



## YEARLY STATUS REPORT - 2020-2021

| Part A   |                              |
|--|------------------------------|
| Data of the Institution                              |                              |
| <b>1.Name of the Institution</b>                     | DHAKUAKHANA COLLEGE          |
| • Name of the Head of the institution                | Dr. Jugananda Sut            |
| • Designation  | Principal                    |
| • Does the institution function from its own campus? | Yes                          |
| • Phone no./Alternate phone no.                      | 9401120216                   |
| • Mobile No:   | 9365590446                   |
| • Registered e-mail                                  | iqacdkc@gmail.com            |
| • Alternate e-mail                                   | coordinatoriqacdkc@gmail.com |

|                                      |   |
|--------------------------------------|---|
| • Address                            | DHAKUAKHANA, P.O. DHAKUAKHANA, DIST:<br>LAKHIMPUR |
| • City/Town                          | Dhakuakhana                                       |
| • State/UT                           | Assam   |
| • Pin Code                           | 787055  |
| <b>2.Institutional status</b>        |   |
| • Type of Institution                | Co-education                                      |
| • Location                           | Semi-Urban  |
| • Financial Status                   |   |
| • Name of the Affiliating University | Dibrugarh University                              |
| • Name of the IQAC Coordinator       | Dr. Sonit Kumar Bhuyan                            |
| • Phone No.                          | 03752254734                                       |
| • Alternate phone No.                | 7636034081  |
| • Mobile                             | 8638644678  |
| • IQAC e-mail address                | iqacdkc@gmail.com                                 |
| • Alternate e-mail address           | coordinatoriqacdkc@gmail.com                      |

| <b>3. Website address (Web link of the AQAR (Previous Academic Year))</b>  | <a href="http://dhakuakhanacollege.ac.in/aqar.php">http://dhakuakhanacollege.ac.in/aqar.php</a> |                |                             |                             |               |                     |            |      |       |             |                     |                    |            |         |              |                     |            |            |         |             |  |
|--|---|----------------|-----------------------------|-----------------------------|---------------|---------------------|------------|------|-------|-------------|---------------------|--------------------|------------|---------|--------------|---------------------|------------|------------|---------|-------------|--|
| <b>4. Whether Academic Calendar prepared during the year?</b>  | Yes   |                |                             |                             |               |                     |            |      |       |             |                     |                    |            |         |              |                     |            |            |         |             |  |
| • if yes, whether it is uploaded in the Institutional website Web link:  | <a href="#">Yes</a>   |                |                             |                             |               |                     |            |      |       |             |                     |                    |            |         |              |                     |            |            |         |             |  |
| <b>5. Accreditation Details</b>  |   |                |                             |                             |               |                     |            |      |       |             |                     |                    |            |         |              |                     |            |            |         |             |  |
| <table border="1"> <thead> <tr> <th>Cycle</th> <th>Grade</th> <th>CGPA</th> <th>Year of Accreditation</th> <th>Validity from</th> <th>Validity to</th> </tr> </thead> <tbody> <tr> <td>Cycle 1</td> <td>C++</td> <td>67.95</td> <td>2004</td> <td>04/11/2004</td> <td>03/11/2011</td> </tr> <tr> <td>Cycle 2</td> <td>B</td> <td>2.32</td> <td>2016</td> <td>05/11/2016</td> <td>04/11/2021</td> </tr> </tbody> </table>   | Cycle   | Grade          | CGPA                        | Year of Accreditation       | Validity from | Validity to         | Cycle 1    | C++  | 67.95 | 2004        | 04/11/2004          | 03/11/2011         | Cycle 2    | B       | 2.32         | 2016                | 05/11/2016 | 04/11/2021 |         |             |  |
| Cycle  | Grade   | CGPA           | Year of Accreditation       | Validity from               | Validity to   |                     |            |      |       |             |                     |                    |            |         |              |                     |            |            |         |             |  |
| Cycle 1  | C++   | 67.95          | 2004                        | 04/11/2004                  | 03/11/2011    |                     |            |      |       |             |                     |                    |            |         |              |                     |            |            |         |             |  |
| Cycle 2  | B   | 2.32           | 2016                        | 05/11/2016                  | 04/11/2021    |                     |            |      |       |             |                     |                    |            |         |              |                     |            |            |         |             |  |
| <b>6. Date of Establishment of IQAC</b>  | 30/12/2004  |                |                             |                             |               |                     |            |      |       |             |                     |                    |            |         |              |                     |            |            |         |             |  |
| <b>7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>  |   |                |                             |                             |               |                     |            |      |       |             |                     |                    |            |         |              |                     |            |            |         |             |  |
| <table border="1"> <thead> <tr> <th>Institutional/Department /Faculty</th> <th>Scheme</th> <th>Funding Agency</th> <th>Year of award with duration</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Dhakuakhana College</td> <td>RUSA Grant</td> <td>RUSA</td> <td>2020</td> <td>10000000.00</td> </tr> <tr> <td>Dhakuakhana College</td> <td>Fees Reimbursement</td> <td>State Govt</td> <td>2020-21</td> <td>69,91,865.00</td> </tr> <tr> <td>Dhakuakhana College</td> <td>MLA Fund</td> <td>State Govt</td> <td>2020-21</td> <td>8,50,000.00</td> </tr> </tbody> </table> | Institutional/Department /Faculty   | Scheme         | Funding Agency              | Year of award with duration | Amount        | Dhakuakhana College | RUSA Grant | RUSA | 2020  | 10000000.00 | Dhakuakhana College | Fees Reimbursement | State Govt | 2020-21 | 69,91,865.00 | Dhakuakhana College | MLA Fund   | State Govt | 2020-21 | 8,50,000.00 |  |
| Institutional/Department /Faculty  | Scheme  | Funding Agency | Year of award with duration | Amount                      |               |                     |            |      |       |             |                     |                    |            |         |              |                     |            |            |         |             |  |
| Dhakuakhana College  | RUSA Grant  | RUSA           | 2020                        | 10000000.00                 |               |                     |            |      |       |             |                     |                    |            |         |              |                     |            |            |         |             |  |
| Dhakuakhana College  | Fees Reimbursement  | State Govt     | 2020-21                     | 69,91,865.00                |               |                     |            |      |       |             |                     |                    |            |         |              |                     |            |            |         |             |  |
| Dhakuakhana College  | MLA Fund  | State Govt     | 2020-21                     | 8,50,000.00                 |               |                     |            |      |       |             |                     |                    |            |         |              |                     |            |            |         |             |  |
| <b>8. Whether composition of IQAC as per latest NAAC guidelines</b>  | Yes   |                |                             |                             |               |                     |            |      |       |             |                     |                    |            |         |              |                     |            |            |         |             |  |
| • Upload latest notification of formation of IQAC  | <a href="#">View File</a>   |                |                             |                             |               |                     |            |      |       |             |                     |                    |            |         |              |                     |            |            |         |             |  |
| <b>9. No. of IQAC meetings held during the year</b>  | 11  |                |                             |                             |               |                     |            |      |       |             |                     |                    |            |         |              |                     |            |            |         |             |  |
| • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?   | No  |                |                             |                             |               |                     |            |      |       |             |                     |                    |            |         |              |                     |            |            |         |             |  |
| • If No, please upload the minutes of the meeting(s) and Action Taken Report   | <a href="#">View File</a>   |                |                             |                             |               |                     |            |      |       |             |                     |                    |            |         |              |                     |            |            |         |             |  |
| <b>10. Whether IQAC received funding from any of the funding agency to</b>   | No  |                |                             |                             |               |                     |            |      |       |             |                     |                    |            |         |              |                     |            |            |         |             |  |

support its activities during the year?

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

Organised two Faculty Development Programmes on (a) Research Methodology in Social Sciences & (b) Research Ethics and Academic Writing in Social Sciences by Department of Sociology

Organised two career counselling programmes by the Career Counselling Cell

Organised total 19 numbers of Online and offline Conference/Workshops/Orientatin programmes etc. during this period

Organised one National Webinar on :Intellectual Property Right " by Department of Political Science

Organised a week long coaching for aspiring students of for State Level Teacher Eligibility Test (TET) by Department of Political Science

### 12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

| Plan of Action  | Achievements/Outcomes  |
|---|--|
| Implementation of online admission of students                              | Process of online admission of students is fully implemented             |
| Implementation of online feedback of students                               | Online feedback of students is initiated                                 |
| Introduction of online registration of alumni                               | Online registration of alumni is already introduced                      |
| Completion of construction of new science building                          | Construction of new science building is under progress                   |
| Plantation of citrus fruit plants in a plot of the campus                   | Plan for plantation of citrus fruit is prepared                          |
| Plantation of banana plants in the campus                                   | Plan of plantation of banana plants is initiated                         |
| Initiation of mushroom culture in the evacuated building of old boys hostel | Mushroom culture in the evacuated building of old boys hostel is started |
|   |  |

|  |   |
|--|---|
| Completion of construction of internal road network in the campus                    | Construction of internal link road network is under progress  |
| Renovation of girls' common room facilities  | Facilities in the girls' common room are renovated  |
| Organisation of online webinars, workshops, lecture series for students and teachers | Online webinars, workshops and lecture series for teachers and students are successfully organisedd |

13. Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

|                |                    |
|----------------|--------------------|
| Name           | Date of meeting(s) |
| Governing Body | 30/03/2022         |

14. Whether institutional data submitted to AISHE

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

## Extended Profile

### 1. Programme

1.1

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

2 Undergraduate courses -B.A. and B.Sc. & PG (MA-Distance mode)-under KKHSOU and DODL

|                  |                           |
|------------------|---------------------------|
| File Description | Documents                 |
| Data Template    | <a href="#">View File</a> |

### 2. Student

2.1

905 (UG Couirses)

|  |                           |
|--|---------------------------|
| Number of students during the year   |                           |
| <b>File Description</b>  | <b>Documents</b>          |
| Data Template  | <a href="#">View File</a> |
| 2.2  |                           |
| Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year | SC-42, ST-32, OBC -113    |
| <b>File Description</b>  | <b>Documents</b>          |
| Data Template  | <a href="#">View File</a> |
| 2.3  |                           |
| Number of outgoing/ final year students during the year                                      | 241                       |
| <b>File Description</b>  | <b>Documents</b>          |
| Data Template  | <a href="#">View File</a> |
| <b>3.Academic</b>  |                           |
| 3.1  |                           |
| Number of full time teachers during the year   | 47                        |
| <b>File Description</b>  | <b>Documents</b>          |
| Data Template  | <a href="#">View File</a> |
| 3.2  |                           |
| Number of Sanctioned posts during the year   | 47                        |
| <b>File Description</b>  | <b>Documents</b>          |
| Data Template  | <a href="#">View File</a> |

**4. Institution**

|  |   |
|--|---|
| 4.1<br>Total number of Classrooms and Seminar halls                      | Classroom- 34 nos, Seminar Hall- 01 no. |
| 4.2<br>Total expenditure excluding salary during the year (INR in lakhs) | Rs. 2,18,07818                          |
| 4.3<br>Total number of computers on campus for academic purposes         | 80                                      |

**Part B****CURRICULAR ASPECTS****1.1 - Curricular Planning and Implementation****1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process**

The college follows the rules and regulations prescribed by the Dibrugarh University. Organizing pre-admission counselling sessions in June for every academic session, admission and commencement of classes, sessional examinations, etc. are scheduled according to the academic calendar of the parent university. At the beginning of the semesters, all teachers prepare the teaching plan as per the prescribed syllabi and class routine is prepared by a committee for all the departments of both Arts and Science stream. Class seminars, group discussions, outdoor field works, educational exposure visits as per the requirement of internal assessment are scheduled by the respective departments. With the implementation of CBCS in 2019, duration of the classes is increased from 45 minutes to one hour. Regular maintenance of teachers' diary, smooth functioning of the classes are ensured by all teachers. Student, teacher, alumni feedback are taken regarding academic activities and administrative aspects of the college and analysed on regular basis. Meeting of academic committee along with course distribution are held from time to time for discussion of academic matters. Departmental committee meeting to discuss progression of the syllabus of different papers and implementation of the teaching plan are held at regular intervals. Student counselling and student attendance are maintained for every paper/course.

|                                     |   |
|-------------------------------------|---|
| File Description                    | Documents   |
| Upload relevant supporting document | <a href="#">View File</a>   |
| Link for Additional information     | <a href="http://dhakuakhanacollege.ac.in/online/">http://dhakuakhanacollege.ac.in/online/</a> |

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

Academic calendar along with the holiday list and the Prospectus for the new session has been prepared by the Prospectus and Academic Calendar preparation Committee with the guidance of the IQAC in congruence with the same published by the affiliating university (Dibrugarh University). Finally, the Academic calendar and the holiday list have been published along with the Prospectus with due approval of the Governing Body. The same is uploaded in the college website subsequently and circulated to the HODs of all the departments for their reference. The Academic Calendar includes all the important academic and extracurricular activities planned to execute during the academic year including tentative schedule of in-semester examinations, important days of in house activities such as college foundation day, days of college week, P. G. Memorial debate competition day, tentative days of departmental activities such as students seminar, group discussion and schedule of sessional examinations etc.

|                                      |   |
|--------------------------------------|---|
| File Description                     | Documents   |
| Upload relevant supporting documents | <a href="#">View File</a>   |
| Link for Additional information      | <a href="http://dhakuakhanacollege.ac.in/prospectus.php">http://dhakuakhanacollege.ac.in/prospectus.php</a> |

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

C. Any 2 of the above

|  |                           |
|--|---------------------------|
| File Description   | Documents                 |
| Details of participation of teachers in various bodies/activities provided as a response to the metric | <a href="#">View File</a> |
| Any additional information   | <a href="#">View File</a> |



**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****B.A. and B.Sc.**

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information                              | No File Uploaded          |
| Minutes of relevant Academic Council/ BOS meetings      | No File Uploaded          |
| Institutional data in prescribed format (Data Template) | <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)****NIL**

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | No File Uploaded          |
| Brochure or any other document relating to Add on /Certificate programs | <a href="#">View File</a> |
| List of Add on /Certificate programs (Data Template )                   | <a href="#">View File</a> |

**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****Nil**

| File Description           | Documents        |
|----------------------------|------------------|
| Any additional information | No File Uploaded |

Details of the students enrolled in Subjects related to certificate/Add-on programs

[View File](#)

### 1.3 - Curriculum Enrichment

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

To promote and create awareness on Women and Child Rights, the Department of Political Science in collaboration with Legal Aid Cell, Dr. R.K.B Law College, organized a State Level Symposium on 3rd July, 2020 on the theme 'Legal Rights of Women and Children'.

To inculcate the culture of a responsible citizen among the students of the college, the Department of Political Science in Collaboration with IQAC commemorated International Human Rights Day on 10th December, 2020. Believing in the culture of debates and discussion the event illumined the gateway for students to practise and propagate human values and ethics among the youths.

Highlighting the theme 'Choose to Challenge', Dhakuakhana College Women Cell in collaboration with NSS Unit Dhakuakhana College observed International Women's Day on 8th March, 2021. The event emphasized the essence of Women empowerment and upliftment towards preservation of the human's race in today's world.

Ecosystem Restoration predominantly prevailed as the focus of deliberation during the celebration of World Environment Day by the NSS Unit of Dhakuakhana College & Homen Borgohain Trust, Dhakuakhana. The programme duelled upon sustainable development in the wake of catastrophic phenomena like Global Warming and Climate Change enlightening students the need to think and go Green.

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

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

5

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

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

150

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | No File Uploaded          |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template) | <a href="#">View File</a> |

### 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

A. All of the above

| File Description   | Documents                 |
|--|---------------------------|
| URL for stakeholder feedback report  | <a href="#">View File</a> |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload) | <a href="#">View File</a> |
| Any additional information(Upload)   | No File Uploaded          |

A. Feedback collected, analyzed and action taken

**1.4.2 - Feedback process of the Institution may be classified as follows****and feedback available on website**

|                                   |   |
|-----------------------------------|---|
| File Description                  | Documents   |
| Upload any additional information | <a href="#">View File</a>   |
| URL for feedback report           | <a href="http://dhakuakhanacollege.ac.in/feedback.php">http://dhakuakhanacollege.ac.in/feedback.php</a> |

**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**

420

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

SC-19, ST-173, OBC-181, GEN-23, OTHERS-02

|   |                           |
|---|---------------------------|
| File Description  | Documents                 |
| Any additional information                                    | <a href="#">View File</a> |
| 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 students of the college hail from different areas and socio-economic backgrounds. Naturally they can be classified into different classes in terms of their capability. Advanced Learners are ahead on the learning curve whereas slow learners struggle to keep pace with the classroom teaching and needs extra attention.

The College identifies both these classes based on the performance in University Examination of previous semester and internal examinations to implement specific measures to address these issues.

Advanced Learners are guided for career planning and competitive examinations through career counseling sessions and also encouraged to participate in various symposiums like quiz, poster presentation, conferences, inter institution competition etc. Moreover discussion or seminars on advanced topics are organized from time to time for this class of students to acquaint them with the latest happenings around the world.

On the other hand, remedial/extra classes are conducted with appropriate focus on the subject/topic in which the students are found to be lagging behind in learning. To address this issue of slow learning, measures such as academic counselling on individual basis are done by concerned subject teacher. Personal counselling is also done through mentoring where slow learners are counselled and motivated by the mentors.

|                                   |   |
|-----------------------------------|---|
| File Description                  | Documents   |
| Link for additional Information   | <a href="https://youtu.be/tGsYNlnIMjA">https://youtu.be/tGsYNlnIMjA</a> |
| 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 |
| 905 (all semesters) | 47                 |

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

### 2.3 - Teaching- Learning Process

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

for enhancing learning experiences

The College uses the following student centric methodologies in teaching-learning process.

- 1) **Experimental Learning:** Experimental/Laboratory method is used in science subjects to acquaint the students with facts through direct experience, individually through experiments and observations.
- 2) **Participative Learning:** To add fun in learning the College executes participative learning in the form of Group Discussions, Assignments, Case Study and Project Work etc.
- 3) **Problem Solving Methodologies:** Case Studies are used in the form of project reports to improve critical thinking, creativity and problem solving skills among students.
- 4) **Learning through Co-Curricular Activities:** The students participate in various co-curricular activities which support teaching learning process like Educational Tours, NSS activities.
- 5) **Learning through Extra Curricular Activities:** The Students participate in various extra-curricular activities of College Week, Teacher's Day, Yoga Day, International Women's Day, World Environment Day etc. Participation in Inter College Cultural and Sports Competitions also help them in acquiring knowledge. The annual college magazine "Antarikshya" provides another forum for the students to unveil their creative thinking and talents along with acquisition of learning and knowledge.
- 6) **Learning through Extension Activities:** The students participate in various extension and community reach out activities like Tree Plantation, Blood Donation, Swachh Bharat Abhiyan, Cleanliness Drive, Voters' Awareness Programmes etc.

| File Description                  | Documents   |
|-----------------------------------|---|
| Upload any additional information | No File Uploaded  |
| Link for additional information   | <a href="https://drive.google.com/file/d/1cGn6IaylIOL2AGfYSRTKH_-R8_LFhEx2/view?usp=sharing">https://drive.google.com/file/d/1cGn6IaylIOL2AGfYSRTKH_-R8_LFhEx2/view?usp=sharing</a> |

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

To keep pace with today's competitive world, the teachers are using a hybrid mode of teaching by combining technology with traditional mode of instruction. The College uses the following tools of

### Information and Communication Technology (ICT).

(A) ICT Tools: The College uses the following ICT tools for effective delivery of teaching-learning process.

1) Projectors, 2) Desktop and Laptop Computers, 3) Printers, 4) Photocopier machines, 5) Scanners, 6) Digital Class Room, 7) Smart Board, 8) Online Classes through virtual conferences, 9) Audio-Video tools etc.

(B) Use of ICTs: Faculties commonly use these ICT tools in the following ways.

1) Power Point presentations: Faculties use power-point presentations. They also use digital library, online resources and websites to prepare effective presentations.

2) Online quiz: Faculties conduct online quiz for students to assess the learning level of the students with the help of Google Forms.

3) Online Class through Video Conferencing: The faculties take online class and counseling sessions through different video conferencing apps which are specifically significant in COVID-19 situations.

4) Video lecture: Recording of video lectures is made available to students for long term learning and future referencing.

5) Workshops: Teachers use various ICT tools for conducting workshops and special lectures.

|   |   |
|---|---|
| File Description  | Documents   |
| Upload any additional information   | No File Uploaded  |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | <a href="http://dhakuakhanacollege.ac.in/online/discussion_view.php">http://dhakuakhanacollege.ac.in/online/discussion_view.php</a> |

### 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

47

|                  |           |
|------------------|-----------|
| 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                | <a href="#">View File</a> |
| 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

47

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

### 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

11

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

757 years

| 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.

As per the standard process of internal assessment in the college a student has to appear in two Sessional Examinations in each semester which contribute 10% of marks for each course. The college strictly adheres to schedule of the internal examination declared at the outset of the session by the affiliating university in the form of academic calendar.

The marks of Sessional Examinations are displayed in each departmental notice board. The students are permitted to check and point out any inadvertent discrepancy in the evaluated answer scripts which is immediately corrected.

As part of declared internal assessment process students also take part in seminar presentation, group discussion, book review etc. which contribute 5% of marks for each course. For seminar presentation each student is assigned with topic of his choice from the syllabus and all the co-students and the faculties participate in the seminar. In group discussion the students, put into different groups are assigned a topic on which the students discuss under watchful supervision of the concerned faculties.

At the end, the marks of internal assessment scored by the students are displayed in departmental notice board course wise and sub category wise for complete transparency of the internal assessment system.

|                                 |   |
|---------------------------------|---|
| File Description                | Documents   |
| Any additional information      | <a href="#">View File</a>   |
| Link for additional information | <a href="http://dhakuakhanacollege.ac.in/prospectus.php">http://dhakuakhanacollege.ac.in/prospectus.php</a> |

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

The college has evolved a mechanism for redressal of grievances related to internal assessment which is as follows:

- 1) After the evaluation of the internal examination answer scripts, the scripts are given to the students to have an idea of their performance in the test.
- 2) If they come across any doubts, clarification is given by the faculty which enables them to perform better in future. In case of any grievances regarding whole internal assessment, the student is free to interact with the teacher and the concerned head to get it resolved. The unresolved grievance, if any, is referred to the Vice Principal through the Head of the Department.
- 3) Complete transparency is maintained during the internal examinations through the adoption of the criteria given by the affiliating university. Students and faculty members are made aware of the transparency to be maintained in the system of assessment. This enhances transparency and rapport between the faculty members and students.
- 4) After assessment reports are prepared, it is shown to the students so that grievances (if any) can be resolved immediately and submitted by the concerned faculty to the department.

|                                 |                           |
|---------------------------------|---------------------------|
| File Description                | Documents                 |
| Any additional information      | <a href="#">View File</a> |
| 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 college is affiliated to Dibrugarh University and follows its programmes. The over-all design of the course ensures a certain set of skills and competence that the students graduating from the institution should gain at the end of the programme. Some of the key attainments that are expected from students are knowledge base, enhancement of skill such as good communication skills, creative thinking, inculcation of moral and ethical values, ability to work in teams, harmony, discipline and critical thinking.

The Programme Outcomes (PO), Programme Specific Outcomes (PSO) and Course Outcomes (CO) are outlined well before the start of an academic session which has been prepared adhering to declaration by the affiliating university. For wide circulation of these documents, a window in the College Website has been created where these documents are regularly updated. Moreover the

same are communicated to the students in the formal way of the discussion in the classroom and departmental notice board.

The Academic Committee through its meetings and discussions take note of POs, PSOs and COs and make necessary arrangements for information to the faculties, and the faculties do the needful action for attainment of the same.

| File Description                                     | Documents   |
|--|---|
| Upload any additional information                    | No File Uploaded  |
| Paste link for Additional information                | <a href="http://dhakuakhanacollege.ac.in/courseoutcome.php">http://dhakuakhanacollege.ac.in/courseoutcome.php</a> |
| Upload COs for all courses (exemplars from Glossary) | <a href="#">View File</a>   |

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

The College takes utmost care of measuring the level of attainment of POs, PSOs and COs and follows formal as well as informal mechanism for the evaluation of attainment of the outcomes. The College also takes feedback from all the stakeholders in this aspect and tries to take necessary steps accordingly.

The mechanism is as follows:

- 1) The Academic Committee has been checking the students' progression in their studies by analyzing the reports of internal as well as external examination
- 2) The College gives due weightage to Feedback collected from the Stakeholders for the attainment of PO, PSO and Cos and in accordance with the suggestions given in the feedbacks steps are taken to implement these suggestions.
- 3) The Career Counselling Cell reviews of the Students' Progression to Higher Studies and their Placement. In addition to that the cell also organizes various relevant career counseling programmes to enrich the students about employment avenues.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for Additional information | <a href="https://youtu.be/tGsYNlnIMjA">https://youtu.be/tGsYNlnIMjA</a> |

**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**

231

| 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  | No File Uploaded          |
| Paste link for the annual report   | Nil                       |

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

<http://dhakuakhanacollege.ac.in/ssss.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)**

Rs.1.60 lakh

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | <a href="#">View File</a> |
| e-copies of the grant award letters for sponsored research projects /endowments | No File Uploaded          |
| List of endowments / projects with details of grants(Data Template)             | <a href="#">View File</a> |

**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                                    | <a href="#">View File</a> |
| 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**

19

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

**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**

8

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

|  |                           |
|--|---------------------------|
| List of research papers by title, author, department, name and year of publication (Data Template) | <a href="#">View File</a> |
|--|---------------------------|

**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**

17

|   |                           |
|---|---------------------------|
| File Description  | Documents                 |
| Any additional information  | <a href="#">View File</a> |
| List books and chapters edited volumes/ books published (Data Template) | <a href="#">View File</a> |

### 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

To ensure the social relevance of the institution healthy rapport between the Institution and community is indispensable. Programmes are planned according to the need of the local community especially the marginalized groups and emphasis is laid on the need of the hour. NSS unit takes the lead in carrying out various community works like adoption of a nearby village and awareness programmes through street plays removing the social taboos. Initiatives are also undertaken to create awareness on pertinent issues such as environment, health, nutrition, women empowerment, voters' awareness, disaster management etc. to ignite a sense of belongingness among all. The college provides the driving impetus to rural society through significant programmes like Gender Sensitization, blood donation camps, health assistance, School adoption, village adoption, Entrepreneurship Development programmes, Cleanliness and Sanitation drives, Environmental awareness programmes etc. Inspired by the mission to surge ahead to ensure the development of a strong society with strong ethics and sensibility, our college endeavours to achieve this with cooperation from all the stakeholders.

|                                       |                           |
|---------------------------------------|---------------------------|
| File Description                      | Documents                 |
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

### 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

1

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | No File Uploaded          |
| Number of awards for extension activities in last 5 year(Data Template) | <a href="#">View File</a> |
| e-copy of the award letters   | <a href="#">View File</a> |

### 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

23

| File Description   | Documents                 |
|--|---------------------------|
| Reports of the event organized   | <a href="#">View File</a> |
| 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

2681

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

6

| File Description  | Documents                 |
|---|---------------------------|
| e-copies of linkage related Document  | <a href="#">View File</a> |
| Details of linkages with institutions/industries for internship (Data Template) | <a href="#">View File</a> |
| 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**

6

| File Description   | Documents                 |
|--|---------------------------|
| e-Copies of the MoUs with institution./ industry/corporate houses  | <a href="#">View File</a> |
| Any additional information   | No File Uploaded          |
| Details of functional MoUs with institutions of national, international importance, other universities etc during the year | <a href="#">View File</a> |

## INFRASTRUCTURE AND LEARNING RESOURCES



## 4.1 - Physical Facilities

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

The college has adequate physical and academic facilities required as per University Grant Commission guidelines to run the different programs. The college campus area is 648003 square feet on which building construction is 49923.43 square feet. The various departments in Arts, and Science streams are located in the separate blocks with a spacious playground for sports activities. The college has constantly emphasized on Extra Curricular and support services organized by National Service Scheme (NSS) and various departments of the college. A lush green vegetation adds a captivating dimension to the serene and clean ambience of the campus. And an 'Eco-Friendly Open Class Room' in the form of 'Lyceum' developed by the Department of Political Science provides an alternative learning centre of attraction.

The college is well-equipped with the physical and technology-enabled infrastructure that supports to run smoothly the existing academic programmes and administration. Well-furnished 34 classrooms. Smart classrooms 07. 01 ICT enabled Digital Classroom. Cleanliness, light and ventilation facilities are maintained in the classroom and laboratories and College Auditorium. Black Boards and White Boards are available in the classrooms. A well-furnished computerized administrative office along with wi fi facilities in the Principal's chamber. Well-equipped 06 Laboratories i.e. Chemistry, Botany, Physics, Zoology, Mathematics, Anthropology.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Upload any additional information     | <a href="#">View File</a> |
| Paste link for additional information | Nil                       |

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

The College has adequate facilities for sports & games and cultural activities. The College has a well maintained playground adjacent to an Indoor Stadium. There is a Volleyball court in the College campus. The institution conducts various cultural activities like Dance, Song, One Act Play, Essay, Debate, Recitation, Quiz, Extempore, Creative Writing, Fine Arts etc. Such activities are conducted on the open stage and auditorium inside the campus. There is enough scope for staging cultural activities in this College. Equipments and accessories required for conducting all such activities like sound system with speakers and screens and costumes are available in the College.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Upload any additional information     | <a href="#">View File</a> |
| 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.

1

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

9

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| Paste link for additional information   | Nil                       |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | <a href="#">View File</a> |

#### 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)

Rs. 93,26,523/-

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| Upload audited utilization statements   | <a href="#">View File</a> |
| 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)

The Central Library of Dhakuakhana College is the centre of Knowledge hub not only for the college but also for the entire locality. The library is partially automated and is rich in terms of N Listed Journals, Reference Books, Local History, Bounded Volumes of rare collections, encyclopaedia, Webster Dictionary, along with Book bank and Poor Fund collection for the benefit

of the deprived students. To enhance the skill and personality of the students a Skill Development section is also separately incorporated in the library.

Name of the ILMS Software: Soul 2.0

Nature of Automation: Partial

Version : `2.0.14

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Upload any additional information     | <a href="#">View File</a> |
| 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

A. Any 4 or more of the above

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template) | <a href="#">View File</a> |

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)

Rs. 112556/-

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

#### 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

Teachers=2.34 ;Students=29.44

| File Description                                  | Documents                 |
|---|---------------------------|
| Any additional information                        | No File Uploaded          |
| Details of library usage by teachers and students | <a href="#">View File</a> |

#### 4.3 - IT Infrastructure

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

The College Computer lab is well-equipped with branded PC's adequately equipped with a wide range of licensed system software and application software. The Administrative Building and Central Library is connected with LAN Messenger. Computer labs are well connected with internet to help students and faculty members to carry out their academic and other works.

To secure and prevent data from internet abuse, network security solutions (Firewall, K7, Quick Heals etc), were installed in the computers. Cyberoam network security appliances include multiple features like Firewall - VPN (SSL VPN & IPSec), Gateway AntiVirus, Anti-Spyware & Anti-Spam, Intrusion Prevention System (IPS), Content & Application Filtering, Web Application Firewall, Application Visibility & Control, Bandwidth Management, Multiple Link Management for Load Balancing and Gateway Failover, over a single platform.

The institute has total 88 number of computers out of which 45 computers are used in computer lab, 08 Computers in the Administrative Building, 10 Computers in the Central Library, 25 Computers in the Respective Departments, predominantly featuring Lenovo, along with HP and Canon Printers which are updated in due course of time. The Mathematics Department has a separate computer lab consisting of updated version.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Upload any additional information     | <a href="#">View File</a> |
| Paste link for additional information | Nil                       |

**4.3.2 - Number of Computers**

88

| File Description                  | Documents                 |
|-----------------------------------|---------------------------|
| Upload any additional information | <a href="#">View File</a> |
| Student - computer ratio          | <a href="#">View File</a> |

**4.3.3 - Bandwidth of internet connection in the Institution**A.  $\geq$  50MBPS

| File Description   | Documents                 |
|--|---------------------------|
| Upload any additional Information  | No File Uploaded          |
| Details of available bandwidth of internet connection in the Institution | <a href="#">View File</a> |

**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)**

Rs. 2,18,07,818/-

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | No File Uploaded          |
| Audited statements of accounts.   | <a href="#">View File</a> |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | <a href="#">View File</a> |

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

**The college maintains a decentralized way to utilize different facilities available.**

**Hostel:** The Hostel Management Committee frames rules to maintain and manage the hostel facilities with the support of the concerned staff and boarders.

**Canteen:**The Canteen Committee maintains the infrastructure and facilities of the canteen and provides hygienic and reasonably-priced food to the students and staff. The vendor and his staff maintainingthe canteen facilities.

**Sports Facilities:** The Indoor Club maintains Indoor Stadium.The college authority combines with Students' Union to manage the sports facilities during yearly College Week.

**Library:** The automated college library ismaintained by the library administration under the guidance of Library Committee. The library staff under the leadership of the Librarian looks after the daily maintenance of the facilities along with future plan and their upgrading process.

**Computer Laboratory:** A computer laboratory with 50 terminals is looked after by the concerned computer teacher ably supported by college staff. Departmental science laboratories and Institutional Level Biotech Hub are maintained by the concerned departments and Biotech Hub management committee respectively.

**Class Rooms:** The physical class rooms and the digital class room of the college are kept in up to date conditions under the Vice- Principal with support staff.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Upload any additional information     | <a href="#">View File</a> |
| 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

1104

| File Description   | Documents                 |
|--|---------------------------|
| Upload self attested letter with the list of students sanctioned scholarship | <a href="#">View File</a> |

|  |                           |
|--|---------------------------|
| Upload any additional information  | <a href="#">View File</a> |
| Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template) | <a href="#">View File</a> |

### 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

**NIL**

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

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

**B. 3 of the above**

| File Description  | Documents                 |
|---|---------------------------|
| Link to institutional website   | Nil                       |
| Any additional information  | <a href="#">View File</a> |
| Details of capability building and skills enhancement initiatives (Data Template) | <a href="#">View File</a> |

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

**522**

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

522

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | <a href="#">View File</a> |
| Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template) | <a href="#">View File</a> |

**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 | <a href="#">View File</a> |
| Upload any additional information  | <a href="#">View File</a> |
| Details of student grievances including sexual harassment and ragging cases  | No File Uploaded          |

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

41

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Self-attested list of students placed | <a href="#">View File</a> |
| Upload any additional information     | <a href="#">View File</a> |



**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**

50

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

**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**

21

| File Description                    | Documents                 |
|-------------------------------------|---------------------------|
| Upload supporting data for the same | <a href="#">View File</a> |
| 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.**

01

| File Description                           | Documents                 |
|--|---------------------------|
| e-copies of award letters and certificates | <a href="#">View File</a> |
| Any additional information                 | No File                   |

|  |                           |
|--|---------------------------|
|  | <b>Uploaded</b>           |
| Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template) | <a href="#">View File</a> |

**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 institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities. The students' council namely Dhakuakhana College Students' Union (DKCSU) promotes interests of student community and college ideals. The Students' Union provides programs, activities and services which serve co-curricular, cultural, social, recreational and educational interest of students. The DKCSU organizes the Annual College Week, General Freshers' Social, Prahlad Gohain Memorial Inter College Debate Competition, publication of college magazine, World Environment Day, International Women's day, International Yoga Day, National Mathematics Day, Saraswati Puja, discipline in the campus etc. The student union acts to prevent ragging in the campus, maintains the college campus green, plastic and tobacco free and participates in social activities through NSS. The student body also suggests the administrative machinery for improvement of the in campus amenities of the students. Students' participation is creative and group activities like Departmental Wall Magazine, Departmental Journals and Educational Tours and Field Visits. General Secretary of DKCSU is an active member of IQAC. Representatives of this body are present in committees like Academic Committee, Campus Beautification Committee, Vigilance and Disciplinary Cell, Grievance Redressal Cell, Canteen Committee, Anti-ragging Committee, Sexual Harassment Protection Cell, NSS Advisory Committee, and Project Monitoring Unit (RUSA).

|                                       |                           |
|---------------------------------------|---------------------------|
| File Description                      | Documents                 |
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

**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  | No File Uploaded          |
| Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template) | <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

The Dhakuakhana College has its Alumni Association which has significantly contributed towards the development and beautification of the institution. To strengthen the physical facilities of the college, the alumni association has been contributing. Construction of an Open Stage donated by Mr. Debojit Boruah and Mrs. Gitimoni Buragohain, a book self for the Principal's room donated by Mr. Bulbul Chutia are examples of such contribution. Periodical meetings are also organized by the Alumni Association in order to contribute towards the vision and future initiatives of the college. The Alumni Association is planning to register the organisation within a very short period of time and to hold an alumni conclave in the first part of 2022.

|                                       |                  |
|---------------------------------------|------------------|
| 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)

|                                   |                  |
|-----------------------------------|------------------|
| File Description                  | Documents        |
| Upload any additional information | No File Uploaded |

### GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 - Institutional Vision and Leadership

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

The institution has developed several decentralization and participative management system for smooth functioning of its activities. Different committees, cells, forums, etc. which include members from teaching and non teaching staff. Several committees comprise of student representatives, alumni and parents. Two of such practices are: 1. Academic functions are handled and monitored by different bodies: Academic Committee, Examination Committee, Admission Committee, Prospectus and Academic Calendar Committee, Routine Committee. 2. Matters related to students' interest are looked after by different bodies: Grievance Redressal Committee, Vigilance and Disciplinary Committee, Hostel Committee, Canteen Committee, Construction Committee, Campus Beautification Committee. IQAC takes initiative to include student representatives in more in-house committees.

|                                       |   |
|---------------------------------------|---|
| File Description                      | Documents   |
| Paste link for additional information | <a href="http://dhakuakhanacollege.ac.in/administration.php">http://dhakuakhanacollege.ac.in/administration.php</a> |
| Upload any additional information     | <a href="#">View File</a>   |

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

Dhakuakhana College manifests effective leadership through the process of decentralization and participatory type of management. Institutional activities are discharged through various committees comprising the representatives of stakeholders. Area of responsibility including the delegation of specific powers and functional autonomy are assigned to those committees. Respective committees formulate policies and decisions within the frame work of the guidelines of the State Government, UGC, Affiliating University and other statutory bodies and in conformity with the vision and mission of the college and forward the same to the Governing Body for final approval and execution. Dhakuakhana College strives for academic excellence through participatory management system. Pertinent and significant academic bodies like Academic Council, IQAC, Admission Committee, Construction Committee, Planning Committee etc. emphatically make their presence while taking into consideration the aspirations of the students and guardians fraternity. A Series of activities are performed through Academic Bodies, Student Union and Alumni Association that amply practices the participatory management system and reinforcing the decentralization process taking into consideration the various stakeholders.

|                                       |   |
|---------------------------------------|---|
| File Description                      | Documents   |
| Paste link for additional information | <a href="http://dhakuakhanacollege.ac.in/about.php">http://dhakuakhanacollege.ac.in/about.php</a> |
| Upload any additional information     | No File Uploaded  |

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

- Acknowledging the significance of the perspective plan of the institution, Dhakuakhana College has successfully implemented its drive for extension activities to assert its social relevance. As healthy rapport between the Institution and community is indispensable, the institution strives to plan and arrange programmes according to the need of the local community especially the marginalized groups and emphasis is laid on the need of the hour. NSS unit and Women Cell take the lead in carrying out various community works like adoption of a nearby village and awareness programmes through streetplays removing the social taboos. Initiatives are also undertaken to create awareness on pertinent issues such as environment, health nutrition, women empowerment, voters' awareness, disaster management etc. to ignite a sense of belongingness among all. The college provides the driving impetus to rural society through significant programmes like Gender Sensitization, Blood Donation Camps, Health Assistance, School Adoption, Village Adoption, Entrepreneurship Development Programmes, Cleanliness and Sanitation Drives, Environmental Awareness Programmes, Voters' Awareness Programmes etc. Massive participation of the masses and growing awareness of the society towards the significant issues evidently epitomize the successful implementation of this initiative of Dhakuakhana College.

| File Description                                       | Documents   |
|--|---|
| Strategic Plan and deployment documents on the website | <a href="#">View File</a>   |
| Paste link for additional information                  | <a href="http://dhakuakhanacollege.ac.in/event_gallery.php">http://dhakuakhanacollege.ac.in/event_gallery.php</a> |
| 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.

**Governing Body:** Governing Body (GB) is the apex policy making body, headed by a President, Principal as the Secretary of the GB, Local MLA is the permanent invitee of the GB. GB comprises of 2 elected representatives from the teaching community, 1 from non-teaching staff, 3 from parent/guardian members, 2 nominees from the affiliating university (nominated by the Vice Chancellor), 1 donor member, the Librarian and the Vice-Principal of the college.

**Administrative Setup:** Administrative hierarchy is headed by the Principal, Coordinator of IQAC, followed by the Vice Principal and then by the HoDs of the various departments, followed by Associate Professors and Assistant Professors. The formal organizational structure of the library staff consists of the librarian, library assistant and other subordinate staff.

**College In-house bodies:** Different in-house bodies play an active and vital role in the execution of different responsibilities and activities inside the campus.

**Service Rules:** The service conditions of the Teaching and non-teaching staff including appointment and promotion, are regulated as per rules and procedures stipulated by UGC and Govt. of Assam.

The College has set up various Grievance Redressal Mechanism Cells to deal with all kinds of issues relating to the employees and students of the college.

| File Description                              | Documents   |
|---|---|
| Paste link for additional information         | <a href="http://dhakuakhanacollege.ac.in/administration.php">http://dhakuakhanacollege.ac.in/administration.php</a> |
| Link to Organogram of the Institution webpage | <a href="http://www.dhakuakhanacollege.ac.in/organogram.php">http://www.dhakuakhanacollege.ac.in/organogram.php</a> |
| Upload any additional information             | <a href="#">View File</a>   |

**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   | <a href="#">View File</a> |
| Screen shots of user interfaces   | <a href="#">View File</a> |
| Any additional information  | No File Uploaded          |
| Details of implementation of e-governance in areas of operation, Administration etc (Data Template) | <a href="#">View File</a> |

**6.3 - Faculty Empowerment Strategies**

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

To ensure welfare measures for the Teaching and Non-Teaching staff, Dhakuakhana College has an

**Employees Mutual Benefit Fund.** The fund facilitates the financial needs of the employees through loan, emergency fund service, dividend in the form of festive advance and other such essential services. Through this fund the employees can avail loan at very minimal interest. The emergency funding is done instantly within two to three hours whenever it is required. The employees can avail more than one loan under the schemes of this welfare fund. In addition to that, there exists two separate funds namely Dhakuakhana College Teachers' Unit Fund, Dhakuakhana College Non-Teaching Unit Fund which addresses the significant issues of the employees' needs. Moreover these funds help to pay courtesy visits to the relatives of the employees during the time of dire necessities and also to raise donations for noble causes. The institution provides medical attention and care for the employees and the students through Day Care Centre of the college.

|                                       |   |
|---------------------------------------|---|
| File Description                      | Documents   |
| Paste link for additional information | <a href="http://www.dhakuakhanacollege.ac.in/view_event.php?id=42">http://www.dhakuakhanacollege.ac.in/view_event.php?id=42</a> |
| Upload any additional information     | <a href="#">View File</a>   |

**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**

22

|   |                           |
|---|---------------------------|
| File Description  | Documents                 |
| Upload any additional information   | <a href="#">View File</a> |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | <a href="#">View File</a> |

**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**

5

|                  |           |
|------------------|-----------|
| 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   | <a href="#">View File</a> |
| 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

24

| File Description  | Documents                 |
|---|---------------------------|
| IQAC report summary   | <a href="#">View File</a> |
| Reports of the Human Resource Development Centres (UGCASC or other relevant centers)              | <a href="#">View File</a> |
| Upload any additional information   | No File Uploaded          |
| Details of teachers attending professional development programmes during the year (Data Template) | <a href="#">View File</a> |

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

The College strictly follows the DHE &UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education-2010" (Regulation No. F.3-1/2009 dated June 30, 2010), together with all amendments made therein from time to time, for its teaching and non-teaching staff.

The performance of each employee is assessed annually after completion of one year of service.

The performance of each faculty member is assessed according to the Annual Self-Assessment through the Performance Based Appraisal System (PBAS). Promotions are based on the PBAS proforma under the UGC Career Advancement Scheme (CAS) that is based on the API score. The PBAS proforma filled by the Faculty Member is checked and verified by the Heads of the Departments, followed by



Coordinator, IQAC and the Principal. Faculty members whose promotions are due are recommended based on their API score and are required to appear before the screening-cum-selection committee. Those faculty members whose API scores are not up to the mark for promotion, they are granted time for securing the required API score. All non-teaching staff are also assessed through annual confidential reports and annual performance appraisal.

|                                       |   |
|---------------------------------------|---|
| File Description                      | Documents   |
| Paste link for additional information | <a href="https://dte.assam.gov.in/resource/detail/cas-promotion-format-of-annual-self-assessment-for-the-performance-based-appraisal">https://dte.assam.gov.in/resource/detail/cas-promotion-format-of-annual-self-assessment-for-the-performance-based-appraisal</a> |
| Upload any additional information     | <a href="#">View File</a>   |

#### 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

Dhakuakhana College has established a mechanism for conducting internal and external audits on the financial transactions every year to ensure financial compliance.

The mechanisms used to monitor effective and efficient use of financial resources are stated below:

- Before the commencement of every financial year, the Principal submits a proposal on budget allocation, by considering the recommendations made by the Heads of all the Departments, to the management.
- College budget includes recurring expenses such as salary, electricity, internet charges, maintenance cost, stationery etc. Non - recurring expenses like lab equipment purchases, furniture and other development expenses are also incurred accordingly.
- The expenses are monitored by the Accounts Department as per the budget allocated by the management.

Process of the internal audit: All vouchers are audited by Government Auditors (Local Fund), Government of Assam yearly basis. The expenses incurred under different heads are thoroughly checked by verifying the bills and vouchers. If any discrepancy is found, the same is brought to the notice of Principal.

**Process of the external audit:** The accounts of the college are audited by Chartered Accountant regularly as per the Government rules. The Auditor ensures that all payments are duly authorized the report is sent to the management for review.

|                                       |   |
|---------------------------------------|---|
| File Description                      | Documents   |
| Paste link for additional information | <a href="http://www.dhakuakhanacollege.ac.in/view_event.php?id=40">http://www.dhakuakhanacollege.ac.in/view_event.php?id=40</a> |
| Upload any additional information     | <a href="#">View File</a>   |

**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)**

Rs.11,130.00

|   |                           |
|---|---------------------------|
| File Description  | Documents                 |
| Annual statements of accounts   | No File Uploaded          |
| Any additional information  | <a href="#">View File</a> |
| Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template) | <a href="#">View File</a> |

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

Sericulture Farm, Plantation of Citrus fruit plant and Banana : Muga Silk being one of the prominent and major income source among the people of Dhakuakhana, which is also famous worldwide, hence in order to motivate the local community about the cultivating method and its implications, the college has set up a Sericulture Farm in the campus.

Different species of Citrus fruit which has a great medicinal value and market value is also planted in the college campus. Along with this banana plantation is also done for income generation and community awareness about this product.

The College has also two self financed course on Computer Applications and Cutting and Tailoring from which a small amountof fund is generated, but due to covid-19 pandemic no students were

enrolled during 2020-2021. In addition to this, the college also earns some amount of income by selling mangoes, betel nut and jack fruit available in the college campus.

| 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

Dhakuakhana College reviews and emphasizes internal quality from a holistic perspective. Taking that into consideration Internal Quality Assurance Cell (IQAC) of the college came into existence on 03-12-2004. The IQAC has become a part of the institution's system and works towards realization of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for quality, consistent and catalytic improvement in the overall performance of the institution. The institutional policy is to maintain quality assurance and how it contributes in institutionalizing the quality assurance processes through institutional integrated framework for quality assurance of the academic and administrative activities, institutional training to its staff for effective implementation of the quality assurance procedures, Academic Audit of the academic provisions the outcomes used to improve the institutional activities to continuously review the teaching learning process. The Institute has developed several quality assurance mechanisms under the IQAC initiatives such as conduct of Academic and Administrative Audit, conduct of Energy Audit, conduct of Green and Environment Audit etc. To promote measures for institutional functioning towards quality enhancement. the college receives feedback reports from all the stake holders in every year and actions have been taken accordingly.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

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

**IQAC of Dhakuakhana College performs the most pivotal role in facilitating sustenance and constant**

growth of the educational ambience by implementing certain reforms. Two of such examples are the

1. Supervision of teaching, learning and faculty development by the Academic Council. The Academic Council periodically reviews the progress of the syllabus and the innovations undertaken in teaching learning process implemented through periodically conducting Sessional Examinations, Group Discussions, Departmental Seminars and Home Assignments complemented by the End and Even Semester Examination based on the Examination Schedule of the affiliating University, through Blended method. For continuous development of the teaching and non-teaching staff periodical development programmes in the form of orientations, workshops and FDP are also conducted.

2. Innovations in the domain of teaching, learning and evaluation. During the Covid 19 pandemic Dhakuakhana College adopted the four (4) quadrant approach to introduce effective and quality Teaching, Learning and Evaluation system. In accordance with the implications of the system: Live Teaching, Online Video Uploading, Uploading of E-Materials and E -assessments of the Assignments and Projects, conducting Open Book Examinations, Sessional Examinations with the aid of Online monitoring, End and Even Semester Examination through Online Monitoring System were effectively conducted.

|                                       |   |
|---------------------------------------|---|
| File Description                      | Documents   |
| Paste link for additional information | <a href="http://dhakuakhanacollege.ac.in/online/discussion_view.php">http://dhakuakhanacollege.ac.in/online/discussion_view.php</a> |
| Upload any additional information     | <a href="#">View File</a>   |

**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)

A. All of the above

|  |   |
|--|---|
| File Description   | Documents   |
| Paste web link of Annual reports of Institution                          | <a href="http://dhakuakhanacollege.ac.in/aishe.php">http://dhakuakhanacollege.ac.in/aishe.php</a> |
| Upload e-copies of the accreditations and certifications                 | <a href="#">View File</a>   |
| Upload any additional information  | <a href="#">View File</a>   |
| Upload details of Quality assurance initiatives of the institution (Data | <a href="#">View File</a>   |

Template)

## 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

Creating space for equality and ruling out discrimination against caste, religion, sect and sex will harbinger the position of education and transformation in our country. Thus, the need to have a safe working space for students, staff and other stakeholders on the campus is one of the significant aspects of any HEI.

Focusing on the primary aim to ensure a safe space and promote healthy environment the Dhakuakhana College Women Cell has come up with an action plan for the academic year 2020-21. One significant step to ensure gender equality is to have a safe space that will not represent injustice and violence against women. Deliberating on this fact, Grievance Redressal Committee was formed and complementing this Dhakuakhana College Women Cell plans to focus on programmes to promote women's empowerment and gender equality.

The Dhakuakhana College Women Cell feels that the gender sensitisation program will be instrumental in encouraging the talks on gender equality. This initiative including a series of awareness programs will encompass students, staff members, administrative staff and all the people involved on the campus.

| File Description   | Documents   |
|--|---|
| Annual gender sensitization action plan  | <a href="https://drive.google.com/file/d/1d50VRdYYyFX_zGeAHaNsm3SG4Pi4iNJH/view?usp=sharing">https://drive.google.com/file/d/1d50VRdYYyFX_zGeAHaNsm3SG4Pi4iNJH/view?usp=sharing</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="https://drive.google.com/file/d/1v_BRm2hE4uzY9yfiTy-MxvhUsBvZsiGx/view?usp=sharing">https://drive.google.com/file/d/1v_BRm2hE4uzY9yfiTy-MxvhUsBvZsiGx/view?usp=sharing</a> |

#### 7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar

C. Any 2 of the above

**energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

| File Description               | Documents                 |
|--------------------------------|---------------------------|
| Geo tagged Photographs         | <a href="#">View File</a> |
| Any other relevant information | No File Uploaded          |

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

**Solid Waste Management: Collect the photo and details from TND**

- Red and greenwaste bins are used to collect dry and wet waste, respectively. Plastics bottles and other recyclable waste are collected in the redbins, while biodegradable and paper waste is collected in the greenbins. Students have made the labels of the bins to participate in the waste segregation process.

**Waste Segregation:**

The College follows a strict waste segregation system which is coordinated by NSS Unit and monitored by the Department of Zoology.

**Composting and Vermi Composting:**

The affiliating University has introduced an optional paper on vermicompost for the BA third semester students. Initiatives have been adopted to further acquaint the students with its practical use.

**Campus Festival Waste Management Guidelines:**

The College follows waste recycling and management guidelines and has been rigorously practising these during various festivals and events organized in the college campus.

**Liquid Waste Management:**

Dhakuakhana College has a Green Brigade to manage the liquid waste of the College Canteen and different departmental labs.

**Waste Recycling System:**

- Dhakuakhana College has recycled its Waste Paper and old asbestos by transferring those to a Guwahati based Company to generate an internal fund for the College.

| File Description  | Documents                 |
|---|---------------------------|
| Relevant documents like agreements/MoUs with Government and other approved agencies | <a href="#">View File</a> |
| Geo tagged photographs of the facilities  | Nil                       |
| Any other relevant information  | <a href="#">View File</a> |

**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 | <a href="#">View File</a> |
| 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 | <a href="#">View File</a> |
| 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**

A. Any 4 or all 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                                      | <a href="#">View File</a> |
| Certificates of the awards received                                       | No File Uploaded          |
| Any other relevant information  | <a href="#">View File</a> |

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

B. Any 3 of the above

| File Description   | Documents                 |
|--|---------------------------|
| Geo tagged photographs / videos of the facilities                        | <a href="#">View File</a> |
| 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).   |                           |
| <p><b>Cultural:</b></p> <p>Department of Political Science organized a National Webinar on 16th August, 2020, on the Theme 'Asomiya Jatir Bhoisoyot: Sonkot aru Sambhabana'. This event highlighted the culture and present status of the indigenous people of the State.</p> <p>To stimulate a consciousness towards cultural inclusiveness among the younger generation of the society, the Department of Assamese, organized a National Webinar on 18th August, 2020 on the theme, 'Nobya Madyhyamat Notun Asomiya Sahitya Sorsa: Protyasha and Protyabhan'. This event objectified on the promotion and preservation of Assamese Literature and specifically contemplated on the emerging challenges and prospects.</p> <p><b>Regional:</b></p> <p>To promote and create awareness on Women and Child Rights, the Department of Political Science in collaboration with Legal Aid Cell, Dr. R.K.B Law College, organized a State Level Symposium on 3rd July, 2020 on the theme 'Legal Rights of Women and Children'.</p> <p><b>Communal:</b></p> <p>Dhakuakhana College initiated a massive Vaccination drive on 8th May, 2021 apart from raising financial support to tackle Covid 19.</p> <p><b>Socio- Economic Development</b></p> <p>Department of Economics organized a National Webinar on 4th September, 2020 on the theme, 'Entrepreneurship Development in North East India: Opportunities and Challenges' to explore entrepreneurship.</p> |                           |
| File Description  | Documents                 |
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)  | <a href="#">View File</a> |

|                                |                  |
|--------------------------------|------------------|
| 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

In order to create awareness among the voters specifically the 'First Time Voters', Dr. Narendra Das, Associate Professor, Deptt. of Anthropology, was appointed as Nodal Officer by the Dhakuakhana Civil Administration. The campaign entailed performance of Street Plays, Bicycle Rallies to promote awareness in remote areas of the locality complemented by public speeches amidst congregation for a period of Four (4) months before Assembly Elections, 2021.

To promote and create awareness on Women and Child Rights, the Department of Political Science in collaboration with Legal Aid Cell, Dr. R.K.B Law College, organized a State Level Symposium on 3rd July, 2020 on the theme 'Legal Rights of Women and Children'.

To inculcate the culture of a responsible citizen among the students of the college, the Department of Political Science in Collaboration with IQAC commemorated International Human Rights Day on 10th December, 2020. Believing in the culture of debates and discussion the event illumined the gateway for students to practice and propagate human values and ethics among the young Indians.

| File Description   | Documents                 |
|--|---------------------------|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | <a href="#">View File</a> |
| Any other relevant information   | <a href="#">View File</a> |

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

A. All of the above

| File Description | Documents |
|------------------|-----------|
|                  |           |

|  |  |
|--|--|
| Code of ethics policy document   | <a href="#">View</a><br><a href="#">File</a> |
| 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 | <a href="#">View</a><br><a href="#">File</a> |
| Any other relevant information   | <a href="#">View</a><br><a href="#">File</a> |

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

##### National :

National Mathematics Day was organized by the Department of Mathematics in collaboration with Assam Academy of Mathematics, Dhakuakhana Branch and IQAC Dhakuakhana College on 22nd December, 2020. This momentous occasion included Quiz Competition in two categories and poster presentation by the students to arouse interest and inquisition for the subject.

Dhakuakhana College continued its tradition of observing Independence Day and Republic Day this year to imbibe a culture of patriotism and sense of belongingness towards the country. The National Anthem, followed by a speech by the honourable Principal Dr. Jugananda Sut marked the occasion.

##### International:

The Department of Political Science in Collaboration with IQAC commemorated International Human Rights Day on 10th December, 2020. The programme endeavoured to propagate human values and ethics among the budding students.

Dhakuakhana College Women Cell in collaboration with NSS Unit Dhakuakhana College observed International Women's Day on 8th March, 2021. The event emphasized the essence of Women empowerment and upliftment towards preservation of the human's race in today's world.

Ecosystem Restoration predominantly prevailed as the focus of deliberation during the celebration of World Environment Day by the NSS Unit of Dhakuakhana College & Homen Borgohain Trust, Dhakuakhana. The programme dwelt upon sustainable development.

| File Description  | Documents                 |
|---|---------------------------|
| Annual report of the celebrations and commemorative events for the last (During the year) | <a href="#">View File</a> |

|  |                           |
|--|---------------------------|
| Geo tagged photographs of some of the events | <a href="#">View File</a> |
| 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.

### Participatory type of management:

Dhakuakhana College strives for academic excellence through significant academic bodies like Academic Council, IQAC, Admission Committees, Construction Committees etc. to assist students and guardians fraternity.

Formation of committees to conduct various internal and external examinations, to track student progress and provide support for both bright and slow learners evince participatory management.

The college's mentoring system addresses students' academic, personal, emotional and psychological requirements as assistance is provided at institutional or personal level to impoverished students.

Formation of the Dhakuakhana College Students' Union through an elected body of students enhances the leadership skills of the students,

Social bonding through community reach out programmes: In conformity with the aims and objectives of the Institution NSS unit takes the lead in carrying out various community works like adoption of nearby villages and awareness programmes through street plays removing the social taboos. Initiatives are also undertaken to address issues such as environment, health nutrition, women empowerment, voters' awareness, disaster management etc. The college provides impetus to rural society through programmes like Gender Sensitization, Blood donation camps, Health assistance like Covid Vaccination Camp, School adoption, Village adoption, Entrepreneurship Development programmes, Cleanliness and Sanitation drives, Environmental awareness programmes, Voters' awareness programmes etc.

| File Description                             | Documents                 |
|--|---------------------------|
| Best practices in the Institutional web site | <a href="#">View File</a> |
| 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

#### LYCEUM: An Alternative Learning Centre

'LYCEUM', is an open space learning platform providing a conducive environment for knowledge gathering and sharing through interaction, debates and deliberation. An initiative undertaken by the Department of Political Science, LYCEUM is objectified to think and promote students beyond academics. Beyond concretes, this Alternative Learning Centre started with, commemorating the International Human Rights Day on 10th December, 2020, by the Department of Political Science, complemented by a street play and lively discussion by eminent personalities. A street Library adorns the gateway to Lyceum which provides students an access to a judicious medley of different books, exploring different realms of knowledge. This alternative learning centre is beautified by the recycling of plastic bottles and barks of coconut tress which were evenly cut to create sitting arrangements providing a more naturalistic atmosphere to the centre.

| File Description                             | Documents                 |
|--|---------------------------|
| Appropriate web in the Institutional website | No File Uploaded          |
| Any other relevant information               | <a href="#">View File</a> |

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

1. Completion of first floor of the Administrative Building.
2. Beautification of college campus.
3. Initiation to prepare a proposal for Language Lab.
4. Installation of sanitary napkin incinerator machines in girls' hostel and girrls' common room .
5. Initiation to introduce atleast one add-on or certificate course by each department.
6. Comp[letion of the construction of new Science Building.
7. More professional programmes to be organised for teaching and non-teaching staff.
8. Initiation to carry out field project or field study in the neighbouring societies in order to study their socio economic characteristics.
9. Organize more gender sensitization programmes for students as well as women inthe neighbouring socities..
10. Organisation of training or motivational programmes for the students and people of adopted villages to motivate them towards entrepreneurial activities.