

**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:

3. Website address: [www.dkcollegeonline.in](http://www.dkcollegeonline.in)

Web-link of the AQAR: (Previous Academic Year): [www.dkcollegeonline.in](http://www.dkcollegeonline.in)  
2016-17

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](http://www.dkcollegeonline.in)

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 <sup>st</sup>	B+		2004	from: 2004 to: 2009
2 <sup>nd</sup>	B	2.81	2014	from: 2014 to: 20-02-2019
3 <sup>rd</sup>				from: to:
4 <sup>th</sup>				from: to:
5 <sup>th</sup>				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
<i>Regular meetings of IQAC cell has been held.</i>		

**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	2011 – TILL DATE	5,90,000/-

**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: 5**

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)**

\*Adopted a village near the college campus.

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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: 2016-17

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

<b>CRITERION I – CURRICULAR ASPECTS</b>					
<b>1.1 Curriculum Planning and Implementation</b>					
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	
<b>1.2 Academic Flexibility</b>					
1.2.1 New programmes/courses introduced during the Academic year					
<b>Programme with Code</b>	<b>Date of Introduction</b>	<b>Course with Code</b>	<b>Date of Introduction</b>		
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	<b>UG</b>	<b>PG</b>	Date of implementation of CBCS / Elective Course System	<b>UG</b>	<b>PG</b>
Not applicable / follows G.U. Curriculum	-	-	-	-	-
Already adopted (mention the year)					
1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year					
	Certificate		Diploma Courses		
No of Students					
<b>1.3 Curriculum Enrichment</b>					
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		
SANSKRIT	2016		40		
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 undertake filed projects			50		
<b>1.4 Feedback System</b>					
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	4010	3356

### **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
2016-17	3356	80	1:65	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 ( <i>LMS, e-Resources</i> )	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	17

## 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

## 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	24 <sup>th</sup> December, 16	May, 17
PG	-	1,2,3,4	24 <sup>th</sup> December, 16	May, 17

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 par 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)

[www.dkcollegeonline.in](http://www.dkcollegeonline.in) (website is on development stage)

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
Science	B.Sc.	188	144	76.59
Arts	B.A.	683	502	73.49
PG	M.A.	38	38	100

## 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 ( <i>other than compulsory by the College</i> )				
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

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
History	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						
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			
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	4		Nil		Nil	Nil
Presented papers	4		-		-	-
Resource Persons	Nil		01		-	-
<b>3.4 Extension Activities</b>						
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	
World Environment	NSS		35		20	

Day				
International Yoga Day	NSS	42		35 Volunteers and the students of the college
Blood Donation Camp	NSS	25		8 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 <b>coordinated</b> such activities	Number of students participated in such activities
<b>3.5 Collaborations</b>				
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 <b>(From-To)</b>	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	
-	-	-	-	
<b>CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES</b>				
<b>4.1 Physical Facilities</b>				
4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year				
Budget allocated for infrastructure augmentation		Budget utilized for infrastructure development		
Rs. 55,50,000/-		Rs. 53,23,739/-		

4.1.2 Details of augmentation in infrastructure facilities during the year						
Facilities	Existing		Newly added			
Campus area	2 Campus					
Class rooms	31		5			
Laboratories	5		2			
Seminar Halls	1		-			
Classrooms with LCD facilities	1		-			
Classrooms with Wi-Fi/ LAN	31		5			
Seminar halls with ICT facilities	1		-			
Video Centre	1		-			
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	40					
Value of the equipment purchased during the year (Rs. in Lakhs)	2,49,904/-					
Others						
<b>4.2 Library as a Learning Resource</b>						
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	31256		761			
Reference Books	1745		421			
e-Books	N LIST					5900
Journals	25		25			
e-Journals	N LIST					
Digital Database			3000			
CD & Video	NIL		NIL			NIL
Library automation						
Weeding (Hard & Soft)	5880					
Others (specify)						

<b>4.3 IT Infrastructure</b>									
4.3.1 Technology Upgradation (overall)									
	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available bandwidth (MGBPS)	Others
Existing	152	05	Yes	01	01	05	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		

<b>4.4 Maintenance of Campus Infrastructure</b>			
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
3,30,786/-	2,56,786/-	4,20,000/-	3,74,377/-
4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. ( <i>maximum 500 words</i> ) (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.			
<b>CRITERION V - STUDENT SUPPORT AND PROGRESSION</b>			
<b>5.1 Student Support</b>			
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	35	1,17,160/-
Financial support from other sources			

a) National	ISHAN UDAY	58	Amount has been disbursed to 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		21 <sup>st</sup> 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					
<b>5.2 Student Progression</b>					
5.2.1 Details of campus placement during the year					
<b>On campus</b>			<b>Off Campus</b>		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
NIL	Nil	Nil	Nil	Nil	Nil
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

**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.

<b>6.2 Strategy Development and Deployment</b>					
6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):					
❖ Curriculum Development : The college follows the curriculum developed by Gauhati University					
❖ Teaching and Learning : Students are trained through classroom/teacher pattern					
❖ Examination and Evaluation : Follows the examination system as designed by Gauhati University					
❖ Research and Development : The college has not taken initiative for research and development					
❖ Library, ICT and Physical Infrastructure / Instrumentation : Library maintains books and e-learning resources. Computer department looks after all e-learning facilities, smart classrooms etc.					
❖ Human Resource Management : No initiative has been taken					
❖ Industry Interaction / Collaboration : Placement is being done in case of students. No MoU has been signed with industry.					
❖ Admission of Students : Students are admitted as per their merit/Govt. quota. Free admission is also available as per Govt. order.					
6.2.2 : Implementation of e-governance in areas of operations:					
❖ Planning and Development : No provision for e-governance has been adopted so far by the college					
❖ Administration: No provision for e-governance has been adopted so far by the college					
❖ Finance and Accounts : No provision for e-governance has been adopted so far by the college					
❖ Student Admission and Support : No provision for e-governance has been adopted so far by the college					
❖ Examination : No provision for e-governance has been adopted so far by the college					
<b>6.3 Faculty Empowerment Strategies</b>					
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	
		None	None	None	
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)	

None		None		None	
6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):					
Teaching			Non-teaching		
Permanent : 02		Fulltime	Permanent : NIL		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.		
<b>6.4 Financial Management and Resource Mobilization</b>					
6.4.1 Institution conducts internal and external financial audits regularly (with in 100 words each) : <b>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.</b>					
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					
<b>6.5 Internal Quality Assurance System</b>					
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)					
1. Parent-Teacher meeting. 2. Guardian member in the College Governing Body					
6.5.3 Development programmes for support staff (at least three)					
No					
6.5.4 Post Accreditation initiative(s) (mention at least three)					
<b>6.5.5</b>					
a. Submission of Data for AISHE portal : (Yes /No) <b>Yes</b>					
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 College are organized by the Women's Forum	1. Lecture programme on “Entrepreneurial Avenues for Women empowerment” 2. A street play named “Natun Prabhat” was enacted by the students of the college for observing International Women’s Day	Female : 1500	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  
**World Environmental Day is organized by the Institutional Biotech Hub on 5<sup>th</sup> June every year.**

7.1.3 Differently abled (Divyangjan) friendliness : Divyangjan friendliness items are there in Physics and Chemistry building.

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
2016	A village has been adopted nearby college					

**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 peripheral 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

Madhuri Saikia

Ramesh Ch. Kalita

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

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**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

**The Director**

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