



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution	HARHI COLLEGE
Name of the head of the Institution	MANASH JYOTI NEOG
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	03752-9435277478
Mobile no.	9435277478
Registered Email	harhicollege1996@gmail.com
Alternate Email	neogmanash73@gmail.com
Address	P0: Gobindapur, Dhakuakhana
City/Town	Lakhimpur
State/UT	Assam
Pincode	787055

2. Institutional Status

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	state
Name of the IQAC co-ordinator/Director	Rintu Handique
Phone no/Alternate Phone no.	09678177112
Mobile no.	9678177112
Registered Email	rbhandique3@gmail.com
Alternate Email	rintuhandique13@rediffmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://harhicollege.org/assets/documents/AQAR%20Report%20HC,%202018-19.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.harhicollege.org/assets/documents/academic_calender.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	2.12	2018	02-Nov-2018	01-Nov-2023

6. Date of Establishment of IQAC	01-Nov-2013
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Awareness programme on Covid Pandemic	21-Mar-2020 2	119
Organized ICSSR sponsored	24-Jan-2020	191

National Seminar	8	
Prepare students' Database	07-Oct-2019 6	8
Organized a popular speech on career guidance	02-Sep-2019 2	350
Observed the International day against drug abuse & illicit trafficking	26-Jun-2019 2	480
Organized a Workshop on CBCS	14-Jun-2019 2	98
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Harhi College	Field development	MGNREGA Govt.of Assam	2020 00	1500000
Harhi College	New building construction & Renovation & Equipments/ Books	RUSA	2020 00	10000000
Harhi College	Fee weaver	Govt.of Assam	2020 00	3158887
Harhi College	Construction of Classroom	Govt.of Assam	2020 00	2500000
Harhi College	National Seminar on "Issues and Challenges of Higher Education in North-East India."	ICSSR (Ministry of Human Resource Development)	2020 2	150000
Harhi College	National Seminar on "Ethnic Conflict in North East India , issues, causes and concern".	ICSSR (Ministry of Human Resource Development)	2020 2	150000
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	3
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
12. Significant contributions made by IQAC during the current year(maximum five bullets)	
IQAC of Harhi College in collaboration with Academic Council organised a Workshop on CBCS on 14th June,2019. More than 98 Students, Faculty members and Non teaching staff of the College are participated in the Workshop. Resource Person of that Workshop was Dr.Bubul Saikia, Principal, LTK College, North Lakhimpur.	
IQAC of Harhi College organized a Popular Speech on Career Guidance on 2nd September,2019 in the occasion of College Foundation Day. More than 350 Students , Faculty Members and Non Teaching staff are present at that programme. Mr.Hemanta Madhab Gogoi, Placement Officer, North Lakhimpur Collage (Autonomous) was present as Resource Person at that programme.	
IQAC of Harhi College prepare a student's data base for the session 2019-20 on the basis of the AISHE on 7th Oct,2019. It shows Department wise category distribution (General/ST/SC/OBC) and gender distribution .	
The IQAC of Harhi College provide collaboration to Department of Education for ICSSR sponsored National Seminar, which was held on 24th and 25th January,2020. The total no of participants are 191(one hundred ninety one). The topic of the Seminar was "Issues and Challenges of Higher Education in the 21st century : with special reference to NE India".	
To increase the awareness for Covid - 19 among the faculty members and students of the College IQAC organized a awareness programme on 21st March,2020 in collaboration with B.P.H.C. Dhakuakhana. Total no of participants are 119 (one hundred nineteen only)	
View File	
13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year	
Plan of Action	Achivements/Outcomes

Workshop on CBCS	IQAC of Harhi College in collaboration with Academic Council organised a Workshop on CBCS on 14th June, 2019. More than 98 Students, Faculty members and Non teaching staff of the College are participated in the Workshop. Resource Person of that Workshop was Dr. Bubul Saikia, Principal, LTK College, North Lakhimpur.
"International Day Against Drug abuse & Illicit trafficking-2019."	Observed the "INTERNATIONAL DAY AGAINST DRUG ABUSE & ILLICIT TRAFFICKING - 2019" on 26th June, 2019. More than 480 Students, Faculty members and Non Teaching staff are participated in that awareness programme.
Organized a popular speech on Career Guidance	IQAC of Harhi College organized a Popular Speech on Career Guidance on 2nd September, 2019 in the occasion of College Foundation Day. More than 350 Students, Faculty Members and Non Teaching staff are present at that programme. Mr. Hemanta Madhab Gogoi, Placement Officer, North Lakhimpur Collage (Autonomous) was present as Resource Person at that programme.
Prepare a student's data base for the academic session 2019-20.	Prepare a student's data base for the session 2019-20 on the basis of the AISHE on 7th Oct, 2019. It shows Department wise category distribution (General/ST/SC/OBC) and gender distribution .
ICSSR Sponsored National Seminar	The IQAC of Harhi College provide collaboration to Department of Education for ICSSR sponsored National Seminar, which was held on 24th and 25th January, 2020. The total no of participants are 191(one hundred ninety one). The topic of the Seminar was "Issues and Challenges of Higher Education in the 21st century : with special reference to NE India".
Organized an Awareness Programme on "Covid - 19".	To increase the awareness for Covid - 19 among the faculty members and students of the College IQAC organized a awareness programme on 21st March, 2020 in collaboration with B.P.H.C. Dhakuakhana. Total no of participants are 119 (one hundred nineteen only)
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14. Whether AQAR was placed before statutory body ?	No

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes
Date of Visit	28-Sep-2018
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	30-Sep-2019
17. Does the Institution have Management Information System ?	No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

For effective implementation of curriculum, annual action plan is prepared by IQAC in consultation with Academic Council and other bodies of the College. The Academic Council prepares prospectus, general Daily Class Routine and Academic Calendar in conformity with the Academic Calendar of the University concerned. Moreover every department prepares departmental class routine and departmental course plan which are displayed in the departmental notice board for student's knowledge and information. The entire academic activities and their smooth functioning are looked after by the Academic Council in consultation with the IQAC. "Students' Diary is provided to every student in which students record their daily activities as per the criteria mentioned in the diary. It is examined by the allotted teacher guide under Cluster Guidance System. It has given importance on student centric teaching methods like group discussion, departmental seminar and tutorial classes in major course. Departmental teacher's diary is regularly maintained for keeping record of daily activities including class taken, topic taught, topic left or undone and involvement in other work by the individual teachers of the department. For effective operation of curriculum, the college has been maintaining close network with the affiliating university. Keeping regular correspondence with the concerned authority of the university and teachers participation in curriculum related programme conducted by the university. The college has also opened centre of Distance Education under the direction of Distance Education, Dibrugarh University with a view to impart higher education to those sections of learners desiring higher degree. The courses offered the aforesaid Distance Education of the college are as follows:- (i) P.G. Course: Assamese, English, Economics, Sociology, Political Science and Education. (ii) Under Graduate Course (BA):- Assamese, English, Economics, Sociology, Political and Education.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
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Nil

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1.2 – Academic Flexibility**1.2.1 – New programmes/courses introduced during the academic year**

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Core(H), AECC, GE/DSC	01/06/2019

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

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment**1.3.1 – Value-added courses imparting transferable and life skills offered during the year**

Value Added Courses	Date of Introduction	Number of Students Enrolled
00	Nil	Nil
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Field Study in Education Department	7
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1.4 – Feedback System**1.4.1 – Whether structured feedback received from all the stakeholders.**

Students	Yes
Teachers	Nil
Employers	Nil
Alumni	Nil
Parents	Nil

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
Obtaining feedback is an important factor for overall development of an academic institution. The IQAC of Harhi College prepared an offline feedback form for students. The feedback form contains the following heads. In each head, there are five options provided like Outstanding, Excellent, Good, Average and not satisfactory. The main heads are – a. Regarding Administration i) Principal ii) Vice Principal b. Regarding HoD i) Assamese ii) Economics iii) Education iv) English v) History vi) Political Science vii) Philosophy viii)

Sociology ix) Hindi x) Anthropology etc. c. Regarding Library d. Regarding Office Staff e. Cleanliness of Classroom f. Cleanliness of Toilet g. Pure Drinking Water h. Cleanliness of College Campus i. Canteen i) Quality of Food ii) Price List iii) Hygiene j) Computer Laboratory k) Parking Facility l) Girls' Hostel m) Boys Hostel n) Security Status. IQAC already formed a "Feedback Scrutiny and Verification Committee" for analyzing the feedback forms through which the authority can assess the overall development, weakness, challenges and strength of the institution. In this connection, the college authority formed the "Feedback Scrutiny and Verification Committee" on 01/08/2018 with the following members. 1. Mr. Ananda Bharali, Assistant Professor HoD, History, Convenor 2. Mrs. Bornali Dutta, Assistant Professor HoD, English, Member 3. Mr. Hari Prasad Chutia, Assistant Professor in Political Science, Member. But due to Covid-19 pandemic situation and LOCK DOWN the College couldnt obtain FEEDBACK for the Session 2019 - 20.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Core	440	361	228
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	474	Nil	35	Nil	Nil

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
35	21	24	6	6	1
View File of ICT Tools and resources					
View File of E-resources and techniques used					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The College publishes every year its updated prospectus along with Academic Calendar. The information provided through prospectus are- admission process, courses taught, fees structure, rule regulation and discipline to be maintained, duration of different courses, various facilities provided, best practices adopted, committees and cells constituted, awards and incentives offered, scholarship, extended evaluation process undertaken as well as games, sports and cultural activities conducted etc. For smooth transaction of curriculum, effective implementation of scholastic and non-scholastic activities is incorporated in the prospectus. An Academic Calendar is prepared keeping in conformity with the Academic Calendar of the affiliating university. The calendar incorporates the dates and day of various programmes and activities to be performed or implemented

during the academic session. The departments prepare course plan at the beginning of session and displays the same on the departmental notice board for information of students. Taking contingency of the economic backwardness of meritorious students, the college has made provisions for providing financial aid to some needy students in addition to post matric scholarship provided by State Government to the SC, ST and OBC students whose enrollment is above 90.5 for the session 2019-20 of the total students. The college provides incentives to meritorious students and outstanding sport person. Proficient students securing first and second highest marks in end semester examination are fitted along with an award of cash money from college authority every year with a view to encourage students for better academic performance. Moreover, outstanding sport person are given exemption of admission fee by college authority. The college is doing its best for promotion of games and sports. The college has a good play ground for outdoor games and athletics and an indoor stadium for badminton. Goods for games and sports are provided to students for practice and competition. Items for weight lifting and physical exercise are also provided to intending students. The college has earned good name especially in valley ball. The college has a first aid cell to provide preliminary treatment for causality cases. It provides first aid during college hours. The entrusted teacher-in charge looks after the cell. Considering the growing problem of unemployment in present day context, the college has been making efforts to develop students' employability in various jobs. The interested students are provided coaching classes usually by some experienced teachers and sometimes experts are invited from outside. Efforts are being made under guidance and counseling cell to provide awareness on career guidance and entrepreneurship development. The college has Grievance Redressal Cell constituted of a few members of teachers and students.. The major functions of the cell are to look into grievances complaints, suggestions of different stake holders and to find amicable solutions of the arisen problems. Two complaint/suggestion boxes have been placed at convenient place. In time of emergency like accident, medical treatment and pursue of learning, the college has provided certain welfare schemes. The college has also maintained a close relationship with past students through the formation of Alumni Association. They have come forward to contribute for the college.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
474	35	1:14

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
21	35	Nil	Nil	5

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2020	nil	Nil	nil
No file uploaded.			

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	MAJOR	6TH SEMISTER	30/09/2020	15/10/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Reforms in Continuous Internal Evaluation (CIE) system at the institutional level Response: At the beginning of the session students are informed about the Continuous Internal Evaluation adopting different modes. Information regarding syllabus, examination patterns/marks and tentative dates are also informed to students in the beginning of session. Marks obtained by the students in Internal Evaluations are informed to students in the classroom. Faculties discuss Internal Evaluation performance of each student in class room. All the faculty members are informed by the examination committees about pattern/marks distribution of examination through oral instructions and by putting notices on college boards. The Internal Assessment is carried on in the College. The College follows the evaluation norms laid down by the Dibrugarh University. Complete clarity and transparency is maintained in communicating the internal assessment marks to students. Monthly and Semester attendance records as well as semester Internal Assessment marks are displayed on the College notice boards hanging different places of the college. At the beginning of each academic year, Teachers In-charge and other faculty members give students an overview of the evaluation schedule and the processes/norms involved during the orientation Programme. The Academic Calendar of the College delineates the schedule of internal assessment as well as other academic and co-curricular activities. The Internal Assessment data is uploaded on the College general notice board and the Teacher's In-charge of each department also displays the Internal Assessment data on department notice boards before the data is submitted to the office. Students are given time to verify the data and only after verification are they asked to sign it. The Internal Rintu Handique
Manash Jyoti Neog Coordinator, IQAC Principal/Chairman, IQAC

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

2.5.3 Academic calendar prepared and adhered for conduct of examination and other related matters (250 words) The academic calendar of Harhi College is prepared every year. Continuous evaluation process is applied by teacher by conducting different methods like as conducting Sessional Exam, Group Discussion, Seminar, Home Work, Home Assignment etc. The admission for the new session starts in June and from the midst of June the class for the new session is conducted. The month of July is vacation for the teaching staff and for the student as mid sem. Vacation. The classes for 1stsem, 3rdsem, 5thsem re-commence from 1st August. The 1st sessional exam is held at the end of August and the result is also declared at the same month. In September, seminar, group discussion are conducted Department wise. The students are given assignment and asked to submit within the first week of October and The second sessional exam is conducted in the midst of the same month. The end sem exam is held in the month of November. December month is the semester End vacation for teachers and for the students. The even sem classes is commence in January. The first sessional exam is held in February first week and the 2nd sessional in April. Group discussion and seminar is conducted in the midst of March. The last date for submission of home assignment is in 14 Aril. The End sem Exam is held in the month of May. But due to Covid 19 pandemic and Lock Down situation in this session it is quite different.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://harhicollege.org/assets/documents/STUDENTS%20PERFORMANCE.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students	Number of students passed	Pass Percentage
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			appeared in the final year examination	in final year examination	
NIL	BA	six Sem(Major)	92	90	97.8
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://harhicollege.org/assets/documents/Students%20Satisfaction%20Survey.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
nil	nil	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
nil	nil	nil	Nil	Nil
No file uploaded.				

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

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
nil	nil	nil	Nil	Nil	Nil
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
nil	Nil

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
Nil	nil	Nil	Nil
No file uploaded.			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Education	1
Assamese	2
Political Science	1
History	2
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
nil	nil	nil	Nil	Nil	Nil	Nil
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
nil	nil	nil	Nil	Nil	Nil	Nil
No file uploaded.						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	12	91	3	Nil
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Awareness Programme on COVID - 19 at Na-Kapahuwa Village, Dhakuakhana Subdivision of Lakhimpur District,	Organized by NSS Unit collaborating with Women Cell, Harhi College and Youth Club of Na-Kapahuwa Villaga	8	55

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
nil	nil	nil	Nil
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
	NSS Unit of Harhi College Collaborating with IQAC Harhi College	SWACHHATA HI SEVA on 2nd October/2019	5	55
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Student Exchange	35	Self (College)	2
Faculty Exchange	3	Self (College)	3
View File			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
nil	nil	nil	Nil	Nil	Nil
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
nil	Nil	nil	Nil
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
12500000	8000000

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Seminar halls with ICT facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
Others	Nil
View File	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL	Partially	2.0	2017

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	3265	238089	400	109886	3665	347975
Reference Books	4238	1672885	820	219772	5058	1892657
Journals	287	9360	77	2430	364	11790
View File						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	62	1	30	0	0	5	16	1	0

Added	0	0	0	0	0	0	0	0	0
Total	62	1	30	0	0	5	16	1	0

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

5 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
1.5	1.72	2	1.99

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

4.4.2 Procedure for Maintenance The College has its own mechanism for the maintenance and upkeep of its infrastructure facilities and equipments. Different Committees have been constituted entrusting specific duties to look after different aspects of the College. The Academic Council along with Vice – Principal looks after the gamut of activities including arrangement, adjustment and accommodation of Class room. Campus Development Committee is specifically formed to look after the affairs of the campus such as sanitization, cleanliness, beautification, drinking water etc. A few of the equipments of the College need constant vigil and regular upkeep and maintenance. One generator is placed on a concrete pedestal with a shed over it as protection and it is kept in a safe place in front of the College. One 4th grade employee of the College is entrusted to look after it and operates it at the time of load shedding Four (4) sets of inverter are placed at the Administrative building which are taken care by the office employee. Another two (2) sets of inverter are also placed at departmental common rooms which are also being taken care by the grade IV employee of the College. The water filter and R.O. for drinking water are provided in the various places of the College campus. A grade IV employee is given responsibility to ensure regularly in supply of drinking water and avoidance of contamination. The equipments and instruments which are repairable are maintained by the authority time to time. The college authority has not a separate fund allocation meant for the maintenance and upkeep of building, furniture, equipments etc. But as and when need arises for renovation and repairer the College authority manage it from College development fund. In this session (2019 – 20) the College authority got fund from RUSA for renovation of classroom. With the help of this fund Construction Committee carpeted the floor with tiles. One part of the office shifted to New building , so authority buy another inverter set.

<http://www.harhicollege.org/assets/documents/4.4.2%20%20Procedure%20and%20Policies.pdf>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	nil	0	0
Financial Support from Other Sources			
a) National	National Scholarship	263	3275700
b) International	Nil	Nil	Nil
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Soft Skill Development (Leadership Development)	14/02/2020	299	Career Counselling Cell Harhi College
Personal Counselling and Mentoring	01/08/2019	401	All Departments of Harhi College
Yoga and Meditation	07/03/2020	56	Harhi College Fitness Club
Soft Skill Development (Use of ICT)	14/03/2020	301	Career Counselling Cell Harhi College
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2020	Personal Counselling and Mentoring	51	121	21	5
View File					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nil	Nil	Nil

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus	Off campus
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Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
nil	Nil	Nil	nil	Nil	Nil
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2020	1	Harhi College	Sociology	Assam University	Ph.D
2020	1	Harhi College	English	KKHSOU	MA
View File					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	1
Any Other	1
View File	

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

Activity	Level	Number of Participants
21st annual College Week held from 8th Oct/2019 to 12th Oct/2019	Institutional	321
View File		

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

5.3.2 Harhi College has a Student Council named “Harhi College students’ Union”. The Union Body is formed of the class representatives elected from each class and also two students having special talent in specific fields nominated by the college authority. As per the constitution, the Union Body is comprised of student representatives bearing different portfolios. The Harhi College Students’ Union is representative body of the students’ community. The Students Council consists of the following 11 portfolios, namely 1. President 2. Vice president 3. General Secretary 4. Assistant general Secretary 5. Social service Secretary 6. Cultural Secretary 7. Gymnasium Secretary 8. Games Secretary 9.

Magazine Secretary 10. Boys common room secretary 11. Girls common room secretary The tenure of the student body is one year which is reconstituted by elected class representatives every year. To maintain its usual expenses, the body has its own fund collected from every student at the time of admission and deposited in Student Union Account. The student union always stands for the interest of students and makes contribution for the all round development of the college through involvement in various activities. The union body comes forward to co-operate with the college authority and the various academic and administrative committees of the college in the maintenance of academic ambience and discipline. The union body involves in the organization¹ of programmes like seminars, extension activities, NSS, games and sport, cultural programmes, art and literature and other programmes. Moreover, students give active participation by dint of being members of various committees in the college. Of which, mention may be made of the following committees where student members are included viz. Campus Development Committee, Grievance and Redressal Cell, Women Cell and Anti Ragging Committee. The College is also aware about the student's involvement in opinion building concerning matters related to interest of student community. So, In addition we are providing the facility to students to express their opinion or make suggestion on any aspect of the college through the suggestion box, the college has also maintained a system of taking student feedback. A structured questionnaire is used for the purpose. The collected feedback from every student is processed by the college authority. If a student opinion is found unfavourable on any one of the given aspect(s) or of a teacher(s), then the concerned management or teacher(s) are advised by the authority to improve himself/herself on the given aspect. The college also provides platform for students to develop their creative talent in writing through publication of Student Union Magazine is published annually under the active initiation of the magazine secretary of student union body and the guidance of the teacher in-charge. Students are informed in advance through circulation of notification for submission of write ups which are scrutinized by Editorial Board constituted of members from teachers and students. Moreover, every department publishes wall magazine with write-ups from department students. An Editorial body is constituted in each department with the teachers and a few students, which examines and selects the writings for publication.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

92

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

33000

5.4.4 – Meetings/activities organized by Alumni Association :

2

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

6.1.1 The principal of the college is executive head and drawing and disbursing authority of the college. He conduct effectively through proper planning,

monitoring and evaluating mechanism regarding administrative academic processes per rules of government as well as affiliating university. The GB is the highest authority of the college. It is constituted of the university nominee(s), local educationist, donor members, guardian members delegates from teaching and non-teaching staff and women members. It provides the general guideline in order to create a conducive environment and preserve the academic excellence set up the college. The IQAC of the college monitors and coordinates all other committees and different departments of the college. Among the other committees we have the Academic council to look after the gamut of academic works. The committee for extension works and community service performs community service activities and maintains a reciprocal relationship between the college and the society for the greater benefit of the public and the institution. For overall development of the college and all round development of the students, a few other committees have been constituted like Campus Development committee to look after the beautification, sanitation and cleanliness of the campus Research Advisory Committee to encourage for research work Career Counselling and Guidance Cell for academic guidance, Grievance Redressal Cell to tackle the grievances Women cell to take care of the problem of women students etc. The principal is the chief warden of the hostel of the college. He appoints some responsible teachers as superintendents of the hostels on the basis of their willingness and ability for the smooth conduct of the hostels. For the overall development of college the governing body takes decision and makes resolution in different aspects as when required .The management of the college depends on the direction provided by the GB, which takes decision and makes resolutions in its meeting held from time to time for smooth and effective conduct of the affairs of the college.

6.1.2 – Does the institution have a Management Information System (MIS)?

No

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	For every session, the whole admission procedure was conducted by a Admission Committee. The admission process of 2019 - 20 was conducted on online mode. The College authority/ Admission Committee announced notification regarding issue of admission forms, submission of forms, declaration of merit list, date of admission etc. in the College website. The same procedure was available in offline mood also. In this academic session , the admission was taken by the students with blended of Online and offline mood.
Human Resource Management	The College is run by the joint efforts of the office of the Principal and the IQAC. The human resource is managed amicably through substitute or extra duty in case some of the teaching or nonteaching staff have to be on leave from work for official, administrative or academic purposes.

The College has a performance evaluation system through feedback from the students. For the development of the human resource , the College encourages its faculty members to pursue academic, intellectual and research related works apart from providing Computer training to teaching and nonteaching staff from time to time.

Library, ICT and Physical Infrastructure / Instrumentation

Harhi College has a well equipped library having 3,665 text books, 5058 numbers of reference books, 364 journals. E - books and e- journals are also available through N-List programme under INFLIBNET. The College has a Computer lab having 62 numbers of Computers with 30 internet facilities. The College also has six(6) smart board, eight(8) overhead projectors and six(6) numbers of ICT enabled class rooms. The College occupies 45B ighas of land . It has 19 class rooms, 2 practical laboratories (Education and Anthropology) , 2 seminar halls with ICT facilities and one classroom with LCD facilities.

Research and Development

Research and Development: Teaching – learning, research and extension are integral part of higher education today. Taking into contingency the importance of research the College has constituted a research committee named “Advisory Committee for Research Activities”. The objectives of the committee is to look after and promote research activities among the faculty members. The committee comprise of Principal as Chairman, a Coordinator and five members from faculty. The committee encourage the faculty to undertake research activities including minor and major research works. The committee scrutinizes and makes necessary approval of the submitted research proposals for the faculty for onward submission to the concerned funding agencies through proper process.

Examination and Evaluation

Examination and Evaluation Information regarding syllabus, examination patterns/marks and tentative dates are informed to students in the beginning of session. Marks obtained by the students in Internal Evaluations are informed to students in the classroom. The Internal

Assessment is carried on in the College. In-semester assessment is made on the basis of two sessional examinations, home assignment, departmental seminar / group discussion and class attendance. The departments also conduct class test from time to time. The End semester examination is conducted in the college as examination centre as the affiliating university.

Teaching and Learning

6.2.1 Teaching and learning Teaching learning becomes fruitful and serves its true purpose when it is made student centric. Various teaching methods like class interaction, tutorial for major course, discussion, departmental seminar and home assignment as a process of self-learning etc. Teaching-learning is made more effective by the use of ICT like Interactive Board and LCD Projector etc. Departments also conduct field study to fulfill the requirement of courses. The college encourages the faculty to participate in various faculty development programs. In-semester assessment is made on the basis of sessional examinations, home assignment, departmental seminar/group discussion and class attendance.

Curriculum Development

Curriculum Development For effective implementation of curriculum, Annual Action plan concerning entire gamut of activities to be carried out during the session, is prepared by IQAC in consultation with academic council and other bodies of the college. The Academic council prepares prospectus, daily class routine and academic calendar in conformity with the academic calendar of the university. Each department of the college prepares departmental course plan which are displayed in the departmental notice board. The college has provided adequate infrastructure including well equipped library, internet service, well furnished classrooms and required teaching aids.

Industry Interaction / Collaboration

Different events were held in the College through collaborative mode with different organizations.

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

E-governance area

Details

No Data Entered/Not Applicable !!!

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	nil	nil	nil	Nill
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Workshop on Choice Based Credit System Resource Person: Dr.Bubul Kumar Saikia Principal L.T.K.Coll ege Lakhimpur, Assam	nil	14/06/2019	14/06/2019	31	10
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
FDP	14	Nill	Nill	Nill
Refresher Course	1	27/11/2019	10/12/2019	15
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

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

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Welfare Schemes for teaching There are several welfare schemes available for teaching staff. Harhi College Sikshak Karmachari Kalyan Nidhi- It is a contributory welfare fund which takes care of the financial needs of the teachers in times of emergency. This fund is available to all the permanent staff members and they can take loans in times of necessity. Teachers Quarter- The College has provided residential quarter facilities to some of the teaching staffs within the college campus. Guest house- The College has a large Guest house. There are four separate rooms for emergency use for teaching staff who resides outside the college campus. Indoor Stadium- The College has a well-equipped Indoor Stadium where the teaching staff may spent their leaser time.	Welfare Schemes for non-teaching There are several welfare schemes available for non-teaching staff. Harhi College Sikshak Karmachari Kalyan Nidhi- It is a contributory welfare fund which takes care of the financial needs of the non-teaching staff in times of emergency. This fund is available to all the permanent staff members and they can take loans in times of necessity. Quarter- The College has provided residential quarter facilities to some of the non-teaching staffs within the college campus. Guest house- The College has a large Guest house. There are four separate rooms for emergency use for non-teaching staff who resides outside the college campus. Indoor Stadium- The College has a well-equipped Indoor Stadium where the non-teaching staff may spent their leaser time.	Welfare Scheme for Students Harhi College has a welfare scheme for students. Those are meritorious but economically poor in that time this welfare scheme gives financial support. In this session (2019 - 20) five such students are benefited through this welfare scheme.

6.4 – Financial Management and Resource Mobilization

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

In this college the accounts are audited regularly. The college appoints a Govt. Auditor through the Governing Body for auditing the accounts. Some accounts like UGC and DBT funds have been audited by registered Chartered Firm. Govt. of Assam also regularly audits the college accounts. The college sends the financial documents for audit to the Directorate of Audit (Local Fund), Government of Assam. The audit report of 2019-20 have been received by the institution. The objections raised by the auditors are duly addressed: All the suggestions provided by the audit committee are complied with.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
No file uploaded.		

6.4.3 – Total corpus fund generated

No Data Entered/Not Applicable !!!

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Nil	No	Nil	No
Administrative	Nil	No	Nil	No

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

Nil

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

Nil

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

Nil

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	IQAC Organized a Workshop on CBCS	14/06/2019	Nil	Nil	98
2019	Organized a popular speech	09/09/2019	Nil	Nil	350
2019	Prepare Students data base	07/10/2019	Nil	Nil	8
2020	Organized a ICSSR sponsord Seminar	24/01/2020	Nil	Nil	191
2020	Awareness programme on Covid - 19	21/03/2020	Nil	Nil	119

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the

year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
nil	Nil	Nil	Nil	Nil

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
Harhi College has completely banned the use of polythene bags in the college campus. Efforts are initiated to reduce paper use by circulating notices in digital form like email, mobile messenger app, social media platform etc. Waste generated in the college and hostel campuses are managed by the college authority itself. Conventional tube lights are replaced progressively by led lights. A rain water harvesting structure has been installed in the middle part of the college.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	Nil
Ramp/Rails	Yes	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							
No file uploaded.							

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

Title	Date of publication	Follow up(max 100 words)
No Data Entered/Not Applicable !!!		

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Observation of Internatinal Yoga day	21/06/2019	Nil	55
International Anti Drug Day	26/06/2019	Nil	150
Constitution Day	26/11/2019	Nil	154
Observation of 73rd Independence day collaboration with Dhakuakhana Sub- Divisionl administration	15/08/2019	Nil	30

Observation of World Environment Day	05/06/2019	Nil	51
Swachhata Hi Seva	02/10/2019	Nil	55
Observation of NSS Day	24/09/2019	Nil	121
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Initiatives taken by the institution to make the campus eco-friendly (at least five) 1. Tree Plantation 2. Gardening 3. Discouraging the use of plastic glasses and plates in the college campus 4. Installation of Dustbins 5. The College organizes awareness drive through celebration of World Environmental Day, Swachh Bharat Abhiyan Programme by NSS.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

INSTITUTIONAL BEST PRACTICES OF HARHI COLLEGE, 2019 - 2020

- Title of the Practice:** Teachers' Diary
- Objectives of the Practice:** The practice of maintaining Departmental Diary of faculty aims at-
 - o Making individual faculty accountable to the duty they are to render in the college.
 - o Keeping record of daily activities of individual teachers (maintenance of regularity and punctuality on the part of the teachers)
 - o Making teachers aware of course progression.
- The Context:** The need of the practice was felt for effective transaction of curriculum and smooth performance of co-curricular activities with a view to make all round development of students. So, a disciplined approach in the performance of duty is imperative. In spite of the existence of academic council and Vice-Principal for the maintenance of the whole academic affairs of the college and other committees for the conduct of co-curricular and extracurricular activities, the need of the practice is felt for eliciting involvement of all faculty members for the institutional growth and development. Faculty's participation in varied activities of the college is expected to develop closeness in general, and individual teachers in particular become aware of course progression that enables to take steps for timely completion of course.
- The Practice:** Every department is provided a personal "Teachers' Diary" in every academic session. The individual teacher records their daily activities as-class teaching, seminar, workshop, departmental works, co-curricular/extension activities, and activities in different committees, library studies, including classes allotted and taken in details with time. The head of the department checks the daily performance of individual teachers and put his signature for authenticity. The records of the progression of individual teacher as well as of department as a whole are reviewed before the end of the session and steps taken if necessary so as to complete the course in time. Besides, under the initiative of the head of the department, the teachers of the department discuss about the activities performed by the teachers.
- Evidence of Success:** Obviously after the introduction of the practice substantial positive changes have come up in terms of improvement of teaching-learning and maintenance of overall academic environment of the college. The success of the practice is outlined as follows.
 - o The practice has brought about involvement of all teachers in activities other than mere class room teaching. After the introduction of the practice teachers are found working with diligence in his/her capacity in their respective committees.
 - o There is a progressive change in curriculum transaction. The requirement of keeping daily records of time and topic of classes taken and teachers' involvement with other student related activities made the teachers become more regular and sincere in duty leading to the

effectiveness of teaching-learning process. o The process has proven more effective in the completion of course in time and smooth conduct of in-semester components. Keeping of daily records of individual teachers give a clear evidence of the performance or non performance of these activities in time. o Teachers are found to spare more time with students besides classroom teaching.

To fulfil the requirement of teacher involvement in varied student related activities as sought in the diary, teachers have to spare time with students, which obviously have reinforced teacher student relationship. 6. Problems Encountered and Resources Required: There are few problems on the way of its effective implementation which are as follows: o Sometimes teachers forget to record in the diary due to engagement in extramural activities. o Unexpected 'bandh' called by different organizations disrupts regular classes for which keeping daily records becomes difficult. o Students' not attending classes sometimes prior to the declaration of end semester examination result during scheduled working days results in creating problem for class entry in the diary. o Having one or two student(s) in some general courses creates problem of class entry in case of his/her absence. o Participation of teachers in programmes and activities on holidays including Sundays goes without record in the diary on account of teachers being formally absent in the attendance record. Best Practice- (II) 1 Title of the Practice: Student Diary 2 Objectives of the Practice: The objectives of this practice are to: o Develop student involvement in teaching-learning process. o Internalize the in-semester process among the students. o Make effective implementation of cluster guidance system. o Create a congenial academic atmosphere. 3 The Context: The student' enrolled in the college are often found to be educationally not so strong due to socio-economic backwardness and remoteness of the area. Students' interest and drive for learning is comparatively less. In the present changing scenario of education, the college feels the need of some special practice in addition to the existing general system for making student involve in learning process. So, need arises for proper academic guidance and counselling to internalize the adopted process of learning for improvement of quality. 4 The Practice: 'Student Diary' is distributed to students at the beginning of the session. The Diary begins with Identification Data bearing name, address, class and courses offered of the student as well as name, department and mobile No. of teacher guide. At the bottom are specified space provided for the teacher guide and parents to sign. Head wise columned spaces are provided for record keeping as briefly stated below. Class Attendance: Month wise, with subject and paper for students to record daily against the given date 'Total Classes Attended' and 'Total Classes Held'. The teacher guide signs in the specified place of comparing the record from the attendance register. Library Study: Under this head the student has to put his/her entry date and time of library in each entry in the specified place and it has to be signed by the library in-charge for authenticity. Home Assignment/Field Study: This head has the columns as subjects (Major/core) Home Assignment No. : Title of home assignment/ Field report Date of the submission with receiver's signature, Marks obtained and Remark. Sessional Exam marks: Under this head are the subjects, course code, marks allotted and obtained in first and second sessional examinations and signature of subject teacher. Seminar / Workshop / Discussion / Skill Test / Field Study/ Other Academic Activities: Under this head are subjects, Title / Paper/ Course No. Activities/ Programme, Marks allotted and obtained and signature of the subject teacher. Co-curricular Activities: This head includes activities as -Meetings/ Seminars/ Literary and cultural programmes, Extension programmes, sport activities, NSS etc. Students are to record the date of programme, type of programme participated, attended and remarks. Authenticity: This diary is designed to help in the preparation of in-semester assessment in addition to maintain continuous and comprehensive evaluation. So, under each head is sought father/guardian's signature for the knowledge of their wards participation and performance. The diary contains at the end an enclosed format

for teacher guide to fill up the data against each head with allotted marks with individual student and submit to the Academic Council for final preparation of in-semester marks for onward submission to the university on or before the fixed date. Evidence of Success: Implementation of the practice has brought about evidently good impact in terms of attitudinal change, process of internalization and improvement of result. They are as follows:

- o Earlier a sizeable number of students were found to remain unaware of teaching-learning evaluation processes adopted in the college in spite of having provided general and class orientation at the beginning of the session. But now all students are conscious of the adopted processes and the time schedules of various activities.
- o The use of diary has helped in the smooth and effective conduct of cluster guidance system.
- o The diary becomes an abiding force for students to bring closer to the teaching guide and parents regarding academic performance. As such, a gradual diary becomes an abiding force for students to bring closer to the teaching guide and parents regarding academic performance.

6. Problems Encountered and Resources required: there are certain problems in the implementation of the practice as mentioned below:

- o Some students are found lackadaisical in the use of Diary for which they have to be repeatedly reminded and remonstrated about.
- o There is a need for attitudinal change of students. Some students are found to take it as a burden rather than a good practice. Even a few teachers do not give full involvement as per expectation due to being busy.
- o Student-centric learning process requires more of student involvement and response. But the mediocre and below average students cannot show good response to the assigned activities due to their low confidence level.
- o It takes for granted the sincerity of students in implementation. But the interest and exertion in same magnitude is not found among them. Some students are found forgetful to make diary entry regularly.
- o The practice holds well in the availability of required facilities. A few departments need more facilities to create high interest among students. It sometimes creates difficulty in the implementation of the practice. In spite of the problems the practice does help enhancement of teaching-learning ambience and above mentioned problems can be overcome with the change of mind set of both teachers and students by strengthening the practice.

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

<http://www.harhicollege.org/assets/documents/7.2%20Best%20Practice.pdf>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Details of the performance of the institution in one area distinctive to its vision, priority and thrust (2019 - 2020) Teaching-learning research and extension are integral part of higher education today. The institution has always tries to give priority and thrust to harness the talents of the faculties by infusing the spirit of social obligation and social and national responsibility. Taking into contingency the importance of research the college has constituted a research committee named "Advisory committee for research Activities". The objective of the committee is to look after and promote research activities among the faculty members. The committee encourages the faculty to undertake research activities including minor and major research works. The committee scrutinizes and makes necessary approval of the submitted research proposals for the faculty for onward submission to the concerned funding agencies through proper process. So far, more than 90 of faculties have obtained in service M.Phil degree and a good numbers of teacher are doing Ph. D works, of which 5 teachers have completed the degree. Beside, a considerable numbers of teacher are doing UGC sponsored minor research project and most of

them have completed the project and submitted the report. The college is always helpful to facilitate a faculty desirous of undertaking research works. For a researcher to carry on his/her research work smoothly and uninterruptedly certain provision are to be provided and the college gives impetus in this regard to facilitate the researcher to avail research opportunity as per UGC guideline. The research proposal submitted by the principal investigator is given necessary approval by the Advisory committee for research Activities of the college for onward submission to the concerned funding agency. As soon as the fund arrives at the disposal of the college authority, he disburses the allotted fund to the investigator as per instruction in the sanction letter. Our college has well furnished library with considerable numbers of resource materials on varied topic among which include text books, reference books, many journals of national and regional level and also periodicals and news papers of local and national level. For MRP, teacher is facilitated to make class adjustment among the other teacher of the department at the consent of the principal. Moreover, the principal investigator is allowed special level of supports tenure to carry on field work of MRP. Further the investigator can avail the facility of Internet, Reprography and Video Camera etc. available in the college. On completion of the project work in stipulated time the investigator has the audit report prepared by benefited auditor. In this regard the college authority cooperates with the investigator in the preparation of utilization report for onward submission to the concerned funding authority. The findings of the Ph. D and minor research projects of a few teachers of the college are published in recognized journals for disseminating and sharing of the new knowledge. The teacher disseminate the knowledge of the research work through participation in Seminars, Symposium, Workshops organized in the college are published in the form of books and proceeding.

Provide the weblink of the institution

<http://www.harhicollege.org/assets/documents/7.3.pdf>

8.Future Plans of Actions for Next Academic Year

FUTURE PLANS OF ACTION FOR NEXT ACADEMIC YEAR(2019 – 20) This academic year Jun,2019 – Sept,2020 badly affected due to Covid – 19 pandemic. So it is not possible for us to perform all the proposed activities. In this academic year we conduct one ICSSR Sponsored National Seminar, one workshop on CBCS and we observed some nationally and internationally significant days , which increases the patriotic séance of the students. The proposed Language Lab and Virtual Classroom is almost completed, but it is not inaugurated officially. For the next academic year (2020 – 21) we proposed our plans in following ways :- 1. Officially inaugurate the Language Lab and Virtual Classroom to student community. 2. Holding National Seminar or Workshop with financial assistance from sponsoring bodies. 3. Disaster awareness programme to be arranged for students and staff if possible. 4. We will organized programme for gender equity, women empowerment, IPR and regarding awareness of health. 5. We will conduct some programme which develops the soft skills of students.