The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

1. Details of the Institution

1.1 Name of the Institution

> DAKSHIN KAMRUP COLLEGE, MIRZA

1.2 Address Line 1

> D.K.COLLEGE, MIRZA

Address Line 2

> P.O. MIRZA, DIST. KAMRUP

City/Town

> MIRZA

State

> ASSAM

Pin Code

> 781125

Institution e-mail address

> dkcollege_mirza@rediffmail.com

Contact Nos.

> 9864137608, 9864151274

Name of the Head of the Institution:

> DR. RAMESH CH. KALITA

Tel. No. with STD Code:

> 03623-230123

Mobile:

> 9864137608 (Principal), 9864151274 (Co-ordinator)

Name of the IQAC Co-ordinator:

DR. PRABIN CH. KALITA

Mobile:

9864151274

IQAC e-mail address:

dkcollege_mirza@rediffmail.com

1.3 **NAAC Track ID** (For ex. MHCOGN 18879) : **ASCOGN11072**

1.4 Website address:

www.dkcollege.in

Web-link of the AQAR:

www.dkcollege.in

For ex. http://www.ladykeanecollege.edu.in/AQAR201213.doc

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B+		2003	2011
2	2nd Cycle	B	2.81	2013	2018
3	3rd Cycle				
4	4th Cycle				

1.6 Date of Establishment of IQAC :   DD/MM/YYYY   10-01-2003

1.7 AQAR for the year *(for example 2010-11)*   2014-2015

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011*)

   i. AQAR _____Not submitted_____ (DD/MM/YYYY)
  ii. AQAR_____ _____ (DD/MM/YYYY)
 iii. AQAR_____ _____ (DD/MM/YYYY)
 iv. AQAR_____ _____ (DD/MM/YYYY)

1.9 Institutional Status

  University   State ☐ Central ☐ Deemed ☐ Private ☐

  Affiliated College   Yes [√] No ☐

  Constituent College   Yes ☐ No ☐

  Autonomous college of UGC Yes ☐ No ☐

  Regulatory Agency approved Institution   Yes ☐ No ☐

  (eg. AICTE, BCI, MCI, PCI, NCI)

  Type of Institution   Co-education [√] Men ☐ Women ☐

                         Urban ☐ Rural [√] Tribal ☐

  Financial Status   Grant-in-aid [√] UGC 2(f) [√] UGC 12B [√]

                   Grant-in-aid + Self Financing [√] Totally Self-financing ☐

1.10 Type of Faculty/Programme

  Arts [√]   Science [√] Commerce ☐ Law ☐ PEI (Phys Edu) [√]

  TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management [√]

  Others (Specify)

.(a) Centre for Media studies (b) Diploma in Computer Application (c) Information Technology etc.

1.11 Name of the Affiliating University *(for the Colleges)*

GAUHATI UNIVERSITY, Guwahati, Assam

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University | No |

University with Potential for Excellence | No | UGC-CPE | |

DST Star Scheme | No | UGC-CE | |

UGC-Special Assistance Programme | No | DST-FIST | |

UGC-Innovative PG programmes | No | Any other (*Specify*) | (i)The College is awareded for Excellence in Teaching Arts of Assam 2014 by CMAI in Association with AICTE, MHRD and Gauhati University |

UGC-COP Programmes | No |

2. IQAC Composition and Activities

2.1 No. of Teachers | 7 |

2.2 No. of Administrative/Technical staff | 4 |

2.3 No. of students | 1 |

2.4 No. of Management representatives | 2 |

2.5 No. of Alumni | 2 |

2. 6 No. of any other stakeholder and

community representatives | 1 |

2.7 No. of Employers/ Industrialists | 2 |

2.8 No. of other External Experts | 2 |

2.9 Total No. of members | 21 |

2.10 No. of IQAC meetings held | 3 |

2.11 No. of meetings with various stakeholders:　　No. [　] 　Faculty [2]

　　　Non-Teaching Staff Students [2] 　Alumni [2] 　Others [1]

2.12 Has IQAC received any funding from UGC during the year?　Yes [√] 　No [　]

　　　If yes, mention the amount 　　Rs. 3,00,000/-

2.13 Seminars and Conferences (only quality related)

　　(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

　　Total Nos. [　] 　International [　] 　National [　] 　State [　] 　Institution Level [　]

　　(ii) Themes [　　　　　　　　　　　　]

2.14 Significant Activities and contributions made by IQAC

> Special interactive discussion with the students for the improvement of academic activities.

2.15 Plan of Action by IQAC/Outcome

　　The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
(a) Initiative taken to fillup the vacant posts.	Vacant posts are filled
(b) Initiatives are taken to smooth run of academic activities	Successfully done

　Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body 　Yes [√] 　No [　]

　　Management [√] 　Syndicate [　] 　Any other body [　]

　　Provide the details of the action taken

> 1)Adequate no of teachers appointed for the smooth run of classes.
> 2)Infrastructural development like increase of class rooms, increase in library facilities, sports facilities, drinking water facilities etc.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	6	-	-	-
UG	5	1	-	-
PG Diploma	1	-	-	-
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	12	1	-	-

Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	2 (Arts, Science, Management, Information Technology)
Trimester	
Annual	

1.3 Feedback from stakeholders*   Alumni √   Parents √   Employers √   Students √
(On all aspects)

Mode of feedback   :   Online ☐   Manual √ Co-operating schools (for PEI) ☐

*Please provide an analysis of the feedback in the Annexure

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Yes. But done by the parent University

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Not. But the process is completed to introduce the PG Course in Political Science

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
50	17	33	-	-

2.2 No. of permanent faculty with Ph.D.

18

2.3 No. of Faculty Positions
Recruited (R) and Vacant (V)
during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
2	-	-	1	-	-	-	-	2	1

2.4 No. of Guest and Visiting faculty and Temporary faculty

-		-		50

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	10	
Presented papers	1	20	
Resource Persons	-	-	-

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Apart from the usual method of teaching to attract the students and to make interesting for the benefit of students audio-visual aids and other facilities like smart board etc which are available in modern days.

2.7 Total No. of actual teaching days
during this academic year

180 days

2.8 Examination/ Evaluation Reforms initiated by
the Institution (for example: Open Book Examination, Bar Coding,
Double Valuation, Photocopy, Online Multiple Choice Questions)

Many reforms are made by the parent university. Ofcourse not by the college itself.

2.9 No. of faculty members involved in curriculum
restructuring/revision/syllabus development
as member of Board of Study/Faculty/Curriculum Development workshop

2		

2.10 Average percentage of attendance of students

85%

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.	417	-	-	-	-	86.33%
B.Sc.	71	-	-	-	-	77.46%
P.G.	60	-	-	-	-	91.67%

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

Generally in the IQAC meeting where academic matters are discussed, the Heads of all the Departments are invited and accordingly they take part in the meeting. In the meeting all the merits and demerits are discussed and remedial measures are taken.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	2
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	2
Faculty exchange programme	2
Staff training conducted by the university	-
Staff training conducted by other institutions	4
Summer / Winter schools, Workshops, etc.	-
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	25	4	4	7
Technical Staff	2	-	-	-

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

> The IQAC of the college has taken initiatives in sensitizing and promoting Research Climate in the Institution. A Research Committee has been constituted to assess the research proposals of the faculty members to be forwarded to different funding agencies. The IQAC also makes it a point to circulate the relevant information regarding seminars, workshops, submission of project proposals, different research funding agencies etc.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.4   Details on research publications

	International	National	Others
Peer Review Journals			
Non-Peer Review Journals			10
e-Journals			
Conference proceedings			2

3.5 Details on Impact factor of publications:

Range [ ]   Average [ ]   h-index [ ]   Nos. in SCOPUS [ ]

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	3 Years	UGC	305000/-	Received the total amount
Minor Projects	18 months	UGC	123000/-	Received the total amount
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				

3.7 No. of books published   i) With ISBN No. | 3 | Chapters in Edited Books | |

ii) Without ISBN No. | |

3.8 No. of University Departments receiving funds from

UGC-SAP | | CAS | | DST-FIST | |

DPE | | DBT Scheme/funds | |

3.9 For colleges   Autonomy | | CPE | | DBT Star Scheme | |

INSPIRE | | CE | | Any Other (specify) | |

3.10 Revenue generated through consultancy | - |

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number					
Sponsoring agencies	UGC	1			

3.12 No. of faculty served as experts, chairpersons or resource persons | 1 |

3.13 No. of collaborations   International | | National | | Any other | |

3.14 No. of linkages created during this year | - |

3.15 Total budget for research for current year in lakhs :

From Funding agency | | From Management of University/College | |

Total | The college authority has no separate fund allocation for Research activities. |

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions   received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution
who are Ph. D. Guides
and students registered under them

`2`

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF   SRF   Project Fellows   Any other

3.21 No. of students Participated in NSS events:

University level `2`   State level `1631`

National level `128`   International level

3.22 No. of students participated in NCC events:

University level   State level

National level   International level

3.23 No. of Awards won in NSS:

University level   State level `4`

National level   International level

3.24 No. of Awards won in NCC:

University level   State level

National level   International level

3.25 No. of Extension activities organized

University forum [ ] College forum [ ]

NCC [ ] NSS [4] Any other [1]

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Health check-up camp organized at the college campus. No of such camp during the year is one.

- Awareness programmes were organized in the nearby villages. Nos. of such programmes during the year – 2.

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	58863.37 sq. m.	Digital class room – 1	UGC	
Class rooms	27			
Laboratories	11			
Seminar Halls	1			
No. of important equipments purchased (≥ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)	11,00,000/-			
Others				

4.2 Computerization of administration and library

Both the office and the library of the College have been fully computerized. All the employees of the office have been trained in computer application. Similarly, the library has been computerised and digitized.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	29212	3494728.90	1198	324323.00	30410	3819051.90
Reference Books	1584	315071.10	113	76072.50	1697	391143.60
e-Books	97000	N-LIST				
Journals	25		25		25	

e-Journals	6000	N-LIST				
Digital Database	-	-	150		150	
CD & Video	-		-		-	
Others (specify)	16399	210362.00	53	14145.00	16452	224507.00

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	140	5	140	140	1	1	14	
Added	10						2	
Total	150	5	140	140	1	1	16	

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

> All the Departments of the college have been provided with a computer. As the College campus is wi-fi, teachers and students can access free internet. The College is also a member of INFLIBNET. Almost all the teachers have been trained to operate the A-V Aids and other gadgets in a Smart Class Room.

4.6 Amount spent on maintenance in lakhs :

i) ICT   6,26,184/-

ii) Campus Infrastructure and facilities   4,00,000/-

iii) Equipments   4,18,749/-

iv) Others

              Total :   14,44,933/

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Following steps are taken to create awareness –
a) Frequent discussions are held with the Departmental Heads and strategies for the benefit of students are sorted out.
b) Meetings are held with the Union body of the college to know their grievances and accordingly these are fulfilled by the authority.
c) Guardians meetings are convened where different aspects related to academic activities are discussed and thus carried to the students etc.

5.2 Efforts made by the institution for tracking the progression

By doing the following programmes / steps
(i) Departmental seminar with interaction.
(ii) Departmental test examination.
(iii) Teacher-student discussion at any time when any kind of problem found by the students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3933	82	-	PGDCA-116, HS-1899

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men

No	%
1645	50.70

Women

No	%
1599	49.30

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
					2969						3242

Demand ratio   Dropout %

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

The Career Guidance and Counselling Unit of the college provides guidance and information as well as coaching for competitive examination.

No. of students beneficiaries   15

5.5 No. of students qualified in these examinations

NET [ ] SET/SLET [ ] GATE [ ] CAT [ ]

IAS/IPS etc [ ] State PSC [ ] UPSC [ ] Others [ ]

5.6 Details of student counselling and career guidance

> Students of Degree classes both from Arts and Science stream participated in the coaching classes where experts from different fields are invited.

No. of students benefitted [200]

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
-	-	-	-

5.8 Details of gender sensitization programmes

> Two seminars were held in the college during the session.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level [ ] National level [ ] International level [ ]

No. of students participated in cultural events

State/ University level [18] National level [00] International level [00]

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level [ ] National level [ ] International level [ ]

Cultural: State/ University level [ ] National level [ ] International level [ ]

5.10 Scholarships and Financial Support (2014-15)

	Number of students	Amount
Financial support from institution	84	2,27,705/-
Financial support from government	724	28,62,430/-
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11   Student organised / initiatives

Fairs   : State/ University level [   ]   National level [   ]   International level [   ]

Exhibition: State/ University level [   ]   National level [   ]   International level [   ]

5.12   No. of social initiatives undertaken by the students   [5]

5.13 Major grievances of students (if any) redressed: No

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> The college aims not only at achieving excellence in higher education but also the all-round development – physical, intellectual, and moral- of the students. The famous Upanisadic hymn- " Tamaso Ma Jyotirgamaya" engraved in the emblem signifies the motto of the college. Thus, the college has noble mission to pursue.
>
> The vision of the college centres round its strong wish to become a centre of excellence in the academic field in the entire North Eastern Region. Apart from education it wants the young generation to reconstruct society based on dignity of labour, moral and spiritual values. The institute will impart futuristic education and instill high standards of discipline through its dedicated faculty. By making the students strong in physical science, social science and humanities and ethics the college aims at setting up a national standard.

6.2 Does the Institution has a management Information System

> Yes. The College has a well maintained and well managed information system.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

The institution has adopted certain improvement strategies for curriculum improvement. The College takes regular feedback from the faculty members, students, guardians, stakeholders and academic peers on the design and structure of the curriculum. Seminars and Workshops are also organized to analyze the merits and demerits of the curriculum. The conclusions drawn from such exercises are then forwarded to the proper statutory bodies for necessary action. Moreover, presently there are two faculty members of the institution who are members of the different committees related to curriculum design of the University.

6.3.2 Teaching and Learning

The college has quality improvement strategies regarding teaching and learning. Periodic unit tests/ class test are conducted both for general and major students to indentify the slow and advanced learners. Besides, feedback is also taken from the students at the end of every chapter or unit. Remedial Classes are arranged for slow learners. Individual departments arrange add-on classes whenever felt necessary. Similarly, additional study materials are provided to the advanced students to cater to their needs. The college also regularly collects and analyzes the data and information collected through tests and examinations and uses them to improve the academic performances to the learners.

6.3.3 Examination and Evaluation

As examination and evaluation are very important for the proper implementation of the curriculum, the Institution follows certain strategies to improve the examination and evaluation process from the qualitative point of view. The Institution follows two types of evaluation, viz. internal and external evaluation. Internal evaluations in the form of test examination, sessional examination, unit test, periodical class test, home assignment, laboratory experiment, project work etc are conducted internally by the college/ respective departments. External evaluation includes final examinations at the end of the programme which is notified and conducted by the Gauhati University.

6.3.4 Research and Development

In order to promote the research atmosphere of the Institution, a Research Committee has been formed under the chairmanship of the Principal. The faculty members of the College are encouraged to carry out minor and major research projects funded by different agencies such as UGC, DST, ICSSR, ICHR etc. The College authority also invites distinguished personalities to deliver lectures, conduct workshops etc. to keep the faculty members abreast of the latest trends of development in different fields. The college authority also encourages the faculty members to publish their research findings in books journals etc.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The College has a good library with a floor area of 427.88 sq.mts. There are 32107 books and 25 journals in the library. The Library is also a member of INFLIBNET. There is a Reference Section, A Reading Room, A Digital Library Section in the Library.

So far as ICT is concerned, OPAC is available along with electronic resource management for e-journals. There is also the facility of remote access to e-publication through internet. There are 17 computers in the Digital Section of the Library which are dedicated to browsing and surfing the internet. The college has both Wi-Fi and broadband with a speed of 2 mbps. The physical infrastructure of the college is quite good. It has a campus area of 58863.37 sq.m. out of which the built-up area is 5861.79 sq.m. to which another 3283 mts. have been added recently. These new infrastructural facilities include the new Boys' Common Room, the new Auditorium and the new Gymnasium.   Ananda

6.3.6 Human Resource Management

The human resources of the College consist of students, faculty members and the non-teaching staff. So far as the students are concerned, the focus of the authority is always on their improvement. For this purpose, the classes are divided into manageable sections. The weak and backward students are identified and adequate measures are taken for their benefit. For the other students, various measures are taken for their individual, social, moral, intellectual and academic development.

For the proper management of the faculty members of the College, the college follows the rules regulations as laid down by the UGC and the Higher Education Department of the State Government.

6.3.7 Faculty and Staff recruitment

So far as the requirement of faculty and staff is concerned, the college strictly adheres to the rules and regulations laid down in this regard by UGC and the State Government.

6.3.8 Industry Interaction / Collaboration

The college authority has run different activities related to Information Technology and the functions of the department of computer science is going on in collaboration with Elite Computers and Communication Pvt. Ltd. Apart from that there is collaboration with News Time Assam and Assam Talk specially with the Mass Communication Department of the college .

6.3.9 Admission of Students

The admission process is started with the constitution of an admission committee which is convened by the Principal. The committee fames up the admission criteria and finally circulates the admission notice in college website and notice board and prospectus is distributed with admission forms. Admission forms are sort-listed and a merit list against total number of seats is notified prior to the admission. Further the names, marks secured in the qualifying examination and the names of the institution last attended are announced through a public address system one by one in the admission hall. Candidates and their guardians are allowed free entry into the admission hall. The interested candidates report for admission. The process continues till all the seats are filled. Thus admission process is completed strictly on merit basis. Govt. Instruction regarding reservation is strictly followed.

Non teaching	
Students	

6.4 Welfare schemes for

There are same welfare schemes –

i) Students welfare scheme
ii) Teachers welfare schemes

6.5 Total corpus fund generated [ ]

6.6 Whether annual financial audit has been done   Yes [√]   No [ ]

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

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

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes   Yes [ ]   No [√]

For PG Programmes   Yes [ ]   No [√]

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

> The college authority has any authority to do something for the reform of examinations. But the college authority made every efforts for the smooth conduct of examination according to the guidance of the parent university.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

> Nothing at all.

6.11 Activities and support from the Alumni Association

> At different occasions the college authority is getting supports from the Alumni Association informs of financial, physical as well as intellectual helps.

6.12 Activities and support from the Parent – Teacher Association

> Interactive meetings are held at regular interval of times where different creative suggestions are derived from the parents along with the teachers. Accordingly the college authority try to reflect all the impart suggestions into reality

6.13 Development programmes for support staff

> The College has taken certain programmes for the development of the support staff. Many of them have been trained in computer application and other IT courses. They are also encouraged to pursue courses offered by IGNOU and KKHSOU etc.

6.14 Initiatives taken by the institution to make the campus eco-friendly

> In order to make the College campus eco-friendly, the institution has planted lots of saplings over the years. Steps have also been taken to ensure that there is no garbage littering around the campus. A good number of dustbins have been placed around the campus for the purpose. An organic manure production unit has also been established where the organic part of the garbage is used to produce compost manure. The College has also started to move over to the digital mode to reduce the use of paper. The common incandescent bulbs have been replaced by CFL and LED bulbs to reduce the consumption of electricity.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

> During this year there is special innovations are obtained. Of course the provisionally run practices are still going on which have the positive impact for the smooth run of academic activities in the college. For example installation of adequate number of CC Camera, complete boundary wall in the college campus which control the free entrance of outside people, restrictions in unwanted gathering by the students during college working times etc.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

> The plans which were proposed on the beginning of the year are transformed into action completely. Such as –
> i) Constructed some class room to meet the demand
> ii) Completed the boys common room
> iii) Appoints the requisite member of teachers with the initiative of the college authority.
> iv) Library facilities enhanced

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

> 1) To make class teaching attractive, the college authority provides smart boards instead of traditional black board.
> 2) Audio-Visual teaching arrangement are utilized.

Provide the details in annexure (annexure need to be numbered as i, ii,iii)

7.4 Contribution to environmental awareness / protection

> The college is located in a place which is very rich in natural environment. The college authority is simply doing its best to preserve its natural environment. With the naturally grown valuable trees inside the college campus, the college authority manages to plant different valuable and beautiful trees at suitable places. Gardens are welmaintained.

7.5 Whether environmental audit was conducted?   Yes √   No ☐

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

> One of the most relevant information need to mention that the State Govt. have not sanctioned the adequate number of post for teaching position. As a result to meet the requirement of teacher, college authority has to shoulder the responsibility of non-sanctioned teachers by its own fund.

8. **Plans of institution for next year**

> Following are some of the plans to introduce in the college. These are –
> i) To start new subjects like (a) Human right education (b) Sociology
> (ii) To start PG course in (a) Political Science
>   (b) Zoology

Name   Dr. Prabin Chandra Kalita   *Name   Dr. Ramesh Chandra Kalita*

Qalita
Principal
Dakshin Kamrup College
Mirza- 781125

_____   _____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

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Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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