



## YEARLY STATUS REPORT - 2021-2022

### Part A

#### Data of the Institution

<b>1.Name of the Institution</b>	Hemo Prova Borbora Girls' College
• Name of the Head of the institution	Dr. Bulbuli Boruah
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03774295000
• Mobile No:	9435150728
• Registered e-mail	hpbgc1969@gmail.com
• Alternate e-mail	bulbulib585@gmail.com
• Address	Golaghat Law College Road, Bengenakhowa, P.O.- Bengenakhowa
• City/Town	Golaghat
• State/UT	Assam
• Pin Code	785702
<b>2.Institutional status</b>	
• Affiliated / Constitution Colleges	Affiliated
• Type of Institution	Women
• Location	Rural

- Financial Status **UGC 2f and 12(B)**
- Name of the Affiliating University **Dibrugarh University**
- Name of the IQAC Coordinator **Dr. Dibyajyoti Borah**
- Phone No. **03774295001**
- Alternate phone No. **7002562537**
- Mobile **700562537**
- IQAC e-mail address **iqachpbgc2015@gmail.com**
- Alternate e-mail address **jborahdibya@gmail.com**

**3. Website address (Web link of the AQAR (Previous Academic Year))**

<https://hpbgirlscollege.edu.in/wp-content/uploads/2022/08/AQAR2019-20.pdf>

**4. Whether Academic Calendar prepared during the year?**

**Yes**

- if yes, whether it is uploaded in the Institutional website Web link:

[https://hpb.gkd619.com/wp-content/uploads/2022/07/HPBGCL\\_Academic\\_Academic-Calendar-2021-22.pdf](https://hpb.gkd619.com/wp-content/uploads/2022/07/HPBGCL_Academic_Academic-Calendar-2021-22.pdf)

**5. Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 2</b>	<b>B</b>	<b>2.71</b>	<b>2012</b>	<b>10/03/2012</b>	<b>09/03/2017</b>
<b>Cycle 3</b>	<b>A</b>	<b>3.20</b>	<b>2022</b>	<b>14/06/2022</b>	<b>13/06/2027</b>

**6. Date of Establishment of IQAC**

**04/12/2004**

**7. Provide the list of funds by Central / State Government**

**UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
<b>nil</b>	<b>nil</b>	<b>nil</b>	<b>nil</b>	<b>nil</b>

**8. Whether composition of IQAC as per latest NAAC guidelines**

**Yes**

- Upload latest notification of formation of IQAC [View File](#)

**9.No. of IQAC meetings held during the year** 5

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **No**

- If No, please upload the minutes of the meeting(s) and Action Taken Report [View File](#)

**10.Whether IQAC received funding from any of the funding agency to support its activities during the year?** **No**

- If yes, mention the amount

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

1. Re-accredited with A Grade with a CGPA of 3.20 by NAAC.
2. A good number of Seminars, Workshops were conducted during the session.
3. Celebration of Bohagi Utsav to inculcate local ethos and culture for fostering peace and harmony.
4. Nobel Laureate Lecture Programme was introduced to aware the students of the contribution of the awardees in various fields.
5. Online Students Knowledge Development Programme (SKDP) on "College to Corporate" was organized.

**12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year**

Plan of Action	Achievements/Outcomes
1. To invite NAAC for re-accreditation within stipulated time.	1. Re-accredited with A Grade with a CGPA of 3.20 by NAAC.
2. Integration of Technology in Teaching Learning Process	2. FDPs were organised in order to enhance the digital skills of the teachers and currently 100 percent teachers use ICT based tools in teaching learning process
3. Celebration of Bohagi Utsav to spread harmony and integrity.	3. the event was organised amidst much fanfare.
4.Registration of alumni association was initiated.	4.Alumni Association was registered on 6 April, 2022.
5. Upgradation of IT Infrastructure.	5.LCD projectors, desktop computers were installed in the classrooms along with enhanced digitised

**13. Whether the AQAR was placed before statutory body?** Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	25/10/2022

**14. Whether institutional data submitted to AISHE**

**Part A****Data of the Institution**

<b>1.Name of the Institution</b>	Hemo Prova Borbora Girls' College
• Name of the Head of the institution	Dr. Bulbuli Boruah
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03774295000
• Mobile No:	9435150728
• Registered e-mail	hpbgc1969@gmail.com
• Alternate e-mail	bulbulib585@gmail.com
• Address	Golaghat Law College Road, Bengenakhowa, P.O.- Bengenakhowa
• City/Town	Golaghat
• State/UT	Assam
• Pin Code	785702
<b>2.Institutional status</b>	
• Affiliated / Constitution Colleges	Affiliated
• Type of Institution	Women
• Location	Rural
• Financial Status	UGC 2f and 12(B)
• Name of the Affiliating University	Dibrugarh University
• Name of the IQAC Coordinator	Dr. Dibyajyoti Borah

• Phone No.	03774295001				
• Alternate phone No.	7002562537				
• Mobile	700562537				
• IQAC e-mail address	iqachpbgc2015@gmail.com				
• Alternate e-mail address	jborahdibya@gmail.com				
<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>	<a href="https://hpbgirlscollege.edu.in/wp-content/uploads/2022/08/AQAR2019-20.pdf">https://hpbgirlscollege.edu.in/wp-content/uploads/2022/08/AQAR2019-20.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://hpb.gkd619.com/wp-content/uploads/2022/07/HPBGCL_Academic_Academic-Calendar-2021-22.pdf">https://hpb.gkd619.com/wp-content/uploads/2022/07/HPBGCL_Academic_Academic-Calendar-2021-22.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	B	2.71	2012	10/03/2012	09/03/2017
Cycle 3	A	3.20	2022	14/06/2022	13/06/2027
<b>6.Date of Establishment of IQAC</b>			04/12/2004		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
nil	nil	nil	nil	nil	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		
<b>9.No. of IQAC meetings held during the year</b>			5		

<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	No	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>	
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
1. Re-accredited with A Grade with a CGPA of 3.20 by NAAC.		
2. A good number of Seminars, Workshops were conducted during the session.		
3. Celebration of Bohagi Utsav to inculcate local ethos and culture for fostering peace and harmony.		
4. Nobel Laureate Lecture Programme was introduced to aware the students of the contribution of the awardees in various fields.		
5. Online Students Knowledge Development Programme (SKDP) on "College to Corporate" was organized.		
<b>12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>		

Plan of Action	Achievements/Outcomes
1. To invite NAAC for re-accreditation within stipulated time.	1. Re-accreditated with A Grade with a CGPA of 3.20 by NAAC.
2. Integration of Technology in Teaching Learning Process	2. FDPs were organised in order to enhance the digital skills of the teachers and currently 100 percent teachers use ICT based tools in teaching learning process
3. Celebration of Bohagi Utsav to spread harmony and integrity.	3. the event was organised amidst much fanfare.
4.Registration of alumni association was initiated.	4.Alumni Association was registered on 6 April, 2022.
5. Upgradation of IT Infrastructure.	5.LCD projectors, desktop computers were installed in the classrooms along with enhanced digitised

<b>13.Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
Governing Body	25/10/2022

<b>14.Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
2021-2022	05/02/2022

<b>15.Multidisciplinary / interdisciplinary</b>
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.

The college in order to have a holistic approach 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.

Best practices evolved/adopted by the institution in terms of multidisciplinary and holistic education.

- Gender Centric Courses-A good number of courses taught in the college are gender centric like the Gender, Media and Society (Home Science) Gender and Violence (Sociology) Gender and Education (Education) Women's Writings (English).
- Focus on 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.

- Focus on 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.

Planned strategies for implementing NEP 2020 in the institution in terms of Multidisciplinary and holistic education.

- Cross cutting Add on Courses: A good number of value-added courses cutting across disciplines are offered by the institution which provides the opportunity to students in areas beyond their selected papers. Courses like Poly-House and Protective cultivation provides the students with greater employability skills.
- Certificate Courses: The institute offers a number of certificate courses to the students which provide a holistic education along with the general degree. The college offers certificate course on Basic Computer and Self-Defense.
- Counselling Cell for holistic development: The college has a vibrant Career Counselling Cell to give special focus on coaching for competitive examinations, career counselling, soft skill development, remedial teaching, bridge courses and personal counselling.

Challenges/ Issues faced by the institution in terms of multidisciplinary and holistic education.

- University designed syllabus: The College being affiliated to Dibrugarh university is guided by the policies of the University in terms of exams and other related issues. Thus, the college had little scope to formulate syllabus or control the exam-oriented syllabus of the affiliating University.
- Focus on Exams and syllabus: The institute has to keep focus on the academic calendar set by the University. There is very little scope for the institute to plan a course.

**16.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 them 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.

**17.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.

**18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

The institution has a number of language- oriented programs. 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 install 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.

Initiatives taken by the institute for implementing NEP- in terms of increasing access through Indian Languages.

- Fully Functional Language Lab: The College has a language lab which is used by students to explore various aspects of language learning. With the use of modern software Indian languages can be learned in a novel way. Also, with the use of language lab new relations between various Indian languages can be explored.
- Books on Vernacular Languages: The library has a large number of titles on vernacular languages. The library boasts of vernacular titles across disciplines ranging from- Political Science, Economics, Sociology, History, Home science, Education apart from Sanskrit and Assamese.
- Bilingual Teaching: The College has a policy of imparting knowledge in bilingual medium- Assamese and English for the benefit of students. Equal importance is given to teaching-learning in local language.
- Seminars on Indian Languages: A number of seminars/webinars and workshops are being regularly held in the college to disseminate knowledge on Indian languages.

Best Practices in terms of increasing access to Indian Languages

- Promotion of Multi-Lingualism- The institute is blessed to

have students from a number of ethno-linguistic communities. Hence they are encouraged to exhibit their culture via different cultural activities like singing, dancing, cooking etc. Also, students are provided scope to write articles, poems, stories etc in their language for wall magazine, college magazines or other literary events.

- **Mother Tongue Day celebration:** The College regularly celebrates the International Mother Tongue Day on 21 February. Students are reminded of the importance of mother tongue by organising various language related events.

**Planned Strategies for implementing NEP 2020 in the institution in terms of access to Indian Language.**

- **More materials on Indian language:** The College has planned to procure more materials/books on Indian languages which are common in the region like Assamese, Bengali, Hindi, Bodo, Nepali etc. There is ample scope for learning in local languages.
- **Latest software for learning Indian Languages.**
- **Special Classes for learning of Modern Indian Languages.**
- **Setting up of Research Centre for various vernacular languages of the State**

**Challenges faced by institution in terms of Increasing access through Indian Languages.**

- **Lack of adequate infrastructure in terms of language learning.** There is only a limited number of language-based department which is not adequate.
- **Inadequate resources:** The institution has limited resources in order to impart knowledge through access to local languages. There is limited manpower to impart such knowledge.

**19.Focus on Outcome based education (OBE):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.

**20.Distance education/online education:**

The institute is actively looking for opportunities in expand in the Online and Distance education mode. During the lockdown period, the college was actively engaged in online teaching-learning process using a variety of modes and methods. Some of the existing measures are as follows:

- **G-Suite for regular Online Activities:** At the initial stage of the lockdown in 2020 the college purchased G-Suite (online app) for conducting as well as recording of online classes. As a result of which the college was able to conduct classes on a very regular basis during the entire lockdown period.
- **Distance UG Program under KKHSOU:** The College has a centre for Distance UG program under the Krishna KantaHandiqueState Open University (KKHSOU). This centre provides opportunities to students who cannot afford to join regular classes owing to socio-economic and cultural reasons. This is also helpful to students who had earlier dropped-out of college education.

**Distance PG Program under DDEDU (Directorate of Distance Education, Dibrugarh University) Centre:** The College has a DDOL centre which imparts PG education to a good number of students. This provides opportunity of higher education to many who cannot afford to take admission in University. Various departmental faculty members of the college are engaged as Counselors for the course.

A few notable initiatives taken for implementing NEP 2020 in terms of Measures for increasing access including Online and Open Distance Learning (ODL).

The institution has been quite active in terms of online and distance learning for quite some time now. A number of initiatives has been undertaken for the same:

- **YouTube Channel:** in order to felicitate online learning the faculties of the college uploaded a large number of online classes in the college YouTube channel. These videos can be watched and listened by the students at any time anywhere. This has felicitated digital learning for the students. The teachers too became acquainted with know-how of digital technology.
- **Videos and PPT Banks:** The College has a good collection of

educational videos and PPT banks as additional resources for online and distance learning. Such resources are provided to the student's apart regular classes.

- **Development of Self-Learning Materials (SLMs):** The institute intends to develop a number of well planned academic Self-Learning Materials in order to meet the need of the distance education requirements. Such SLMs can be made use by students of other institute too. At the same time, such an exercise will also provide experience to faculty members.
- **MOOC learning Platforms:** The institute shall make provisions to enroll students in MOOC Learning platforms like- SWAYAM, NPTEL etc. This shall provide a wider opportunity towards learning to students at an early stage. Such initiatives will be helpful in providing knowledge about interdisciplinary approach to education.

### Extended Profile

#### 1.Programme

1.1	252
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

#### 2.Student

2.1	1051
Number of students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.2	259
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	No File Uploaded

2.3	
Number of outgoing/ final year students during the year	
<b>File Description</b>	<b>Documents</b>
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1	35
Number of full time teachers during the year	
<b>File Description</b>	<b>Documents</b>
Data Template	<a href="#">View File</a>
3.2	32
Number of Sanctioned posts during the year	
<b>File Description</b>	<b>Documents</b>
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	29
Total number of Classrooms and Seminar halls	
4.2	13.8
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	89
Total number of computers on campus for academic purposes	
<b>Part B</b>	
<b>CURRICULAR ASPECTS</b>	
<b>1.1 - Curricular Planning and Implementation</b>	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	



? Each academic session starts with a Student Orientation Programme organised by IQAC to welcome the new students in order to sensitise them with the courses and various co-curricular activities of the institution.

? A Hand Book containing programme outcomes and course outcomes is provided to the students.

? Faculty members extensively use Google Class Rooms as an LMS. The students can access online video lectures of the faculty.

? PowerPoint slides prepared by a good number of faculty members.

? Showcasing subject related videos and showing it to the students for stimulation and thought-provoking discussion.

? 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, Last Friday Test (LFT), First Friday Test(FFT), paper presentation by the students, projects, educational tours, field trips.

? 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.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

? 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 in the college website. It is also circulated in the 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 has been scheduled through a well-planned class routine for which a routine committee is formed every session.

? During the beginning of the sessions the Academic Committee of the college meets to hold threadbare discussion regarding the efficient implementation of academic calendar.

? Besides, the academic committee meets in every two months to discuss the academic situation of the college.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	Nil

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

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

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

#### 1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

9

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 1.2.2 - Number of Add on /Certificate programs offered during the year

#### 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

8

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

### 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

339

#### 1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

339

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

A. Humanities subjects Assamese, English and Sanskrit amply represent human values, gender sensitivity and Environment and sensitivity in the syllabi.

B. Social Science Subjects explore professional ethics, gender, human values and environment.

#### GENDER SENSITIVITY

? Gender, Media and Society (Home Science)

? Gender and Violence (Sociology)

? Gender and Education (Education)

? Women's Writings (English)

#### ENVIRONMENT AND SUSTAINABILITY

? Environmental issues form a significant part in the syllabi of the departments of Economics, English, History, Education, Home Science, Political Science, and Sociology.

#### 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 course.

? 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.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

#### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

6

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

155

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	A. All of the above
----------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------

File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	No File Uploaded

<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>A. Feedback collected, analyzed and action taken and feedback available on website</b>
---------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	Nil

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of sanctioned seats during the year

360

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

#### 2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

##### 2.1.2.1 - Number of actual students admitted from the reserved categories during the year

149

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes 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 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, Uдеми, 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 the advanced learners.

? Best Readers award is given by the librarian to those students who study in the library for maximum hours.

? Prizes, cash awards, scholarships are given to the advanced learners.

? Engagement in social activities/ class activities/institutional activities.

? Add-on courses

? Career Counselling Session

? Best Reader and Library User Award

? Career Counseling Sessions

File Description	Documents
Link for additional Information	Nil
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
964	30

File Description	Documents
Any additional information	<a href="#">View File</a>

### 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

**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
- ? 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
- ? Educational visits outside the institution
- ? Group Project:.
- ? Role playing.
- ? Performance of Text oriented plays and skits
- ? Quiz and Debate Competition

**PROBLEM SOLVING METHODOLOGIES:**

? Projects

? Assignments

? Individual and group projects

? ICT enabled classrooms: The College has ICT enabled classrooms.

? First Friday Test

? Last Friday Test

? 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. Students regularly assess the performance of the teachers.

? Group discussions: Group discussions are held regularly to enhance participatory and creative learning among the students.

? Interactive 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.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

? Each Department is well-equipped with the LCD projector and screens.

? 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.

? 90% of the staff is well familiar with all the latest ICT tools. To strengthen their knowledge, many teachers have participated in the FDPs on 'Moodleclass' 'Googleclass' and have uploaded e-content on You Tubes.

? Currently, many 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 used 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, Shodhsindhu and allied e-resources are provided free of cost.

? Social media is skillfully used by the college through its WhatsApp group 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	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

#### 2.3.3.1 - Number of mentors

29

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

30

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

##### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

18

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

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

#### 2.4.3.1 - Total experience of full-time teachers

339

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

? Internal Assessment is an integral part of the evaluation process in both Semester and CBCS system.

? CBCS Board: The College has established a CBCS board after implementation of CBCS in the college.

? Internal Assessment is done by the respective departments as well as classes through Sessional Examinations, Group discussions, Field Works, Seminar presentations and Home Assignments.

? A healthy attendance system is also a part of the internal assessment which is closely monitored by the college.

? The college holds two sessional examinations for each semester.

? The dates of Sessional Examination are notified in notice board,

Official Whatsapp group as well as Departmental Whatsapp Group, and Google classroom.

? Marks of internal examinations are displayed in the notice board of the respective departments.

? 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.

? The departments of the college stores the marks of the internal assessment for adequate transparency.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

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.

? Those students who fail to appear in the sessional examinations are given a second chance to reappear in the examinations.

? Answer scripts are shown to the students. The grievances of the students related to marks are promptly solved.

? Guardians are called if necessary.

? All examinations are held in stipulated time.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

## 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.

? In order to focus on the outcomes, Students are categorized in as Slow Learner and Advanced Learner on the basis of their performances in the first year.

- 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 . 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.

? Students are also encouraged to take part in competitions, seminars and conferences, research competitions etc.

? 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 performance in the internal examinations provides the initial indication of their learning outcome. .

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://hpbgirlscollege.edu.in/programme-outcomes-and-course-outcomes/">https://hpbgirlscollege.edu.in/programme-outcomes-and-course-outcomes/</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>



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

? All the students are made aware of the courses extensively in an orientation programme organized by IQAC. Later, the respective departments hold orientation programmes at micro level for the students to make them aware of the scope and range of the subjects.

? Besides, through classroom discussion, expert lectures, all these outcomes are shared with the students.

? The outcomes are informed to the stakeholders especially parents to persuade maximum students towards the skill oriented and value based courses.

? The college deputed teachers for workshops, seminars, conferences and FDPs in order to enrich them to attain the outcomes while teaching learning in the classes.

? The faculty members actively participate in the workshops and programs on the revised syllabus.

? IQAC also organizes counselling programs for the revised syllabus to make the students aware of the future prospects of the courses.

? The faculty members of every department interact with the students about the outcome of each program.

? Successful alumni who have brought laurels to the institution are invited to interact with the students and teachers at specific events and meetings. They share their expertise on the different courses that shaped their careers.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://hpbgirlscollege.edu.in/programme-outcomes-and-course-outcomes/">https://hpbgirlscollege.edu.in/programme-outcomes-and-course-outcomes/</a>

2.6.3 - Pass percentage of Students during the year

**2.6.3.1 - Total number of final year students who passed the university examination during the year****239**

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	Nil

**2.7 - Student Satisfaction Survey****2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

<https://hpbgirlscollege.edu.in/students-satisfaction-survey-2022/22/>

**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 year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****0**

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

**3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year**

**3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year****nil**

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

**3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year****3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year****43**

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

**3.2 - Research Publications and Awards****3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year****25**

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

### 3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

#### 3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

12

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 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 year

**Partner School Initiatives:** In this unique program, two higher secondary schools of Golaghat are selected for academic and intellectual exchanges

? Distribution of relief materials to the flood-affected people.

? Awareness camps for gender sensitization, anti sexual harassment etc.

? Various awareness camps for health, nutrition and sanitation.

? Distribution of food and fruits to the prisoners and people living in the old age and orphanage houses.

? Conducted various socio- economic and literacy surveys.

? Performance of various street dramas in the remote as well as public places to raise awareness against some social malaise such as witch hunting, dowry death etc,

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

2

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	<a href="#">View File</a>

### 3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year

#### 3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

12

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	No File Uploaded

### 3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

#### 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., during the year**

273

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	No File Uploaded

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

yes

File Description	Documents
e-copies of linkage related Document	<a href="#">View File</a>
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year****3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year**

11

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

## 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.

#### (A) Infrastructural Facilities for Academic Activities:

? 30 Class rooms

a. 2 Rooms are with Smart TV

b. 12 rooms are fitted with LCD

c. 27 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

? 2 BSNL Broadband with 100 mbps speed

? 1 Psychological Counselling Centre

? 1 Career Counselling Centre

? Computers in each department

? 2 Browsing Centre

? 3 Xerox machines

? 23 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

= 1 open stage

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.



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

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

The college has four acres of infrastructure for promoting sports and games. An Indoor stadium constructed with the financial support from UGC under the XII Plan facilitate students' accomplishments in sports. The facilities, with year of establishment and area specification, are listed below:

**Indoor:**

Badminton Court 1- 2015

Badminton Court 2- 2017

**Outdoor:**

Basketball - 1 (2012)

Volley Ball- 1 (2011)

Football - 1 (2009)

Playground for Athletics

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

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

? 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.

? COUNSELLING CENTRE

A Counselling Centre is open for students.

? AUDITORIUM

The spacious and well-equipped with acoustics soundproof 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 costume and jewellery to support cultural activities.

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

? An open stage with gallery

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

**4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.**

25

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

25

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	No File Uploaded

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

53.43161

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

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

The central library of H.P.B. Girls' college is automated with the library management software SOUL (Software for University Library). The library is fully integrated with barcode technology. SOUL: It is the software designed and developed by the INFLIBENT centre based on the requirements of college, university and other academic libraries. SOUL consists of six modules namely, Acquisition, Cataloguing, Circulation, Serial Control, OPAC and Administrative module. H.P.B. Girls' College Central Library fully automated by using the following modules for regular activities. Catalogue module: This Module is used to process the newly arrived library resources. Machine readable Catalogue card is developed here. Circulation module: This is used for membership management, maintenance of library items, transaction and overdue charges. The Circulation section is next to the entrance and equipped with two

computers for transaction, one automated barcode scanner where students scan their card to enter to the library. OPAC: which stands for Online Public Access Catalogue plays a significant role in the library Users after entering into the library they can check the status of the materials available in the library through the OPAC module. Administrative module: This module is used for the security purpose and the regular backup of the library records is done here.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	Nil

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

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

2.098

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

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

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

150

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

##### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

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

##### Internet Connectivity:

? 10Mbps leased line in October 2019

? Internet service and connectivity, with a leased line, the Internet Service Provider being BSNL.

? Optic fiber cabled intra-net connectivity is provided to all blocks on campus with 10/1000 Mbps.

? 45 Wi-Fi access points provide simultaneous access to 1000 users.

? The campus has 76 computers.

? 48 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 2019-19.

? 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.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

70

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Student – computer ratio	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

45.89387

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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.

? The college has a purchasing committee which looks after the maintenance and utilization of physical facilities.

? For the utmost effectiveness of academic purposes and goals, the college authority constitutes an Academic Committee.

? For maintaining the sports activities, a Sports Development Committee is constituted by the Principal.

**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.

**Maintenance of classrooms and laboratories**

? Classrooms with furniture, teaching aids, and laboratories are supervised by the Academic Vice- Principal.

**Maintenance of ICT facilities**

The annual maintenance includes the required software installation and upgradation.

? 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 in the library are maintained by the library staff.

#### Maintenance of Library

? For the overall maintenance of library activities and facilities, the Principal has constituted a Library Committee.

? The seminar halls, conference rooms, and audio visual rooms are optimally used by all departments for meetings, seminars, conferences, quiz programmes, ICT based teaching learning, and intra- and inter-collegiate competitions.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

### STUDENT SUPPORT AND PROGRESSION

#### 5.1 - Student Support

##### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

729



File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

#### 5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

18

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

**A. All of the above**

File Description	Documents
Link to institutional website	<a href="https://hpbgirlscollege.edu.in/5.1.3.pdf">https://hpbgirlscollege.edu.in/5.1.3.pdf</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
335	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
335	
File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>
<b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees</b>	A. All of the above
File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>
<b>5.2 - Student Progression</b>	
<b>5.2.1 - Number of placement of outgoing students during the year</b>	
<b>5.2.1.1 - Number of outgoing students placed during the year</b>	

18

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

**5.2.2 - Number of students progressing to higher education during the year****5.2.2.1 - Number of outgoing student progression to higher education**

55

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

**5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)****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) during the year**

17

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**5.3 - Student Participation and Activities****5.3.1 - 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) during the year****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) during the year.**

41

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

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 )

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

? The college has an autonomous student union body having their own President, General Secretary and other office bearers. The body is formed by the annual general election which follows recommendations of Lyngdoh Committee strictly.

? The Students' Union is a completely autonomous body regarding functioning of various student related activities. The union represents and addresses student's views and grievances.

? A student body for organizing different student activities was established in the year 1975. Presently there are 12 office bearers who are elected through a general election which follows strictly the guidelines of Lyngdoh Committee.

? H. P. B. Girls' College Students' Union Body is purely democratic in nature and objectives. Apart from union activities students are engaged in different bodies, cells and associations at institutional and departmental levels.

? They are members of the following committees:

? RUSA

? IQAC

? Alumni Association

? Construction Committee

? Golden Jubilee Committee

? They are also empowered to organize seminar, workshop, debate and quiz competitions, Freshers' social, parting socials etc.

? Many departments engage their students as editors of the wall magazines and departmental journals.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**

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

13

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	<a href="#">View File</a>

**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

1. 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

1. 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.
2. In the last five years a sum of 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.
3. Meeting of the association is held regularly.
4. Many departments have their own alumni association:
  1. Assamese Alumni Association
  2. Eco-vision ( Department of Economics)
  3. Rendezvous (English)

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**

**E. <1Lakhs**

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## 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

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 prepares the prospectus, Academic Calendar while the library advisory committee takes all necessary steps and decisions regarding library as a learning resource for effective implementation of teaching -learning process.

? Other committees such as Admission Committee, Examination Committee, and Evaluation Committee are functioning sincerely for efficient dissemination of teaching.

? The principal maintains coordination between the governing body and the employees, the teachers and all the committees.

File Description	Documents
Paste link for additional information	<a href="https://hpbgirlscollege.edu.in/governing-body/">https://hpbgirlscollege.edu.in/governing-body/</a>
Upload any additional information	<a href="#">View File</a>

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

The administration is fully decentralized and the collaboration is done with different sections/ departments. For the horizontal functioning of various college activities, the institution has formed different committees in which all the teachers are active members.

Some of the important committees are:

? Academic Committee

? Admission Committee

? Construction Committee

? Hostel Committee

? Library advisory Committee

? Examination Committee

? Sports Committee

? CBCS Committee

? These committees shoulder the responsibilities in the various fields indicating the decentralization of the administration. The collaboration of all these committees is fully utilized by the authority. Besides these there are some cells formed by the college authority. They also shoulder the responsibilities vested on the principal in a collaborative way.

? Further the committees have their meeting with the principal very frequently and discuss the problems and issues in their respective areas reflecting the collaborative spirit of the educational process of the college.

? Besides these the conveners and the coordinators of various programs and courses act in full knowledge and coordination with the departments on the one hand and the management on the other.

File Description	Documents
Paste link for additional information	<a href="https://hpbgirlscollege.edu.in/">https://hpbgirlscollege.edu.in/</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The plan to apply for governmental as well as non-governmental grants for the development of the institution has been one of the



most important planks of the Strategic Plan.

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 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 co-ordinator of IQAC was appointed as the co-ordinator 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 equipments

? ICT equipments

? Books and E-resources and

? Renovation of the auditorium (Rongghar)

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://hpbgirlscollege.edu.in/wp-content/uploads/2022/08/StrategicPlan2016-2021.pdf">https://hpbgirlscollege.edu.in/wp-content/uploads/2022/08/StrategicPlan2016-2021.pdf</a>
Upload any additional information	No File Uploaded

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

The organizational structure of the college is in two aspects:

- (a) Administrative organization structure.
- (b) Academic administrative structure.

Other academic and administrative bodies are:

- ? Library Advisory Committee
- ? Construction Committee
- ? Hostel Committee
- ? Purchasing Committee
- ? Research Committee
- ? IQAC

The Academic and administrative bodies of the college are integral parts of the college.

Governing Body:

- ? The Governing Body as per the Constitution of the college has 13 members in all. I

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.

? 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

**Service Rules, Procedures, Recruitment and Promotion Policies:**

? Service rules and procedures are guided by the state government of Assam and 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.

? The non-teaching staff is recruited as per the vacancy, the cadre and recruitment rules of the government.

? AD-hoc faculties are appointed as per the rules framed by the

**Management .**

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	<a href="https://hpbgirlscollege.edu.in/organogram/">https://hpbgirlscollege.edu.in/organogram/</a>
Upload any additional information	<a href="#">View File</a>

**6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination**

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	No File Uploaded

**6.3 - Faculty Empowerment Strategies**

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

H. P. B. Girls' College always strives to meet the requirements of the teaching and nonteaching staff as recognition of their commitment and dedication in service.

? 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 money in form of donation and contribution.

? 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 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 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 situation, non-contractual staffs are provided with their due salary.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### **6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

#### **6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

**14**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### **6.3.3 - Number of professional development /administrative training programs organized by**

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

09

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

**6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)****6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

18

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

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

? Every Faculty member keeps records of daily academic and co-curricular activities in a Teachers' Diary given by the administration. The H. O. Ds of the respective departments are in charge of monitoring the diaries.

? 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:

? Evaluation of teachers on their teaching performance by the students is regularly done for improving the performance of the teachers.

? Self Appraisal Report is also collected and discussed in details by the authority to improve their teaching performance.

? 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.

? 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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

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	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

##### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

? H. P. B. Girls' College submits various proposals, to meet the requirements of funds for construction, upgradation, renovation and repairing of infrastructure, seeking financial help from government and non-government organizations.

? The faculty of the institution submits individual or joint proposals to various funding agencies like UGC, DST, DBT etc, for financial help to carry out Major Projects, Minor Projects and other research activities.

? The different financial grants and aid received by the institution are utilized according to the proposal and instruction of the funding agency and utilization reports are submitted by the institution in time to the respective agencies.

? The institute also generates funds by introducing Self Financing Courses which are one of the major and important sources of internal funds. The college has the following self-financing courses

? Cutting Knitting and Tailoring

? Food Processing and Food Preservation

? Beauty Therapy and Hair Cutting

? Diploma in Computer Application

? Spoken English

? Besides that, the institute also generates some revenue through collection of rent, by providing its venues such as Auditorium, classrooms, indoor stadiums, playground to conduct examination, competitions, shows, events etc.

? Institution mobilizes fund from the collection of donation from the staff members to create welfare fund to help needy and economically backward student.

? The generation and utilization of college resources are reflected in the Annual College Budget.

? Plantation of Xasi trees, one of the most valuable tree species, in the campus for Internal Resource mobilization.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 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

H. P. B. Girls' College attempts to chisel out 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.

Partner School and Adopted Village

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 tied up as partner institutes of the college.

**Coaching for Competitive Examination**

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. So 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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

? At the beginning of the academic year, IQAC collects department academic plans and monitors its effective implementation throughout the year.

? IQAC insists on the sharing of PO, PSO and CO at beginning of a Programme/Course with the students.

? IQAC communicates its policies regarding Remedial, Mentoring to all teaching departments at the beginning of the academic year.

? IQAC ensures proper conduct of internal examinations and instituted a mechanism for transparent mechanism for evaluation.

? IQAC has a practice of comprehensive semester wise result analysis to pinpoint strengths and weaknesses of different departments.

? IQAC has implanted Feedback system to evaluate the performance of teachers by the students.

? IQAC has taken regular feedback on curriculum.

? Teacher-Guardian Meet is another important platform to review the teaching and learning process.

**IQAC Institutional Review Mechanism**

? IQAC conducts Academic and Administrative Audit, Green Audit, Energy Audit and Gender Audit.

? IQAC and the management evaluate the performance of non-teaching staff.

? IQAC encourages Peer Evaluation of teachers.

? The institution takes feedback from students on Institutional Performance every year since 2012.

Students' Feedback teaching learning: Students' Feedback is one of the pivotal measures to access the quality of teaching learning process of the institution.

? It tries to cover maximum aspects of the teaching learning process to enhance a overall evaluation of the teaching faculty members of the institution by the learners.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international**

A. All of the above

agencies (ISO Certification, NBA)	
File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded
<b>INSTITUTIONAL VALUES AND BEST PRACTICES</b>	
<b>7.1 - Institutional Values and Social Responsibilities</b>	
7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year	
<p>H. P. B. Girls' College, Golaghat initiated various measures for the promotion of gender equity. As it 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.</p> <p><b>A. CURRICULAR ACTIVITIES</b></p> <p>? A good number of courses in the syllabi are reflective of issues on Gender. Many departments have women-centric courses.</p> <p>? Department of English has an Add-on Course on Gender Studies.</p> <p>? An Add-on course Self-Defence is an important milestone for the students.</p> <p><b>CO-CURRICULAR ACTIVITIES</b></p> <p>? 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.</p> <p>? In response of the safety and security of the girls' Sexual</p>	

Harassment Cell, Women cell, Anti Ragging Cell are fully functional in the college.

? Counseling programmes are organized to create awareness about health and hygiene among the girls' students of the college.

? The Women Cell from time to time 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..

? The students of the college are guided and counseled regarding gender equity through one act play, street shows, rallies etc.

File Description	Documents
Annual gender sensitization action plan	<a href="https://hpbgirlscollege.edu.in/annual-report-2022/">https://hpbgirlscollege.edu.in/annual-report-2022/</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**B. Any 3 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

**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.

Non-biodegradable waste 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.

? 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 scrap by selling the same to local scrap dealers from time to time.

#### 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.

#### 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 composed plant. ,

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	<a href="#">View File</a>
<b>7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus</b>	A. Any 4 or all of the above
File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded
<b>7.1.5 - Green campus initiatives include</b>	
<b>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</b>  <ol style="list-style-type: none"> <li>1. Restricted entry of automobiles</li> <li>2. Use of Bicycles/ Battery powered vehicles</li> <li>3. Pedestrian Friendly pathways</li> <li>4. Ban on use of Plastic</li> <li>5. landscaping with trees and plants</li> </ol>	A. Any 4 or All of the above
File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	No File Uploaded
<b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b>	
<b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit</b>	A. Any 4 or all of the above



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

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (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**

**A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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 200 words).

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

? The college regularly organizes Communal Harmony Day, Rastriya Ekta Divas etc.

? Showcasing Cultural Diversity in the Foundation Day Procession

? 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, strict reservation policy has been followed so that equal representation of various classes of the student 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 has been organized by the college for creating awareness among the marginalized section of the society.

? Field studies have been conducted by the departments to the rural areas to evaluate the socio- economic and educational status of them and prepare reports on these studies.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

? Celebration of Constitution Day on November 26: The institution sensitizes the college fraternity regarding the importance of the constitution by celebrating the day.

? Course of Human Rights teaches the students on constitutional values of justice, equality, liberty and fraternity.

? Celebration of National Unity Day inculcates the values of unity, diversity and heterogeneity.

? Republic Day: The College also celebrates republic day every year. On this auspicious occasion various programmes are organized.

? Participation in the local community: 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.

? Showcasing diverse culture of India:

Various cultural programmes are organized where the students perform indigenous dance forms.

? Swaccha aru Xeujia HPB:

Swaccha aru Xeujia HPB (Clean and Green HPB), the best practice of the college tries to clean, protect, preserve Nature. Tree Plantations, Weekly cleanliness drives in the college campus and neighbourhood community are some of the initiatives taken by the college.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

A. All of the above

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
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	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

? Bishnu Rabha Divas: The Cultural Cell of the college, in association with the Students' Union celebrates Bishnu Rabha Divas.

? Constitution Day is celebrated on December 26 every year.

? Ek Bharat Shreshtha Bharat: Ek Bharat Shreshtha Bharat programme is carried out by the institution.

? Environment Day: Every year the College celebrates the World

Environment Day On 5th June.

? Independence Day: The College celebrates Independence Day every year.

? International Mother Tongue Day: From the year 2017 onwards, the college is continuously celebrating International Mother Tongue Day on February 21.

? International Yoga Divas: On 21st June, every year, International Yoga Divas has been celebrated in the college campus.

? International Women's Day: On 8th March every year, International Women's Day has been celebrated by the women cell of the college.

? National Science Day: From the year 2019 onwards, the college is continuously celebrating National Science Day on February 28.

? National Unity Day: Every year "Rastriya Ekta Divas" has been celebrated on 31st October.

? National Voters' Day: National Voters' Day is celebrated on January 25 every year.

? Republic Day: 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.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

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

### Best Practice No-1

#### 1. Title of the Practice:

Swacha aru Seujia HPB (Clean and Green HPB)

#### The Practice:

? Energy Conservation:

? Water harvesting

? Sewage management:

? Efforts for Carbon neutrality:

? Plantations:

? Waste management:

? Swachha Bharat Abhiyan

? Use of Plantain Leaves in the college feasts.

? Water harvesting system

vermiculturefor Herbal Garden

#### 4. Evidence of Success:

? environmental preservation, cleanliness.

? Cost reduction

? Water conservation

#### 5. Problems Encountered and Resources Required:

Financial constraints are a major drawback in fully implementing the best practice.

**Best Practice 2:**

**Title of the practice: Narir Bohumukhi Unnayanar Bheti Nirman**

**Creating the Foundation for Holistic Development of Young Women**

**The Practice**

This practice has many co-related and inter-linked segments.

A. Mentor-mentee system:

B. Counselling:

C. Programs of self-empowerment

D. Earn while You Learn initiative

E. Value Education

F. Outreach programmes to raise awareness on women related issues

G. Short-term courses and certificate programmes

H. Self Defense program

I. Programs on health and nutrition

J. Programs on soft-skills

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

L. Financial Aid to economically weaker students

M. Financial Aid to students from marginal sections

N. Felicitation of students who have excelled in various fields

5. Success:

? Success in mentor-mentee program:

? Progression to Higher Studies:

? Development of soft-skills

? Success in competitive examinations, self-employability, extra-curricular activities

? Building self-confidence

? Improvement in health and nutrition

6. Problems encountered and resources required

Lack of adequate faculty members is a major hurdle.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.3 - Institutional Distinctiveness**

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

**Vocationalisation of Education: Linking Education with Employability**

The institution has been tirelessly working on implementing and materializing the mission set before it. The institution prepares its program and subject option in such a way that they reflect the mission of woman empowerment and value education and knowledge of India's rich and variegated culture. One distinctive character of the college is its continuous efforts to provide Gender equity and Women empowerment through value based skill oriented education, research and training through innovation, diversity to enable to meet the educational, national and global needs which is in tandem with the Mission and Vision statements of the college.

**The Practice:**

The college has introduced several Vocational Courses in the emerging areas to be able 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 enrol themselves in one vocational course offered by the college in order to enhance their employability skill.

The College offers certificate 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

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.3.2 - Plan of action for the next academic year

1.To further Strengthen the ICT 2. To create an Incubation Centre for Social sciences projects 3. To have more industry academic interface so that there is more corporate participation in academics. 5. Conducting programmes to encourage and support students to start their own business ventures.

6. Conducting activities to hone the creative skills of students and provide a platform to display their creativity 7. Initiatives for an ecofriendly learning space 8. Conducting student focused academic and skills development activities 9. To plan to conduct an International Conference in the next Academic year. 10. The institution plans to focus more on research and Development in the next Academic year by increasing the publications of faculty and also motivating students community to write research papers.