



Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	DHAKUAKHANA COLLEGE
Name of the head of the Institution	Dr. Jugananda Sut
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	03752254734
Mobile no.	9401120216
Registered Email	iqacdkc@gmail.com
Alternate Email	coordinatoriqacdkc@gmail.com
Address	DHAKUAKHANA, P. O. DHAKUAKHANA, DISTRICT- LAKHIMPUR
City/Town	DHAKUAKHANA
State/UT	Assam

Pincode	787055			
2. Institutional Status				
Affiliated / Constituent	Affiliated			
Type of Institution	Co-education			
Location	Urban			
Financial Status	state			
Name of the IQAC co-ordinator/Director	Jiban Chandra Gogoi			
Phone no/Alternate Phone no.	03752254734			
Mobile no.	9859932409			
Registered Email	iqacdkc@gmail.com			
Alternate Email	coordinatoriqacdkc@gmail.com			
3. Website Address				
Web-link of the AQAR: (Previous Academic Year)	http://www.dhakuakhanacollege.org/17.pdf			
4. Whether Academic Calendar prepared during the year	Yes			
if yes, whether it is uploaded in the institutional website: Weblink :	http://www.dhakuakhanacollege.org/Academic%20calendar_18_19.pdf			
5. Accrediation Details				
Cycle	Grade	CGPA	Year of Accrediation	Validity

				Period From	Period To
1	C++	67.95	2004	04-Nov-2004	03-Nov-2011
2	B	2.32	2016	05-Nov-2016	04-Nov-2021

6. Date of Establishment of IQAC

30-Dec-2004

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/beneficiaries
Career Guidance Programme	07-Jun-2018 23	50
Voters' awarness programme Quiz Competition	23-Mar-2019 1	120
Hands on training cum workshop on Techniques of Molucular Biology and Bioinformatics	31-Mar-2019 3	120
ICSSR sponsored National Seminar on Women and Development of North East India: Issues, Challenges and way forward	07-Jun-2019 2	163
Workshop on Preparation and Usage of Scientific and Technical Terminology in Assamese Language	14-Jun-2019 2	50
International Yoga Day	21-Jun-2019 1	85
Observation of International Science Day and International Year of Periodic Table	28-Feb-2019	55

	1	
One day workshop on Foldscope Microscope under Faculty exchange programme	01-Apr-2019 1	120
Cultural Exchange Programme with the students of University Maharani College, Rajasthan University at Jaipur, Rajasthan	18-Dec-2018 1	120
UTTARAN, Training Programme for Assam State Civil Service Examinations	03-Mar-2019 91	65

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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Department of Political Science	National Workshop	MHRD	2019 2	86600
Department of Sociology	National Seminar	UGC	2019 2	131250
Dhakuakhana College	UTTARAN, Training Programme for Assam State Civil Service Examinations	ASRLM	2019 91	581000

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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

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10. Number of IQAC meetings held during the year :

3

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	No
Upload the minutes of meeting and action taken report	No Files Uploaded !!!
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
12. Significant contributions made by IQAC during the current year(maximum five bullets)	
Organization of two career guidance programmes for students and alumni	
Submission AQAR for the year 201718	
Initiation of the process of domain migration of college website from .org to .ac.in	
Augmentation of involvement of teachers in ICT classes.	
Preparation of draft of Vision Document 2030	
No Files Uploaded !!!	
13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year	
Plan of Action	Achivements/Outcomes
To start students mentoring	Student mentoring is being continued in the departmental level and all members of the teaching staff are actively engaged in mentoring of the students of the department. By means of the mentoring, students are sensitized to handle themselves various academic and personal problems and steps are taken to make them aware regarding institutional rules and regulations

Construction of New Science Academic Building	Still to be started
To renovate the Old Academic Building	Renovation process is going on
To use solar light in the campus	Still to be installed
To renovate the existing toilets	Still to be renovated
To purchase books, e journals and e-resources for the central library of Dhakuakhana College	All total ninety one new books procured
Preparation to implement the CBCS in effective way from the academic session	The affiliating university adjourned the decision of introduction of CBCS in the undergraduate course
Extension of ICT facilities	No extension of ICT facilities
Establishment of an NCC unit in the College	Application process is going on to establish an NCC unit in the college

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14. Whether AQAR was placed before statutory body ?

No

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

No

16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2018
Date of Submission	07-Nov-2018
17. Does the Institution have Management Information System ?	No

Part B

CRITERION I - CURRICULAR ASPECTS

1.1 - Curriculum Planning and Implementation

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

The college follows the rules and regulations prescribed by the Dibrugarh University (Parent university). The college organizes pre-admission counselling sessions regularly in the month of June for every academic session. The admission, commencements of classes, sessional examinations 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 syllabus. Further the class routine is prepared by a committee for all the departments of both Arts and Science stream. Class seminars, group discussions as per the requirement of internal assessment are scheduled by the respective departments. Outdoor field works, educational exposure visits are planned by the departments as per the curriculum requirement. With implementation of CBCS in 2019, duration of the classes is increased from 45 minutes to one hour. All teachers maintain teacher's diary for regular and smooth functioning of classes. Student feedback is taken regarding academic activities and administrative aspects of the college and analysed on regular basis. Meeting of academic committee is held time to time for discussion of academic matters. At the beginning of the semester, course is distributed among the teachers in the departmental meeting and displayed for the students. Departmental committee meeting is held on regular basis for discussing progression of the syllabus of different papers and implementation of the teaching plan. Student counselling is regularly done regarding academic and personal problems by the departmental teachers. Student attendance register is maintained for every paper/course to ensure the required university norms regarding student attendance.

1.1.2 - Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 - Academic Flexibility

1.2.1 - New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		

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

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

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

Certificate	Diploma Course
No Data Entered/Not Applicable !!!	

1.3 - Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		

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1.3.2 - Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Anthropology	14
BSc	Anthropology	3

BSc	Botany	25
BSc	Chemistry	24
BSc	Zoology	24

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1.4 - Feedback System

1.4.1 - Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	No
Parents	No

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

Feedback Obtained

Feedback was collected from students at the end of each semester in offline mode. The feedback process was completed in a operation of a single day in all the departments. Sheets of questionnaires were distributed among students class wise and collected the feedback questionnaire later. The questionnaires include the issues related to all sects of teaching and learning in one part and the other part related to the administration and others including library facilities. In the questionnaires, there is scope of suggestions also. The questionnaires are analyzed and summery sheets are prepared by a group of analysts appointed by the principal. The findings of the feedback were discussed in detail in a sitting of the IQAC. Any suggestions from students and issues raised by students were considered carefully. The findings of the feedback were also intimated to the teachers individually for their personal improvisation. For improvement of other facilities (as per feedback analysis) the matter was placed to the authority and statutory body, the Governing Body of the college.

CRITERION II - TEACHING- LEARNING AND EVALUATION

2.1 - Student Enrolment and Profile

2.1.1 - Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Assamese, Anthropology, Economics, English, History, Political Science, Sociology, Mathematics	240	252	230
BSc	Anthropology, Botany, Chemistry, Mathematics, Physics, Zoology	180	185	167

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2.2 - Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	397	0	42	0	0

2.3 - Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
42	36	8	7	1	6

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

For the purpose of the mentoring, students of a department have been divided into convenient groups and assigned one teacher for each group of students as mentor for effective mentoring. As per the directions of the principal, HODs of the departments appoint mentors who

maintain close rapport with each and every student of the mentee group. Mentors help mentees in every respect of their need in academic and non-academic perspectives.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
397	42	1 : 9.5

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
47	42	5	0	8

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			

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2.5 - Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
BA	UG	Semester	21/05/2019	16/07/2019
BSc	UG	Semester	21/05/2019	16/07/2019

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

The internal evaluation system for various courses and programmes are prescribed by the affiliating university and our college initiates some pertinent reforms in the CIE system. Apart from the sessional examinations, some departments also adopt certain internal evaluation procedure like student seminar, group discussions, home assignments, etc. It is ensured that the sessional

examinations (As envisaged by the university as part of the CIE) are carried on smoothly and in a hassle free manner. An Internal Examination Committee is constituted by the Principal, which is responsible for preparing a subject-wise examination routine for the various academic departments. The departments normally hold the examinations as per this prescribed routine. The faculty members of the individual departments completes the tasks of question paper setting and sends the soft copies to the Examination Committee, after which the question papers are supplied back to the departments in hard copies as per required numbers ahead of the examination. The committee also undertakes the responsibility of sending blank answer script booklets in the required numbers to the departments. The invigilation duties are performed by the faculty members. The answer scripts are evaluated at the departmental level and the marks are displayed in the departmental notice board. Before the end-semester examination, the internal assessment marks has to be sent to the university in prescribed format.

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

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 all in-semester examinations, important days of inhouse activities such college foundation day, days of college week, day of P. G. Memorial debate competition, tentative days of departmental activities such as seminar, group discussion, etc.

2.6 - Student Performance and Learning Outcomes

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

http://www.dhakuakhanacollege.org/PS_PSO.pdf

2.6.2 - Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
UG	BA	Anthropology, Assamese, Economics, English, History, Political Science,	144	110	76.34

		Sociology, Mathematics		
UG	BSc	Anthropology, Botany, Chemistry, Mathematics, Physics, Zoology	180	68
				37.78

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2.7 - Student Satisfaction Survey

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

No Data Entered/Not Applicable !!!

CRITERION III - RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				

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3.2 - Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
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No Data Entered/Not Applicable !!!

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3.3 - Research Publications and Awards

3.3.1 - Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

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

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

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

Type	Department	Number of Publication	Average Impact Factor (if any)
No Data Entered/Not Applicable !!!			

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

Department	Number of Publication
No Data Entered/Not Applicable !!!	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
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No Data Entered/Not Applicable !!!

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	28	7	0
Presented papers	1	20	0	0

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3.4 - Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
International Yoga Day	NSS Unit, Dhakuakhana College	15	60
Swachater Epakhek	NSS Unit, Dhakuakhana College	10	150
Surgical Strike Day	NSS Unit, Dhakuakhana College NSS Unit, Dhakuakhana College	30	200
Cleaning Drive at Dhakuakhana College Campus	NSS Unit, Dhakuakhana College	15	150

Youth Parliament at Majuli College	NSS Unit, Dhakuakhana College	2	5
NEGC at Meghalaya, USTM	NSS Unit, Dhakuakhana College	2	72
International Womens Day	NSS Unit, Dhakuakhana College in collaboration with Dhakuakhana Sub-Divisional Administration, Dhakuakhana Mahkuma Mahila Samitee, Dhakuakhana anchalik Mahila Samitee	15	30
Volunteer Service in Loksabha Election, 2019	NSS Unit, Dhakuakhana College	2	25

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Swachh Bharat Abiyaan	NSS Unit, Dhakuakhana College	Cleaning Dive at Dhakuakhana College Campus	10	40

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3.5 - Collaborations**3.5.1 - Number of Collaborative activities for research, faculty exchange, student exchange during the year**

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			

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CRITERION IV - INFRASTRUCTURE AND LEARNING RESOURCES**4.1 - Physical Facilities****4.1.1 - Budget allocation, excluding salary for infrastructure augmentation during the year**

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
300000	307426

4.1.2 - Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing

Class rooms	Existing
Laboratories	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added

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4.2 - Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SOUL 2.0	Partially	2.0.14	2015

4.2.2 - Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	15345	1540450	77	73591	15422	1614041
Reference Books	480	229870	14	17970	494	247840
e-Books	3139309	0	0	0	3139309	0
Journals	12	10050	0	0	12	10050
e-Journals	6150	0	0	0	6150	0
Digital Database	160	0	0	0	160	0
CD & Video	25	0	0	0	25	0

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4.2.3 - E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			

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4.3 - IT Infrastructure

4.3.1 - Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	77	40	10	5	0	5	16	2	11
Added	1	0	0	0	0	0	0	0	1
Total	78	40	10	5	0	5	16	2	12

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

2.23 MBPS/ GBPS

4.3.3 - Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 - Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
350000	397700	100000	96574

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

The college has been maintaining a decentralized way for effective utilization of the different facilities available. Hostel: The Hostel Management Committee, comprising the principal, the superintendents of the hostels and members from the faculty, frames rules for well maintenance of the hostel facilities. The superintendents manage the facilities with the support of the concerned staff and boarders. Canteen: The college canteen is being guided by rules framed by a committee, named as Canteen Committee, which also ensures well maintenance of the infrastructure and facilities of the canteen. The committee ensures that the canteen provides hygienic and reasonably-priced food to the students and staff. The vendor and his staff under the guidance of the committee take care of the canteen facilities. Sports Facilities: The Indoor Club looks after the maintenance and up gradation of sports facilities in the Indoor Stadium of the college. The college authority with active support of Students' Union manages all the sports facilities during yearly College Week

and thereafter. **Library:** The automated college library is being maintained by the library administration under the guidance and direction of a committee formed for the purpose, named as Library Committee. The library staff under the leadership of the Librarian looks after the day to day maintenance of the facilities and their up gradation. The Library Committee prepares future plan with active inputs and suggestions from the college librarian. **Computer Laboratory:** A computer laboratory with 40 terminals is being looked after by the concerned teacher from computer science department with support from the college staff. The timely up gradation and maintenance of the facilities are done by the college authority keeping in view of the demand of the students and also of time. **Departmental Laboratories and Institutional Level Biotech Hub:** The departmental science laboratories and the Institutional Level Biotech Hub are maintained by the concerned departments and the Biotech Hub management committee respectively. **Class Rooms:** The physical class rooms as well as the digital class room of the college are being tried to keep in up to date conditions considering the demand of the students and time. For this purpose, the Vice-Principal with support staff monitors the situation and does accordingly if any action required.

<http://www.dhakuakhanacollege.org/Maintainence%20of%20facilities.pdf>

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Free admission scheme for meritorious students	4	21570
Financial Support from Other Sources			
a) National	ST/SC/OBC/Ishan Uday	257	1601540
b) International	Nil	0	0

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved

No Data Entered/Not Applicable !!!

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	Career guidance programme	50	50	0	0
2019	UTTARAN: Training Programme for Assam State Civil Service Examinations	65	65	0	0

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
8	8	3

5.2 - Student Progression

5.2.1 - Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
No Data Entered/Not Applicable !!!					

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme
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					admitted to
2018	6	BSc	Anthropology	Dibrugarh University	MA
2018	1	BA	Anthropology	Dhemaji Law College, Dhemaji	LLB
2018	2	BA	Anthropology	Dhakuakhana BEd College	BEd
2018	2	BA	Assamese	Dibrugarh University	MA
2018	1	BA	Assamese	IGNOU, Handique Girls College Center, Guwahati	MSW
2018	3	BSc	Botany	Dibrugarh University	MSc
2018	1	BSc	Chemistry	Dibrugarh University	MSc
2018	1	BSc	Chemistry	USTM, Meghalaya	MSc
2018	1	BSc	Chemistry	Kaziranga University, Assam	MSc
2018	1	BSc	Chemistry	NERIST, Arunachal Pradesh	MSc

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

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	

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

Activity	Level	Number of Participants
Street Drama	Local	30

No file uploaded.

5.3 - Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	3rd prize in cultural rally	National	0	1	A-34 (V), A-37 (V), A-14 (V), B-15 (V), A-42 (III), B-105 (I), A-08 (I), B-58 (I), A-39 (I)	Bhabesh Sarmah, Dibakar Sarmah, Nipon Das, Anil Das, Purabi Buragohain, Mriganka Boruah, Popipriya Patir, Monjit Chetia, Kalyan Dutta

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

The students' council of the college is the Dhakuakhana College Students' Union (DKCSU) which functions to promote the interests of the student community inside the college campus. The DKCSU plays a key role in conducting the Annual College Week and General Freshers' Social of the college, organization of Prahlad Gohain memorial Inter College Debate Competition and publication of the college magazine in time. The student union acts for the prevention of ragging in the campus, perform various activities to maintain the college campus green, plastic free and tobacco free and participate in various social activities through NSS. The student body also offers suggestions to the administrative machinery of the college for improvement of the amenities of the students in the campus. Through the inclusion of student members in different in house committees of the college, students' participation is increased in various avenues. The General Secretary of DKCSU is an active member of the IQAC. Bodies in addition to the IQAC which include student representatives are Academic Committee, Campus Beautification Committee, Vigilance and Disciplinary Cell, Grievance Redressal Cell, Canteen Committee, Anti-ragging Committee, Sexula Harashment protection cell, NSS Advisory Committee, and Project Monitoring Unit (RUSA).

5.4 - Alumni Engagement

5.4.1 - Whether the institution has registered Alumni Association?

No

5.4.2 - No. of enrolled Alumni:

0

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

0

5.4.4 - Meetings/activities organized by Alumni Association :

Nil

CRITERION VI - GOVERNANCE, LEADERSHIP AND MANAGEMENT**6.1 - Institutional Vision and Leadership**

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

1. Academic functions are handled and monitored by different bodies: IQAC, Academic Committee, Examination Committee 2. Matters related to the Institution and students' interest are looked after by different bodies: IQAC, Vigilance and Disciplinary Committee, Hostel Committee, Canteen Committee, Campus beautification Committee. IQAC took initiative to include student representatives in more in-house committees.

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

Partial

6.2 - Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	Workshops on various subjects are arranged for discussing the revised syllabi. The system of formal Feedback from students also ensures the Curriculum Development. Some faculty members are members of Board of Studies for framing syllabus of B.A./B.Sc. programmes of Dibrugarh University.
Teaching and Learning	1. Preparing the Institutional Academic Calendar by IQAC. 2. Routinely sitting of Academic Committee to discuss and decide matters related to teaching and learning. 3. Timely completion of units of different courses as fixed in syllabi. 4. Group Discussions and Home assignments. 5. Use of ICT in teaching learning situation. 6. Remedial and tutorial classes for poor learners. 7. Mentoring the students 8. Exposing students to outdoor learning through educational trips, excursions etc.
Examination and	1. Conducting Sessional Examinations according to the academic calendar. 2.

Evaluation	Evaluation of the answer scripts in time. 3. Displaying of marks on the notice board. 4. Showing answer scripts to the students. 5. Giving suggestions and arranging the required remedial classes. 6. Arranging seminar and viva voce.
Research and Development	The Research Committee of the College functions as follows. 1. Encourages the active participation of the desiring research scholars in research activities. 2. Motivates teachers to submit proposal for Major and Minor Research Projects, seminars and workshops from various funding agencies. 3. Encourages teachers to improve their API scores through participation in various conferences, workshops, seminars and also through publishing articles, books and research findings. 4. Initiates the improvement of Library and Laboratory facilities for Research works.
Library, ICT and Physical Infrastructure / Instrumentation	1) Library of the college is equipped with SOUL 2.0 software, Bar Coding system, OPAC, e-resources under NLIST, Text Books, Reference books, journals, newspapers, magazines, collection of Question Papers. 2) ICT facilities of the institution include the following Biometric attendance system, LCD projector, digital class room, Computer Centre, WI-Fi facility, College Website. 3) Physical Infrastructure: Indoor Stadium, Auditorium, Hostel (boys and girls), Digital Class Room, Conference Hall, LCD projector, Class room with SMART board, Canteen, Students' common room (Boys' and Girls'), Playground, Central Library (fully automated) with browsing centre, Computer Centre, Office of Students' Union, Separate departmental compartments with internet facility, WI-Fi facility, Departmental libraries, Parking zone with sheds, Administrative building, Guest house, Orchidarium, Vermicompost unit, Botanical Garden, Fruit garden, Tailoring Embroidery centre, Weaving centre, Centralized cold drinking water system, Biotech Hub, Departmental laboratories. 4) Instrumentation: Biometric attendance system, Non-polluting Digital Generator system, Close Circuit TV surveillance system, Video camera, online UPS
Human Resource Management	The College considers students to be the prime Human Resource and hence strives to develop this resource through a variety of activities initiated by IQAC through the activities of NSS other bodies engaged in social and cultural activities. Regular meetings amidst the stakeholders are held to find out ways to improve the qualities of students, teachers and non-teaching staff. Computer training for the Office Staff is conducted and the teachers enrich themselves through Orientation Program, Refreshers Course, short term FDPs, seminars and workshops, etc. The improvement of skill and responsibility of students, teachers and non-teaching staff is prioritized.
Industry	The College is yet to start interaction and collaboration with industry.

Interaction / Collaboration	
Admission of Students	<p>Advertisements for student admission are published in two daily newspapers and in the college website. For the purpose, a prospectus along with academic calendar is prepared. Admission Committee sorts out the applications and accordingly a merit list has been prepared. In preparing the merit list, the reservation policy of Government and affiliating University is being followed. Also free admission to poor students of the section below poverty line (BPL) has been given as per the state government policy. Moreover, students are also counseled prior to admission to guide them for proper subject and career selection.</p>

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

E-governance area	Details
Planning and Development	<p>1. Annual Institutional plans are digitized and displayed in the website. 2. Major activities related to the development of the institution are placed in the college website.</p>
Administration	<p>1. Information regarding institutional administrative structure is placed in the college website. 2 Important steps and changes of administration is also placed in the college website.</p>
Finance and Accounts	<p>1. Salary of teaching and non-teaching staff is in the digitized and disbursed through online process. 2. Accounts of various funds are also in digitized forms along with hard copies.</p>
Student Admission and Support	<p>1. Information regarding the admission process is displayed in the college website. 2. Online submission of students' data to the Directorate of Higher Education, Government of Assam is done. 3. Submission of scholarship applications of the students and disbursing of the scholarship amount are also done through online process. 4. Programs on career counseling for the students are also displayed in the college website.</p>
Examination	<p>1. Examination schedule is displayed in the college website. 2. Question Papers of earlier years are digitized and kept in the college library. 3. Performance records of the students are kept in digitized form in the respective departments.</p>

6.3 - Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Dr. Anjan Borgohain	Workshop on Online Scholarship Portal	UGC	22518

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
No Data Entered/Not Applicable !!!				

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6.3.4 - Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
No Data Entered/Not Applicable !!!			

6.3.5 - Welfare schemes for

Teaching	Non-teaching	Students
Dhakuakhana College Employees' Mutual Benefit Fund	Dhakuakhana College Employees' Mutual Benefit Fund	1. Book Bank facilities to economically disadvantaged students, 2. Students' Aid Fund for financial assistance to economically disadvantaged students

6.4 - Financial Management and Resource Mobilization

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

1. Internal Audit is done by internal auditors for Examination Fund. 2. All other funds are audited by Government Auditor. 3. Special Audit is done by Chartered Account in respect of utilization of grants from agencies such as UGC, DBT etc. 4. Government financial audit is done regularly.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Mising Autonomous Council	965000	Construction of ST Boys Hostel

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6.4.3 - Total corpus fund generated

0

6.5 - Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	The Governing Body (Through Academic Committee)
Administrative	No		No	

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

1. Teachers units meetings are organized regularly, 2. Members of the Teachers Unit are involved in all the institutional activities, 3. early feedback from parents. 4. Parent representatives are there in the Governing Body.

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

1. Orientation Program on ICT, 2. Meetings amidst the members of supporting staff for rendering responsible service, 3. Joint sitting of Principal, Teachers and Non-teaching Staff for participation in institutional activities.

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

1. Introduction of mentoring of the students, 2. Steps for more inclusive ICT in all sects of the college, 3. Giving utmost care to keep the campus eco-friendly and clean. 4. Plan to develop more infrastructure under RUSA. 5. Step wise modification of the college website.

6.5.5 - Internal Quality Assurance System Details

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

6.5.6 - Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Career Guidance Programme	07/06/2018	07/06/2018	25/06/2018	50
2018	Cultural Exchange Programme with the students of University Maharani College, Rajasthan University at Jaipur, Rajasthan	18/12/2018	18/12/2018	18/12/2018	120
2019	Voters' Awareness Programme Quiz Competition	23/03/2019	23/03/2019	23/03/2019	120
2019	ICSSR sponsored National Seminar on Women and Development of North East India: Issues, Challenges and way forward	07/06/2019	07/06/2019	08/06/2019	163
2019	Workshop on Preparation and Usage of Scientific and Technical Terminology in Assamese Language	14/06/2019	14/06/2019	15/06/2019	120
2019	International Yoga Day	21/06/2019	21/06/2019	21/06/2019	85
2019	Observation of International Science Day and International Year of Periodic Table	28/02/2019	28/02/2019	28/02/2019	55
2019	One day workshop on Foldscope Microscope under Faculty exchange programme	01/04/2019	01/04/2019	01/04/2019	120
2019	UTTARAN, Training Programme for Assam State Civil Service Examinations	03/03/2019	03/03/2019	01/06/2019	65

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CRITERION VII - INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
No Data Entered/Not Applicable !!!				

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

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

No Data Entered/Not Applicable !!!

7.1.3 - Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	3
Rest Rooms	Yes	1

7.1.4 - Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							

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

Title	Date of publication	Follow up(max 100 words)
No Data Entered/Not Applicable !!!		

7.1.6 - Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!			
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7.1.7 - Initiatives taken by the institution to make the campus eco-friendly (at least five)			
<ul style="list-style-type: none"> • Plastic free zone • Tobacco free zone • Use of CFL and LED bulb for optimum use of power • Holding Plantation and environmental awareness programmes among students • Carbon neutrality • Celebration of world environment day • Clean drive under Swachh Bharat Mission 			
7.2 - Best Practices			
7.2.1 - Describe at least two institutional best practices			
1. Participatory type of management, 2. Mentoring of the students			
Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link			
http://www.dhakuakhanacollege.org/bestpractice.pdf			
7.3 - Institutional Distinctiveness			
7.3.1 - Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words			
<p>“Dhakuakhana College envisages socio-cultural upliftment through Higher Education and shall strive for academic excellence, community mobilization and empowerment of under privileged sections, upholding local culture and heritage and deepening democratic and national ideals.” The IQAC sets goals, formulate action plans in conformity with the institutional goal and makes effort for its implementation, monitors the overall activities, collects feedback and undertakes the quality sustenance and enhancement measures through mitigation committees. • Developing and applying the modules for academic activities. • Meaningful exercise of teaching learning process with methodologies and effective maintenance of academic calendar. • Faculty improvement through RC/OC, seminar/conference/ workshops and Field/ Research activities. • Observation of important days and events • Coordination of academic and administrative constituents. • Development of infrastructure and their optimal use. • Extension/outreach programs. These are the thrust areas on which major emphasis have been given by the IQAC as parts of its quality assurance initiatives.</p>			
Provide the weblink of the institution			

<http://www.dhakuakhanacollege.org/institutionaldistinctiveness18.pdf>

8.Future Plans of Actions for Next Academic Year

Future plans of action for next academic year are enlisted below: 1.Construction of Science Building under RUSA fund. 2.Completion of new ST Boys' Hostel building funded by Mising Autonomous Council (MAC). 3.Reconstruction and renovation of college website. 4.Publication of a college Bulletin to disperse information of the institution. 5.Constitution of Departmental Advisory Committee for every department to plan and execute departmental activities. 6. To extend the sports facilities including renovation of college indoor stadium, development of the college playground. 7.To complete the renovation of the Old Academic Building. 8. Implementation of online admission of students. 9. Implementation of e-payment system. 10. Implementation of online feedback system. 11. Establishment of an NCC unit in the college. 12. To procure solar light in the campus. 13. Complete the process of renovation of old academic building. 14. To extend sports facilities. 15. Extension of ICT facilities.