Yearly Status Report - 2019-2020

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 own campus	**Yes**
Phone no/Alternate Phone no.	**03623230123**
Mobile no.	**8638589867**
Registered Email	**dkcollege_mirza@rediffmail.com**
Alternate Email	**iqac.dkc2020@gmail.com**
Address	**MIRZA, KAMRUP, ASSAM**
City/Town	**MIRZA**
State/UT	**Assam**
Pincode	**781125**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Rural**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**DR. JILMIL BORA**
Phone no/Alternate Phone no.	**03623230123**
Mobile no.	**9613810848**
Registered Email	**dkcollege_mirza@rediffmail.com**
Alternate Email	**iqac.dkc2020@gmail.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: Weblink :	http://dkcollegeonline.in/academic-calendar.html

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B+**	**76**	**2004**	**03-May-2004**	**02-May-2009**
2	**B**	**2.81**	**2014**	**21-Feb-2014**	**20-Feb-2019**

6. Date of Establishment of IQAC	**10-Jan-2003**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Awareness programme on use of Online e-resources	**08-Jul-2020** **1**	**257**

(webinar)		
Online Essay writing competition on	15-Jun-2020 1	35
Webinar on Botanic Garden and Plant Conservation(on the occasion of World Environment Day)	05-Jun-2020 1	72
Webinar on Contemporary Indian Fiction	31-May-2020 1	97
One day seminar on Economic changes, Career Options and Skilling people with special reference to North Eastern region	06-Feb-2020 1	85
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	Grant for Excursion	State Govt. of Assam	2019 365	100000
Institution	Development of Girls' Common Room	State Govt. of Assam	2019 365	100000
Institution	Laboratory development	State Govt. of Assam	2020 365	240000
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	**3**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

• Institutional website up gradation completed • Organized an one day Workshop on creative writing and Innovation • Organized an awareness programme on "Organ Donation" • Oral screening and Health Checkup camp was held • Awareness programme on COVID19 was organised in the nearby locality.

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

Plan of Action	Achivements/Outcomes
Office automation	Completed
Initiatives to design and upgrade institutional website	Completed
Introduction of the mentoring system	Introduced
Installation of Solar Panel for energy conservation	Initiated
Holding of feedback for the session 2019-2020	Held/done
Signing of MoU with IIE	Under process
Digitalization of the library	Initiated
To introduce online admission process for UG	Introduced successfully
To conduct short term(FDP) course(week long)	Done
Gender Audit	Under process
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14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
Governing Body	23-Dec-2021

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

16. Whether institutional data submitted to AISHE:	Yes

Year of Submission	2020

Date of Submission	**30-Mar-2020**
17. Does the Institution have Management Information System ?	**Yes**
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	**Management Information System is functional in the institution. The college has different organizational bodies for smooth functioning of various activities. The IQAC, formed by the Governing body of the College is making effort to enhance quality culture in the institution. Different executive bodies which are formed democratically discuss relevant issues under its jurisdiction and try to resolve those amicably. Decision taken in such bodies is conveyed to the higher authority following proper procedure. The college administration is always supportive in fulfilling the demand related to teaching, learning and evaluation process. Teaching and nonteaching staff along with the students and their parents can raise grievances concerning them through the Grievances Redressal Box and the Suggestion cum complain box placed at the entry point of the Administrative building. Then these issues are raised in the proper platform for prompt solution. Different organizational bodies like Students 'Union, Teachers' unit, unit of the nonteaching staff, Women's Forum, Academic Council, Study Forum, Internal examination cell, Grievances Redressal cell, Career Guidance and Counselling cell,. Antiragging Committee, Alumni Association, Disciplinary Committee, Library Committee, Purchasing Committee, Construction Committee, Examination Centre Committee, Employees Welfare Committee, Routine Committee, Election Committee, NSS unit etc. are usually instrumental in exchanging suggestions, planning and giving direction for smooth functioning of the activities of the college. College website is fully upgraded and advertisement of various posts, tenders for developmental works, notices and announcement related to admission, examination and others are regularly uploaded in the website of the college. Office automation is fully functional**

and admission, registration, accounts maintenance, leaves of the staffs and all correspondence with Government and parent University are done online. DCS(digital campus system) software is used for the office. IC (formerly known as ICC i.e. Internal Complaint Committee) of the college is responsible for dealing with cases related to sexual harassment and to create awareness among all stakeholders. The library management information system is based upon the soul software version 2.0, which is designed and developed by Inflibnet. Visitors in the library can use OPAC for online browsing. Digitalization process of the library is in progress. The library committee looks after the requirement and future plan of the library. Meeting is held regularly among the Librarian, Principal and all the HODS of departments to maintain a close link among the concerned parties regarding their needs and implementations.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

Dakshin Kamrup College is affiliated to Gauhati University. Curriculum devising and syllabi design is within the purview of the parent University. But members of our teaching faculty are invited for the syllabus committee meetings from time to time for their suggestions on the revised curriculum or whenever there is a change in the entire syllabi. They provide valuable inputs to the committee and thereby play an important role in the formulation of the curriculum. The institution has a well-planned mechanism for the effective delivery of the curriculum. The college master routine is prepared at the beginning of every academic session by a routine committee. This committee is responsible for allocating classrooms for all the departments according to their student strength. The HoDs in turn allocates classes to the departmental colleagues in consultation with them. College Prospectus is being made available to the incumbent students during the time of admission, which gives them an idea about the college, its rules and regulations, subject combination offered, etc. similarly academic calendar is also prepared at the beginning of every academic session to mark the dates of various internal activities like College Foundation Day, Fresher's Social, College Students Union Election, Field trips, Internal examinations(tentative) etc. apart from the holiday list followed by Gauhati University. Class Diary is regularly maintained by every department which is an authentic record of all the classes taken by the faculty members. Moreover class attendance register is also maintained to check regularity of the students. The Principal conducts regular meetings with the teaching staff and sometimes with both teaching and non-teaching staff at the beginning of the session as well as during the session to plan the academic and

allied issues of the college. He also ensures timely and effective completion of the syllabus by the departments by conducting meeting at the start of the sessional (internal) and final examinations. Moreover practical classes are marked group wise in the central routine itself along with the tutorial classes for the weaker students. To make learning student centric and effective, traditional classroom teaching is supplemented by guest lectures, field trips, educational tours, industrial visits, classes done using projectors, white boards etc. Awareness on socially relevant issues were also held from time to time to make students responsible towards their social responsibility. Students are encouraged to participate in extracurricular activities like debate, quiz, music, sports etc. both within and outside the campus.(it is pertinent here to mention that due to large scale Agitation in the aftermath of passing of Citizenship Amendment Act, 2019 on 9th December in the Lok Sabha and Covid-19, Annual College Week could not be held this year) . Besides syllabus centric textbooks and reference books, the College Library also houses periodicals, journals, magazines, newspapers to make students aware of the latest development in and around them. The library also offers the facility of e-books and e-journals through N-list facility provided by Inflibnet. The library also maintains a record of the teachers and students availing the facilities offered.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NIL	NIL	Nil	0	NIL	NIL

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	NIL	Nill

No file uploaded.

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

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nill	RETAIL MANAGEMENT AND INFORMATION AND TECHNOLOGY (BVoc)	01/08/2019
Nill	BUSINESS AND FINANCIAL SERVICES (BVoc)	01/08/2019

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

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Creative Writing	01/08/2018	32
Editing	17/01/2019	32

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MSc	ZOOLOGY	10
BSc	ZOOLOGY	33
BVoc	BVoc	84

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	No
Parents	Yes

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

Feedback Obtained
As per our institution's commitment towards quality enhancement, feedback was taken from students, teachers, and parents for the session 2019-2020. Feedback is obtained manually. Students' feedback is taken centrally by the Curriculum Aspects Committee (Criteria I) with active support from the IQAC members. Students' feedback was taken on various aspects like departmental infrastructure, curriculum, college campus, office, library, college hostel and on faculty members. Analysis of feedback rating: 1 (excellent), 2 (very good), 3 (good), 4 (average), 5 (below average). The questionnaires for different stakeholders were prepared by IQAC of the institution internally. Similarly Teachers' feedback was taken on aspects like curriculum and teaching, learning and evaluation processes. Parents' feedback was taken on discipline, quality of teaching, campus atmosphere, laboratory facility, examination system, amenities available to students like Wi-Fi , library etc. After receiving the feedback, their ratings have been counted. At the end of the analysis percentage of ratings were calculated and presented in a tabular form. The Principal of the college was appraised about the findings of the feedback analysis, identifying the deficiencies and drawing pertinent pointers to enhance the effectiveness of teaching-learning. The Principal on his part took note of it and discussed about it through meetings with the faculty members and other stakeholders, either one to one basis or holding general depending on the demand of the situation.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA (Journalism)	MASS COMMUNICATION	20	7	7
PGDCA	COMPUTER	80	40	40

	APPLICATION			
MSc	ZOOLOGY	10	10	10
MA	ASSAMESE	40	26	26
BVoc	RETAIL MANAGEMENT IT, BANKING AND FINANCIAL SERVICE	100	33	33
BCom	ACCOUNTANCY, MANAGEMENT, FINANCE	100	61	61
BSc	BIOTECHNOLOGY, BOTANY, CHEMISTRY, COMPUTER SCIENCE, GEOGRAPHY, INSTRUMENTATION SCIENCE, MATHEMATICS, PHYSICS, ZOOLOGY	350	301	301
BA	ASSAMESE, ENGLISH, ECONOMICS, EDUCATION, GEOGRAPHY, PSYCHOLOGY, PHILOSOPHY, HISTORY, GEOGRAPHY, POLITICAL SCIENCE, SOCIOLOGY, MATHEMATICS	900	795	795

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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	3136	81	49	Nill	10

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used

| 107 | 49 | 130 | 14 | 2 | 2 |

View File of ICT Tools and resources

View File of E-resources and techniques used

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

Formal mentoring system was proposed to be implemented in the IQAC meeting held on 15th November, 2018. But due to the lockdown of the educational institutions under the threat of COVID-19, it could not be formally incorporated in the routine. However informal mentoring of the students is going on a regular basis depending on the need of the students. Class attendance of the students is closely monitored in both online and physical classrooms. Guardians are called in PTM, to appraise them about the development of their wards. In case of poor attendance, poor performance, the student is asked to report in the department. If necessary guardians are either called or informed over telephone so that corrective measures could be taken at both ends. Faculty members maintain a close bond with the students especially the students from the Major/Honours course and guide them pertaining to their career choices, higher studies and personal issues. Field works/trips, departmental and general excursions also strengthen the bond between teachers and students. The bonding also develops between teachers and their pupils through a variety of co-curriculum and extra curriculum activities in different departments such as departmental freshmen social and farewell function, College week, Publication of departmental wall magazine and bulletin/magazines etc. The time spent by the teachers with their students apart from curriculum centric classroom activities like the above mentioned allow them to come in close contact and as a result a cordial atmosphere is developed where both parties get to know each other personally and thereby getting the opportunity to perform the role as their informal mentors. Moreover, faculties guide the students in their projects/ assignments which are an integral part of the curriculum. Some departments have WhatsApp groups for their Major/Honours and Regular students through which they maintain a close contact with their students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
3217	49	1:66

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
46	39	7	7	20

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nill	NIL	Nill	NIL

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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
No Data Entered/Not Applicable !!!				

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

Flexibility regarding continuous internal evaluation system at the institutional level is extremely limited as the internal evaluation system for various courses and programmes is carried out under the guidelines prescribed by the affiliated university. examination routine to conducting timely examinations and distributing answer scripts to the respective departments in a systematic But at the college, a designated Internal Examination Cell carries out the sessional examinations, starting from chalking out the way. The departments after evaluating the answer scripts send the internal marks to the University confidentially. A second chance for sitting in the sessional examination is given at the departmental level to those who could not be present on medical and special grounds. Due to the outbreak 2nd wave of Pandemic online assignments were given and evaluated.

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

An academic calendar is prepared by the institution under the supervision of IQAC. This is prepared following the Gauhati University's (affiliating University) Academic calendar after its publication. The calendar is uploaded in the institutional website. Different activities of the college find mention in the college academic calendar. Some of these are- field trips, College Foundation Day,, College General Freshmen Social and departmental freshmen social functions, Teachers' Day, Annual College Week celebration, Student Union Election, International Yoga Day etc. However different miscellaneous events/ celebrations that are conducted at short notices are not included in the academic calendar.

2.6 – Student Performance and Learning Outcomes

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

http://dkcollegeonline.in/images/gallery/pdf/programme-outcome/Programme-Outcome-DKCollege.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
UG	BA	ASSAMESE, ENGLISH, ECONOMICS, EDUCATION, GEOGRAPHY, PSYCHOLOGY, PHILOSOPHY, HISTORY, GEOGRAPHY, POLITICAL SCIENCE, SOCIOLOGY, MATHEMATICS	590	375	63.55
UG	BSc	BIOTECHNOL OGY, BOTANY, CHEMISTRY,	236	150	63.55

		COMPUTER SCIENCE, GEOGRAPHY, INSTRUMENTATION SCIENCE, MATHEMATICS, PHYSICS, ZOOLOGY			
PG	MA	ASSAMESE	35	32	91.40
PG	MSc	ZOOLOGY	10	5	50.00
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

http://dkcollegeonline.in/images/gallery/pdf/sss/student-satisfaction-survey-2019-20.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Any Other (Specify)	365	MHRD	0.5	0.5
Interdisciplinary Projects	365	ASTEC	0.5	0.5
Major Projects	1095	DST, SERB	19.48	3.5
Major Projects	547	DBT	8	6
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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
One day workshop on Career Counselling Programme on how to face interview and prepare for competitive examinations	Political Science	20/09/2019
Economic changes and career option in NE region	B.Voc and Commerce	06/02/2020
Workshop on creative writing an innovation	English and Centre for Media Studies	08/03/2020
Atmonirbhar Axom-Opportunities and challenges	Economics	22/07/2020

Becoming Eco-literate(International webinar)	Zoology	30/07/2020

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	Nill	NIL

No file uploaded.

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

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nill

No file uploaded.

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
NIL	Nill

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	ASSAMESE	3	0
International	MATHEMATICS	2	0
International	PHYSICS	2	0
National	ECONOMICS	1	0

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

Department	Number of Publication
ASSAAMESE	1
B.VOC	4
CHEMISTRY	3
ENGLISH	5
HISTORY	1
MATHEMATICS	2
POLITICL SCIENCE	3
ZOOLOGY	1

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Economic impact of climate change on pest attack and its impact on yield loss	Anuradha Gogoi	Pestology	2019	0.4	Research Scholar, Cotton University	2

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	Nill	Nill	Nill	NIL

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	27	48	15	1
Presented papers	Nill	4	Nill	Nill

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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Celebration of World Environment Day	UNNAT BHARAT ABHIJAN 2.0	2	100

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NIL	NIL	Nill

No file uploaded.

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

Name of the scheme	Organising unit/Agen	Name of the activity	Number of teachers	Number of students

cy/collaborating agency			participated in such activites	participated in such activites
Cancer Awareness programme	Assam Luit Sakti	National Webinar	4	20
Ek Bharat Shrestha Bharat	RUSA	Ek Bharat Shrestha Bharat- pledge taking	1	37
Swachh Bharat	NSS Unit	Cleaning of college campus, market area in the locality, Covid 19 related awareness campaign	3	10
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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
NIL	NIL	NIL	0
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NIL	NIL	NIL	Nill	Nill	0
No file uploaded.					

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NIL	Nill	NIL	Nill
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
98	95.58

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Video Centre	Existing
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
[View File](#)	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
NIL	Nill	NIL	Nill

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	33589	5133370	1435	725582	35024	5858952
Reference Books	2323	1609804	14	3465	2337	1613269
e-Books	3141000	5900	Nill	Nill	3141000	5900
Journals	25	42410	Nill	Nill	25	42410
Digital Database	Nill	Nill	5000	Nill	5000	Nill
CD & Video	100	Nill	Nill	Nill	100	Nill
Library Automation	36900	6650715	37100	Nill	74000	6650715
Weeding (hard & soft)	5800	51000	Nill	Nill	5800	51000
Others(specify)	17092	1118887	97	17910	17189	1136797
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	Nill

No file uploaded.

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	161	7	1	1	1	6	120	0	0
Added	0	0	0	0	0	0	0	0	0
Total	161	7	1	1	1	6	120	0	0

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

10 MBPS/ GBPS

4.3.3 – Facility for e-content

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

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
65.78	5433472	66.5	7204511

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Various committees have been formed by the Principal for the maintenance and proper utilization of the physical, academic and different support facilities of the college. The maintenance of the computers of the college like for periodic data base back-ups, software up gradation, office LAN maintenance etc. is done by the department of Computer Science. But sometimes outside help is sought for Server OS, office automation, online admission process etc. The College infrastructure includes modern Gymnasium, indoor stadium having Table tennis, badminton, Carrom etc. and volleyball and basketball court and a playground attached to College boy's hostel. For differently abled students we have ramp in the new Science building. Fire extinguishers are available in the college campus for maintaining safety standards. A provision of a visitor's record book is maintained both in the IQAC and Principal's chamber to elicit feedback and suggestions. The college infrastructure is made available for holding government and public examinations. A clearance certificate from the library must be submitted by a student before the form-fill up of final examination to ensure the return of the books. The library subscribes daily newspapers (local and national), employment news, journals, and magazines regularly and library books and library books are arranged according to Dewey

Decimal System. Online browsing (OPAC) is also available.

http://dkcollegeonline.in/images/gallery/pdf/facilities/Facility-maintenance-policies-2019-20.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	SAF	42	86900
Financial Support from Other Sources			
a) National	Ishan Uday	117	6318000
b)International	NIL	Nill	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Webinar on Employment Avenues for Youth in Post-Covid times	23/07/2020	252	IQAC and Womens Forum
Webinar on Contemporary Indian Fiction	31/05/2020	110	IQAC and Department of English
Workshop on Creative Writing and Innovation	08/02/2020	69	IQAC, Department of English and Center for Media Studies
One day seminar on Economic Changes, Career Option anf Skilling People with special reference to North Eastern Region	06/02/2020	85	IQAC, Department of Commerce and BVoc
59th College Foundation Day lecture on Career Stretegy for Graduates in the present times	14/11/2019	100	College Authority
How to face interview and prepare for competitive examinations- A Career Counselling session	20/09/2019	75	Department of Political Science
Personal	25/02/2019	21	Various

counselling through parent-teacher meeting			department of the college
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
Nill	NIL	Nill	Nill	Nill	Nill
No file uploaded.					

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nill	Nill	Nill

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
NIL	Nill	Nill	Sarswati Shikhsha Niketan, Mirza	2	2
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	2	B.Voc.	B.Voc.	NERIM	MBA
2019	12	B.SC. (Physics)	Physics	GU and Colleges under GU/USTM/Tezpur Central University/NIT, Meghalaya/Tripura University	M.Sc. (Physics/Electronics/Computer Sceince)
2019	8	B.SC. (Botany)	Botany	Gauhati University/RIST/CIPET	M.Sc. (Botany), DMLT, DLED and

				Enginerring Diploma

2019	15	B.SC. (Zoology)	Zoology	GU and Colleges under GU /USTM/Don Bosco University/Downtown University	M.Sc. (Zoology)
2019	5	B.A. (Philosophy)	Philosophy	GU/IDOL/Kumar Bhaskarvarma Sanskrit and Ancient Studies University	M.A. (Philosophy)/MCJ
2019	6	B.A. (Political Science)	Political Science	GU and Colleges under GU /MGCU/IDOL/IGNOU	M.A. (Political Science)
2019	2	B.A. (History)	History	GU/Cotton University	M.A. (History)
2019	4	B.A./B.Sc. (Geography)	Geography	Cotton University /Pandu College/ Bhatadev University	M.A./M.Sc. (Geography)
2019	8	B.A. (Economics)	Economics	GU/Cotton University/Bodoland University/Pandu College/ IGNOU/GIMT/B.Ed	M.A. (Economics), MSW, LLB, MBA, DLED
2019	2	B.A. (English)	English	GU/IDOL/USTM/NERIM/Royal	M.A. (English) /MCJ

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

Items	Number of students selected/ qualifying
Any Other	4

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

Activity	Level	Number of Participants
On the Spot Essay Writing Competition 2019 on Relevance of Mahatma Gandhis Teaching in the Present Day Context	Institutional	50

Speech Competition on Dr. Bhupen Hazarikas Songs	Institutional	50
BAKULAR SAAT EKHONTEK : A Cultural Evening	Institutional	100
Extempore Speech Competition by Women's Forum	Institutional	28
Staging of a Drama PRAKRITI	Institutional	125
Inter Departmental Cultural Procession	Institutional	1400

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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nill	NIL	Nill	Nill	Nill	Nill	NIL

No file uploaded.

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

Students have a limited representation in the academic and administrative bodied of the institution. The Grievances Redressal cell of the Election Conducting Committee of the institution have two student representatives(both male and female) who play an active role in conduct of free and fair election of D K College Students Union. Student representatives are also included in the examination centre committee for smooth conduct of examinations in the college and maintaining discipline and congenial environment during examination hours. Student members are also an integral part of the Festival committee, women's Forum and RUSA. Last but not the least the President of the D.K. College, Students' Union is included in the IC (Internal Committee) which is responsible for addressing and solving issues related to sexual harassment. Moreover IC also takes care of creating awareness against sexual harassment against women at workplace.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

76

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

0

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The college has a well-placed mechanism of decentralization and participative management. It engages all the stakeholders in various academic, research and administrative committees for promoting healthy work culture and also with the objective of assisting the authority in the smooth functioning of the institution. The participation ranges from day today affairs to developmental issues. Student members are included in various in house committees like Magazine Editorial Board, Students' Election Committee, Women's Forum, IC(internal committee against sexual harassment), RUSA, Festival Committee etc. the students Union body takes part in different meetings related to students like College Week, Freshmen Social, Foundation Day, Republic Day, Independence Day, Saraswati Puja etc. the teaching and non-teaching staff of the college are included in different committees related to admission, examination, construction, purchase, grievance redressal, IC(Internal Committee for prevention of Sexual Harassment), anti-ragging, office management, canteen management, library, website etc. the budget for DKCSU is prepared by a few faculty members. The principal on his part regularly keeps in touch with the teaching and non-teaching staff. He holds regular meetings with the HODs and sometimes with the entire faculty to discuss about academic and allied matters. Departments on their own and in collaboration with IQAC conduct workshops, seminars, lecture programme, awareness programme, and student development programme. The Governing Body, constituted as per government guidelines, is the apex body of the college which has representatives from teaching and non -teaching staff and Guardian/ parent. These members raise concern and issues related to functioning of the college, development and future plans and programmes. Formation of the Parent- Teacher Association is on the cards for the better communication between stakeholders. Meanwhile some departments have been conducting parent-teacher meets to update guardians about the development of their wards. The IQAC had a discussion on forming a Guardians' Forum. It was decided that formation process and the guidelines for the Forum would be discussed in the next meeting.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	Although this area falls under the purview of the affiliated university, representatives of the teaching faculty are invited for suggestions and discussions on the revised curriculum. A few of the faculty members are part of the syllabus revision committee of the affiliating University. Besides this the college has Study centre of K.K. Handique State open University and NIOS.
Teaching and Learning	Besides holding the regular classroom teaching the college encourages the use

	of overhead projectors, smart classrooms, computer labs, etc. to facilitate teaching learning. Visit to industrial areas, advance laboratories, experimental learning through field trips is also conducted for the benefit of students. The students are also encouraged to use computerized instruments for scientific experiment using softwares. Plant specimen museum, animal specimen museum, along with plant tissue culture laboratory encourages student to have an interest in scientific development. Separate examination committees are given responsibility of handling internal as well as term ends sessional examinations. Moreover leaves granted to teachers for FDP, presenting papers in seminars and participate in conferences and workshops.
Examination and Evaluation	Examination and Evaluation works were completed within the guidelines framed by Gauhati University(affiliated University) and as per programmes announced by the University. Moreover, Internal examination Committee looks after all the internal examinations conducted by the college following University guidelines.
Research and Development	Due to huge enrolment in the college the institution has its limitation in engaging itself in research and development in a big way. But some teachers individually have been pursuing Research activities to attain PhD degree. Some have completed their works and waiting their result. Moreover work on opening up of a Research Cell in the institution is going on to encourage and monitor research activities of the faculties.
Library, ICT and Physical Infrastructure / Instrumentation	Digitalization of the Library is complete. Open access system is in place and students can access books through this. College has smart classrooms, Projectors, digital classroom, conference hall, separate classrooms for master degree classes, generators, well-equipped departmental libraries, reading facilities in some of the departments for students, office is fully automated, centre for media studies equipped with all modern instruments,
Human Resource Management	All the faculty members are given

	responsibilities in different in house bodies/committees/cells to utilize their potential to the fullest. In preparation of the AQARs different criterion committees along with IQAC members are actively involved. The office and the Library staff of the college along with the Principal provides the necessary help to the coordinator.
Industry Interaction / Collaboration	On the job training of students at Vishal Mega Mart and M Bazar (both super markets).
Admission of Students	Admission of students is done online from this academic session. Following Government of Assam's notification all the students are allowed free admission.

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

E-governace area	Details
Planning and Development	Up gradation of the college website has been completed. Solar energy plant is due for installation in the new science block along with waste paper recycling shredding machine. Salary bill of sanctioned staff as well as contractual staffs is done online. Office automation has been completed.
Administration	Administration is handled by the Principal and Office Superintendent and supervised by the Governing Body of the College from time to time. Notices and announcements are made available in different notice boards of the college and also sent to each department. Notices and announcements are also made available in the college website.
Finance and Accounts	Yearly audit is done by a chartered accountant and by a government auditor.
Student Admission and Support	Admission is done online. Financial assistance/one time grant is given to meritorious students. Some students also got govt. sponsored scholarship Ishan Uday. Moreover departments like English and Political Science are giving financial assistance and encouragement to meritorious and deserving students.
Examination	Form fill up, registration are done online.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nill	NIL	NIL	NIL	Nill
No file uploaded.				

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nill	NIL	NIL	Nill	Nill	Nill	Nill
No file uploaded.						

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
FDP	1	22/06/2020	26/06/2020	5
FDP	1	20/07/2020	27/07/2020	8
Online Basic Training in Use of ICT in Teaching	1	04/04/2020	23/04/2020	4
Importance of Cross Disciplinary Research in a Post-Covid-19 Scenario : Social Perspectives	1	16/06/2020	23/06/2020	8
Mentoring Pedagogy and Teaching for Higher Education	1	20/07/2020	27/07/2020	8
FDP MDP(Research Methodology: Tool and Techniques)	1	29/05/2020	31/05/2020	3
FDP	1	06/06/2020	12/06/2020	7
Capacity Building of	1	18/11/2019	22/11/2019	5

Youth on Leadership and Personality Development through Life Skills				
FDP	2	29/06/2020	03/07/2020	5
E contents and ICT tools for innovative and effective teaching	1	06/07/2020	12/07/2020	7
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
8	8	Nill	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
D.K. College Teachers and Employees Welfare Fund which gives help to its member on health ground and on special needs and also one time financial help is given to a member on retirement.	D.K. College Teachers and Employees Welfare Fund which gives help to its member on health ground and on special needs and also one time financial help is given to a member on retirement.	Scholarship for poor meritorious students from Students' Aid Fund. ISHAN Uday Scheme for meritorious students under general category Free admission for students of BPL category under Govt. of Assam Scheme. Financial aid given by teachers of various department of the college to poor meritorious students.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

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

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	NIL
No file uploaded.		

6.4.3 – Total corpus fund generated

4078473

6.5 – Internal Quality Assurance System

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

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

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

• Some of the departments held parent – teacher meetings for their major students. During these meetings parents are briefed about the development of their wards. The teachers also discuss individual issues concerning some students and parents on their part praised the initiative taken by the department and also urged to take care of slow learners. • Feed backs from the parents have been taken to include them in the inclusive development of the college. • A guardian Forum is proposed to be constituted. Guardian Forum has been constituted with 6 (six) members.

6.5.3 – Development programmes for support staff (at least three)

NIL

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

The following Post Accreditation initiatives have been taken- • Research Cell formed. • Green Audit done. • Gender Audit done. • Vacant post filled up. • Competitive Exam Training Centre formed. • Biotechnology, Sociology, Psychology, Instrumentation and Mass Communication has been introduced. • B. Com and B.Voc has been introduced. • Certificate course on Electrician has been introduced. • Informal Sanskrit Ability Enhancement Course is introduced.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Advanced Laboratory visit to NIPER	09/05/2019	09/05/2019	09/05/2019	10
2019	Career Strategy for Graduate in the Present time : A Lecture Programme on Foundation	14/11/2019	14/11/2019	14/11/2019	110

		Day				
	2020	Awareness programme on Organ donation by Zublee Foundation and IQAC, DK College	27/01/2020	27/01/2020	27/01/2020	67
	2020	Workshop on Creative Writing and Innovation by Centre for Media Studies, Department of English and IQAC, DK College	08/02/2020	08/02/2020	08/02/2020	69
	2020	Oral Screening and Health Checkup Camp by TATA Trust and B Barooah Cancer Institute	04/03/2020	04/03/2020	04/03/2020	40
	2020	Awareness Programme on Covid-19 by DKC Teachers Unit, DKC Non-teaching Unit and IQAC, Dk College	20/03/2020	20/03/2020	20/03/2020	50
	2020	International Webinar on The South East Asian Connectivity: The New Opportunity for the North East India in Post-Covid Recovery	31/07/2020	31/07/2020	31/07/2020	90
	2020	International Webinar on Global Vs Local Brand: The Issue of Sustainabili	31/07/2020	31/07/2020	31/07/2020	90

ty and Materialism by IQAC, Dk College			

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Sensitization Programme on LGBTQ Issues on the occasion of International Women's Week	07/03/2020	07/03/2020	90	35
PRAKRITI- a stage drama on LGBTQ Community on the occasion of International Women's Week	07/03/2020	07/03/2020	90	35
Extempore Speech Competition on the culmination of Women's Week Celebration	13/03/2020	13/03/2020	18	10

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
Solar Energy System installation is in progress.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1
Provision for lift	No	Nill
Ramp/Rails	Yes	1
Braille Software/facilities	No	Nill
Rest Rooms	No	Nill
Scribes for examination	Yes	1
Special skill development for differently abled students	No	Nill

Any other similar facility	No	Nill

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	09/05/2019	1	Advanced Laboratory visit to National Institute of Pharmaceutical Education and Research	Training on Animal Cell Culture	10
2020	1	1	04/03/2020	1	Oral Screening nad Health Checkup Camp by TATA Trust and B. Barooah Cancer Institute	Diabatics and general checkup	40

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of Conduct Handbook	30/03/2020	Due to Pandemic, the number of Offline classes was very limited. Hence, the need for follow-up did not arise. But the provision for taking necessary action by the college authority is their provided the Code of Conduct for the stack holders is violated.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
International	07/03/2020	13/03/2020	133

Womens Day Celebration			
Independence Day	15/08/2020	15/08/2020	30
Lecture Programme on Equality and Social Justice for an Inclusive Society	26/02/2020	26/02/2020	138

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

Regular plantation of trees within the campus. Use of dustbin. Vermicomposting of organic waste available within the campus helps in resource utilization and keeps the campus free from pollution. Restriction of the use of plastics.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BEST PRACTICE #01 SESSION 2019-20 1. Title of the Practice Preparation and distribution of hand sanitizer by the department of Chemistry, D. K. College, Mirza. 2. Objectives of the practice • To support the students and nearby people of the college premises with free distribution of sanitizer. • To make aware the common people about the safety measures to fight with the corona virus pandemic. 3. The Context The COVID-19 pandemic, also known as the coronavirus pandemic, is an ongoing global pandemic of coronavirus disease 2019 (COVID-19) caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). It was the third week of March, 2020. Novel Corona Virus started to show its presence as pandemic in and around us. The common people were in great panic what to do, how to do to prevent this disease and to save life. Newspapers and electronic media continuously focused on the use of hand sanitizer to prevent the disease. But hand sanitizer was not easily available in the market at that time. So Dept. of Chemistry, D K College with the initiative of Dr Nagendra Sharma, HOD and with the support of all the faculty members and some interested students of the dept. started to prepare hand sanitizer as per WHO guidelines in the dept. itself. The preparation started on 20-03 2020 and immediately after that proper bottling was done for smooth and easy distribution. 4. The Practice Hand sanitizer (also known as hand antiseptic, hand disinfectant, hand rub, or handrub) is a liquid, gel or foam generally used to kill many viruses/bacteria/microorganisms on the hands. In most settings, hand washing with soap and water is generally preferred. Alcohol-based hand sanitizer that is at least 60 (v/v) alcohol in water (specifically, ethanol or isopropyl alcohol/isopropanol (rubbing alcohol)) is recommended by the United States Centers for Disease Control and Prevention (CDC), but only if soap and water are not available. Alcohol-based versions typically contain some combination of isopropyl alcohol, ethanol (ethyl alcohol), or n-propanol, with versions containing 60 to 95 alcohol the most effective. Care should be taken as they are flammable. The composition prepared by the chemistry department, D. K. College, Mirza was 80 alcohol (v/v), 1.45 glycerol (v/v), 0.125 hydrogen peroxide (v/v) and 18.425 distilled water (v/v). The preparation started on 20-03 2020 and immediately after that proper bottling was done for smooth and easy distribution. Dr. Nabajyoti Das, Principal, D K College, Mirza inaugurated the distribution process and said a few words before the gatherings. After that Hand Sanitizer bottles were distributed free of cost amongst all the faculty members, members of non- teaching staff, students present and in the nearby village, Ganeshpara, Mirza. 5. Evidence of Success The faculty members, members of non- teaching staff, students present and the common people of the nearby area participated in the program. Nearly 200 people were benefited with the

free distribution of the hand sanitizers. 6. Problems encountered and Resource required Initially it was very difficult to prepare the sanitizer in a huge amount because, the raw materials for the sanitizer was not sufficient enough in the chemistry laboratory. Due to lock down situation, the chemical supplier was also unable to supply the materials. But somehow the college authority has managed and supplied the raw materials to the chemistry department. The faculty members and laboratory staff guided by head of the department Dr. Nagendra Sarma worked wholeheartedly as a team and prepared the sanitizer according to the composition given by WHO within a short period of time. BEST PRACTICE #02 SESSION 2019-20 Title of the practice An Awareness Initiative against COVID-19 Objectives of the practice • To aware the general public about COVID-19. • To aware the general public about maintaining health and hygiene. • To enhance community relation The Context COVID-19 pandemic created an alarming situation with the number of rising cases towards the end of March 2020, it was the time when government started to make people aware of the highly infectious nature of the virus. The government announced a number of preventive measures to minimize the effect of the virus, wearing masks were made mandatory, use of sanitizers and soaps were recommended for health and hygiene. Newspapers and media outlets continuously asked the citizens to follow the government recommendations. Many government and non-government organizations came out to help the common people, our college also took an initiative to start an awareness program to help the local people and educate them about the virus and provide them with masks and sanitizers. The Practice Looking into the situation the Dakshin Kamrup College fraternity decided to create an awareness program at the initiative of IQAC on 20th March 2020 among the villagers of Ganeshpara(adopted village of our college), adjacent to the college campus and the roadside vendors of the market place in front of the college campus. On that day, Principal Dr. Nabajyoti Das inaugurated the program and after that the teaching and non-teaching staff started the distribution of soaps, sanitizers and pamphlets. We also made the public aware about health and hygiene, importance of washing hands with soap, carrying a sanitizer if possible and also informed them about the necessity of social distancing. Being inspired by the above program the Student's Union body of our college also carried out as three days awareness program on 26th – 29th May 2020 whereby they distributed masks, soaps and sanitizers among the students and non-teaching staff of our college. Evidence of success That the two programs organized by the college fraternity and the Students Union Body were successful can be understood from the following: 1. The roadside vendors are seen wearing masks and maintaining social distancing as far as possible. Moreover, they are also seen to carry a hand sanitizer along with them. 2. The same is also noticed in case of villagers of Ganeshpara. 3. Our students are fully aware of the COVID-19 protocols and follow them strictly. 4. The gatekeeper of the college gates checks the temperature of the students on their entry to the college campus. 5. The college authority keeps an eye on the maintenance of COVID-19 protocols inside the college campus. Problems encountered and resource required Our college is situated in a rural area. Most of the people (specially the villagers of Ganeshpara) and the vendors of the market place are not aware of the present situation created by COVID-19. Therefore, we had to face different problems like:- 1. They were not showing much interest at the starting of the program 2. It became difficult to convince them to follow the practices given by the government regarding COVID-19. 3. The people started to show interest only when we started distributing soaps and pamphlets. Regarding the resource for the programs, no problems were faced as the 1st program was financed by the college authority and 2nd program was carried out from the general fund of the Students Union Body of the college.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
http://dkcollegeonline.in/images/gallery/pdf/best-practices/Best-

7.3 – Institutional Distinctiveness

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

With a vision to become the centre of excellence in the academic field of the State, the college is imparting quality education to its students, preparing them to face the challenges of time, motivating them to respect dignity of labour and build a society based on moral and spiritual values,. The mission of the college stresses on the all round development of the students. The famous hymn of the Upanisads – Tamosoma Jyotir Gamaya – engraved in the emblem of the college reflects the very mission of the college. The college has given thrust not only on the pedagogical level but has conducted a multitude of programs like the following for the benefit of the society at large: a) On the spot Essay Writing Competition, 2019 on "Relevance of Mahatma Gandhi's Teachings in the present day context" (9/11/2019) b) Talk on Indian Classical Drama: Theory and Practice (11/11/2019) c) One Day Sensitization Programme on LGBTQ Issues (7/2/2020) d) Webinar on Employment Avenues for Youth in Post-Covid Times (23/7/2020) e) Organ Donation Awareness Programme (27/1/2020) f) One Day Seminar on Economic Changes, Career Options and Skilling People with reference to North East Region (6/2/2020) g) Workshop on Creative Writing and Innovation (8/2/2020) h) Oral Screening and Health Check-up (4/3/2020) i) An Awareness Initiative against Covid-19 (20/3/2020) j) Webinar on Contemporary Indian Fiction (31/5/2020) k) Webinar on Botanic Garden and Plant Conservation (5/6/2020).

Provide the weblink of the institution

http://dkcollegeonline.in/institutional-distinctiveness.html

8.Future Plans of Actions for Next Academic Year

Administrative Audit • Academic Audit • Library digitalization • Installation of alternative energy source (Solar Energy) • To continue the previous on-going programmes such as mushroom cultivation in collaboration with Biotech Hub. • Up gradation of Botanical museum • Renovation of herbal medicinal garden • To provide students with dedicated computers to enable them to access e-books and Journals.