YEARLY STATUS REPORT - 2021-2022

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.	+913613504212
• 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	
• Affiliated / Constitution Colleges	Affiliated
• 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	**Anuj Kalita**
• Phone No.	**03623-296716**
• Alternate phone No.	**8638589867**
• Mobile	**9864010094**
• 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-2020-2021.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	No File Uploaded	
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)

• One Day Workshop on Intellectual Property Right and Patents. • Lecture programme on implementation of NEP 2020- Its problems and prospects. • Celebration of World Environment Day. • Gender Awareness Programme-cum-Distribution of sanitary napkins. • Awareness programme on Beti Bachao Beti Padhao.

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
To hold a Workshop on Intellectual Property Right and Patents	Decided to hold in the first part of 2022-23
To hold a lecture programme on implementation of NEP 2020	Held on 18th February, 2022

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

Name	Date of meeting(s)
Governing Body	12/11/2022

14.Whether institutional data submitted to AISHE	
Year	Date of Submission
2021-2022	14/02/2023

15.Multidisciplinary / interdisciplinary

Since Dakshin Kamrup College, Mirza aims not only at achieving excellence in higher education but also the all-round development of the students, the vision of the college centres round its strong wish to become a centre of excellence in the academic field of the entire North Eastern Region. Apart from education it wants the young generation to reconstruct a society based on dignity of labour, moral and spiritual values. The institute aims at imparting futuristic education and instills high standards of discipline through its dedicated faculty. By making the students strong in physical science, social science and humanities and ethics the college aims at being at par with the national standard envisaged in NEP 2020. In order to transform itself into a holistic multidisciplinary institution of higher education, the College plans— in addition to continuing existing subjects from Humanities, Science and Commerce—to introduce need based and multidisciplinary/interdisciplinary subjects in all streams such as (a) Brand Management, (b) Management of Local Government Institutions, (c) Centre for Biodiversity Management, (d) Entrepreneurship in Floriculture, (e) Entrepreneurship in Sericulture, specially, Ericulture since Eri is a very potent tool for the economic upliftment of the indigenous cottage industry both in short and long term, (f) Cane Industry Management etc. Dakshin Kamrup College, Mirza has always been at the forefront among the Colleges of Assam so far as integrat ion of humanit ies with science subjects with STEM are concerned. The College started PGDCA course— open for both B.A. and B.Sc students—in 2005. Since the introduction of CBCS in 2019, the College allows students of both Arts and Science to select subjects such as AECC—English, Geography and Mathematics. Multidisciplinary/interdisciplinary subjects such as Mass Communication and Environmental Education are also available for students. The College encourages multidisciplinary/interdisciplinary approach in co-curricular activities. Various departments, IQAC , Forums and Cells of the College regularly organize seminars, workshops, talks, competitions, training programmes on multidisciplinary/interdisciplinary themes/topics such as human rights, creative writing, gender equity and women empowerment, cancer awareness, sustainable development, Yoga etc.

16. Academic bank of credits (ABC):

As D.K. College, Mirza is an affiliated college under Gauhati University; we have not yet registered at the Academic Bank of Credit (ABC). However, we are making preparations to follow all the guidelines and instructions that the state government and the University may issue in future. As and when ABC will be rolled out in the state, we will be keen to allow the learners avail the benefits of credit transfer, multiple entries and exit during a chosen programme etc. The faculty members are encouraged by the authority to design their own pedagogical approaches within the approved framework of the affiliating Page 19/72 04-03-2023 01:23:04 Self Study Report of DAKSHIN KAMRUP COLLEGE, MIRZA University. Faculties employ pedagogical approaches which are constructivist, inquiry-based as well as integrative. They make extensive use of reference materials available in the College Library as well as in the e-Learning platforms such as N-List. Assignments, Group Discussion, Seminar presentation are essential part of the teaching learning process practiced in the College. So far as assessment is concerned, it is Formative as wel summative.

17. Skill development:

Efforts have been made by D.K. College Mirza to strengthen vocational education and soft skills of students in alignment with National Skills Qualifications Framework. The College has organised various activities in the forms of workshops, seminars, FDPs, training programmes etc. for students, teachers and general public. Workshops have been organized on Tourism, Soft Skill Development, ICT, Creative Writing, Photography, Bioinstrumentation, Bioinformatics, Foldscope, Spawn Preparation, Mushroom Cultivation, Cell Culture, Traditional Herbal Medicine etc. An Electrician Training Course was also conducted by the Physics Department of the Institution. The College has adopted the village Gargara of South Kamrup and has conducted a number of programmes to hone the skill of its inhabitants.Efforts have been made by D.K. College Mirza to strengthen vocational education and soft skills of students in alignment with National Skills Qualifications Framework. The College has organised various activities in the forms of workshops, seminars, FDPs, training programmes etc. for students, teachers and general public. Workshops have been organized on Tourism, Soft Skill Development, ICT, Creative Writing, Photography, Bioinstrumentation, Bioinformatics, Foldscope, Spawn Preparation, Mushroom Cultivation, Cell Culture, Traditional Herbal Medicine etc. An Electrician Training Course was also conducted by the Physics Department of the Institution. The College has adopted the village Gargara of South Kamrup and has conducted a number of programmes to hone the skill of

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

The College has always strived to integrate Indian knowledge system with teaching-learning process. The College has regularly organised Yoga camps over the years. The College offers most of its courses in a bilingual manner—both in English and Assamese. Master degree in Assamese has also been started since 2013. In order to familiarize the students with the Indian /local culture, the college organizes various cultural programmes such as the Tithi of Sankardeva, Teacher's Day, Swaraswati Puja etc. A national level Webinar on Traditional Herbal Medicine was also organized by the College. Moreover, the College also offered Certificate Course in Spoken Sanskrit in collaboration with Central Sanskrit University, New Delhi (formerly Rashtriya Sanskrit Sangsthan).

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

D.K. College, Mirza has strived hard to transform education into an outcome based model as envisaged in NEP 2020. The teachers participate in a departmental meet at the beginning of each Semester to discuss the expected outcome of each course offered by it during the semester and inform the students thereof. During PTM, the same is also conveyed to the parents/guardians. The teaching practice of the College is centered on enhancing the cognitive abilities of the students, namely, remembering, understanding, analyzing, applying, evaluating and creating.

20.Distance education/online education:

Since the onset of the COVID-19 pandemic, D.K. College, Mirza has placed great stress on online mode of education. The College subscribed to Zoom during the lockdown to carry out the educational activities and organize Webinars, Online Seminars, Online Competitions etc. The College also used other digital platforms such as Teachmint, Google Classroom etc. for smooth online teaching-learning and evaluation. Moreover, the College has upgraded a number of classrooms to Digital Classrooms to help in its effort to moving towards blended education. The College Library is already digitized and N-LIST subscription has been continued to enable students to access online resources. The College also maintains a Study Centre of K.K. Handiqui State Open University within its campus so that the needy students can continue their education in the distance mode.

Extended Profile

1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	**639**

File Description	Documents
Data Template	View File

2.Student	
2.1 Number of students during the year	**3020**

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	**858**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**750**

File Description	Documents
Data Template	View File

3.Academic	
3.1 Number of full time teachers during the year	**94**

File Description	Documents
Data Template	View File

3.2	**94**

Number of Sanctioned posts during the year	

File Description	Documents
Data Template	

4.Institution

4.1 Total number of Classrooms and Seminar halls	**52**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**77.56**
4.3 Total number of computers on campus for academic purposes	**106**

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/offlineassignments, seminar presentations, internal-examinations and mentoring classes.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://dkcollegeonline.in/images/gallery/pdf/Academic%20Calendar/ACADEMIC%20CALENDAR%202021-2022.pdf

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	https://dkcollegeonline.in/images/gallery/pdf/Academic%20Calendar/ACADEMIC%20CALENDAR%202021-2022.pdf

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	B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	**No File Uploaded**
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

25

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)	**No File Uploaded**

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

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

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 incorporates in many ways cross-cutting topics related to Human Values, Professional Ethics, Gender, Environment, and Sustainability. The affiliating university's UG curriculum already includes instruction on environmental and sustainable practices. A few courses offered by UG programs include specialized chapters on human values, gender sensitization, and professional ethics, among other topics. Additionally, the organization occasionally hosts street plays, conferences, and workshops about these topics.

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

17

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
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

531

File Description	Documents
Any additional information	**No File Uploaded**
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	**B. Any 3 of the above**

from the following stakeholders Students Teachers Employers Alumni	

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)	**No File Uploaded**
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	https://dkcollegeonline.in/images/gallery/pdf/Feedback/Feedback%20Report%202021-2022.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

1500

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

415	

File Description	Documents
Any additional information	**No File Uploaded**
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
3020	94

File Description	Documents
Any additional information	No File Uploaded

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

The college has done an excellent job of training its students to be proficient ICT users who are also digitally savvy. At least 60% of the course is completed through the traditional lecture/talk and chalk method. Science labs use practical classes to practice experimental learning. Although other departments also employ computer aided tools for teaching and learning transactions, the computer science department is the primary user of computer aided learning. The majority of departments have experience with group discussions, field surveys, project work, and weekend seminars. The college provides a technologically advanced classroom. To deliver seminars, group discussions, etc., nine rooms are outfitted with an LCD projector, lecture podium, and collar microphone. Digital learning resources are made available to students via the respective departments.

Every year, the institution hosts a variety of competitive sporting, cultural, and literary events whereby excellence in the relevant subjects is promoted to advance students' abilities in interactive, collaborative, and independent learning as well as to enable them pursue careers requiring such competence. Membership in the NSS, NCC, and other organizations, youth festivals, competitive programs conducted off campus, and student union elections are a few examples of participatory learning methods that have the potential to place students in various career paths and provide them with life skills, knowledge management, and lifetime income.

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

When educators possess digital literacy and know how to integrate Information and Communication Technology (ICT) into their teaching methods, it can significantly impact student learning. This integration allows for enhanced communication, creation, dissemination, storage, and management of information. With this in consideration, the institution has developed eight ICT-enabled classrooms equipped with LCD projectors, one science lab each for the Physics and Geography departments, a digital room, and a Conference Hall outfitted with an overhead projector. Additionally, there are three computer labs to facilitate effective teaching and learning processes.

In conjunction with traditional teaching methods like chalk and lecture, faculty members utilize various ICT-enabled tools such as Google Classroom, WhatsApp groups, and Teach Mint for communication, posting study materials, making announcements, uploading and checking assignments, providing lecture notes, addressing queries, sharing e-resources, mentoring, and disseminating information. Google Forms are employed to conduct online tests and gather feedback from various stakeholders, including students and alumni. Overhead projectors (OHP) are employed for screening course-related movies and creating PowerPoint presentations (PPT), while Zoom is utilized for online classes and webinars. Furthermore, PowerPoint presentations with animations and video clips are utilized during both online and 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	**Nil**

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

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	**No File Uploaded**
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
mentor/mentee ratio	**No File Uploaded**

2.4 - Teacher Profile and Quality

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

94

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	**No File Uploaded**
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

21

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

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 institution's internal assessment system is characterized by its systematic and transparent approach. The sessional exam date is determined through discussions involving the Principal, Head of Departments, and the Section Assistant. To ensure the smooth administration of exams, the Principal establishes the Internal Examination Committee on a rotational basis headed by a controller, internal examination appointed by the principal. The exam schedule is posted well in advance on the notice board for the convenience of students.Question papers, aligned with the syllabus and crafted at the departmental level by faculty members, undergo scrutiny and finalization by the respective Heads of Departments. The faculty members meticulously check answer scripts, and the resulting mark sheets are handed over to the Heads of Departments for both departmental records and uploading on the parent university exam portal. Results are then displayed on departmental notice boards, offering students a second chance to clear the exam through re-test/exam.Certain departments organize Parent Teacher Meets (PTM) to update parents on students' academic progress. Laboratory courses involve internal practical vivas conducted by the concerned departments. Field reports, surveys, and project reports undergo assessment at the departmental level, with the corresponding marks or grades communicated to students. Dates for seminar presentations, assignment submissions, and field/project reports are communicated through 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 places significant emphasis on addressing grievances related to internal examinations in a transparent and efficient manner. Following the timely declaration of internal examination results on departmental notice boards, students who failed in their respective subjects, missed the examination, or were unable to appear due to unavoidable circumstances are provided a second opportunity through a retest organized by the concerned departments. Distinct question papers are prepared by the faculty members teaching the subject in question. The marks from the re-evaluated answer scripts are then re-entered into the original mark sheets, which are preserved for departmental records and uploaded onto the parent university exam portal. Any discrepancies related to the evaluation process reported by students are promptly resolved by the faculty members. In addition to examinations, faculty members assess assignments, field reports, and project works based on criteria such as timely submission, clarity, literature analysis, presentation, and teamwork. These criteria are communicated to students well in advance for their awareness. The marks assigned to the evaluated assignments, field reports, and project works are shared with the students in class. Furthermore, to maintain transparency, the evaluated work is shown to the students, allowing for the resolution of any grievances that may arise.

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.

The institution places a strong emphasis on transparent and efficient resolution of grievances related to internal examinations. Following the prompt release of internal examination results on departmental notice boards, students facing challenges such as

failure in subjects, missed examinations, or inability to appear due to unavoidable circumstances are granted a second chance through a retest facilitated by the respective departments. Faculty members teaching the specific subject prepare unique question papers for the retest. The marks obtained from the re-evaluated answer scripts are then recorded in the original mark sheets, which are preserved for departmental records and uploaded onto the university's exam portal. Should any discrepancies in the evaluation process be reported by students, faculty members promptly address and resolve them. In addition to examinations, faculty members evaluate assignments, field reports, and project works based on predefined criteria, including timely submission, clarity, literature analysis, presentation, and teamwork. These evaluation criteria are communicated to students well in advance. The assigned marks for evaluated assignments, field reports, and project works are shared with students during class sessions. Furthermore, to uphold transparency, the evaluated work is shown to the students, providing an opportunity to address and resolve any grievances that may arise.

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 institution places paramount importance on assessing the attainment of Program Outcomes (PO) and Course Outcomes (CO). Despite following the curriculum of Gauhati University as an affiliated college, the institution has the flexibility to conduct sessional examinations for the evaluation of CO. For the evaluation of Course Outcomes (CO), the institution ensures the timely completion of the parent university's syllabus. Continuous assessment of CO is carried out through organized course-based seminars, workshops, project works, assignments, field surveys, and class tests. Internal sessional examinations conducted by the institution play a significant role in assessing CO. The evaluation of Program Outcomes (PO) at both undergraduate (UG) and postgraduate (PG) levels involves monitoring students' progress to higher studies within the parent university or other higher educational institutions, both within and outside the state. Another method for evaluating PO is assessing students' placements in various sectors.

The institution relies on feedback from different stakeholders, especially students, to effectively evaluate the attainment of 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

764

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	**Nil**

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)

4.68

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

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

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

3.2 - Research Publications and Awards

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

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

18

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

Various extension activities are conducted within the local community to raise awareness among both our students and community members about different social issues, aiming for their comprehensive development. These initiatives, organized under the auspices of the College Women's Forum and the Student Union, encompass diverse endeavors such as the Swachh Bharat Abhiyan, anti-tobacco awareness programs, electoral awareness campaigns, and initiatives for women's empowerment, among others, held throughout the year. Furthermore, an awareness campaign focusing on the Beti Bachao Beti Padhao initiative was implemented in the nearby village of Boropara. This initiative aimed to foster a culture where communities and families embrace and encourage the education of daughters, ensuring a safe environment for all women and supporting their efforts against violence. Additionally, a gender awareness program coupled with the distribution of sanitary napkins was

**conducted in Ganeshpara, a village adopted by our institution, to
address menstrual hygiene and promote gender equality.**

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)	**No File Uploaded**
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	**No File Uploaded**
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

`517`

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

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

`0`

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

`1`

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	**No File Uploaded**

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's Academic and Administrative campus, spanning approximately 15,995.67 sq. meters, and the Boys' Hostel campus, covering about 4738.05 sq. meters, boast a range of facilities to support teaching and learning. On the Academic and Administrative campus, notable features include 07 RCC buildings, 08 Assam Type houses, an auditorium, parking sheds, sports courts, busts of prominent figures, plaques, ATMs, a transformer, generators, solar panels, park benches, and CCTVs. Departments, offices, and amenities such as the college office, canteen, conference hall, and various laboratories are distributed across these buildings. Similarly, the Boys' Hostel campus offers accommodation and recreational facilities for students. Together, these infrastructural assets create a conducive environment for academic pursuits and student life.In campus Wi-Fi facility, 52 classrooms, 14 laboratories, 03 computer labs, 129 computers (106 for students 23 for staff/faculty), 09 LCD projectors and 40 CCTVs , 05 Smart Boards, printers (12), scanners (08), Xerox machines (04), a Studio for Mass Communication and necessary apparatus in the laboratories

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.

DK College features a multipurpose indoor stadium, a basketball court, and a playground, enhancing its sports infrastructure and promoting physical activity among students. The multipurpose indoor stadium offers a versatile space for various indoor sports and events, providing opportunities for students to engage in activities like badminton, volleyball, and indoor athletics. Additionally, the basketball court serves as a venue for basketball enthusiasts to hone their skills and compete in friendly matches. Meanwhile, the playground offers ample space for outdoor sports and recreational activities, allowing students to enjoy sports like football, cricket, and track and field events. These facilities not only contribute to the overall well-being of students but also foster a vibrant sporting culture within the college community.

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

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

2

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

2

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<u>View File</u>

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)

1.836

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 two library buildings, measuring 1634 sq. ft. and 2471 sq. ft. respectively, house over 56,000 books covering various subjects, including textbooks, reference books, general knowledge, newspapers, journals, and other resources like maps, CDs, and internet services. Additionally, the library subscribes to N-List, providing access to over 97,000 e-books and 6,000 e-journals. Users can access these resources using 15 computers, 2 printers, and a Xerox machine. Library automation includes computerization using the ILMS software - SOUL, introduced in 2005, with upgrades to SOUL version 2.0 in 2013. The library is partially automated, with cataloging and circulation managed through SOUL 2.0 and the rest done manually. Barcode technology was implemented in 2013 to streamline circulation processes.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional Information	http://dkcollegeonline.in/library-overview.html

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	**D. Any 1 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)

83.63482

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
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

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 institution frequently updates its IT facilities. In the 2020-2021 academic year, the institution upgraded the internet facilities by installing the BSNL internet connection in place of the existing Vodafone Leased Line connection. Now the institution has four internet connections under different BSNL plans to provide

sufficient bandwidth for the benefit of the students and staff.Moreover, the existing IT facilities like LCD projectors, smart boards, digital room, and computer laboratories in the institution are properly maintained from time to time and as and when required. The institute has 106 computers for students' use that are distributed across different departments. This corresponds to a ratio of 28:1, meaning there is 1 computer for 28 students in the academic session 2021-22. To support the dissemination of information amongst the students in real time, we also have a wellequipped Public Address System for communicating important as well as emergent information to the students and the employees through in campus announcement. The system is equipped with 08 numbers of Dual Speaker, one Ahuja amplifier, one Microphone and one Ahuja Trolley.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

129

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	C.10 - 30MBPS

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)

36.80

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

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 college has its various committees/cells formed by the authority, e.g. Academic Committee, Library Committee, Internal Examination Committee, Discipline Committee, Festival Committee etc. These committees ensure proper maintenance, utilization and augmentation of different physical, academic and support facilities in the college. For proper maintanence of the college campus, there is a campus maintanence committee where a local engineer, police officer i/c of the local P.S, Circle Officer of the concerned revenue circle are also included as the invitee members. A team of well-trained housekeepers and gardeners are regularly engaged in the maintenance of the campus. Books for the Library are purchased with due consultation with the faculty members of various departments. The Laboratory Assistants/ Bearers look after the proper maintenance and stock keeping of the laboratories. Competent agencies are hired for maintaining ACs, Water filters, Desktops and other relevant appliances used in the college. The Accounts section of the college has its own transperant system for reimbursing different bills. The students'union body also helps in the maintenance of the sports ground(both indoor and outdoor) and the auditorium. The NSS volunters and the NCC Cadets are also encouraged to organize regular camps for regular cleanliness of the campus.

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

533

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)	**No File Uploaded**

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

0

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)	**No File Uploaded**

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	**A. All of the above**

File Description	Documents
Link to institutional website	**Nil**
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

785

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

785

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	**A. All of the above**

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

41

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

134

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
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

2

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.

6

File Description	Documents
e-copies of award letters and certificates	[View File](#)
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)

D. K College students union, is actively engaged in various internal activities of the college and also they have representation in different administrative bodies of the college. The union organizes annual college week festival, freshers social regularly every year in the college. Further, they lead different college teams in different intercollege events. Some office bearers from the union are included in different decision making bodies like RUSA, anti ragging committee, internal committee, grievance redressal cell, college IQAC etc. Besides these, student members are included in the admission committee, festival committee etc for smooth functioning

of the concerned activity.

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

25

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

The institution's Alumni Association, established in 2004, is currently undergoing official registration. During the 2018-2019 period, the Association generously funded the construction of a road linking the main gate to the back gate of the campus. The road's total cost was approximately 8 lakhs rupees. Typically, the Alumni Association actively engages itself in the institution's affairs and plays a substantial role in its development through financial and other forms of support.

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

1. Vision: The vision of the college centers on its strong wish to become a center of excellence in the academic field of the entire North Eastern Region. It envisions being at par with the national standard in the field of education.

2. Mission: The college pursues a noble mission of spreading the light of knowledge as is evident from the Upanisadic hymn "Tamaso Ma Jyotirgamaya". It wants the students to learn that it is not scientific progress alone, but the synthesis of both scientific progress and spiritual power of man that could open out vistas of human endeavor and achievement.

The institution employs a democratic and participatory governance approach, encouraging active involvement from all stakeholders in administration. The institutional leadership ensures the prioritization of the institution's vision and mission in all governance matters. The apex body, the Governing Body, delegates authority to the Principal, who shares it with different levels of functionaries. Led by the Principal, Heads of Departments (HODs) across all three streams, the office Superintendent Assistant, and the Conveners/Joint Conveners of various committees play a significant role in formulating and implementing institutional policies for enhanced governance.

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 actively practices decentralization and participative management, involving stakeholders in various academic, administrative, construction, and student election committees, along with holding regular meetings for effective functioning. Participation spans from day-to-day affairs to developmental issues and future plans. In decision-making bodies, the involvement of teachers, non-teaching staff, and guardian/parent representatives reflects the institution's commitment to decentralization and participation in governance. While the apex body handles decisions related to administration, finance, construction, and development, teaching and non-teaching members contribute significantly to academic and administrative committees. Certain committees, like routine preparation, DKCSU budget, and discipline, exclusively feature teacher representatives. Participatory and decentralized governance is evident in the inclusion of student members in various in-house committees, such as the Magazine Editorial Board, Student's Election Committees, Women's Forum, Internal Committee, RUSA, and Festival Committee. The institution's decentralization is exemplified by the Internal Examination Committee (IEC), responsible for the smooth conduct of internal exams. The IEC manages tasks from creating the exam timetable to distributing answer scripts, showcasing an autonomous approach to decentralized governance.

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

The institutional plan is put into action in a satisfactoryway. The goals that institutionwants to achieve are turned into clear steps.

It makessure to plan everything carefully, getting input from different stakeholders involved. It also makes sure that infratructure and resourcesare used in the right places and in aright way keeping an eye on how things are going regularly and check if they're doing well or if they need to change something. They share what they're doing and how they're doing it with everyone involved. This helps everyone feel like they're part of the plan and working towards the same goals. By doing all this, the institution gets better and better at what it does, keeps getting stronger, and keeps moving forward towards its big dreams.

As the college is an affiliated college, it follows the curriculum prescribed by the parent university. The college follows an acdemic calender synchronous with the parent university.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
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 administrative framework, depicted in the Organogram file, is structured with the Governing Body (GB) at its apex, overseeing the institution, while the Principal serves as the second-in-command, executing duties in consultation with the GB. Assisting the Principal is the Academic In-charge, responsible for maintaining class regularity and overseeing academic and administrative aspects. Department Heads (HODs) and the Librarian form another significant segment, guiding faculty members and ensuring smooth operations within their respective domains. Supervising this structure is the Institutional Quality Assurance Cell (IQAC) Coordinator, overseeing quality initiatives with a core committee and Criterion Committee Conveners under their guidance. Supporting staff in departments and the library follow the directives of HODs and the Librarian, respectively. Alongside, the Principal's office, managed by the Head Assistant, plays a pivotal role in the institution's daily functions. Facilitating operations are 15 committees and 6 cells/forums, overseen by the Principal, addressing various institutional needs and ensuring smooth functioning. Adherence to government regulations and affiliating university directives further

solidifies the institution's operational framework, ensuring efficiency and compliance within the academic ecosystem.

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	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	No File Uploaded

6.3 - Faculty Empowerment Strategies

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

The college prioritizes the well-being of both teaching and non-teaching staff through various welfare measures:

1. Adherence to government norms for employee benefits, including Faculty Development Program, Academic Leave, Medical Leave, Maternity Leave, Child Care Leave, and other leaves.
2. Operation of the Dakshin Kamrup Teachers' and Employees' Welfare Fund since 1986, providing financial aid for retirement, long-term illness, high medical expenses, accidents, and support to families of deceased members.
3. Management of a Savings fund, offering low-interest loans through Teachers and Employees Credit.

4. Provision of a comfortable Staff Common Room with newspapers and TV.
5. Maintenance of a hygienic canteen with separate seating for students, faculty, and staff, offering affordable refreshments and meals.
6. Establishment of a health care center equipped with facilities for blood pressure testing, first aid, pulse rate monitoring, weight and height measurement, wheelchairs, medical beds, and nursing services for primary healthcare.

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)	No File Uploaded

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

1

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
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)	No File Uploaded

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)	No File Uploaded

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

The institution follows UGC regulations regarding the appraisal of Teaching staff and Assam Government for Non-Teaching staff in case of promotions. All the criterion 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 State Government are followed. 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/NonTeaching staff if and when necessary. Besides, the Teaching staff is appraised by the Principal and the President of the Governing Body as per the format in the Self Appraisal Report under the Assam Government Employees Rules. The criteria assed 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, examination etc. The Appraisal Report of the Non-Teaching staff includes the following criteria: 1.Knowledge of 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

DK College has a well-structured approach to managing funds from various sources. This is crucial for ensuring transparency and accountability in financial matters. Conducting both internal and external audits annually demonstrates a commitment to maintaining financial integrity and compliance with regulations. By doing so, the college can not only ensure that funds are being utilized effectively but also identify any areas for improvement in financial management practices. This level of oversight helps build trust among stakeholders and contributes to the overall success and sustainability of the institution.

The link provided shows the audit report for the financial year 2021 -2022:http://dkcollegeonline.in/images/gallery/pdf/Financial-Audit/2021-2022.pdf

File Description	Documents
Paste link for additional information	http://dkcollegeonline.in/images/gallery/pdf/Financial-Audit/2021-2022.pdf
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)

0

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)	**No File Uploaded**

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

DK College has developed a robust framework for effectively utilizing and mobilizing funds from diverse sources, showcasing a holistic approach to resource management. The college emphasizes sustainability through policies aimed at creating a green campus and engages with stakeholders, including banks and corporate houses, to solicit support. Various internal committees ensure systematic fund allocation, while purchase committees oversee equipment procurement to optimize fund utilization. Transparent financial practices are ensured through regular audits by approved Chartered Accountants. Additionally, unused campus space is repurposed for initiatives like vermi composting and solar installations, demonstrating efficient space management. The college actively engages with the community through various programs and utilizes its infrastructure for multifaceted purposes, including academic, cultural, and sporting events. Faculty members are encouraged to participate in intellectual activities beyond the campus, contributing to broader

intellectual engagement. Policy formulation involves inclusive decision-making processes, ensuring alignment with the college's goals. Overall, DK College's comprehensive framework enriches the academic and community experience by addressing financial, environmental, social, and intellectual dimensions of resource management.

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

The Internal Quality Assurance Cell (IQAC) at DK College has implemented a range of initiatives aimed at enhancing the overall quality of education and fostering holistic development among students. These include mentoring classes and counseling sessions to address academic and personal issues, annual orientation programs for undergraduates to familiarize them with college resources, entrepreneurship development seminars, and workshops. Additionally, the IQAC arranges research support activities, promotes ICT integration in classrooms, and facilitates the development of an integrated academic calendar. It encourages regular Parents-Teachers Meetings, operates a Micro Research Cell, and provides training on the National Education Policy 2020. The IQAC also focuses on language lab development, introduces job-oriented courses, organizes yoga training, and hosts social awareness events. These efforts collectively contribute to creating a supportive and enriching educational environment at DK College.

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 has played a significant role in implementing quality assurance strategies across all levels, introducing a range of initiatives aimed at enhancing the overall educational experience. These include mentoring classes via online and offline platforms, prioritizing academic and personal student support to foster academic and emotional well-being. Additionally, the IQAC conducts annual orientation programs for undergraduate students to familiarize them with college resources, scholarships, and career advancement opportunities. Entrepreneurship development seminars and workshops are organized for students and faculty members, fostering entrepreneurial skills. Regular talks by eminent researchers and training sessions on recent developments in research methodologies are facilitated. The IQAC ensures efficient event hosting by providing subscription-based Zoom accounts and creates integrated academic calendars for seamless academic activities. Departments are encouraged to organize Parents-Teachers Meetings, and a Micro Research Cell supports faculty members in minor research projects. Training sessions on the National Education Policy 2020 and the promotion of ICT tools in classrooms are also priorities. Furthermore, the IQAC spearheads initiatives such as developing ICT-enabled classrooms, language labs, and introducing job-oriented courses tailored to specific areas. Yoga training sessions are organized to promote holistic development, and events focusing on societal issues like Beti Bachao Beti Padhao and COVID awareness are conducted to engage students in community problem-solving.	

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)	C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
Upload e-copies of the accreditations and certifications	**No File Uploaded**
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 organization is dedicated to upholding gender equality and strives to create a secure working environment for everyone on campus. Different groups, such as the Women's Forum, IQAC, English Study Forum, and the Department of English, coordinate diverse initiatives aimed at the growth of both students and staff within the college, along with benefiting other members of the community.

File Description	Documents
Annual gender sensitization action plan	**Nil**
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	**Nil**

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	**No File Uploaded**
Any other relevant information	[View File](#)

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

Educational institutions play pivotal roles in promoting and managing sustainability, with waste management emerging as a significant challenge in achieving these goals. In 2016, the Union Ministry of Environment, Forests, and Climate Change introduced Solid Waste Management Rules applicable to all waste generators. Leveraging state-of-the-art technologies, institutions aim to reduce waste volumes for safe disposal. Dakshin Kamrup College, committed to environmental stewardship, adopts the "reduce, reuse, and recycle" mantra. Through features like equipment maintenance, waste segregation, and e-waste recycling, the campus aligns with national initiatives such as Schwatta Mission and Swachh Bharat Abhiyan. Their Waste Management Policy emphasizes minimizing resource consumption, waste generation, and promoting waste segregation. Key objectives include stakeholder awareness, waste-to-energy options, and collaboration for sustainable practices. The institution's Waste Management Cell, comprising faculty and student representatives, oversees policy implementation and action plans. Additionally, water management strategies are integrated, ensuring comprehensive sustainability efforts across the campus.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	**Nil**
Any other relevant information	[View File](#)

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	**D. Any 1 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
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**	**B. Any 3 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	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.7 - The Institution has disabled-friendly,	**B. Any 3 of the above**

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

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 college always gives preference to considering people from diverse sections together and strives to create an environment of true collaboration among them. Particular emphasis is placed on planning and executing different activities of the college that can promote tolerance and harmony towards cultural, linguistic, communal, socioeconomic, and other diversities. Various tasks of the women's cell of the college target to ensure that women inside and outside the campus feel secure and independent in every aspect of society. The "Divyangas" are always treated with respect on the college campus, as the term truly signifies, and for this, the college initiates various programs to support the blind and other physically challenged individuals. The college consistently endeavors to create opportunities for underprivileged students by sensitizing them to different employment avenues, financial literacy, etc. Proper guidance and mentorship are offered to our students through various programs to understand the multicultural

aspects of today's world. The college also organizes various outreach programs to ensure that the underprivileged in the entire neighboring area can benefit and thus create a better future for themselves as well as the nation.

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

The values, rights, duties, and responsibilities of citizens are essential components of any democratic society. Here's how Dakshin Kamrup College, Mirza, is fostering awareness and understanding of these concepts among its students and employees:

1. Celebration of Independence Day and Republic Day: By commemorating these significant national holidays on 15th August and 26th January respectively, the college instills in its community the values of freedom, democracy, and national unity. Hoisting the Indian National Flag with the college students' union reinforces these constitutional values.

2. Participation in NCC Activities: Involvement in activities organized by the National Cadet Corps (NCC), such as the Swachh Bharat Abhiyan, International Day of Yoga, and Environment Day, underscores the importance of civic responsibility and environmental stewardship. By engaging in these initiatives, the cadets demonstrate their commitment to serving society and upholding national values.Through these programs and activities, Dakshin Kamrup College fosters a culture of citizenship among its students and employees, empowering them to become active, informed, and responsible members of society

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	**No File Uploaded**
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	**B. Any 3 of the above**

File Description	Documents
Code of ethics policy document	**No File Uploaded**
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

The college annually celebrates various national and international commemorative days, events, and festivals.

- Independence Day (15th August): Celebrating India's freedom from British rule. - Republic Day (26th January): Commemorating the adoption of the Indian Constitution. - NSS Foundation Day (24th September): Recognizing the importance of community service and volunteerism. - International Women's Day (8th March): Advocating for gender equality and women's rights. - National Science Day (28th February): Honoring the discovery of the Raman effect by Indian physicist C.V. Raman. - World Environment Day (5th June): Promoting environmental awareness and action for the protection of nature. -

Teachers' Day (5th September): Expressing gratitude and appreciation for educators' contributions to society. - International Day of Yoga (21st June): Highlighting the physical, mental, and spiritual benefits of yoga. - Fit India Freedom Run (19th September 2021): Encouraging fitness and healthy lifestyle choices. - Rastriya Ekta Divas (29th October 2021): Promoting national unity and integrity.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
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.

Student Support and Awards: Objective:

1. Ensure educational opportunities for underprivileged students.
2. Reduce student dropout rates.
3. Provide financial aid for health-related issues.
4. Recognize academic excellence among students.

Context: The student support system addresses economic and emotional needs, removing barriers such as financial, healthcare, and mental health issues.

Practice: Funding for student support is sourced through annual student subscriptions, with students applying for assistance upon notification from college authorities. The Aid Fund Committee evaluates applications and determines disbursement amounts. Additionally, students are recognized for academic achievements by various trusts.

Office Automation: Objectives:

1. Reduce employee workload.
2. Save time.
3. Maintain accuracy.
4. Digitally store information.
5. Ensure transparency.

Context: Office automation streamlines office tasks using computer systems and software, eliminating manual processes that waste time and money.

Practice: Partial office automation facilitates online form submission for admissions, scholarships, and examinations, as well as financial transactions such as salary disbursement and procurement. Communication with higher authorities, including the Director of Higher Education and Education Secretary, is also streamlined. This automation is crucial for efficient operation within Indian higher education, complemented by the college's functional E-Governance policy.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
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

Dakshin Kamrup College, situated in a semi-urban area, embraces a blend of rural and urban cultures from diverse student backgrounds. With a vision to be a center of excellence, the college prioritizes quality education, instilling values of dignity of labor and fostering moral and spiritual growth to cultivate responsible citizenship. Committed to diverse perspectives in higher education, the college collaborates with local schools and non-governmental agencies for regional development encompassing education, finance, and social welfare. Emphasizing 21st-century skills, the institution focuses on rational and critical thinking to equip students for global challenges and globalization. Through grassroots outreach programs, the college mentors students from an early age, fostering scientific temperament and guiding them towards academic excellence. Many graduates excel in national and state-level exams, furthering their education in prestigious institutions, contributing to nation-building. Additionally, the college offers programs like Mushroom Cultivation and vocational courses to promote financial independence, thereby enhancing the region's literacy rate. Despite pandemic challenges hindering outreach activities, the college remains committed, forming an Extension and Outreach Activity Club to continue serving the community's educational, financial, and

social well-being needs.

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

1. **The college aims to create a mechanism for releasing grants for research to its faculty members as well as the students for the next year**
2. **The college plans to submit proposals to "State innovation and transformation aayog (SITA)" of the Govt. of Assam for various employment generation programs and use of locally available resources.**
3. **The college plans to introduce new interdisciplinary, value-added and add-on certificate courses**
4. **The college plans to set up an incubation center.**
5. **The college plans to organize training programs exclusively for the non-teaching staff on office management and automation.**