The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

1. Details of the Institution

1.1 Name of the Institution

> DAKSHIN KAMRUP GIRLS' COLLEGE

1.2 Address Line 1

> DAKSHIN KAMRUP GIRLS' COLLEGE

Address Line 2

> P.O. Mirza, Dist- Kamrup ,Assam

City/Town

> Guwahati

State

> Assam

Pin Code

> 781125

Institution e-mail address

> dkgcmirza1988@rediffmail.com

Contact Nos.

> 03623-230047

Name of the Head of the Institution:

> Dr. Gajendra Adhikary

Tel. No. with STD Code:

> 03623-230047

Mobile:

> 98640 71403

Name of the IQAC Co-ordinator:

> Dr.Malabika Roy
>
> Dr. Narakanta Adhikary

Mobile:

> 99575 70987, 09435342914

IQAC e-mail address:

> dkgciqac1988@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

> ASCOGN 11967

1.4 **NAAC Executive Committee No. & Date:**
     (For Example EC/32/A&A/143 dated 3-5-2004.
     This EC no. is available in the right corner- bottom
     of your institution's Accreditation Certificate)

> Dated 4-11-2004

1.5 Website address:

> www.dkgirlscollege.org

Web-link of the AQAR:

> http://www.dkgirlscollege.org/aqardkgc.html

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	C++		2004	5
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY

> 23/08/2003

1.8 AQAR for the year *(for example 2010-11)* | 2015-16 |

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11 submitted to NAAC on 12-10-2011)*

   i. AQAR 2012-2013 Submitted to NAAC on 17/12/2015 (DD/MM/YYYY)
   ii. AQAR 2013-2014 Submitted to NAAC on 17/12/2015 (DD/MM/YYYY)
   iii. AQAR 2014-2015 Submitted to NAAC on 17/12/2015 (DD/MM/YYYY)
   iv. AQAR 2015-2016 Submitted to NAAC on 13/11/2017 (DD/MM/YYYY)

1.10 Institutional Status

   University   State [x]   Central [x]   Deemed [x]   Private [x]

   Affiliated College   Yes [✓]   No [ ]

   Constituent College   Yes [x]   No [x]

   Autonomous college of UGC   Yes [x]   No [x]

   Regulatory Agency approved Institution   Yes [x]   No [x]

   (eg. AICTE, BCI, MCI, PCI, NCI)

   Type of Institution   Co-education [ ]   Men [ ]   Women [✓]

                         Urban [ ]   Rural [✓]   Tribal [ ]

      Financial Status   Grant-in-aid [✓]   UGC 2(f) [ ]   UGC 12B [✓]

                         Grant-in-aid + Self Financing [ ]   Totally Self-financing [ ]

1.11 Type of Faculty/Programme

         Arts [✓]   Science [ ]   Commerce [ ]   Law [ ]   PEI (Phys Edu) [ ]
TEI (Edu) [ ]   Engineering [ ]   Health Science [ ]   Management [ ]

Others   (Specify)

> 1. Computer training in collaboration in PIOMAC
>
> 2. Indroduced KKHSOU
>
> 3. Introduced IDOL, Gauhati University
>
> 4. Introduced BMCJ

1.12 Name of the Affiliating University *(for the Colleges)*

Gauhati University

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University | x

University with Potential for Excellence | x   UGC-CPE | x

DST Star Scheme | x   UGC-CE | x

UGC-Special Assistance Programme | x   DST-FIST | x

UGC-Innovative PG programmes | x   Any other (*Specify*) | x

UGC-COP Programmes | x

2. IQAC Composition and Activities

2.1 No. of Teachers | 7

2.2 No. of Administrative/Technical staff | 2

2.3 No. of students | 1

2.4 No. of Management representatives | 1

2.5 No. of Alumni | 1 |

2. 6 No. of any other stakeholder and

   community representatives | 1 |

2.7 No. of Employers/ Industrialists | Nil |

2.8 No. of other External Experts | 2 |

2.9 Total No. of members | 15 |

2.10 No. of IQAC meetings held | 4 |

2.11 No. of meetings with various stakeholders: No. | 4 | Faculty | 1 |

Non-Teaching Staff Students | 1 | Alumni | 1 | Others | 1 |

2.12 Has IQAC received any funding from UGC during the year?   Yes | | No | ✓ |

   If yes, mention the amount | |

2.13 Seminars and Conferences (only quality related)

   (i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. | 5 | International | | National | 2 | State | | Institution Level | 3 |

(ii) Themes

1. Present Trends and Status of Assamese Literature and other modern Indian Literature: A Comparative Study
2. MSME in Assam, its Funding and Training
3. Pre Sankardev Period
4. Victorian Literature with special reference to Victorian fiction
5. Mass Communication and Journalism

2.14 Significant Activities and contributions made by IQAC

1. The Academic Calendar of the College was prepared and the admission process has been performed smoothly under the supervision of the IQAC

2. There are 30 difference sub-committees under the IQAC through which overall functioning of the college is monitored and supervised.

3. The IQAC focused on the beautification and cleanliness of the college premises through gardening and cleaning drives.

4. The IQAC advised all the departments to apply for financial aid for conducting National Level Seminars. Two of the Departments have successfully organised two UGC sponsored National level Seminars. Three institutional level symposia have been organised by different departments.

   UGC Sponsored National Seminar –Dept. of Assamese

   Symposia by Dept. of Assamese, English, and Dept. of History

5. To encourage faculties for publications of research articles in reputed journals/more than 6 faculties published their research articles. Thirteen faculties have attended seminars, presented papers in different seminars.

6. The IQAC encouraged the faculty members to get involved in research works 9 of the faculty members are involved in Minor Research Projects of UGC. Two of the faculty members are pursuing their PhD work (one is pursuing her study under FIP of the UGC).

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
1. To further the process of infrastructural development/ Completed the Digital Class room, Departmental Cabins and student lavatory	The College Sports Complex is under construction.
2. To finalize the process of appointment of a permanent librarian and teaching faculty in the Dept. of History	Formalities have been completed. And Dr Kishor Sharma and Ripun Doley have been appointed.
3. To upgrade classroom facilities for students and other facilities/	Separate space for PG and BMC courses have been arranged. Arrangements for study Centre under KKHSOU has been made. The Home science laboratory has been improved. Separate rooms for NSS and Career Guidance Cell, office of Students Union and Alumni have been provided. Enhanced library & Canteen facilities. Provision for safe drinking water facilities has been completed. Replacements of blackboards with green and white boards.
4. To Celebrate important days throughout the year	Fresher's Social, College Week, Mother's Day, World Philosophy Day, College Foundation Day, Independence Day, Lachit Divas, World Environment Day, Anti-Tobacco Day, /organised Annual College Week, Various competitions and sport activities. Published the Annual College Magazine, Wall Magazines, The college library has been restructured with the purpose of accommodating more books and reading facilities to the students.

5. To encourage the students in cultural, literary, sports and extension activities .	Activities done under the initiatives of NSS are: Swachh Bharat Abhiyan, Volunteers participation in the 12th South Asian Games, Environmental Awareness programmes, Youth Conclave on "Skilled Youth-Empowered Assam", participation in North East NSS Youth Festival, Kohima, organised NSS Special camp. The annual sports was held

* Attach the Academic Calendar of the year as Annexure.

2.16 Whether the AQAR was placed in statutory body   Yes [✓]   No [ ]

Management [✓]   Syndicate [ ]   Any other body [ ]

Provide the details of the action taken

The AQAR was placed in the Governing Body of the college and it was duly approved on 09-09-17

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	1			
UG	2			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others	2			5
Total	5			5

Interdisciplinary				
Innovative				3

1.2   (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
       (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	4
Trimester	
Annual	

1.3 Feedback from stakeholders*   Alumni ✓ Parents ✓ Employers ☐ Students ✓
(On all aspects)

   Mode of feedback   : Online ☐ Manual ✓ Co-operating schools (for PEI) ☐

*Please provide an analysis of the feedback in the Annexure

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Not applicable

1.5 Any new Department/Centre introduced during the year. If yes, give details.

BMCJ & IDOL

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	27	8	18	NIL	1

2.2 No. of permanent faculty with Ph.D.   12

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
		1								1

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level	College level
Attended		6	13	
Presented	5	17		
Resource Persons		4		6

2.6 Innovative processes adopted by the institution in Teaching and Learning:

> Tutorial Classes, Seminar Project, Personal Counselling and Field Study , Survey and Group discussion .

2.7 Total No. of actual teaching days
       during this academic year

182

2.8 Examination/ Evaluation Reforms initiated by
       the Institution (for example: Open Book Examination, Bar Coding,
       Double Valuation, Photocopy, Online Multiple Choice Questions)

Conducted by affiliating University

2.9 No. of faculty members involved in curriculum
       restructuring/revision/syllabus development
       as member of Board of Study/Faculty/Curriculum Development workshop

6

2.10 Average percentage of attendance of students

Above 75%

2.11 Course/Programme wise
       distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
UG	140		37.31	59.70		91.43

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

At the beginning of every session, the IQAC holds meeting with the faculty members of different departments to discuss the different activities (academic/co-curricular) to be taken up. Based on this, a calendar of activities for the academic year is prepared. The departments submit the annual report at the end of the session to the IQAC. These reports reflect the academic progress of the students and the different activities are taken up by the department to compliment the curriculum; the outcomes of the same are discussed with the Principal from time to time

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	
UGC – Faculty Improvement Programme	4
HRD programmes	
Orientation programmes	1
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	17	1	16	2
Technical Staff				2

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

*Time to time meeting with different Depts.

* Encourage teachers for research activities, MRP, Faculty improvement programmes and   publication of books, research articles.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil			
Outlay in Rs. Lakhs				

3.3   Details regarding minor projects

Principal Investigator And departments	Title of the project	Funding Agency	Duration	Amount (Rs.)
1. Dr.Gajendra Adhikary, Principal, Dept.of History	History and Archaeology of the Satras of Parhia Madhab Ata. (On going)	UGC, NERO	2 Years	2,45,000/-
2. Dr.Jahnobi Devi, Dept. of Assamese	A Descriptive Catalogue of Novels Translated into Assamese from other Modern Indian Language. (On going)	UGC, NERO	2 Years	1,70,000/-
3. Mrs.Jinu Das, Dept. of Economics	Rural Women Empowerment & SHG. A Study of Women of Rabha Community of South Kamrup Area. (On going)	UGC, NERO	2 Years	1,90,000/-

4.Dr.Nara Kanta Adhiakry, Dept. of History	Historical Important of Chamaria Satra with Special Reference to the Copper Plate Inscription and other Archaeological Sources. (On going)	UGC, NERO	2 Years	2,20,000/-
5. Dr.Ranjan Bhuyan, Dept.of English	Objectives of Teaching English at High School Levels & Impediments Faced by the Teachers and Students; A Study in the High Schools of Dakshin Kamrup Area of Assam. (On going)	UGC, NERO	2 Years	2,00,000/-
6. Dr.Jagannath Barman, Dept. of Assamese	Dakshin Kamrupar Jatra Dal : Ek Adhyayan. (On going)	UGC, NERO	2 Years	1,50,000/-
7. Dr.Haren Chandra Kalita	Political Participation of Assamese Women in Mainstream Politics : A Case Study of Guwahati Loksabha Constituency. (On going)	UGC, NERO	2 Years	2,55,000/
8. Dr.Saraswati Kalita, Dept. of Assamese	Dakshin Kamrupar Satra Samuhat Sangrakshita Hate Likha Puthi : Ek Adhyayan. (On going)	UGC, NERO	2 Years	1,70,000/-
9. Mr.Kamaleswar Borah	Nature of God and World in the Religious Philosophy of Srimanta Sankaradeva. (On going)	UGC, NERO	2 Years	2,10,000/-

3.4   Details on research publications

	International	National	Others
Peer Review Journals	6		
Non-Peer Review Journals		8	
e-Journals			
Conference proceedings		21	

3.5 Details on Impact factor of publications:

Range [ ]   Average [✓]   h-index [ ]   Nos. in SCOPUS [ ]

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	2	UGC		
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				

3.7 No. of books published   i) With ISBN No. [9]   Chapters in Edited Books [6]

                                ii) Without ISBN No. [4]

3.8 No. of University Departments receiving funds from

            UGC-SAP [x]   CAS [x]   DST-FIST [x]

            DPE [x]   DBT Scheme/funds [x]

3.9 For colleges   Autonomy [ ]   CPE [ ]   DBT Star Scheme [ ]

INSPIRE [ ]   CE [ ]   Any Other (specify) [✓]

The NSS Unit of the college received special Government grants for its regular and special activities

3.10 Revenue generated through consultancy [Nil]

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		2			
Sponsoring agencies		UGC			

3.12 No. of faculty served as experts, chairpersons or resource persons [10]

3.13 No. of collaborations   International [x]   National [x]   Any other [x]

3.14 No. of linkages created during this year [x]

3.15 Total budget for research for current year in lakhs : Nil

From Funding agency [x]   From Management of University/College [x]

Total [x]

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	X
	Granted	X
International	Applied	X
	Granted	X
Commercialised	Applied	X
	Granted	x

3.17 No. of research awards/ recognitions   received by faculty and research fellows

Of the institute in the year

Total	International	National	State	University	Dist	College
X	X	x	x	x	x	x

3.18 No. of faculty from the Institution
who are Ph. D. Guides
and students registered under them

| 3 |
| 12 |

3.19 No. of Ph.D. awarded by faculty from the Institution | X |

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF | x | SRF | x | Project Fellows | x | Any other | x |

3.21 No. of students Participated in NSS events:

University level | | State level | 25 |

National level | | International level | |

3.22 No. of students participated in NCC events:

University level | x | State level | x |

National level | x | International level | x |

3.23 No. of Awards won in NSS:

University level | x | State level | x |

National level | x | International level | x |

3.24 No. of Awards won in NCC:

University level [x] State level [x]

National level [x] International level [x]

3.25 No. of Extension activities organized

University forum [x] College forum [x]

NCC [x] NSS [5] Any other [2]

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility :

- Extension activates Under initiatives of the NSS unit of the college.
  Clean India awareness camp (Swach Bharat).
  Celebration of Mother's Day.
- Awareness Programme in the Community regarding Cancer and Diet Consultation.
  Awareness Programme on Sexual Harassment and its Prevention.
  Awareness Programme on Mass Communication.

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area				
Class rooms	21	6	College Fund	27
Laboratories	3			3
Seminar Halls		1	Govt of Assam	1
No. of important equipments purchased (≥ 1-0 lakh) during the current year.		5.5 KVA Inverter	College Fund	1
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

- Library computerized
- Computerization of Administration is on-going

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books			1604	565927.00	1604	565927.00
Reference Books			2	1290.00	2	1290.00
e-Books						
Journals			12	29754.00	12	29754.00
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	20	3	5	X	X	6	11	X
Added	4	1	X	X	X	3	X	X
Total	24	4	5	X	X	9	11	X

4.5 Computer, Internet access, training to teachers and students and any other programme for technology
upgradation (Networking, e-Governance etc.)

Computers, OHP, LCD projector and Internet Facilities are available inside the campus for students faculty members and office staff . Awareness programme on Digital Banking and Internet Banking had been organized for the students, faculty members and office staff of the college.
[Total No. of 4 Computers have internet facilities in Library for the use of students- 2, Internet BSNL Broadband]

4.6 Amount spent on maintenance in lakhs :

i) ICT | 5, 87,443 |

ii) Campus Infrastructure and facilities | 1, 20, 32,003 |

iii) Equipment | 6, 42,999 |

iv) Others | 34, 02,548 |

Total : | 1, 66, 64,993 |

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> The IQAC seeks to enhance awareness through the activates of different committees. Lectures programmes, seminars, educational tour, workshop, camp, group discussion, plays (both streets & stages) etc. are also organised on regular basis under the guidance of IQAC.

5.2 Efforts made by the institution for tracking the progression

> To assess the progression of the students, continuous internal assessment that is   class tests and sessional examinations are hold and both formal and informal feedback are taken.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
566	15	X	X

(b) No. of students outside the state | Nil |

(c) No. of international students   Nil

No	%		No	%	
		Men			Women

	Last Year						This Year				
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total

Demand ratio   Dropout %

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

> NIL

No. of students beneficiaries   x

5.5 No. of students qualified in these examinations

NET [x]   SET/SLET [x]   GATE [x]   CAT [x]

IAS/IPS etc [x]   State PSC [x]   UPSC [x]   Others [x]

5.6 Details of student counselling and career guidance

> The College in collaboration with different district nad state level agencies conduct Career Guidance programs for student awareness in career and entrepreneurship development.

No. of students benefitted   400

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
X	x	x	x

5.8 Details of gender sensitization programmes

Lecture programme on sexual harassment and its prevention was jointly organised by the NSS Unit and the Women Cell.

5.9 Students Activities

    5.9.1   No. of students participated in Sports, Games and other events

State/ University level   1   National level   2   International level   x

No. of students participated in cultural events

State/ University level   x   National level   x   International level   x

    5.9.2   No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level   x   National level   x   International level   x

Cultural: State/ University level   x   National level   x   International level   x

5.10 Scholarships and Financial Support:

	Number of students	Amount
Financial support from institution	2	500 x 2=1000/-
	4	21860/-
Financial support from government	1 (Merit Scholarship)	1350/-
	Caste(OBC- 768) (SC- 76)	1684770/- 271430/-
Financial support from other sources	14(ISHAN UDAY, UGC)	5400/- PS
Number of students who received International/ National recognitions		

5.11   Student organised / initiatives

Fairs   : State/ University level [x]   National level [x]   International level [x]

Exhibition: State/ University level [x]   National level [x]   International level [x]

5.12   No. of social initiatives undertaken by the students   [3]

5.13 Major grievances of students (if any) redressed:
    1. Pure drinking water facilities provided, Constructed modern lavatory for students,
    2. Canteen facilities enhance and student's union body room reconstructed
    3. Provision for separate class room for PG students, BMCJ and NSS office room

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: The college has the noble vision to occupy a prestigious in the field of Higher Education of women and transform itself in a centre of excellence. It always remains an earnest endeavour on the part of the college to :

    ✓ Empower the girl students economically, socially and politically
    ✓ Help them to become responsible and worthy citizen.

Mission: The famous line from Keno Upanishad "Bidyaya Bindattmritam" which is engraved in the emblem of the college denotes the mission of the college which means education leads to enlightenment. The mission of the college is to impart to the students the knowledge of the self and the knowledge that can prepare them to lead a happy and meaningful life through

6.2 Does the Institution has a management Information System

> Institution does not have full-fledged management Information System yet it process the information through the college website.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

> The institution follows instructions given by the Affiliating University in this regard. But some of the faculty members are the members of the Curriculum Construction Committee (CCC) in the Affiliated University.

6.3.2 Teaching and Learning

> Faculty Development Programs, modern methods of teaching and learning through digital class and OHP

6.3.3 Examination and Evaluation

> Examination and evaluation are performed as per university norms. But Assignments, Internal Tests, Presentations, etc. are adopted as an integral part of the evaluation process.

6.3.4 Research and Development

> The IQAC encourages teachers for research works, to take up minor and major research projects, and publish research articles at national and international journals and books.

6.3.5 Library, ICT and physical infrastructure / instrumentation

> College Library provides a number of facilities for the students, faculty members and employees. The facilities available in the library are-
> Research Journals, Reference books, Text books and journals
> Internet facilities CCTV, Book exhibitions,
> Award for best reader

6.3.6 Human Resource Management

> Motivational lectures on various aspects of life are organized. Regular interaction between the Principal and HODs faculty members, Students Union and the office staff. Recognition is given to students, teachers, and employees for their outstanding performance in different fields. The college encourages students , faculty members and employee to take part in various activities inside and outside campus.

6.3.7 Faculty and Staff recruitment

Faculty and Staff recruitment is done as per UGC norms and State Govt. policy. The Governing Body of the college also takes a significant role in this regard.

6.3.8 Industry Interaction / Collaboration

[The institution has collaborated with PIOMAC, a computer training institute, run by one of the alumni of the college.

6.3.9 Admission of Students

The Admission committee is entrusted with the responsibility of the whole process of admission as per instruction of the University. It is done through personal interview and on basis of marks obtained in qualifying examinations.

6.4 Welfare schemes for

Teaching	Nil
Non teaching	Nil
Students	Various Scholarship for BPL and meritorious Students

6.5 Total corpus fund generated | Nil |

6.6 Whether annual financial audit has been done ✔ Yes ☐ No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic				IQAC
Administrative	Yes	Government	Yes	CA

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes   Yes [ ]   No [✓]

For PG Programmes   Yes [ ]   No [✓]

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Does Not Apply

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Does Not Apply

6.11 Activities and support from the Alumni Association

Alumni Association is very active and partakes in various activities of the college, such as Counselling, exhibitions , workshops organised by Career Guidance Cell. Provided sitting arrangement for students of the college.

6.12 Activities and support from the Parent – Teacher Association

The institutions has a very active Guardian Committee which encourages organizing parent –teacher meet on regular interval. The association also cooperates in various programmes organised by the institution. It also extends its strong support in maintaining discipline in the institution. Suggestions, feedback, opinions of the Parents are taken, discussed and deliberated upon in the meetings of the GB and IQAC .

6.13 Development programmes for support staff

None

6.14 Initiatives taken by the institution to make the campus eco-friendly

> ✦ The initiatives taken by the institution to make the campus eco-friendly are-
> - ➢ Plantation of Saplings and well maintained flower gardens
> - ➢ Maintenance of cleanliness in the college campus through Swachh Bhrat Abhiyan
> - ➢ Insistence on plastic free campus
> - ➢ Dustbin facilities, Use of LED.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

> Class seminars, field trips, and field based assignments have helped to promote interest among students to go into the depth of knowledge on various issues. These vital practices have been instrumental in creating a positive impact in the overall functioning of the institution .regular   publication of wall magazine, newsletter; departmental bulletin etc. also helps to generate   interest in literary activities of the students.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

1. Infrastructural development like completion of the Digital Class room, Departmental chambers and new student lavatory

2. Finalizing of the process of appointment of a permanent librarian and teaching faculty in the Dept. of History Kishor Sharma and Ripun Doley have been appointed.

3. Up gradation of classroom facilities for students has been done. Separate spaces for PG and BMCJ courses have been arranged. Arrangements for study Centre under KKHSOU has been made. The Home science laboratory has been improved. Separate rooms for NSS and Career Guidance Cell have been provided. Canteen facilities, safe drinking water facilities have been completed. Replacements of blackboards with green and white boards have been done.

4. Celebration of significant days and events like Fresher's Social, College Week, Mother's Day, World Philosophy Day, College Foundation Day, Independence Day, Lachit Divas, World Environment Day, Anti-Tobacco Day.

5. To encourage the students in cultural, literary activities and in sports, various competitions and sport activities were hold. Published the Annual College Magazine, Wall Magazines, the annual hand written magazine etc.

6. The college library has been restructured with the purpose of accommodating more books and reading facilities to the students. New text books have been added to the Library.

7. To encourage extension activities under the NSS Unit, and Games and Sports Committee Various programmes like Swachh Bharat Abhiyan Environmental Awareness programmes organised NSS Special camp, were organised. Volunteers of the NSS unit also participated in the 12th South Asian Games, Youth Conclave on "Skilled Youth-Empowered Assam", North East NSS Youth Festival, Kohima,. was held in March 2016.

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

Eco friendly campus through plantation of trees inside the campus, use of dustbins, use of LED bulbs. encouraging plastic free environment .

Provide the details in annexure (annexure need to be numbered as i, ii, iii)

7.4 Contribution to environmental awareness / protection

- Tree plantation,
- Keep the environment clean and eco friendly
- Environment awareness programmes under the NSS unit of the college
- Classes on Environmental Science
- Use of dustbin.
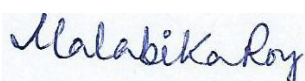
7.5 Whether environmental audit was conducted?   Yes ☐   No ☑

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)
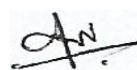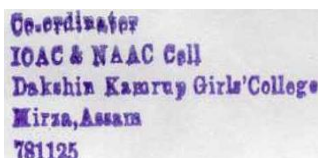
1. Our institution caters the needs of the rural underprivileged women folk of the greater South Kamrup locality for their social and economic empowerment. Our college has created a learning oriented student friendly climate that encourages holistic development of the students. It offers several scholarships to meritorious and poor students.

2. Teachers represent the College in the curriculum Construction Committee of the University.

3. The college has a team of qualified and dedicated faculty

4. Interactive and communicative relationship with the students and with their parents and guardians

5. Varied and extensive Community service activities and extension programmes through the NSS Unit of the college.

6. Existence of an elected Students Union   for inculcating skill of leadership , value of cooperation and team work.

7. An effective Grievance- Redressal Cell.

8. **Plans of institution for next year**

1. To develop infrastructural facilities. The institution has planned to introduce new subjects and stream.
2. To motivate teachers to get involved in MRP and various Research works .
3. Organize seminars and workshops both in national and international level
4. Start an online magazine focussing on Assam and especially on the South Kamrup region
5. To subscribe more national and international journal including E- journal.
6. One by newspaper to be published by the Dept,. of Mass-communication.
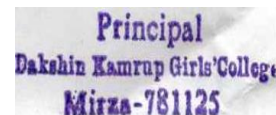
Dr. Malabika Ray
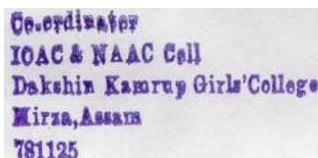
Dr. Gajendra Adhikary

Coordinator, IQAC

Chairperson, IQAC &

Principal, Dakshin Kamrup Girls' College, Mirza

Dr Narakanta Adhikary

Coordinator, IQAC

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Annexure I

18. Academic Calender- 2015-16

Month	Classes/Working days	Sundays	Holidays
May-2015	2,5-9,11-16,18-23, 25-30	3,10,17, 24,31	1,4
	Total=24	Total=5	Total= 2
June-2015	1-6,8-13,15-20,22-27,29,30	7,14,21,28	Nil
	Total=26	Total=4	Nil
July-2015	No Classes For Summer Vacation	------	------
	Total=0	Total=0	Total= 0
August-2015	1, 3-8, 10-14,17-22,24-29,31	2,9,16,23,30	15
	Total=25	Total=5	Total=1
September-2015	1,2,4,7-12,14,16-19,21,22, 24,26,28-30	6,13,20,27	3, 5,15, 23,25
	Total=21	Total=4	Total= 5
October-2015	1,3,5-10,12-17,19,27-31	4,11,18,25	2,20-26
	Total=19	Total=4	Total=8

Academic Calender- 2015-16

Month	Classes/Working days	Sundays	Holidays
November-2015	2-7,9,12-14,16-21,23,24, 26-28,30	1,8,15,22,29	10,11,25
	Total=22	Total=5	Total=3
December-2015	1-5,7-12,14-19,21-24,26, 28-31	6,13,20,27	25
	Total=26	Total=4	Total=1
January 2016	1,2, 4-9,11-13,18-23,25-30	3,10,17, 24,31	14-16
	Total=23	Total=5	Total= 3
February-2016	1-6,8-12,15-20,22-27,29	7,14,21,28	13
	Total=25	Total=4	Total=1
March-2016	1-5,8-12,14-19,21,22,26,28-31	6,13,20,27	7,23-25
	Total=23	Total=4	Total=4
April-2016	1,2,4-9,11,12,16,18-23,25-30	3,10,17,24	13-15
	Total=23	Total=4	Total=3