YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	DAKSHIN KAMRUP COLLEGE, MIRZA
• Name of the Head of the institution	Dr. Nabajyoti Das
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03623230123
• Mobile No:	8638589867
• Registered e-mail	dkcollege_mirza@rediffmail.com
• Alternate e-mail	iqac.dkc2020@gmail.com
• Address	MIRZA, KAMRUP, ASSAM
• City/Town	MIRZA
• State/UT	ASSAM
• Pin Code	781125
2.Institutional status	
• Type of Institution	Co-education
• Location	Rural
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	**GAUHATI UNIVERSITY**	
• Name of the IQAC Coordinator	**DR. JILMIL BORA**	
• Phone No.	**03623230123**	
• Alternate phone No.	**8638589867**	
• Mobile	**9613810848**	
• IQAC e-mail address	**iqac.dkc2020@gmail.com**	
• Alternate e-mail address	**dkcollege_mirza@rediffmail.com**	

3.Website address (Web link of the AQAR (Previous Academic Year)

http://dkcollegeonline.in/images/gallery/pdf/aqar/AQAR-2018-2019.pdf

4.Whether Academic Calendar prepared during the year?

Yes

• if yes, whether it is uploaded in the Institutional website Web link:

http://dkcollegeonline.in/academic-calendar.html

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B+**	**76**	**2004**	**03/05/2004**	**02/05/2009**
Cycle 2	**B**	**2.81**	**2014**	**21/02/2014**	**20/02/2019**

6.Date of Establishment of IQAC

10/01/2003

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	**NIL**	**NIL**	**NIL**	**NIL**

8.Whether composition of IQAC as per latest NAAC guidelines

Yes

• Upload latest notification of formation of IQAC

View File

9.No. of IQAC meetings held during the year	7	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	**Yes**	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**	
• If yes, mention the amount		

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

• Mentoring classes introduced in all departments. • Documentation committee formed for the maintenance of database. • Website update and maintenance committee formed. • By laws prepared for the Micro Research Cell. • 3 International Webinars, 2 National Webinars and different departmental Webinars were held. • Celebration of Anti-Tobacco Awareness Programme.

12.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
Mentoring classes to be introduced in all departments.	Mentoring classes are started by all departments.
Documentation Committee formed for the maintenance of database.	Work of database is in progress
Website Update and Maintenance Committee formed.	College website is updated.
By laws for Micro Research Cell to be framed.	By laws of Research Cell framed.
Anti Tobacco Awareness Program to be Celebrated.	Anti Tobacco Awareness Program Celebrated.
To hold Webinars.	Held 3 International Webinars, 2 National Webinars and 5 Departmental Webinars.

13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
GOVERNING BODY	30/03/2022

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020	30/03/2020

Extended Profile

1.Programme

1.1   **217**

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	[View File]

2.Student

2.1   **4700**

Number of students during the year

File Description	Documents
Data Template	[View File](#)

2.2   **518**

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	[View File](#)

2.3   **807**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1   **48**

Number of full time teachers during the year

File Description	Documents
Data Template	[View File](#)

3.2   **48**

Number of Sanctioned posts during the year

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**217**

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	**4700**

File Description	Documents
Data Template	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**518**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**807**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**48**

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	48

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	53
4.2 Total expenditure excluding salary during the year (INR in lakhs)	53.12
4.3 Total number of computers on campus for academic purposes	127

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The institution ensures effective curriculum delivery through a well-planned and documented process by applying the following mechanisms:

1. **The college general routine includes group practical classes besides tutorial and mentoring classes for the weaker students.**
2. **Keeping tap of the syllabus progression through departmental Class Diaries.**
3. **Holding regular meetings by Principal either with the teaching staff or with both teaching and non-teaching staff at the beginning of the session as well as during the session to plan the academic activities of the college.**
4. **Supplementing traditional classroom teaching with online classes, guest lectures, field trips, educational tours, industrial visits etc.**
5. **Monitoring Students' progression through online/offline**

assignments, seminar presentations, internal-examinations and mentoring classes.

6. Offering syllabus centric textbooks and reference books in the central and departmental libraries. The central library has Inflibnet and OPAC facility.

7. Encouraging students to participate in different academic activities like seminar presentation, workshops, webinars etc. through the departmental study forums. Promoting creativity and writing skills of students through wall and departmental magazines.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

An academic calendar is prepared by the institution under the supervision of IQAC and the institution adheres to it for the conduct of CIE (Continuous Internal Evaluation). This is prepared following the Gauhati University's (affiliating University) academic calendar after its publication. The tentative dates for holding of Internal/sessional examinations are notified in academic calendar.

The institution follows the examination and evaluation pattern of the parent university. End semester sessional exams are conducted according to the marks allotted by the parent university. The students are given the scheduled exam timetables well in advance by the Internal Examination Committee formed by the Principal on rotation basis after consultation with senior faculty members and the office SA (Sectional Assistant). The Internal Examination Committee framed guidelines for conducting CIE according to the parent university and institution's academic calendar by:

- Scheduling of internal/sessionsl examination, seating arrangements, invigilators duty list for every exam.
- Preparing and scrutinizing question papers for the exam in the prescribed pattern covering the syllabus by the concerned HoDs.
- Evaluation of answer scripts by faculty members in the stipulated time.

- Deposing copies of the marksheets to their concerned Hods by the faculty members and forwarding a copy of the same to the office by the HoDs for uploading in the parent university web portal.
- Communicating the marks to the students.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	http://dkcollegeonline.in/academic-calendar.html

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

23

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	[View File](#)

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	[View File](#)

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View File](#)

1.3 - Curriculum Enrichment

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

The institution has no liberty to integrate cross cutting issues relevant to professional ethics, gender, human values, environment

and sustainability in to the curriculum on its own as it has to follow the curriculum of the affiliated university in UG and PG courses.

Professional ethics: In some of the UG courses topics related to professional ethics are included to prepare the students for their bright future.

Gender: Gender Sensitivity and gender sensitization is accomplished through amalgamation of theory and practise. The department of English has organised various programmes like, a one day seminar on "Projection of Women in 21st Century English Literature and Indian Theatre (05/03/2021), On the Spot Slogan Writing Competition on "Gender Equality & Stop Sexual Harassment" (10/03/2021) and a street play entitled "Dekhui Nedekha" highlighting eve teasing, acid attack, abortion and domestic violence.

Human values: Code of Conduct handbook, Anti Ragging Committee and Disciplinary Committee of the institution along with the topics on human values included in the UG courses contributes to making good human beings.

Environment and sustainability: A compulsory paper on Environmental Studies, included in the UG courses gives a fair exposure to the students about the importance of environment and its sustainability.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

15

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

1621

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	http://dkcollegeonline.in/images/gallery/FEEDBACK%20REPORT%202020-2021.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1300

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

435

File Description	Documents
Any additional information	[View File](#)
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Students taking admission in various UG and PG courses of the institution are assessed as advanced or slow learners based on their performance in the last examination marks or CGPA and thereby the various departments organizes special programmes for advanced learners and slow learners accordingly. Strategies adopted for slow learners:

- Mentoring classes are included in the central routine for such learners. Faculties of the departments are allotted to provide mentoring to such learners.
- Personal and academic counseling sessions are conducted by faculty members to boost the confidence of such learners.
- Separate simple and standard study materials and notes (soft and hard copies) are provided as and when required.
- Such learners are included in the groups of advanced learners for departmental Seminar Presentations.
- Bilingual explanations and discussions are imparted after class hours for their benefit.

Strategies adopted for advanced learners:

- Additional learning and reference materials are provided to such learners.
- Encouraged to participate in in-house and inter college debate, quiz, speech and literary competitions.
- Provided with unlimited access to departmental library facilities.
- Departmental Certificates of Appreciation are awarded to First Class holders after completion of their courses.

Moreover, departmental PTMs are held annually to appraise the progress of the learners.

File Description	Documents
Link for additional Information	**Nil**
Upload any additional information	**No File Uploaded**

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
4700	**102**

File Description	Documents
Any additional information	[View File](#)

2.3 - Teaching- Learning Process

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

Experimental learning: In this type of learning different departments of the Science stream organizes laboratory work for the students besides programmes like,

- **Visits to radio stations by the students of Mass Communication department where they get to involve in experimental learning**
- **Visits to malls by the B. Voc. students gives them the opportunity to participate in experimental learning by imparting training to the staff of the mall in arranging and displaying the products for sale**
- **Online competitions**

Participative learning: Students are given the opportunities to participate in various activities to enhance participative learning such as,

- **Seminars**
- **Quizzes**
- **Different competitions of the Annual College Week**
- **Various programmes of NSS**
- **Departmental magazines**
- **Wall magazines**
- **Project work**
- **Field visits**

- Visits to radio stations, malls, commercial outlets like Decathlon etc.

Moreover, the annual college magazine, wall magazines of the Girls' Common Room, NSS, Students' Union Body and Girls' Hostel helps in participative learning.

Problem solving methodologies: Departments always encourages the students to acquire and develop problem solving skills through various academic and in-house activities and competitions.

- Assignments based on problems
- Quizzes
- Class presentations
- Debates etc.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Information and Communication Technology (ICT) can impact student learning when teachers are digitally literate and knows how to integrate it in their teaching methods for ICT tools enhance to communicate, create, disseminate, store and manage information. Keeping the above in mind the institution has constructed 8numbers of ICT enabled classrooms with LCDprojectors, 1 science lab for Physics and 1 lab for Geography departments respectively,1 digital room and a Conference Hall furnished with an overhead projector besides 3computer labs for effective teaching learning process. In addition to the use of the traditional chalk and lecture method, the faculty members of the institution are using various ICT enabled tools like the following:

- Google classroom, WhatsApp groups and Teach mint to communicate and post study material, make announcements, upload and check assignments, lecture notes, address queries, e resources, mentor and share information.
- Google forms to conduct online tests and take feedback from

various stake holders like students and alumni.

- OHP are used for screening course related movies and for making power point presentations (PPT).
- Zoom for online classes and webinars.
- The help of PPTs with animations and video clippings are taken during online/offline classes, webinars and seminars.

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://dkcollegeonline.in/images/gallery/pdf/aqar-supporting-docs/2020-21/2.3.2.pdf

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

21

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

48

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

23

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

684

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The internal assessment system of the institution is systematic and transparent. The sessional exam date is finalized after the meeting of the Principal with the Head of the Departments and the Section Assistant. The Internal Examination Committee is formed by the Principal on rotation basis for the smooth conduct of the exam. The exam schedule is put up in the notice board well in advance for the benefit of the students. The question papers, set according to the syllabus at the departmental level by the faculty members of the concerned subject are checked and finalized by the Head of the Departments. The answer scripts are checked by the

faculty members and the mark sheets are handed over to the HoDs for departmental records and for uploading in the parent university exam portal. The results are displayed in the departmental notice boards and a second chance for clearing the exam through re-test/exam is also given. Some departments hold Parent Teacher Meets (PTM) to inform the parents about the academic progress of the students. For assessment of laboratory course an internal practical viva is conducted by the concerned departments. Field reports/surveys and project reports are checked at the departmental level and the marks/grades are communicated to the students. The dates for seminar presentations, assignment submission and field/project reports are notified in the concerned departmental whatsapp groups.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

The institution gives emphasis on solving internal examination related grievances in a transparent and efficient manner. After the declaration of the results of internal examinations in the departmental notice boards within the stipulated time, those who failed in their concerned subjects or those who missed the examination or were unable to appear in a particular subject due to unavoidable circumstances are given a second chance through re-test by the concerned departments to clear the subject. Separate question papers are set by the concerned faculty members teaching the subject. The marks of the evaluated answer scripts are re entered in the original mark sheets and preserved for departmental records and for uploading in the parent university exam portal. If any discrepancies related to evaluation are reported by the students, then they are resolved immediately by the faculty members.

Faculty members evaluate the assignments, field reports and project works based on the following criteria – timely submission, clarity, literature analysis, presentation, team work etc. which are shared with the students well in advance for their benefit. The marks of the evaluated assignments, field reports and project works are communicated to the students in the class. The evaluated work is also shown to the students thus maintaining transparency

of the marks assigned and resolve grievances if any.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	**Nil**

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

As the institution is affiliated to Gauhati University, it follows the curriculum of the parent university and offers the stated Programmes offered by the university. Hence, the course outcomes (CO) of the Programmes offered by the institution and the course outcomes of the Programmes offered by the university are the same. The various UG and PG Programmes offered by the parent university is available in the official website of the university which can be downloaded by the affiliating colleges. The teachers of the institution are aware of the Programme and the CO of their concerned subjects as a hardcopy of the same is available in each department for ready reference. The students can avail the same or can search the CO in the parent university website for their reference. Their confusions, if any are cleared by the faculty members. Moreover, in the beginning of each course the faculty members communicate the respective CO by referring to the 6th semester results of each course, the progression of the pass out students to higher education and the associated job opportunities to the students in their very first lectures. The Programme and CO offered by the institution are available in the college website for dissemination of information amongst the students and at the same time to make them aware.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	**Nil**
Upload COs for all courses (exemplars from Glossary)	[View File](#)

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The attainment of Programme outcome (PO) and Course outcome (C0) is given utmost importance and hence evaluated by the institution. As an affiliated college, the institution follows the curriculum of the Gauhati University but it has the liberty to conduct sessional examinations to evaluate the CO. The institution adopts the following ways to evaluate CO and PO.

Attainment of CO:

The CO is evaluated through the timely completion of the syllabus of the parent university. Continuous evaluation of the attainment of CO is conducted through occasionally organized course based seminars and workshops, project works and assignments; conducting field surveys and class tests etc. The sessional examination conducted internally by the institution contributes to the evaluation of the CO.

Attainment of PO:

At the UG and PG level the attainment of PO is evaluated through the students' progression to higher studies in the parent university or to any other higher educational institutions both within and outside the state. Another method to evaluated PO is the students' placements in different sectors. The feedback system of the different stakeholders especially students feedback helps the institution in evaluating the attainment of the PO.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

807

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	**No File Uploaded**
Paste link for the annual report	http://dkcollegeonline.in/images/gallery/pdf/aqar-supporting-docs/2020-21/2.6.3-Annual%20Report%20of%20the%20College-2020-21.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

http://dkcollegeonline.in/images/gallery/pdf/sss/SSS-2020-2021.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

2.50

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	http://www.serb.gov.in/home.php

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

28

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

18

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers

published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

32

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	[View File](#)

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Besides the regular studies the institution gives importance to the holistic development of the students. Hence, the various departments of the institution organize different extension activities as part of the UG curriculum in the neighboring areas to sensitize students to different social issues which thereby contributes to their holistic development. The department of Economics conducted a survey on the saving habits of the people in the areas adjacent to the college campus where they sensitized their departmental students about the importance and role of savings in a person's life. The department of History in their field survey sensitized the students to the economic, social and cultural aspects of the remote archaeological and natural sites so that such sites can be developed as tourists spots. The students are also sensitized about the oral culture and oral history of the diverse tribes and communities like the Adivasis, Ojapali – a performing art form of Assam. The students of the Philosophy department are given exposure to thinking and decision making process as part of their Skill Enhancement (SEC) paper. The department of Education sensitized their departmental students about the need and importance of cleanliness by involving them in an extension activity under Swach Bharat Mission in Tanuram Sishu Vidyalaya

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

03

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

66

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

2

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	**No File Uploaded**

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

01

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college has adequate infrastructure and physical facilities for teaching-learning to run different programs. The built up campus area is 61539.03 sq. meters. It is pertinent to note here that since Higher Secondary (HS) Course (Arts and Science) is also offered by the institution according to the Assam Government guidelines, there is no demarcation of classrooms for HS, UG and PG programs. Out of the 53 number of classrooms, 8 numbers of classrooms including the KKH (Krishna Kanta Handiqui) conference hall is equipped with LCD Projectors. Smart board facilities are available in five classrooms (B. Voc, Zoo, B.Sc. Classroom 3) and in the Digital Room. Each of the 24 departments has their departmental libraries to facilitate the teaching learning process. Moreover the PG departments of Assamese and Zoology along with the departmental libraries provide reading room facilities. There are 14 numbers of laboratories for science stream with adequate instruments. There are 3 fully air conditioned computer labs with 65 numbers of computers. The central library, partially digitalized is equipped with 23 computers and a Photostat machine and 2 printers. Facilities like N List and OPAC are also available. The reading room of the central library has a seat capacity of 138(students), 14(faculty) and 16 numbers respectively in the reference section. The KKH Study Centre offering off campus B.A Degrees is equipped with a desktop computer.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

The institution has adequate infrastructure for organising cultural activities, sports and games – both indoor and outdoor. The half constructed 17,110 sq. ft. auditorium, inaugurated in 20/09/2010 with a seat capacity of 1500 provides the platform for holding different cultural activities like music, dance and drama competitions held during annual College Week. The institution has its own musical instruments like harmonium, tabla etc., besides a portable sound box with a microphone. The large classrooms are utilised for arranging the cultural programs during departmental

Freshman Social and Farewell functions.

The indoor stadium, inaugurated on 16/03/13 with a built up area of 5320 sq. ft. is used for playing badminton and table tennis. It is used for yoga demonstration also.

The Girls' and Boys' Common Rooms have carom boards, chess boards, badminton racquets and corks, cricket kits and ludo.

There is a well maintained basket ball court of 7085 sq.ft. with a seat capacity of 160 approximately.

Volley ball is practised by students in the open green space measuring 1920 sq.ft. adjacent to the basket ball court.

The public playground is utilised for holding cricket matches played between the students studying in different semesters and between the male faculties and students.

The gymnasium built in an area covering 1120 sq. ft. has the following equipments or gadgets: 12 Station Multi Gym, Tread Mill (2), For Excer Gold, Commercial Tread Mill Elliptical Bike, BSA Spine Bike, BSA Upright Bike, Hyper Extension Heavy Duty (3), Twister Heavy Plate with Stand (2), Olympic Rod 7 ft, Olympic Rod 5 ft, Olympic Plates of 5, 20, 15, 10 and 7.5 kgs.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://dkcollegeonline.in/images/gallery/pdf/aqar-supporting-docs/2020-21/4.1.2%20geo%20tag.pdf

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

15

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

15

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://dkcollegeonline.in/images/gallery/pdf/aqar-supporting-docs/2020-21/4.1.3%20geo%20tag.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

21. 947

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The library buildings measuring 1634 sq. ft. and 2471 sq. ft. has more than 56000 books covering all subjects including text books, reference books, books on general knowledge, 7 daily and 2 weekly newspapers (local and national), journals and other information sources like thesis, dissertations, hard bind and paper back volumes, maps, globes, CDs, photocopy, internet services of 200 mbps etc. The institution has subscribed N-List, where more than 97000 books and 6000 journals are freely available for library users. There is a Xerox machine, 2 printers and 15 numbers of computers available for users to access and download e-books.

Library automation:

1. Computerisation – Computerisation has been introduced in the library towards the end of 2005 using the ILMS software – SOUL (Software for University Library) developed by INFLIBNET and the automation process of the library started phase wise. After that automated circulation system was introduced in 2013 for better circulation system. In 2013 the SOUL college version package was upgraded to SOUL version 2.0. Catalogin and circulation is done in SOUL 2.0 and the rest of the house keeping is done manually. The library also provides OPAC (Online Public Access Catalog) facility for its users. The library is partially automated.

2. Barcode technology – To organise the disseminate flow of information in a systematic way the barcode technology was introduced in the circulation system. It is a method of automated identification and data collection.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources — C. Any 2 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

81.13

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

4264

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The emerging demand for online access is everywhere. The educational institutions are no exception. Most of the students are keenly interested in availing internet facilities inside and outside the college campus. To accommodate the increasing demands of internet facilities, the college frequently updates the IT facilities. The college recently upgraded the internet facilities by installing the BSNL internet connection in place of the existing Vodafone Leased Line connection. Now the College have four internet connections under different BSNL plan. These are as follows:

Sl. No.

Plan

Speed

1

Fibre Silver Plus

Up to 300 Mbps till 5000 GB

Up to 30 Mbps beyond 5000 GB

2

Fibre Silver Plus

Up to 300 Mbps till 5000 GB

Up to 30 Mbps beyond 5000 GB

3

Fibre Premium Plus

Up to 200 Mbps till 3300 GB

Up to 15 Mbps beyond 3300 GB

4

Fibre Ultra

Up to 300 Mbps till 3300 GB

Up to 4 Mbps beyond 4000 GB

Along with these, the College have a well equipped Public Address System for communicating important as well as emergent information to the students and the employees through in campus announcement. The system equipped with 8 numbers of Dual Speaker, one Ahuja amplifier, one Microphone and one Ahuja Trolley.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

127

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution	**B. 30 - 50MBPS**

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	[View File](#)

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

21.94

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts.	[View File](#)
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	[View File](#)

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

The institution follows established systems and procedures for maintaining and utilising the existing physical, academic and support facilities by appointing in house staffs (full/part time). Maintenance is carried out daily or periodically by in house and hired professionals.

1. Laboratory Assistant keeps stock of all items, record of the

utilisation of the equipment etc.

2. The Library staff maintains the main library, keeps the utilisation record of books and departmental libraries are maintained by the concerned departments.

3. The concerned Teacher-in-charge and the Secretary of Gymnasium and Sports (Students Union Body) keeps record of the sports equipment and maintains them, organises events and competitions, purchases medals and trophies.

4. Principal's office after consultation with the HoD, Computer Science purchases the required soft-wares for the existing computers in the campus.

5. The classrooms are utilised according to the time table. The fourth grade employees maintain the classrooms.

6. The equipments in the studio of Mass Communication department are utilised by the departmental students under the guidance of the departmental faculty.

7. Electrical, Photostat Machine, Water Cooler, CCTV and Public Address System, Security, Gardener etc. are maintained by the concerned authority. The in-house security guards secure the campus and the gardener maintains the green space.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1127

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

1127

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**B. 3 of the above**

File Description	Documents
Link to institutional website	http://dkcollegeonline.in/images/gallery/pdf/aqar-supporting-docs/2020-21/5.1.3.pdf
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	**B. Any 3 of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	**No File Uploaded**
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

73

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	**No File Uploaded**

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

148

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	**No File Uploaded**
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	View File
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

0

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	[View File](#)

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Students' representation and engagement in academic and administrative bodies is limited. Two student representatives are selected by the Students Election Committee for conducting free and fair election of Students Union Body of the institution. The Examination Centre Committee of the institution also has students' representation for the smooth functioning of examinations in the campus by maintaining discipline and congenial atmosphere during examination hours. The President and General Secretary of the Students' Union Body are a part of RUSA and Festival Committee. The Secretary of the Girls' Common Room of the Students' Union Body is an integral part of the Women's Forum of the institution. Similarly, the President, Students' Union Body represents the student community of the institution in the Internal Committee. Their feedback on the course helps the faculties to adjust their teaching leaning process accordingly. The departmental wall magazines are taken out by the student editorial board under a teacher-in-charge. The various Secretaries of the Students Union Body along with their Teacher-in-charges organize various competitions during the annual College Week. The college Magazine Editorial Board includes student members..

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

12

File Description	Documents
Report of the event	View File
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

There is an Alumni Association that contributes significantly to the development of the institution through financial and/or other support services. The registration process is under process.

The Alumni Association of the institution is not yet registered though it was formed in 2004. Normally, the Alumni Association takes interest in the activities of the institution and contributes significantly towards the development of the institution through financial and/or other support services. In the 2020-2021 academic session the Alumni Association's involvement is negligible due to the Covid-19 Pandemics and the various SOPs issued by the government of Assam. As most of the time the institution had to remain close, the proposed plans and programmes of the Association could not be materialized.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The institution is working continuously to fulfil its vision of establishing itself as a centre of academic excellence in the entire North Eastern region of India and work towards the all-round development of the students.

Mission:

- To impart quality education by implementing state of the art teaching-learning methods to enrich the academic competency, credibility and integrity of the students
- To introduce new subjects in PG
- To open new skill based certificate courses
- To impart value based education

Governance:

The institution follows a democratic and participatory mode of governance involving all the stakeholders to participate actively in its administration and thereby help in the smooth functioning of the institution. The Governing Bodyentrusts authority to the Principal who share it with the different levels of functionaries in the institution who thereby play a significant role in framing the institutional policies and implementing the same.

Strategic plan:

- To encourage research based work
- To strengthen alumni engagement
- To contribute towards society
- To formulate development plans to improve the overall quality of the institution.

Teachers' participation in decision making bodies through the two teacher representatives in the Governing Body of the college provides proof of teachers' involvement in decision making bodies of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The institution follows decentralization and participative management by involving its stake holders in various academic, administrative, construction and students' election committees and by holding regular meetings for its proper functioning. The participation ranges from day to day affairs, development issues to future plans.

Case Study: Internal Examination Committee (IEC)

Role: The IEC is responsible for the smooth conducting of all the internal examinations of the institution.

Composition of IEC: IEC, consisting of six faculty members, is appointed by the Principal for a term of three years. The IEC is assisted by two third grade employees and three fourth grade employees.

Activities: The IEC prepares the examination time table, collects question papers from the concerned departments, prints them in a press selected by the IEC, prepares the Invigilators Duty List (Teaching and Non Teaching staff), allots seating arrangement of the students subject wise and year/semester wise and distributes the answer scripts department wise for checking.

In case of HS First Year Final Examination, the exam program and the question papers are provided by the Assam Higher Secondary Council (AHSEC). The rest of the exam related work including the issue of mark sheets is carried out by IEC.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Strategic Plan: Micro Research Cell

South Kamrup area of Assam has research potential which needs to be explored and hence the IQAC came out with the innovative idea of opening the Micro Research Cell on 28/02/2021. The aim of the cell is to encourage research work among the young faculty members of the institution. Manas Pratim Baruah, Head, Department of Political Science initiated one time scholarship of Rupees five thousand only in two installments, under Dr. Girish Chandra Baruah and Dr. Sarala Baruah Trust to encourage research on local issues within one year.

Activity completed based on strategic plan:

The Micro Research Cell issued a notice inviting research proposal from the young faculty members within 15/03/2021. One proposal entitled "A preliminary study on the abundance of butterfly species in Rani Reserve forest and Maliata Hills of Kamrup District, Assam" submitted by Rumi Kalita, Assistant Professor (Contractual), Department of Zoology of the institution was selected. The members of the Cell decided to hand over the first installment of the stipend on 24/09/2021.

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File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies,

administrative setup, appointment and service rules, procedures, etc.

The functioning of the constitutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures etc.

The administrative setup is described in the Organogram of the institution. The Governing Body (GB) is the apex body of the institution. The Principal, the second in hierarchy, carries out his duties after consulting the GB. The IQAC Coordinator occupies the third position in the Organogram and the Conveners and Joint Conveners of the 7 Criterion Committees under IQAC, carries out their responsibilities at the guidance of the IQAC Coordinator. The Head of the Departments (HOD) and the Librarian occupies the fourth position in the diagram. The Associate and Assistant Professors working under the HOD of their concerned departments follows the directions of the respective HODs while discharging their duties. The supporting staff of the concerned departments also follows the directions of the HODs. Similarly, the office staff of the library also works at the guidance of the Librarian. Next in the Organogram is the Principal's office headed by the Head Assistant and his supporting staff; the various committees, the Cells and Forums formed for the smooth functioning of the institution along with the Students' Union. All these are guided by the Principal.

The institution strictly follows the rules of the Government of Assam in case of appointment and service rules.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	http://dkcollegeonline.in/iqac-organogram.html
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The institution has an active and well functioning Welfare fund as the core of its welfare measures for its Teaching and Non Teaching Staff.

The Welfare fund is constituted by the Principal, D.K College, all the teaching and non teaching employees in permanent sanctioned post and the Librarian of the College. The welfare fund is maintained by monthly contributions from the members.

The welfare measures that are undertaken from the Fund for the benefit of the teaching and non teaching staff include

1. Financial aid to the members on retirement from service
2. Aid to members suffering from long term illness or with high end expensive medical expenditures.
3. Financial aid to members suffering from sudden accidents causing long term medications
4. Contribution to families of members if expired during service.

Besides, the institution follows all the Govt. norms and instructions as issued from time to time for the benefit of the employees such as allowing maternity benefits, Child Care Leave, Benefits under Faculty Development Programmes.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

01

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

18

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The Institution strictly follows the UGC regulations regarding the appraisal of the Teaching staff and that of the Assam Government in case of the Non-Teaching staff in case of promotions. All the criteria under the different categories in the Academic Performance Indices are evaluated according to the UGC Regulations by the IQAC and subsequently by the Departmental Promotion Committees constituted by the Subject Experts nominated by the Vice Chancellor of the affiliating University, Head of the concerned Department and the Principal in case of teaching staff. For the non teaching staff, the regulations issued by the Govt. of Assam are followed for Performance appraisal. The Service Books of the faculty members are updated from time to time.

However, there is a provision of issuing the Performance Appraisal System Report to the teaching/ Non- teaching staff if and when necessary.

Besides, the teaching staff is assessed by the Principal and the President of the Governing Body of the Institution as per the format in the Self Appraisal Report under the Assam College Employees Rules, Govt. of Assam. The criteria assessed include:

1. Attendance and conduct
2. Character and Integrity
3. Leadership, Supervision capacity and team spirit
4. Inter personal Relationships
5. Spirit of cooperation in the corporate life extension

activities, examinations etc.

The Appraisal Report of the Non Teaching Employees includes the following criteria:

1. Knowledge of the Branch/ Departments
2. Knowledge of the Rules regarding Office Procedures
3. Ability to supervise and manage a Branch/ Department
4. Whether fit for shouldering higher Responsibility

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Auditing is an important part of the functioning of the institution and hence two senior Associate Professors of the institution conducts the internal audit of the institution. The Chartered Accountant Uttam Kumar Agarwal and his firm named Uttam Keshri & Co. conducts the annual internal audit of the institution by cross checking the audit report submitted by the senior faculty members of the institution. The above mentioned firm also examines the receipts and payments account of the General Fund and other subsidiary funds of the institution like, examination fund, library fund, Students' Union Body fund, Students' Aid fund, development fund, magazine fund, festival fund, hostel fund and UGC Grant fund for the last financial year (01/04/2020 to 31/03/2021). The firm checked the documents i.e., Cash Book, Ledger, Fees Collection Registers, Receipt Book, Vouchers, Pass Books, Fixed deposit Certificates, Salary Statement, Acquaintance Roll Register, Admission Register and Stock Register etc. for the financial year before submitting the final audit report. In case any objection is raised in the process of auditing by the Chartered Accountant, the Principal's office meets up the objection by proving the supporting documents.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

NIL

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	[View File](#)

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The institution has a well defined mechanism to monitor effective and efficient utilization of available financial resources in the form of the following funds: General Fund, Examination Fund, Library Fund, Students' Union Fund, Students' Aid Fund, Development Fund, Magazine Fund, Festival Fund, Hostel Fund and UGC Grant Fund for the development of the academic processes and infrastructure development.

- **The optimal utilization of the funds is taken care of by the concerned committee members (appointed by the Principal) of the various funds. They prepare the budget for the subsequent financial year and adhere to the budget.**
- **The payments for infrastructure development and academic expenses are released online after the submission and verification of the vouchers or receipts.**
- **Tenders are called before purchasing in lump sums. The tenders so called are examined by the purchasing committee before finalizing the vendor.**
- **All the major financial decisions of the institution are**

taken by the Principal in consultation with the Governing Body (GB).

- In case of urgent financial requirements the Principal has the authority to grant or cover the expenses from the pre-sanctioned amount in his name by the GB.

In case of resource mobilization, Principal places the matter in the GB and only at the direction of the GB he can mobilize resource from one head to another.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

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

That the IQAC has contributed significantly for institutionalizing the quality assurance strategies and processes is proved from the fact that it has successfully implemented the Mentoring System and opened a Micro Research Cell.

The Micro Research Cell formed on 28/02/2021 at the initiative of IQAC, encourages research work/ Project work related to issues of the surrounding areas of the college among the young faculty (permanent/contractual) members of the institution within a stipulated time frame of six months/one year. It offers one time scholarship of rupees five thousand only in two installments according to the demands of the work. Rumi Kalita, Assistant Professor (Contractual), Department of Zoology of the institution was awarded the scholarship for her research work "A preliminary study on the abundance of butterfly species in Rani Reserve forest and Maliata Hills of Kamrup District, Assam" on 24/09/2021.

The Mentoring System is introduced in the institution after issuing the notice of IQAC, dated 18/11/2020. Though the system prevailed in the institution in an unorganized manner, it was formally introduced in an organized manner only after the IQAC initiative. The departments are given free hand to chalk out the pattern of mentoring classes. Some of the departments started the mentoring classes soon after receiving the notice, while some departments could not start mentoring classes even though they

planned due to the Covid 19 pandemics.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The IQAC after its formation institutionalized the following two teaching learning reforms for quality enhancement of the institution besides fulfilling the 10 point recommendations of the Peer Team Report of 2013:

- **Introduction of PG courses in Assamese and Zoology besides B.Voc**
- **Online Faculty Development Program**

The self financed PG course in Assamese under Gauhati University was introduced in August, 2013 with a seat capacity of 40. The faculty members of Assamese department along with guest faculties from English department and other institutions, takes the PG classes. In 2015 the college got permission to hold PG examinations in the campus itself. The first batch showed outstanding performance by occupying the 3rd position in the University in 2015. This record is continued by the two consequent batches of 2016 and 2017. Chayanika Das and Babul Das of 2013 batch were able to clear NET exam.

The self financed PG course in Zoology, started in the year 2017 has a seat capacity of 10. It is run by the in house faculty members of the department and guest faculties from outside. Rosy Mahato of 2019 batch showed outstanding performance by clearing GATE.

In August 2021 one online Faculty Development Program on "Moodle Learning Management System" was organized by IQAC in association with Spoken Tutorial IIT Bombay. 32 participants from all over Assam took part in the program

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	**D. Any 1 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	http://dkcollegeonline.in/images/gallery/pdf/aqar-supporting-docs/2020-21/2.6.3-Annual%20Report%20of%20the%20College-2020-21.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The institution works for maintaining gender equality and focuses on providing a safe working space for all stakeholders within the campus. With this aim, the IQAC conducts the annual Gender Audit. The Women's Forum celebrates International Women's Day with pomp and gaiety. Moreover, the provision for providing safety and equality is available through the Internal Committee (IC). A gender sensitisation program on "Understanding Sexual Harassment of Women at Workplace" was organised by IC on 19/02/2021. The

Girls' Common Room attached with washrooms fulfils the need for providing a safe space to the girl students. Moreover, the vending machine in the Girls' Common Room fulfils the need of the female students in times of distress.

Co-curricular activities like "On the spot Slogan Writing Competition on Gender Equality/ Stop Sexual Harassment" was organised in this regard on 10/03/2021.

For the safety and security of the female boarders in the Women's Hostel, CCTV is installed and night watchman is appointed. The campus of the hostel is guarded with high boundary walls.

The college strictly follows the Government Rules for reservation of women in all academic and administrative processes.

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File Description	Documents
Annual gender sensitization action plan	http://dkcollegeonline.in/images/gallery/pdf/aqar-supporting-docs/2020-21/7.1.1-Annual%20Gender%20Action%20Plan%202020-21.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	http://dkcollegeonline.in/images/gallery/pdf/aqar-supporting-docs/2020-21/Geo-Tag.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system

Hazardous chemicals and radioactive waste management

Solid waste management: For solid waste management the college has a vermicompost unit where the biodegradable waste is converted to vermicompost using earthworm. The unit provides training to the students as well as farmers of the nearby area. Leaves and litters of the plants are burned to make bio char which is utilised as carbon source and as nutrient for the ornamental plants of the campus. Moreover, the solid waste of the campus is collected by the departmental and office bearers disposed of in the vermicompost unit.

Liquid waste management: Liquid waste from washrooms and canteens are disposed through proper drainage system to avoid stagnation.

Biomedical waste management: The departments of Biotechnology, Botany and Advanced Level Institutional Biotech Hub use autoclave system, UV radiation system under the Bio-safety cabinet (Laminar Air Flow) which all are sterilization techniques to manage biomedical waste like micro- organism, media culture etc.

E-waste management: The E-waste like old versions of computers, printers, electronic gadgets, circuits, CDs, batteries, bulbs etc are collected by office and sold off to vendors as and when required.

Water recycling system: Not implemented.

Hazardous chemicals and radioactive waste management: Not implemented.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	http://dkcollegeonline.in/images/gallery/pdf/aqar-supporting-docs/2020-21/7.1.3%20Geo%20Tag.pdf
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction	C. Any 2 of the above

of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of Bicycles/ Battery powered vehicles** 3. **Pedestrian Friendly pathways** 4. **Ban on use of Plastic** 5. **landscaping with trees and plants**	A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	B. Any 3 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The institution focuses on providing an inclusive environment. Tolerance and harmony towards cultural, regional and linguistic diversity is reflected in the following programmes conducted by the institution:

1. Cultural rally exhibiting the rich tradition of Assam and North East India during annual College Week

2. Competition of folk songs.

Linguistic harmony amongst the students belonging to various ethnic communities like Bodo, Rabha, Garo is maintained by using Assamese Language as the lingua franca. The Bengali and Marwari community also use Assamese and Hindi as lingua franca.The institution always provides a congenial atmosphere where students from different communities can together take part in various college functions, festivals and activities.

The college observes the diverse socio-economic condition of the people of the nearby villages.In order to improve the socio-economic condition of the villagers; our college has adopted a few villages like Ganeshpara, Sontala, Gargara etc. From time to time, the teaching and non-teaching staff with the students conducts different activities in these villages, so that the villagers can maintain a healthy, harmonious relation among themselves as well as with the college.

The Department of Economics of our college has carried out an awareness programme at Ganeshpara on 17th February 2021 and at Sontala village on 1st March 2021 to sensitize the villagers to understand the importance of small savings. They tried to make them aware that through small savings the economic condition of people can be improved to a great extent which will ultimately help in improving their economic condition.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

To equip the students and employees of Dakshin Kamrup College, Mirza, with the values of the Constitution, a few programs were being organized in the Academic Year of 2020-2021.

* Independence Day celebration (15th August 2020)

Independence Day was celebrated on 15th August 2020, following the Covid Restrictions, the Principal Dr. Nabajyoti Das hosted the Indian National Flag in the college campus with the college student's union members to awaken the constitutional values and national unity.

* Lecture organized by Dept. of Political Science on "Electoral Politics and Indian Democracy" (9th March 2021)

On 9th March 2021, the Department of Political Science organized the Frist Prof. Arun Chandra Das Memorial Annual Lecture on the topic "Electoral Politics and Indian Democracy". In his speech, the invited resource person Dr. Nani Gopal Mahanta, traced light on the importance of Democracy and the core issues related to electoral politics in general and India in particular.

* Dakshin Kamrup College NCC Unit

The Dakshin Kamrup College NCC Unit has participated in various activities organized at the college like Independence Day and Republic Day celebration, they have also participated in the activities under the 50 Assam Air SQN Flying NCC unit. The cadets of DK College NCC unit have also participated in events like the Swach Bharat Abhiyan, International Day of Yoga and Environment Day as responsible Indian citizens.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	D. Any 1 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Institution celebrates/organises national and international commemorative days, events and festivals -

The institution organized and celebrated the following national and international commemorative days, events and festivals on a small scale following covid protocols due to the Covid 19 pandemics:

1. **Independence Day, 2020**
2. **NSS foundation day (24/09/2020).**

During the year 2021, when normalcy began after pandemic situation, the college geared up for a few national and international commemorative days, events and festivals.

1. **International Womens' Day was celebrated by organizing a day long programme on the topic "Art of Living: An introductory programme".**
2. **National Science Day National Science Day (28/02/2021) was observed by the Environment and Climate Cell (ECC) of the institution**
3. **World Environment Day was observed by organizing a Webinar among the students on Environment protection and preservation.**
4. **International Day of Yoga was observed with an online Yoga session organized by Unnat Bharat Abhiyan (UBA) and ECC.**
5. **Fit India Freedom Run (19/09/2021) was organized under the aegis of 50 ASSAM AIR SQN FLYING, NCC (Air Wing) unit of the institution. The NSS unit also organized Fit India Run on 19/09/2020 and 13/08/2021.**

6. Rashtriya Ekta Divas (29/10/2021) was observed by NSS unit of the institution with a walkathon and a cultural program.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

1. Mushroom cultivation

2. To shift food habits from highly processed food to protein rich food.
3. To utilize and manage various agro-wastes.

Practice:

Thirty students successfully completed self-financed 3 days training programme and 22 students carried out mushroom cultivation in their own residence.

Evidence of Success:

Trained students adopted mushroom cultivation at their backyard with the available resources like straw, shade house etc.

Problems:

Non availability of low cost spawn and govt. subsidies and funds.

Office Automation

1. To reduce employees' workload, save time

2. To store facts and data digitally

3. To maintain transparency

Context:

Office automation refers to a process that uses different types of computer systems and software to collect, store, and transfer and alter office information.

Practice:

It helps in on-line form fill up for students' admission, scholarships, examination, registration etc. besides financial transactions and purchase of different essential items for the college etc.

Evidence of success:

A) On-line Students' Admission (2020 – 21, 2021-22)

B) Processing of students scholarships (2020 – 2021)

C) On-line application for Registration

Context:

Lack of awareness in nutritive value of mushrooms. Need for systematic documentation and transfer of appropriate technologies for growing of commercially cultivated and wild mushrooms in various agro-forestry wastes.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The institution located in the semi-urban area, has a confluence of both the rural and urban cultures brought in by students from

both regions and cultures. The college aims to motivate students preparing them to face the challenges of time and at the same time instill the moral values inspiring them to be responsible citizens.

The famous hymn of the Upanishads- Tamosa Ma Jyotir Gamaya engraved in the emblem of the college reflects its very mission.

The thrust of the institution, being to remove the darkness of ignorance and bring in the light of knowledge, and to encourage rational thinking and scientific temper, it has initiated a Micro Research Cell in this session.

The aim of the cell is to encourage research work among the young faculty members of the institution. The institution believes that encouraging the spirit of research in the faculty members would make them more effective as mentors and would encourage the students to take up the path of experiential learning too.

File Description	Documents
Appropriate web in the Institutional website	[View File](#)
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

Plan of action for the next Academic Year:

  1. To participate in NIRF ranking
  2. To open Certificate Courses
  3. To start a Placement Cell
  4. To conduct lecture programme on New Education Policy and Intellectual Property Rights
  5. To open a Coaching Centre for Competitive Exams
  6. To restart the Language Lab