



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution		DAKSHIN KAMRUP GIRLS' COLLEGE
Name of the head of the Institution		DR. GAJENDRA ADHIKARY
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03623230047
Mobile no.		8638288952
Registered Email		dkgcmirza1988@rediffmail.com
Alternate Email		dkgcprincipal@gmail.com
Address		VILL-KOACHPARA P.O.- MIRZA P.S.- PALASBARI (MIRZA) DIST- KAMRUP
City/Town		MIRZA
State/UT		Assam
Pincode		781125

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Women
Location	Rural
Financial Status	state
Name of the IQAC co-ordinator/Director	MRS. INDRANI DEVI
Phone no/Alternate Phone no.	03623230047
Mobile no.	9854933568
Registered Email	dkgcmirza1988@rediffmail.com
Alternate Email	dkgcprincipal@gmail.com

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	http://www.dkgirlscollege.in/AOAR1718.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.dkgirlscollege.in/HolidayList.pdf

5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
2	B	2.34	2016	05-Nov-2016	04-Nov-2021

6. Date of Establishment of IQAC	23-Aug-2003
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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

Organised an awareness Programme on	18-Sep-2018 01	22
IQAC meeting held	15-Nov-2018 01	20
IQAC meeting held	31-Jan-2019 01	15
IQAC meeting held	22-May-2019 01	26
Submitted AQAR 2017-18	21-Dec-2018 00	0
International Yoga Day observed	21-Jun-2018 01	25
A seven day National workshop On	05-Mar-2019 07	61
Summer Internship in Swach Bharat Abhiyan.	15-Jun-2018 20	25
The inaugural function of skill development Programme (Three Months Assistant Hair Stylist Course) which was organized by IQAC in collaboration with Institute of Professional Training under Assam Skill development Mission was held on 28.06.2019.	28-Jun-2019 90	30
Feedback received from Students	20-May-2019 1	185
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8. Provide the list of Special Status conferred 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
INSTITUTION	Infrastructure Grant to College. 2.0	RUSA	2019 3	10000000
INSTITUTION	Excursion Grant	STATE GOVERNMENT	2018 1	100000
INSTITUTION	Free Admission Fees Reimbursement	STATE GOVERNMENT	2018 1	3960858
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	3
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File
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)	
A seven day National workshop On "Application of research Methodology and Quantitative Techniques in Humanities And Social Science Research " was organized by IQAC from 5th March to 11th March ,2019	
Steps have been taken to publish a research journal and majority of the work of the said journal have already been completed.	
The Mentor -Mentee system has been introduced in the college from this academic session.	
To raise health awareness amongst the people living in remote areas, a daylong programme on "Tuberculosis and Paragonimias is" was organized by IQAC at village Challi, located at 8km south West of Mirza, on 25.06.2019.	
The inaugural function of skill development Programme (Three Months Assistant Hair Stylist Course) which was organized by IQAC in collaboration with Institute of Professional Training under Assam Skill development Mission was held on 28.06.2019.	
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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year	
Plan of Action	Achivements/Outcomes
To organize lecture programme by inviting resource person of international repute.	1. A lecture programme on Employment Scenario in USA was organized byIQAC on,15.11.2018,where Er Niraj Borbara, System Architect, Philadelphia Gas Works, USA, was the resource person. 2 On the occasion of National Science Day, an interactive lecture programme

	<p>on the topic "Us of IT in higher education" was organized by IQAC, on 28.02.2019 where Mr F.H.A Shibly, Lecturer in Faculty of Islamic Studies & Arabic Language, South Eastern University, Srilanka was the resource person.</p>
Faculty development initiative	<p>1. The IQAC of DKGK organized an Awareness Programme on "National Digital Library of India" In collaboration with North East Regional Centre of National Digital Library of India on 18.09.2018.</p> <p>2. An interactive session was organized by IQAC with Dr Utpal Sarma, HOD, Instrumentation and USIC, GU, and Co-ordinator of IQAC, Gauhati University to enlighten our faculty members about the new method of AQAR & SSR submission of NAAC on 25.06.2019.</p> <p>3. The IQAC invited Dr Nissar .A. Barua, Dept of Economics of Gauhati University, who is also the Chairman of committee for framing the UG-CBCS Regulation, GU, to deliver a lecture on newly introduced UG-CBCS (Choice Based Credit system) under GU on 28.06.2019.</p>
Support the Activities of women cell and Career Guidance Cell	<p>1. A lecture on the topic "Balance for better tomorrow" was delivered by Ms Roshni Hassan, Mrs. United Nation .2017, on 05.06.2019 on the occasion of International Women Day. There was also a demonstration of breast self examination and physical examination of breast lump was also done to about 30 students and faculty members of the institution by the Faculty members of Nursing College of Royal Global University, Guwahati.</p> <p>2. It supports the activities of Women Cell and Career guidance Cell to organise a 10 days training programme on "Designing & Tailoring", from 10.06.2019 to 20.06.2019</p> <p>3. A seminar on Alternative Career Option was organised by NSS & Career Guidance Cell on 25.06.2019.</p> <p>4. A one day awareness programme on Self Defence & Vovinam Martial Art was organised by NSS & Career Guidance Cell on 27.06.2019.</p>
Initiate steps for improvement of the library	<p>Sitting arrangement in the library has been improved with separate sitting and writing arrangement for each student and a number of new books and journals have been purchased.</p>
To complete the construction of the ongoing infrastructure project	<p>In order to accommodate more students in the hostel the construction of the</p>

	<p>second floor of the hostel was completed. Provision for differently able person have been constructed in the Separate transformer has been installed to accommodate the extra load of power. The construction of the Indoor Stadium has been completed in the month of June, 2019.</p>
<p>Initiative for promotion of sports in the institution</p>	<p>To create environment for promotion of sports in our college, the college sent a proposal to Gauhati university on 03.06.2019 for selecting our college as a venue, to organise Inter college Kho-Kho & Badminton competition under GU. The proposal has been accepted and the time schedule for the said competition has been fixed in between 30.01.2020-03. 02.2020.</p>
<p>Help students in computer training.</p>	<p>A computer resource centre was inaugurated on 24/08/2018 with assistance of NEEPCO, where interested students can take functional computer training at nominal fees.</p>
<p>To organise national workshop</p>	<p>A seven day National Workshop on "Application of Research Methodology and Quantitative Techniques in Humanities and Social Science Research" was organized by IQAC.</p>
<p>To introduce Mentor-Mentee System</p>	<p>Mentor -Mentee system has been introduced in the college from this academic session</p>
<p>To publish Book</p>	<p>Steps have been taken to publish a research journal and majority of the work of the said journal have already been completed.</p>
<p>To Support activities of the Mass com department on social issue</p>	<p>Students of Mass Communication & Journalism of D.K.G.C, demonstrated a puppet show near the main entrance of the colleges on the occasion of National Press Day on the theme Bêti Bachao, Beti Padhao. On the next day i.e. on 17.11.2018, the same programme was organized at Mirza Chowk at the initiative of the IQAC and principal of our college where a large number of people enjoyed the programme. They appreciated the new innovative idea of making the people aware about an important social issue and also the initiative of the student to revive an old art form. 2. Dept of Mass Communication organized a photography competition on 5th June 2018</p>
<p>Skill Development initiative</p>	<p>The inaugural function of skill development Programme (Three Months</p>

Assistant Hair Stylist Course) which was organized by IQAC in collaboration with Institute of Professional Training under Assam Skill development Mission was held on 28.06.2019.

To organize health awareness programme in nearby village

To raise health awareness amongst the people living in remote areas, a daylong programme on "Tuberculosis and Paragonimiasis" was organized by IQAC at village Challi, 25.06.2019 located at 8km south West of Mirza, where Dr Mihir Kr Goswami, HOD of Pulmonary Medicine of Jorhat Medical College was the resource person.

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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Governing Body	06-Dec-2019

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

2019

Date of Submission

09-Mar-2019

17. Does the Institution have Management Information System ?

Yes

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

? The Academic Committees chaired by the Principal make strategy for the admission process and the decisions are executed by the Admission with the approval of the Governing Body. The detail of the admission procedure is made public through hoarding, website and College Prospectus for the information of all. ? The college uploads information regarding admission, examination, and tendering for various works etc. in the college website. ? Apart from the website student related information are properly notified in the college notice board.

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

College doesn't have the liberty to construct curriculum independently. But, some of our faculty members are the also the members of the curriculum construct committee of the Parent University that is Gauhati University. Therefore the institution follow the the curriculum offered by the Parent University.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Functional Computer Knowledge Course	Nil	29/09/2018	60	Employability	Skill
Basic Computer Course	Nil	01/04/2019	90	Employability	Skill
Three months assistant hair stylist course	Nil	28/06/2019	90	Entrepreneurship	Skill
Training programme on (Designing and Tailoring)	Nil	10/06/2019	10	Entrepreneurship	Skill

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
BA	Arts	01/06/2019
BA (Journalism)	Arts	01/06/2019

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

	Certificate	Diploma Course
Number of Students	61	0

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
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	Assamese	33
BA	History	19
BA	Environmental Studies	185
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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	Yes

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

Feedback Obtained
A feedback containing 13 questions was asked to be answered to the guardian of the students and altogether 350 parents responded by giving their feedback. The feedback provided were analysed and on the basis of the suggestion forwarded by the parents the institution tried to improve the overall condition of the institution and accordingly steps have been taken. If necessary person concerned have also been intimated personally and taken corrective measures. Similarly feedback from Student are also analysed and suggestion and problems are tried to be implemented and solved by the authority 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	Arts	360	358	358
BA (Journalism)	Arts	25	12	12
MA	Assamese	25	5	5
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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	Number of students enrolled in the institution	Number of fulltime teachers available in the	Number of fulltime teachers available in the	Number of teachers teaching both UG

	(UG)	(PG)	institution teaching only UG courses	institution teaching only PG courses	and PG courses
2018	728	44	26	5	9

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
36	14	1	1	1	1

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

The process: Though, the college authority introduce the mentormentee system from the academic session 201819 system to the system during the educational session 201819. The distribution of the students is done according to their roll number among the teachers on seniority basis and as per alphabetical order of the departments' name as possible. Teachers are asked to collect personal profile of their mentees and to provide them mentorship card containing the following information: Name of the student: Blood group: Session: Major subject: General subjects: Name of the Mentor: Phone of the Mentee: In this way, twoway communications among mentormentees is supposed to complete and the college is being ready to conduct the system for the first time for the benefit of our girls' students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
789	26	1.14

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
26	26	0	0	14

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Dr.Jahnobi Devi (State level)	Associate Professor	Pushpa Devi Jalan Literary Award, 2018 (State level)
2018	Dr. Mitali Kathkatia (State level)	Associate Professor	NSS Programme Officer Award (State level)
2019	Dr. Mitali Kathkatia (State level)	Associate Professor	Apsara Award, 2019 for the oil landing contribution to the social life of Assam (State level)
2018	Dr. Ripun Doley	Assistant Professor	Ph.D. under Gauhati University

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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	UA181011	2nd	20/05/2019	08/08/2019
BA	UA171011	4th	08/06/2019	28/08/2019
BA	A16011	6th	20/05/2019	10/07/2019
BA (Journalism)	A16011	6th	28/06/2019	17/07/2019
MA	PA181011 (ASM)	2nd	20/06/2019	21/11/2019
MA	PA171011 (ASM)	4th	19/06/2019	21/11/2019

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

? The college authority is always concerned with the improvement in internal evaluation system, for which college authority has been conducting various class test, unit test along with university conducted tests. ? Besides, during this session 201920, college has adopted the mentoring system which would be a part of the reforms of CIE system. It will be a system of counselling the students as mentees by their mentor (teachers), through which teachers get continuous chance to motivate them.

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

College has an academic calendar prepared by the Admission Committee in each year before the beginning of the Academic Session on the basis of the Academic Calendar of Gauhati University where all schedule dates of events to be organised in the college are included. It is also included in the prospectus of the college and uploaded in the institutional website.

2.6 – Student Performance and Learning Outcomes

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

<http://www.dkgirlscollege.in/Students%20Passing%20details.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
A16011	BA	Arts	185	107	57.83
A16011	BA (Journalism)	Arts	6	6	100
A16011	MA	Assamese	14	11	78.57

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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)

<http://www.dkgirlscollege.in/FEED%20BACK%20ANALYSED%20REPORT.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Major Projects	0	0	0	0
Minor Projects	0	0	0	0
Interdisciplinary Projects	0	0	0	0
Industry sponsored Projects	0	0	0	0
Projects sponsored by the University	0	0	0	0
Students Research Projects (Other than compulsory by the University)	0	0	0	0
International Projects	0	0	0	0
Any Other (Specify)	0	0	0	0
Total	0	0	0	0

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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
Nil	Nil	23/12/2019

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
Nil	Nil	Nil	23/12/2019	Nil

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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
Nil	Nil	Nil	Nil	Nil	23/12/2019

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

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

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Assamese	1	0
International	Education	1	3.11

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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
English	1
Economics	1
Political Science	1
Philosophy	2

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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
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	10	0	0
Presented	2	2	0	0

papers				
Resource persons	0	1	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
Environmental Awareness and importance of Handwashing was organised at the primary school of the village Kochpara on 18th September, 2018	NSS	1	23
Blood donation camp on 22.09.2018 where students from nearby college also donated their blood.	NSS GMC	2	100
Anti Tobacco drive by NSS volunteers by door to door campaign and distributing anti tobacco leaflets on 26.09.2018. Besides a series of Anti Tobacco programme was undertaken by NSS unit in various schools and villages of in and around Mirza from Ju	NSS	3	23
To raise health awareness amongst the people living in remote areas, a daylong programme on "Tuberculosis and Paragonimiasis" was organized by IQAC at village Challi, located at 8k south West of Mirza, on 25.06.2019.	IQAC Collaboration with Jorhat Medical College	4	26

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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
Academy Achievement	Best Teacher Award, (District Level) Kamrup (R), 2018)	Govt. of Assam	0
Literary Award	Pushpa Devi Jalan Literary Award, 2018 (Nov.), State level)	Pushpa Devi Jalan Trust	0
Anti Tobacco Drive	Achievement Award for Tobacco Control and won Silver Medal (201819)	Assam Cancer Care Foundation and Sambandh Heath Foundation	25
NSS	University level Dist. NSS Programme Officer Award, 201819	Gauhati University	100
The oil landing contribution to the social life of Assam	Apsara Award, 2019 for the oil landing contribution to the social life of Assam)	Apsara Socio Cultural organization, G.U	0

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Swachh Bharat Summer Internship 100 hours of Swachhta from 20.06.2018 to 04.07.2018	NSS	Cleaning Drive and Staging of street play in the adopted village on Swachhta. interacted with student of primary school of adopted village on the basic rules of health and hygiene. Organised environmental awareness programmes in the school of the	4	25

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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
STUDENT EXCHANGE PROGRAMME WITH DEPARTMENT OF HISTORY OF CHAYGAON COLLEGE	63	Self	1
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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
THE INSTITUTE OF PROFESSIONAL TRAINING (IPT), AN EMPANELLED TRAINING PARTNER OF ASSAM SKILL DEVELOPMENT MISSION.	21/06/2019	PURPOSE ESTABLISHMENT OF SKILL TRAINING CENTER ACTIVITIES THREE MONTHS ASSISTANT HAIR STYLIST TRADE	30
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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
100	0

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
Seminar Halls	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added

Classrooms with Wi-Fi OR LAN

Existing

4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL 2.0	Partially	2.0	2017

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	2290	776771	73	12990	2363	789761
Reference Books	98	128097	15	9217	113	137314
e-Books	0	5900	0	5900	0	11800
Journals	36	89358	11	31570	47	120928
e-Journals	0	5900	0	5900	0	11800
Others (specify)	93	0	4	0	97	0
Digital Database	0	0	1	0	1	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
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No Data Entered/Not Applicable !!!

[View File](#)**4.3 – IT Infrastructure**

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MGBPS)	Others
Existing	24	2	5	0	1	7	10	0	0
Added	1	0	1	0	0	0	0	0	0
Total	25	2	6	0	1	7	10	0	0

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

3072 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
NSS (Youtube)	https://youtu.be/GJYDafXA_Ok

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
45000	41274	5000000	4755695

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)

> All physical equipment of the college are registered in the Stock Register Book of the college and it is updated every year. > The college has a library committee headed by the principal of the college and librarian, teachers and student representatives are members of the committee. The committee takes all decisions relating to librarian. > The Project Monitoring Unit (PMU) of the college monitor and supervise the construction of Infrastructure facilities and utilization of funds provided by RUSA to the college. > All major academic Administrative decision of the college must be approved by the Governing Body of the college.

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	Student aid fund, Gajendra Ch. Kalita Memorial award. Bhupendra Kr. Choudhury memorial trust. Bagaram Mahajan memorial trust.	23	22000
Financial Support from Other Sources			
a) National	Ishan Udaya Scholarship (NER) (Per month Per students of Rs. 5400/	5	324000
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 implementation	Number of students enrolled	Agencies involved
Acting for creativity	12/10/2018	23	NSD, Tripura
Yoga	01/06/2019	350	BABA Ramdev

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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
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No Data Entered/Not Applicable !!!

[View File](#)

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

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

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

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

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 admitted to
2019	3	BA (Arts)	Economics	Cotton University, IDOL, Gauhati University	PG
2019	6	BA (Arts)	Assamese	Gauhati University	PG
2019	1	BA (Arts)	Philosophy	Gauhati University	PG
2019	2	BA (Arts)	Education	Gauhati University, USTM	PG
2019	1	BA (Arts)	Mass Communication	Tezpur University	PG

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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
NET	2
View File	

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

Activity	Level	Number of Participants
Cultural competitions	Institutional	350
Literary Competitions	Institutional	89
Minor Major Games	Institutional	73
Girls Common room	Institutional	92
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
View File						

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

? The college has an active Student Union Body elected by the students who take active part in organising Freshman Social, College week and all others events in the college. ? Students representative are there in different committee of the college like IQAC, Anti Ragging Committee, Project Monitoring Unit, Internal Complain Committee and their participation and suggestion are essential in taking any decision.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

122

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

18300

5.4.4 – Meetings/activities organized by Alumni Association :

1. Executive Meeting on 18112018 2. Lecture on Employment Scenario in USA Opportunities Challenges on 15112018 3. Alumni meet on 18112018

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)

The college has a Project Monitoring Unit which monitor the entire ongoing project financial by RUSA. The members of this unit included all students, teaching and non teaching staff to ensure transparency in the utilization of funds and to look into the progress of the project. Students representative are there in the Disciplinary Committee of the college and they take active part in the decision making.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	? Dr. Gajendra Adhikary, Principal of the college is an active member of the UG Curriculum Development Committee of Gauhati University. ? Dr. Mitali Kathkatia, Associate Professor, Dept. Of Education is an active member of the UG Curriculum Development Committee of Gauhati University. ? Dr. Jagannath Barman, Associate Professor Dept. of Assamese is an active member of the UG Curriculum Development Committee of Gauhati University.
Examination and Evaluation	? The Examination schedules are followed according to the guidelines of Gauhati University and Prospectus of the college. ? The internal Assessment marks are given on the basis of Sessional Examinations, Group Discussions, Home Assignments and Seminar.
Teaching and Learning	? Rigidly following teaching plans in the prescribed format of the College and evaluation of the Execution Reports and maintenance of class diary ? Conducting Unit Tests, Group Discussions, Mock Practical Examinations, Home assignments and so on ? Exposing students to outdoor learning through educational trips, excursions etc. ? Use audio visual Aids for effective learning in digital class room. ? Practical computer education and Vocational training regularly provides for skill development.
Research and Development	? There is a Research Cell in the College which encourages the active participation of the desiring research scholars. ? Dr. Ripun Doley, Dept. of History has awarded PhD degree on 'Religious Institution and Acculturation among the Misings of Majuli in Assam' under Dept. of

	History, Gauhati University on 6th July 2018. ? A seven day National workshop on "Application of research Methodology and Quantitative Techniques in Humanities and Social Science Research" was organized by IQAC from 5th March to 11th March, 2019.
Library, ICT and Physical Infrastructure / Instrumentation	? The library is rich collection of text books, reference books and journals. Apart from that magazines and newspapers are subscribed regularly. Every Major/ Honors student is issued two library cards against which she can borrow books, one against each card. Internet facilities have been installed for research and advanced studies work. ? The College has access to many journals online and is also connected to NLIST library facilities supported by the DoNER Ministry of the Govt. of India. ? SOUL software is installed in the library for library automation.
Human Resource Management	? The prime aims of the institution are to develop Human Resource and hence strives to develop this resource through a variety of activities initiated through NSS, Yoga, Social and Cultural activities. ? Regular Guardians Meets and Alumnae Meets are held according to the schedules to manage the Human Resource. ? The teachers are entertained to participate in RC, OP, National seminar, International seminars etc.
Admission of Students	? The date and the procedures of admissions is duly notified in the notice board, college website, and also by putting up hoardings in prominent places of the area. ? Admission Committee scrutinize and analyse the profiles of the students and prepare the lists on the merit basis as per the GOI reservation policy in the education.

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

E-governance area	Details
Planning and Development	Planning and Development: The college has no specific e governance facilities for planning and development. However, the college uploaded tendering for various works etc in the college website.
Administration	? The Academic Committees chaired by the Principal make strategy for the admission process and the decisions are

	<p>executed by the Admission with the approval of the Governing Body. The detail of the admission procedure is made public through hoarding, website and College Prospectus for the information of all. ? The college uploads information regarding admission, examination, and tendering for various works etc. in the college website. ? Apart from the website student related information are properly notified in the college notice board. ? All important notice and other information are also shared by the college Whats App group created for teaching and non teaching staff.</p>
Finance and Accounts	<ul style="list-style-type: none"> • The college maintained its accounts and internal audit have been done regularly through college approved CA. College try to minimize cash transaction as far as possible. • Payment of fund provided by RUSA will be made through PFMS system.
Student Admission and Support	<ul style="list-style-type: none"> • The date and the procedure of admissions is duly notified in the college notice board and college website. • Each mentor formed whats app group with their respective men tee and all important information relating to student are shared through this group.
Examination	<p>Examinations are being done on offline basis as per the University norms. The Guwahati University started its online form filling process since 2016. And result and mark sheet can also be accessed in the Gauhati University website and download the same.</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
No Data Entered/Not Applicable !!!				
View File				

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	Title of the administrative training programme organised for	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)

	teaching staff	non-teaching staff				
2018	Awareness Programme on "National Digital Library of India"	Nil	18/09/2018	18/09/2018	22	0
2019	Enlighten faculty members above the new Method of AQAR SSR Submission of NAAC	Enlighten faculty members above the new Method of AQAR SSR Submission of NAAC	25/06/2019	25/06/2019	26	3
2019	Lecture on Newly Introduced UGCBCS system under Gauhati University	Nil	28/06/2019	28/06/2019	23	3
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Course	1	27/02/2019	19/03/2019	21
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

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

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Nil	01	01

6.4 – Financial Management and Resource Mobilization

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

- All the financial internal receipt payments of our institution are certified by Chartered Accountant.
- In case of fund provided by the Government Utilization Certificate has to be submitted to the Government after duly audited by Chartered Accountant.
- After every 4 years the Government auditor

visited the college and audit the financial transection of the Institution.

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
Nil	0	Nil
View File		

6.4.3 – Total corpus fund generated

47683

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	Yes	Gauhati University, Director of Higher Education, Assam, NAAC	Yes	Principal, Governing Body of College
Administrative	Yes	Government	Yes	CA

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

The institutions have an active Guardian Committee which encourages organizing parent - teacher meet on regular interval. The association also cooperates in various programmed organised by the institution. It also extends its strong support in maintaining discipline in the institution.

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

Nil

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

Nil

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
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
2019	The inaugural function of skill development Programme	28/06/2019	28/06/2019	28/09/2019	30

(Three Months Assistant Hair Stylist Course) which was organized by IQAC in collaboration with Institute of Professional Training under Assam Skill development Mission was held on 28.06.2019.

2018	Organised an awareness Programme on "National Digital Library of India" In collaboration with North East Regional Centre of National Digital Library of India.	18/09/2018	18/09/2018	18/09/2018	22
2019	A seven day National workshop On "Application of research Methodology and Quantitative Techniques in Humanities And Social Science Research " was organized by IQAC .	05/03/2019	05/03/2019	11/03/2019	61
2018	IQAC meeting	15/11/2018	15/11/2018	15/11/2018	20
2019	IQAC meeting	31/01/2019	31/01/2019	31/01/2019	15
2019	IQAC meeting	22/05/2019	22/05/2019	22/06/2019	26

2018	Submitted AQAR 201718	21/12/2018	21/12/2018	21/12/2018	0
2019	International Yoga Day observed	21/06/2019	21/06/2019	21/06/2019	25
2018	Summer Internship in Swachh Bharat Abhiyan.	15/06/2018	15/06/2018	04/07/2018	25
2019	Formation of Internal Complain Committee	30/06/2019	30/06/2019	30/06/2019	0
2018	Feedback collect from Parents	22/09/2018	22/09/2018	22/09/2018	350
2019	Feedback collect from Students	20/05/2019	20/05/2019	20/05/2019	185
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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
A lecture on the topic "Balance for better tomorrow" was delivered by Ms Roshni Hassan, Mrs. United Nation .2017, organized by IQAC Women's Cell of D.K.G.C, in collaboration with The Assam Royal Global University, Guwahati on the occasion of Intern	05/06/2019	05/06/2019	91	5
A one day awareness programme on Self Defence &	27/06/2019	27/06/2019	25	0

		community					
2018	0	1	22/09/2018	1	Blood Donation Camp	Heath Awareness	100
2018	0	1	26/09/2018	30	Environment Health Awareness	Environment Health Awareness	24
2018	0	1	17/11/2018	1	Puppet Show	Women Empowerment Literacy Awareness	30
2019	1	1	25/06/2019	1	Health Awareness on Tuberculosis and Paragonimiasis	Health Awareness	30

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

Title	Date of publication	Follow up(max 100 words)
College prospectus	01/06/2019	Students of Dakshin Kamrup Girls' College follow the rules and regulation decided by the authority without any objection. They follow the academic calendar and other prohibitor order issued by the college authority including no use of mobile phones. Identity card has been issued to mentors of the B.A Course students where phone nos of mentors are written down and they are continuing their relation with mentors as the decision of the authority.
Library rules	01/06/2019	The students followed all the rules made by the college library. They are conscious in using library books and journals. They followed the rules as per the booklet published by the library. The teaching and Non teaching staff of the college also follow the guideline issued by the librarian.
Mentors new hard copy	01/05/2019	Identity card has been issued to mentees of the

B.A students where phone no's of mentors are written down and they are continuing their relation with mentors.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
1. Yoga day celebration on 21st June, 2019 and inclusion of a yoga classes on Saturday every week in class time table.	21/06/2018	21/06/2019	20
2. Another important occasion was the organization of a blood donation camp on 22/09/18 where number of faculties and students donate blood.	22/09/2018	22/09/2018	100

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

1. Plantation drive every year 2. LED bulb installation in every points. 3. Make the college campus polythene free. 4. Prohibition of Tobacco inhalation in the college campus 5. Organisation of several programme on environmental and sustainability issues by which students may be aware for green earth.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1). Plantation programme D.K Girls College which is situated at Mirza town has a very beautiful greenery environment since the beginning. Besides the green surrounding, we the college family always aware of the fact that campus should be green and peaceful. Hence number of planting programme were held in this year also plantation of sapling, big trees, grasses, orchids etc. are common and best practices. All H.S 1st year students brings a sapling to plant here in this year. NSS groups also offering their plantation programme. World environment day and July 01 to July 07 Van Mahotsava were celebrated on 5th June and make the student aware of forest conservation and planting trees. On this July 01 to July 07 both inside and outside the college campus trees are planted. Projects also given to the students to potted plants competition. 2) Yoga and Meditation On 21st June 2019 International Yoga day was celebrated where Jayashree Choudhury offered her meditation and Yoga services. Besides this a class on Yoga was included in the time table on each Saturday at 9.15 10.15 am of our college. One minute meditation before the beginning of the classes is continuing. It is one of the best practices of the institution through which the students may be benefited with healthy mind and body.

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

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

As a Girls college the most distinct part of the college with vision, priority and thrust is that most of the girls are from OBC/SC/ST community and also from BPL groups. But our institution always tries its best for the upliftment of these students Not only giving proper education but also in overall upgradation of these girls another matter like music, sports, art craft, dance and number of skills as they like. Our students are now playing Kho Kho, Kabaddi, Cricket and other athletics' in the state and district level. They are interested in music, drama and other activities (Most of our Alumni's are associated with singing). Sop at present it is a famous women education centre for the rural girls whose parents are satisfied by enrolling their hands in this institution inspire of having good coeducational college just near by the institution. These BPL category students gets maximum benefit from the central authority as well as from other departments. Free books, copies etc are provided by each department to the poor student who are seeking honours courses but could not afford to levy reference books.

Provide the weblink of the institution

8.Future Plans of Actions for Next Academic Year

For the next academic year following plan of action has been proposed. 1. The institution proposed to open science stream immediately as it has been approved by the university Govt of Assam. 2. As per CBCS courses, the college authority proposed to open number of skill development courses for the girls and also proposed to levied appropriate facilities for the same. 3. The college also proposed to open the Indoor stadium as early as possible as it is now in finishing status. Table Tennis, Badminton will be the common games for the indoor. 4. The college authority proposed to plant more and more saplings by the students or by their own effort to keep the campus green and clean. 5. Our college also proposes to extent the previous administrative building to complete the original project. 6. Each and every department proposed to publish at least one bulletin and also put a proposal for a college journal in 2020. 7. Last but not the least, college authority has put more and more effort to conservation of energy and also tried to install inverter connection and air condition to the library rooms and vice principals room and proposed to provide the new generator for the classrooms yet the college authority put more effort to improve the classrooms of Mass Communication with required amenities.