The Annual Quality Assurance Report (AQAR) of the IQAC
(For Affiliated/Constituent Colleges)

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, July 1, 2017 to June 30, 2018)*

Part – A

Data of the Institution
(data may be captured from IIQA)
1. Name of the Institution   DAKSHIN KAMRUP COLLEGE, MIRZA

- Name of the Head of the institution :   DR. RAMESH CH. KALITA

- Designation: PRINCIPAL

- Does the institution function from own campus: YES

- Phone no./Alternate phone no.:   9864137608

- Mobile no.:   9864137608

- Registered e-mail: dkcollege_mirza@rediffmail.com

- Alternate e-mail : madhuri.october@gmail.com

- Address   :MIRZA, KAMRUP, ASSAM, INDIA, PIN-781125

- City/Town   : MIRZA

- State/UT   : ASSAM

- Pin Code   : 781125

2. Institutional status:
- Affiliated / Constituent: AFFILIATED UNDER GAUHATI UNIVERSITY
- Type of Institution: Co-education/Men/Women   Co-Education
- Location : Rural/Semi-urban/Urban: Rural
- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing : UGC 2f and 12 (B) (please specify)

- Name of the Affiliating University: Gauhati University
- Name of the IQAC Co-ordinator :   Dr. Madhuri Saikia
- Phone no. : 9435190598

  Alternate phone no.

- Mobile: 9435190598

- IQAC e-mail address: dkcollege_mirza@rediffmail.com

- Alternate Email address: madhuri.october@gmail.com

3. Website address: www.dkcollegeonline.in
  Web-link of the AQAR: (Previous Academic Year):   www.dkcollegeonline.in
  2017-18
  For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

4. Whether Academic Calendar prepared during the year?

Yes/No....., if yes, whether it is uploaded in the Institutional website: Yes, The College follows the academic calendar prepared by Gauhati University. It also has its own prospectus which gives details of holiday list. Including the dates of internal exams, college festivals etc.

Weblink: www.dkcollegeonline.in

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1st	B+		2004	from: 2004 to: 2009
2nd	B	2.81	2014	from: 2014 to: 20-02-2019
3rd				from: to:
4th				from: to:
5th				from: to:

6. Date of Establishment of IQAC: DD/MM/YYYY: 2004

7**.** Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
Regular meetings of IQAC cell has been held.		

> *Note: Some Quality Assurance initiatives of the institution are:*
>   *(Indicative list)*
> - *Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements*
> - *Academic Administrative Audit (AAA) conducted and its follow up action*
> - *Participation in NIRF*
> - *ISO Certification*
> - *NBA etc.*
> - *Any other Quality Audit*

8. Provide the list of funds by Central/ State Government-

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

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
Institutional Biotech Hub (Project)	DBT (NEI)	DBT	211 – TILL DATE	29,23,000/-

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: Yes

   *upload latest notification of formation of IQAC Website is on developmental stage.

10. No. of IQAC meetings held during the year: 6

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website…….
Yes/No : Yes
   (Please upload, minutes of meetings and action taken report) Website is on developmental stage

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

       If yes, mention the amount: Year:

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

   *Planning for collaborations with institutions.

   *Organized a workshop in collaboration with the Department of History and KOYELT TOURS AND PVT. LTD. (27/09/2018)

*Organized a workshop on papers scope microscope in association with Zoology Department, IQAC and Zoological Society of Assam.

*

*

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

Plan of Action	Achievements/Outcomes
To achieve social, economic, cultural and environmental values and improve the academic atmosphere as a whole.	Apart from better academic performances , students fared well in cultural activities and developed in socially responsible skills. (SWACH BHARAT)

14. Whether the AQAR was placed before statutory body?   Yes /No: No

  Name of the Statutory body: Date of meeting(s):

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?
  Yes/No: No   Date:

 16. Whether institutional data submitted to AISHE: Yes/No: Yes

        Year: 2017-18   Date of Submission: 2017

17. Does the Institution have Management Information System?
  Yes   No No

  If yes, give a brief description and a list of modules currently operational.
  (Maximum 500 words)

Part-B

CRITERION I – CURRICULAR ASPECTS

1.1 Curriculum Planning and Implementation

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

a) The institution follows the curriculum pattern designed by Gauhati University (G.U.). The classes are from UG in all streams and PG courses has been introduced in Assamese and Zoology. Classes are delivered through the traditional classrooms/teacher pattern. Besides classes are also held in digital and smart classrooms. Parents-teacher meet is also held to update them about the students' development as well as to involve them in the feedback system regarding newer courses on entrepreneurship and skill development.

b) Other value added courses in the college like B.Voc., Mass Communication, Sanskrit learning are some add on courses/subjects which besides being skill development courses also provides varied range cutting across

c) Disciplined Documentation process is through traditional papers and data collection which is then preserved in the digital form.

d) The evaluation and examination programmes for the students in the college depends largely on the method proposed by GU i.e. script correction, scrutinising

1.1.2 Certificate/ Diploma Courses introduced during the Academic year

Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development

1.2 Academic Flexibility

1.2.1 New programmes/courses introduced during the Academic year

Programme with Code	Date of Introduction	Course with Code	Date of Introduction
UG		**Instrumentation Science**	**07/07/17**
PG		**M.Sc.**	**10/07/18**
UG		**Sociology**	**07/07/17**
UG		**Psychology**	**07/07/17**
UG		**Hindi (MIL)**	**07/07/17**
UG		**Commerce**	**07/07/17**
UG		**Biotechnology**	**06/05/18**

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

Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
Already adopted (mention the year)					

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

	Certificate	Diploma Courses
No of Students		

1.3 Curriculum Enrichment

1.3.1 Value-added courses imparting transferable and life skills offered during the year

Value added courses	Date of introduction	Number of students enrolled

1.3.2 Field Projects / Internships under taken during the year	
Project/Programme Title	No. of students enrolled for Field Projects / Internships
Department of Economics undertakes field projects.	50

1.4 Feedback System

1.4.1 Whether structured feedback received from all the stakeholders.

1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
No	No	No	No	No

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

Feedback has not been taken.

CRITERION II -TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1. 1 Demand Ratio during the year

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
UG	4000	4050	3574

2.2 Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017-18	3574	80	1:70	6	56

2.3 Teaching - Learning Process

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

Number of teachers on roll	Number of teachers using ICT *(LMS, e-Resources)*	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
Few teachers use it	12	Yes	02	02	Yes

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

No special steps have been taken for mentoring apart from regular classes.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio

2.4 Teacher Profile and Quality				
2.4.1 Number of full time teachers appointed during the year				
No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of

				faculty with Ph.D
48	44	4	2	19

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

Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
22/11/2018	Dr. Gargi Chakravarty	Assistant Professor	Patent Certificate awarded by The Patent Office, Govt. of India

2.5 Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
UG	-	1,2,3,4,5,6	24TH December, 17	May, 18
PG	-	1,2,3,4	24th December, 17	May, 18

2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Sessional Exams and Test Exams are held. Besides remedial courses are held for slow learners. Continuous home assignment are given to students. Out of these, marks are allotted for home assignments which are then added along with the form of sessional examinations are held twice a year, which tests are held once a year. These systems are at peer with the rules of the affiliating university.

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

Academic calendar prepared by the affiliating university (Gauhati University) mentions all the dates for examinations which are followed by the college. Apart from examination dates, the dates for holding of different function like Freshmen Social, College election, college week are also suggested. The college prospectus which is issued before the beginning of the academic session also follow the Gauhati University guidelines with slight modifications as and when necessary.

2.6 Student Performance and Learning Outcomes

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

2.6.2 Pass percentage of students

Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
UG	B.Sc.	233	135	57.93

UG	B.A.	622	405	65.11
PG	M.A.	34	33	97.05

2.7 Student Satisfaction Survey

2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink) Student satisfaction survey (SSS) has not been taken. No questionnaire has been designed for the purpose.

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored Projects				
Projects sponsored by the University/ College				
Students Research Projects *(other than compulsory by the College)*				
International Projects				
Any other(Specify)				
Total				

3.2 Innovation Ecosystem

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

Title of Workshop/Seminar	Name of the Dept.	Date(s)
No	No	No

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

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
Substrate based bio-formulation for control of bacterial wilt of brinjal	Dr. Gargi Chakravarty	Patent Certificate awarded by The Patent Office, Govt. of India	22/11/2018	**Patent**

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

Incubation Centre	Name	Sponsored by

Name of the Start-up	Nature of Start-up	Date of commencement

3.3 Research Publications and Awards

3.3.1 Incentive to the teachers who receive recognition/awards

State	National	International

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

Name of the Department	No. of Ph. Ds Awarded
Assamese	01
Philosophy	01
Economics	01

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

	Department	No. of Publication	Average Impact Factor, if any
National	History	01	
International			

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

Department	No. of publication
History (Books Edited)	01
History (Chapter)	01
History (Paper-National)	03

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

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
Nil	Nil	Nil	Nil	Nil	Nil	Nil

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

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication

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

No. of Faculty	International level	National level	State level	Local level
Attended				

Seminars/ Workshops					
Presented papers			03		
Resource Persons			01		

3.4 Extension Activities

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

Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers **co-ordinated** such activities	Number of students participated in such activities
Swach Bharat Rally	NSS	26	55 Nos. Of volunteers and the students of the college
Republic Day	NSS	10	8 Nos. Of volunteers and the students of the college
Cultural Programme by NEWS 18 Assam	NSS	6	11 Nos. Of volunteers and the students of the college
Science Day	NSS	22	9 Nos. Of volunteers and the students of the college
International Woman's Day		2	7 Nos. Of volunteers and the students of the college

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

Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited

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

Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers **coordinated** such activities	Number of students participated in such activities
Advantage Assam	Govt. of Assam	Participated in face to face interaction with industrialist	4	50

3.5 Collaborations

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

year

Nature of Activity	Participant	Source of financial support	Duration
-	-	-	-

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration **(From-To)**	participant

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

Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
Rs. 70,00,000/-	Rs. 66,21,596/-

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	2 Campus	-
Class rooms	36	2
Laboratories	7	-
Seminar Halls	1	-
Classrooms with LCD facilities	1	-
Classrooms with Wi-Fi/ LAN	36	-
Seminar halls with ICT facilities	1	-
Video Centre	1	-
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	150	-
Value of the equipment purchased during the year (Rs. in Lakhs)	Rs. 1,46,315/-	-
Others	-	-

4.2 Library as a Learning Resource

4.2.1 Library is automated {Integrated Library Management System -ILMS}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation

4.2.1 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	32017		671			

Reference Books	2166		80			
e-Books	N List					Rs. 5,900/-
Journals			25			
e-Journals	N List					
Digital Database			5000			
CD & Video	Nil		Nil			
Library automation			35938			
Weeding (Hard & Soft)	5880					
Others (specify)						

4.3 IT Infrastructure

4.3.1 Technology Upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others
Existing	152	05	Yes	1	1	5	147	10 MGBPS	
Added									
Total									

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

……10… MBPS /GBPS

4.3.3 Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility

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

Name of the teacher	Name of the module	Platform on which module is developed	Date of launching e - content

4.4 Maintenance of Campus Infrastructure

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

Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
Rs. 60,000/-	Rs. 57,880/-	Rs. 1,00,000/-	Rs. 96,437/-

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. *(maximum 500 words)* (information to be available in institutional Website, provide link) : All these are maintained and managed by the different committees of the college. So far as sports complex is concerned games and sports in-charge along with the college authority maintain the institutional gym.

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1 Student Support

5.1.1 Scholarships and Financial Support

	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution	Students Aid Fund	42	97,520/-
Financial support from other sources			

a) National	ISHAN UDAY	72	Amount has been disbursed from UGC in the respective accounts of the students.
b) International			

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Yoga, Meditation Camp	21st June on world Yoga Day	1000 Participated	Internally organized

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

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
Nil	Nil	Nil	Nil	Nil	Nil

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

Total grievances received	No. of grievances redressed	Average number of days for grievance redressal
College have GS Cash for grievances redressal		

5.2 Student Progression

5.2.1 Details of campus placement during the year

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

5.2.2 Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
Nil	Nil	Nil	Nil	Nil	Nil

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

Items	No. of Students selected/ qualifying	Registration number/roll number for the exam

NET	-	-
SET	-	-
SLET	-	-
GATE	-	-
GMAT	-	-
CAT	-	-
GRE	-	-
TOFEL	-	-
Civil Services	-	-
State Government Services	-	-
Any Other	-	-

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

Activity	Level	Participants
Nil	Nil	Nil

5.3 Student Participation and Activities

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

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student

5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

5.3 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words): No

5.3.2 No. of ~~registered~~ enrolled Alumni: **Process for enrolment is going on.**

5.3.3 Alumni contribution during the year (in Rupees) **:**

5.3.4 Meetings/activities organized by Alumni Association **: 3**

CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

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

So far as decentralization and participative management of the college is concerned it has been long been the practice of the college and also in the years 2016-17, and 2017-18, to conduct Internal Exams and college Students Union Election.

Teachers work in close limit groups for the smooth conduct of the internal examinations which are held thrice a years. In the case of Students Union Election a different group of teachers conduct the election annually.

6.1.2 Does the institution have a Management Information System (MIS)?
Yes/No/Partial: The Institution is linked to the Directorate of Higher Education MIS.

6.2 Strategy Development and Deployment

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

- ❖ Curriculum Development
- ❖ Teaching and Learning
- ❖ Examination and Evaluation
- ❖ Research and Development
- ❖ Library, ICT and Physical Infrastructure / Instrumentation
- ❖ Human Resource Management
- ❖ Industry Interaction / Collaboration
- ❖ Admission of Students

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

- ❖ Planning and Development
- ❖ Administration
- ❖ Finance and Accounts
- ❖ Student Admission and Support
- ❖ Examination

6.3 Faculty Empowerment Strategies

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

Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
None	None	None	None	None

6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	Date and Duration (from – to)
RC	02	2017-18
STC	02	17/12/18 to 21/12/18
OC	01	2017-18
Workshop	01	November, 12 to 17, 2018

6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):			
Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary

6.3.5 Welfare schemes for	
Teaching	Welfare fund is managed by the College
Non teaching	Welfare fund is managed by the College
Students	Free admission as per Govt. order for students whose annual income is below 1 lac.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

(with in 100 words each) **: The Chartered Accountant of the college conduct the audit yearly in every financial year. Apart from that Assam Govt. Conducts financial audit regularly for the college (External audit) Internal Audit has been done by two senior Associate Professor of the college which is crossed checked by the CA of the college. Money which is collected in the different heads are categorized and CA checked each and every financial documents and later on the same has audited by Govt. Regularly.**

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

Name of the non government funding agencies/ individuals	Funds/ Grants received in Rs.	Purpose
Nil	Nil	Nil

6.4.2 Total corpus fund generated

6.5 Internal Quality Assurance System

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

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

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

Parent-Teacher meeting

6.5.3 Development programmes for support staff (at least three)

No

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

6.5.5

a. Submission of Data for AISHE portal　　: (Yes /No) **Yes**

b. Participation in NIRF　　　　　　　　: (Yes /No)

c. ISO Certification　　　　　　　　　　: (Yes /No)

d. NBA or any other quality audit　　　　: (Yes /No)

6.5.6 Number of Quality Initiatives undertaken during the year			
Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from-----to------)	Number of participants
	No	No	No	No
	No	No	No	No

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Title of the programme	Period (from-to)	Participants	
Gender Equity Programmes for the Colege are organized by the Women's Forum	1. Lecture Programme on Depression amongst the Youth to-day and influence of Cyber World on it. 2. An awareness Programme was organized as part of International Women's Day by means of a procession where students participated. Women vendors in the markets were also felicitated by the members of the forum	Female : 2000	Male : 500

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:
Percentage of power requirement of the College met by the renewable energy sources

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	-	-
Provision for lift	-	-
Ramp/ Rails	Ramp	4
Braille Software/facilities	-	-
Rest Rooms	-	-
Scribes for examination	Students managed their own writers	

Special skill development for differently abled students	-	-
Any other similar facility	-	-

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff

7.1.5 Human Values and Professional Ethics   : The Institution does not have any separate code of conduct handbook stating human values and professional ethics.

    However there are various cells in the college which addresses issues related to human values and professional ethics. The GS Cash and Grievance Redressal Cell and the Disciplinary Committee existing in the college function as and when necessary.

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (maximum 100 words each)

7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-------to-------)	Number of participants
No	No	No

7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Plantation drive taken to plant various trees like Neem for a clean environment
2. Environmental awareness programmes have been held in the institution.
3. Scientific method of waste disposal
4. Vermicompost unit in the college
5. Attempt at creating a tobacco free zone

7.2 Best Practices

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

1. The institution has a society which is headed by a group of faculties. Money in small amounts are deposited by each employee of the college for personal benefits which function like a Savings Bank Account.
   On retirement of the employee an amount is handed to the employee as one time retirement benefit. This welfare scheme vogue for many years now.
2. To maintain a congenial atmosphere in the college, particularly among the students community, gender equity and mental and physical health, legal understanding programmes are conducted by the Women Forum every year.

7.3 Institutional Distinctiveness

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

The college is located in a place which by its nature is considered to be in an peri-urban area. Hence it attracts large

number of students not only from the peripherial area but also from the city of Guwahati. Few students from other states are also making its way to the college.

As the college thrives to be a centre of excellence in the entire North East of India as suggested by its vision, the selection criteria of the students to all its streams is based on merit.

Hence the results/performances of the students is highly satisfactory.

Faculties in all the departments are well qualified and experienced who discharge their duties diligently.

8. **Future Plans of action for next academic year (500 words)**

> 1. Aim at opening Post Graduate course in the Departments of Botany and Physics.
>
> 2. To construct an Urban building for the departments of Political science, Philosophy and Education within the college campus.

Name __Dr. Madhuri Saikia_____   Name ___Dr. Ramesh Ch. Kalita_____

_____   _____

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

_____***_____

Abbreviations:

CAS	-	Career Advancement 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

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For Communication with NAAC

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