The Annual Quality Assurance Report (AQAR) of the IQAC

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

City/Town

> Mirza

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:

> 8638288952

Name of the IQAC Co-ordinator:

> Mrs Indrani Devi

Mobile:

8638720295

IQAC e-mail address:

dkgciqac1988@gmail.com

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

ASCOGN11967

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)

EC(SC)/18/A&A/65.2 Dated: 05-11-2016

1.5 Website address:

www.dkgirlscollege.in

Web-link of the AQAR:

http://www.dkgirlscollege.in/iqac.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	03-11-2009
2	2nd Cycle	B	2.34	2016	04-11-2021

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

23-08-2003

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

2017-2018

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

- i.   AQAR 2013-2014 submitted to NAAC on 17-12-2015
- ii. AQAR 2014-2015 submitted to NAAC on 17-12-2015
- iii. AQAR 2015-2016 submitted to NAAC on 13-11-2017
- iv. AQAR 2016-2017 submitted to NAAC on 04-07-2018
- v.   AQAR 2017-2018 submitted to NAAC on 21-12-2018

1.10 Institutional Status

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

Affiliated College   Yes [✓]   No [x]

Constituent College   Yes [x]   No [✓]

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

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

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

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

Urban [ ]   Rural [ ]   Tribal [✓] [ ]

Financial Status   Grant-in-aid [✓]   UGC 2(f) [✓]   UGC12B [✓]

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. BMC 2. IDOL Practical Centre. Gauhati University

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 | | x |

UGC-Special Assistance Programme | x | | x |

UGC-Innovative PG programmes | x | *specify*) | x |

UGC-COP Programmes | x |

2. IQAC Composition and Activities

2.1 No. of Teachers | 7 |

2.2 No. of Administrative/Technical staff | 3 |

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 | 3 |

2.7 No. of Employers/ Industrialists | 1 |

2.8 No. of other External Experts | Nil |

2.9 Total No. of members

> 20 (17+3) (ie Chairperson, Co-ordinator, nominee form local society)

2.10 No. of IQAC meetings held

> 1

2.11 No. of meetings with various stakeholders: No. ☐   Faculty ☐

Non-Teaching Staff Students ☐   Alumni ☐   Others ☐

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. | x | International | x | National | x | State | x | Institution Level | x

(ii) Themes

> Nil

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. The IQAC encouraged the faculty members to get involved in research work, 3 of the faculty members have been completed their Minor Research Project of UGC.
>
> 3. Two faculty members have been awarded Ph. D degree.
>
> 4. On 4th August, 2017, Dr Hiranya Kumar Nath, Professor Department of Economics and International Business, Sam Houston State University, USA delivered a lecture on "Economic Development of Assam – Myth and Reality".
>
> 5. On 21st August, 2017, Dr ShikhamoniKonwar Principal of KHS College, Assam Delivered a lecture on "Charieodeo through the lens of History".
>
> 6. A 5 days training programme (19 June – 23 June, 2018) on "Cutting, Dohi, Fall, Pico and Liquid Embroidery" has been organised jointly by the Women's Cell and the Career Guidance cell of the college.

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. Vocational courses will be started. Attempts will be made to open 6 moths diploma course on Satriya Dance under Gauhati University.	The department of English has organised 30 days spoken English course from 15 June, 2018 all total 38 students have joined in the course.
2. To celebrates important days through out the year.	College Week, Freshers social, World Philosophy Day, Mothers' Day, World Environment Day, College Foundation Day, Anti-Tobacco Day, Annual College Week have been celebrated., Published Annual College Magazine, Wall Magazines, various competition and Sports Activities have been done.
3. To encourage the students in different extension activities.	Various activities have been done under the initiatives of NSS Unit.

 * *Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body   Yes ✓   No ☐

   Management Syndicate ✓ Any ☐ 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 19-12-2018

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				
UG				
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others		2	1	1
Total				
Interdisciplinary		1		
Innovative				

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

                     Pattern   Number of programmes

                     Semester

                     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.

> The parent university looks after the matter considering the current academic trend in national international level.

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

> N/A

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
25	7	18		

2.2 No. of permanent faculty with Ph.D.   13

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
x	1								

2.4 No. of Guest and Visiting faculty and Temporary faculty   4   16

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		6	
Presented papers			
Resource Persons			

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

> 1. The institution arrange innovative practices like invited lectures, special talks, group discussion etc.
>
> 2. Inter departmental faculty exchange programme.
>
> 3. Educational visit.

2.7 Total No. of actual teaching days
     during this academic year   180

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   1
     as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students   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 %
PG (Assamese)	12					91.66% (11)
BA (General)	63					82.53% (52)
BA (Major)	83					96.38% (80)

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

➢ Organised inter departmental faculty exchange programme

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	1
UGC – Faculty Improvement Programme	
HRD programmes	2
Orientation programmes	
Faculty exchange programme	2
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	1
Others	3

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	12	1		5
Technical Staff				1

Criterion – III

3. Research, Consultancy and Extension

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

1. The IQAC felicitates the teachers for their achievements in research. Two faculty members have been awarded Ph.D degree in this session.

2. IQAC encourages faculty members for publication of books and faculty improvement programmes.

3. Duly post various advertisement related to research project, seminar, workshop etc. in the IQAC notice board.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	3			
Outlay in Rs. Lakhs	6,35,000/-			

3.4   Details on research publications

	International	National	Others
Peer Review Journals			
Non-Peer Review Journals			
e-Journals			
Conference proceedings			

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		UGC (NERO)	6,35,000/-	✓
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. | 6 | Chapters in Edited Books | 3 |

 ii) Without ISBN No. | 1 |

3.8 No. of University Departments receiving funds from . NA

UGC-SAP | | CAS | | DST-FIST | |

DPE | | DBT Scheme/funds | |

3.9 For colleges   Autonomy | | CPE | | DBT Star Scheme | |

INSPIRE | | CE | | Any Other (specify) | |

3.10 Revenue generated through consultancy | |

3.11 No. of conferences

 organized by the Institution

Level	International	National	State	University	College
Number		01			
Sponsoring agencies		ICHR			

3.12 No. of faculty served as experts, chairpersons or resource persons | 7 |

3.13 No. of collaborations   International | | National | | Any other | |

3.14 No. of linkages created during this year | |

3.15 Total budget for research for current year in lakhs :

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

Total [　　　]

3.16 No. of patents received this year

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

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

3.18 No. of faculty from the Institution
   who are Ph. D. Guides   [3]
   and students registered under them   [11]

3.19 No. of Ph.D. awarded by faculty from the Institution   [1]

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

JRF [　　] SRF [　　] Project Fellows [　　] Any other [　　]

3.21 No. of students Participated in NSS events:

University level [2]   State level [　　]

National level   International lev [12]   [　　]

3.22 No. of students participated in NCC events:

University level [　　]   State level [　　]

National level   International lev [　　]   [　　]

3.23 No. of Awards won in NSS:

	University level		State level	
National level		International level		

3.24 No. of Awards won in NCC:

	University level		State level	
National level		International lev		

3.25 No. of Extension activities organized

University forum		College forum	02
NCC		NSS	15	Any other

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

- On 4th August, 2017, Dr Hiranya Kumar Nath, Professor Dept. of Economics and International Business, Sam Houston State University, USA, delivered a lecture on "Economic development of Assam-myth and reality". The programme was organised by the Dept. of Economics.
- 'Antaranga' an interactive programme comprising students and faculty members was organised by the Dept. of History on 19th August, 2017.
- A lecture programme on "Charieodeo through the lens of History" organised by the Department of History on 21st August, 2017. Dr ShikhamoniKonwar, Principal of KHS College delivered the lecture.
- Dept. of Economics organised a programme on "Free textbook distribution to major students of BA class on 31st August, 2017.
- Celebration of national Nutrition Week organised by National Institute of Public Co-operation and Child Development on 4th September, 2017 in collaboration with Dept. of Home Science.
- On 18th December, 2017, Dr Sanjay Kumar Singh, Professor of Gauhati University, Department of Library and Information Science, delivered a lecture on "e-resource". The programme was jointly organised by Governance Leadership Management and Infrastructure Learning Resource Committee of IQAC.
- On 29th January, 2018, a discussion was held on "Budget Promotion, Plan and Publicity in Educational Institutions" where Sri Purnendu Sarma and his team of finance department,Govt. of Assam delivered their speeches.

- 24th Museum foundation day programme was organised by Department of History on 12th February, 2018. Dr Biman Hazurika, Associate Professor,Dhing College delivered a lecture on "Assam's painting in Indian context".
- A lecture delivered by Dr Ripun Doley, Assistant Professor, Department of History of this college on the occasion of International Mothers' Tongue Day on 21th February, 2018. The programme was organised by Department of Assamese.
- On 19th March, 2018, Dept. of Economics organised a post budget discussion programme in the college.
- A District level photography competition was organised by the Dept. of Journalism and Mass Communication on 5th June, 2018

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	51883.63 Sq. meter			
Class rooms	27		College fund	
Laboratories	3		College fund	
Seminar Halls	1		Govt, of Assam	
No. of important equipments purchased (≥ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

> 1. Library automation using SOUL 2.0 Software
>
> 2. Computerization of administration id going on

4.3   Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	1780 (1st July 2015)	588520.00	510	188251.00	2290	776771.00
Reference Books	21 (1st July 2015	14077.00	77	114020.00	98	128097.00
e-Books			e. books under NLIST	5900.00		5900.00
Journals	24 (1st July 2015)	59508.00	12	29850.00	36	89358.00
e-Journals			e. journals under NLIST			
Digital Database						
CD & Video						
Others (Bound Periodicals)	89		4	960.00	93	

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	24	4	5			6	9	
Added								
Total	24	4	5			6	9	

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

> 2 computers have internet facilities in library for the use of students.

4.6 Amount spent on maintenance in lakhs :

i) ICT
$\boxed{3,53,011/\text{-}}$

 ii) Campus Infrastructure and facilities
$\boxed{56,77,859/}$

iii) Equipments
$\boxed{6,306/\text{-}}$

 iv) Others
$\boxed{36,27,000/}$

Total : $\boxed{96,64,176/\text{-}}$

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Lecture programme, seminars, education tour, workshop, group discussion etc. organised by all the departments on regular basis, Every year library orientation class is arranged for newcomers to develop reading habits among students.

5.2 Efforts made by the institution for tracking the progression

To asses the progression of the students, continuous internal assessment that is class tests and sessional examinations are taken.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
701	40		19 (BMC)

 (b) No. of students outside the state
$\boxed{x}$

 (c) No. of international students
$\boxed{x}$

Men

No	%

Women

No	%
760	100%

	Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
352	48	54	299	Nil	753	349	46	69	296	Nil	760

Demand ratio   Dropout %

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

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET   SET/SLETGATE   CAT

IAS/IPS etc   State PSC   UPSC   Others

5.6 Details of student counselling and career guidance

The college in collaboration with different agencies conduct career guidance programmes for students.

No. of students benefitted

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

5.8 Details of gender sensitization programmes

5.9 Students Activities

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

State/ University level | 7 | National level | 5 | International level | x |

No. of students participated in cultural events

State/ University level | 2 | National level | | International level | |

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

Sports : State/ University level | 7 | National level | X | International level | X |

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

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	3	2000/-
Financial support from government		
Financial support from other sources	MLA fund	
Number of students who received International/ National recognitions		

5.11   Student organised / initiatives

Fairs   : State/ University level | | National level | | International level | |

Exhibition: State/ University level | | National level | | International level | |

5.12   No. of social initiatives undertaken by the students | |

5.13 Major grievances of students (if any) redressed: _____

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 "BidyayaBindattmritam" 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 processes 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 the instruction given by the parent university towards curriculum development.

6.3.2 Teaching and Learning

> • Class room seminars, group discussion, panel discussions etc. are encouraged to developed academic and social skills.
> • Use digital class room for effective learning.

6.3.3 Examination and Evaluation

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

6.3.4 Research and Development

> • Faculty members and students are motivated to published their works in national and international conferences, seminars and journals.
> • PG (Assamese) students are encouraged to carry out their projects in recent research field.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- The institution purchases books and journals every year to enrich the library. In this year books were purchased amounted to Rs. 3,02,271/-. SOUL software is installed in the library for library automation

6.3.6 Human Resource Management

- The teachers are entertained to participate in Sponsored Training, Sponsored projects, RC, OP, National Seminar, International Seminar, Conferences etc.

6.3.7 Faculty and Staff recruitment

- Faculty and staff recruitment are done as per UGC norms and State Govt. policy.

6.3.8 Industry Interaction / Collaboration

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 parent University and State Govt. rules. Admission list on merit basis is published in notice board.

6.4 Welfare schemes for

Teaching	
Non teaching	
Students	

6.5 Total corpus fund generated

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				
Administrative				

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

For UG Programmes   Yes ☐   No ☐

For PG Programmes   Yes ☐   No ☐

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

NA

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

NA

6.11 Activities and support from the Alumni Association

- Alumni Association is very active and takes part in various activities of the college.

6.12 Activities and support from the Parent – Teacher Association

- The institution has active Guardian committee which encourages organising parents teacher meet on regular interval. It also extends its strong support in maintaining discipline in the institutions.

6.13 Development programmes for support staff

Nil

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

Plantation, Garbage disposal, installation of Dustbin.

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.

- Dakshin Kamrup Girls' College, Mirza as introduced a good number of innovative programme which have created a positive impact on the smooth functioning on the institution during the session July, 2017 to June, 2018

  a. Dr Hiranya Kumar Nath, Professor Dept. of Economics and International Business, Sam Houston State University, USA, Delivered a lecture on "Economic Development of Assam" on 4th August 2017 in our college which was organised by Department of Economics.

  b. On 22nd August, 2017, students of this institution has experienced a very surprising entertainment programme by viewing a premier show of "Itihas Theatre" nearby place from 3.00 PM to 5.00 PM.

  c. The forest man of India Padmashree Mr. Jadav Payeng was invited to the Freshers Social Day on 26th August, 2017 as distinguished guest. He planted saplings on this day in the college campus.

  d. National Nutrition week organised by Dept. of Home Science in collaboration with National Institute of Public Co-operation and Child Development on 4th September, 2017.

  e. On 2nd October, 2017 to 4th October, 2017,the annual conference of North-East India Historical association (NEIHA) has been organised by our college where a good number of research papers have been presented by national and international participants.

  f. International Yoga Day was celebrated on 21st June, 2018, where Ms Jayasree Choudhury of Patanjali Yoga peeth, South Kamrup Branch participated as guest of Yoga Guru.

  g. On 5th June, 2018, World Environment Day was observed in the college campus Dept. of Environmental Science along with NSS Unit of the college participated in a day long programme.

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

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- Celebration of significant days and events like Fresher's Social, College Week, Mothers Day, World Philosophy Day, College Foundation Day, Independence Day, World Environment Day, Anti-Tobacco Day.
- To encourage the students in cultural, Literary Activities and in Sports and to publish the Annual College Magazine, Wall Magazine etc.

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

- On 21st June, 2018 International Yoga Day was observed in the college campus with a good number of students and faculties. Ms Jayashree Choudhury of Patanjali Yoga Peeth of South Kamrup Region was the trainer of the programme. A good number of ASANAS and PRANAYAMA and free hand exercise has been taught by the Yoga Guru.
- This Year also plantation programme was organised by the college authority. On 26thAugust,, 2017, the Padmashree Mr Jadav Payeng (Forest Man of India) planted number of trees as he was invited as a distinguished guest on Freshers Social Day. Another mass plantation Programme was done on 5th June, 2018 on the occasion of World Environment Day.

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

7.4 Contribution to environmental awareness / protection

- The institution has a Green Eco friendly campus with lots trees, bushes, flowers and orchids. Numbers of plantation programme has been organised so far for building a green environment. Our institution is a Tabaco Free institution. The campus is free from any kind of smoke and plastic.

7.5 Whether environmental audit was conducted?   Yes ☐   No ☑

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

- Institution has periodically organised several national celebrations likel birth and death anniversaries of great Indian personalities every year.
- Each department of our college organises guest lecture programme periodically for the overall development of our college.
- NSS Unit Co-ordinated by Dr Mitali Kathkatia is a well organised active unit which conducted number of innovative programme in and outside the college campus with its volunteers.
- "The North-East Herald" a bi-monthly publication of this college in continuing till now.

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

> 1. Institution has proposed to open the science stream with well-equipped laboratory from the next year.
>
> 2. Our college also proposed to install one Sanitary Napkin Vending Machine for the benefit of the girls students as an initiative of Swach Bharat Abhijan.
>
> 3. Dakshin Kamrup Girls' College also proposed to introduce some regular certificate coursed for the benefit of the students like cutting & knitting courses, beautification courses, food preservation, Interior decoration etc.
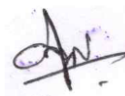
Name Dr Indrani Devi   *Name Dr Gajendra Adhikary*

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

Co-ordinator
IQAC
Dakshin Kamrup Girls'College
Mirza,Assam
781125

Principal
Dakshin Kamrup Girls'College
Mirza-781125

_____***_____

Academic Calendar for Undergraduate Courses
August 2017 - July 2018

Date(s)	Events / Activities
Tuesday, August 1, 2017	Resumption/Commencement of ODD Semester Classes
3rd Week of September, 2017	Sessional Examinations *Sessional examinations should be conducted during the class period without affecting the normal class routine*
1 - 31 October, 2017	Field Trip (subject specific), if any, is to be completed during this period *Normal classes will continue*
6 November - 20 November, 2017	Odd Semester Practical Examinations
21 November - 15 December, 2017	Odd Semester Theory Examinations *Examinations for Semester 3rd will be held in 1st Stage and Semester 1st & 5th will be held in 2nd Stage*
Saturday, December 16, 2017	Commencement of EVEN semester classes
23 December, 2017 - 16 January, 2018	Winter Vacation *Teachers willing to do Zonal Activities are free to do so*
Saturday, January 27, 2018	Evaluation of Answer Scripts of ODD Semester Examinations be completed by this date
Last Week of January - 1st Week of February, 2018	College Week *College Week to be completed by 27 Jan, 2018*
3rd Week of March, 2018	Sessional Examinations *Sessional examinations should be conducted during the class period without affecting the normal class routine*
21 April, 2018 - 6 May, 2018	EVEN Semester Practical Examinations
7 May, 2018 - 31 May, 2018	Even Semester Theory Examinations *Examinations for Semester 2nd & 6th will be held in 1st Stage and Semester 4th will be held in 2nd Stage*
June 2018	Admission process to the 1st Semester of TDC classes should be completed within two weeks of declaration of HS results *Classes should commence within 5 days of the completion of the admission process*
Friday, June 1, 2018	Commencement of 3rd and 5th Semester Classes
Thursday, June 14, 2018	Evaluation of Answer Scripts of 2nd & 6th Semester Examinations be completed by this date
Wednesday, June 20, 2018	Evaluation of Answer Scripts of 4th Semester Examinations be completed by this date
1 - 31 July, 2018	Summer Vacation

Notes:

(a) *Notifications about Fill-up of Examination Forms, commencement of semester examinations, and declaration of results will be issued from the Office of the Controller of Examination, GU.*

(b) *Election of Student Union Bodies will be as per UGC notifications (vide Lyngdoh Committee Recommendations).*

Academic Registrar
Gauhati University

Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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