



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

HARHI COLLEGE

PO-GOBINDAPUR, DIST-LAKHIMPUR, PIN-787055, ASSAM

787055

www.harhicollege.org

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Harhi college was established in the year 1996(Academic session 1998-99) and situated at a very beautiful landscape on the bank of the river Charikoria in the Sub-Division of Dhakuakhana. It is rural based co-educational institution having UG and HS programmes in Arts offering eleven subjects in major and general courses. Most of the people in this area basically belong to ST, SC, OBC and MOBC communities. It is the only premier institution of higher education in Arts stream covering four Panchayats in the Dhakuakhana and Dhamaji Legislative Constituencies. The whole area is socio-economically backward. It is dwelt in by people of diverse castes, creeds, communities, tribal and ethnic groups who have their own distinct culture, religion and language. It is about 6.5 kms away from the Dhakuakhana town.

Since its inception, the college has been sincerely rendering service in imparting higher education at UG level and devotedly working for the all round development of students and doing community service as expected of a higher education institution. The active involvement of the college in disseminating knowledge and assiduous performance within its precinct pleased Dibrugarh University to extend permanent affiliation in the year 07/07/2010 for the ongoing Arts course. In the time to come, the college obtained UGC's 2f in 18/06/2008 and 12B in 21/01/2011. The college was provincialized at 3rd June 2014 under the provincialization Act namely "Assam Venture Institution Provincialization Act 2011 Amended as 2012 by Govt. of Assam (w.e.f. 14th August, 2013.)

Vision

Our Vision is to make the college a base of academic excellence catering to the needs and aspirations of the educationally, socially and economically backward population of this region. The college aims at providing higher education with value and quality which develops potentiality, adaptability and sense of peace, harmony, brotherhood, social justice, morality, spirituality and nationalism.

Mission

Our mission is to build an institution brick by brick, through sustainable efforts with an environment which empowers the faculty and staff to facilitate teaching and learning process with active participation and encourages the students to develop competencies for lifelong learning and to learn with following inputs/outputs:-

- (a) State of the art infrastructure.
- (b) Faculty and staff development initiative.
- (c) Research and development activities.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. Young and energetic and teaching Staff/ Non-teaching Staff
2. Noise pollution free campus/ Green campus
3. Safe and secure natural atmosphere of the college surroundings.
4. Most of the students are expert in co-curricular activities like sports, cultural programmes etc.
5. Maintenance of cleanliness in the college campus.

Institutional Weakness

1. Rural based area
2. Only one stream
3. Lack of permanent Auditorium
4. Lack of well-equipped laboratory for required departments

Institutional Opportunity

1. Positive academic atmosphere
2. Digital class room
3. Multi-gymnasium hall
4. Large Playground
5. Hostel facilities for both boys' and Girls'

Institutional Challenge

1. Poor economic background of large number of students'
2. As a agriculture based society, most of the students spend time at cultivation to help their parents.
3. low communication skill of students with other language

1.3 CRITERIA WISE SUMMARY**Curricular Aspects**

The regular curriculum is designed and developed by the affiliating university. The Academic Council prepares Prospectus, Academic Calendar and general class routine. The prospectus contains the vision, mission, objectives, rules and regulations, subjects offered availability of facilities and different committees. It provides a detail idea about the college to prospective students. The Academic Calendar of the college is prepared in conformity to the general Academic Calendar provided by the affiliating university with some modifications to suit our courses and condition for effective transaction of curriculum. The departments prepare departmental class routine and department course plan.

The college has offered eleven (12) subjects in Arts with major course in eight (8) subjects. There is also a UGC sponsored short term certificate course running under Ambedkar Study Centre and another certificate course under Indian Institute of Professionals (IIP) . Further, the college has Distance education Centres under

the Director of Distance education, Dibrugarh Universities to provide UG and PG courses.

We do not have full freedom of choice of courses except from among the offered groups. In regular curriculum skill based courses like computer skill and communications skill as well as Interdisciplinary course of Environmental studies and a separate Multidisciplinary course have been incorporated as compulsory core courses. Further, the college has maintained the system of taken student feedback on various aspects with the help of structured questionnaire.

Teaching-learning and Evaluation

Admission advertisement is made in local news paper and college website declaring the date of issue of Admission Form, last date of submission and date of admission. It is a co-education institution and equity is fairly maintained in admission irrespective of caste, creed, sex and religion.

On the basis of student's performance, weak students are provided remedial coaching and advance student are taken care of by departments for further advancement. Provisions are also kept for differently able student to have easy access to class rooms.

Various teaching methods like class interaction, tutorial for major course, discussion, department seminar and home assignment as a process of self learning etc. are adopted to substantiate lecture method.

Teaching-learning is made more effective by the use of ICT like Interactive Board and LCD Projector etc. These apart, a few departments conduct field study to fulfil the requirement of courses.

The faculty strength of this college is 36. The college encourages the faculty to participate in various faculty development programmes. All the teachers have participated in national seminars and. A good number of teachers have participated in different UGC sponsored orientation programmes and Refresher Courses in various HRDCs.

In-semester assessment is made on the basis of two sessional examinations, home assignment, department 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.

Research, Innovations and Extension

The college encourages its faculty to do research activities. The Research Advisory Committee approves the research project for onward submission to funding agencies via affiliating university. A good number minor research project from UGC has been completed. The college authority extends help to faculty for doing PhD. In effect, a sizable number of faculties have completed Ph. D. Almost 90% of the teachers are with M. Phil. Degree. To promote research activity among the faculty five numbers of half yearly research oriented journals are published regularly from the college.

In this College many faculties have published research oriented articles in various peer reviewed and other ISSN and ISBN journals.

The committee for Extension Activities and Community Service and NSS unit conduct outreach programmes

and extension activities like health the hygiene, health check-up camp, Eye screening camp, human rights, women empowerment, environment awareness and plantation, flood relief etc. Teachers and student show active involvement in the organization of these programmes and public participation has been always positive and encouraging result in successful implementation for the greater benefit of the community.

The tight time schedule of the academic curriculum permits only a limited number of outreach programmes in an academic session. In spite of desire and willingness many a faculty and even some students may not spare time for involvement in such activities due to their engagement in varied activities. Financial implication and affordability of the college has alone to be taken in to account in organizing such programmes.

Infrastructure and Learning Resources

The college has been making full efforts for the development of infrastructure of the college. They are as-

- Adequate class rooms.
- Separate spacious and a well accommodated Administrative Building.
- Separate offices for Distance Education Centre & IQAC.
- Separate office for Ambedkar Study Centre.
- Well furnished Computer Education Centre.
- Separated department rooms for each department..
- Laboratories for the subjects of Anthropology & Education.
- College Canteen.
- Guest Houses with necessary accommodations.
- Girls' hostels with warden's quarter and porter's quarter.
- Boys' hostel
- Pure drinking running water facility.
- High power generator.
- A 250 KVA Electricity transformer for the college and hostel.
- Big play ground.
- Indoor stadium.
- Multi Gymnasium Hall
- Digitalization Conference Hall.
- Well furnished common room for teachers and separate common rooms for boys and girls students.

Besides, the college has resourceful library. The library has a spacious reading room with a seat capacity of eighty students. Separate arrangement is also made for teacher to read in the library.

The college has provided ICT facility in the form of Internet in the computer centre. Four class rooms and the conference hall have been digitalized.

There is a Campus Development Committee to look after the whole affairs of the campus including beautification, sanitation and cleanliness. Though we have the Wi-Fi facility only at our library and departmental common rooms and but the college is planning to introduce campus WI-FI in near future.

Student Support and Progression

For student and progression due attention has been paid by providing facilities of-

- Post Metric scholarship to SC, ST and OBC student from State Government.
- Free admission is provided to one poor meritorious student by each Department (but recently Assam Govt. is providing free admission facilities to all poor students of the state).
- Exemption of admission fee to outstanding sports person.
- Awards from college authority as well as respective department(s) to students securing highest marks and first class first in term-end examination.
- Remedial coaching to academically weak students.

Provision have been made to solve problems and prospects of all section of student as-

- Grievance and Redrassal Cell.
- Anti Ragging Committee and Anti Ragging Squad.
- Women Cell etc.

The college also maintains good relation with the alumni through Alumni Association which contributes in infrastructure development, extension and games and sports for the all round development of the college.

The college has its own name and fame in games and sports especially in volleyball in the Inter College competition. Even in cultural and quiz competitions student have been encouraged and provided appropriate platform. Students' participation in varied activities is ensured through inclusion in different committees and bodies of the college along with their own union body.

Governance, Leadership and Management

The college has its own vision, mission and objectives of the college. A transparent and democratic decision making process is maintained. The Governing Body (G.B.) is the authority for internal management and decision making.

Different committees have been constituted to conduct different activities with a view to make effective implementation. The IQAC of the college function as a key commander in monitoring various activities and coordinating the diverse stakeholders. The college has a Master Plan that provides direction for future infrastructures and academic development. Student feedback on teachers is maintained to ensure teacher accountability towards students and Grievance Redrassal Cell has been formed to pay to the opinions/suggestions and meet up the grievances of its stakeholders.

The college has strictly adhered to the policy of State Govt. and guidelines of UGC in recruitment and promotion of its employees.

The college has a Teachers welfare fund (namely Sikshok Kormosari Kalyan Nidhi) and also a “Students’ Welfare Fund” constituted of individual contribution of employees with a view to help them in need.

The resources of the college are salary, grant from State Govt., development grant from UGC, fee from students, MLA’s and MP’s LAD fund, occasional aid from State and Central Govt., contribution from parents and alumni’s and sometimes donation drive.

The college prepares budget as a part of institutional planning. Along with the preparation of action plan tentative budget is also prepared head wise and submitted to the appropriate agency/source for approval.

Institutional Values and Best Practices

The college is conscious of maintaining green and eco-friendly environmental in the campus. There is a separate committee named Campus Development Committee to look after the matter. The committee takes up the works of gardening, pruning and cleaning of the campus. Plantation programmes have been undertaken from time to time. Separate persons have been appointed for regular cleaning of garbage.

For constant effort to render its best, a few innovative processes and best practices as-

- Preparation of Course Plan and Maintenance of Departmental Diary of teachers
- Student feedback.
- Student Diary.
- Grievance Redressal Cell.
- Observation and celebration of importance Days and Divas.
- The College Publication.
- Students union.
- Today’s word.
- Entrepreneurship development programme.
- Digitalization of class rooms.

Moreover, the college has made a rapid progress during these 20 years in both scholastic aspects and is reaching its Silver Jubilee Year, on 2022-23. The college desires to work with a missionary zeal to realize its holistic vision in future with the help of concerted efforts of the college family in particular and all other stakeholders in general.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	HARHI COLLEGE
Address	PO-Gobindapur, Dist-Lakhimpur, Pin-787055, Assam
City	Lakhimpur
State	Assam
Pin	787055
Website	www.harhicollege.org

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	MANASH JYOTI NEOG	03752-9435277478	9435277478	-	harhicollege1996@gmail.com
IQAC / CIQA coordinator	Manabjyoti Hazarika	03752-9101022866	9101022866	-	manab2014@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	01-01-1996

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Assam	Dibrugarh University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	18-06-2008	View Document
12B of UGC	21-01-2011	View Document

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

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

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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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	PO-Gobindapur, Dist-Lakhimpur, Pin-787055, Assam	Rural	7	6200

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 Major	36	HS	Assamese	1	
UG	BA,Assamese Major	36	HS	Assamese	1	
UG	BA,Sociology Major	36	HS	Assamese	1	
UG	BA,Political Science Major	36	HS	Assamese	1	
UG	BA,History Major	36	HS	Assamese	1	
UG	BA,Education Major	36	HS	Assamese	1	
UG	BA,Economics Major	36	HS	Assamese	1	
UG	BA,Philosophy Major	36	HS	Assamese	1	
UG	BA,Elective Assamese General	36	HS	Assamese	1	
UG	BA,Hindi General	36	HS	Assamese	1	
UG	BA,Anthropology	36	HS	Assamese	2	

	General					
UG	BA,Mathematics General	36	HS	Assamese	1	
UG	BA,English General	36	HS	Assamese	3	
UG	BA,Assamese General	36	HS	Assamese	3	
UG	BA,Sociology General	36	HS	Assamese	3	
UG	BA,Political Science General	36	HS	Assamese	3	
UG	BA,History General	36	HS	Assamese	3	
UG	BA,Education General	36	HS	Assamese	3	
UG	BA,Economics General	36	HS	Assamese	3	
UG	BA,Philosophy General	36	HS	Assamese	3	

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				36			
Recruited	0	0	0	0	0	0	0	0	22	14	0	36
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				2			
Recruited	0	0	0	0	0	0	0	0	2	0	0	2
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				11
Recruited	8	3	0	11
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				2
Recruited	2	0	0	2
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.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	9	4	0	13
M.Phil.	0	0	0	0	0	0	13	4	0	17
PG	0	0	0	0	0	0	2	4	0	6

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	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	2	0	0	2

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	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	2	0	0	2

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	324	0	0	0	324
	Female	341	0	0	0	341
	Others	0	0	0	0	0
Certificate / Awareness	Male	95	0	0	0	95
	Female	55	0	0	0	55
	Others	0	0	0	0	0

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

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		0	0	0	0

3. Extended Profile

3.1 Program

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

Response: 237

Number of self-financed Programs offered by college

Response: 0

Number of new programmes introduced in the college during the last five years

Response: 2

3.2 Students

Number of students year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
665	606	530	480	717

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

2016-17	2015-16	2014-15	2013-14	2012-13
180	180	180	180	210

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

2016-17	2015-16	2014-15	2013-14	2012-13
146	118	93	365	205

Total number of outgoing / final year students

Response: 927

3.3 Teachers

Number of teachers year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
38	38	37	36	36

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

2016-17	2015-16	2014-15	2013-14	2012-13
36	36	35	35	35

Number of sanctioned posts year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
36	36	35	35	35

Total experience of full-time teachers**Response: 450****Number of full time teachers worked in the institution during the last 5 years****Response: 36****3.4 Institution****Total number of classrooms and seminar halls****Response: 18****Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)**

2016-17	2015-16	2014-15	2013-14	2012-13
56.33	70.29	82.26	35.83	35.25

Number of computers**Response: 63**

Unit cost of education including the salary component(INR in Lakhs)

Response: 0.23654

Unit cost of education excluding the salary component(INR in Lakhs)

Response: 0.08470

NAAC

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

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. Besides, each department prepares Departmental class routine and Departmental course plan which are displayed in the Departmental Notice Board for students' knowledge and information.

For the smooth transaction of the curriculum, the college has always received a positive response from the affiliating university and good support from the college authority. The entire academic activities and their smooth functioning are looked after by the Academic council in consultation with the IQAC.

Further, 'Student 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. Emphasis is given on student centric teaching methods like groups discussion, tutorial in Major Courses and departmental seminars.

Besides, Departmental Teachers' Diary is regularly maintained for keeping record of daily activities including classes taken, topic taught, topic left or undone and involvement in other work of 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 programmes conducted by the university.

Being an affiliating college the university offers little flexibility in the choice of courses. A student of Arts offering Major course shall have to choose two core subjects i.e. general English, MIL (Assamese / Hindi/ Alternative English) and computer skill / communication skill in one semester in addition to one optional course from any one of the optional subjects viz. Economics, Political science, History, Elective Assamese, Sociology, Education, Philosophy, Hindi and Anthropology. On the other hand, a student having no major course shall have to choose two core subject and two optional subjects. From the 5th semester only major course is taught.

The college has also opened centre of Distance Education under the director of distance education, Dibrugarh University with a view to impart higher education to those sections of learners desirous of 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.

The college has made its efforts to enrich the regular curriculum by introducing a few short term courses. For effective implementation of curriculum, the college prepares Annual Action Plan, Academic Calendar etc. With fixed time schedule for various activities the Annual Action Plan is prepared on the basis of the general Academic Calendar provided by the university.

Moreover, taking contingency of the growing problem of unemployment, the Career Counselling and Guidance Cell of the college undertakes career oriented programmes from time to time to create awareness on self employment and entrepreneurship development.

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 1

1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	1	0	0	0

File Description	Document
Minutes of relevant Academic Council/BOS meetings	View Document
Details of the certificate/Diploma programs	View Document

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 2.82

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	1	0	0

File Description	Document
Details of participation of teachers in various bodies	View Document
Any additional information	View Document

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Response: 0

1.2.1.1 How many new courses are introduced within the last five years

Response: 00

File Description	Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Details of the new courses introduced	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 0

1.2.2.1 Number of programmes in which CBCS/ Elective course system implemented.

File Description	Document
Name of the programs in which CBCS is implemented	View Document

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

Response: 34.2

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

2016-17	2015-16	2014-15	2013-14	2012-13
270	408	150	100	100

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

1.3 Curriculum Enrichment

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

Response:

Being an affiliating college the university offers little flexibility in the choice of courses. However, some flexibility is provided in the choice of courses. The college has made its efforts to enrich the regular curriculum by introducing a few short term courses for effective implementation of curriculum.

To substantiate general education with skill oriented knowledge the college are making efforts for developing students' employability. The skill based courses provided by the University as compulsory subjects are expected to develop students' employment opportunity in the present highly competitive job market. Moreover, taking contingency of the growing problem of unemployment, the Career Counselling and Guidance Cell of the college undertakes career oriented programmes from time to time to create awareness on self employment and entrepreneurship development.

Over and above imparting skill oriented knowledge, it is equally important to provide knowledge on emerging crosscutting issues which bears greater significance in the society. As such, a few issues like gender, climate change, environmental education, human rights, ICT etc. have been not only incorporated in the curriculum but also taken certain steps by the college to create awareness on them among the students as well as local public. The college deals with these issues as follows:-

Gender issue:

The gender issue has been interspersed within various course syllabi to provide a comprehensive knowledge over it. Ours being a co-education institution, all students have equal right and privilege. Further, the college has constituted a Women Cell comprising of lady teachers and a few women students to deal up with the problems and prospects of women. Since the inception of the cell, it has been working for the promotion of women students and the women folk of the neighbouring locality through organizing programmes on women rights, women empowerment, women's role in wellbeing of the family etc.

Environmental Education:

Environment education has been incorporated in the university's regular curriculum in Under Graduate level as compulsory course. Moreover, under the active involvement of the committee for Extension Activities and Community Service, a few programme on environmental issues are organized in the college and around the neighbourhood community such as plantation programme, awareness programme on the need of protection of environment are organized among the students to create awareness on various environment issues.

Climate Change:

The issue of climate change is dealt with in the subject of Environmental Science in particular and as an

interdisciplinary issue in other subjects in general. Moreover, the department of Education organizes awareness programmes among students on various issues of climate change, specially, global warming etc.

Human Rights:

The college has been running a UGC sponsored Human Right Programme. The centre for Human Right of the college organizes awareness programmes on various issues of Human Rights such as violation of Human Rights, constitutional safe grounds of human rights, rights of women and children abuse of human rights.

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 1

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 1

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document
Brochure or any other document relating to value added courses.	View Document

1.3.3 Percentage of students undertaking field projects / internships

Response: 0

1.3.3.1 Number of students undertaking field projects or internships

Response: 00

File Description	Document
List of students enrolled	View Document
Institutional data in prescribed format	View Document

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni and 5) Parents for design and review of syllabus-Semester wise/ year-wise
A. Any 4 of the above

B.Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: D. Any 1 of the above

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

1.4.2 Feedback processes of the institution may be classified as follows:

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

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

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

File Description	Document
Any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 0

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
List of students (other states and countries)	View Document
Institutional data in prescribed format	View Document

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 88.72

2.1.2.1 Number of students admitted year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
294	286	236	244	316

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
300	300	300	300	350

File Description	Document
Institutional data in prescribed format	View Document

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 73.16

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

2016-17	2015-16	2014-15	2013-14	2012-13
146	143	118	122	151

File Description	Document
Institutional data in prescribed format	View Document

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

Harhi College has a large number of students from various backgrounds. Having students with different economic and social backgrounds the college tries to remove the backwardness and also the lack of confidence through a few enrichment programmes like personality development programmes, personal counselling etc. which is organized by the various committees of the college to help the students. Weak students contact their teachers to resolve their difficulties regarding course, curriculum etc. After commencement of the session, admitted students are given special orientation classes. Along with this remedial and extra classes from time to time are arranged to enable the students to cope up with the syllabus.

Counselling of students is done at the very outset in order to help them arrive at choices about the course they wish to pursue. The College sets up special counselling help desks during admission days with the participation of teachers and with some student volunteers. Farther each department also mobilizes its own students and faculty to counsel prospective entrants.

The College organizes an orientation Programme every year at the beginning of the academic session to acquaint students with the institution and its culture. Following this, these students are directed to their respective departments where the teachers introduce themselves, provide the timetable and orient students about the department and the subject.

Attempts are made to integrate students from diverse backgrounds into the mainstream through classroom sessions as well as efforts of the various societies.

The College, from the very beginning, organizes remedial classes in the afternoons for all undergraduate courses, for students who are lagging behind in the curriculum to bring them at par with the others. They are constantly encouraged and their progress is regularly monitored to get the desired improvement

Reticent students are also especially encouraged to come forward to make classroom presentations and to participate more actively in discussions.

The college does not have mechanism to identify differential requirements of student population before commencement of classes. However, based on performance of students in the classroom, laboratory and In-Semester exams they are identified as slow and advanced learners:

Slow learners: These students are mentored by interactive sessions other than the regular classroom/laboratory contact hours.

Advanced learners: These students are provided with advanced information and challenging issues depending on their subjects of interest.

2.2.2 Student - Full time teacher ratio

Response: 18.47

File Description	Document
Institutional data in prescribed format	View Document

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.15

2.2.3.1 Number of differently abled students on rolls

Response: 1

File Description	Document
List of students(differently abled)	View Document
Institutional data in prescribed format	View Document

2.3 Teaching- Learning Process

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

Response:

To make learning more student-centric, zero/bridge classes are arranged at the starting of semester in which basic concepts are discussed. College has smart and digital classrooms where PowerPoint presentation is given by the faculties.

Departments organize weekly academic events such as paper presentations by students, discussions,

seminars, lectures etc., with a view to make the teaching-learning process more student-centric.

Tutorial classes are held regularly and are also used for the purpose of presentations or submit the projects relating to the topic allotted to them by students as part of their internal assessment.

Remedial classes are held frequently for the students who lag behind to enable them to attain their full academic potential.

Wi-Fi facility is available to faculty and students at the College library and departmental common room which is an initiative that facilitates independent learning among students. Sometimes students have been provided laptops to assist them in their academic pursuits. Laptops to be used in teaching are made available to teachers when required.

A few LCD projectors and laptops have been provided to various departments. A large percentage of teachers are using the audio-visual and computer aids in teaching.

The College plays host too many societies that nurture the myriad talents of its students and allow their creative selves to blossom. These range from debating to Creative dance and classical music to fashion and design. In all of these an empathetic and critical role is played both by faculty as teacher advisors, and the administration, providing a congenial environment for students to pursue their creative work.

In lectures, tutorials and in lab sessions, learning is made more students centric in the following manner:

In lectures: Teachers, by playing the role of facilitators, create discussions in classrooms among students and let the brainstorming evolve from students' perspective.

In tutorials: Tutors attempt to stimulate students' own ways of thinking, by constructing problems / case studies / assignments by providing individual attention to them.

In lab sessions: In lab sessions students get hands-on experience which help them gain clarity of concepts and enhance technology skill sets.

Field Study: which is a part of the curriculum ensure involvement and participation of the students to know practical aspects.

Student seminars provide opportunity for self-learning and improve presentation skills.

Technical associations, functioning with the students as the executive committee members and the faculty taking up the role of a facilitator helps for developing – Organizational abilities, Leadership qualities, Time and Financial management, Inter personal communication.

Homework, self-study assignments encourage them to explore their own abilities and in the process, inculcate the habit of lifelong learning.

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 41.67

2.3.2.1 Number of teachers using ICT

Response: 15

File Description	Document
List of teachers (using ICT for teaching)	View Document
Provide link for webpage describing the " LMS/ Academic management system"	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 18.47

2.3.3.1 Number of mentors

Response: 36

File Description	Document
Year wise list of number of students, full time teachers and students to mentor ratio	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

The students and faculty members participate in seminars and workshops which enhance the critical thinking and scientific temperament among them. Students participate in various wings like – NSS unit, nature club, literary club, cultural club which enhance their all-round development.

The institution nurtures critical thinking and creativity among students by awarding and honoring them with prizes and merit scholarship and deputed them for participation in various programs. The college teachers motivate the students to participate in various extracurricular activities. To encourage the scientific temper among students the faculty engages the students in various practical work in science labs and computer Labs.

Our college conducts special lectures and talks by experts on various topics in which teachers and students are encouraged to participate and reap benefits. The faculty members attend refresher and orientation courses. They have also been participating in conferences/ seminars/ workshops and presenting research paper at national/international level.

The institution encourages the teachers to keep themselves abreast of the latest developments in their respective fields. Though the faculty relies on traditional direct teaching method like Chalk and talk as the primary method of teaching yet they also make use of interactive methods of teaching like group

discussions, presentations, project work, field survey etc.

Academic and financial support to the students is provided in the form of various scholarships. Allowance & free stationary & book facility to the student from backward classes are given various allowances and stationary and books free of cost. The college does not have the facility of professional guidance.

A spirit of enquiry is inculcated among students, through regular stimulations such as debates, discussions and panel discussions on topics of current relevance. Many teachers guide their students through projects that are largely reliant on empirical data, and aid the process of data collection, thereby fostering a scientific temper in students.

Harhi College, through its numerous societies for students, is the hub of creative activity. The literary societies hone the writing skills of students and boost their creative talents. The Assamese and English dramatics societies enhance their talents and sensitize students to their social responsibilities. The western dance, classical dance, Assamese cultural fashion show and fashion societies provide platforms to the budding artists.

Departmental Societies award office bearers and other students who do good work in organizing academic and co-curricular events through the year, with certificates.

Undergraduate students are exposed to research activities through Innovation Projects, under the supervision of the College faculty. These activities take the students into areas beyond their immediate curriculum.

Departments that have their own libraries aim to provide reading material beyond the immediate curriculum to expose students to greater varieties of approaches and methodologies.

Wherever there is a scope for such methods, students are taught to engage in practical experiments that enhance their understanding of theoretical concepts.

In this mission a special link with students and teacher mentors undertakes a journey to another corner of the academic field with a view to learning about the different aspects about that place.

2.4 Teacher Profile and Quality

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

Response: 100

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document
List of the faculty members authenticated by the Head of HEI	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years**Response:** 22.44**2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
13	13	12	2	0

File Description**Document**

List of number of full time teachers with PhD and number of full time teachers for 5 years

[View Document](#)**2.4.3 Teaching experience per full time teacher in number of years****Response:** 12.5**File Description****Document**

List of Teachers including their PAN, designation,dept and experience details

[View Document](#)**2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years****Response:** 0**2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description**Document**

Institutional data in prescribed format

[View Document](#)

e-copies of award letters (scanned or soft copy)

[View Document](#)**2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years**

Response: 0**2.4.5.1 Number of full time teachers from other states year-wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description**Document**

List of full time teachers from other state and state from which qualifying degree was obtained

[View Document](#)

2.5 Evaluation Process and Reforms**2.5.1 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 University also sends notices by e-mail regarding important dates and scheme of marks etc.

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.

All relevant information and updates received from the University are communicated by the principal to

concerned teaching as well as non-teaching staff, and a copy is put up on the notice board and conveys the same to all the departments if necessary.

A Staff Council meeting is convened to discuss the incorporation of major changes, if any, in the evaluation scheme.

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 Assessment data is sent to the University of Dibrugarh, after being scrutinized and verified by the College Monitoring Committee in consultation with the Principal. The overall evaluation process is done through the prescribed forms by the affiliating university.

Parents, students and faculties who are the stakeholders of the college are aware of the evaluation process as following

Parents:-

- Teacher parent meeting is arranged by the college.
- Attendance and result of students are conveyed to the parents by communication with parents through students' diary, calls, SMS etc.

Students:-

- The college has standard academic calendar displayed on the notice board and on college website at the beginning of the semester.
- Academic calendar includes co circulars and circulars, activities such as schedule of preliminary exams, mid semester exams and end semester exams, teacher parent meet etc.

Faculty:-

- A semester commencement meeting is arranged before commencement of the semester for smooth working.
- All senior faculties conduct a guest lecture to improve the skills of the junior faculties.

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

It is obligatory on the part of the College to adopt all the evaluation directives laid down by the affiliating University. In the recent years a lot of emphasis has been laid on continuous evaluation. Internal

assessment was introduced over a decade ago in the annual system, but it has been modified continuously with the shift first to the semester system, now it is going to be introduced the Choice Based Credit System. The College tries to make its assessment system as flexible as possible, within the limits laid out by the University, to accommodate individual differences in capacities and means among students.

Special attention is given to group discussions, student presentations and individually written papers since these allow students to demonstrate their capacities in a more measured way over a period of time. Small tutorial groups ensure that teachers are able to give students individual attention and are able to evaluate their capacities as fully as possible.

The reforms are continuously adopted by all colleges affiliated to a particular University as per orders of the Department of Higher Education. With introduction of semester system since **2011-2012**, both external and internal evaluations were started. Out of these the internal evaluation was reformed by making it continuous and comprehensive. It includes continuous evaluation of the students on various bases. The evaluation patterns are both traditional as well as non-traditional. The traditional pattern includes writing pre-declared tests. The non-traditional valuation includes class teaching by the students, group discussions, formatting objective type questions, etc.

The college follows the syllabus provided by the Central Board of Studies, approved by the University of Dibrugarh.

Institutional Reforms

- Student centric different modes of CCE (Continuous and comprehensive evaluation), project, assignment, model question papers, ideal answer sheets.
- Students are provided with laminated identity card.
- Language Improvement program,
- Environment awareness.
- Personality development programme.
- Cleanliness in the campus.
- Discipline in the campus.

Special attention is given to group discussions, student presentations and individually written papers since these allow students to demonstrate their capacities in a more measured way over a period of time. Small tutorial groups ensure that teachers are able to give students individual attention and are able to evaluate their capacities as fully as possible.

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

Response:

The examination scheme for the autonomous courses consists of two components: 'In-Semester Examination (ISE)' and 'End-Semester Examination (ESE)'. For theory courses, the In-Semester Examination is conducted under two categories – 'Test-1' and 'Test-2'. These short duration tests are held each approximately after one-one month of teaching during the semester and hence, ensure continuous

evaluation of students' performance.

An examinations sub-committee is constituted for every academic session of which prepares time schedule for internal examinations and notified well in advance for information of students. The academic Calendar also contains clear information and time schedule about In semester and End semester examinations. The examination committee also keeps all records of internal examination.

For laboratory courses in the department of Anthropology and Education, students' performance in every session is evaluated on the basis of experiment / assignment performed, thereby ensuring the evaluation of the entire course on continuous basis throughout the semester.

The answer scripts of T1 and T2 are made available to the students. Model answers are discussed in the class. This helps students to know their shortcomings and areas of improvement.

The College has instituted a number of mechanisms to ensure effective implementation of evaluation reforms.

- The Principal organizes meetings of staff members and directs to ensure effective implementation of the evaluation reforms. To conduct smooth examination system, examination superintendents are appointed for different shifts.
- Schedules for class tests, submission of assignments, presentations, and educational field trips are notified to the students well in advance by their department. These schedules are also made available on the College general notice board.
- Students are also properly apprised about the entire process of Internal Assessment.
- Teachers encourage them to discuss, revise and finalize their work before submission for evaluation.
- The Academic Calendar of the College ensures that the entire process of evaluation is streamlined and is uniform.
- Each department has an Internal Assessment Moderation Committee that verifies all assessment prior to the final submission to the office.

The College has a Monitoring Committee that forms a link between the College and the University for the Scrutiny of all Internal Assessment related matters and the grievances thereof.

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

The academic Council of the college prepares the precise academic plan at the beginning of the implementation of the whole gamut of work to be carried out during the academic session, the Academic council prepares the prospectus along with the Academic Calendar which contains the fixed schedule for the conduct of different activities such as date of admission, working and teaching days, date of form fill up, date of examinations and dates and duration for conduct of various curricular and co-curricular activities. The academic Calendar also contains clear information and time schedule about In semester and End semester examinations.

Prior to the beginning of the session every department of the college prepares Course Plan which contains the whole syllabus to be covered, allotment of syllabus to individual teachers, total number of classes against each course, the time of internal examinations and the portion of the syllabus to be covered in each internal examinations.

For formative assessment, class tests, oral presentation and home assignments are given to the students. This kind of assessment is employed to monitor students learning and to get feedback by students to improve their learning. The following parameters are considered in formative assessment,

- Formative assessment of students is made through C.C.E. (Continuous Comprehensive Evaluation), by using various modes viz. objective, short, long type questions, assignment work, presentation in class room, charts, poster making & viva-voce etc. C.C.E. has resulted in an increase in class attendance.
- These formative bases are also summated to lead into the internal assessment component of the student's result. As such under the Dibrugarh University system, 20% marks of the total have been allotted for Internal Assessment, per paper in each Programme. Of these, 10% marks have been kept for class tests and 5% for assignments, group discussion, seminar, and 5% is given to attendance. Emphasis is on Continuous Evaluation.
- Assignments and presentations may be on prescribed topics that students choose in consultation with teachers. Students are encouraged to use material that is not directly part of the curriculum.
- The outcome of regular internal assessment has been a perceptible improvement in students' performance, which is reflected in the University results.
- Participation in organizing various events like seminars, design contests, paper presentation contests, and professional society chapters.
- Active participation in various inter-college events and national level contests.

For summative assessment, the college conducts semester exams twice a year. The examination papers are set and answer copies are valued externally by the University. The college only conducts the examinations of 3 hours duration as per time table provided by the University.

At the end of each semester, the students are evaluated by semester examination, conducted by ISMC, constituted as per the Dibrugarh University Ordinance and Assessment consists of-

- Practical examination.
- Written examination, and
- Project Work.

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 on website and communicated to teachers and students

Response:

As an affiliated institution of the University of Dibrugarh, the College strictly follows its prescribed curriculum. The learning outcomes of each course are built into the curriculum of each discipline. These

are clearly stated to the student through the syllabus which is available on the University website. The College also displays critical information on the college notice board: such as the academic calendar, the timetable for all the courses offered by the College, assessment norms, internal assessment and attendance records of students.

- The courses designed by the university intend to provide the students with contemporary knowledge in their field of study. The teaching faculties have also kept track with the recent advancement in the field
- The College was founded on the vision of providing quality education to students of diverse backgrounds without discrimination of any kind. The teaching-learning process has over the course of the College's history been streamlined in an identifiable direction where emphasis is on holistic development of the student. College functions, like the Founder's Day, the College Week, the orientation at the beginning of each year, departmental seminars and meetings, and the College magazine, are all ways for the College to communicate this direction to the students and staff.
- The placement and internship cells of the College facilitate the entry of students into industry. The College makes efforts to ensure that esoteric learning that students receive also grants them employability and makes them informed citizens of this rapidly globalizing world.
- Students are made aware of the vision of the College and expected learning outcomes through the information contained in the College prospectus.
- Further, on the orientation day at the commencement of the academic session, students are guided about the culture of the College in general and their disciplinary expectations in particular.
- The various societies of the College, the counseling cell and students' help desks also apprise the students of what to expect from the various courses on offer especially in terms of the outcomes thereof.

The faculty members also offer regular formal and informal guidance to students about the courses.

The programme specific outcome of these courses are as follows:

- Ability to utilise the theoretical knowledge gained in the real life situations for benefit of self and society.
- To analyse the various ideas/concepts, theories to introspect on the contemporary developments in the field of study and assess its relevance.
- Developing the inquisitiveness capacity and critical thinking to understand, analyse and introspect on the ideas/ notions/ situation determining the social trends and tendencies.
- Performance of the on field activities as per set norms and prescribed guidelines.

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

The institute monitors and communicates the progress and performance of the students by following ways

-

- Students' progress is monitored through continuous evaluation. Both In-semester and End-semester examination results are also analyzed by all departments. Performance of students is reviewed and corrective measures are taken by departments. Corrective measures include adoption of new pedagogical methods, greater attention to weak students, change in evaluation techniques, etc.
- If a student shows unsatisfactory performance, remedial classes are held and simplified study material is provided by the teacher.
- The College has a rigorous system of tutorials and student presentations in place whereby teachers constantly interact with and monitor the progress of individual students.
- Monthly attendance of the students is hanged on the College notice board; in case of any discrepancy, students have the opportunity to get it corrected.
- A scrutiny of the performance of students in various semester examinations has shown a steady progress across all the departments. This is evident in the increased pass percentage and also the increase in the number of students scoring 1stdivision in each course.
- After the declaration of University examination results, the result analysis report is prepared by every department. This report is compared with the reports of previous years to monitor the progress of department and take corrective measures whenever necessary.
- Result analysis report is shared with the faculty members as well as to the students. The copies of analysis are also submitted to the Principal.
- Guardian Teacher (Mentor) keeps close watch and track on the progress and performance of the students. The progress in terms of attendance, test marks, parent contact details curricular and extra-curricular activities, and students' grievances is recorded in the mentor booklet provided with the faculty. The progress of each student is informed to the parents time to time. In case of severity, parents are called to meet the authorities in person.
- All departments in the institute regularly communicate the marks obtained in the internal examination to the students.
- The mentor keeps a record of the academic performance of each of his/her mentee in the Academic Performance Record and ensures that the mentee obtains signature of the parent/ guardian after each assessment.
- Communication to parents is through the Academic Performance record and through SMS /mail/phone calls/ letters as and when necessary
- Parent / guardian also are met in person by the mentor / class –in charge and the HoD to discuss ways and means of improving the performance of the student.

2.6.3 Average pass percentage of Students

Response: 56.58

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 86

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 152

File Description	Document
Institutional data in prescribed format	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.14

File Description	Document
Database of all currently enrolled students	View Document

NAAC

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 0

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description

Document

List of project and grant details

[View Document](#)

3.1.2 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0.83

3.1.2.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 30

File Description

Document

Supporting document from Funding Agency

[View Document](#)

List of research projects and funding details

[View Document](#)

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

Harhi College believes in creation of platforms that can enrich the existing repository of knowledge for the sake of the students and society at large. Though there is no central incubation centre in the institution as

such but the Counselling Cell of the college makes every possible arrangement for giving the students suitable platforms so that they can prepare themselves for facing the future challenges in the matter of finding out livelihood avenues in this knowledge centric world. The college firmly believes in giving them suitable exposure to the students before appearing in the various competitive examinations.

The Career counselling Officer Planes of distributing application forms of various competitive examinations as well of various institutions to the interested students as well as helping the students in filling up online forms for entrance tests to the various universities of the country.

In the field of sports the college can boast of incubating some very good talents who have done very well at university, district, state and national level competitions.

Paresh Borgohain has bagged Best Setter, Best Spikier, in the Dibrugarh University Inter College Volleyball competition at 2017. The college volleyball team has got the best team award in the Dibrugarh University Inter College Volleyball Tournament for 3 successive years in 2014, 2015, 2016.

The college has performed well in the music and cultural events at the university and state levels. The students are provided with the best possible facilities and training so that they may develop themselves into quality singers, dancers, actors in future.

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 0

3.2.2.1 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
List of workshops/seminars during the last 5 years	View Document

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: No

File Description	Document
Institutional data in prescribed format	View Document

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: No

File Description	Document
List of Awardees and Award details	View Document
e- copies of the letters of awards	View Document

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

Response: 0

3.3.3.1 Number of research papers in the Journals notified on UGC website during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document

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

Response: 5.34

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

2016-17	2015-16	2014-15	2013-14	2012-13
38	76	47	22	6

File Description	Document
List books and chapters in edited volumes / books published	View Document

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

The followings are the extension activities in the neighbourhood community in terms of impact and sensitising students to social issues:

Harhi College has successfully organised and performed the various activities. The programme done by the centre as follows—

Activities by-

NSS UNIT, HARHI COLLEGE

- Harhi college NSS Unit has organised a mid –session for joining the students and orientation programme of NSS to new volunteers on 12 January 2016.
- A swachhta pledges and a cleanliness programme is held on 29th February 2016.
- A three Days yuga camp is also organised by NSS 1st 2nd and 3rd 2016 for the development of the human values and concentration.
- The NSS has also observed a plantation programme at college premise on the world environmental day on 5th June 2016.
- NSS unit has observed International Yuga Day 21st June 2016
- An International Anti-Drug Day on 26th June 2016.
- The college has also conducted a programme of Greenness camp at College premise on 4th April.
- A six days special camp is organised by the NSS Unit of Harhi College, Dhakuakhana college and UMK College as the Integrated NSS Special Camp as based camp at Dhakuakhana college. More than 180 volunteers are actively participated in the programme.
- The NSS Unit of Harhi College has also organised a Health Check- up camp at Harhi College on 29th Sept 2015 by the help of FRU Dhakuakhana. About 250 student have check their by Physicians and they are provided medical facilities and medicine with free of cost.

WOMEN CELL, HARHI COLLEGE

- In every year the Women Cell has observed the International Women Day at Harhi College. Lastly on 8th March 2017 they organised meeting with more than 150 participants from different villages of the locality.
- A counselling programme on Gender Equality and Duty of Girls is organised at Harhi College

Girls' Hostel on 8th Sept. 2015 for the benefit of the girls.

- An awareness programme is conducted at No 1 Kelkeli L.P. School on Women Rights, Early Marriage and Women Empowerment on 12th Jan. 2017.
- An awareness programme is also organised on Women Right at Gynodoy High School on 13th Jun 2017 to provide legal advice to the women and the girls.

B.R.AMBEDKAR STUDY CENTRE, HARHI COLLEGE

- One day awareness programme at Sapatia High School, Sapatia, Lakhimpur on 23rd May, 2016
- An essay writing competition held on 14th February 2016.
- A short term certificate course is provided for the benefit of the student from 26.03.16 with 264 participants

IQAC, HARHI COLLEGE

Road Show- Street Drama, Date : 20/03/2015

- The IQAC of Harhi College has been presented a Road Show as a form of Street Drama in the college campus and nearest market place on culture preservation. The IQAC has decided to present this particular show, because to protect the increasing destructive instinct to the nature and preserve the Wildlife. A popular NGO ABHA in this locality has collaborated this programme with the help of BNHS (Bombay Natural History Society).

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description

Document

Number of awards for extension activities in last 5 years

[View Document](#)

3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during

the 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

2016-17	2015-16	2014-15	2013-14	2012-13
3	1	1	0	0

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 24.6

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
230	250	250	0	0

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	View Document

3.5 Collaboration

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

Response: 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description**Document**

Number of Collaborative activities for research, faculty etc.

[View Document](#)

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 6

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2016-17	2015-16	2014-15	2013-14	2012-13
0	1	4	1	0

File Description**Document**

e-copies of the MoUs with institution/ industry/ corporate house

[View Document](#)

Details of functional MoUs with institutions of national, international importance, other universities etc. during the last five years

[View Document](#)

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

The institution has adequate facilities for teaching learning viz. Classroom. The college has 12 subjects in Arts having major courses in 8 among them (Assamese, English, Economics, Education, History, Philosophy, Political Science and Philosophy). There are separate class rooms for each major course. There is a Digital Conference Hall with almost 60 seats capacity where seminars, workshops and other academic exercises are organised. There are separate Halls as well as rooms for General classes for every department.

There are separate laboratories with required equipments for practical in the subjects of Education and Anthropology.

In the addition to common class room board, we also have OHP, LCD Projectors, Voice Amplifier and a few Electronic Smart Boards to use in teaching-learning.

We have 32 computers with operating system as – Windows 7, XP, 320/500 GB Hard disk, 1GB/2GB RAM, etc. All PC's are connected to LAN. For uninterrupted functioning of computers during load shedding, a 15 KVA Generator has been installed. In addition to this, there is an inverter provided at the computer centre with six hours backup. The college library has two computers with Internet Connectivity of which one is meant for library work another for students use. There are a good number of computers with printers in computer centre and college office to provide facility for DTP and printout. We have also set up a good quality digital Xerox machine beside the library hall. Though we have the Wi-Fi facility only at our library and departmental common rooms but the college is planning to introduce campus WI-FI in near future.

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

Response:

The College has adequate facilities for games and sports such as a big playground with a gallery, an indoor stadium and Multipurpose Gymnasium Hall. There are Badminton courts, Table Tennis Courts and Carom Board sets, chess boards etc. in indoor stadium.

For development of talent of the students in the fields of drama, music, dance the college has a well built stage and good stock of musical instruments. There is a temporary auditorium with a seat capacity of 500 audiences. For development of talent of the students in the fields of drama, music, dance the college has a well built stage and good stock of musical instruments. There is a temporary auditorium with a seat capacity of 500 audiences.

Our college has adequate musical instruments such as Tabla, Harmonium, Dhul, Khul, Taal, Flute etc. for the development of cultural activities. The college has been continuing some cultural acts like Satriya Nitya, Bharat Natyam and Modern Dance, various songs in Hindi, Assamese and English since the establishment. The college has been holding an annual cultural week in every year and various cultural competitions have been arranged among the students in these events.

Here are some of the data about the given information:

Stage size: 25 ft. X 25 ft. = 625 sq. ft. = 190 sq. m

Auditorium size: 1091 sq. m

The college has a good track record in sports events in the university, state and national levels. There exists healthy infrastructure for use and benefit of students.

Volleyball court: 56 ft X 34 ft = 1904 sq. ft. = 176.89 sq. m

Outdoor games field: 9900 sq. m

Indoor stadium: 114 ft X 86 ft = 9804 sq. ft. = 2970.9 sq. m

Further, there is a multipurpose gymnasium hall funded by the UGC worth Rs. 1 Crore.

Multi Purpose Gym: 128 ft X 90 ft = 11520 sq. ft. = 3490.9 sq. m

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

Response: 33.33

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 6

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 5.59

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
4.80	3.49	10.09	0.50	0.28

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document
Audited utilization statements	View Document

4.2 Library as a Learning Resource

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

Response:

The Harhi College Library was established in 1998. The library has a collection of 7000 reading materials which includes texts, references, rare books, special collection of books on Human Rights, Medicinal Plants, Gandhian Thoughts, etc. Local Area Network (LAN) using SOUL software has been installed for automating in-house activities and services of the library for fast transaction of the library resources. The Library has newly taken the membership of the INFLIBNET, Ahmedabad. The library has been provided with internet connectivity for accessing e-resources.

- Library is automated with -Integrated Library Management System (ILMS)
- Name of the ILMS software:SOUL
- Nature of automation (fully or partially):Partially
- 7

Year of automation: 2017

File Description	Document
Any additional information	View Document

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

The followings are included in our rare collections as they are not easily available in the open market at present some of them have cultural, religious, and academic as well as of national importance.

Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Sl. No.	Name of the Book	Author	Publisher	Year Publishing	of
1	Banikanta Chayanika	Banikanta Kakati	Sahitya Akademi, New Delhi	1988	1
2	Hanchayan	Maheswar Neog	Sahitya Akademi, New Delhi	1984	1
3	Economics	Paul A. Samuelson	Mc GRAW International Book Company	1982	1
4	Manifesto of the communist party	Marx Engels	Progress Publication, Moscow	1977	1
5	Sahitya Dipika	Gajendra Nath Saharia	Asom Book Dipu, Guwahati	1894	1
6	Kotha Chayanika	Editor-Mohendra Bora	Bani Mandir, Dibrugarh	1986	1
7	Asomia Kobita Chayan	Devicharan Mahanta	Asom Prakashan Porishad	1981	1
8	Asom Desor Buranji	Dr Lakhi Devi	L.B.S. Publication, Guwahati	1984	1
9	Rajnoitik Paddhait	Birendra Kr. Talukdar	Publication Cell, Dibrugarh University	1974	2
10	Snatak Adhar Path	Editor- Suryakanta Hazarika	Bani Mandir, Dibrugarh	1984	1
11	Whispering Reeds	Editor- D. K. Barua	Oxford University Press, Madras	1988	1

4.2.3 Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: D. Any 1 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc.	View Document
Any additional information	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)**Response:** 0.19**4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)**

2016-17	2015-16	2014-15	2013-14	2012-13
.087	.179	.263	.210	.200

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document
Audited statements of accounts	View Document

4.2.5 Availability of remote access to e-resources of the library**Response:** No

File Description	Document
Details of remote access to e-resources of the library	View Document

4.2.6 Percentage per day usage of library by teachers and students**Response:** 5.71**4.2.6.1 Average number of teachers and students using library per day over last one year****Response:** 40

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

4.3 IT Infrastructure**4.3.1 Institution frequently updates its IT facilities including Wi-Fi****Response:**

Harhi College has its own Websites. College admission process and Examination cell are partially computerized. There is a free Wi-Fi facility at the administrative building. Besides this, all the departments have separate Reliance Jio Wi-Fi connectivity. Some of the classrooms of the college are equipped with multimedia projectors, speakers etc.

Some of the Teaching Departments of the college has Computers, Printers and multimedia projectors. In addition, some of the departments have smart board.

SOUL software package has been being upgraded in the library for issue and receipt purposes. The library has En-list facility which is newly processed.

These are a few data concerning the IT and Wi-Fi facilities

- Some of the Departments have been provided with computers, printers and multimedia projectors. A few Departments have established computer facilities for the benefit of the students and the faculty
- Some teaching departments are interfaced with LCDs to train and develop Power Point presentations
- Four Interactive boards are installed.
- The library also extends computers and Internet facility.
- SOUL software package has been being upgraded in the library for issue and receipt purposes.
- All the sections of office (Administration, Academic, Finance etc.) have been provided with computer facilities.
- The examination section is also partially computerised.
- In all there are around 55 computers in the college.
- College has its own Websites.
- College admission process is partially computerized.
- Some of the Teaching, Library and Administrative departments of the college are linked with BSNL Wi-max connection.
- There is a Reliance Jio Wi-Fi connection in the college.
- One fully digitalized classroom.
- Digital library is under process.

Wifi (BSNL – Wi-mex) updation date –2015

Wi-Fi (Reliance – Jio) updation date –2017

4.3.2 Student - Computer ratio

Response: 10.56

File Description	Document
Student - Computer ratio	View Document

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)**>=50 MBPS****35-50 MBPS****20-35 MBPS****5-20 MBPS****Response:** <5 MBPS

File Description	Document
Details of available bandwidth of internet connection in the Institution	View Document

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)**Response:** No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document

4.4 Maintenance of Campus Infrastructure**4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years****Response:** 31.89

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

2016-17	2015-16	2014-15	2013-14	2012-13
4.62	11.08	18.65	35.73	4.62

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts.	View Document

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

Response:

- The College has its own mechanism for the maintenance and upkeep of its infrastructure facilities and equipments. Different Committees have been constituted to look after different aspects of the college.
 - The Academic council along with vice-Principal looks after the entire gamut of activities including arrangement, adjustment and accommodation of class rooms. Campus development committee is specifically formed to look after the affairs of the campus such as sanitation, cleanliness, beautification, running drinking water etc.
 - The departments having lab for practical, take care of equipments of their departmental laboratories. Further, the Academic Council takes care of various teaching aids including ICT.
 - There are porters to keep constant vigil around the campus during day and night. One sweeper has been appointed for regular sweeping and cleaning of the office, teachers' common room, library and classrooms.
-
- A few of the equipments of the college need regular upkeep and maintenance. They are as 15 KVA Generator, Inverters and Water filter tanks. Steps have been taken for safety measures and smooth functioning of these equipments.
 - The 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 main building. Also, a grade 4th employee is entrusted to look after it and operates it at the time of load shedding.
 - Two sets of inverter are placed at the Administrative building and library which are taken care of by the office clerks.
 - Another two sets of inverter are also placed at departmental common rooms which are also taken care of by a grade 4th employee.
 - The water filter and RO for drinking water are constructed in the various parts of the campus. A grade-IV employee is given responsibility to ensure regularity in supply of drinking water and avoidance of contamination.
 - The equipments and instructions which are repairable are calibrated from time to time as and when they create problem in functioning.
 - The college has not a separate fund allocation meant for the maintenance and upkeep of buildings, furniture, equipments, etc. As and when need arises for renovation and repair, it is done spending fund obtained from the UGC for the purpose and also from the college development fund.

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 61.43

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

2016-17	2015-16	2014-15	2013-14	2012-13
501	352	347	266	379

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	View Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	View Document

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 4.35

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
33	28	19	23	27

File Description	Document
Number of students benefited by scholarships and freeships besides government schemes in last 5 years	View Document

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: D. Any 4 of the above

File Description	Document
Details of capability enhancement and development schemes	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 31.82

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

2016-17	2015-16	2014-15	2013-14	2012-13
250	120	220	200	133

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during

the last five years

Response: 0

5.1.5.1 Number of students attending VET year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of the students benefitted by VET	View Document

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

Response: Yes

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

5.2 Student Progression

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

Response: 3.03

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

2016-17	2015-16	2014-15	2013-14	2012-13
7	4	3	3	6

File Description	Document
Self attested list of students placed	View Document
Details of student placement during the last five years	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 12.33

5.2.2.1 Number of outgoing students progressing to higher education

Response: 18

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education	View Document

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 44.57

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

2016-17	2015-16	2014-15	2013-14	2012-13
6	2	2	2	8

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
12	4	4	4	35

File Description	Document
Upload supporting data for the same	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document

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) during the last five years.

Response: 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document
e-copies of award letters and certificates	View Document
Any additional information	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

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:

-
- Vice president

- General Secretary
- Assistant general Secretary
- Social service Secretary
- Cultural Secretary
- Gymnasium Secretary
- Games Secretary
- Magazine Secretary
- Boys common room secretary
- 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 organization 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

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 4.4

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
6	4	4	4	4

File Description	Document
Report of the event	View Document
Number of sports and cultural activities / competitions organised per year	View Document

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

The College has an alumni association. They usually meet once a year and conduct academic events and attend the general body meeting. The alumni association helps to develop a database of all the alumni with information about their employment, their employers and nature of their present work, contact addresses, phone numbers and e-mail IDs. Such information helps the present students to contact the alumni for suggestion. Some of the alumni have contributed generously for various academic events on the campus. The alumni association has developed goodwill between the present students and the alumnae.

The college maintains a close relation with its past. As ours is a rural base college where majority of students belong to economically backward families hence most of the alumni's are financially not so sound to make palpable monetary contribution to the college. In spite of their constraint, the alumni contribute generously to the development of the college. The Association takes up different positive and quality oriented measure from time to time and renders active cooperation to the college management towards implementing various programmes. A number of members of the association generously provide financial aid to the authority as and when situation demands, which are utilized in the development of various infrastructure and other facilities.

Nevertheless, their contribution in terms of other services like cooperation in organizing various programmes, in extension activities, in sports and cultural activities etc. is by no means lesser. In the development of the college as a whole to reach its present stage, the contribution of the alumni through their involvement is always creditable and appreciable. The former faculty members of the college are always invited on different occasions and welcomed by the college for their valuable suggestions and their interests are taken care of. In near future an association of former and retired faculty members of the college is going to be formed.

These apart, the association has been contributing to the infrastructural development of the college from time to time. For instance, the members of the association contributed financial assistance to extend and construct the students' rest house, construction of Boys' hostel boundary wall, to provide running drinking water facility system and the electricity supply system with a 250 KVA Electricity transformer for the

college and hostel.

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

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: ? 5 Lakhs

File Description	Document
Any additional information	View Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 6

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2	1	1	1	1

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	View Document
Any additional information	View Document
Report of the event	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

“Our Vision is to make the college a base of academic excellence catering to the needs and aspirations of the educationally, socially and economically backward population of this region. The college aims at providing higher education with value and quality which develops potentiality, adaptability and sense of peace, harmony, brotherhood, social justice, morality, spirituality and nationalism.”

“Our mission is to build an institution brick by brick, through sustainable efforts with an environment which empowers the faculty and staff to facilitate teaching and learning process with active participation and encourages the students to develop competencies for lifelong learning and to learn with following inputs/outputs:-

- (a) State of the art infrastructure.
- (b) Faculty and staff development initiative.
- (c) Research and development activities.

All round development of a College largely depends upon good governance and existence of clear cut vision and mission. The decision making process of the college is transparent and democratic. Usually all important decisions of the college are taken through discussion. All information of the college including financial implication in various aspects and allotment from different sources are intimated to the staff.

The Governing Body is the highest authority of the college. The principal of the college is the Secretary of G.B. The G.B. is the authority to call interview for vacant post, make appointment and give approval. All important decision for all round development of the college are taken by G.B. in its frequently held meeting, next to the G.B, the principle who is the executive head and drawing disbursing authority of the college. His amiable dealings with students and public have created a good rapport with public.

For smooth functioning of varied activities of the college, different committees have been constituted. The IQAC holds meetings with different committees from time to time to review the progress to works and activities performed by the respective committees. We have Academic Council to look after the entire gamut of academic works. The committee for Extension Activities 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 a few other committees have been constituted like Campus Development Committee, Research Advisory Committee; Career Counselling and Guidance Cell, Grievance Redrassal Cell; Women Cell etc.

The united effort of the committees, departments and individuals concern play a crucial role for the

development of the college in its every sphere. The teachers fully involves in the performance of activities of all aspects of the college through their capacity. Apart from imparting regular teaching in class room, they involve in various students related activities its extension activities, research works and other works for development of corporate life.

Besides there is the students Union Body which provides a better platform for development of leadership quality. A good number of students are enrolled in the NSS unit. Moreover, students are encouraged and provided opportunity to participate in seminars, quiz, extempore speech and debate competition.

6.1.2 The institution practices decentralization and participative management

Response:

The principal of the college is the executive head and drawing and disbursing authority of the college, He conducts effective governance through proper planning, monitoring and evaluating mechanism regarding administrative academic process as per rules of government as well as affiliating University. An administrative network has been established for effective governance without any gap of communication with the college authority. The principal of the college is not only dynamic but also highly dedicative in rendering his service to the college. His Endeavour for the all-round development of the college is commendable.

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 by 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 Academic Council to look after the entire gamut of academic works. The committee for Extension Activities 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 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 and research works; Career Counselling and Guidance Cell for academic guidance, Grievance Redressal Cell to tackle the grievances, Women Cell to take care of the problems of women students etc.

The college provides autonomy to all the departments to prepare and implement academic plan, distribution of workload, prepare the mentoring structure etc. Each department can plan and organise academic activities related to their subjects, time tables for practical, field study, assignment for students etc.

The principal is the chief warden of the hostels 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 the college the Governing Body takes decision and makes resolutions in

different aspects as and when required. The management of the college depends on the direction provided by G.B. which takes decision and makes resolutions in its meetings hold from time to time for smooth and effective conduct of the affairs of the college.

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

Students' Court

The primary purpose of Students' Court is to get student's feedback in matters of efficacy of the teaching-learning process, teachers' and administrator's duties and facilities as well as services provided to them. The practice was started in 2016 and it functions in the following pattern:

Step 1: The authority notifies the date and venue of Student Court and assigns at least 2 teachers to organize the event along with the Co-ordinator, IQAC.

Step 2: The teachers take note of the verbal and written complaints received from the students and forward the same to the Principal for necessary corrective measures.

Step 3: The assigned teachers and Co-ordinator, IQAC clarify minor confusions if stated by the students.

Step 4: On receipt of report from the teachers assigned to conduct the Student Court the Principal, in consultation with the Co-ordinator, IQAC, asks for justifications/ clarifications from the Head of the Department of the teachers against whom a negative feedback has been received. In case it is regarding services and facilities the Principal takes/ initiates necessary corrective measures.

Step 5: The IQAC looks into successful implementation of the corrective measures/ strategies.

It is a fact finding exercise wherein the students are given the highest priority to participate in determining the course of strategies to be taken by the college towards creation of a conducive and fruitful teaching-learning process backed by the best of amenities.

File Description	Document
Strategic Plan and deployment documents on the website	View Document
Link for Additional Information	View Document

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

- Constituted as per Assam government rules, the governing body is the supreme decision making authority empowered under Assam College Provincialization Act, 2005. The Governing Body (GB) is constituted of the university nominees, local educationist donor members, guardian members, delegates from teaching and non-teaching staff and women members. The Governing Body (G.B.) is the management authority which takes decision all the matters of financial implication.
- The principal of the college being secretary of the G.B. and also the Drawing and Disbursing Officer (DDO) of the college is entitled to maintain the records of financial dealings. All important decisions for all round development of the college are taken by G.B. in its frequently held meeting.
- The vice principal acts as the deputy to the principal and is mainly responsible for looking after the academic activities of the college.
- The different departments are entrusted with the task of conducting teaching learning and evaluation with reasonable liberty to take necessary and timely decisions.
- The Academic Council is chaired by the Principal and the Vice Principal coordinates in conducting the academic functions of the college. The vice principal is entrusted with the preparation of the academic calendar, the class routine and allotment of rooms, conduct of internal examinations and reviews of academic matters. The heads of the departments are its members. Academic Council looks after the entire gamut of academic works of the institution.
- The IQAC is constituted as per the instruction from the NAAC, the cell takes decisions for improvement and maintenance of quality and facilitates holding of seminars and workshops, departmental promotional committee meetings and other related matters.
- The college has a Grievance Redressal Cell to tackle the grievances.
- There is the students' Union Body which provides a better platform for development of leadership quality.
- A good number of students are enrolled in the NSS unit of the college to participate in the NSS camping programmes.
- Research Advisory Committee to encourage research works
- Career Counselling and Guidance Cell for academic guidance.
- Women Cell to take care of the problems of women students
- The Planning and Infrastructure development committee is chaired by the principal. The committee plans and takes decisions in matters of infrastructural needs keeping in view the future prospects.
- Other committees like the following look after specific requirements:
 - Anti-Ragging Committee
 - The Campus Development Committee
 - Hostel Committee,
 - Library Committee

File Description	Document
Any additional information	View Document

6.2.3 Implementation of e-governance in areas of operation

- 1.Planning and Development
- 2.Administration
- 3.Finance and Accounts
- 4.Student Admission and Support
- 5.Examination

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: D. Any 2 of the above

File Description	Document
Screen shots of user interfaces	View Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

Women cell

The college has constituted a Women Cell comprising of lady teachers and a few women students to deal up with the problems and prospects of women. Since the inception, it has been working for the promotion of women students and the women folk of the neighbouring locality through organizing programmes on women rights, women empowerment, women's role in wellbeing of the family, women's role in eradicating the use of liquor etc.

The main aims of the cell are as follows.

- To create awareness among the girls student regarding the issues relating to the women health and hygiene.

- In the aim of preventing ragging the Women Cell shall take some preventive measures of its own disposal.
- To provide counselling of any problem related to girls.
- To initiates gender sensitization for women and to develop courses and course materials that may be accessed through staff development programmes

The cell attempts to fulfil their aims as on follows:

- As per the meeting held on 2nd March 2016 that women cell successfully observed the Women's' Day on 8th March 2016. In this meeting some important lectures have delivered by different fields of special, like Early Marriage, Women Empowerment, Women Rights and Duties etc. As many as one hundred women from neighbouring villages have participated in his programme.
- As per the resolution of the meeting, held on **2nd August 2016** the women cell of Harhi College has successfully performed a Flood Relief Camp at **Meleki Gaon** of Ghilamara on **7th August 2017 in the sub-division of Dhakuakhana. The Cell is given utmost importance on preservation of health and hygiene of this flood affected area. So, as a part of this Camp, the cell has supplied the essential commodities like Rice, Dal, Biscuits, Salt, Detergent powder, light foods along with Sanitary napkins etc.**
- As per the meeting, held on **7th January 2017** that women cell of Harhi College has successfully performed an Extension Activities and Awareness programme on Early Marriage on **12th January 2017 at No 1 Kelkeli L.P. School Dhakuakhana.** This programme is surrounded by three villages vig. Kelkeli, Puthimari and Salmari villages.
- As per the resolution of the meeting, held on **24th June 2017**that women cell of Harhi College is successfully performed a programme as extension activities and Awareness Programme on Women Rights at **Gynoday High School, Amulaguri on 30th June 2017.**
- As per the resolution of the meeting, held on 23th August that women cell of Harhi College is successfully performed a Flood Relief Camp on 30th August 2017 at Bordoloni Gohain Gaon, in Dhemaji district. The Cell is given utmost importance on the preservation of health and hygiene of this affected area.
- As per the resolution of the meeting held on 3rd March 2017 that women cell of Harhi College is successfully observe the Women's' Day on 8th March 2017. In this meeting some important lectures on child marriage, witch-hunting, child labour, women and legal awareness etc. have discussed by the specialist.

6.3 Faculty Empowerment Strategies

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

Response:

There are several welfare schemes available for teaching and non-teaching staff. Some of them are mentioned below:

- **Harhi College Sikshak Karmachari Kalyan Nidhi-** It is a contributory welfare fund which takes care of the financial needs of the teachers and employees 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.
- **College development fund-** The College provides need base financial support for staff from college development fund.
- **Guest house-** The College has a large Guest house. There are four separate rooms for emergency use for teaching and non-teaching staff who resides outside the college campus.
- **Common room-** The College has a well-furnished common room for teaching and non-teaching staff.
- **Gymnasium Hall-** The College has a well-equipped gymnasium hall where the teaching and non-teaching staff may spend their leisure time.

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

Response: 6.25

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

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	8	1	0

File Description	Document
Details of teachers provided with financial support to attend conferences, workshops etc. during the last five years	View Document

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

Response: 0.4

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

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	0	0	0

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centres).	View Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 11.9

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
3	3	6	9	0

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers).	View Document
Details of teachers attending professional development programs during the last five years	View Document

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

The teaching and non-teaching staffs are the thought tank and work force of a college. Harhi College facilitates to the staffs for professional development. Teachers are permitted to go for orientation programme and Refresher courses as per UGC guideline. The college authority is responsive to a teacher intending to participate in OP & RC. The college authority takes necessary permission for leave from the G.B and provides Release Letter to the teacher for joining in the same. At the same time the related departments are advised to make class adjustment so as to avoid student suffering due to his/her absence.

The faculty is encouraged to participate in Seminars and Workshop etc. inside and outside the college. Even teachers attending such programmes outside the state are provided T.A. (Travelling Allowance) under UGC scheme.

The college authority often makes an urge to the faculty to organize seminar and workshops sponsored by different funding agencies. A few welfare schemes are at work in the college for the benefit of its teaching and non-teaching staff.

There is the Students' welfare Fund constituted with the contribution of individual members of teaching and non-teaching staff. A committee is there to maintain the fund and make bank transaction. There is another welfare fund namely Sikshok Kormachari Kalyan Nidhi (SKKN). The staff members can avail loan from SKKN as per rule at a minimum rate of interest. There is also another group insurance scheme under the Govt. in which every employee contributes a certain amount (based on salary scale) every month and the employee will get maturity benefit as per rule on retirement. Under provincialization rule every permanent employee of the college contributes 10% of the basic pay for the NPS per month and equal among against each individual share is provided by the state Govt. per month.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

- 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 reports of 2012-13, 2013-14, 2014-15, 2015-16 and 2016-17 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 non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

Response: 5.25

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

2016-17	2015-16	2014-15	2013-14	2012-13
.91	0	3.50	.64	.20

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document
Annual statements of accounts	View Document

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

Response:

The effectiveness of functioning and progress of an institution is influenced by the availability of resources and the financial management. The resources of the college comprises of the salary of the employee, from the Government fund for development and other academic purposes from UGC; sometimes aid from State and Central Govt.; MLA's and MP's Fund; establishment fee from students for college development fund; parents' and alumni's contribution; from Distance Education Centre in the college; from career oriented courses and occasionally from donation drive. Besides the college has a 'Fishery' which is given on lease for five years. From this resource the institution earns a amount of Rs 50000/- per term. In the field of sericulture the college has been engaging itself in the 'Muga plantation' for quite a few years. From this side an amount of Rs 1500/- per term comes to this college. Harhi College also gives 3 Bighas of land on lease to be used as paddy field which in turn draws us Rs 1500/- per year.

The Governing Body is the management authority which takes decision on all matters of the financial implication. The Principal of the college being the Secretary of the G.B. and also the Drawing and Disbursing Officer (DDO) of the college, is entitle the methods of financial dealings and carry on transaction in bank of financial implication of the college. All financial transactions are done only in his permission and signature. However for the convenience of functioning an efficient management of governance a few committees have been constitute as per need. Provisions have been made for internal and external audit of the college. The internal audit is conducted by the G.B. with the help of editors appoint by itself, whereas, external audit is conduct by the Govt. auditors as per the order served by the Director of Audit, Govt. of Assam. Internal audit of every financial year has been done and kept up to date.

The major sources of founding in the college are –

- i. State Government grant for salary.
- ii. Development fund from UGC.
- iii. Collection of free from students.

It is to be noted that the salary and developments funds are received from the above mentioned sources and

as such there is no deficit amount to be managed with from the college's end. For receiving additional fund for further development, the college has been making efforts to receive grants from the State Government.

6.5 Internal Quality Assurance System

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

Response:

The two examples of best practices institutionalized as a result of IQAC initiatives-

1. Maintenance of departmental teachers' diary:

We have maintained a system of keeping Departmental Diary where daily activities of individual teachers are recorded. In the diary a teachers is to record the time and topic of classes taken, committee or student related activities other than teaching involved and the leave availed if any. It develops the teachers' commitment and brings in accountability.

1. tudents' diary:

In this practice every student is provided Student Diary in which a student is required to record his/her daily class attendance, submission of home assignment, participation in various extension and co-curricular activities, library studies etc. The teacher guide checks the diary of individual student from time to time and extends guidance to the students. This practice helps increase students' class attendance, diligence, punctuality and library study.

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

Response:

The two examples of institutional reviews and implementation of teaching learning reforms facilitated by the IQAC-

1.- Preparation of course plan: Every department of the college prepares respective departmental course plan prior to the start of academic session and the same in put up on the departmental notice board. This enables the student to have a clear cut idea over the entire course, different portions and units included in internal sessional examinations, time of sessional examinations and syllabus allotment to individual teachers. The course plan helps the students and teachers to know about the progression of course. The students can consult the individual teacher in case of incompleteness of course in stipulated time and the teacher can make extra provision for course completion as well.

2. Cluster guidance system: Cluster guidance system is maintained under the aegis of Guidance and Counselling Cell to provided academic counselling to students. Students are divided into group of equal number in every department and each group is allotted to a teacher for academic guidance throughout the academic session.

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 0.2

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	0	0	0	0

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document
IQAC link	View Document

6.5.4 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
- 2.Academic Administrative Audit (AAA) and initiation of follow up action
- 3.Participation in NIRF
- 4.ISO Certification
- 5.NBA or any other quality audit

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: D. Any 1 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	View Document
Any additional information	View Document

6.5.5 Incremental improvements made during the preceding five years (in case of first cycle) Post accreditation quality initiatives (second and subsequent cycles)

Response:

Quality enhancement initiatives in the academic and administrative domains during the last five years:

Administrative

1. Construction of teacher's quarter in 2012-13.
2. Construction Canteen building in 2012-13.
3. Constriction of Ramp for Differently Abled student in 2012-13.
4. Improvement of common room and toilet facilities for women student in 2012-13.
5. Sports Infrastructure Non Expendable Equipment 2012-13.
6. Construction of Cycle Stand (2 nos.) 2013.
7. Construction Boundary Wall 2013.
8. Construction of new Women Hostel with UGC fund in 2013.
9. Construction of Indoor Sports Training Facilities under Sports infrastructure Scheme funded by UGC in 2013.
10. Improvement of classroom in 2013.
11. Construction of New Cycle Stand in 2014.
12. Construction of new Building for Distance Education Administration (College Development Fund) 2014.
13. Extension of the Women Hostel in 2015.
14. Wi-Fi College campus since 2015.
15. Feedback system started in 2015.
16. Renovation of new building for History, Sociology, Philosophy, Pol. Science, Assamese, Economics and Digital Classroom in 2015.
17. Outdoor Sports Training Facilities 2015.
18. Construction of Open Rest Room for student 2015.
19. Launching CCTV Camera monitoring System in 2015
20. Construction of new Administrative Block under the scheme of General Development Assistance in 2016.
21. Extension of Canteen building in 2016.
22. Establishment of new Digital Class Room in 2016.
23. Construction of a Multi Gymnasium hall funded by UGC in 2017.
24. Construction of Guest house along with Multi-Purpose Gymnasium hall in 2017.
25. Construction of New Hostel's Boundary wall in 2017.

Academic

1. Renovation of laboratories with needed equipments under department of Education and Anthropology 2013.
2. Remedial coaching class for entry into service for ST/SC/OBC & Minority students under UGC Merge Scheme of XI plan 2013
3. Coaching class for entry into services for ST/SC/Minorities in 2013
4. ICT facilities enhanced (General Computer Laboratory) since 2014
5. Launching of five research journals namely Shrutashreeni- ISSN 2393-8226, Crystal Search- ISSN 2394-3467, Flambeau ISSN 2394-000X, Kanchiyali Rod ISSN 2454-2199, Embouchure ISSN 2394-9104, Pragya Pratibimban ISSN 2393-8382 in 2014 and one research journal named Swansiri ISSN 2394-8779 in 2015.
6. Introduction of three new professional programmes PGDCA, DCA and CCA in 2015.
7. Introduction of Certificate programmes under Dr B. R. Ambedkar Study Centre in 2016.
8. Initiation of new Digital Class Room in 2016.
9. Initiation of Students Court from 2016
10. College library has been automated and renovated with Virtual Learning Resource Centre in 2017.

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 7

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
3	2	0	1	1

File Description	Document
Report of the event	View Document
List of gender equity promotion programs organized by the institution	View Document

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security
2. Counselling
3. Common Room

Response:

The issue, Gender Sensitization has been interspersed within various course syllabi to provide a comprehensive knowledge over it. Ours being a co-education institution, all students have equal right and privilege. Further, the college has constituted a Women Cell comprising of lady teachers and a few women students to deal up with the problems and prospects of women. Since the inception of the cell, it has been working for the promotion of women students and the women folk of the neighbouring locality through organizing programmes on women rights, women empowerment, women's role in wellbeing of the family, women's role in eradicating the use of liquor etc. The college also takes some steps for safety and security of the girls student by conducting various sensitization, training centres, workshop, awareness programme etc.

The institution has also organised different awareness programme in different villages and schools on the above topics. The institution also tries to outcome different problem relating to gender sensitivity and to make aware of the parents and villagers of the backward areas.

The institution tries to identity and acknowledged gender structures and processes in the institution and

organised different counselling programme both in college and hostels by the help of women cell. For example a counselling programme was organised on 8th September in 2015 in the college hostel. We have also observed an awareness programme on Early Marriage at No 1 Kelkeli L.P. School on the Dated 12 January 2017. There was also an Awareness Programme during the Date-30th June.2017 on Women Rights at Gyanodoy Hihg School.

The counselling is conducted to provide quality counselling services to student who may be or are victims of institution relating gender based violence. Teachers always consult with the students and advice and try to solve their problems which are related to the gender sensitivity.

There are separate common rooms and toilets for both boys and girls in the institution. The girls' toilets are attached with the girls' common room. The institution tries to provide the gym facilities for the girls separately. There is the girls' common room secretary, who is elected by the Students of the college. She communicates with the principal as well as with women cell in every aspects relating with any issue of girls. A lady teacher adviser is appointed to help the girls in any problem they faced. The teacher tries their best to improve the students' physical and mental health through providing the basic affordable facilities

There are the facilities of the CC cameras in the institution. To watch students' demeanour in the college CC Cameras have been clamped at some important places in the college. A mobile teacher unit is engaged to look after the different places of the institution.

To some extent the college has a Grievance and Redressal cell which is maintained by a committee comprising from teaching and non-teaching staff and students. A complain box is placed at a convenient place to lodge grievances/opinions and suggestions in writing.

7.1.3 Alternate Energy initiatives such as:

1. Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 0.63

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

Response: 1.0

7.1.3.2 Total annual power requirement (in KWH)

Response: 158.9

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document
Any additional information	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs**Response:** 96.15**7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)****Response:** 12.5**7.1.4.2 Annual lighting power requirement (in KWH)****Response:** 13.0

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document
Any additional information	View Document

7.1.5 Waste Management steps including:

- Solid waste management
- Liquid waste management
- E-waste management

Response:

Waste management becomes an important task in a college. The college has Campus Development Committee which looks after the affairs of waste management. Through this, the college undertakes certain steps in the above mention points.

- In case of solid waste management the college has provided dustbins in proper places for throwing waste papers and other garbage. Then two persons engaged for time to time sweeping the dead leaves of trees and other waste materials, plastics, polythene etc. Which are not decomposed easily have to be timely burnt in secure places for decomposing. Moreover, sometimes, the NSS unit of the college organises Swacha Abhijan to clean of the campus.
- Secondly, in regard of liquid waste management the college has provided sufficient separate sanitation system for the students and the college staff. It is maintained proper draining to go out the dirty wastes from the toilet and the rain waters.

Further, though we have a formal agreement with a private firm for e-waste management but at present the e-garbage has not so far created any palpable problem in the college. A few old and useless computer parts are stored in a separate room meant for the purpose.

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

Harhi College is located in a rainfall intensive area and ground water level is very high and ground water scarcity is not a issue in this locality. So the water is available for the whole year for drinking and other purposes. Hence it is not a major issue in this concern. But our college authority has made efforts to sustain its eco-friendly atmosphere by taking several steps where the rain water harvesting is one of them.

In this college the rain water harvesting is done through a simple and low cost procedure. For implement this practice we have set up two huge preservers at two convenient places where the falling water from our roof of the buildings is stored. In general the water is used in gardens and loans and also use for cleaning the floors of class rooms and of the auditorium hall. Entire the system the college is not using any type of machinery and electronic device and mechanism, so that no pollution occurs in the in the whole process.

7.1.7 Green Practices

- **Students, staff using**
 - a) **Bicycles**
 - b) **Public Transport**
 - c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

The institution is situated in a purely rural area. So, a good number of the students and staff are use bicycles. It is the facility for the nearby student and staff.

The transport system of the institution is quite well. The small vehicles provide their services for the student and the college family. Most of the students come to college by pedal.

The college is almost a plastic free zone. It is conscious of maintaining plastic free environment. There is a college campus development committee to look after the campus, so that no plastic, polythene are found in college campus.

The office of the college is not purely upgrade to paperless office. However, it is gradually going on to develop in future.

The college is conscious of maintaining green and eco-friendly environment in the campus. The college family organizes awareness and plantation programmes. Plantation programmes have been undertaken not only in the college campus but also in the schools, public prayer houses and public places in the neighbourhood from time to time. The community service and NSS unit of the college is create awareness on the need of protection and preservation of green environment among the student and local community.

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years**Response:** 0.77

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
1.17	1.25	0	0	0

File Description	Document
Green audit report	View Document
Details of expenditure on green initiatives and waste management during the last five years	View Document

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

A. 7 and more of the above**B. At least 6 of the above****C. At least 4 of the above****D. At least 2 of the above****Response:** C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document
link to photos and videos of facilities for Divyangjan	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 1

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	0	0	0	0

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document
Any additional information	View Document

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 2

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2	0	0	0	0

File Description	Document
Report of the event	View Document
Details of initiatives taken to engage with local community during the last five years	View Document

7.1.12

Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

File Description	Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	View Document

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Provide URL of website that displays core values	View Document

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document
Any additional information	View Document

7.1.15 The institution offers a course on Human Values and professional ethics

Response: No

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: No

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 6

File Description	Document
List of activities conducted for promotion of universal values	View Document

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

The college organizes the following national festivals:

- Independence Day
- Republic Day
- Gandhi Jayanti
- National Unity Day (Rashtriya akta Divash)
- During the Independence Day and Republic Day the national flag is hoisted in the college premises and in the college hostels. The NCC platoon of the college is assigned with the responsibility of making necessary arrangements for smooth conduct of the events.
- Celebration of Gandhi Jayanti starts with paying floral tributes to the father of the nation. This is followed by talks and discussions on Gandhian philosophy and the life of the noble soul.
- As per the central government ordinance our college is celebrating the National unity day at the date of birth anniversary of Sardar BallavBhai Pattel since 2014.

Birth and death anniversaries of the following prominent personalities of the state are observed:

- Death anniversary of Srimanta Sankardeva
- Birth anniversary of Bishnu Prasad Rabha
- Birth anniversary of Jyoti Prasad Agarwalla
- Birth anniversary of Bhupen Hazarika
- Birth anniversary of Mamoni Roysom Goswami

The college observes with religious fervour the death anniversary of Srimanta Sankardeva by paying obeisance to the great Vaishnavite saint of Assam. Borgeet (*a variety of devotional songs*) competition is held among the students.

The college celebrates the birthdays of the 3 modern day doyens of Assamese music and culture: Jyoti Prasad Agarwalla, Bishnu Prasad Rabha and Dr. Bhupen Hazarika with great fervor. Discussion sessions are held on their creativity and contribution to the Assamese music and society at large. The birth anniversary of Jnanpith awardee Mamoni Roysom Goswami is also observed. Talks and discussion sessions are a part of the events

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

To maintain the transparency in its Financial, Academic, Administration and Auxiliary function, there are various committees in the college. There is a committee for the infrastructure development and extension. The principal, the heads of various departments and faculty members, assisted by academic and administrative support system ensure the implementation of the policy. The institution plans to strengthen itself by developing infrastructure academic and administrative facilities viz. enhance free Wi-Fi, Computerized administrative work and student information system.

In order to monitor and make use of available financial resource a Purchase committee is constituted in the college. The proposals are considered and the fund is disbursed from the office/ UGC on the basis of certification of the work by the convenor of the committee.

The college has appointed different faculty as in-charge to utilize the funds allotted as scholarship to students who need financial assistance. It is worth maintaining that the office and the accounts department keep all records and maintain complete transparency in the entire procedure. Any other information regarding the building construction to know local community then there is a facility of RTI (According to RTI act-2005) from UGC fund/state govt. aid.

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

11. Title of the Practice: Teachers' Diary

2. Objectives of the Practice: The practice of maintaining Departmental Diary of faculty aims at–

- Making individual faculty accountable to the duty they are to render in the college.
- Keeping record of daily activities of individual teachers (maintenance of regularity and punctuality on the part of the teachers)
- Making teachers aware of course progression.

3. 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.

4. 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.

5. 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.

- 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.
- 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.
- 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.
- 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:

- Sometimes teachers forget to record in the diary due to engagement in extramural activities.
- Unexpected ‘bandh’ called by different organizations disrupts regular classes for which keeping daily records becomes difficult.
- 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.
- Having one or two student(s) in some general courses creates problem of class entry in case of his/her absence.
- Participation of teachers in programmes and activities on holidays including Sundays goes without record in the diary on account of teachers being formally absence 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:

- Develop student involvement in teaching-learning process.
- Internalize the in-semester process among the students.
- Make effective implementation of cluster guidance system.
- 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 receivers 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.

1.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:

- 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.
- The use of diary has helped in the smooth and effective conduct of cluster guidance system.
- 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:

- Some students are found lackadaisical in the use of Diary for which they have to be repeatedly reminded and remonstrated about.
- 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.
- Student-centric learning process requires more of student involvement and response. But the mediocre and below average students cannot show god response to the assigned activities due to their low confidence level.
- 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.
- 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.

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

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 13 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.

5. CONCLUSION

Additional Information :

The environment of the college is calm, quite and healthy which is extremely suitable for academic activities. Since its inception, the college has been sincerely rendering service in imparting higher education at UG level and devotedly working for the all round development of students and doing community service as expected of a higher education institution. The college not only caters to the need of the local students but also the needs of the students of neighboring Districts in great numbers.

Concluding Remarks :

Harhi College proposed to take Cycle – 1 NAAC assessment on 2018. The IQAC of the college made all the necessary effort to invite NAAC team to the college. And for the same the college has made all possible efforts for the implementation and preparation of SSR. The college will put its efforts and energy to execute the NAAC peer team suggestions within its limited human and financial resources. However, education is a continuous process that has to admit change with time. The college has many more things to accomplish and challenges to encounter in this path of progress.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.1.2	Number of certificate/diploma program introduced during the last five years 1.1.2.1. Number of certificate/diploma programs introduced year-wise during the last five years Answer before DVV Verification: <table><tr><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td><td>2012-13</td></tr><tr><td>0</td><td>1</td><td>1</td><td>0</td><td>0</td></tr></table> Answer After DVV Verification : <table><tr><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td><td>2012-13</td></tr><tr><td>0</td><td>1</td><td>0</td><td>0</td><td>0</td></tr></table>	2016-17	2015-16	2014-15	2013-14	2012-13	0	1	1	0	0	2016-17	2015-16	2014-15	2013-14	2012-13	0	1	0	0	0
2016-17	2015-16	2014-15	2013-14	2012-13																	
0	1	1	0	0																	
2016-17	2015-16	2014-15	2013-14	2012-13																	
0	1	0	0	0																	
1.1.3	Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years 1.1.3.1. Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years Answer before DVV Verification: <table><tr><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td><td>2012-13</td></tr><tr><td>2</td><td>1</td><td>1</td><td>1</td><td>0</td></tr></table> Answer After DVV Verification : <table><tr><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td><td>2012-13</td></tr><tr><td>0</td><td>0</td><td>1</td><td>0</td><td>0</td></tr></table>	2016-17	2015-16	2014-15	2013-14	2012-13	2	1	1	1	0	2016-17	2015-16	2014-15	2013-14	2012-13	0	0	1	0	0
2016-17	2015-16	2014-15	2013-14	2012-13																	
2	1	1	1	0																	
2016-17	2015-16	2014-15	2013-14	2012-13																	
0	0	1	0	0																	
1.2.1	Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years 1.2.1.1. How many new courses are introduced within the last five years Answer before DVV Verification : 2 Answer after DVV Verification: 00																				
1.3.2	Number of value added courses imparting transferable and life skills offered during the last five years 1.3.2.1. Number of value-added courses imparting transferable and life skills offered during the last five years Answer before DVV Verification : 2 Answer after DVV Verification: 1																				

1.3.3	Percentage of students undertaking field projects / internships 1.3.3.1. Number of students undertaking field projects or internships Answer before DVV Verification : 167 Answer after DVV Verification: 00 Remark : According to the HEI the Number of students undertaking field projects or internships : 0 (Zero)																				
2.3.2	Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. 2.3.2.1. Number of teachers using ICT Answer before DVV Verification : 19 Answer after DVV Verification: 15 Remark : As per the HEI response in clarification.																				
2.4.4	Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years 2.4.4.1. Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years Answer before DVV Verification: <table border="1"><tr><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td><td>2012-13</td></tr><tr><td>1</td><td>0</td><td>0</td><td>0</td><td>0</td></tr></table> Answer After DVV Verification : <table border="1"><tr><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td><td>2012-13</td></tr><tr><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr></table>	2016-17	2015-16	2014-15	2013-14	2012-13	1	0	0	0	0	2016-17	2015-16	2014-15	2013-14	2012-13	0	0	0	0	0
2016-17	2015-16	2014-15	2013-14	2012-13																	
1	0	0	0	0																	
2016-17	2015-16	2014-15	2013-14	2012-13																	
0	0	0	0	0																	
2.6.3	Average pass percentage of Students 2.6.3.1. Total number of final year students who passed the examination conducted by Institution. Answer before DVV Verification : 93 Answer after DVV Verification: 86 2.6.3.2. Total number of final year students who appeared for the examination conducted by the institution Answer before DVV Verification : 148 Answer after DVV Verification: 152																				
3.1.2	Number of research projects per teacher funded, by government and non-government agencies, during the last five year 3.1.2.1. Number of research projects funded by government and non-government agencies during																				

	the last five years Answer before DVV Verification : 31 Answer after DVV Verification: 30																				
3.3.2	The institution provides incentives to teachers who receive state, national and international recognition/awards Answer before DVV Verification : Yes Answer After DVV Verification: No																				
3.3.4	Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years 3.3.4.1. Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years Answer before DVV Verification: <table><tr><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td><td>2012-13</td></tr><tr><td>48</td><td>82</td><td>89</td><td>47</td><td>10</td></tr></table> Answer After DVV Verification : <table><tr><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td><td>2012-13</td></tr><tr><td>38</td><td>76</td><td>47</td><td>22</td><td>6</td></tr></table>	2016-17	2015-16	2014-15	2013-14	2012-13	48	82	89	47	10	2016-17	2015-16	2014-15	2013-14	2012-13	38	76	47	22	6
2016-17	2015-16	2014-15	2013-14	2012-13																	
48	82	89	47	10																	
2016-17	2015-16	2014-15	2013-14	2012-13																	
38	76	47	22	6																	
3.4.4	Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years 3.4.4.1. Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years Answer before DVV Verification: <table><tr><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td><td>2012-13</td></tr><tr><td>440</td><td>250</td><td>250</td><td>0</td><td>0</td></tr></table> Answer After DVV Verification : <table><tr><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td><td>2012-13</td></tr><tr><td>230</td><td>250</td><td>250</td><td>0</td><td>0</td></tr></table>	2016-17	2015-16	2014-15	2013-14	2012-13	440	250	250	0	0	2016-17	2015-16	2014-15	2013-14	2012-13	230	250	250	0	0
2016-17	2015-16	2014-15	2013-14	2012-13																	
440	250	250	0	0																	
2016-17	2015-16	2014-15	2013-14	2012-13																	
230	250	250	0	0																	
4.1.3	Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc 4.1.3.1. Number of classrooms and seminar halls with ICT facilities Answer before DVV Verification : 5 Answer after DVV Verification: 6																				

4.1.4	Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years. 4.1.4.1. Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs) Answer before DVV Verification: <table><tr><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td><td>2012-13</td></tr><tr><td>9.80</td><td>16.00</td><td>15.60</td><td>1.80</td><td>4.00</td></tr></table> Answer After DVV Verification : <table><tr><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td><td>2012-13</td></tr><tr><td>4.80</td><td>3.49</td><td>10.09</td><td>0.50</td><td>0.28</td></tr></table>	2016-17	2015-16	2014-15	2013-14	2012-13	9.80	16.00	15.60	1.80	4.00	2016-17	2015-16	2014-15	2013-14	2012-13	4.80	3.49	10.09	0.50	0.28
2016-17	2015-16	2014-15	2013-14	2012-13																	
9.80	16.00	15.60	1.80	4.00																	
2016-17	2015-16	2014-15	2013-14	2012-13																	
4.80	3.49	10.09	0.50	0.28																	
4.2.3	Does the institution have the following: 1. e-journals 2. e-ShodhSindhu 3. Shodhganga Membership 4. e-books 5. Databases Answer before DVV Verification : C. Any 2 of the above Answer After DVV Verification: D. Any 1 of the above																				
4.2.5	Availability of remote access to e-resources of the library Answer before DVV Verification : Yes Answer After DVV Verification: No																				
4.4.1	Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years 4.4.1.1. Expenditure incurred on maintenance of 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>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td><td>2012-13</td></tr><tr><td>42.4</td><td>55.4</td><td>67.4</td><td>32.0</td><td>33.6</td></tr></table> Answer After DVV Verification : <table><tr><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td><td>2012-13</td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr></table>	2016-17	2015-16	2014-15	2013-14	2012-13	42.4	55.4	67.4	32.0	33.6	2016-17	2015-16	2014-15	2013-14	2012-13					
2016-17	2015-16	2014-15	2013-14	2012-13																	
42.4	55.4	67.4	32.0	33.6																	
2016-17	2015-16	2014-15	2013-14	2012-13																	

4.62	11.08	18.65	35.73	4.62
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5.2.1 Average percentage of placement of outgoing students during the last five years

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

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
7	4	3	3	7

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
7	4	3	3	6

5.2.2 Percentage of student progression to higher education (previous graduating batch)

5.2.2.1. Number of outgoing students progressing to higher education

Answer before DVV Verification : 71

Answer after DVV Verification: 18

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) 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:

2016-17	2015-16	2014-15	2013-14	2012-13
1	2	5	4	6

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

6.5.3.1. Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

Answer before DVV Verification:

2016-17	2015-16	2014-15	2013-14	2012-13
2	2	1	0	0

Answer After DVV Verification :

2016-17	2015-16	2014-15	2013-14	2012-13
1	0	0	0	0

7.1.1	Number of gender equity promotion programs organized by the institution during the last five years 7.1.1.1. Number of gender equity promotion programs organized by the institution year-wise during the last five years Answer before DVV Verification: <table><tr><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td><td>2012-13</td></tr><tr><td>4</td><td>4</td><td>2</td><td>1</td><td>2</td></tr></table> Answer After DVV Verification : <table><tr><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td><td>2012-13</td></tr><tr><td>3</td><td>2</td><td>0</td><td>1</td><td>1</td></tr></table>	2016-17	2015-16	2014-15	2013-14	2012-13	4	4	2	1	2	2016-17	2015-16	2014-15	2013-14	2012-13	3	2	0	1	1
2016-17	2015-16	2014-15	2013-14	2012-13																	
4	4	2	1	2																	
2016-17	2015-16	2014-15	2013-14	2012-13																	
3	2	0	1	1																	
7.1.10	Number of Specific initiatives to address locational advantages and disadvantages during the last five years 7.1.10.1. Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years Answer before DVV Verification: <table><tr><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td><td>2012-13</td></tr><tr><td>2</td><td>1</td><td>0</td><td>0</td><td>0</td></tr></table> Answer After DVV Verification : <table><tr><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td><td>2012-13</td></tr><tr><td>1</td><td>0</td><td>0</td><td>0</td><td>0</td></tr></table>	2016-17	2015-16	2014-15	2013-14	2012-13	2	1	0	0	0	2016-17	2015-16	2014-15	2013-14	2012-13	1	0	0	0	0
2016-17	2015-16	2014-15	2013-14	2012-13																	
2	1	0	0	0																	
2016-17	2015-16	2014-15	2013-14	2012-13																	
1	0	0	0	0																	
7.1.11	Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere) 7.1.11.1. Number of initiatives taken to engage with and contribute to local community year-wise during the last five years Answer before DVV Verification: <table><tr><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td><td>2012-13</td></tr><tr><td>5</td><td>2</td><td>0</td><td>0</td><td>0</td></tr></table> Answer After DVV Verification : <table><tr><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td><td>2012-13</td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr></table>	2016-17	2015-16	2014-15	2013-14	2012-13	5	2	0	0	0	2016-17	2015-16	2014-15	2013-14	2012-13					
2016-17	2015-16	2014-15	2013-14	2012-13																	
5	2	0	0	0																	
2016-17	2015-16	2014-15	2013-14	2012-13																	

2	0	0	0	0
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2.Extended Profile Deviations

ID	Extended Questions																				
1.1	Number of courses offered by the institution across all programs during the last five years Answer before DVV Verification : 22 Answer after DVV Verification : 237																				
2.3	Number of outgoing / final year students year-wise during the last five years Answer before DVV Verification: <table><tr><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td><td>2012-13</td></tr><tr><td>157</td><td>151</td><td>120</td><td>96</td><td>293</td></tr></table> Answer After DVV Verification: <table><tr><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td><td>2012-13</td></tr><tr><td>146</td><td>118</td><td>93</td><td>365</td><td>205</td></tr></table>	2016-17	2015-16	2014-15	2013-14	2012-13	157	151	120	96	293	2016-17	2015-16	2014-15	2013-14	2012-13	146	118	93	365	205
2016-17	2015-16	2014-15	2013-14	2012-13																	
157	151	120	96	293																	
2016-17	2015-16	2014-15	2013-14	2012-13																	
146	118	93	365	205																	
2.4	Total number of outgoing / final year students Answer before DVV Verification : 817 Answer after DVV Verification : 927																				
3.2	Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs) Answer before DVV Verification: <table><tr><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td><td>2012-13</td></tr><tr><td>56.33</td><td>70.29</td><td>82.26</td><td>33.36</td><td>35.25</td></tr></table> Answer After DVV Verification: <table><tr><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td><td>2012-13</td></tr><tr><td>56.33</td><td>70.29</td><td>82.26</td><td>35.83</td><td>35.25</td></tr></table>	2016-17	2015-16	2014-15	2013-14	2012-13	56.33	70.29	82.26	33.36	35.25	2016-17	2015-16	2014-15	2013-14	2012-13	56.33	70.29	82.26	35.83	35.25
2016-17	2015-16	2014-15	2013-14	2012-13																	
56.33	70.29	82.26	33.36	35.25																	
2016-17	2015-16	2014-15	2013-14	2012-13																	
56.33	70.29	82.26	35.83	35.25																	
3.4	Unit cost of education including the salary component(INR in Lakhs) Answer before DVV Verification : 23654 Answer after DVV Verification : 0.23654																				
3.5	Unit cost of education excluding the salary component(INR in Lakhs) Answer before DVV Verification : 8680 Answer after DVV Verification : 0.08470																				