



## **YEARLY STATUS REPORT - 2020-2021**

### **Part A**

#### **Data of the Institution**

<b>1.Name of the Institution</b>		<b>Dergaon Kamal Dowerah College</b>
• Name of the Head of the institution	<b>Dr. Ranjit Kumar Bordoloi</b>	
• Designation	<b>Principal</b>	
• Does the institution function from its own campus?	<b>Yes</b>	
• Phone no./Alternate phone no.	<b>03762380299</b>	
• Mobile No:	<b>9435354494</b>	
• Registered e-mail	<b>principaldkdc@gmail.com</b>	
• Alternate e-mail	<b>cordiqacdkdcollege@gmail.com</b>	
• Address	<b>Rajabahar Gaon, Dergaon</b>	
• City/Town	<b>Dergaon</b>	
• State/UT	<b>Assam</b>	
• Pin Code	<b>785614</b>	
<b>2.Institutional status</b>		
• Type of Institution	<b>Co-education</b>	
• Location	<b>Rural</b>	
• Financial Status	<b>UGC 2f and 12(B)</b>	

• Name of the Affiliating University	<b>Dibrugarh University</b>				
• Name of the IQAC Coordinator	<b>Dr. Khireswar Loying</b>				
• Phone No.	<b>03762380260</b>				
• Alternate phone No.	<b>9435514244</b>				
• Mobile	<b>9435514244</b>				
• IQAC e-mail address	<b>cordiqacdkdcollege@gmail.com</b>				
• Alternate e-mail address	<b>principaldkdc@gmail.com</b>				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://dkdcollege.ac.in/files/2020/AQAR2019-20.pdf">https://dkdcollege.ac.in/files/2020/AQAR2019-20.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	<b>Yes</b>				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://dkdcollege.ac.in/files/2021/academic-calender-2021-22.pdf">https://dkdcollege.ac.in/files/2021/academic-calender-2021-22.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 2</b>	<b>B</b>	<b>2.73</b>	<b>2011</b>	<b>08/01/2011</b>	<b>07/01/2016</b>
<b>6.Date of Establishment of IQAC</b>			<b>28/05/2002</b>		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
<b>Eco Club, DKD College</b>	<b>National Green Corps Programme</b>	<b>ASTEC, DST, Govt. of Assam</b>	<b>2021, 365 days</b>	<b>5000</b>	
<b>DKD College</b>	<b>Students' Fees Waive</b>	<b>Higher Education Department, Govt. of Assam</b>	<b>2020-21, 365 days</b>	<b>3454631</b>	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			<b>Yes</b>		

<ul style="list-style-type: none"> <li>• Upload latest notification of formation of IQAC</li> </ul>	<a href="#">View File</a>
<b>9.No. of IQAC meetings held during the year</b>	<b>3</b>
<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>
<ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>	
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>	
<p>Successfully conducted 18 webinars Celebrated Womens' day on 8th March 2021 Successfully published JOSAAC Institutional Best Graduates as well as University Rank Holders from our institution are felicitated with a merit certificate and awarded with a prize money</p>	
<b>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</b>	

Plan of Action	Achievements/Outcomes
To introduce online classes	Around eighty percent of classes taken through online modes during the lockdown period
To impart knowledge among students	online talks were organised and students get benefited
to organized Departmental Seminars and workshop under the guidance of IQAC	Organized ten seminars and workshops
To organize faculty development programme in association with Hansraj College	Online FDP programmes were organized
To organize lecture series on various important topics	10 lecture series were organized
To start add on/certificate courses.	11 add on courses are started and it is in progress
To inspire students for better opportunities	Interactive session with Prof Jogen Kalita on Career development
To prepare for NAAC	Interactive session with Prof Jogen Kalita with office staff

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

No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

**14. Whether institutional data submitted to AISHE**

Year	Date of Submission
2020-21	27/02/2022

**15. Multidisciplinary / interdisciplinary**

Skill Enhancement courses are multidisciplinary courses which was

introduced as per the guidelines of Dibrugarh University.	
<b>16.Academic bank of credits (ABC):</b>	
NA	
<b>17.Skill development:</b>	
Skill Enhancement courses  Creative writing  Vermicompost  NSS  Entrepreneurship development  Travel and Tourism  Library and Information Science  Web Designing	
<b>18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)</b>	
NA	
<b>19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):</b>	
<b>20.Distance education/online education:</b>	
Distance Education Centres  1. IGNOU  2. KK Handique State Open University  3. Dibrugarh University Distance education	
<b>Extended Profile</b>	
<b>1.Programme</b>	
1.1	23

Number of courses offered by the institution across all programs during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1	679
Number of students during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
2.2	285
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
2.3	492
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1	64
Number of full time teachers during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
3.2	68
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1 Total number of Classrooms and Seminar halls	45
4.2 Total expenditure excluding salary during the year (INR in lakhs)	8606258.40
4.3 Total number of computers on campus for academic purposes	150

## 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

1. Preparation of Academic Calendar and students' hand book - The schedule for the entire year is prepared in the academic calendar and the same has been distributed among departments. Students are also provided with a hand book incorporating all the information at the time of admission. 2. Assignments and seminars - The students are consistently evaluated by allotting assignments and holding class seminars at the end of completion of each unit. 3. Class Test - Regular class tests are conducted at the completion of each unit by the concerned faculty. Surprise tests are also arranged from time to time. 6. Feedback of the Members of Board of Study (BOS) of the Affiliated University - The faculty of the college belonging to the BOS collects the anomalies if any, in the courses and suggests rectification in the preparation of the syllabus in future.

Implementation 1. Student Friendly Infrastructure: The College provides an up-to-date and adequate infrastructure facility such as a well stocked library, digital classrooms, seminar hall, well equipped laboratories, a botanical garden and a biotech hub for implementing the course curriculum provided by the university. 2. Parent-Teacher Meet: Parent-teacher meetings are held at regular intervals to acquaint the parents regarding the performance of their wards and to provide suggestions. 3. Self-Evaluation of the Students: Class tests/ Surprise test are held and students are

allowed to verify their answers among themselves. 4. Field Trips: Field trips are arranged for first hand, on-the-spot knowledge on the relevant topics of the curriculum.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

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

For smooth functioning of the academic activities of the college, the Dibrugarh University prepares an Academic Calendar in each of the academic session. Being Affiliated to University, the college follows this academic calendar. However, for convenience, the college also prepares an academic calendar based on the academic scheduled prepared by the parent university so that other activities with the scheduled academic activities can be completed within the time period. The academic matters are discussed regularly in meeting. The principal take initiative in all the academic matters. The HODs take a great role in allotment of classes, courses and other activities of the department. The departmental seminars, group discussions, workshops, internal examinations etc are conducted regularly. Regarding course completion of every department is looked after by the Semester monitoring committee. Students' feedback reports are taken and evaluate the same by the Teaching -Learning and evaluation cell of IQAC of the college. Necessary suggestions and measures are given to the students for their better improvement.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	Nil

**1.1.3 - Teachers of the Institution participate in A. All of the above 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**

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	No File Uploaded

## 1.2 - Academic Flexibility

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

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

23

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 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)

11

File Description	Documents
Any additional information	<a href="#">View File</a>
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

Nil

### 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

Efforts have been made to orchestrate awareness amongst students on various cross-cutting issues:

The Women Cell of the college in collaboration with different organizations regularly organize talks/seminars on the issues like sexual harassment, female foeticide, witch hunting, female health women education and empowerment.

The college has a Grievance Redressal Cell to deal with related issues of safety and security of female students, staff and faculty. The college campus is secured with CCTV and high level security.

Tree plantation programme has been undertaken on World Environment Day.

College celebrates the day of National and International Importance as Earth day, World Biodiversity day and Ozone day. Our college also conduct "Green Audit".

The College celebrates International Women's Day, Human Rights Day, Yoga Day to promote the moral, ethical and social values in the students.

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	No File Uploaded

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

9

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	<a href="#">View File</a>
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)	No File Uploaded

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

Nil

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded

## 1.4 - Feedback System

### 1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution

from the following stakeholders Students  
Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
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**

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

## 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

700

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

**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

285

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 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

The Institution treats all the students as human resource and trying to upgrade them from time to time depending upon their merit. The institution has been using different techniques to find out the both advanced and slow learners. In the beginning of the every session, all the department conduct entrance test which help the institution to find out the merit of the students and categorised them accordingly without maintaining a hardship rules and regulation which may hurt the dignity and status of the students as a whole. Each and every teacher and department look after the slow learners with empathy and encouraged them when it is being necessary. Continuous evaluation through Home Assignment, Seminar, Project, Group Discussion, Class Test, Insemester Examination are conducted in the students to find out the levels of students. Special classes are arranged for those who are found as slow learner. Besides, every department involve with the students and trying to provide psychological and academic support. Students interested in extracurricular activities like sports, gymnastics, music and culture are provided the platform to develop themselves and training programs are also organised by the institution with the help of experts and other reputed organisations.

Advanced students are encouraged to stimulate them to gather new knowledge. The institution expects best result from the students in every field. Innovative and scientific temperment are always paid importance in the development of the advanced students. .

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
1747	64

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

DKD College, Dergaon encourages student centric learning through various student centric methods for holistic development of students. Various experimental learning, participative learning and problem solving methodologies enable students to enrich learning. Different participative activities like group discussion, field visits, educational tours, seminars, etc are organised by the college in order to increase learning ability and problem solving skills. Audio-Visual methodology, Language Lab, Online Platforms like Google Classroom, Microsoft Teams, Field Work and Projects etc are some of the means used by teachers to provide experiential and participative learning. The college provides library facilities, computer lab, ICT based classrooms to support the students. Students are trained for basic life skills like Swach Bharat apart from other activities within the college. The all round development of the students is focused through extracurricular and co curricular activities. The student centered activities outside the classroom help the students to engage themselves in learning procedures. The students are taken for educational tours to the sites of interest to get familiar with different of importance. The college authority also motivates students to take part in various Competitions and Events in order to build confidence and character in the community.

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

The college has always been focusing on ICT tools for the teaching learning process. The teachers are always encouraged by the

authority to prepare for Audio-Visual classes and Visual representations so that students find the process interesting. ICT-enabled classes, seminar halls, computer labs have been installed and established in the college in order to execute the process. The teachers use to prepare PPT for the classes and deliver the lecture in order to make interesting. The Covid19 pandemic has brought tremendous change in the teaching learning process. Despite the fact that students and teachers cannot be assembled in the classrooms, teachers have given their best of efforts to take their classes through various online platforms like ZOOM Goolge meet, webex etc. Students are shared with facts and materials in an interesting manner to make the learning process effective. Teachers used different methods like Google Classroom, Whatsapp, etc. for online assesments during the pandemic period.

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

68

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

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

64

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

## 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

36

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)	<a href="#">View File</a>

## 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

783

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 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.

DKD College follows certain mechanisms in respect of internal examinations 1) Every department displays obtained marks of the



students in the respective departmental notice boards. 2) Students' are allowed to go through their answer scripts evaluated by the teachers. 3) Students' are always encouraged to be friendly with the teachers in their department so that they can easily approach their respective teacher of the department if there is any grievance on their part. 4) If a student lodges any grievance, the answer script of the student are revaluated by the same teacher in consultation with the students along with other faculty members of the respective department. 5) Review meeting on the performance of the students is organised in departmental level (if required).

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

Every department displays obtained marks of the students in the respective departmental notice boards. Students' are allowed to go through their answer scripts evaluated by the teachers. Students' are always encouraged to be friendly with the teachers in their department so that they can easily approach their respective teacher of the department if there is any grievance on their part. If a student lodges any grievance, the answer script of the student are revaluated by the same teacher in consultation with the students along with other faculty members of the respective department. the entire process of grievance redressal is completed within three days.

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 various programme and outcomes are based on the instruction made by Dibrugarh University and others parent institutions. All the programmes and outcomes are reviewed and evaluated by institution and take necessary action accordingly. Important academic and other

matters are displayed in the college notice boards and website, and prospectus of the institution from time to time. The college organises orientation programmes on the various significant academic issues. Interaction with prominent scholars are also made from time to time with the students and teachers. Students are also advised by their respective departmental teachers to make aware about the suitable and essential schemes, programmes and plan taken by the university.

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

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

In order to ensure the attainment of programmes outcomes and course outcomes, the institution regularly evaluates the students by using various tools including insemester examinations, unit tests, home assignments, seminars, projects, end semester examinations etc. as per the university guidelines. Moreover, regular students feedback is collected to find out the acceptability, practicability and future scope of the different courses and programmes offered by the institution.

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

551

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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)**

<https://dkdcollege.ac.in/feedback.php>

## 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)**

2041320

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
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**

01

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
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

18

File Description	Documents
Report of the event	<a href="#">View File</a>
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 the year

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

36

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

#### 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

12

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

### 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

**Campus Cleaning Programme:** DKD College NSS Unit undertook a cleanliness drive on 12th December, 2020 at college campus. Total 25 NSS volunteers along with three teachers participated in the programme. Through this programme the NSS Unit cleaned the campus and tried to create a healthy environment to take classes which were restarted after the first wave of Covid-19 Pandemic situation.

**Republic Day Celebration:** The 72nd Republic Day was celebrated by the JDKD College along with the NSS and NCC units of the college on 26th January, 2021. Dr. Ranjit Kr. Bordoloi, principal of the college, hoisted the National Flag. The NSS volunteers and NCC cadets performed patriotic song, delivered speech on the role of freedom fighters in the independent movement of India. Total 25 NSS volunteers 35 NCC cadets and 12 teachers along with the principal of the college participated in the program.

**Awareness programme on 'Covid-19 pandemic and distribution of sanitary items'** was organized on 24th March, 2020 by NSS and NCC unit of the college at adopted Village, Dakhin Dolijoliya. The college was closed down due to covid-19 pandemic in Assam for several months and therefore the college was unable to render much extension services due to restriction imposed by Govt. of Assam on gathering of people.

**Yoga at home:** DKD College NSS Unit has organized Yoga from home on the occasion of observing International Yoga Day on 21st June, 2021. Total 27 students have participated in the programme.

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

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

07

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)	<a href="#">View File</a>

### 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**

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**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	No File Uploaded
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.

To ensure quality education, DKD College is equipped with 45 class rooms, Seminar hall with ICT facility, Digital Class room, well equipped laboratory and Computer centre with high speed internet facility. The College library has adequate facilities such as high speed internet, journals and thousands of text as well as reference books. Institutional Biotech hub is doing excellent research in bacteria discovery. more over Language laboratory is also helping students to improve their writing and communicative skills.

Class rooms 45

Laboratory 15

Computer Laboratory 03

No of computers 150

Library 01

Seminar hall 02

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.

DKD College has a well equipped and spacious auditorium which is being used by the students and the staff for various cultural activities. Acoustic board has been installed inder to make the auditorium sound proof. . An indoor stadium complex with boxing ring badminton court, basket ball court, TT board, power and weight lifing facilities yoga facilities etc has been constructed for overall develop ment in the field of sports and other extra



curricular activities. Every year the International Yoga Day is observed in the college with the initiative of NSS Wing of the college. The college also provides outdoor sports facilities to the students. many outdoor games like cricket, volley ball , foot ball competitions were held in the college playground.

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.

15

##### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

15

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)	No File Uploaded

#### 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)

7909324

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)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

Library is partially automated using SOUL software 2.0. All house keeping operations except aquisition and serial control are done through this software. Automated circulations using bar code is done for charging and discharging of documents to the bonafide users of the library.

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

### 4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

C. Any 2 of the above

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

### 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)

1.06460

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)	No File Uploaded

#### 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

200

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

#### 4.3 - IT Infrastructure

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

DKD College has been putting efforts on acquiring, maintaining and managing IT infrastructure from time to time. The IT components are purchased from local and external agencies for upgradation and efficient functioning of the system. Service personnel visits the organisation at regular intervals to maintain the facilities and to keep up-to-date software as and when required as per the terms and conditions of AMC. At present, the college has 150 computers with a computer lab with online UPS system for academic purposes. In order to keep the computers malware free, Quick heal anti-virus is installed and updated from time to time. Some important softwares like CHEMOFFICE, MATLAB, ORIGIN, SPSS etc. have been purchased under licence for research and development. The IQAC and College Office have their own IT facilities with up-to date computers with upgraded facilities including online UPS system. IQAC is taking initiative to transform the mannual records into digital system.

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

#### 4.3.2 - Number of Computers

185

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

#### 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	No File Uploaded

#### 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)

18.02341

File Description	Documents
Upload any additional information	No File Uploaded
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.

DKD College has adopted suitable mechanisms and procedures for maintaining and utilizing physical, academic and support facilities in order to upgrade the institutional values and for ensuring the development of quality human resources. The college library seeks the requisition from the HODs of every academic department before the acquisition of library resources so as to fulfill the requirements of the students. For smooth functioning of the library activities, the college has a library advisory committee which is constituted by the college authority as per government rules. During the pandemic period, the library facilitated the academic community with all possible e-resources so as to supplement the effective teaching learning process. The smooth functioning of the laboratories of the institution is ensured through proper coordination between the specific academic departments and the college authority. To ensure a healthy sporting environment, the college provides different sports equipments for both indoor and outdoor games. Moreover, the college makes due arrangements for coaches and trainers for the students whenever required

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

318

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
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 benefitted 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)	No File Uploaded

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

34

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

34

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

#### 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	No File Uploaded
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

34

File Description	Documents
Self-attested list of students placed	No File Uploaded
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

215

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	No File Uploaded

### 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

59

File Description	Documents
Upload supporting data for the same	No File Uploaded
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.



13

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

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 )

The Students Union is the representative body of the students and it provides them an opportunity to develop their leadership skills. The union plays the sole communication between the authority and the students in solving problems faced by the students. The annual cultural and game sports activities are organised by the Students' Union. Besides, various other awareness programmes, seminars and workshops are organised among students with the active participation and co-operation of the Students' Union. It protects the rights of the students and encourages them to become good and sensible citizen. The Students Union of the college is constituted with the following portfolios represented solely by students: 1. President 2. Vice President 3. General Secretary 4. Assistant General Secretary 5. Cultural Secretary 6. Sports and Gymnasium Secretary 7. Editor, College Magazine 8. Debating Secretary 9. Student Literary Club Secretary 10. Social Service Secretary 11. Boys' Common Room Secretary 12. Girls' Common Room Secretary 13. Major Games Secretary. This union works as per guidance of the Principal and Teacher Advisors to ensure the general welfare of the students in academic and non-academic fields. All the students of college are members of this union by virtue of their admission into college. Representatives of the students actively participate in the following committees of the college:- 1. Students' Union 2. NSS 3. NCC 4. Grievance Redressal Cell 5. Students' Union Election Committee 6. Annual Magazine Committee 7. Anti-Ragging Committee 8. Alumni Association 9. Minority development Committee 10. Tribal Development Committee

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

05

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

## 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

DKD College Alumni association was established in 2003 with a view to work towards the overall development of the college. Significant contribution includes 1. the construction of college main gate 2. water supply setup

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

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

File Description	Documents
Upload any additional information	No File Uploaded

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

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

The vision of the institution is to expedite the development in greater Dergaon in the field of academic, social, economic and cultural aspects. The institution has the objectives to provide better education to the students to meet the global requirements successfully, promoting the scientific ideas and the use of technological advancement and innovation inside and outside the institution and thereby help them to shape and realize their dreams and aspiration and to create a better society. It tries to develop the sense of self-confidence among the students to face the challenges arising out of LPG (Liberalization, Privatization and Globalization).

As a pioneer higher educational institution, DKD College has been providing quality education to the students irrespective of different class of the locality. In order to achieve this, the college organises various student centric programmes like seminar, workshop, career oriented awareness programmes etc for the overall academic and co-curricular development. Considering the current CBCS programme introduced by the University, college takes initiative to make the students familiar to the courses through organising awareness and induction programme. Research Monitoring Cell of the college takes initiatives to enhance the research based activities for both teachers and students of the college. The college authority provides financial assistance and support facilities for pursuing higher studies. As a measure of eco-friendly environment, plantation and campus cleaning programmes are organised by NSS Unit of the college. College provides ICT enabled classroom facilities, Language laboratory well equipped laboratory and new classrooms in order to fulfill current situational demand.

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 institutional practices such as administrative and academic activities of DKD College are conducted under participative and decentralised procedure. Decision to perform major activities are finalised as per approval of Governing body of the college, Different sub-committees are formed to conduct various academic and non-academic activities of the college. Curriculum related academic activities are conducted as per the decision of the Academic Sub Committee which is composed with Principal, Vice Principal, IQAC Coordinator and Heads of all the departments. As an Academic Head, the Vice Principal of the College is entrusted the responsibility to supervise the activities as per daily class schedule. As per the guidelines of RUSA, a co-ordinator is nominated from the teaching faculty of the college. Besides a few subcommittees such as Purchase Committee, Construction Committee are formed to execute and supervise the construction related activities of the college. Purchase of Books, journals, etc for College Library and maintenance of services provided to the students are decided as per decision of Library Advisory Committee, which consists of Principal, Vice Principal, Additional Vice Principal, IQAC Coordinator, Librarian and few faculty members of the college.

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 college is well aware of its mission and vision and its social responsibility towards the community it serves. The college considering the changing role of higher education tries to introduce the courses that can be beneficial for the students in the present-day context.

**Strategic and Perspective Plan:** A strategic and inclusive plan has been prepared by the institution for the development of infrastructure, academic development, extracurricular activities, sports and culture. These targets have been set with exclusive consultation with all the stakeholders – faculty and office staff, alumni, management and the local community, NGOs and Consultant Agencies.

1. Increase the number of research publications, books and funding assistance.

2. Development Alumni Cell

3. Improve Teaching and learning Process

4. Aim for good scoring in NAAC.

5. Cooperate with the University in Curriculum Development

6. Development of Library, ICT, and Physical Infrastructure/ Instrumentation

7. Create a centre for continuous education through which certificate/ skill development programmes can be offered.

8. Increase Community Involvement In Various Activities of the College

9. Build Rapport with Local Schools so that the school students become aware about various programmes offered by the College and decide upon the programme best suited for them to pursue in the future

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.

As per UGC and Assam State Government rules and guidelines, the college composes a number of sub-committees among the various stakeholders of college including Principal, Vice Principal, IQAC Coordinator, Teaching and Non-teaching staff for effective functioning of academic and administrative activities of the college.

1. Vice Principal assists the Principal in the Administrative activities of the college as well as in the admission procedures
2. The Additional Vice Principal is entrusted with the Academic management of the College
3. The Departmental activities are conducted by the faculty members in consultation with the Heads of each concerning departments. Resolutions are taken in the departmental meetings at a regular interval and keep all academic records in a systematic order as their convenience.
4. The Students' Union is formed every year by a democratic election procedure as per the rules and regulations framed by the Lyngdoh Commission.
5. Administrative activities of the college are executed by the Principal as per the approval of the Governing Body. A few subcommittees such as Construction Committee, Purchase Committee, Infrastructure Committee etc are involved to take final decision for execution in concerning field of operation.
6. Selection Committee for appointment of teaching and non teaching staff are formed as per Assam state Government rules.
7. The service rules of the college is controlled and monitored by the Directorate of Higher Education, Assam. The institution must follow rules mandatory under the UGC guidelines.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
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

Welfare measures provided to Teaching and Non-teaching staff of the college: 1. Medical Allowance provided as per norms of Govt. of Assam 2. Maternity Leave provided according to the rules of Govt. of Assam 3. Child Care Leave provided according to the rules of Govt. of Assam 4. Casual Leave provided according to rules of Govt. of Assam 5. House Rent Allowance as per Govt. of Assam rules 6. Mutual Benefit fund and DKD College Thrift and Credit Society is providing financial assistance to teaching and non teaching staff of the college Facilities provided to Teaching and Non-teaching staff of the college: 1. Drinking water facility 2. Canteen facility 3. Sports facility 4. Crèche facility 5. Wi-Fi facility 6. Medical and Health check up facility

## 7. library facility

File Description	Documents
Paste link for additional information	<a href="http://nslib.weebly.com/">http://nslib.weebly.com/</a>
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

02

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



### 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

06

File Description	Documents
IQAC report summary	No File Uploaded
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 has performance based appraisal system for the assessment of teaching staff which is done regularly. The Performance Appraisal system of the teaching and non-teaching staff is based on the feedback collected from them. The faculty members are asked to fill up the Academic Performance Indicator (API) format for promotion to next academic level. The Proforma designed by UGC is used in this regard.

The Appraisal System of non-teaching staff is based on the Annual Performance of the employees on the basis of different criteria like regularity, punctuality, performance of duties, leadership skill, interpersonal skills, job knowledge, understanding etc.

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

The College maintain Acquaintance register, Cashbook, Ledger Books, Pasting files, utilization certificate from Chattered Accountant wherever necessary, salary statement of staff, Record of deductions i.e. GPF, PF, Loans from various financial institutions. Audit of various Bank Accounts are done by Government Accounts and Audit Officer deputed by the Government of Assam from time to time, generally after each three years.

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

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

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

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

DKD College has well-strategized resource mobilization policy in place. Resources are mobilized from the following sources:

\* Overhead charges from the research grants received from various governments.

\* By providing venue for various governmental and non-governmental bodies to conduct competitive examination, recruitment related

written examination and entrance test for admission in various University classes

\* By selling Vermicompost under Parambandhu

\* Through Canteen and Co-operative Society

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 IQAC of the college has been trying to provide best efforts for the well and efficient maintenance of quality of the institution as a whole. Some of the best practices initiated in the college by the IQAC are mentioned in below:

- IQAC had initiated the mentor-mentee system in each department of the college as per the NAAC Guidelines.
- At the behest of the IQAC, psychological counselling is also provided to the students who undergo stress, or other socio-psychological problems.
- There is a carrier counselling cell in the college who addresses the issues of the students.
- A counselling Cell known as Girls' Students Counselling Cell has been formed. It tries to mitigate the worries and stress of the students by providing them with psychological counselling particularly to the girl students.
- As a customary practice, IQAC has initiated and facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation.
- Online Students feedback system is institutionalized.
- Various workshops are organised on academic, professional and psycho-sociological themes for benefit of the students as well as teachers like hands-on workshop, entrepreneurial workshops, yoga camps, etc.
- IQAC also maintains documentation of the various programmes and activities leading to quality improvement in the institution like NCC and NSS activities, seminars, research activities etc.

- Grievance Redressal system has been designed and maintained at the behest of IQAC
- Human Rights Awareness cell organises various awareness programme among the teachers and students from time to time.

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 strives constantly with the following functions in accordance with the guidelines of NAAC: Development and application of quality benchmarks/parameters for various academic and administrative activities.
- Facilitating the creation of a Lerner-centric environment conducive to quality education and faculty maturation.
- Arrangement for feedback response from students.
- Development of the mentoring system which promotes interactions between the student and the faculty members and helps in gauging the learning levels of the students and taking appropriate steps in this regard.
- Organization of inter and intra institutional workshops, talks, seminars and conferences on quality related themes.
- Documentation of the various programmes and activities leading to quality improvement Development of quality culture in the institution through discussions with the teaching staff in staff meetings and meetings conducted with the heads of the departments.
- Preparation of Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC

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**

**B. Any 3 of the above**

**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)**

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

## **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 college has its Gender Equity Cell (estd. In 2017) and the Women's Cell (Estd. in 2004) to work for gender sensitization and awareness. Women cell conducts regular programmes for gender awareness among girl students

International Womens' day is celebrated each year on 8th March

Human Rights day is observed on 10th December

The institution installed CCTV cameras in some particular places, like, campus, classrooms, hostel, etc. Some committees like Anti-ragging committee, Grievance and Redressal cell, and Women cell are working effectively as per guidelines of UGC. In the girls' hostel of the college a resident lady warden is appointed who takes the responsibilities of the girls' residing in the hostel. Moreover, one matron is also engaged to monitor different problems of girl's students.

File Description	Documents
Annual gender sensitization action plan	<a href="#"><u>The Institution will take various measures like observation of International Women's Day, Yoga Day, along with gender sensitization programme in Girls' Hostel, Departmental level, in nearest village under ICC</u></a>
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	<a href="#"><u>CC camera covering the entire campus, Awareness Programme, Teachers' Common Room, Girls' Common Room, Women's Cell Room, Separate Washroom for women etc.</u></a>

**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**

**D. Any 1 of the above**

File Description	Documents
Geo tagged Photographs	<b>No File Uploaded</b>
Any other relevant information	<b>No File Uploaded</b>

**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**

#### **Liquid Waste Management-**

- No liquid waste management technique is practiced in the campus. However, affluent from Chemistry department has been damped in a separate pit and safety tank.
- Affluent from Biotech Hub and other corrosive toxic biodegradable waste from Zoology, Botany and Biotech Hub have been disposed in a separate safety tank (situated in between Teacher's Common Room and Botany Laboratory).

#### **E- Waste Management-**

- The college is dependent on Dergaon Municipality Board for collecting E-waste as well as disposals.
- However, the college has developed a good drainage system.

#### Solid Waste-

- For Non-biodegradable wastes collection the college has set up 15 nos. of concrete rings at different locations in the college campus.
- Though the campus is a plastic free zone, but a good amount of single use plastics accumulated. 10 nos. of stainless steel (ss) dustbins are placed (donated by NRL under CIS scheme) in separated blocks in the college campus
- Dustbins are placed inside girls and boys common room, hostels (Boys and Girls). The garbage both bio and non-bio degradable waste have been disposed either by municipality collection both or in own campus.
- For waste like sanitary napkin a machine is donated by NRL and it is installed in the girls hostel in 2018. However, separate napkins burning concrete tank is utilized ( as traditional method) in girls hostel.

#### Canteen Waste-

- Canteen authority is instructed to use bio-degradable plate/cups as per requirement. The discarded biodegradable products(waste) are decomposed in 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	No File Uploaded

**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**

**B. Any 3 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:

A. Any 4 or All of the above

- 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

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
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

C. Any 2 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
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, barrier free environment Built environment

D. Any 1 of the above



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	No File Uploaded
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 National Cadet Corps (NCC), National Service Scheme (NSS) units of the college take initiatives to organize a various programmes in the college throughout the year, where the students learn the values of discipline and hard work.

The NSS Unit of the College organized one day workshop on HIV/ AIDS awareness for local school students in the Month of March 2020

On the occasion of Azadi Ka Amrit Mahotsav the college organized symposia on 'The preamble of Indian constitution' on 17/03/2021. An election awareness programme was also organized to make the students aware of their duties and responsibilities as a citizen of the country.

The World environment Day was observed by the college on 5th June, 2021 and to make students aware, online speech competition was organized on environmental issues. An online workshop for students was also organized in the month of June to enhance student's efficiency in recitation speech and debating. To make students aware

about education economy and social system of western society and our society an online awareness programme was organized during pandemic period. The college celebrated Independence Day Gandhi Jayanti and Republic day each year.

In Collaboration with Assam State AIDS Control Society, NSS Unit of the College organized a poster making competition for AIDS awareness, mask making competition for TB awareness and One Min video Competition for Blood Donation awareness in the month of September 2021 keeping in line with Azadi Ka Amrit Mahotsav.

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 National Cadet Corps (NCC), National Service Scheme (NSS) units of the college take initiatives to organize various programmes in the college throughout the year, where the students learn the values of discipline and hard work.

The NSS Unit of the College organized one day workshop on HIV/ AIDS awareness for local school students in the month of March 2020

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The World environment Day was observed by the college on 5th June, 2021 and to make students aware, online speech competition was organized on environmental issues. An online workshop for students was also organized in the month of June to enhance student's efficiency in recitation speech and debating. To make students aware about education economy and social system of western society and our society an online awareness programme was organized during pandemic period. The college celebrated Independence Day Gandhi Jayanti and Republic day each year.

In Collaboration with Assam State AIDS Control Society, NSS Unit of the College organized a poster making competition for AIDS awareness, mask making competition for TB awareness and One Min video Competition for Blood Donation awareness in the month of September 2021 keeping in line with Azadi Ka Amrit Mahotsav.

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** A. All of the above

**4. Annual awareness programmes on Code of Conduct are organized**

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 institution celebrates all the national festivals as well as the Birth and Death anniversaries of our national leaders and great personalities of our state. The Independence Day and Republic Day are celebrated with great Zeal. The students are motivated to develop spirit of nationalism and contribute towards the development of their society and nation at large. During the year the International

Women's Day, National Science Day, Independence Day, Republic Day etc were celebrated and organized by the College.

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.

The Institution adopts a number of good practices among which the two best practices which has been its integral part include:

1. The use of ICT: the Institution has introduced ICT for regular operations of the college ICT has been put to regular use in academic as well as all administrative activities of the Institution. Regular upgradation of ICT infrastructure is a regular feature for the institution ensuring the best outcome for all the stakeholders.

2. Awards to Students The main objective of the practice is to create an atmosphere of healthy competition among students.

The college also offers cash awards to meritorious students from the following funds :

i. Harakanta Mahanta Memorial fund :

ii. Dwarika Nath Hazarika Trust Fund :

iii. Every year, the D.K.D. College Teachers' Unit Merit Scholarship is awarded to the best nine students of Arts, Science and Commerce respectively.

iv. Cash awards are given to the brilliant students of Honours course by the Depts. of Geography, Economics, History, Statistics, Zoology, Philosophy, Chemistry, Political Science and Mathematics annually.

v. D.K.D. College Library Best Reader of the year (Introduced in 2003) awards sponsored by Librarian.

vi. Pravat Phukan Merit Fund

vii. Prof. H.N. Borah Memorial Merit Scholarship :

viii. Late Dr. Priyo Kanta Dutta and Late Chandra Probha Dutta Memorial Education Trust :

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

DKD college gives priority in teaching learning and all round development of faculty as well as the students. Keeping relationship with times, the college has paid more importance on ICT practices in this regard. Thus, the Teachers are trying to use ICT with their best efforts basically during the COVID period. Automated Library , the Network resource centres and internet facilities have been adopted to assist in teaching-learning process. Our dynamic website is regularly updated to provide all vital information related to the institution. Students' participation in planning, collaborating, executing and managing activities in all spheres, generates a learner-centred environment, positive attitude, leadership qualities, oneness, sportsmanship and self-awareness, leading to personality development. Well equipped laboratory and Library facilities enable faculty members to publish research papers in various reputed international journals. Consistently best result in examinations and effective student participation in sports and cultural events reflect success of our three pronged approach- academics, sports and extracurricular activity.

## 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

1. Preparation of Academic Calendar and students' hand book - The schedule for the entire year is prepared in the academic calendar and the same has been distributed among departments. Students are also provided with a hand book incorporating all the information at the time of admission. 2. Assignments and seminars - The students are consistently evaluated by allotting assignments and holding class seminars at the end of completion of each unit. 3. Class Test - Regular class tests are conducted at the completion of each unit by the concerned faculty. Surprise tests are also arranged from time to time. 6. Feedback of the Members of Board of Study (BOS) of the Affiliated University - The faculty of the college belonging to the BOS collects the anomalies if any, in the courses and suggests rectification in the preparation of the syllabus in future. Implementation 1. Student Friendly Infrastructure: The College provides an up-to-date and adequate infrastructure facility such as a well stocked library, digital classrooms, seminar hall, well equipped laboratories, a botanical garden and a biotech hub for implementing the course curriculum provided by the university. 2. Parent-Teacher Meet: Parent-teacher meetings are held at regular intervals to acquaint the parents regarding the performance of their wards and to provide suggestions. 3. Self-Evaluation of the Students: Class tests/ Surprise test are held and students are allowed to verify their answers among themselves. 4. Field Trips: Field trips are arranged for first hand, on-the-spot knowledge on the relevant topics of the curriculum.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

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

For smooth functioning of the academic activities of the college,

the Dibrugarh University prepares an Academic Calendar in each of the academic session. Being Affiliated to University, the college follows this academic calendar. However, for convenience, the college also prepares an academic calendar based on the academic scheduled prepared by the parent university so that other activities with the scheduled academic activities can be completed within the time period. The academic matters are discussed regularly in meeting. The principal take initiative in all the academic matters. The HODs take a great role in allotment of classes, courses and other activities of the department. The departmental seminars, group discussions, workshops, internal examinations etc are conducted regularly. Regarding course completion of every department is looked after by the Semester monitoring committee. Students' feedback reports are taken and evaluate the same by the Teaching -Learning and evaluation cell of IQAC of the college. Necessary suggestions and measures are given to the students for their better improvement.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	Nil

**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**

A. All 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	No File Uploaded

## 1.2 - Academic Flexibility



**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented****1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented****23**

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**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)****11**

File Description	Documents
Any additional information	<a href="#">View File</a>
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****Nil****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

Efforts have been made to orchestrate awareness amongst students on various cross-cutting issues:

The Women Cell of the college in collaboration with different organizations regularly organize talks/seminars on the issues like sexual harassment, female foeticide, witch hunting, female health women education and empowerment.

The college has a Grievance Redressal Cell to deal with related issues of safety and security of female students, staff and faculty. The college campus is secured with CCTV and high level security.

Tree plantation programme has been undertaken on World Environment Day.

College celebrates the day of National and International Importance as Earth day, World Biodiversity day and Ozone day. Our college also conduct "Green Audit".

The College celebrates International Women's Day, Human Rights Day, Yoga Day to promote the moral, ethical and social values in the students.

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	No File Uploaded

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

9

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	<a href="#">View File</a>
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)	No File Uploaded

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

Nil

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded

### 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni**

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
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

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

### 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

700

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

##### 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

285

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 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

The Institution treats all the students as human resource and trying to upgrade them from time to time depending upon their merit. The institution has been using different techniques to find out the both advanced and slow learners. In the beginning of the every session, all the department conduct entrance test which help the institution to find out the merit of the students and categorised them accordingly without maintaining a hardship rules and regulation which may hurt the dignity and status of the students as a whole. Each and every teacher and department look after the slow learners with empathy and encouraged them when it is being necessary. Continuous evaluation through Home Assignment, Seminar, Project, Group Discussion, Class Test, Insemester Examination are conducted in the students to find out the levels of students. Special classes are arranged for those who are found as slow learner. Besides, every department involve with the students and trying to provide psychological and academic support. Students interested in extracurricular activities like sports, gymnastics, music and culture are provided the platform to develop themselves and training programs are also organised by the institution with the help of experts and other reputed organisations.

Advanced students are encouraged to stimulate them to gather new knowledge. The institution expects best result from the students in every field. Innovative and scientific temperment are always paid importance in the development of the advanced students. .

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
1747	64

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

DKD College, Dergaon encourages student centric learning through various student centric methods for holistic development of students. Various experimental learning, participative learning and problem solving methodologies enable students to enrich learning. Different participative activities like group discussion, field visits, educational tours, seminars, etc are organised by the college in order to increase learning ability and problem solving skills. Audio-Visual methodology, Language Lab, Online Platforms like Google Classroom, Microsoft Teams, Field Work and Projects etc are some of the means used by teachers to provide experiential and participative learning. The college provides library facilities, computer lab, ICT based classrooms to support the students. Students are trained for basic life skills like Swach Bharat apart from other activities within the college. The all round development of the students is focused through extracurricular and co curricular activities. The student centered activities outside the classroom help the students to engage themselves in learning procedures. The students are taken for educational tours to the sites of interest to get familiar with different of importance. The college authority also motivates students to take part in various Competitions and Events in order to build confidence and character in the community.

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

The college has always been focusing on ICT tools for the

teaching learning process. The teachers are always encouraged by the authority to prepare for Audio-Visual classes and Visual representations so that students find the process interesting. ICT-enabled classes, seminar halls, computer labs have been installed and established in the college in order to execute the process. The teachers use to prepare PPT for the classes and deliver the lecture in order to make interesting. The Covid19 pandemic has brought tremendous change in the teaching learning process. Despite the fact that students and teachers cannot be assembled in the classrooms, teachers have given their best of efforts to take their classes through various online platforms like ZOOM Goolge meet, webex etc. Students are shared with facts and materials in an interesting manner to make the learning process effective. Teachers used different methods like Google Classroom, Whatsapp, etc. for online assesments during the pandemic period.

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

68

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

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

64

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

#### **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**

36

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)	<a href="#">View File</a>

#### **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**

783

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

#### **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.

DKD College follows certain mechanisms in respect of internal examinations 1) Every department displays obtained marks of the students in the respective departmental notice boards. 2) Students' are allowed to go through their answer scripts evaluated by the teachers. 3) Students' are always encouraged to be friendly with the teachers in their department so that they can easily approach their respective teacher of the department if there is any grievance on their part. 4) If a student lodges any grievance, the answer script of the student are revaluated by the same teacher in consultation with the students along with other faculty members of the respective department. 5) Review meeting on the performance of the students is organised in departmental level (if required).

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

Every department displays obtained marks of the students in the respective departmental notice boards. Students' are allowed to go through their answer scripts evaluated by the teachers. Students' are always encouraged to be friendly with the teachers in their department so that they can easily approach their respective teacher of the department if there is any grievance on their part.If a student lodges any grievance, the answer script of the student are revaluated by the same teacher in consultation with the students along with other faculty members of the respective department. the entire process of griearce readdrasal is completed within three days.

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 various programme and outcomes are based on the instruction made by Dibrugarh University and others parent institutions. All the programmes and outcomes are reviewed and evaluated by institution and take necessary action accordingly. Important academic and other matters are displayed in the college notice boards and website, and prospectus of the institution from time to time. The college organises orientation programmes on the various significant academic issues. Interaction with prominent scholars are also made from time to time with the students and teachers. Students are also advised by their respective departmental teachers to make aware about the suitable and essential schemes, programmes and plan taken by the university.

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

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

In order to ensure the attainment of programmes outcomes and course outcomes, the institution regularly evaluates the students by using various tools including insemester examinations, unit tests, home assignments, seminars, projects, end semester examinations etc. as per the university guidelines. Moreover, regular students feedback is collected to find out the acceptability, practicability and future scope of the different courses and programmes offered by the institution.

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

551

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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)**

<https://dkdcollege.ac.in/feedback.php>

## 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)**

2041320

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
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**

01

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
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

18

File Description	Documents
Report of the event	<a href="#">View File</a>
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 the year

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

36

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

#### 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**

12

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

**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

**Campus Cleaning Programme:** DKD College NSS Unit undertook a cleanliness drive on 12th December, 2020 at college campus. Total 25 NSS volunteers along with three teachers participated in the programme. Through this programme the NSS Unit cleaned the campus and tried to create a healthy environment to take classes which were restarted after the first wave of Covid-19 Pandemic situation.

**Republic Day Celebration:** The 72nd Republic Day was celebrated by the JDKD College along with the NSS and NCC units of the college on 26th January, 2021. Dr. Ranjit Kr. Bordoloi, principal of the college, hoisted the National Flag. The NSS volunteers and NCC cadets performed patriotic song, delivered speech on the role of freedom fighters in the independent movement of India. Total 25 NSS volunteers 35 NCC cadets and 12 teachers along with the principal of the college participated in the program.

**Awareness programme on 'Covid-19 pandemic and distribution of sanitary items'** was organized on 24th March, 2020 by NSS and NCC unit of the college at adopted Village, Dakhin Dolijoliya. The college was closed down due to covid-19 pandemic in Assam for several months and therefore the college was unable to render much extension services due to restriction imposed by Govt. of Assam on gathering of people.

**Yoga at home:** DKD College NSS Unit has organized Yoga from home on the occasion of observing International Yoga Day on 21st June, 2021. Total 27 students have participated in the programme.

File Description	Documents
Paste link for additional information	<b>Nil</b>
Upload any additional information	<b>No File Uploaded</b>

### 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

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

### 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

07

File Description	Documents
Reports of the event organized	<b>No File Uploaded</b>
Any additional information	<b>No File Uploaded</b>
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

### 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

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

## 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	No File Uploaded
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.

To ensure quality education, DKD College is equipped with 45 class rooms, Seminar hall with ICT facility, Digital Class room, well equiped laboratory and Computer centre with high speed internet facility. The College library has adequate facilities such as high speed internet, journals and thousands of text as well as reference books. Institutional Biotech hub is dooing excellent research in becteria discovery. more over Language laboratory is also helping students to improve their writing and communicative skills.

Class rooms 45

Laboratory 15

Computer Laboratory 03

No of computers 150

Library 01

Seminar hall 02

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.

DKD College has a well equipped and spacious auditorium which is being used by the students and the staff for various cultural activities. Acoustic board has been installed in order to make the auditorium sound proof. . An indoor stadium complex with boxing ring badminton court, basket ball court, TT board, power and weight lifting facilities yoga facilities etc has been constructed for overall development in the field of sports and other extra curricular activities. Every year the International Yoga Day is observed in the college with the initiative of NSS Wing of the college. The college also provides outdoor sports facilities to the students. many outdoor games like cricket, volley ball , foot ball competitions were held in the college playground.

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.**

15

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

15



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)	No File Uploaded

#### 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)

7909324

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)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

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

Library is partially automated using SOUL software 2.0. All house keeping operations except aquisition and serial control are done through this software. Automated circulations using bar code is done for charging and discharging of documents to the bonafide users of the library.

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

##### 4.2.2 - The institution has subscription for

C. Any 2 of the above

the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

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

#### 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)

1.06460

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)	No File Uploaded

#### 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

200

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

#### 4.3 - IT Infrastructure

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

DKD College has been putting efforts on acquiring, maintaining and managing IT infrastructure from time to time. The IT components are purchased from local and external agencies for upgradation and efficient functioning of the system. Service personnel visits the organisation at regular intervals to maintain the facilities and to keep up-to-date software as and when required as per the terms and conditions of AMC. At present, the college has 150 computers with a computer lab with online UPS system for academic purposes. In order to keep the computers malware free, Quick heal anti-virus is installed and updated from time to time. Some important softwares like CHEMOFFICE, MATLAB, ORIGIN, SPSS etc. have been purchased under licence for research and development. The IQAC and College Office have their own IT facilities with up-to date computers with upgraded facilities including online UPS system. IQAC is taking initiative to transform the manual records into digital system.

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

#### 4.3.2 - Number of Computers

185

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

#### 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	No File Uploaded

#### 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)****18.02341**

File Description	Documents
Upload any additional information	No File Uploaded
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.

DKD College has adopted suitable mechanisms and procedures for maintaining and utilizing physical, academic and support facilities in order to upgrade the institutional values and for ensuring the development of quality human resources. The college library seeks the requisition from the HODs of every academic department before the acquisition of library resources so as to fulfill the requirements of the students. For smooth functioning of the library activities, the college has a library advisory committee which is constituted by the college authority as per government rules. During the pandemic period, the library facilitated the academic community with all possible e-resources so as to supplement the effective teaching learning process. The smooth functioning of the laboratories of the institution is ensured through proper coordination between the specific academic departments and the college authority. To ensure a healthy sporting environment, the college provides different sports equipments for both indoor and outdoor games. Moreover, the college makes due arrangements for coaches and trainers for the students whenever required

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**

318

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
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)	No File Uploaded

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

34

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

34

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

**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	No File Uploaded
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

34

File Description	Documents
Self-attested list of students placed	No File Uploaded
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

215

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	No File Uploaded

### 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**

59

File Description	Documents
Upload supporting data for the same	No File Uploaded
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.**

13

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

**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 )**

The Students Union is the representative body of the students and it provides them an opportunity to develop their leadership skills. The union plays the sole communication between the authority and the students in solving problems faced by the students. The annual cultural and game sports activities are organised by the Students' Union. Besides, various other awareness programmes, seminars and workshops are organised among students with the active participation and co-operation of the Students' Union. It protects the rights of the students and encourages them to become good and sensible citizen. The Students



Union of the college is constituted with the following portfolios represented solely by students: 1. President 2. Vice President 3. General Secretary 4. Assistant General Secretary 5. Cultural Secretary 6. Sports and Gymnasium Secretary 7. Editor, College Magazine 8. Debating Secretary 9. Student Literary Club Secretary 10. Social Service Secretary 11. Boys' Common Room Secretary 12. Girls' Common Room Secretary 13. Major Games Secretary. This union works as per guidance of the Principal and Teacher Advisors to ensure the general welfare of the students in academic and non-academic fields. All the students of college are members of this union by virtue of their admission into college. Representatives of the students actively participate in the following committees of the college:- 1. Students' Union 2. NSS 3. NCC 4. Grievance Redressal Cell 5. Students' Union Election Committee 6. Annual Magazine Committee 7. Anti-Ragging Committee 8. Alumni Association 9. Minority development Committee 10. Tribal Development Committee

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

05

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

### 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

DKD College Alumni association was established in 2003 with a view to work towards the overall development of the college. Significant contribution includes 1. the construction of college main gate 2. water supply setup

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

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

File Description	Documents
Upload any additional information	No File Uploaded

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

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

The vision of the institution is to expedite the development in greater Dergaon in the field of academic, social, economic and cultural aspects. The institution has the objectives to provide better education to the students to meet the global requirements successfully, promoting the scientific ideas and the use of technological advancement and innovation inside and outside the institution and thereby help them to shape and realize their dreams and aspiration and to create a better society. It tries to develop the sense of self-confidence among the students to face the challenges arising out of LPG (Liberalization, Privatization and Globalization).

As a pioneer higher educational institution, DKD College has been providing quality education to the students irrespective of different class of the locality. In order to achieve this, the college organises various student centric programmes like seminar, workshop, career oriented awareness programmes etc for the overall academic and co-curricular development. Considering

the current CBCS programme introduced by the University, college takes initiative to make the students familiar to the courses through organising awareness and induction programme. Research Monitoring Cell of the college takes initiatives to enhance the research based activities for both teachers and students of the college. The college authority provides financial assistance and support facilities for pursuing higher studies. As a measure of eco-friendly environment, plantation and campus cleaning programmes are organised by NSS Unit of the college. College provides ICT enabled classroom facilities, Language laboratory well equipped laboratory and new classrooms in order to fulfill current situational demand.

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 institutional practices such as administrative and academic activities of DKD College are conducted under participative and decentralised procedure. Decision to perform major activities are finalised as per approval of Governing body of the college, Different sub-committees are formed to conduct various academic and non-academic activities of the college. Curriculum related academic activities are conducted as per the decision of the Academic Sub Committee which is composed with Principal, Vice Principal, IQAC Coordinator and Heads of all the departments. As an Academic Head, the Vice Principal of the College is entrusted the responsibility to supervise the activities as per daily class schedule. As per the guidelines of RUSA, a co-ordinator is nominated from the teaching faculty of the college. Besides a few subcommittees such as Purchase Committee, Construction Committee are formed to execute and supervise the construction related activities of the college. Purchase of Books, journals, etc for College Library and maintenance of services provided to the students are decided as per decision of Library Advisory Committee, which consists of Principal, Vice Principal, Additional Vice Principal, IQAC Coordinator, Librarian and few faculty members of the college.

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 college is well aware of its mission and vision and its social responsibility towards the community it serves. The college considering the changing role of higher education tries to introduce the courses that can be beneficial for the students in the present-day context.

**Strategic and Perspective Plan:** A strategic and inclusive plan has been prepared by the institution for the development of infrastructure, academic development, extracurricular activities, sports and culture. These targets have been set with exclusive consultation with all the stakeholders - faculty and office staff, alumni, management and the local community, NGOs and Consultant Agencies.

1. Increase the number of research publications, books and funding assistance.

2. Development Alumni Cell

3. Improve Teaching and learning Process

4. Aim for good scoring in NAAC.

5. Cooperate with the University in Curriculum Development

6. Development of Library, ICT, and Physical Infrastructure/ Instrumentation

7. Create a centre for continuous education through which certificate/ skill development programmes can be offered.

8. Increase Community Involvement In Various Activities of the College

9. Build Rapport with Local Schools so that the school students

become aware about various programmes offered by the College and decide upon the programme best suited for them to pursue in the future

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.

As per UGC and Assam State Government rules and guidelines, the college composes a number of sub-committees among the various stakeholders of college including Principal, Vice Principal, IQAC Coordinator, Teaching and Non-teaching staff for effective functioning of academic and administrative activities of the college.

1. Vice Principal assists the Principal in the Administrative activities of the college as well as in the admission procedures

2. The Additional Vice Principal is entrusted with the Academic management of the College

3. The Departmental activities are conducted by the faculty members in consultation with the Heads of each concerning departments. Resolutions are taken in the departmental meetings at a regular interval and keep all academic records in a systematic order as their convenience.

4. The Students' Union is formed every year by a democratic election procedure as per the rules and regulations framed by the Lyngdoh Commission.

5. Administrative activities of the college are executed by the Principal as per the approval of the Governing Body. A few subcommittees such as Construction Committee, Purchase Committee, Infrastructure Committee etc are involved to take final decision for execution in concerning field of operation.

6. Selection Committee for appointment of teaching and non teaching staff are formed as per Assam state Government rules.

7. The service rules of the college is controlled and monitored by the Directorate of Higher Education, Assam. The institution must follow rules mandatory under the UGC guidelines.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
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**

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
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

Welfare measures provided to Teaching and Non-teaching staff of the college: 1. Medical Allowance provided as per norms of Govt. of Assam 2. Maternity Leave provided according to the rules of Govt. of Assam 3. Child Care Leave provided according to the rules of Govt. of Assam 4. Casual Leave provided according to rules of Govt. of Assam 5. House Rent Allowance as per Govt. of Assam rules 6. Mutual Benefit fund and DKD College Thrift and

Credit Society is providing financial assistance to teaching and non teaching staff of the college Facilities provided to Teaching and Non-teaching staff of the college: 1. Drinking water facility 2. Canteen facility 3. Sports facility 4. Crèche facility 5. Wi-Fi facility 6. Medical and Health check up facility

#### 7. library facility

File Description	Documents
Paste link for additional information	<a href="http://nslib.weebly.com/">http://nslib.weebly.com/</a>
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

02

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

#### **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**

06

File Description	Documents
IQAC report summary	No File Uploaded
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 has performance based appraisal system for the assessment of teaching staff which is done regularly. The Performance Appraisal system of the teaching and non-teaching staff is based on the feedback collected from them. The



faculty members are asked to fill up the Academic Performance Indicator (API) format for promotion to next academic level. The Proforma designed by UGC is used in this regard.

The Appraisal System of non-teaching staff is based on the Annual Performance of the employees on the basis of different criteria like regularity, punctuality, performance of duties, leadership skill, interpersonal skills, job knowledge, understanding etc.

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

The College maintain Acquaintance register, Cashbook, Ledger Books, Pasting files, utilization certificate from Chattered Accountant wherever necessary, salary statement of staff, Record of deductions i.e. GPF, PF, Loans from various financial institutions. Audit of various Bank Accounts are done by Government Accounts and Audit Officer deputed by the Government of Assam from time to time, generally after each three years.

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

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

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

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

DKD College has well-strategized resource mobilization policy in place. Resources are mobilized from the following sources:

\* Overhead charges from the research grants received from various governments.

\* By providing venue for various governmental and non-governmental bodies to conduct competitive examination, recruitment related written examination and entrance test for admission in various University classes

\* By selling Vermicompost under Parambandhu

\* Through Canteen and Co-operative Society

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 IQAC of the college has been trying to provide best efforts for the well and efficient maintenance of quality of the institution as a whole. Some of the best practices initiated in the college by the IQAC are mentioned in below:

- IQAC had initiated the mentor-mentee system in each department of the college as per the NAAC Guidelines.

- At the behest of the IQAC, psychological counselling is also provided to the students who undergo stress, or other socio-psychological problems.
- There is a carrier counselling cell in the college who addresses the issues of the students.
- A counselling Cell known as Girls' Students Counselling Cell has been formed. It tries to mitigate the worries and stress of the students by providing them with psychological counselling particularly to the girl students.
- As a customary practice, IQAC has initiated and facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation.
- Online Students feedback system is institutionalized.
- Various workshops are organised on academic, professional and psycho-sociological themes for benefit of the students as well as teachers like hands-on workshop, entrepreneurial workshops, yoga camps, etc.
- IQAC also maintains documentation of the various programmes and activities leading to quality improvement in the institution like NCC and NSS activities, seminars, research activities etc.
- Grievance Redressal system has been designed and maintained at the behest of IQAC
- Human Rights Awareness cell organises various awareness programme among the teachers and students from time to time.

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 strives constantly with the following functions in accordance with the guidelines of NAAC: Development and application of quality benchmarks/parameters for various academic and administrative activities.
- Facilitating the creation of a Lerner-centric environment conducive to quality education and faculty maturation.
- Arrangement for feedback response from students.
- Development of the mentoring system which promotes

interactions between the student and the faculty members and helps in gauging the learning levels of the students and taking appropriate steps in this regard.

- Organization of inter and intra institutional workshops, talks, seminars and conferences on quality related themes.
- Documentation of the various programmes and activities leading to quality improvement Development of quality culture in the institution through discussions with the teaching staff in staff meetings and meetings conducted with the heads of the departments.
- Preparation of Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC

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)**

**B. Any 3 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

## **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 college has its Gender Equity Cell (estd. In 2017) and the Women's Cell (Estd. in 2004) to work for gender sensitization and awareness. Women cell conducts regular programmes for gender awareness among girl students

International Womens' day is celebrated each year on 8th March

Human Rights day is observed on 10th December

The institution installed CCTV cameras in some particular places, like, campus, classrooms, hostel, etc. Some committees like Anti-ragging committee, Grievance and Redressal cell, and Women cell are working effectively as per guidelines of UGC. In the girls' hostel of the college a resident lady warden is appointed who takes the responsibilities of the girls' residing in the hostel. Moreover, one matron is also engaged to monitor different problems of girl's students.

File Description	Documents
Annual gender sensitization action plan	<a href="#"><u>The Institution will take various measures like observation of International Women's Day, Yoga Day, along with gender sensitization programme in Girls' Hostel, Departmental level, in nearest village under ICC</u></a>
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	<a href="#"><u>CC camera covering the entire campus, Awareness Programme, Teachers' Common Room, Girls' Common Room, Women's Cell Room, Separate Washroom for women etc.</u></a>

**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**

**D. Any 1 of the above**

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

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

#### Liquid Waste Management-

- No liquid waste management technique is practiced in the campus. However, affluent from Chemistry department has been damped in a separate pit and safety tank.
- Affluent from Biotech Hub and other corrosive toxic biodegradable waste from Zoology, Botany and Biotech Hub have been disposed in a separate safety tank (situated in between Teacher's Common Room and Botany Laboratory).

#### E- Waste Management-

- The college is dependent on Dergaon Municipality Board for collecting E-waste as well as disposals.
- However, the college has developed a good drainage system.

#### Solid Waste-

- For Non-biodegradable wastes collection the college has set up 15 nos. of concrete rings at different locations in the college campus.
- Though the campus is a plastic free zone, but a good amount of single use plastics accumulated. 10 nos. of stainless steel (ss) dustbins are placed (donated by NRL under CIS scheme) in separated blocks in the college campus
- Dustbins are placed inside girls and boys common room, hostels (Boys and Girls). The garbage both bio and non-bio degradable waste have been disposed either by municipality collection both or in own campus.
- For waste like sanitary napkin a machine is donated by NRL and it is installed in the girls hostel in 2018. However, separate napkins burning concrete tank is utilized ( as traditional method) in girls hostel.

#### Canteen Waste-

- Canteen authority is instructed to use bio-degradable plate/cups as per requirement. The discarded biodegradable products(waste) are decomposed in 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	No File Uploaded

**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**

**B. Any 3 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

**A. Any 4 or All of the above**

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

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

<b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following</b> <b>1.Green audit 2. Energy audit</b> <b>3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</b>	<b>C. Any 2 of the above</b>										
<table border="1"> <thead> <tr> <th>File Description</th><th>Documents</th></tr> </thead> <tbody> <tr> <td>Reports on environment and energy audits submitted by the auditing agency</td><td><a href="#">View File</a></td></tr> <tr> <td>Certification by the auditing agency</td><td>No File Uploaded</td></tr> <tr> <td>Certificates of the awards received</td><td>No File Uploaded</td></tr> <tr> <td>Any other relevant information</td><td>No File Uploaded</td></tr> </tbody> </table>	File Description	Documents	Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>	Certification by the auditing agency	No File Uploaded	Certificates of the awards received	No File Uploaded	Any other relevant information	No File Uploaded	
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Any other relevant information	No File Uploaded										
<b>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment</b> <b>5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</b>	<b>D. Any 1 of the above</b>										
<table border="1"> <thead> <tr> <th>File Description</th><th>Documents</th></tr> </thead> <tbody> <tr> <td>Geo tagged photographs / videos of the facilities</td><td>No File Uploaded</td></tr> <tr> <td>Policy documents and information brochures on the support to be provided</td><td>No File Uploaded</td></tr> <tr> <td>Details of the Software procured for providing the assistance</td><td>No File Uploaded</td></tr> <tr> <td>Any other relevant information</td><td>No File Uploaded</td></tr> </tbody> </table>	File Description	Documents	Geo tagged photographs / videos of the facilities	No File Uploaded	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	
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Any other relevant information	No File Uploaded										
<b>7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e.,</b>											



tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The National Cadet Corps (NCC), National Service Scheme (NSS) units of the college take initiatives to organize a various programmes in the college throughout the year, where the students learn the values of discipline and hard work.

The NSS Unit of the College organized one day workshop on HIV/AIDS awareness for local school students in the Month of March 2020

On the occasion of Azadi Ka Amrit Mahotsav the college organized symposia on 'The preamble of Indian constitution' on 17/03/2021. An election awareness programme was also organized to make the students aware of their duties and responsibilities as a citizen of the country.

The World environment Day was observed by the college on 5th June, 2021 and to make students aware, online speech competition was organized on environmental issues. An online workshop for students was also organized in the month of June to enhance student's efficiency in recitation speech and debating. To make students aware about education economy and social system of western society and our society an online awareness programme was organized during pandemic period. The college celebrated Independence Day Gandhi Jayanti and Republic day each year.

In Collaboration with Assam State AIDS Control Society, NSS Unit of the College organized a poster competition for AIDS awareness, mask making competition for TB awareness and One Min video Competition for Blood Donation awareness in the month of September 2021 keeping in line with Azadi Ka Amrit Mahotsav.

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 National Cadet Corps (NCC), National Service Scheme (NSS) units of the college take initiatives to organize a various

programmes in the college throughout the year, where the students learn the values of discipline and hard work.

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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.**

**A. All of the above**

**4. Annual awareness**

**programmes on Code of Conduct are organized**

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 institution celebrates all the national festivals as well as the Birth and Death anniversaries of our national leaders and great personalities of our state. The Independence Day and Republic Day are celebrated with great zeal. The students are motivated to develop spirit of nationalism and contribute towards the development of their society and nation at large. During the year the International Women's Day, National Science Day, Independence Day, Republic Day etc were celebrated and organized by the College.

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.

The Institution adopts a number of good practices among which the two best practices which has been its integral part include:

1. The use of ICT: the Institution has introduced ICT for regular

operations of the college ICT has been put to regular use in academic as well as all administrative activities of the Institution. Regular upgradation of ICT infrastructure is a regular feature for the institution ensuring the best outcome for all the stakeholders.

**2. Awards to Students** The main objective of the practice is to create an atmosphere of healthy competition among students.

The college also offers cash awards to meritorious students from the following funds :

i. Harakanta Mahanta Memorial fund :

ii. Dwarika Nath Hazarika Trust Fund :

iii. Every year, the D.K.D. College Teachers' Unit Merit Scholarship is awarded to the best nine students of Arts, Science and Commerce respectively.

iv. Cash awards are given to the brilliant students of Honours course by the Depts. of Geography, Economics, History, Statistics, Zoology, Philosophy, Chemistry, Political Science and Mathematics annually.

v. D.K.D. College Library Best Reader of the year (Introduced in 2003) awards sponsored by Librarian.

vi. Pravat Phukan Merit Fund

vii. Prof. H.N. Borah Memorial Merit Scholarship :

viii. Late Dr. Priyo Kanta Dutta and Late Chandra Probha Dutta Memorial Education Trust :

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

DKD college gives priority in teaching learning and all round development of faculty as well as the students. Keeping relationship with times, the college has paid more importance on ICT practices in this regard. Thus, the Teachers are trying to use ICT with their best efforts basically during the COVID period. Automated Library, the Network resource centres and internet facilities have been adopted to assist in teaching-learning process. Our dynamic website is regularly updated to provide all vital information related to the institution. Students' participation in planning, collaborating, executing and managing activities in all spheres, generates a learner-centred environment, positive attitude, leadership qualities, oneness, sportsmanship and self-awareness, leading to personality development. Well equipped laboratory and Library facilities enable faculty members to publish research papers in various reputed international journals. Consistently best result in examinations and effective student participation in sports and cultural events reflect success of our three pronged approach- academics, sports and extracurricular activity.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

### 7.3.2 - Plan of action for the next academic year

To open Master degree courses in Physics, Assamese, History, Philosophy and Political Science

To sign MOU with different organisation to increase the employment opportunity through campus interview

To open certificate Course in Computer Application (CCA) for the students of DKD Collge in Collaboration with NIELIT

To Encourage the Faculty members to publish research papers in UGC CARE and Scopus indexed Journals

To uphold and encourage the backward classes of students to persue higher education and Technical education