. Moreover all the functions and programs of the students union are also held under the guidance of the teacher advisors.

Service Rules, Procedures, Recruitment, and Promotion Policies:

- Service rules and procedures are guided by the **government of Assam and the University Grants Commission.**
- The faculty is recruited as per the latest UGC norms.
- Guidelines from the government and reservation policy are followed in the recruitments.

- Aspiring candidates are properly screened and interviewed by the Screening Committee with proper representation from the affiliating university.
- The non-teaching staff is recruited as per the vacancy, the cadre and recruitment rules of the government.
- At the time of recruitment of the office staff, additional qualifications and skills are taken into consideration and given extra weightage.
- The recruitment of ad-hoc faculty is determined by the extra requirement of teachers in a particular department.
- AD-hoc faculties are appointed as per the rules framed by the Management.
- The appointment is made on the basis of merit.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document
Link to Organogram of the Institution webpage	View Document

6.2.3 Implementation of e-governance in areas of operation

1. **Administration**
2. **Finance and Accounts**
3. **Student Admission and Support**
4. **Examination**

Response: A. All of the above

File Description	Document
Screen shots of user interfaces	View Document
Institutional data in prescribed format(Data template)	View Document
ERP (Enterprise Resource Planning) Document	View Document

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

Response:

H. P. B. Girls' College strives to provide effective welfare measures for teaching and non-teaching staff in recognition of their commitment and dedication to the institution.

- **Financial assistant/advances** are provided to non-teaching contractual employees on the occasion of festivals and in their need.
- **Incremental and other financial incentives** are given to the contractual employees from time to time.
- The institute has a culture to assist the staff in distress by collecting fund in form of donations and contributions.
- The institution has **two thrift societies**, one for the **office staff** and another for **the teaching staff**.
- The **mutual benefit funds** of the college provide financial credit at a nominal rate of interest. It offers a maximum loan of **Rs 2, 00,000**/ (**Two Lacs)** to a member as a general loan.
- In case of emergency, a member is provided with a maximum loan of **Rs**. **80,000**/ (Eighty Thousand) only.
- The earnings of the fund are distributed among the members **as dividends** in an annual meeting.
- All the permanent teaching and non-teaching staff are under **General Group Insurance Scheme**.
- All permanent employees are allowed to draw **medical allowances** as per the **state government guidelines.**
- During the slack seasons and recent pandemic situations, the non-contractual staff is provided with their due salary.
- **A Lottery Game** is organized annually where all teaching, non-teaching staff participate to boost the family spirit.
- Collective unity is built through a **celebration of birthdays of the members** of the college community.
- The **Health Centre** of the college caters to the need of the college family.
- The sports are used by the teaching and non-teaching staff for the **upliftment of physical health**.
- **Yoga and Meditation Centre provides rejuvenation and tranquility to the staff.**
- **Farewell parties are organized for the teaching and non-teaching staff to recognize their service**
- **The gymnasium** is available for the staff to maintain physical fitness
- **Maternity Leave** is provided as per the Assam Government Service Rule.
- **National Pension Scheme** is available for the employees who are employed after 2005.
- **Separate Refreshment room** for the teaching staff in the canteen is available.
- **Earned Leave** as per the Government norm is given to the employees in case of medical and other emergencies.
- **Winter and Summer Break** are provided to the teaching staff in July and December.
- **Departmental Common Room**: All the departments have departmental common rooms.
- **Free Wi-fi Facility** is provided to the teaching and non-teaching staff.
- **Separate parking slots** for the Principal and Teaching staff
- **Separate seating** arrangement in the Library

File Description	Document
Upload any additional information	View Document

6.3.2 Average percentage of teachers provided with financial support to attend conferences /

workshops and towards membership fee of professional bodies during the last five years.

Response: 15.17

6.3.2.1 **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
22	0	0	0	0

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 4.4

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

2020-21	2019-20	2018-19	2017-18	2016-17
11	5	2	2	2

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 65.68

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

2020-21	2019-20	2018-19	2017-18	2016-17
30	22	15	10	16

File Description	Document
Upload any additional information	View Document
IQAC report summary	View Document
Institutional data in prescribed format(Data template)	View Document

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

Response:

The institute has **performance appraisal system** for the departments and their faculty members.

- Every Faculty member keeps records of **daily academic and co-curricular activities** in an Academic Diary given by the administration. The H. O. Ds of the respective departments are in charge of monitoring the diaries. The Principal then crosschecks these diaries on a monthly basis.
- To make the **teaching and non-teaching staff** aware of their academic and non academic achievements, feedbacks are collected annually from the stakeholders.
- The results of **the feedback are** confidentially communicated to the teachers.
- The institution collects feedback from the **alumni and parents** as external evaluators on certain aspects to initiate action for all round development.

The college evaluates the teachers on their teaching and research performance by the methods stated below:

1. **Evaluation of teachers** on their teaching performance by the students is regularly done for improving the performance of the teachers.
2. **Self Appraisal Report** is also collected and discussed in details by the authority to improve their teaching performance.
3. **A thorough discussion on the performance** of every final examination is held in a staff meeting chaired by the principal. The authority consults the departments to eradicate the faults and make the performance of the respective departments better in the near future.
4. Every department reviews the performance after the result and the causes of letdown is sorted out and necessary action is taken to improve the performance further.
5. In **2020**, **an online feedback system** from the students has been initiated for better transparency and smooth functioning of the mechanism in the wake of this catastrophic situation of pandemic.

File Description	Document
Upload any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The institution has a transparent and systematic financial management system. The Governing Body monitors the effective utilisation of financial resources through proper auditing mechanisms. The institution conducts external and internal audits for both Government and Non-Government funds.

The **institution has a mechanism** for settling both internal and external audit of all financial activities.

Statutory Audit (by Chartered Accountant)

Statutory audit of all the accounts maintained by the college is done by a Chartered accountant every year. All financial accounts/matters of the college are audited. On behalf of the Principal, the Head Assistant maintains the accounts of the government funds.

- The **Internal Audit** is done regularly by Internal Auditors appointed by the college authority.
- The **External Audit** is done by the local auditors appointed by the Government of Assam.Since the government has not employed any person for external audit for the last five years, the external audits have been done by the local chartered accountants employed by the institution.

File Description	Document
Upload any additional information	View Document

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

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

H. P. B. Girls' College submits various proposals, to meet the requirements of funds for construction, upgradation, renovation and repairing of classroom, office library, hostel, common rooms and other basic infrastructure, seeking financial help from UGC, RUSA, State Government and other government and non-government organizations.

Central Government Funds

- **UGC, NAAC, RUSA and ICSSR: The faculty members are encouraged to apply and receive grants from various central funding agencies.**
- **Minor projects: Funds are generated thorugh the grant of Minor projects**
- **Scholarships: Scholarships**
- **Fund for NSS from Ministry of Youth Affairs**

State Government

- **Grants for infrastructure development**
- **Salary Grants**
- **Scholarships**

Non-Government Funds

- **Endowment awards:** Endowments and academic prizes are created by staff and well-wishers
- **Funds raised by departments/associations**
- **Students fee from compulsory vocational course**
- **Contribution from teachers**
- **Contribution from alumni: Rs. 3, 26,400 (Rupees Three Lacs Twenty Thousand Four Hundred**) has been contributed by the various alumna of the college for the betterment of the college
- **Rents from external bodies for conducting various competitive exam**s
- **Student Welfare Fund for Economically Backward Students**
- **Plantation of Sachi (Agar) trees for long term economic benefit**
- **Rs. 11, 51, 260 was generated from selling prospectus.**
- **Rs. 17,58,100 was generated from Vocational Course.**

The college has the following self-financing course:

1. **Cutting Knitting and Tailoring**
2. **Food Processing and Food Preservation**

3. **Beauty Therapy and Hair Cutting**
4. **Diploma in Computer Application**
5. **Spoken English**

File Description	Document
Upload any additional information	View Document

6.5 Internal Quality Assurance System

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

Response:

H. P. B. Girls' College attempts to enhance multidimensional development of individuals through a persistent focus on imparting quality education, through its innovative, comprehensive and flexible education policy. Its Internal Quality Assurance Cell (IQAC) carries out activities that encompass all aspects of the Institute's functioning. A crucial and path-finding role is played by IQAC in the augmentation and sustainability of quality in the educational services provided by the institution. Following are some major steps taken by IQAC:

- **Formulating quality strategies**
- **Monitoring the extension works of the cells and departments of the college**
- **Evaluating curricular and co-curricular activities**
- **Ensuring participation of the stakeholders**
- **Introducing best practices**
- **Organising workshops and seminars**
- **Implementing Audit practice**
- **Establishing linkages**
- **Establishing MOUs**

Practice 1: Partner schools initiative

- In an attempt to extend quality education to the locality, the institution has established a Partner School initiative. Two educational institutions namely **Kacharihat Higher Secondary School and**

Jamuguri Higher Secondary School are selected as partner institutes of the college.

- The Faculty members from the college offers **free mentoring and teaching** to the students of the institutions of Golaghat district.
- Also, H. P. B. Girls' College, Golaghat regularly participates in the events and ceremonies organized by these two partner institutes.
- At the same time, the college also invited the teachers and students from these two schools to **participate in the various programmes** organized by the college. This meaningful exchange of ideas and opinions has enhanced a culture of solidarity and empowerment.

Practice 2: Coaching for Competitive Examinations

H. P. B. Girls' College has been taking holistic efforts to prepare the students for competitive examinations. The college takes great efforts to prepare and encourage the students for such challenging examinations. Considering the utmost need of today's students to compete and face the immense challenges of the modern world, our college established the Career Counseling & Guidance cell.

Objectives of Career Counseling & Guidance Cell:

- To provide awareness to the students about the various types of jobs offered both in the Central and State Government.
- To help the students to choose the area where they are interested.
- To develop competitive skills.
- To train them by conducting **aptitude test** based on verbal and quantitative skills.

Outcome of the course:

The students are motivated for prospective career in government and corporate sector. The students are able to attempt any competitive exam as they are provided with the syllabus of the exam, review and weightage given to each subject.

Post-accreditation Initiatives of the IQAC:

- **Networking of Colleges**
- **Academic and Administrative Audit**
- **MoUs – National & State Level**
- **Energy, Gender and Green Audits**
- **Student Orientation Programme**
- **Capacity Building Programmes**
- **Skill Training Programmes**
- **Disaster Management**
- **Organizing Webinars**
- **Participation in NIRF**
- **Participation in AISHE**
- **ISO Certficiation**
- **Student Group Insurance Scheme**
- **Add-on Courses**
- **Linkages with prestigous instiutions**

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

IQAC Institutional Review Mechanism

- IQAC conducts **Academic and Administrative Audit**.
- IQAC and the management evaluate the **performance of teaching and non-teaching staff**.
- IQAC encourages **Peer Evaluation** of teachers.
- **Green audit, energy audit and gender audits** are regularly practiced on the campus.
- The institution takes feedback from students on **Institutional Performance** every year since 2012.
- **Students' Feedback system**: Students' Feedback is one of the pivotal measures to access the quality of the teaching-learning process of the institution. The Feedback Cell of IQAC is instrumental in preparing the questionnaires, collecting the data, and reporting the result.

Practice 1: Review of Teaching-learning process

IQAC periodically reviews the teaching-learning process, structures & methodologies of operations, and learning outcomes: The standard methods of teaching, learning, and evaluation which are proven over the years are being followed.

- **Academic Calendar**: IQAC prepares an Academic Calendar at the beginning of the year in line with the academic calendar of Dibrugarh University. The calendar exhibits the planning of IQAC for the entire year including regular classes, seminars, and workshops.
- **Preparation of lesson plan for each Semester**: IQAC instructs the departments to prepare lessons for each semester.
- **Preparation of Class Routine**: IQAC monitors the preparation of a general class routine to enable the smooth functioning of the classes.
- **Maintenance of Academic Diary**: All the faculty members maintain an academic diary to check their progress.
- **Student Orientation Programme**: Each academic session starts with a **Student Orientation Programme** organized by IQAC.
- A **Student Hand Book** containing programme outcomes and course outcomes is provided to the

students.

- **Extensive use of the ICT method**: 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, paper presentations by the students, projects, educational tours, and field trips** for effective and extensive curriculum delivery.
- **Feedback on teaching-learning**: The Feedback Cell of IQAC takes feedback on teaching-learning to evaluate the performance of the teachers in order to enhance the continuous improvement of the faculty members.
- **Monitoring of performance of students:** After the first sesional examination, IQAC, Academic Committee and the Departments evaluate the performance of the students. **Advanced Learners** and **Slow Learners** are sorted out after closely examining the performance of the students.
- **Remedial Class: Remedial Classes** are offered to slow learners
- **Initiative for Advanced Learners: Advanced Learners** are encouraged to learn in Self-learning platforms such as **Swayam, Udemi, Edx etc.** along with editing magazines, anchoring programmes, presenting national and state level seminars etc.
- **Measures during Pandemic**: Considerable measures have been taken by the college to ensure continuity of classes through LMS, Google meet, Google classroom, Zoom like apps. Following measures are taken in this regard:

1. **Online Teaching**
2. **Online Supply of Study Material & Books**
3. **Online Assessment**

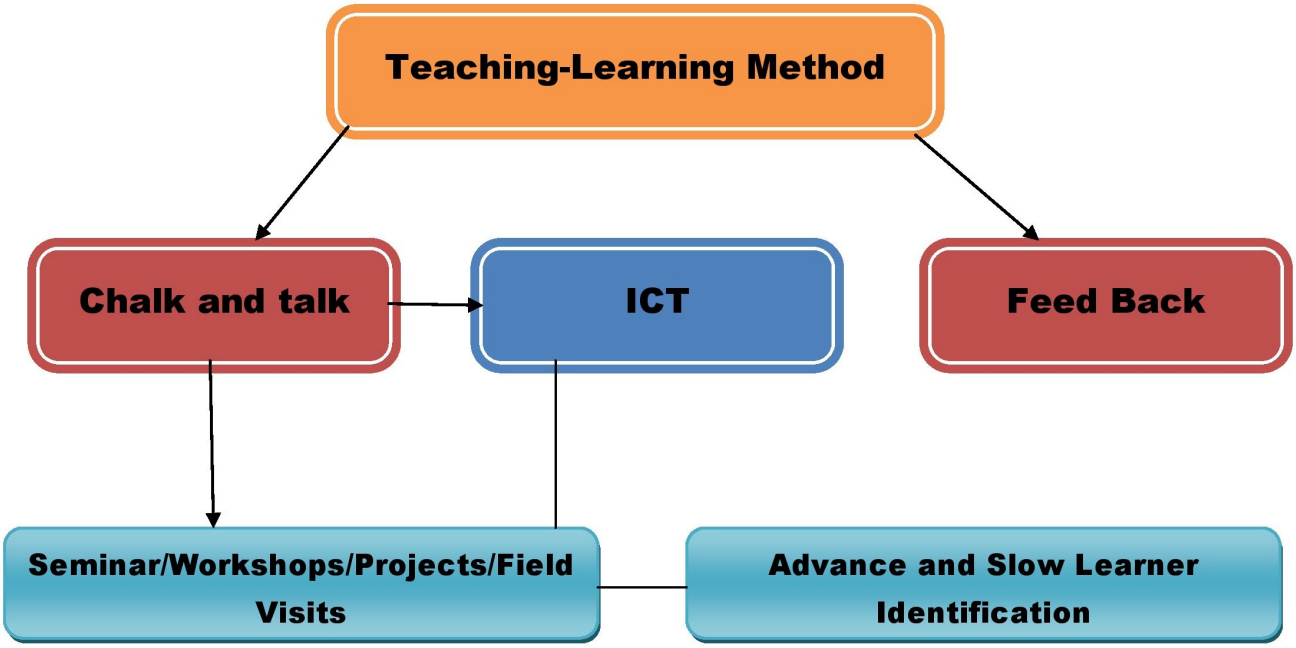
Practice 2

Mentor-mentee system:

- The college has established a robust and effective Student Mentoring Prorgamme initiated and supported by the IQAC.
- The student mentoring program is supervised by the **Mentor Mentee Cell, IQAC**. The Cell has a convener and members from the teaching staff.
- All the faculty members are appointed by the cell as student mentors. After the commencement of a new academic year, each teacher is given charge of **25 newly admitted students.**
- The mentees are assigned to the same mentor for the entire duration of the programme.
- The mentor meets the mentees **regularly and records the outcome** of the meeting. The details about each mentee are recorded and periodically updated.
- The mentor identifies the students performing exceptionally well in curricular and co-curricular activities and reports to the head of the institution/department for providing further motivation to **advanced learners.**
- The mentor identifies the students who perform poorly. The mentor interacts with the students and tries to sort out the cause of the problem. The issues are notified to **the parents, guardians, and the head of the departments.**
- **Attendance**: **The mentor monitors the attendance of the mentee** on a monthly basis. Those students who don't meet up the attendance of the college are counseled and notified to the parents.
- **Academic Matters**: The mentor keeps a track of the academic performance of mentees including continuous assessment, examination and helps the mentee through counseling or by arranging

remedial teaching, if necessary

- **Health and physical well-being:** The mentor enquires about the **Health and physical well-being** of the student. Students with mental health issues are counseled to approach the **Psychological Counselling Cell of the college.**



File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.5.3 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality intitiatives with other institution(s)**
3. **Participation in NIRF**
4. **any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Response: A. All of the above

File Description	Document
Upload e-copies of the accreditations and certifications	View Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document
Paste web link of Annual reports of Institution	View Document

NAAC

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

Response:

As the institution is the only HEI of the Golaghat District which is exclusively for women, its prime objective is to promote higher education for the rural and marginalized women/girls at an affordable way.

A. CURRICULAR ACTIVITIES

- A good number of courses in the syllabi are reflective of issues on Gender. Many departments have **women-centric courses** as highlighted in the supporting documents.
- Department of English has an **Add-on Course on Gender Studies**.
- Gender sensitization takes place in the classroom through **debates, discussions, and awareness on gender related issues.**
- **An Add-on course Self-Defence** is an important milestone for the students.

CO-CURRICULAR ACTIVITIES

- The college always promotes women participation in the decision making process. In a number of important bodies like **Governing Body**, **Academic Committee**, **Students' Grievance Redressal Cell,** Women faculty members are actively involved in this process.
- In response of the safety and security of the girls' **Sexual Harassment Cell, Women cell, Anti Ragging Cell** are fully functional in the college.
- **Grievance Redressal Cell** has been functioning to resolve the grievances of student.
- **Counseling programmes** are organized to create awareness about health and hygiene among the girls' students of the college.
- **Psychological Counseling Cell** provides psychological counseling as well as organize some special talks on mental health, positivity etc.
- **The Women Cell** organizes seminars and popular talks to address the laws regarding violence against women, women empowerment etc.
- The college regularly organizes **invited lectures on gender sensitivity** by the various eminent personalities during the last five years.
- The students of the college are guided and counseled regarding gender equity through **one act play, street shows, rallies** etc.

Facilities on Campus

- **Two Girls' hostels** have been constructed within the college campus where both day and night security personal has been recruited.
- In the **Girls' hostel sanitary napkin destruction machines** has been installed for the safety and hygiene of the hostel borders as well as modernized RO and UV has been installed for providing potable drinking water to the borders.
- **CCTV cameras** are installed throughout the campus to ensure safety and security of the students.

- **Two Girls' hostels** have been constructed within the college campus where both day and night security personal has been recruited.
- In the **Girls' hostel sanitary napkin destruction machines** has been installed for the safety and hygiene of the hostel borders.
- **CCTV cameras** are installed throughout the campus to ensure safety and security of the students.
- A well equipped G**irls' Common Room** has been constructed from RUSA infrastructure grants with disabled friendly ramps, laboratory and wash room facility.
- A well-equipped **gymnasium** and a hygienic **canteen** provide the necessary physical and health benefits to students.
- Separate wash rooms and toilets have been provided for the female staff of the college.
- Courses on **Self-Defense of Women** are frequently organized.

File Description	Document
Specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	View Document
Annual gender sensitization action plan	View Document

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

1. **Solar energy**
2. **Biogas plant**
3. **Wheeling to the Grid**
4. **Sensor-based energy conservation**
5. **Use of LED bulbs/ power efficient equipment**

Response: B. 3 of the above

File Description	Document
Geotagged Photographs	View Document
Any other relevant information	View Document

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- **Solid waste management**
- **Liquid waste management**
- **Biomedical waste management**
- **E-waste management**
- **Waste recycling system**
- **Hazardous chemicals and radioactive waste management**

Response:

- An **Energy Audit** was conducted in September 2021 and a **Green audit** in December 2021 by external agencies. The recommendations of the audit have been implemented by the Management.
- The campus has a strict **"Say no to Plastic" policy**. The canteen does not use plastic cups and Plastic water bottles, lunch boxes and files are banned. Instead, staff and students use steel products, jute bags and files.
- **Extinguishers** are easily accessible.
- Food is served in **Banana Leaves** on many occasions.

Solid waste Management

To tackle with the issue of solid waste management, the college has followed two types of treatment. For **biodegradable waste, e.g. fallen leaves of plants has been carried to the Vermi Compost Plant** and **Organic Manure Plant** of the college.

For **non-biodegradable waste e.g. glass metals**, other utensils has been collected through dustbins and disposed it in buffering places with the help of **Golaghat Municipality Board** (GMB) garbage dispensing vehicle.

- Waste collection bins with colour coding as **degradable and non-degradable waste** are kept at various points on campus.
- Class rooms have bins to collect dry waste. The wash rooms have bins.
- There is **an incinerator** for disposal of sanitary pads.
- Waste paper is used in **Organic Manure Plant.**
- The college is moving towards **paperless administration:** Internal communication, question paper setting, messages to parents and collecting feedback are done electronically.
- Additionally, to dispose of used sanitary pads of the hostel borders **an incinerator** has been set up in the girls' hostel.
- The college has a provision to **dispose of all metal scraps** by selling the same to local scrap dealers from time to time.

Liquid waste Management

1. Liquid waste management system is done through proper drainage system wherewith all the sewage is drained to a deep soak pit.
2. Liquid Waste from Air-conditioners and ROs are used in flower gardens and plants.
3. Rain water is effectively harvested in 3 tanks on the campus.

E-Waste Management

1. The college always prioritizes **to repair the electronic devices** as much as possible.
2. The waste electronic scrap devices are sold **to local scrap dealers.**
3. Biodegradable waste recycling system has been institutionalized by setting up of **Vermi Compost plant**, **Organic Manure Pit** where biodegradable solid wastes like fallen leaves of plants are disposed and **converted it to an organic fertilizer. The fertilizer is used in herbal and flower gardens.**

File Description	Document
Geotagged photographs of the facilities	View Document
Any other relevant information	View Document

7.1.4 Water conservation facilities available in the Institution:

1. **Rain water harvesting**
2. **Borewell /Open well recharge**
3. **Construction of tanks and bunds**
4. **Waste water recycling**
5. **Maintenance of water bodies and distribution system in the campus**

Response: A. Any 4 or all of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document

7.1.5 Green campus initiatives include:

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

Response: A. Any 4 or All of the above

File Description	Document
Geotagged photos / videos of the facilities	View Document
Any other relevant documents	View Document

7.1.6 Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:

1. **Green audit**
2. **Energy audit**

3. **Environment audit**
4. **Clean and green campus recognitions / awards**
5. **Beyond the campus environmental promotion activities**

Response: A. Any 4 or all of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	View Document
Certification by the auditing agency	View Document
Certificates of the awards received	View Document
Any other relevant information	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

1. **Built environment with ramps/lifts for easy access to classrooms.**
2. **Divyangjan friendly washrooms**
3. **Signage including tactile path, lights, display boards and signposts**
4. **Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment**
5. **Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

Response: B. 3 of the above

File Description	Document
Policy documents and information brochures on the support to be provided	View Document
Geotagged photographs / videos of the facilities	View Document

7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).

Response:

H. P. B. Girls' College has always been at the forefront of sensitizing students about the cultural, regional, linguistic communal and socioeconomic diversities of the state and the nation. The College always encourages the students to organise and participate in different programmes organised by college, inter-college, university and other Government or nongovernment organization to make them sensitize towards cultural, regional, linguistic, communal and socio economic diversities. The college has taken various initiatives in providing an inclusive environment i.e. tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities.

The college organizes various programmes for providing an inclusive environment in the campus. These are—

- The college regularly organizes **Communal Harmony Day, Rashtriya Ekta Divas,** etc. so that the students are able to understand the communal harmony of India, the largest democracy in the world.
- **Showcasing Cultural Diversity in the Foundation Day Procession**

Every year a **cultural rally** has been organized where cultural, regional, linguistic, communal, socio-economic diversity of India in general. North-Eastern parts in particular are depicted in a very colorful way which creates a civic consciousness of the students towards these diversities.

- **Reflection of inclusiveness in Cultural Programmes**

Every year various cultural programmes are organized by the college where rich cultural diversity of the state, as well as the nations, are showcased which creates consciousness among the students.

- In the admission process of the college, a strict reservation policy has been followed so that equal representation of various classes of the student is ascertained.
- The college has regularly organized **"World Mother Tongue Day**" to create awareness about the linguistic diversity of India in general and the State of Assam in particular.
- **Special scholarship schemes** are also initiated by the Government of Assam for socially and economically backward students of the state.
- **Popular talks, seminars, street drama** are organized by the college for creating awareness on the caste system, witch hunting, dowry system.
- **Field studies** on the socio-economic-political conditions of marginal sections have been conducted by the departments.

File Description	Document
Any other relevant information.	View Document

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

H. P. B. Girls' College, Golaghat is very much concerned about sensitizing students and employees towards constitutional obligations, values, rights, duties and responsibilities as a citizen. The college took various initiatives in this regard.

- **Celebration of Constitution Day on November 26: The nourishment and upliftment of democratic spirit is a primary motto of the college. The institution sensitizes the college fraternity regarding the importance of the constitution by celebrating Constitution Day on**

November 26.

- **The course of Human Rights teaches the students on constitutional values of justice, equality, liberty and fraternity.** The college fraternity always prioritizes human and moral values. Special talks have been organized on value education to sensitize the students about the core issues of human and moral ethics.
- To sensitize the students about fundamental and human rights the college organizes various programmes on human rights education.
- **Right to Information Act (RTI)** is actually operative in the college where the Public Information Officer of the college provides information to the concerned individuals.
- **Celebration of National Unity Day** inculcates the values of unity, diversity and heterogeneity.
- **Republic Day**: The College also celebrates the republic day every year. On this auspicious occasion, various programmes are organized which highlights the importance of India's remarkable journey as a democracy.
- As H. P. B. Girls' College is a women's institution, the staff and students are sensitized to the constitutional guarantees for **women especially Article 15 (3).** The college has initiated various activities to help our young women to be responsible citizens. Some of the activities which sensitize students towards constitutional responsibility are as follows.

Participation in the local community:

- Students wholeheartedly follow the ideology of fundamental duties by visiting orphanages, old age homes, flood-affected areas, and hospitals.
- The **NSS, NCC, and Students Union** of the college organize various flood relief camps, blood donation programmes to the affected and needy people as a mark of responsibility of the society.
- **Participation in the democratic process: Celebration of National Voters' Day enlightens the students and staff of their responsibility as citizens. Election duties are performed by staff for both Legislative Assembly and Lok Sabha Elections.**
- **Showcasing diverse culture of India:** Various cultural programms are organized where the students perform indigenous dance forms, songs as students come from diverse backgrounds, and events are organized to help them appreciate the variety of cultures.

Swachh aru Seujia HPB (Clean and Green HPB):

- Swachh aru Seujia HPB (Clean and Green HPB), the **best practice** of the college tries to clean, protect, preserve Nature.
- **Tree Plantations, Daily cleanliness** drives in the college campus and neighborhood community are some of the initiatives taken by the college.
- Under this initiative, **each department is assigned to clean the college** campus for a period of one week on a rotation basis.
- **2000 (two thousand) number of Agar tree** saplings were planted by the students and faculty members.

File Description	Document
Details of activities that inculcate values; necessary to render students in to responsible citizens	View Document

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

1. **The Code of Conduct is displayed on the website**
2. **There is a committee to monitor adherence to the Code of Conduct**
3. **Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
4. **Annual awareness programmes on Code of Conduct are organized**

Response: B. 3 of the above

File Description	Document
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims.	View Document
Code of ethics policy document	View Document
Any other relevant information	View Document

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

H. P. B. Girls' College, Golaghat celebrates as well as organizes various national and international days and events regularly.

- **Bishnu Rabha Divas**: The Cultural Cell of the college, in association with the Students' Union celebrates Bishnu Rabha Divas **on June 20.**
- **Constitution Day is celebrated on December 26.**
- **Ek Bharat Shrestha Bharat: Ek Bharat Shrestha Bharat** programme is carried out by the institution to enhance interaction & promote mutual understanding.
- **Environment Day**: Every year the College celebrates the World Environment Day on 5th June.
- **Fit India Movement: Students and teachers participate enthusiastically in Fit India Movement initiated by the Government of India.**
- **Human Rights Day: Human Rights Day is celebrated on December 10.**
- **Independence Day**: The College celebrates Independence Day with much fanfare.
- **International Mother Tongue Day**: Celebration of International **Mother Tongue Day** on February 21 is shouldered **by the Department of Assamese**.

- **International Yoga Divas**: On June 21, International Yoga Divas has been celebrated in the college campus by organizing workshops, motivational speech, lecture etc.
- **International Women's Day**: On March 8, International Women's Day is celebrated by the women cell of the college by organizing awareness camps, popular lectures, street dramas etc.
- **National Science Day**: From the year 2019 onwards, the college is continuously celebrating National Science Day on February 28.
- **National Unity Day**: Rastriya Ekta Divas is celebrated on 31st October to commemorate the birth anniversary of Sardar Ballav Bhai Patel, the first deputy Prime Minister of India.
- **National Voters' Day: National Voters' Day is celebrated on January 25 every year.**
- **Republic Day**: The College also celebrates republic day every year. On this auspicious occasion various programmes are organized. The NCC wings of the college also participate in the Central Republic Day parade organized by the district administration.
- **Silpi Divas**: The Cultural Cell of the college, in association with the Students' Union celebrated the Silpi Divas to commemorate the birth day of **Rupkonwar Jyoti Prasad Agarwala** on January 17.
- **Teachers' Day**: On 5th September every year, Teachers' Day is celebrated in the college. This programme is organized by the student union where faculty members are being felicitated by the students.
- **Vigilance Awareness Week:** The Vigilance Awareness Week is celebrated every year in the birthday week of **Sardar Vallabbhai Patel.**
- **World Aids Day: World Aids Day is celebrated on December 1.**
- **World Wildlife Week**: World Wildlife Week is celebrated from October 2nd to October 8 in the college by organizing talk on **Talk on Elephant-Human Conflict, Talk on Snake Conservation** etc.
- **Sudhakantha Divas** The Cultural Cell of the college, in association with the Students' Union celebrates **Sudhakantha Divas** to commemorate the birth day of **Bharat Ratna Dr. Bhupen Hazarika** every year on September 8.

File Description	Document
Geotagged photographs of some of the events	View Document
Any other relevant information	View Document
Annual report of the celebrations and commemorative events for the last five years	View Document

7.2 Best Practices

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

Response:

Best Practice No-1

1) Title of the Practice: Swachh aru Seujia HPB (Clean and Green HPB)

2. Objectives of the Practice

H.P.B. Girls' College deeply believes that a clean, green and a pollution free environment provide a pristine backdrop for an effective learning experience. The College has therefore left no stone unturned in the development of a green ecosystem to provide enrichment to the mind, heart and soul of the students. It has a mesmerizingly beautiful campus which creates a refreshingly soothing impact upon everyone. The college campus located in a clean and pollution-free environment is spread over 14.8 acres. H.P.B. Girls' College is committed to the green movement and has 6 acres (60 percent) of green area. The college invests all efforts to maintain beautify lush green gardens all around the campus. H. P. B. Girls' College since its inception, aims to reduce energy consumption, ensure standard indoor air quality, and improve energy efficiency on campus through methods that are consistent with a safe, secure, and involving the Teacher, Student, and non-Teaching Community within the campus.

3)The Context*:*

The world is witnessing an unprecedented catastrophe owing to the damage caused by human beings to the eco-system. We needed a robust mechanism to make the college community aware of the urgent need to sustain a clean, green and healthy environment. A clean and healthy environment is a catalyst of effective learning and provides a conductive learning environment. We decided to educate and make aware students on the issues such as renewable energy sources, waste management and recycling to disseminate the concept of eco-friendly culture. We decided to work in the areas of power, plant, water and cleanliness. It was necessary to look forward to make efficient use of available water and other resources. Motivation of employees and students implement green initiatives like minimal use of plastic, switching of lights/fans, use eco-friendly methods of transportation such as no-vehicle zone etc are very important.

4) The Practice:

Following initiatives are employed in the campus:

A) Clean Campus Initiative: Each department is assigned to clean the college campus on a rotation basis. This practice enables the students **and faculty members to inculcate the philosophy of nurturing, cleaning and saving the environment.**

B) Plant and gift a sapling initiative: Plant sapling initiative aims to add more greenery to the college campus. Saplings are planted by the college family on the occasion of **Farewell felicitation program, Foundation Day, celebration of internationally and nationally important days**. Also, the college **gifts saplings to invited guests** of various programmes to showcase its commitment to spread awareness on environmental conservation.

C) Energy Conservation: The policy on energy conservation highlights on developing a proactive and progressive approach to providing energy efficient, responsible, and cost-effective operations on campus. Tube lights and bulbs have been replaced with LED lamps. Optimum power utilization is practiced through this.

- **Use of Solar Bulbs and lights**
- **Use of Sensor Lights**

D) Solid waste Management

- For **biodegradable waste, e.g. fallen leaves of plants has been carried to the Vermi Compost Plant** and **Organic Manure Plant** of the college. Manure of the plant is used for flower gardens and herbal gardens.
- For **non-biodegradable waste e.g. glass metals**, other utensils has been collected through dustbins and disposed it in buffering places with the help of **Golaghat Municipality Board** (GMB) garbage dispensing vehicle.

E) Liquid waste Management

- Liquid waste management system is done through proper drainage system wherewith all the sewage is drained to a deep soak pit.
- Liquid Waste from Air-conditioners and ROs are used in flower gardens and plants.
- Rain water is effectively harvested in 3 tanks on the campus.

F) E-Waste Management

- So far as E-Waste is concerned the college always prioritizes to repair the electronic devices as much as possible.
- Otherwise the waste electronic scrap devices are disposed through by selling the same to local scrap dealers.
- Biodegradable waste recycling system has been institutionalized by setting up of Vermi Compost plant, where biodegradable solid wastes like fallen leaves of plants are disposed and convert it as an organic fertilizer, which are mainly used for the development of college flower gardens.

G) Efforts for Carbon neutrality: Green footprint through 8 acres of green area out of 14.8 acres campus area

H) Plantations:

- Plantations of commercially viable trees such as Sachi (Agar), Bonsum, Titasopa.
- Plantations of local flora and Fauna and evergreen trees.
- Plantations of flowers and trees that offer food and shelter to birds.
- Plantation of trees that helps in biodiversity.
- Plantation of bamboo trees.
- Maintenance of oxygen zone in the campus

I) **Setting up of Herbal Garden: The herbal garden containing traditional medicinal plants and herbs symbolize the rich heritage of alternative medicine in India.**

J) No vehicle Zone on Second and Fourth Saturday: No vehicle zone on selected days reduces pollution in the campus.

K) Single Use Plastic Free Campus:

- Use of banana Leaves in the college feasts.

- Prohibition of single use plastic in the campus

L) Oxygen zone in the campus: The institution maintains an area full of naturally grown trees and creepers which creates a tranquil and rejuvenated ambience.

M) **Bio-degradable, eco-friendly, natural, renewable resources**: The college uses banana leaves in the feasts. Also, baskets and dustbins are made from bio-degradable, eco-friendly, natural, renewable resources.

5) Evidence of Success*:*

- The college is certified as Clean and Green Campus by the forest department, Government of Assam.
- The college community has become more alert and involved in environmental preservation, cleanliness.
- The green and clean campus initiative orchestrated by the college helps to create a pollution-free ambience.
- Liquid waste management helps to nourish the plants in the herbal garden and flower garden.
- Ban on plastic items, a well implemented waste policy made college campus clean and beautiful.
- Eco-campus strategies employed resulted in one of the beautiful and clean college in the vicinity. It has resulted in attracting more students.
- The fertilizer of Vermi Compost plant and organic manure plant is used in the college

6) **Problems Encountered and Resources Required:**

Financial constraints are a major drawback in fully implementing the best practice. Projects such as Bio-Gas plant, Waste Recycling Plants need financial assistance from the government.Also, in summer and winter vacations students and teachers remain absent which creates hurdle in implementing the best practice at that time.

Notes: (optional)

1. **Contact Details**:

Name of the Principal: Dr. B.C. Bhuyan

Name of the Institution: H.P.B. Girls’ College, Golaghat, Assam

Accredited Status: ‘B’ in the second cycle of accreditation

Work Phone: 9435526875

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BEST PRACTICE NO-2

Title of the practice: **Narir Bohumukhi Unnayanar Bheti Nirman (Creating the Foundation for Holistic Development of Young Women)**

1. Objectives of the Practice

- To work tirelessly for vocational, ethical, social, spiritual upliftment of women. A morally strong healthy and educated community is thus created through value-based higher education.
- To create a strong base for holistic development of young women.
- To go beyond traditional classroom teaching and inculcate life skills.
- To empower women about their rights and responsibilities.
- To work collectively for the educational, ethical, social, spiritual upliftment of women.
- To create a morally strong healthy and educated community through value-based higher education.
- To work for the emancipation of woman from all sorts of material and psychological barriers.
- To make every family empowered by educating the girls from all strata. We believe that education of a girl means the education of the family and education of the family means the education of the nation.
- To facilitate the scope for socialization for the learners of different socio-economic backgrounds by advocating learning through community participation.
- To inculcate gender sensitization through activity based learning and value added curriculum.
- To cultivate values and means for promoting environmental sensitization among the learners for a sustainable future.

2. **The Context**

The institution caters to young women coming from various socio-cultural-economic backgrounds. The students gain access to wide-ranging and quality education for a brighter future in life. Many come from the politically volatile Assam-Nagaland border areas. A good number of Adivasi and tribal students also enroll themselves in the college.

H. P. B. Girls' College,maintains a robust foundation for holistic development of young women by going beyond traditional classroom teaching and inculcating life skills. Women are empowered about their rights and responsibilities. The institution works collectively for creating a conducive campus ambience to help learners from diverse socio-economic background to integrate themselves into community of sisterhood. Further, apart from teaching the regular curriculum as per the guidelines of the university, the College introduces different courses such as: value added and vocational courses, training programmes, personality development workshop, coaching programmes for competitive examinations to name a few.

3**. The Practice**

This practice has many co-related and inter-linked segments. The practice is a continuous one focusing on the entire tenure of a student in the institution.

A) Mentor-mentee system:

- The college has established a robust and effective Student Mentoring Prorgamme initiated and supported by the IQAC, H.P.B. Girls' College.

- The student mentoring program is supervised by the Teacher Guardian Cell, IQAC. The Cell has a convener and members from the teaching staff.
- All the faculty members are appointed by the cell as student mentors. After the commencement of a new academic year, each teacher is given charge of 20 newly admitted students.

B) Counseling:

- **Psychological Counseling Cell**
- **Career Counseling Cell**

During an academic session, the College regularly holds Counseling sessions to carter to the needs of every individual learners with regard to their career prospects and mental health. Interactive sessions with professional counsellors are arranged to help the young learners accordingly.

C) Programs of self-empowerment:

To make the learners self-sustainable, various short term and long term training programmes are conducted by departments and cells of the college. This encourages young learners to cultivate capacity building in order to become self-independent in the near future.

D) **Earn while You Learn initiative:** To facilitate apprenticeship period for the aspiring learners to learn various skills, and to cultivate the work culture among the learners, the college has adopted the *Earn While You Learn* initiative. The central library and a few departments engage the students in book cataloging. The college buys banana leaves, flowers and gamocha from some students.

E. **Value Education:** To College is committed to promote value based education for all around development of the young learners. Taking inspiration from Ancient Indian texts of philosophy, teaching and learning, the college has incorporated several value based learning modules to impart core ideas of ethics, morality, integrity, social harmony, community values, sisterhood and nation building.

F) Outreach programmes to raise awareness on women related issues:

The college undertakes several outreach programmes to raise awareness concerning various women related issue in its neighbourhood area through student participation. Awareness drives against Covid-19, domestic violence, menstrual hygiene, child care and nutrition are some of the activities conducted by the college in recent years.

G) Short-term courses and certificate programmes:

In order to promote capacity building and enhance the hidden potential of the students, the college runs several short term courses and certificate programmes such as: Spoken English, Poultry Management, Beauty Therapy, Travel & Tourism, Cake Making, Desktop Publishing to name a few.

H) Self-Defense programme:

In order to empower young women learners to ward off all kinds of potential physical assaults, to build self confidence and self-discipline, to promote physical and psychological conditioning, the college runs a Self-Defense programme in its premise.

I) Programs on health and nutrition:

Sound body and sound mind are utmost important for the young learners to realise their true potentials. The college aims to educate the learners about physical and psychological well beings. Further, the students are educated through sessions conducted by the professionals about the importance of nutritious diet to lead a healthy life.

J) Programs on soft-skills:

The college conducts several soft skills programmes and workshops to make the learners eligible to meet the demands of the present-day job market scenario. Personality Development, Leadership Training, Aptitude and Decision Making,Spoken English are some of the courses run by the college.

K) Scholarships and awards to the entry-level students to facilitate better performance

The college offers various scholarships and awards to encourage the meritorious students at the entry level to excel in their studies and co-scholastics areas. Some of the active scholarships and awards include: Bisheswar Memorial Award and Kamala Saikia Award.

L) Financial Aid to economically weaker students

The College has adequate provision to support meritorious students who apparently belong to the economically weaker sections of the society. One such scholarship is sponsored by the Teachers' Unit of H.P.B. Girls' College.

M) Financial Aid to students from marginal sections

The college also offers financial aid to students belonging to the marginal sections of the society to address the issue of drop out. One such scholarship is Purnimola Bora Memorial Award.

N) Felicitation of students who have excelled in various fields

With an objective to encourage the students to excel in various fields of their interests such as: sports, art, literature, acting, fashion design and entrepreneurship, the College duly facilitates such student achievers.

5. **Success:**

- Success in mentor-mentee program: Multi-faceted individuals with a strong sense of self, social consciousness and healthy mind are the products of these activities.
- Progression to Higher Studies: A good number of students progressed to higher studies and enrolled themselves in reputed institutions all over India.
- Development of soft-skills
- Success in competitive examinations
- Success in self-employability
- Success in extra-curricular activities
- Building self-confidence
- Assertion of self-identity
- Improvement in health and nutrition

- Progress of slow learners

6**. Problems encountered and resources required:**

Lack of adequate faculty members is a major hurdle in implementing the best practice. The very busy schedule of semester system compels the faculty members to focus more on the completion of syllabi within the stipulated period. Also, the devastating impact of Covid-19 pandemic in the past couple of years resulted in fewer interactions with the students. As each student has her own individual identity, collective attention sometimes may not be enough to address diverse issues of the students. There has to be a constant and conscious effort to find the time, motivation and necessary energy from both students and teachers to ensure the continued success of this practice. Diverse socio-economic-linguistic background of the students must be dealt sensitively to achieve a very satisfactory implementation of this practice.

File Description	Document
Any other relevant information	View Document
Best practices in the Institutional web site	View Document

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

Vocationalisation of Education: Linking Education with Employability

The institution has been tirelessly working on linking education with employability. The institution prepares its program and subject option in such a way that they reflect the mission of woman empowerment through courses outside the curricula.

The Practice:

The college has introduced several vocational courses in the emerging areas in order to meet the challenges globally. The institution recognizes the importance of vocational and career oriented education for the self employment of the student. The institution makes it compulsory for all the newly admitted students to enroll themselves in one vocational course offered by the college in order to enhance their employability skill.

The College offers vocational courses on

(a) **Cutting Knitting and Tailoring**

(b) **Food Processing and Food Preservation**

(c**) Beauty Therapy and Hair Cutting**

(d) **Diploma in Computer Application**

(e) **Spoken English**

Name of the courses	Year of introduction	Duration of course	Fee Charged	Qualification of teacher	Salary of the teacher
Beauty Therapy and Hair Cutting	2005	3 months	Rs. 1000/	Graduation and diploma in Beauty Therapy Course	Rs. 6000/ per course
Cutting and Tailoring	2010	3 months	1000/	Diploma in Cutting Tailoring	Rs.100/- per class
Spoken English	2005	3 months	1000/	M. A. in English	Rs. 100/ per class
Computer Application	2007	3 months	1000/	BSc. PGDCA	Rs. 2000 per month
Food Processing and Food Preservation	2005	3 months	1000/	B.Sc. Home Science	Rs. 2000 for the course

The course outcome(s):

1. **Cutting Knitting and Tailoring:**

Human beings like to dress and dress themselves beautifully. It is in this context that knowledge of the

beauty and utility of textiles is very significant. Girls and women need to know basics of clothing construction. Because making of dress is an important human activity.

Cutting and tailoring courses helps student to **develop skill in the clothing construction** techniques and also help students **to develop skill in the clothing construction techniques** and also help students **to become self-reliant**.

2. Food Processing and Food Preservation:

Food Preservation can be defined as the science which deals in the process of prevention of decay or spoilage of food and help it to be stored in a fit condition for future use. Food supply has to keep pace with the needs of population. There is always shortage of food in developing countries like India because of demand of increasing population. Therefore, it is important **to improve and expand facilities for storage and prevention of food.**

Students receiving the training of the vocational course of food preservation may get the opportunities **to be self-employed and give employment** to others too. The vocational course of Food Preservation also helps women employment as well.

3. Beauty Therapy and Hair Cutting:

From personal to the profession, beauty therapy and hair cutting and styling courses bring the best of skills, trends and opportunities to anyone who is ardent to pursue it. Hairstyling and grooming courses have given many startups to the beauty industry. The course will offer the student learners a **profitable scope for self-employment and cultivate entrepreneurship skills as well.**

4. Diploma in Computer Application:

The primary objective(s) of this Diploma programme is to train the learners in digital literacy and educate them with working knowledge of **Ms-word**, **Ms-Excel, Ms-Power point**. The programme also aims to **prepare the candidates for the job of an office clerical post, typing assistant, accounts office clerk and enhance their digital competencies**. The curriculum and the syllabi of the said programme is designed in tandem with the demands of the market and work industry. The learners are provided with learning materials (books, online resources) and adequate practical sessions.

5. Spoken English:

The primary objective of the programme is to break the fear of English and induce among the students certain level of proficiency of verbal communication in English. Along with the language proficiency, the course helps in **grooming the soft skills of the students** which have massive prospects in industries **like tourism, IT sector, entrepreneurship startups** etc. Right from the introduction, the course has been received with massive popularity among the students due to the prospects it has to offer. Many qualifiers of the course have been placed in **lucrative jobs like Air hostess, Call center agents, Sales associates** etc.

File Description	Document
Appropriate web in the Institutional website	View Document
Any other relevant information	View Document

5. CONCLUSION

Additional Information :

- During the assessment period, 450 students brought laurel to the college by getting first class in the final examination.
- Library is fully automated with Soul 2.
- The college subscribes to e-journals, e-ShodSindhu & e-books.
- N-list & DELNET databases are available in the Library.
- The campus is a free Wi-Fi campus and 25 classrooms are ICT enabled.
- Number of Staff with PhD has increased from 3 to 15
- 43 Add-on/ Value added/ Certificate courses were conducted during the last five years.

Received RUSA fund of Rs.2 crores and Two storied Canteen cum Guest House, Girls' Common Room, laboratory were constructed. Academic building and auditorium were renovated. Sports, laboratory, ICT equipments, books and e-resources were purchased

- The following are the actions taken based on the recommendations of NAAC Peer team for the third cycle (2012).
- Anti-Ragging Cell and Anti-Sexual Harassment Cell are established.
- A Five Year Strategic Plan is prepared.
- International and national Journals are subscribed.
- Courses in soft skills, communicative skills and Personality development are introduced.
- Earn While You Learn Scheme is introduced in the library and in some departments.
- A language lab is established.
- Group Health Insurance scheme is introduced in the college.
- The registration of Alumni Association is under process.

Institutional Distinctiveness:

Vocationalisation of Education: Linking Education with Employability

The institution recognizes the importance of vocational and career oriented education for the self employment of the student. The institution makes it compulsory for all the newly admitted students to enroll themselves in one vocational course offered by the college in order to enhance their employability skill.

Best Practice 1: Swachh aru Seujia HPB (Clean and Green HPB)

Swachh aru Seujia HPB (Clean and Green HPB) adopts multi-pronged strategies to clean, protect, preserve nature, conserve energy, and optimally manage Solid Wastes, Liquid Wastes and E-Wastes.

Best Practice 2: Narir Bohumukhi Unnayanar Bheti Nirman (Creating the Foundation for Holistic Development of Young Women) aims at vocational, ethical, social, spiritual upliftment of women. A morally strong healthy and educated community is thus created through value-based higher education.

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Concluding Remarks :

- Established in 1969, H. P. B. Girls' College, Golaghat has emerged as one of the prominent higher educational institutions in Assam. Graduates from the institution have occupied places of prominence all over India.
- The college has earned appreciation letters from the government for its dedication and service towards the society. The college fulfilled 10 recommendations offered by NAAC Peer Team in 2012.
- Since the college is mainly a single stream institution, multidisciplinary approach in the curricula is reflected through careful selection of courses and subjects for the learners within its limited purview at present.
- Three tier strategy of teaching: Inter-institution, inter-college and inter-departmental faculty exchange programme The college has potential of setting up income oriented Vocational Training Centres in cognizance with the New Education Policy.
- The college aspires to become an autonomous college in the near future. The college aims to embrace multi-disciplinary and inter-disciplinary frameworks by relying on equity, accessibility, affordability, accountability, and quality---the cornerstone of the New Education Policy 2020.

6.ANNEXURE

1.Metrics Level Deviations

<table>
<tr><td>Metric ID</td><td>Sub Questions and Answers before and after DVV Verification</td></tr>
<tr><td>1.1.3</td><td>Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

Answer before DVV Verification : A. All of the above
Answer After DVV Verification: B. Any 3 of the above
Remark : DVV has considered B. Any 3 of the above as per shared nomination letters by HEI.</td></tr>
<tr><td>2.1.2</td><td>Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

2.1.2.1. Number of actual students admitted from the reserved categories year wise during last five years
Answer before DVV Verification:
<table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>156</td><td>154</td><td>166</td><td>151</td><td>139</td></tr></table>
Answer After DVV Verification :
<table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>138</td><td>205</td><td>166</td><td>151</td><td>139</td></tr></table>
Remark : DVV has made the changes as per shared report of admitted by HEI.</td></tr>
<tr><td>2.3.3</td><td>Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)

2.3.3.1. Number of mentors
Answer before DVV Verification : 29
Answer after DVV Verification: 26

Remark : DVV has excluded temporary teachers from shared list of teachers by HEI.</td></tr>
<tr><td>2.4.3</td><td>Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)</td></tr>
</table>

2.4.3.1. **Total experience of full-time teachers**

Answer before DVV Verification : 449

Answer after DVV Verification: 349

Remark : DVV has excluded temporary teachers experience from shared report by HEI.

2.6.3 **Average pass percentage of Students during last five years**

2.6.3.1. **Total number of final year students who passed the university examination year-wise during the last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
317	294	274	254	171

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
305	274	259	172	149

2.6.3.2. **Total number of final year students who appeared for the university examination year-wise during the last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
317	338	328	317	220

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
335	326	310	219	167

Remark : DVV has made the changes as per shared report of final year passed students by HEI.

3.2.1 **Number of papers published per teacher in the Journals notified on UGC website during the last five years**

3.2.1.1. **Number of research papers in the Journals notified on UGC website during the last five years.**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
07	01	07	18	09

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17

06	01	05	9	06

Remark : DVV has considered UGC Care list of journals only.

3.3.2 **Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years**

3.3.2.1. **Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
2	1	1	1	1

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

Remark : DVV has not consider shared certificate of appreciation by HEI.

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

3.4.1.1. **Number of linkages for faculty exchange, student exchange, internship, field trip, on-job training, research etc year-wise during the last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
11	07	03	04	04

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
9	05	02	03	02

Remark : DVV has considered only collaborations/ linkages.

3.4.2 **Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years**

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
11	02	0	01	03

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
7	01	0	01	01

Remark : DVV has not consider those MoUs shared in 3.4.1

4.1.3 **Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.** ***(Data for the latest completed academic year)***

4.1.3.1. **Number of classrooms and seminar halls with ICT facilities**

Answer before DVV Verification : 25

Answer after DVV Verification: 14

Remark : DVV has made the changes as per shared report classrooms and seminar halls with ICT-enabled facilities such as smart class, LMS, etc of by HEI.

4.1.4 **Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)**

4.1.4.1. **Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
27.37	32.28	91.70	100.64	5.77

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
27.37	30.28	90.70	100.64	5.77

Remark : DVV has made the changes as per shared report of Expenditure for infrastructure augmentation, excluding salary by HEI.

4.2.4 **Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the latest completed academic year**

4.2.4.1. **Number of teachers and students using library per day over last one year**

Answer before DVV Verification : 164

Answer after DVV Verification: 104

Remark : DVV has made the changes as per average of teacher and students using library per day

on (dates) as per SOP.

4.4.1 **Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)**

4.4.1.1. **Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
21.71	38.35	49.49	70.08	31.41

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
21.71	38.35	47.49	67.08	36.41

Remark : DVV has made the changes as per shared report of Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary by HEI.

5.2.1 **Average percentage of placement of outgoing students during the last five years**

5.2.1.1. **Number of outgoing students placed year - wise during the last five years.**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
52	41	15	26	2

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

Remark : DVV has given 0 as per HEI clarification (this metric is opted out).

5.3.1 **Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.**

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17

17	09	17	28	21

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
14	06	15	16	16

Remark : DVV has excluded participation certificates from shared report by HEI.

5.3.3 **Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)**

5.3.3.1. **Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
27	20	27	31	25

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
19	16	21	21	16

Remark : DVV has excluded those reports are unsigned and participation shared by HEI.

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

6.4.2.1. **Total Grants received from non-government bodies, individuals, Philanthropers year-wise during the last five years (INR in Lakhs)**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
.51	.52	.7	3.52	.44

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

Remark : DVV has given the 0 as per HEI clarification (this metric is opted out).

7.1.7 **The Institution has disabled-friendly, barrier free environment**

1. **Built environment with ramps/lifts for easy access to classrooms.**

	2. **Divyangjan friendly washrooms** 3. **Signage including tactile path, lights, display boards and signposts** 4. **Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment** 5. **Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading** Answer before DVV Verification : A. Any 4 or all of the above Answer After DVV Verification: B. 3 of the above Remark : DVV has made the changes as per shared report by HEI.

2.Extended Profile Deviations

Extended Profile Deviations
No Deviations