SELF STUDY REPORT

FOR

1ˢᵗ CYCLE OF ACCREDITATION

HOJAI GIRLS' COLLEGE

NEW MARKET, HOJAI, WARD NO.-3, P/O- HOJAI, DISTRICT-HOJAI (ASSAM)
782435
www.hojaigirlscollege.edu.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

February 2023

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

It was under the parental care and stewardship of Late. Dr. Ardhendu Kumar Dey, the then Cabinet Minister of Food & Civil Supplies Department, Government of Assam and under active co-operation and generous help by eminent personalities especially and people in general of the Hojai Town and around, the college got it's concrete shape and was established on a pious day of 2nd September, 1991 as Hojai Girls' College with inaugural class of Higher Secondary having a minnow strength of five girls only.

Hojai Girls' College is located in a spacious compound of about two acres of land on the Southern Part of Hojai Town. It is the lone Education Institute that caters to the need of Higher Education for women in the Districts of Hojai, Dima Hasao and Karbi-Anglong, where the need of such a female institution was long overdue. A great number of students of this College happen to be from different Tribal & multi – cultural groups of people of the region. From a very humble beginning, the college has over the years, attained full-fledged Degree College having an enrolment of 1,450 students registering their contribution in civil societies.

At present College imparts Arts Stream in Higher Secondary and Degree level and the medium of instruction in Higher Secondary and Degree level is Assamese and English. The Higher Secondary level of the College is temporarily recognized by the Assam Higher Secondary Education Council and Degree level is permanently affiliated to the Gauhati University (Vide Letter No. EC Res. No.R/EC-01/2010. In the Initial stage the financial burden of the teaching and non teaching staff and all other are borne by the College Governing Body, collected from Student fees and other sources including public donations etc. In the year 2014 (w.e.f. 01/01/2013) the college was provincialised under the provisions of the Assam Venture Educational Institutions (Provincialisation of services) Act, 2011, Government of Assam. In the year 2016, the college achieved another milestone when it was recognized by the UGC under the provisions of the 2-F and 12-B of the UGC.

Vision

- The vision of the College is to cater the educational needs of Girl child from the remote corner, tribal, rural, semi urban areas irrespective of all class, caste and creed.
- To cater the academic needs of girls especially of those, hailing from economically and socially weaker sections and to harness their innate possibilities, enrich them with human values.
- The college aims and is dedicated to empower its students and to posit with technological expertise.
- The college strives towards molding them to knowledge based skill that will envisage them as human resource for the nation.
- The college is to help them to get aware and adapt to the needs and challenges along with realities of present socio-economic identity.
- The college works to shape them as ideal citizens of the country for a vibrant Indian Democracy and thereby to contribute toward upliftment of them and ultimately to lead them to corroborate to our enriched legacy of nation building.
- The faculties of the College lay stress on raising the aspirations of our learners and enable them to achieve their goals & to meet the challenges globally.

- The College always creates awareness among the students for their rights and responsibilities and teaches the team spirit and leadership skills to ensure success in their professional and career responsibilities.
- The college is committed to impart education laying stress on all round development of the students to become integrated, honest and responsible citizen of the nation.

Mission

Women occupy a pivotal position in the society. The degree of civilization of a society can be measured by the status of women it renders. The society in which women are respected and empowered is regarded as superior. Keeping these ideals in mind the college is dedicated:

- To promote & spread the light of Education among girls particularly from rural and socio-economic backward sections of societies.
- To prepare the female students capable of facing all the challenges of time and help them to contribute to the development of society as well as Nation.
- To create an environment in which women's self dignity is safe guarded both in private and public sphere.
- To ensure equal rights and opportunities for all students.
- To create a platform in the direction of Women's Emancipation and Empowerment to build an enlighten society.
- To strengthen social senses among students to expedite them as more responsive and sensible to human issues and challenges.
- To sensitize them to the needs and duties to preserve and protect our rich heritage and culture.
- To make them well versed and educated on urgency to work to protect our environment and ecological balance and work towards pollution free surrounding.
- To formulate a friendly, vibrant, productive ecosystem for teachers and taught.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- The college is the sole provincialised institution for women of UG level in vast area of a radius 10 K.M. – with passing of years total students of it is increasing steadily.
- The college is situated at well within the town- it is well connected by different modes of communication, the Railway Station (Hojai Railway Station) is only 0.3 K.M. away from the college and the bus stand is only 0.2 K.M. away. The Medical and health centre (FRU), Police Station and Post Office are situated within a well proximity of the college.
- The college has a well qualified active, experienced a faculties who always interaction with the students for Academic and non academic problems.
- Regular monitoring of attendance, academic performance and overall holistic development of students.
- The result of the College is good however in Major courses the result is excellent.
- The College follows a strict discipline in and around the campus for both students and teaching & non teaching staff for smooth running of the College. Students admitted to the college have to abide by the

rules and regulations as prescribed by the college authority. A system of Bi-metric attendance system is installed to digitally monitor the attendance of the faculty and the support staff of the college.
- College has well equipped Education laboratory also havingseparate class room for Major course.
- Members of the Governing Body are eminent and experienced academicians and administrators who contribute substantially towards quality enhancement.

Institutional Weakness

- The College has a big shortage of regular teaching staff in every department. The College has to appoint Contractual teachers in every department to stabilize the academic atmosphere of the College.
- The number of students are increasing every year but on additional infrastructure is constructed due to fund shortage.
- The students of karbi Anglong and Dima Hasao has to rent in Hojai locality for continuation of their studies as College has no Hostel facilities.
- The college has collection of good number of text books, Journal, reference books, which cater the needs of students.The College has no Sanction post of librarian and Asstt. Librarian so the College the library runs by the regular appointed library assistant and library bearer and a faculty member has been appointed as in-charge. The college has not yet digitalized the Library so the college authority has recently appointed a librarian on contractual basis to digitalize the library.
- The office administration is not yet fully computerized.
- Lack of Consultative and Placement opportunities for students within the campus.

Institutional Opportunity

- In order to drawing the attention of the students many infrastructural changes has been made during the last few years.Computer and printers has been installed with internet facilities in the college library. Well equipped Education laboratory for the major Students.
- The college has introduce one year Hindi translation Vocational course from the session 2022-23 with eight students and signed MOU with SabdaBharati .
- The College administration and the teaching staff created a good relationship with the students to speak their objections/opinions/suggestions freely without any fear and hesitation.
- Availability of students from Hojai, Dima Hasao and Karbi Anglong Higher secondary Schools that acts as feeder- institutions for the College.
- Highly qualified, efficient and committed faculty members who are capable of organizing and conductingseminars, workshops, conferences is an added opportunity toprovide the scope to create more teaching-learning material and contribute to the various fields of education.

Institutional Challenge

- A good number of girls married without completing their course. Every departmental teacher tried their best to overcome from this problem through counseling in their routine class.
- There is lack of regular teacher so college has to appoint teachers on contractual basis. Whenever they explore alternative career they resign which leading to instability in the academic atmosphere and work in the concerned departments.

- The initiation of any new academic programmer/ job oriented courses requires a long and complicated procedure for getting permissions from multiple authorities which often delays the process**.**
- It is a challenge for the Institution to obtain the Grants and Funding from UGC for pursuing research projects.
- The College has to bear a huge amount for the salary of the Contractual teachers.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

It is the lone Education Institute that cater to the need of Higher Education for women in the Hojai District and entire part of Dima Hasao and Karbi Anglong autonomous council Where the need of such a female institution was long overdue. Presently College imparts ARTS Stream in Higher Secondary and Degree level and the medium of instruction in Higher Secondary and degree level is both Assamese and English.

Higher Secondary Course:

In the Higher Secondary level, two of the subjects, namely (i) English and (ii) Alternative English or MIL(Assamese/ Bangali/ Hindi / Manipuri) Environmental studies (HS 1st yr only) are the core subjects and are compulsory.

In addition, a candidate must select any three Elective Subjects from the list given below:-

i)logic & philosophy (ii) Economics (iii) Education (iv) History (v)Political Science OR any of the following advanced languages subjects: i)Advance (Assamese , Bengali , Hindi , Manipuri)

In addition to the three elective subjects, a candidate may study a fourth elective subject as an option.

BA Three years degree Course (CBCS)

The institute is affiliated to Gauhati University, which has introduced the Choice Based Credit System (CBCS) for the graduate level courses (TDC) from the 2018-19 Academic Session. An UG course shall be of Six Semesters covering three Calendar Years (Academic Sessions – June to May). The duration of the Odd Semesters (First,Third and Fifth) shall be 'June to November', and that of Even Semesters (Second, Fourth and Sixth) shall be 'December to May'.

The minimum time requirement to acquire an undergraduate degree will be three years. The maximum time allowed to complete the programme will be six years. College may offer the following subjects in conformity with the combination of subjects permitted under the CBCS by the Gauhati University :-

General Course : i)English ii)Political Science (iii)Economics (iii) History (iv) Education (v) Logic and Philosophy (vi) MIL (Assamese, Bengali ,Hindi , Manipuri) vii) Alt (Assamese ,Hindi , Bengali ,Manipuri)

Major Course offered: i) English ii) Education iii) Political Science iv) Hindi ,v) Assamese vi)Bengali vii)History viii)Economics .

Teaching-learning and Evaluation

Every teacher requires a great deal of persistence, motivation, and inspiration to achieve an overall improvement among their students. The challenge of the teachers is to comprehend the students interest area and build up a teaching plan to cover the syllabus in given time period.

- The college assesses the learning levels of the students and takes appropriate steps to deal with the slow learners and the advance learners. Students are assessed on a continuous basis through innovative and reformed techniques such as group discussions, assignments, analytical tests, practical's and projects. Accordingly, remedial classes and other techniques are used to support learners with different abilities and pace.
- Remedial/Tutorial classes are included in the daily class routine for supporting learners in small groups so that teachers can provide individual support.
- The institute has adopted a transparent time bound and efficient method to deal with internal and external examination by following the rules and guidelines of Gauhati University. Internal Tests and Assignments are held at important intervals and the Work sheets of the same are shown to the students. The College strives to minimize any grievance related to internal examinations and address any grievance accordingly.
- Institute believes in the adoption of students centric methods to enhance students involvement as a part of participative learning and problem solving methodology. College organize seminars, workshops to help the students to think wide participate in coming up with opinions and suggestion to check their knowledge. College organized Extension activities among the students to promote the spirit of team work.
- Subsequent efforts are taken by the institution in addition to the traditional classroom education, college uses information and communication Technology (ICT) in education support, enhance, optimize the delivery of education. During COVID pandemic, a full proof online examination was conducted for the final year students for awarding their degrees.
- Institution has framed policies in consultation with every department and Governing body of the college for the retention of the faculty members.

Research, Innovations and Extension

- The Research, Innovations and Extension of the college is well supported by a unique ecosystem that exists within the college.
- Our faculties have registered for PhD in renowned institutes of the country and 10 Faculty have completed their Doctoral research and one faculty is perusing PhD. The Academic research of the college has 3 papers in journal of UGC care list also has more than 123 journal publications and research papers in book chapters and renowned conference.
- To facilitate more research, the IQAC Committee organized Conferences, Seminars and workshops in

the institute.

- All departments arranges field trips, Projects to encouraged and strengthen experiential learning.
- The college have signed 03 MoUs with colleges for collaborative in teaching and learning, Research, cultural activities.
- During last five years college has conducted extension activities for the community through its NSS Unit red ribbon& NCC (In collaboration with Rabindra Nath Tagore University) the College actively organize Regular Activities like cleaning drives, awareness programmes on various subjects like road safety, Swachh Bharat, World Environment Day Celebrations, tree plantation programme ,Health awareness programme etc.
- The College celebrates Days of national importance by conducting various activities like extempore speech competitions, essay writing competitions, Drawing, painting and debate competition.

Infrastructure and Learning Resources

- College has aesthetically designed buildings which are architecturally striking and responsive to preserve the natural habitat as much as possible.
- All the classrooms are furnished, spacious with good ventilation with sufficient illumination. The college has ICT enabled classrooms, departmental rooms, including an seminar hall cum classroom with a seating capacity beyond 200 to 250.
- The Education, departmenthave lab that is well-designed and adequately equippedwith learning resources and attached classroom for Honors classes.
- The College provides free internet accessibility to students besides Wi-Fi where students can freely access e-resources. The internet connection is currently with speeds of up to 250 Mbps on each line. Twenty one CCTVs installed at strategic points to monitor the campus activities.
- The library building is wi-fi enabled, having 5computers and one laser printer with relevant hardware and software, and a rich repertoire of learning resources for teachers and students. Institute central library is on the first floor of the four storied building with a carpet area of 1253.9 square meters with a rich collection of books, reference, journals, Employment Newspaper and Newspaper section and reading room.
- The college has ICT enable smart class room having capacity of 250 students fitted with overhead Projector, interactive teaching Board & sound system to make the learning process more effective various innovative methods are used by the teachers
- There is a canteen in the college campus and institute makes monthly visits to the Canteen, keeping regular checks on the infrastructure, and conducting hygiene checks in the kitchen and related areas to ensure a qualitatively satisfactory food experience for our students.
- There is no separate exclusive playground of the college but it has two nos of college yards, one in the main campus and other in the B-block. These yards facilitate the students to play variety of games and sports. The outdoor sports facilities include a volleyball , cricket ,,Kho –kho ,Kabaddi, open space for yoga ,two badminton court.
- The Institution has power house installed with Diesel Generator of ratings 25 KVA.

Student Support and Progression

The College for has created a robust students support system to facilitate equal opportunities for better academic and research outcomes, progression to higher education to achieve their goal. The practice of social inclusion, financial incentives and welfare measures has been internalized in the institutional processes.

- The college ensures prompt application and online payment of SC/ST/OBC/Minority scholarship provided by the State Government and the Government of India. Financial assistance is also given by college governing body to the needy students who are unable to pay their University examination fees.
- The faculty prepares an elaborate course plan, lesson plan and handouts by adhering to the academic calendar. College faculty takes Remedial and Tutorial Classes for slow learners to prepare them for remedial exams and also Providing readymade notes/ reading material to improve basic understanding of subject..
- Institute organizes co–curricular, extra–curricular and college week are being conducted to facilitate holistic development of the students and emerge as socially matured individuals.
- A significant number of students graduating from this college and pursuing higher education in various state and interstate Universities.
- The institution has a transparent mechanism for timely redressal of student grievances. Students are represented in several academic & administrative bodies/committees of the institution.
- The college has a applied for Alumni Association registration and Alumni Meet is conducted annually; The institute Alumni has distinguished careers at State and national levels with successful chosen areas of expertise. Our students make us proud by excelling themselves as lecturers, lawyers, TET teachers, joining Para- military force, state Armed Police force, Private companies etc.

Governance, Leadership and Management

- The institution is a Provincialised Govt. Aided College controlled by Deptt. of Higher Education, Govt. of Assam, but managed by Governing Body of the College. The Principal is the sole .
- The Governing Body of the college meets on a regular basis to discuss issues related to the overall development of the institution. Similarly, Staff Council meetings are held periodically for the effective planning and implementation of teaching,
- The institution has implemented various effective measures for teaching and non teaching staff. Implementation of these schemes provide job satisfaction add developed teamwork, positive mind-set for secured future which ultimately helped in development of Institute.
- Institute encourages the teacher to acquire API score for promotion by following the statuary guideline of UGC Career Advancement scheme (CAS). Institute encourages and granted permission to the faculty members to participate in Refresher Courses/ Orientation Programmes / Short-term Courses, workshops for the professional development.
- The college conducts internal and external financial audits on a regular basis. The audit wing of the Chartered Accountant visits the college and inspects all files pertaining to the financial matters that the college has availed of, as well as all the receipts and payments in the college.
- Institution follows a well planned process for the mobilization of funds and the utilization of resources. In this process
- The IQAC plays an important role in the planning, execution and evaluation of all the Activities of an institution. The IQAC develop a academic and administrative activities throughout the Year for the improvement of students and the faculty member of the Institution.

Institutional Values and Best Practices

- Our vision and mission rest on the creating a safe space for our students, providing a gender sensitive,

empowering Education, create equal rights and opportunities in the society. Institute always creates awareness among the students for their rights and responsibilities and teaches the team spirit and leadership skills to ensure success in their professional and career responsibilities. Institute educates students about their Fundamental Rights and Duties through various programmes organized by Departments/Societies.

- Institute practices a comprehensive waste management plan to keep the campus in pristine condition in order to provide a conductive Environment for academic interest. All students, teaching and non teaching staff to follow good hygienic practices to reduce, reuse and recycle waste generated in the campus.
- Institute values inclusionary practices at multiple levels. We celebrate cultural, regional, linguistic, socioeconomic diversities through various student societies.
- The institution has adopted an environment-friendly approach in the campus with attention towards tree plantation, adopting water harvesting methods. College has declared itself to be a plastic-free zone Institution where both students and staffs have pledged to minimize the use of plastic and plastic products in the campus and elsewhere. The College has also taken care to reduce wastage of energy by using LED bulbs in the campus.
- To develop the emotional and religious feeling among the students and the faculty, Commemorative days are celebrated in the campus with the initiative and support of the management for not only recreation and amusement but also to generate the feeling of oneness and society harmony.
- To sensitizes the students and employees of the institution to the Constitutional obligations about the values, rights, duties, and, responsibilities of citizens which enables them to conduct as a responsible citizen by organizing national festivals, national unity day etc.
- The two best practices that Institution follows :

(I)Teaching and learning aims to identify the different types of learning attitude andhabits. To understand the students different viewpoints and recognize their learning level and to plan accordingly to deliver learner centric teaching and learning.

(II)

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	HOJAI GIRLS' COLLEGE
Address	New Market, Hojai, Ward No.-3, P/O- Hojai, District-Hojai (Assam)
City	Hojai
State	Assam
Pin	782435
Website	www.hojaigirlscollege.edu.in

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal(in-charge)	Deepak Kumar Hazarika	03674-295090	9854703809	-	hojaigirlscollege@rediffmail.com
IQAC / CIQA coordinator	Hadiur Rahman	-	9954059070	-	mdhadiurrahmanhgc@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	For Women
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details

State	University name	Document
Assam	Gauhati University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	17-08-2016	View Document
12B of UGC	17-08-2016	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Recognitions

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

Location and Area of Campus

Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	New Market, Hojai, Ward No.-3, P/O- Hojai, District-Hojai (Assam)	Urban	3.2525	2899.22

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,English General	36	H.S. Pass	English	200	117
UG	BA,Political Science General	36	H.S. Pass	English,Assamese	600	490
UG	BA,Education General	36	H.S. Pass	English,Assamese	800	723
UG	BA,Economics General	36	H.S. Pass	English,Assamese	100	27
UG	BA,History General	36	H.S. Pass	English,Assamese	100	37
UG	BA,Philosophy General	36	H.S. Pass	English,Assamese	100	46
UG	BA,Mil Assamese	36	H.S. Pass	Assamese	300	271
UG	BA,Mil Bengali	36	H.S. Pass	Bengali	100	72
UG	BA,Mil Hindi	36	H.S. Pass	Hindi	100	34
UG	BA,Alternative English	36	H.S. Pass	English	100	78
UG	BA,Assamese Major	36	H.S. Pass	Assamese	100	52
UG	BA,Bengali Major	36	H.S. Pass	Bengali	100	31
UG	BA,Hindi Major	36	H.S. Pass	Hindi	100	90
UG	BA,Political Science Major	36	H.S. Pass	English,Assamese	100	73
UG	BA,Education Major	36	H.S. Pass	English,Assamese	100	68

UG	BA,Economics Major	36	H.S. Pass	English,Assamese	100	16
UG	BA,History Major	36	H.S. Pass	English,Assamese	100	18
UG	BA,Elective Hindi	36	H.S. Pass	Hindi	100	13
UG	BA,Elective Assamese	36	H.S. Pass	Assamese	100	6
UG	BA,Elective Manipuri	36	H.S. Pass	Meitei\/Manipuri	100	24
UG	BA,Elective Bengali	36	H.S. Pass	Bengali	100	9
UG	BA,English Major	36	H.S. Pass	English	100	44
UG	BA,Mil Manipuri	36	H.S. Pass	Meitei\/Manipuri	100	15

Position Details of Faculty & Staff in the College

	Teaching Faculty											
	Professor				**Associate Professor**				**Assistant Professor**			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				0				17
Recruited	0	0	0	0	0	0	0	0	11	6	0	17
Yet to Recruit				0				0				0
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				20
Recruited	0	0	0	0	0	0	0	0	4	16	0	20
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				9
Recruited	7	2	0	9
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				4
Recruited	3	1	0	4
Yet to Recruit				0

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

Qualification Details of the Teaching Staff

Permanent Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	7	1	0	8
M.Phil.	0	0	0	0	0	0	3	1	0	4
PG	0	0	0	0	0	0	11	6	0	17
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	1	1	0	2
M.Phil.	0	0	0	0	0	0	2	0	0	2
PG	0	0	0	0	0	0	4	16	0	20
UG	0	0	0	0	0	0	0	0	0	0

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

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	0	0	0	0	0
	Female	966	0	0	0	966
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Category		Year 1	Year 2	Year 3	Year 4
SC	Male	0	0	0	0
	Female	204	168	145	146
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	216	186	130	151
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	393	376	414	440
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	235	184	114	117
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		1048	914	803	854

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	.The institute is single stream of ARTS. In view of considering the recommendation of NEP 2020 institute is prepared to provide more value based Education to creates a strong learning environment to develops students social and relationship skills. More importance will be given to implement best practices for choice based learning and develop skills along with academic Merit.. Environmental studies made compulsory to ensures Environmental protection and conservation, promote social equity and encourages economic sustainability. In 2021 college introduce PG Hindi translation course and also Preparation to introduce Vocational courses, certificate courses in college curriculum.

2. Academic bank of credits (ABC):	The college has not yet registered with Academic Bank of credits to help students learn subjects of their choice and become skill – oriented graduates. College is preparing to introduce online & offline courses through national schemes like SWAYAM .College has introduced PG HINDI TRANSLATION COURSE by signing MOU with Sabdabharati.
3. Skill development:	The College has a planning to introduce compulsory Computer Diploma course for all UG students and to introduce certificate courses. Skill subjects are compulsory for all the students and they can choice the skill subject of any department. Faculties of the institute are instructed to provide necessary information of free online courses to the students.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	The medium of instruction in Higher Secondary and degree level is both Assamese and English. The inclusion of Mil (Manipuri, Bengali, Hindi) subjects in the curriculum promote the Art and Culture of the native languages. In 2022 PG Hindi Translation courses has been Introduced in the College.
5. Focus on Outcome based education (OBE):	The institutions mission and vision that are responsive to the expressed interest of programme stakeholders. All HOD's develop both Program Educational Objectives/ Goals as well as Program Educational Outcomes for each Programs. HODs and Senior faculty of the departments are encouraged the students to participate in seminars / conferences / workshops organized on OBE .Orientation programmes are organized at department level to faculty and students. Every department monitor the student's knowledge and skills from their performance in the continuous internal assessment.
6. Distance education/online education:	To promote the digital learning the institute prepare to launch online tools and platforms like DIKSHA & SWAYAM for training contents in-classroom resources, assessment aids etc. During COVID -19 Pandemic the institution deliver online lectures, notes, online classes through Google meets, Whats App, etc. institute is also preparing Open KKHSOU to provide Distance learning.

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	In compliance to the letter received from the Election Cell, Hoja i, the institution has formed Electoral Literacy Club has been formed on 13/12/2022 headed by Dr. Pijush Nandi as Convener.
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	The Institution has the ELC functional with the following office bearers Sl. No. Name Designation Functional Role 1. Deepak Kr Hazarika , Principal I/C Chairman 1. Dr. Pijush Nandi Asstt. Professor Convener 2. Dr. Jayanta Biswas Asstt. Professor Asstt. Convener 3. Dr. Hadiur Rahman Asstt. Professor Member 4. Sumita Debnath Asstt. Professor Member 5. Seema Ghatak Asstt. Professor Member 6. Tulika Gogoi Borgohain Asstt. Professor Member 7. Nandini Sarma Asstt. Professor Member 8. Swapna Bhowmik Dutta Asstt. Professor Member 9. Ankita Dutta BA Final Year Student representative 10. Sunaina Chauhan H S Final Year Student representative
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.	• The institute organized two days voter awareness Camp to create awareness about the Elector's registration process and also for the students were encourages them to file the advance claims for registration as electors through online portals like NVSP/VHA/VP or offline mode. • The District (AERO) also organized voter awareness campaign on 30/11/2022 in the college campus. • The students of the institute participate in Voter registration process.
4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.	• Institute observes voters' day, seminar on human right, constitution day and awareness contents published in hoardings. • Institute organizes camps with the district (AERO) to encourage the students for their registration as electors.
5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.	Voter registration drive conducted on 30/11 & 03/12/2022 with district (AERO) at Institute for above 18 yrs of age students wherein special focus is given on registration of new/prospective electors, who are eligible for registration in electoral roll. About 200 students has been registered as new electors from the institute.

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
1048	914	803	854	887

File Description	Document
Institutional data in the prescribed format	[View Document](#)

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 49

File Description	Document
Institutional data in the prescribed format	[View Document](#)

2.2

Number of teaching staff / full time teachers year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
37	34	35	34	34

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
108.49	128.67	91.76	167.51	110.62

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

The Institution is affiliated to Gauhati University, so as per regulation of University the institution has implemented Choice **Based Credit System (CBCS)** in 2019 which becoming more learner centric . CBCS offers the student a diversity of courses to choose from and the autonomy to decide on the place, pace and time of learning. The undergraduate degree programme in the CBCS will have courses spread across six semesters. A typical semester will comprise a minimum of 15 to 18 weeks of academic work that will translate into 90 actual teaching days. Two consecutive (one odd and one even) semesters will make up an academic year. The minimum time requirement to acquire an undergraduate degree will be three years. The maximum time allowed to complete the programme will be six years.

College follows the academic calendar of University and prepares the academic calendar of the college which consists of curricular, co-curricular and extracurricular activities for effective implementation and delivery of curriculum. The following measures are undertaken by the institution for the effective delivery of the university curriculum at college.

- An annual Academic Plan is prepared by the academic committee every year on the basis of the Academic Calendar of Gauhati University.
- Every department prepares the teaching plan which includes the delivery of lectures, tutorials and practical.
- Thecollege time table is display in Institution Notice Board, Web- Portal & College Prospectus
- Every year an orientation programme entitle "Diksharambha" 'is organized by the institution for the newly admitted students to introducethe courses/ programmes , facilities and welfare schemes available, code of conduct and discipline, add-on courses and extra-curricular activities provided by the institution during the whole academic session.
- Class test & internal Assessment are conducted by the departments and its results is displayed and discussed with the students in the class room.
- Teachers meetings are held with the Principal to take review and discuss the curriculum delivery.
- Assignments, Seminars, Group discussion and Project are given to the students by the concern departments as per curriculum.
- The departments organize study tours, excursions and field project for students' exposure to practical knowledge.
- ICT is used by the teachers for the effective teaching and learning.
- Tutorial class is include in institution time table for the improvement of slow learners .Additional facilities such as extra book issue and personal counseling are provided by the concern departments

to slow learners.

- Teachers Guardian meeting (Mentor – Mentee) are held for identifying problems of the students regarding academic, social and financial issues.

- The concern subject teachers encourage the students to read reference books, e – Journal and take use of e- resources available at the institution library.

File Description	Document
Upload Additional information	[View Document]
Provide Link for Additional information	[View Document]

1.2 Academic Flexibility

1.2.1 Number of Add on /Certificate/Value added programs offered during the last five years

Response: 05

File Description	Document
Upload supporting document	[View Document]
Institutional data in the prescribed format	[View Document]

1.2.2 Percentage of students enrolled in Certificate/ Add-on/Value added programs as against the total number of students during the last five years

Response: 9.01

1.2.2.1 **Number of students enrolled in subject related Certificate/ Add-on/Value added programs year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
394	0	0	12	0

File Description	Document
Upload supporting document	[View Document]
Institutional data in the prescribed format	[View Document]

1.3 Curriculum Enrichment

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

Response:

The institution is affiliated to Gauhati University and its runs the under graduate courses in Arts stream. Curriculum is designed by Gauhati University, which included various topics/chapters covering cross cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics. Studying these courses Students will be responsive to a long- felt and urgent need to integrate value education with decision making skills in their personal, social and professional life.

The college is committed to uphold and foster the human values as it is reflected in its mission and vision .Besides the above Curriculum the Institute organizes various awareness programs and activities on cross-cutting issues with the support of external organizations, experts and establishing various Cells and clubs.

- The NSS team of the institution organized many Environmental and health care activities. Swatch Bharat , red ribbon etc play a vital role in promoting to environmental sustainability and human values.
- The women empowerment Cell of the institution organized events such as "Awareness program for female students and faculty", treating women with dignity, Create awareness among students and staff about the need for women empowerment.
- The Institution organized Self Defense Program (karate), Yoga etc. Institution organized awareness camps on anemia deficiency in girls, sanitation awareness, suicide prevention day etc by inviting Government Medical team.
- During COVID Pandemic the students and staff distributed food stuff to the poor people.Student's volunteers are sent for Disaster management so that the students get familiar with their social responsibility.
- In 2022-23 when whole Hojai Distract is flooded, students collected donations and distributed food packages to the Flood affected people in milik basti village.
- To develop the moral, ethical and social values in the Students College celebrates all the important days of National & International such as Independence Day, Republic Day, Teacher's Day International Yoga Day, Human Right Day, Bir Lachit Divas etc.
- As primary step toward Empowerment, it is imperative that students get to aware of rights that are basic as human being. The college keeping it in mind observes Human Rights day elaborately with the aegis of Political science Department of the college with the participation of invited experts in the field and students and faculty members, of the college in general.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

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

Response: 9.45

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

Response: 99

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

1.4 Feedback System

1.4.1 Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website (Yes or No)

Response: No

File Description	Document
Upload supporting document	[View Document](#)

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Enrolment percentage

Response: 85.83

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

2021-22	2020-21	2019-20	2018-19	2017-18
1048	914	803	854	887

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

2021-22	2020-21	2019-20	2018-19	2017-18
1050	1050	1050	1050	1050

File Description	Document
Institutional data in the prescribed format	[View Document](#)

2.1.2 Percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (Exclusive of supernumerary seats)

Response: 37.15

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

2021-22	2020-21	2019-20	2018-19	2017-18
0277	0277	0277	0277	0277

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

2021-22	2020-21	2019-20	2018-19	2017-18
813	713	689	737	776

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

2.2 Student Teacher Ratio

2.2.1 Student – Full time Teacher Ratio
(Data for the latest completed academic year)

Response: 28.32

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 using ICT tools

Response:

Students centric teaching Methods are reflected in project work, Field Visit,. Institution believes in the adoption of students centric methods to enhance student involvement as a part of participative learning and problem solving methodology.

Specifically the student's centric methodology include:

Experiential Methodologies:

- Class room discussion in various topics are regular features of the institution . To carry out dissertation /project the topics are finalized by discussing in class room. Audio visual ,Mobile learning platforms are used for communication between students and teachers.
- teachers offer support and guidance as students work on projects that depend on them taking on a more active and participatory role in their own learning.
- The college employs an interactive approach through discussions, debates, oral group presentations to encourage greater participation and interactive learning. Interactive approach helps the student's freedom of speech in society.
- To aid students in their classroom learning internet connection is provide to students.
- Students are encouraged to participated in projects and demonstrate the work through self made videos , photography or formalpresentation.
- Educational value excursion tour , field study , departmental excursion /Picnic arranged by the Institution in getting students out of the classroom and into the real world learning experience.
- Learning with the fun of earning points, badges, medals the institution organized Annual sports meet every session.

 Participative learning:

- College Faculty identifies and propose academically significant Field visits and Surveys.
- Special lectures/seminars/conferences are organized to encourage and motivate students to become participative agents and not just passive recipients of knowledge.
- School Planning and Management Programme by the Education Department to understand school systems and infrastructure. Education Major Students visit for Practice teaching in various government schools as a part of their curriculum.
- College organize extension activities among the students to promote the spirit of Team work. The activities and Camp of NSS, Red ribbon, institutional social responsibility throughVillage Adoption during pandemic and flood situation, Tree plantation , activities of various committees under student union, youth festivals ,annual sports ,vaccination Programmes , Swatch Bharat and Health awareness camp organized by medical Department to help the students to learn the Art of living in a team for Social and community welfare.

Problem solving Methodologies :

- The departmental Faculty discusses the pattern of questions in U G examination in classroom so that student prepares themselves for the Examination.
- College conducts Research activities as per University Curriculum in each Department under the guidance of senior faculty where the students of different semester get knowledge about emerging area and help them to promote in Research aptitude.
- Institution organized seminar in many of the subjects as it makes the students to think wide and participate in coming up with the opinions & suggestions to check their current knowledge

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.4 Teacher Profile and Quality

2.4.1 Percentage of full-time teachers against sanctioned posts during the last five years

Response: 100

2.4.1.1 **Number of Sanctioned posts / required positions for teaching staff/ full time teachers year wise during the last five years:**

2021-22	2020-21	2019-20	2018-19	2017-18
37	34	35	34	34

File Description	Document
Upload supporting document	[View Document](#)

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

Response: 60.34

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

2021-22	2020-21	2019-20	2018-19	2017-18
22	22	22	21	18

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Response:

The College has adopted a transparent, time bound and efficient method to deal with internal and External Examinations .Some key points are as below:

- There is an Examination Committee. working on examination related issues concerning both internal and external examinations .
- Internal examination is conducted as well as supervise by the Examination Committee For internal Exam Question papers are setby concerned faculty membersand answer scripts are evaluated accordingly. .
- All evaluated answer scripts are shown to the students for verification.
- After verification of answer script by the students the internal marks are uploaded in the University Examination Portal.

Regarding assessment of laboratory practical question paper is prepared by External examiner in consultation with the departmental HoD and later viva-voce is conducted by External Examiner from other Institution on Pre determined date. After Evaluation the question paper along with the answer scripts and marks foil of the Practical Examination are submitted   to the office of the controller of Examinations, Gauhati University.

- All the External Examinations are conduced t by the University. arrange
- Our college is one of the Spot Evaluation centers of the university and H.SAHSEC so the answer

scripts are evaluated with most care and vigilance.

Internal Examination grievances:

During Internal Examination if any students find discrepancy in Question papers , Evaluation the examination Committee look into matter to solve the problem. If any student fail to appear in the internal examination a fresh date given in the notice board tore-appear in the examination..

External Examination:

All university Examinations related notice are notified on the College notice board. and send messages in What's App Semester groups. Common grievances of students before the

examination are late application form fill up, unable to fill up form in university Web Portal, wrong entry of subject, non receipt of Admit Cards or wrong entry in the Examination forms .In either case grievance are communicated to the university Controller of Examinations to resolved as early as possible. The external Examinations grievances is directly monitor by the Office of the Principal.

After the declaration of result if any student has objection with withheld result, Absentee or any wrong entry she is been advice to contact Office of principal directly. Besides if student is not satisfied the students are advised to apply for online Revaluation of marks in concern subject.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.6 Student Performance and Learning Outcomes

2.6.1 Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website and attainment of POs and COs are evaluated

Response:

The institute is affiliated to Gauhati University and as per UGC recommendation the institute follows the CBCS system which becoming more centric. A CBCS offers the student a diversity of courses to choose from and the autonomy to decide on the place, pace and time of learning.

- Institution has a well-planned strategy to communicate the programs and course outcomes to the faculty and students through prospectus that states Programme details offered by the institution.
- During the Diksharambha programme of the students the Programme Outcome, Course Outcome and Learning outcomes are made known by each of the departments and the college.
- The POs and COs are finalized through the brainstorming sessions of teaching faculty of the individual departments concerning the respective courses.
- These POs, COs and Learning outcomes are displayed on the college website.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.6.2 Pass percentage of Students during last five years

Response: 82.85

2.6.2.1 **Number of final year students who passed the university examination year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
241	213	231	174	165

2.6.2.2 **Number of final year students who appeared for the university examination year-wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
257	219	243	269	248

File Description	Document
Institutional data in the prescribed format	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.28

File Description	Document
Upload database of all students on roll	[View Document](#)

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 0

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

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Response:

The institution promotes and inculcates the spirit of innovation and unquenchable thirst for knowledge in the young minds through academic, research and extension activities. The main objective of the Eco-System for innovation is to promote creativity and innovation among students. The ecosystem enables stakeholders to interact effectively to maximize the economic impact and potential of their research and innovation.

·   Awareness meets, workshops, seminars and guest lectures on Career counseling and Job oriented are organized.

·   For enhancing learning experiences the faculty members adopt many ways, for example, lecture method, interactive method, project and field work method, computer-assisted method, experiment method etc. Teaching and learning activities are made effective by these practices.

·   The teachers uses power point presentations and computer-based materials & the lectures of you-tube to make learning interesting besides the conventional oral presenting methods.

·   The project work stimulate student's interest on the subject and provide student an opportunities of

freedom of thoughts and free exchange of different views. As per the requirement of syllabi, the project work is done.

· Field study is a general method for collecting data about users, user needs, and product requirements that involves observation and interviewing. Data are collected about task flows, inefficiencies, and the organizational and physical environments of users.

· Political Science, Education and philosophy department organize interactive methods with students by motivating student participation in group discussion, role-play, subject quiz, news analysis, educational games, discussion and questions and answers on current affairs, etc. Class room discussion in various topics is done under features.

· The Student seminars are organized where in the papers is presented by students on contemporary topics to enrich their learning experience. The institution adopts ICT enables teaching to enhance teaching-learning process.

· During COVID Pandemic Group Learning method is being adopted through whatsapp group. Student share their notes and study material through this method. Whatsapp group are made by a student or by the contract teacher for sharing the information to each other. Organizing Seminars & Group projects to enrich their learning experience & skills.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

3.2.2 *Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years*

Response: 6

3.2.2.1 **Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
05	0	1	0	0

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.3 Research Publications and Awards

3.3.1 *Number of research papers published per teacher in the Journals notified on UGC care list during the last five years*

Response: 0.04

3.3.1.1 **Number of research papers in the Journals notified on UGC CARE list year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
2	0	0	0	0

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

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

Response: 1.06

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

2021-22	2020-21	2019-20	2018-19	2017-18
06	10	08	10	18

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.4 Extension Activities

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

Response:

Institute is actively and aggressively organizing and participating in various extension activities and outreach program to promote the Institute-Neighborhood community to sensitize the students towards community needs. The Institute believes in not only promoting the societal and community activities to sensitize students but also leading in shaping the students and faculty and staff into responsible citizens of the nation and imparting all round development of students in each vertical. Extension activities have a positive impact on the students, and they developed student community relationships, leadership skills, and self-confidence of students. It also helped in cultivating the hidden personality of students and creating awareness among students. During last five years following are the extension carried out by the institute:

Sl.N0.	Name of the Activities	Date
1.	Observation of State level on International Youth Day	12/08/2017
2.	Observation of World Aids Day	29/11/2017
3.	Swachh Bharat Mission	10/11/2018
4.	World Aids Day	01/12/2018
5.	Swachh Bharat Yatra	10/12/2018
6.	International Yoga Day	21/06/2019
7.	Swacchh Bharat Mission	10/09/2019
8.	Sramdan under Swacchhata hi Seva	02/10/2019
9.	Awareness Programme Communities make Difference World Aids Day	01/12/2019
10.	Women's Day Observation	07/03/2020
11.	Swachh Bharat Mission on Clean India	01/10/21 to 31/10/21

College also participate in various activities :

- Voter's Education and Electoral Participation.
- Students of the college have always taken Swachh Bharat Abhijan program with dedication and have strived to maintain the cleanliness of college campus and outside areas.
- Distribution of food grains packets during COVID pandemic and flood affected areas.

Covid vaccination camps & Tree plantation programme in College campus.

- Mental health awareness
- Hygiene and Environment Awareness,
- National Youth Day celebration,
- Program on women empowerment create awareness among girl students of their condition and their rights.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

3.4.2 Awards and recognitions received for extension activities from government / government recognised bodies

Response:

College Participate & conduct various activities time to time with various Gov.t bodies, or the bodies dully recognized by the Govt .

Municipal Council, Hojai: The Municipal Council, Hojai is a state agency and is funded by the Assam State Govt of civic amenities into the town of Hojai. The Municipal Council is run by the public representatives, and they fall under the Department of Urban Local Bodies, Govt of Assam.

Gram Panchahyat: We conducted various activities in rural areas of District Hojai. The Gram Panchayats are under the Department of Development and Panchahyat, Govt of Assam

Hojai District Administration : The district administration conduct many sponsored activities of the State governments in which various educational institutes participate.

Youth Festivals:

  Every year the affiliated University organized Inter college Youth Festivals in which our students participate in various programs.

Besides The college participates in various Activities /programs organized by others state which are recognized by the government bodies.

	Name of activity	Name of award/ recognition for the institution	Name of awarding govt. / govt recognised bodies	Year of award
1.	Inter college Debate Competition	Certificate of Proficiency	Deputy Commissioner, Hojai District	2017
2.	Ravindra Sangeet Competition	Certificate	Gauhati University East Zone Inter College Youth festival	2017
4.	Essay competition organized by District Administration	Ceritficate	Assam state AIDs Control Society	2018
5.	Tobacco Control in Assam	Certificate	NSS cell Gauhati University	2019
6.	Relief Camp during COVID-19	certificate	Gram panchayat	2020
7.	Relief Camp during the Flood	certificate	Gram panchayat	2022

8.	National Youth Day	Certificate	District Sports Authority	2022

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

3.4.3 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 organised in collaboration with industry, community and NGOs) during the last five years

Response: 5

3.4.3.1 **Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
01	0	0	02	02

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.5 Collaboration

3.5.1 Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.

Response: 02

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 Availability of adequate infrastructure and physical facilities viz., classrooms, laboratories, ICT facilities, cultural activities, gymnasium, yoga centre etc. in the institution

Response:

- The college building is comprised of L – Patterned RCC two storied building and adjoining to the north end of this building there is another three stored building. The College building aesthetically designed buildings which are architecturally striking and responsive to environmental concerns to preserve the natural habitat as much as possible.
- The main building of the college accommodates the Classrooms, College Office room, Principal's room, Teacher's common room, Central Library, and other auxiliary rooms for varied Academic purposes. Besides the main campus, the College has another campus designated as B – Block having playground.
- The teaching block has well-appointed and spacious ICT enabled classrooms. The departments of Education have lab that is well-designed and adequately equipped with learning resources. The library building is Wi-Fi enabled, Computers with relevant hardware and software, and a rich repertoire of learning resources.
- There is one smart classroom with Tech upgrade tools, equipped with computer , Projector, Interactive teaching board, podium with a well audio visual facility, It has a sitting capacity of 200 students . Besides the classroom purpose this is also used for Seminar, workshops, meeting etc.
- There are 23 classrooms in total and these are of varied sized—ranging from 200 seating capacity for students to 20. These classrooms have sufficient number of windows, doors-there is no scarcity of light and air. There are adequate pair of desks and benches, chairs and tables. Classrooms are fully electrified, well equipped with necessary number of fans and lights necessary learning tools like marker boards etc.
- The college has two nos of college yards ,one within the Main campus and other in the B Block .this two yards the college facilitate the student to play variety of games and sports during College week. The outdoor sports facilities include a badminton court, volleyball, cricket pitch, open space for yoga etc.
- A canteen facility is available for the students inside the College campus. The college authority keeping regular checks on the infrastructure, and conducting hygiene checks in the kitchen and related areas to ensure a qualitatively satisfactory food experience for the students.
- There is a 25 KVA Generator for power back-up & 05 hand fire extinguishers in every exist point.
- Construction is under process for Departmental classroom, one to each, adjoining to the respective department, used for class and tutorial purposes mainly for honours students. Girls' common room is well furnished with essential amities like adequate number of fans, lights, attached lavatory, basins, facility of pure drinking water.
- There are 11sets of Computer in total having internet connectivity. The college is providing with free Wi-Fi, accessible to all in its campus. Besides, there are 4 (four) nos. of Xerox machines and 5(five) nos. of Printers.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

4.1.2 Percentage of expenditure, excluding salary for infrastructure augmentation during last five years (INR in Lakhs)

Response: 15.71

4.1.2.1 **Expenditure for infrastructure augmentation, excluding salary during the last five years (INR in lakhs)**

2021-22	2020-21	2019-20	2018-19	2017-18
7.27	25.69	12.78	47.62	2.01

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS), subscription to e-resources, amount spent on purchase of books, journals and per day usage of library

Response:

Institute central library is on the first floor of the four storied building with a carpet area of 1253.9 square meters with a rich collection of books, reference, journals, Employment Newspaper and Newspaper section and reading room.

- The library has Wi-Fi enabled and has a sitting capacity of 30 students.
- The Library consisting of 4 computers and one laser printer to enable students and teachers to access information for their academic pursuits through internet and ere sources.
- A total of 11911 volumes of books, references, Journals are available along with the News papers.
- The entry & exist time of teachers & students is maintained in the library visiting register. CCTV camera is installed for strict vigilance.
- Institute library provides 3 library cards for major students and 2 cards for General course students. The textbook borrowing period is 15 days, on renewal basis.
- Institute HOD's of every department purchase books for the library as per syllabus.
- To provide better, effective and immediate services to user fraternity, partially automated with SOUL 3.0 software installed on December 2022. The installed software has functionalities that

- enable a library to manage viz., acquisition of books and other materials, creation and maintenance of its catalogue database, circulation of its holdings, etc. Presently we have recorded partially 3000 nos. of Books with SOUL 3.0
- Institute library is registered and in N –List, NDL and our library is enriched with WEB OPPAC.
- During last five years the total expenditure for purchasing books is Rs.922569/-

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

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Response:

The IT service of the institute is done by hired IT consultant.. The IT consultant manages the institute IT infrastructure and deploys the e-resources campus-wide. All the systems on the campus are connected through LAN with high-speed internet to serve the computing needs of users to facilitate teaching, learning, research, and administration. All e-resources and services can be accessed through Internet and FTP (File Transfer Protocol) at any point of time by all the stakeholders .The College tries its best to make available ICT infrastructures to the students as well as teachers to facilitate teaching-learning activity.

- The Institute has 11 desktops and one laptop having HP workstation. There are 3 computers, 2 Laser jet printers, 3 inkjet printers in the office of the Principal,5 computers & 1 Laser jet printer in Library, I desktop with Printer in the Evaluation Centre, 1desktop with printer for Examination branch.
- The College provides free internet accessibility to students besides Wi-Fi where students can freely access e-resources. The internet connection is currently with speeds of up to 250 Mbps on each line.
- The College's internet facilities also enable students to register for their online scholarships and for their university examination /registration process.Students and teachers are provide with computer and printer facilities in library so as to enable them to prepare and disseminate study materials.
- The college has one smart class room having capacity of 250 students fitted with overhead Projector, interactive teaching Board & sound system to make the learning process more effective various innovative methods are used by the teachers. This includes giving group assignments and having power point presentations, where students can discuss and explore their knowledge together.
- Learning combined with visual presentations or working on certain software is much more enjoyable and comprehensive for the students.
- For monitoring the College campus 21 numbers of two mega Pixel CCTV Cameras connected with college Internet.

Software Infrastructure of the college

- The College has four high configuration servers to allow fast transmission of data to the various computers. These servers are: Windows Based Active Directory, Kaspersky antivirus, Library OPAC .
- Office automation packages like MS Office and Antivirus are purchased by the college and updated regularly.
- The desktops are running on windows 10 operating systems while the laptop is operate on windows 10. A back up is taken for the office computer systems every three months, windows and anti-virus are updated on a regular basis. LAN and Network connections are also monitored by the IT consultant.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

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

Response: 262

4.3.2.1 **Number of computers available for students usage during the latest completed academic year:**

Response: 04

File Description	Document
Upload supporting document	[View Document](#)

4.4 Maintenance of Campus Infrastructure

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

Response: 1.81

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

2021-22	2020-21	2019-20	2018-19	2017-18
2.74	1.53	2.44	2.32	1.95

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Percentage of students benefited by scholarships and freeships provided by the Government and Non-Government agencies during last five years

Response: 19.73

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government and Non-Government agencies year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
332	132	175	114	136

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

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

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

Response: B. 3 of the above

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.1.3 Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response: 0.78

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

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	35	0	0

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

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

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

Response: E. None of the above

File Description	Document
Upload supporting document	[View Document](#)

5.2 Student Progression

5.2.1 Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 4.3

5.2.1.1 **Number of outgoing students placed and / or progressed to higher education year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
34	03	02	01	07

5.2.1.2 **Number of outgoing students year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
235	241	213	231	174

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

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

Response: 8.33

5.2.2.1 *Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ Judicial Services/Public Prosecution services/All India Bar Exams/State government examinations) year wise during last five years*

2021-22	2020-21	2019-20	2018-19	2017-18
02	0	01	0	0

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

2021-22	2020-21	2019-20	2018-19	2017-18
08	07	09	07	05

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

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 last five years

Response: 4

5.3.1.1 *Number of awards/medals for outstanding performance in sports/cultural activities at*

national/international level (award for a team event should be counted as one) year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
00	00	0	01	03

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

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

Response: 3.6

5.3.2.1 **Number of sports and cultural programs in which students of the Institution participated year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
02	01	07	06	02

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.4 Alumni Engagement

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

Response:

The reputation of an educational institution lies on its students – Past and present. The former students or Alumni of an institution can play an immensely positive role in Higher Education transformation. An active Alumni association can contribute academic matter, student support as well as mobilization of resources –financial and non financial.

College had taken the first initiative of organizing an alumni meet of its own students on the 20th March

2022 . The meet was a great success not only in terms of the numbers who attended but also because those who had distinguished themselves in different fields came together to Share stories of their career and life's journey.

Hojai Girls College Alumni Association is a non-profit making registered Society, under the Societies Registration Act XXI of 1860, Nagaon District Assam bearing the Registration No: RFS-RS/2022/03680.The present Alumni Committee is constituted with 8 members and is very active in various activities. The members of the committee are from every sphere of alumni life (Housewives' to professionals to entrepreneurs).

- The following are the activities that took place on behalf of Alumni Association.
- The College Alumni cell arranges Alumni meeting once in a year.

- College Alumni Cell maintains regular contact with the alumni and former faculty through various email groups and social networking sites such as Face book.
- In Alumni meeting Alumni actively promoting, mentoring and guiding the current students of the College. The Alumni Committee of the institute also engages the alumni support in many ways such as collecting suggestions, feedback on existing curriculum, updates on emerging trends through social network.
- To strengthening the Alumni cell every pass out student has to contribute Rs. 150/- as Alumni development fund.
- The Alumni Association donate dust bin, Sports items ,and provide fund for reconstruction and renovation of the Flag Hoisting platform.

File Description	Document
Upload Additional information	[View Document](#)

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance and leadership is in accordance with vision and mission of the institution and it is visible in various institutional practices such as decentralization and participation in the institutional governance

Response:

The institution is a Provincialised Govt. Aided College controlled by Deptt. of Higher Education, Govt. of Assam, but managed by Governing Body of the College of which the President is selected from Higher Educational background by an order of the Govt. of Assam, Dept. of Higher Education and the Principal is the Ex-Officio Secretary of the Governing Body. The Principal is the sole authority of the College as far as academic, accounts, co curricular, extra-curricular activities are concerned. He takes all the decisions consulting with his teaching staff and the College Governing Body are the basis of functioning of the College.

- All Teaching and Non Teaching Staff of the institution play an imperative role in employing the Vision and Mission of the college. All HOD's of each department have administrative and academic autonomy in running their departments. The Teachers Council influences the institutional policy through their representatives on the Governing Body.
- The Principal is assisted by the Vice-Principal, who is the senior-most faculty of the college.
- The College has a Staff Council and it is being held time to time to take decisions in respect of academic activities. All HOD's of each department have administrative and academic autonomy in running their departments
- All Development policy decisions of the institution are done through Principal &Academic Council and later approved by Governing Body also HOD's meetings and Departmental Meetings.
- The appointment of Contractual Teachers, Purchasing Library books, infrastructure and financial requirements are identified at department level based on which college level requirements are finalized.
- The principal office administration assisted by two senior Assistant, two Junior Assistants,Office Subordinates and night watchmen. The librarian is assisted by library assistant and library bearer.
- For effective running of academic, administration and co-curriculum activities the following committee has been formed under the chairman ship of Principal.
- A part from thesethe following Committees are made imperative as per direction of State Government and UGC
-
- Anti Ragging Committee
- Women's cell
- SC/ST Cell
- Alumni Association
- The decision to promote the extension activities like the Annual sports, Fresher's social Saraswati Puja etc is taken by the teacher's Council and then the Student Council of the College is entrusted with the task of organizing the event. The teaching, non teaching staff and students work together as active members in managing the entire event. The Principal of the College allocated necessary

fund after consultations with the staff members and student representatives.

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

6.2 Strategy Development and Deployment

6.2.1 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan etc

Response:

The institution is a Provincialised Govt. Aided College and it follows the rules and regulations of UGC , Gauhati University and Dept. of Higher Education, Govt. of Assam. The functioning of the college institutional bodies consists of the Governing body, the Principal, the teaching staff, the non-teaching staff and the students.

- The Governing body of the college is decision-making body which is in constant touch with the Principal on all matters pertaining to the smooth functioning of the institution. The Governing Body consist of President, Principal , two teacher representative , two nominated members by Gauhati University , three guardian member, one from office administration
- The Principal is the Ex-Officio Secretary of the Governing Body. The Principal is the sole authority of the College as far as academic, accounts, co curricular, extra-curricular activities are concerned. He takes all the decisions consulting with his teaching staff and the College Governing Body are the basis of functioning of the College.
- The IQAC and teachers council of the institution held meetings and implement plans for monitoring the internal quality of the institution, prepare teaching and learning plans academic administration, curricular and extracurricular activities.
- The college library is maintained by Librarian, library assistant and library bearer.
- The student Union of the college held meetings to solve student related issues with the administration and play a vital role for organizing curricular and extracurricular activities.
- Every college committee consists of the Conveners and its members are constructed under the chairmanship of Principal to implements planning, , preparation and execution of academic, administrative and extra-curricular purposes of the institution.

Promotion:

Regarding promotion of a faculty member the Director of higher Education, Assam follows the statutory guidelines of UGC regarding Career Advancement Scheme (CAS).

Recruitment:

The College was established by initiatives of general public that cater to the need of Higher Education for women in the Hojai District. The initial appointments of teaching and non teaching staff were given by Governing body on temporary basis. The post of the teaching and non teaching staff has been provincialised in 2014 with effect from 1/1/2013 by the Government of Assam . Retirement vacant post s are submitted accordingly to the Director of Higher Education for necessary action.

Service Rules:

The employees of the institution strictly follow the Service rules and regulations framed by Director of Higher Education, Assam. In academic field the institution follow the rules and regulation of Gauhati University for the implementation of curriculum, Academic calendar, conducting Examinations & evaluation process. The institution maintain service book of every employee of the college.

Grievances and redresses :

The college has Grievances and redresses cell to solve the various issues related to administration. The principal is the chairperson of this cell along with convener and members. All the teaching and non teaching staff can freely raise their issues.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.2.2 Implementation of e-governance in areas of operation

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

Response: C. Any 2 of the above

File Description	Document
Upload supporting document	[View Document](#)

6.3 Faculty Empowerment Strategies

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

Response:

The institution has implemented various effective measures for teaching and non teaching staff.

Implementation of these schemes provide job satisfaction add developed teamwork, positive mind-set for secured future which ultimately helped in development of Institute. The following are the welfare measure taken by the institution.

Faculty development programme:

- Institute encourage and granted permission to the faculty members to participate in Refresher Courses/ Orientation Programmes / Short-term Courses, workshops for the professional development. Institute has provided the funds to organize workshops/ conferences/ FDP/ STTP to faculty.
- Institute has provided the funds to organize workshops/ conferences to departments for
- Institute encourages the teacher to acquire API score for promotion by following the statuary guideline of UGC Career Advancement scheme (CAS).

Retirement benefits: (As per Government of Assam service Rule)

- NPS (National Pension Scheme for employees who joinedGovernment services after 01.01.2004)
- Encashment of Earn leaves
- GIS benefit
- Medical benefits in Assam Govt. tie-up hospitals

Leave benefits : (As per Government of Assam service Rule)

Leave treated as duty:

- Casual leave
- Special casual leave and academic leave
- Duty leave

Leave earned by duty

- Earned leave
- Half pay leave
- Commuted leave

Leave not debited to leave account

- Leave for academic pursuits -1) Study leave 2)sabbatical leave
- Leave on ground of health – 1)Maternity leave 2)paternity leave 3)Quarantine leave

Loan Benefits :

- Permanent teaching and non-teaching staff can avail housing loan, personal Loan, car loan, etc facilities as per Government rules.
- Quick NPS one time Loan Facility – 100% of those who applied have availed the benefit.

Supportive facilities for the teaching and non teaching staff :

- Parking facilities for teaching & non teaching staff in the campus
- Canteen & Safe drinking water facilities
- Library is fully equipped with computer &Wi-Fi facilities for teaching and learning.
- Grievance Redressal cell.
- College is fully Wi-Fi enabled
- Separate department rooms are provided to the teaching staff.
- Institution arrange picnic, excursion for both teaching and non-teaching staff recreation.

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

6.3.2 Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 1.72

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

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	01	01	01

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

6.3.3 Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years

Response: 15.52

6.3.3.1 **Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
10	11	10	0	05

6.3.3.2 **Number of non-teaching staff year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
13	12	11	11	11

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1 Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

Institution follows a well planned process for the mobilization of funds and the utilization of resources. In this process various committees of the institute as well as the Department Heads and Accounts office.

- The student's tuition fees are the major source of income for the institution.
- Institution received grants from Govt. of Assam for infrastructure development, purchasing of books, excursion grant , Girls; common room innovation grants etc & MLA ,MPLAD funds for Infrastructure developments.
- The institution received Salary grant from the Govt. of Assam. Institution

Utilization of Funds

- Institution constituted a Purchase Committee. Seeks quotations from vendors for the purchase of equipment, computers, books, etc.
- All contingency for the office has been purchased by Office Senior Assistant with the   Consent of Principal.
- All Govt .Grants received by the Institution submit Utilization Certificate to the Directorate Of Higher Education & District administration.

Optimal utilization of resources :.

- Effective utilization of infrastructure is ensured through the appointment of adequate and well-qualified lab technicians. & encouraging innovative teaching-learning practices.
- The College physical infrastructure is utilized for co- curricular activities, PGHindi translationclasses, Parents teachers Meeting, medical camps etc.
- The college infrastructure is utilized as an Examination Centre for Government Examination /University Examinations, UG Examination Evaluation H.S, Examination Evaluation ,election training and other District Administration Meetings.

Internal Audit:

Financial audit is a continuous process which ensues after each and every financial transaction, whereby the college itself carries out the initial stage of the internal audit.

- Proper procedure for purchases is adopted by the Purchasing Committee of the College Quotations are called for and prices are compared. Department submits voucher, original invoice and supporting documents, including approvals of purchase to the account section.
- College maintains cash book ,Ledger book ,Stock Registers/Purchase Registers.
- Any grants received from the Govt. of Assam and MLAADP utilization certificates are prepared and submitted to Director of Higher Education, Assam and District administration annually.

External Audit :

The External Audit is conducted by the Chartered Accountant in accordance with auditing standards. Amounts and disclosures in the financial statements are verified on the basis of evidences.

- The financial records are audited by chartered accountants at the end of each financial year.
- All Government Scholarships and Funds received from Government as Grants are audited separately.
- The Chartered Accountant Physically checked all the bills and vouchers of the revenue expenditure, Departmental Accession Register, Stock Registers/Purchase Registers.
- All the audit objections/compliance is handled by the Accounts departmentand after queries the accountant of the college attended immediately along with the supporting documents within the prescribed time limits.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

The IQAC plays an important role in the planning, execution and evaluation of all the Activities of an institution. The IQAC develop a academic and administrative activities throughout the Year for the improvement of students and the faculty member of the Institution.

- As per affiliated University guideline theIQAC prepare the academic Calendar for the whole Session.
- In order to improve the teaching and learning process more effective the IQAC suggested adopting various learning methods.
- The faculties are given full cooperation to conduct Educational tour, field visit, awareness programme, health awareness programme .
- IQAC also supervise the External and internal evaluation.
- IQAC organized Guardian meeting where parents ,teachers, students participate to raise the issue related to teaching & learning and other issues related to academic and administrative of the institution.

- IQAC provide feedback questionnaire form departmentally to every students, stakeholders like guardians, staff, Alumni to elicit response on the teacher's ability in teaching and learning in and outside the classroom.

- IQAC conduct Green Audit and power Audit.
- IQAC conduct academic Audit of every department to analysis the faculty performance based on results, effective curriculum implementation and use of ICT .On the basis of Audit report IQAC recommended suggestive measures improving Internal quality enhancement.
- An ICT tool has become an integral part in teaching -learning process in classroom teaching. As per demand of IQAC college administration develop the ICT infrastructure by purchasing advanced ICT tools for library, broadband internet Wi-Fi facility. During COVID IQAC set up the facilities for online classes through what's App / Google meet. For Educational Communication & information Students and teachers are advised to use social media.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.5.2 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality initiatives with other institution(s)/ membership of international networks**

    3.Participation in NIRF

    4.any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA, ISO Certification etc

Response: D. Any 1 of the above

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

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity and Institutional initiatives to celebrate / organize national and international commemorative days, events and festivals during the last five years

Response:

Our vision and mission rests on creating a safe space for our students, providing a gender sensitive and empowering education

- The College always creates awareness among the students for their rights and responsibilities and teaches the team spirit and leadership skills to ensure success in their professional and career responsibilities.
- The institution created a vibrant campus environment that allows students to think critically, and question, act and resist creatively inside and outside the classroom.
- Institution has also organized various awareness programmes and workshops for all the students, teaching and non-teaching staff on the issue of health and hygiene, law and rights, Sexual harassment, empowering women , violence at home, female feticides .The aim of organizing the programmes is to provide an intersectional approach in creating awareness amongst students about the inequalities confronting all genders.

The institution promotes gender sensitivity safety, security and equity through following measures:

- The college campus is fully surrounded by 10 feet high boundary wall and campus is under CCTV surveillance with cameras installed at all prominent locations.
- College organized Awareness campaigns on women safety and gender sensitivity through NSS camp, Medical camps and women Grievance cell.
- Common rooms have been allocated for girls where they have enough space to rest securely Fresh drinking water provided with cold water refrigerator.
- Sanitary pad vending machines are installed in Girl's lavatory.
- Institute conducts Fire & Evacuation drills to facilitate the college staffs/teachers and students to practice safe evacuation.

Commemorating days, events and festivals of national importance are National heritage and treasure that revives our spiritual values and deep rooted sentiments and unite us to celebrate with pride.

- The Republic day is celebrated on January 26 to mark the adoption of the Indian Constitution.
- Indian Independence is commemorated on August 15 to reminisce about the attainment of freedom and liberation from British Rule.
- Gandhi Jayanti is an auspicious occasion celebrated on October 2nd, to value Mahatma Gandhi's teaching of Ahimsa and Cleanliness.

The college also observes other days of national importance which are birth/death anniversaries of great Indian personalities to recall the events or contribution of our leaders in building the nation.

- Dr. Sarvepalli Radhakrishnan's birth anniversary on 5th Sept, observed nationally as Teacher's Day, is celebrated to recognizing the contributions and achievements of teachers.
- Sardar Vallabhai Patel's birthday on 31st October is commemorated as National Unity Day. National integration activities like Run for Unity and Unity Pledge.
- Institute commemorate Lachit Borphukan's 400th birthday on 24 November. & also celebrates the Tithi of Sankardev, Tithi of Madhabdeb, Janmostav of Srimanta Sankardev.
- The college also observes other days of national importance events and festivals like Hindi Diwas , World Environmental day ,Saraswati Puja etc.
- Institute observes National Voter's Day, on 25th January to spread awareness among the students about the importance of elections and the role of citizens as voters.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

7.1.2 The Institution has facilities and initiatives for

1. **Alternate sources of energy and energy conservation measures**
2. **Management of the various types of degradable and nondegradable waste**
3. **Water conservation**
4. **Green campus initiatives**
5. **Disabled-friendly, barrier free environment**

Response: C. 2 of the above

File Description	Document
Upload supporting document	[View Document](#)

7.1.3 Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

1. **Green audit / Environment audit**
2. **Energy audit**
3. **Clean and green campus initiatives**
4. **Beyond the campus environmental promotion activities**

Response: D. Any 1 of the above

File Description	Document
Upload supporting document	[View Document](#)

7.1.4 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic diversity and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

- Different sports and cultural activities organized inside the institute to promote harmony towards each other.

- Institute has code of ethics for students and a separate code of ethics for teachers and other employees which have to be followed by each one of them irrespective of their cultural, regional, linguistic, communal socioeconomic and other diversities.
- The college also observes other days of national importance events and festivals like Hindi Divas World Environmental day ,Women's day ,Saraswati Puja etc.
- Institute observes National Voter's Day, on 25th January to spread awareness among the students about the importance of elections and the role of citizens as voters.
- Social inclusion by giving equal opportunities, equity of access to education through fees Concession to underprivileged classes and bringing them on mainstream.
- Ethnic dress competitions and cultural competitions like folk songs of different communities are held during Fresher's social to foster an awareness about the cultural diversity of the state and the country.
- During COVID pandemic and Flood , college NSS volunteers have donated rice and biscuit packets ,groceries like water bottles , dal, wheat flour etc for around 50 families in the area of natun bazaar and Milik Basti to raise socio economic upliftment.

Hojai Girls' College sensitizes the students and the employees of the institution to the constitutional obligations about values, rights, duties and responsibilities of citizens which enables them to conduct as a responsible citizen by organizing various curricular and extra-curricular activities.

- Commemorative days like Teachers Day, Unity Day, Independence Day, Republic Day, are celebrated in the college for not only recreation and amusement but also to generate the feeling of oneness and social harmony.
- National Unity Day and Bir Lachit Borpkhun birth birthdayis observed with a pledge to celebrate our glorious history of national integration**.**
- College prepares Code of conductfor students and staff and every one should obey the conduct rules.
- College regularly conducts the social awareness activities like organizing rallies, workshops,camps, exchange of students and collaborative activities, the Voter Awareness Campaign, Swachch Bharat Abhiyan, Health and Hygiene, Rallies of awareness regarding Population, AIDS, Tree Plantation and , Anti – tobacco,
- The college curriculum is framed with courses like Introduction to Constitution of India, Practical Ethics, Value Education, and Philosophy of Human Rights as a small step to inculcate

constitutional obligations among the students.

- Institute organized Awareness Campaign, seminars and workshops to sensitize the future leaders to inherit human values coping with the constitutional obligations.
- As per direction of the district administration, the institute organized Voter's Awareness Day sensitized the students about voter's rights and responsibilities.
- College has an active National Service Scheme (NSS) unit where students engage in community service programmes.
- Institute facilitates student union every year which is helpful in the promotion of democratic values in the campus.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

7.2 Best Practices

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

Response:

Faculty Retention

Any college or university that offers higher education should have a strong faculty. Quality faculty recruitment and retention are critical for educational institutions since a lack of faculty retention may have both financial and academic ramifications. Faculty members of higher education institutions mainly have three major elements in their job description, i.e. teaching, administrative duties and research. Keeping a sound balance of distribution among all the three elements over an academic year is of utmost importance for the job satisfaction of a faculty member. All these three components need time, devotion, dedication, skills and expertise..

One of the most important factors for a faculty member to stay in an educational environment may be the status of job, i.e. tenure tracked, permanent, contract based, temporary, adjunct etc. Permanent employees are more relaxed and their retention is expected to be higher than others. On the other hand, contract based and adjunct faculty members usually search for better opportunities. Institution employed strategies like overloading the teachers, hiring under or over quali?ed teachers, and employing temporary teachers for long periods of time to meet the supply and demand requirements and it ended up with low retention rate.

Institute has framed policies in consultation with every department and Governing Body of the institution for the retention of the faculty members.

Provisions are made to enhance salaries of the contractual faculty members time to time.

Workload balance is critical to the success of retaining faculty, so the work load of the faculty members is

relatively rational as it is fairly distributed by each department.

For attracting the faculty members, institution provide good working environment like proper coordination among the faculty members of different departments of the institution. A part from this there is a good relation between the administration and its staff.

For training and research work the institution always encourages the faculty members.

The institution is always following the transparency in administrative procedures toward faculty members.

- The institution has accountability for every faculty concern to build of a trusting environment within the institution.

- To create a good informal relationship with the faculty members the institution organized picnic, celebration of faculty's birthday/marriage anniversaries, etc. Above all, the senior faculty members of the department also hosted social and departmental events to foster interaction among groups of colleagues

Teaching and learning

There are different types of students, some learn very fast and some learn slowly. Some students need only guidance and some need regular attention, guidance and mentoring. Each type of students has different learning attitudes and learning habits. In such a situation, it is crucial to understand them from different viewpoints and recognize their learning levels and plan accordingly to deliver learner centric teaching and learning. Enriching teaching and learning of students depend upon the two way interaction and hard work of student, parent and teacher. Scanning of feedback from the stakeholder also provide an opportunity to realize our strength and weakness. This best practice helps to support & design, modify the curriculum as per feedback of stakeholders.

Institute provides quality teaching-learning to students offering the learner centric teaching learning which recognize that the learning interest and pace of every pupil is different. On the basis of students' preceding exam and current subject performance and basic knowledge, learning level of the learners can be classified in two groups – slow learners and advance learners for each subject.

Teachers regularly monitoring the students behavior, manner, habit, attitude, learning styles, confidence level in the class, self-esteem, self-awareness, decision making skill, interest in learning, special interest, hobbies, and classroom performance.

Professor is assigned 50 students to guide throughout the session/ semester. The teacher keeps monitoring the academic record of each student in the group. Attending counseling session is mandatory for every student.

Evidence of success –

- Evidence of success of the practice includes better results, less dropout, increased participation in extra and Co-Curriculum activities.
- The mentoring system is implemented in each department successfully and significant

improvements in the attendance and results have been observed.The students are more relaxed and have healthy relationships with the staff.

- The slow and advanced learners' assessment has been implemented successfully in all the departments and significant numbers of slow learners are converted to advanced learner in each semester.
- The number of irregular students got reduced and gradual increase the pass percentage of students noticed from 1st semester to 6th semester.
- **Problems encountered and Resources Required**-
- Students Relationships issue with Principal, teacher's faculty, non teaching staff.Changing the moods and attitudes towards teaching process .
- Shortage of sufficient number of teaching staff in the Institution. Lack of experienced Counselors' for slow learner students.
- The system can be made more vibrant and fruitful if the governments fill up the vacant posts. Some Students who are economically poor are not able to pay their Examination fee in that case college bear, so that they can appear the examination.
- Our traditional practice of conducting such feedback is an offline mode. Due to this, comparatively fewer responses were received from the learners

Problems Encountered and resources required.

- The present major challenge is to recruit and retain qualified and experienced faculty in the institute.
- Institute unable to offers better pay packages, compensation and career opportunities, encouraging academic regulations, research money, and a remuneration package.
- Schedule from the higher education commission encourage people to enter academia as a career of their choosing thus making difficulties for educational institutes.
- Firing and resignation of faculty creates several other issues for administration, such as the cost of hiring new faculty, the inability to have faculty on time.

File Description	Document
Best practices as hosted on the Institutional website	[View Document](#)
Any other relevant information	[View Document](#)

7.3 Institutional Distinctiveness

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

Response:

Hojai Girls' College is located in a spacious compound of about Two acres of land on the Southern edge of Hojai Town .It is the lone Education Institute that cater to the need of Higher Education for women in the Hojai District and entire part of Dima Hasao and Karbi Anglong autonomous council Where the need

of such a female institution was long overdue. A greater number of students of this College happens to be from different Tribal & multi – cultural group of people of the region.

The main aim was to provide an opportunity to the rural students of this area especially the rural girl students to pursue the higher education for their development and progress of the family. Most of the students from rural areas & poor background, but they are not poor in talent, knowledge. The college has a well qualified active, experienced a faculties who always interaction with the students for Academic and non academic problems. The college offers under graduate programmes in Arts stream to the aspiring Girl's of the district. At present there are eight departments which offer honors courses.

Every year large number of rural students prefers takes admission in different courses offered by the college and the college makes it sure to provide all the basic need-based facilities to students as per the direction of the University and the State Government. The College always aspires to help poor and needy students so that they can overcome their academic hurdles. The students who are unable to bear the college fee, the College Governing Body provided fee concession & free admission upto 2017-18. After 2017 the Govt of Assam declared free admission to all those students whose family income is 2 lakhs. College also exempts the students who are unable to bear examination fee of University, Examination Centre fees of the college.

The college also undertakes several initiatives to sensitize students to gender equity, energy conservation measures, inclusiveness, human values etc. Keeping all these in view, the college organizes several programmes such as lectures, popular talks, workshops, seminars, sports competition, activities under NSS , Extension Activity Committee of the college at a regular interval in the college campus as well as in the local areas. The college always ensures participation of students as well as of the local people in such programmes of the college. So that students and local people can be sensitized to such issues.

For physical and mental development of the students Institute organized Yoga, NSS activities, Annual sports etc. Special health related Seminars, work shop were organized and health check up camps has been organized to find out the health issues and provided them with Government hospital help in the form of consultancy and expenditure.

The faculty guides the students to chosen the area of expertise for career. The institute Alumni has distinguished careers at State and national levels with successful chosen areas of expertise. Our students make us proud by excelling themselves as lecturers, lawyers, TET teachers, joining Para- military force, state Armed Police force, Private companies etc.

File Description	Document
Appropriate web in the Institutional website	[View Document](#)
Any other relevant information	[View Document](#)

5. CONCLUSION

Additional Information :

Institute is preparing to provide more value based Education to create a strong learning environment to develop students social and relationship skills. More importance will be given to implement best practices for choice based learning and develop skills along with academic Merit and also Preparation to introduce Vocational courses, certificate courses in college curriculum.

Faculties of the institute are instructed to provide necessary information of free online courses to the students.

Concluding Remarks :

Hojai Girls College start it Journey on 2nd Sep1991 with strength of 5 students in H.S Arts stream. From a very humble beginning, the college has over the years, attained full fledged Degree College having a enrolment of 1450 students registering their contribution in civil societies**.**

The vision of the College is to cater the educational needs of Girl child from the remote corner, tribal, rural, semi urban areas irrespective of all class, caste and creed. The College provides higher education to every Girl students within the reach of every girl who seek it. College provide congenial-eco friendly environment to face challenges and realize its Mission.

Apart from offering Undergraduate Programs in Arts, the college has introduced PG Hindi translation Course under Sabda Bharati.

 In keeping with its goal of imparting education that focuses on all round integrated development of our students, College encourages and facilitates active participation in Seminar, Workshops extension activities. In the year 2017 the college celebrated the Silver Jubilee Year. The College recognizes the significance of promoting a research environment amongst staff and students. The College has Energy and Environment Policies to protect and conserve ecological systems and resources within the campus.

 To preserve and nurture the bond with its alumni, the college maintains an active Alumnae Association. The college is proud of many of its alumnae who have made a mark for themselves in various spheres of Lawyers, academics, media, and public services.

The process of preparation the Self Study Report for NAAC inspection has given an opportunity to assess the quality of academic and administrative practices followed in the institution.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.2.1	**Number of Add on /Certificate/Value added programs offered during the last five years** Answer before DVV Verification : Answer After DVV Verification :05
1.2.2	**Percentage of students enrolled in Certificate/ Add-on/Value added programs as against the total number of students during the last five years** 1.2.2.1. **Number of students enrolled in subject related Certificate/ Add-on/Value added programs year wise during last five years** Answer before DVV Verification:

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
457	0	0	12	0

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
394	0	0	12	0

Metric ID	Sub Questions and Answers before and after DVV Verification
1.4.1	**Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website (Yes or No)** Answer before DVV Verification : Yes Answer After DVV Verification: No
2.1.2	**Percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (Exclusive of supernumerary seats)** 2.1.2.1. *Number of actual students admitted from the reserved categories year - wise during the last five years* Answer before DVV Verification:

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
1048	914	803	854	887

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
0277	0277	0277	0277	0277

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

	Answer before DVV Verification:				
	2021-22	2020-21	2019-20	2018-19	2017-18
	1050	1050	1050	1050	1050

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
813	713	689	737	776

Remark : Input is edited from data template.

2.4.1

Percentage of full-time teachers against sanctioned posts during the last five years

2.4.1.1. **Number of Sanctioned posts / required positions for teaching staff/ full time teachers year wise during the last five years:**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
38	34	35	34	34

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
37	34	35	34	34

2.4.2

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

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

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
13	15	15	11	10

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
22	22	22	21	18

Remark : Input edited from supporting documents provided for clarification.

3.1.1

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

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

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
0	25.00	1.00	13.00	71.25

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

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

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

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
20	20	08	11	35

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
06	10	08	10	18

3.4.3 | **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 organised in collaboration with industry, community and NGOs) during the last five years**

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

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
05	0	06	04	02

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
01	0	0	02	02

3.5.1 | **Number of functional MoUs/linkages with institutions/ industries in India and abroad for**

	internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years. Answer before DVV Verification : 03 Answer After DVV Verification :02
4.1.2	**Percentage of expenditure, excluding salary for infrastructure augmentation during last five years (INR in Lakhs)** 4.1.2.1. **Expenditure for infrastructure augmentation, excluding salary during the last five years (INR in lakhs)** Answer before DVV Verification: <table><tr><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td></tr><tr><td>0</td><td>25.20</td><td>0</td><td>46.1252</td><td>0.2898</td></tr></table> Answer After DVV Verification : <table><tr><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td></tr><tr><td>7.27</td><td>25.69</td><td>12.78</td><td>47.62</td><td>2.01</td></tr></table> Remark : Input edited from supporting documents provided for clarification.
4.4.1	**Percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years (INR in Lakhs)** 4.4.1.1. **Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)** Answer before DVV Verification: <table><tr><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td></tr><tr><td>13.20</td><td>2.25</td><td>10.2236</td><td>4.39</td><td>6.32</td></tr></table> Answer After DVV Verification : <table><tr><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td></tr><tr><td>2.74</td><td>1.53</td><td>2.44</td><td>2.32</td><td>1.95</td></tr></table> Remark : Input edited from supporting documents provided for clarification.
5.1.3	**Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years** 5.1.3.1. **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years** Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	01	0	0

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	35	0	0

5.1.4	**The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases** 1. **Implementation of guidelines of statutory/regulatory bodies** 2. **Organisation wide awareness and undertakings on policies with zero tolerance** 3. **Mechanisms for submission of online/offline students' grievances** 4. **Timely redressal of the grievances through appropriate committees** Answer before DVV Verification : A. All of the above Answer After DVV Verification: E. None of the above
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 last five years** 5.3.1.1. *Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during the last five years* Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
13	10	0	0	07

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
00	00	0	01	03

Remark : Input edited from supporting documents provided for clarification.

5.3.2	**Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)** 5.3.2.1. **Number of sports and cultural programs in which students of the Institution participated year wise during last five years** Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
11	03	08	03	02

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
02	01	07	06	02

6.2.2 | **Implementation of e-governance in areas of operation**

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

Answer before DVV Verification : A. All of the above
Answer After DVV Verification: C. Any 2 of the above

6.3.3 | **Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years**

6.3.3.1. **Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years**
Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
15	15	08	03	15

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
10	11	10	0	05

6.3.3.2. **Number of non-teaching staff year wise during the last five years**
Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
13	12	11	11	11

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
13	12	11	11	11

Remark : Input edited from supporting documents provided for clarification.

6.5.2 | **Quality assurance initiatives of the institution include:**

	1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements** 2. **Collaborative quality initiatives with other institution(s)/ membership of international networks** 3. **Participation in NIRF** 4. **any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA, ISO Certification etc** Answer before DVV Verification : C. Any 2 of the above Answer After DVV Verification: D. Any 1 of the above
7.1.2	**The Institution has facilities and initiatives for** 1. **Alternate sources of energy and energy conservation measures** 2. **Management of the various types of degradable and nondegradable waste** 3. **Water conservation** 4. **Green campus initiatives** 5. **Disabled-friendly, barrier free environment** Answer before DVV Verification : A. 4 or All of the above Answer After DVV Verification: C. 2 of the above
7.1.3	**Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following** 1. **Green audit / Environment audit** 2. **Energy audit** 3. **Clean and green campus initiatives** 4. **Beyond the campus environmental promotion activities** Answer before DVV Verification : A. All of the above Answer After DVV Verification: D. Any 1 of the above

2.Extended Profile Deviations

ID	Extended Questions
1.1	**Number of students year wise during the last five years** Answer before DVV Verification: 	2021-22	2020-21	2019-20	2018-19	2017-18
---	---	---	---	---
1048	914	803	854	887 | Answer After DVV Verification: | 2021-22	2020-21	2019-20	2018-19	2017-18
---	---	---	---	---
1048	914	803	854	887	
2.2	**Number of teaching staff / full time teachers year wise during the last five years** Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
38	34	35	34	34

Answer After DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
37	34	35	34	34

3.1	**Expenditure excluding salary component year wise during the last five years (INR in lakhs)**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
36.97	41.44	22.21	57.49	30.54

Answer After DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
108.49	128.67	91.76	167.51	110.62