



Yearly Status Report - 2017-2018

Part A

Data of the Institution

1. Name of the Institution		DERGAON KAMAL DOWERAH COLLEGE
Name of the head of the Institution		Dr. Ranjit Kumar Bordoloi
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03762380260
Mobile no.		9435354494
Registered Email		principaldkdc@gmail.com
Alternate Email		cordiqacdkdcollege@gmail.com
Address		Rajabahar Gaon, Dergaon
City/Town		Dergaon
State/UT		Assam
Pincode		785614
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr. Surendra Nath Bora
Phone no/Alternate Phone no.	03762380260
Mobile no.	9435514244
Registered Email	kloying999@gmail.com
Alternate Email	cordiqacdkdcollege@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://dkdcollege.ac.in/files/2017/AQAR2016-17.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://dkdcollege.ac.in/files/2017/Academic%20Calendar%20January%202017%20to%20December%202017.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
2	B	2.73	2011	08-Jan-2011	07-Jan-2016

6. Date of Establishment of IQAC

28-May-2002

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
32 units of blood donated to SKK Civil Hospital,	16-Oct-2017 1	32

Golaghat under the initiative of NSS unit.		
Swachchata Pakawada	01-Sep-2017 15	200
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
DKD College	CPE	UGC	2017 365	7752000
DKD College	CPE	UGC	2017 365	1632000
DKD College	CPE	UGC	2017 365	816000
DKD College	GDA	UGC	2017 365	772000
DKD College	Sports Infrastructure	UGC	2017 365	700000
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

3

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

No

Upload the minutes of meeting and action taken report

No Files Uploaded !!!

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

Successfully completed the feedback process from students. Prepared academic calendar for college. Assessment and role of IQAC Formation of Criterion committee for next NAAC Assessment. Academic autonomy was ensured through systematic check points. 32 units of blood donated to SKK Civil Hospital, Golaghat under the initiative of NSS unit.

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

Plan of Action	Achivements/Outcomes
To strengthen research activities among teachers	Create awarenss among teachers to pursue Ph.D and other research ativities
Workshop on yoga	Sensitize students and faculty members about benefits of yoga
Interactive session on mental health	Create awareness among faculty members and students about importance and ways to maintain mental health
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14. Whether AQAR was placed before statutory body ?

No

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2017

Date of Submission

19-Dec-2017

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief descripton and a list of modules currently operational (maximum 500 words)

The institution is steadily moving from traditional to automated management information system. The following systems are fully functional in the institute from last few years 1. Biometric attendance system for staff 2. Library is fully automated 3. Institutional email system 4. CCTV and security system

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

1. Academic Council - The College has an academic council headed by the principal, vice principal, academic vice principal and HoDs. The council decides different academic and non academic programmes to be carried out in each semester and the HoDs take measures for the implementation of these activities. 2. Annual Prospectus - Information about the admission process and courses offered are disseminated through the prospectus, which incorporates all the courses offered as well as the admission procedure. It is prepared by a committee of academicians of the college. 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. Lesson and Teaching Plan - All the faculty members of the concerned departments prepare the lesson and teaching plan well ahead of the session. The classes are allotted in the time-table in accordance with the syllabus. 3. Teachers Diary - The faculty members maintain a teacher's diary to note down courses taught each day. 4. Assignments and seminars - The students are consistently evaluated by allotting assignments and holding class seminars at the end of completion of each unit. 5. 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. 5. Departmental and Inter-Departmental Seminars: The College organizes seminar among the students of all disciplines on some common topics of interdisciplinary significance. 6. Language Laboratory and Uses of Information and Communication Technology (ICT): All the departments have desktop computers with internet connectivity for their use. The department of Computer Science and the college library has ICT infrastructure for use by the students. A language laboratory is functional to enhance the communication skill among the students.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

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

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	0	Nil
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	0	Nil

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

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
0	Nil	0
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	Chemistry	32
BSc	Zoology	23
BA	Geography	32
BSc	Botany	23
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	No
Parents	No

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

Feedback Obtained
Feedback from students regarding teaching and learning, infrastructure and support system are taken and the resultant data is analysed and steps are taken to bridge the loopholes. The teaching staff of the institution also offers their suggestions through the online feedback system which helps in strengthening the Performance Appraisal System of the Institution

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Major and Non major	420	970	405

BSc	Major	175	561	155
BCom	Major	30	75	28
MA	Economics	40	80	40
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017	588	40	61	0	6

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
61	61	24	6	4	5

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

A detailed counseling is organized before admission to make the students aware regarding the programme structure, courses conducted, importance of combination of courses in the future for higher studies and the job market. The selection of students for different courses is done primarily on the basis of merit i.e. marks scored in the Higher Secondary results. We have an efficient and streamlined mechanism to ensure continuous monitoring and evaluation of the students. During the classes slow and fast learners are identified. Strategies adopted for advanced learners: Advanced learners are identified through their performance in the examinations, interactions in classrooms and laboratories, their fundamental knowledge on the course materials, concept understanding, analyzing and problem solving abilities, etc. the institution promotes independent learning, that contributes to their academic and personal growth and development. Strategies adopted for slow learners: The teachers analyse and assess the nature of their problems and then motivate them, in a friendly fashion, to achieve their academic goals. Additional classes are also organized to clarify their doubts and re-explaining of critical topics for improving their performance. Wherever necessary, appropriate counseling is provided. Strategies adopted for student improvement: Tutorial and remedial classes are organised to clarify doubts, knowledge enhancement and re-explanation of critical topics for improving student performance. Proper counseling along with additional classes eventually helps students to attend scheduled classes regularly. Staff members also maintain friendly and good relations with students and deals with their problems in a comforting and gentle manner. Slow learners who are unable to cope in regular classes, are provided additional remedial classes to clarify their doubts. All faculty members are engaged in tutorial and remedial classes to improve the doubt clarification, concept revision and allotment of assignments to students. The heads of every department allot the tutorial and remedial classes to every faculty member and also monitor the effectiveness of such classes. Student Seminars, Group Discussions along with ICT tools are also regularly organised to improve the self confidence, public speaking abilities and overall personality development of students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1693	61	1 : 28

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
70	61	9	0	31

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Dr. Asfika Begum	Assistant Professor	PhD From Guwahati University
2018	Dr. Rituporna Manikiyal	Assistant Professor	PhD from Guwahati University

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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	Arts	6	30/05/2017	18/07/2017

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

DKD College is affiliated to Dibrugarh University. The college as such follows the evaluation procedure of the university. Several initiatives have been taken by Dibrugarh University from time to time to upgrade and enhance examination reforms. All in semester and end semester examinations are conducted according to the rules of the affiliating university. However the college adopts the following measures for continuous internal evaluation (CIE): 1) The in semester examinations consist of two sessional examinations, seminar/ group discussions, home assignments and attendance. 2) Besides this, periodical class test (both oral and written), quizzes etc are organized by the departments. 3) 75 attendance out of total classes is made compulsory for students. However relaxations are given to students who have low attendance due to participation in NCC, NSS. College is preparing to introduce CBCS in UG level and is sensitizing students and faculty members on the new system

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

- The Academic Committee of the college prepares the academic calendar of the college each year at par the academic calendar prescribed by its affiliated university.
- An internal examination committee is set up for smooth conduction of internal examination. The college has a separate officer in-charge, confidential teacher in-charge, assistant teacher in-charge and office assistant for each semester.
- The head of the institution conducts departmental meetings and discusses the results of each semester and efforts to be taken if any.
- The college examination committee instructs each department

to prepare question papers for sessional examinations well ahead of dates for the examinations. • Group discussions, inter departmental and intra departmental seminars are held according to the academic calendar. • The academic calendar is made available for the students and is also uploaded in college website.

2.6 – Student Performance and Learning Outcomes

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

<https://dkdcollege.ac.in/files/2016/learningoutcome.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Arts	BA	ASS, ECO, ENG, PHIL, HIST, POLSC, SANS GEOG	412	253	61.41
Science	BSc	PHY, CHEM, BOT, ZOO, STATS, MATHS, COMP SC, BIOTEC	154	83	53.90
Commerce	BCom	HRM, ACF	25	11	44
PG	MA	ECO	40	37	92.5
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2.7 – Student Satisfaction Survey

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

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

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Major Projects	1460	UGC	12.28	0.8
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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
0	0	

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
0	0	0	Nil	0
No file uploaded.				

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
0	0	0	0	0	Nil
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
0	0

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Botany	1	0
International	Physics	2	0
International	Political Science	3	0
International	Commerce	3	0
International	English	2	0
International	History	2	0
International	Economics	2	0
International	Zoology	2	0
No file uploaded.			

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

Department	Number of Publication
Assamese	2
English	2
Political Science	1
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
0	0	NA	Nil	0	0	0

No file uploaded.

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
0	0	NA	Nil	0	0	0
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Presented papers	5	10	0	0
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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Sachchata Pakhwada	NSS	15	312
Blood donation camp	NSS	3	52
World environment day	NCC/NSS	10	67
Independence day	NCC/NSS	60	155
Gandhi jayanti and communal harmony day	NCC/NSS	3	67
International Yoga day	NSS/NCC/Girls hostel/ boys hostel	6	76
Two week digital/cashless transaction awareness	NSS	3	35
Community service	NSS/ Ashroy	Nil	Nil
No file uploaded.			

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
0	0	0	0
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Sachchwata pakhwada	NSS/NCC	Schch bharat	15	312
Aids awareness	NSS	Worlds Aids day	5	86
Gender issue	NSS womens Cell	Yoga camp	6	76
Gender issue	Womens cell	International womens day	25	100
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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
0	0	0	0
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
0	0	0	Null	Null	0
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Dergaon Higher Secondary School	01/01/2016	academic exchange/cultural activity	50
Kuralguri Higher Secondary School	01/08/2017	academic exchange/cultural activity	46
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
88.34	89.67

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Seminar Halls	Existing
Campus Area	Existing
Class rooms	Existing
Classrooms with LCD facilities	Existing
Laboratories	Newly Added
No file uploaded.	

4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL	Partially	2.0	2007

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	27284	2140715	2000	2000685	29284	4141400
Reference Books	3536	318525	385	199000	3921	517525
Journals	21	18500	0	0	21	18500
Library Automation	Nil	Nil	Nil	995719	Nil	995719
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NA	NA	NA	Nil
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	75	1	75	4	1	15	5	0	0
Added	10	0	10	0	0	0	5	0	0
Total	85	1	85	4	1	15	10	0	0

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

4.3.3 – Facility for e-content

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

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
0	0	0	0

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

The library committee and administration have taken the responsibility for maintenance of library infrastructure and facilities. The college administration purchase and procure books, manuscripts and other materials, as per the recommendations received from the departments of the colleges. The departments of the college owned a good stock of texts and references in their departmental libraries. Maintenance of the laboratory: The laboratory equipment, specimens, and other necessary chemicals are purchased by the office of the principal as per the requirements of the departments of the college. The HOD provides the requirements to the principal. Maintenance of the sport facilities: Students' union sport secretary and his/her advisor maintain the sport facilities. The necessary goods and sports articles are purchased by the office of the principal as per the recommendations of the sport secretary and the advisor of the Student Union of the college. Maintenance of the IT facilities: The office of the principal decides about purchasing necessary IT equipments as per recommendations received from the departments of the colleges and the administrative office of the college. IT facilities are maintained by computer skilled personnel of the college. Student support and welfare: In the college campus, there is a good environment for the benefit and welfare of the students. Various sub committees are in the college to support services, student welfare and to meet their needs. The principal is the chairperson of all sub committees. There is a canteen committee to ensure the healthy and hygienic food. The hostel sub committee and warden look after the hostel facilities for the borders in the campus. For the welfare of the students, there is a medical cell in the college and one medical officer is appointed by the college authority as per a memorandum of understanding. A health card is also issued to the students. There is a Yoga centre in the college and they conduct Yoga sessions for students which is a good step for stress management also. The campus has foot path for the students. The campus has many dustbins as healthy practices of Sachhata or cleanliness. Botanical garden of our college has plenty of medicinal plants. The NSS unit maintains the social services within the campus and outside it. There is a central announcement system in the Principal office for any urgent notification to the students. Academic Support: The college is affiliated to Dibrugarh University, Assam. It has an elaborate academic support mechanism. All the departments follow the syllabi of Dibrugarh university for the U.G. Level. An examination committee is appointed by the principal for smooth conduct of examination In the admission process the college has followed the rule of the State Government regarding free admission to those students , who belong to below poverty line (BPL)

CRITERION V – STUDENT SUPPORT AND PROGRESSION**5.1 – Student Support**

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Best graduate/ Department topper	12	45000
Financial Support from Other Sources			
a) National	free admission for BPL students as per Assam Govt. guidelines, Post matric Scholarship, Merit Scholarship, Ishan Uday	Nil	Nil
b) International	Nil	Nil	Nil
No file uploaded.			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
International yoga day	21/06/2017	86	NSS/NCC
No file uploaded.			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
Nil	0	0	Nil	Nil	Nil
No file uploaded.					

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed

NA	0	Nil	Nil	Nil	Nil
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	160	BA, BSc, BCom	English, Assamese, Political Science, History, Economics, Philosophy, Sanskrit, Physics, Chemistry, Botany, Mathematics, Zoology, Statistics, Commerce	Dibrugarh University, Guwahati University, Tezpur University, Kaziranga University, Cotton University	MA, MSc, MCom, BEd etc
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Civil Services	1
No file uploaded.	

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

Activity	Level	Number of Participants
College Week	Institution	900
Republic Day	institution	86
International Women's Day	institution	100
Teachers' Day	institution	400
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nil	NA	Nil	Nil	Nil	Nil	Nil
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The institution has one student body named DKD College students union whose

office bearers are democratically elected through election procedure as per Lyndoh commission guidelines for a period of one academic year. All the activity of this body is monitored by College administration and is funded by the institution. . In order to ignite the inherent sociocultural, literary and sporting talent of the student inside the campus a College week is celebrated annually in which they showcase their talent in different fields. Apart from this, various forums of the department are the right platform for the student community to explore their creativity and there by extend their responsibility to the greater interest of the society. In order to ensure discipline inside the college campus, a Disciplinary Committee is formed in which representation from student community has been included. There is a students' representative in the Internal Quality assurance Cell of the college. In addition to these, in the composition of the Library Committee there is the provision of student representatives. The activities of the Students Union include the following:

1. Providing a forum for discussion of students' issues and representation of the students' views in the relevant quarters.
2. Creating awareness about students' rights.
3. Ensuring the maintenance of cordial relations among all sections of students.
4. Supporting the College administration in creating an atmosphere conducive to learning.
5. Organizing College functions including Freshmen Social, Saraswati Puja, the Annual College Week, inter-college competitions, Republic Day and Independence Day.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

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 set

5.4.2 – No. of enrolled Alumni:

1512

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

10000

5.4.4 – Meetings/activities organized by Alumni Association :

1

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

1. The college has a decentralized and transparent mechanism in Management, administration in financial and academic matters .The student Union members and various stakeholders are involved in the management level and major decision making process. The Governing Body is the Apex body in decision making .Which executes all Govt. Rules and regulations delegates powers and responsibilities to various committees , which comprise principal ,vice -principal ,coordinators and head of the department . 2. The formation of various committees like Governing Body , IQAC ,project Monitoring committee, Purchase committee , Admission committee ,Construction committee, Anti ragging committee, and Examination Committee are systematically carried out with specified functions . There are 08 committees working to identify possibilities, planning, organizing implementing and monitoring all the activities of the college

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Research and Development	Students are allotted research Projects ,field studies ,surveys etc .
Examination and Evaluation	Conducts unit tests and class tests regularly . Departmental seminars are organised in order to assess the students
Teaching and Learning	Class teaching has been supported by field work ,survey ,Educational Trips , Home assignments, Studentes mentoring etc .
Admission of Students	the college website displays all the courses and numbers of seat available. admission is made strictly on the basis of merit. entrance examination is conducted by the college for admission into different departments

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

E-governace area	Details
Finance and Accounts	The finance online portal is used to maintained the finance and accounts .(https://finassam.in/assamfinance/welcome
Student Admission and Support	students feedback are taken online
Examination	Examination form fillup are done through online portal . https://www.dibruexam.in/
Administration	Offical works are maintained through a computerized system

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nil	Nil	o	Nil	0
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme	Title of the administrative training programme	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
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	organised for teaching staff	organised for non-teaching staff				
Nil	NA	NA	Nil	Nil	Nil	Nil
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
refresher Course	5	01/04/2017	31/03/2018	365
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Staff Mutual Benefit Fund, DKD College Thrift and Credit Society, Cooperative Society	Staff Mutual Benefit Fund, DKD College Thrift and Credit Society, Cooperative Society	UGC Scholarship, DKD College Teachers Unit merit scholarship, Students aid fund etc.

6.4 – Financial Management and Resource Mobilization

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

The college has been conducting internal and external audit for DKD College Thrift and Credit Society regularly .The internal audit is done by an auditor appointed by the General meeting of the Society. and the external audit of the College fund is done by auditor appointed by the state Government .
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6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NA	0	0
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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	No	Nil

Administrative	Yes	Govt audit	No	Null
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6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Parents and guardians actively participate in various activities of the college and contribute their best efforts for the development of the institution. The college fraternity also take proper care of them and encourage to participate in plan and policies for the proper development of the institution. they also participated in the past NAAC peer team visit period.

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

Night Chawkidar recruited. Room for Cook, Increase in salary in every year for contractual employees.

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

sports infrastructure upgraded, Library upgradation, JN Hazarika Conference hall upgradation

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	international Womens day	08/03/2018	08/03/2018	08/03/2018	100
2017	Saswata pakhwara	01/09/2017	01/09/2017	15/09/2017	120
2017	Blood donation Camp	16/10/2017	16/10/2017	16/10/2017	88
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
international Womens day	08/03/2018	08/03/2018	68	32
International Aids day	01/12/2017	01/12/2017	56	59

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

Percentage of power requirement of the University met by the renewable energy sources

• 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. • Canteen authority is instructed to use bio-degradable plate/cups as per requirement. The discarded biodegradable products(waste) are decomposed in the campus. 1. There are about 90 Neem plants, 50 shade giving plants, 50 medicinal plants (approximately) along with some other locally grown plants in the college campus.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Rest Rooms	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2017	1	1	05/06/2017	1	tree plantation programme	Environmental awareness	115

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

Title	Date of publication	Follow up(max 100 words)
Code of Conduct Handbook DKD College	14/06/2017	The Code of Conduct is the guiding principle that provides the general standard for conducting activities the college expects from everyone. Code of Conduct handbook clarifies the institution's mission, values and principles.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
International Womens Day	08/03/2018	08/03/2018	100

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

Tree plantation programme Waste management Using LED bulbs Controlling noise pollution Making the college campus as 'No Smoking Zone' Students and faculty members are asked to share rides or use public transportation. They are requested to walk and bike more.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

EST PRACTICE - I Title of the Practice: Observation of Teachers' Day as Department Day Goal: To develop a continuous involvement of the student and teacher in a harmonious relation that enhances the hidden talent of the student to boost knowledge horizon and to develop social responsibility. The Context: Due to the impact of globalization the focus has shifted from the teacher as a human resource imparting knowledge to e-learning. This practice has provided a new impetus to the teacher student relationship providing an opportunity for the teachers and students to interact on various issues and problems. The Practice: On this day the teachers are felicitated by the students. Retired Teachers are invited and felicitated on this occasion. Some of the major event of the day are release of books, felicitated meritorious students of the departments, gives best student awards of the departments, community services etc. Students are encouraged to develop their soft skills and social skills, as they organize, conduct and perform cultural activities. Evidence of Success: Greater participation of students was noticed as compared to previous participation and more students are engaged in different activities that showcase their talents. A paradigm shift in attitude was noticed and this practice of the Department Day has forged a tradition and a sense of community feeling and camaraderie among students and teacher through the celebration of the Teachers' Day in a unique manner. Problems Encountered and Resources Required: Lack of adequate physical, financial resources are the major problem encountered in this practices. Best Practices No.02 Title: Dupatta Making Initiative by Women's Cell D.K.D College Objective: • To generate Fund for Women's Cell D.K.D College. • To Ensure the Uniformity of the colour of the Dupatta of girls students. The Context: It has been decided by the Women Cell to make Dupatta for the girls students through the active involvement of its members. The Practice: For that a special fund is created by women cell to buy cloth materials and sewing accessories. Accordingly two local needy female tailors are engaged with due remuneration. During the admission each girl student must buy at least one dupatta in the price as mentioned in the College Prospectus. Evidence: • This practice has been continuing for last few years. • The convenor of the Women Cell allots the shift wise duty to each female teacher for selling the dupattas. A printed receipt is provided on buying the dupattas so that all the financial transactions could be remained transparent and audited thereafter. • The College authority and other teaching and non-teaching male staff also assist during this practice. Problems: It is very difficult to convince some students along with their guardian to buy a dupatta.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

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

7.3 – Institutional Distinctiveness

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

DKD College authority provides students a greater freedom in choosing the the courses and subject combination at their peace of convenience. The college maintains full administrative transparency in all matters conducted for smooth functioning of the college. The college administration is under due supervision of the college Principal. The matters related to college admission, appointment, allotment of various contracts and supply all are kept transparent. The construction and developmental activities are transparent with active participation of members from various committees like Purchase Committee, Governing body, Academic committee, Library Committee, Canteen

Committee etc.

Provide the weblink of the institution

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

8.Future Plans of Actions for Next Academic Year

1. Construct well equipped computer laboratory 2. To Upgrade all the laboratories of the college 3. To Construct sophisticated laboratory for PG courses 4. To make the campus plastic free