



Yearly Status Report - 2019-2020

Part A

Data of the Institution

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 DIST: KAMRUP Post Office: Mirza
City/Town	MIRZA (KAMRUP- RURAL)
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/wp-content/uploads/2020/12/5-AQAR-2018-2019.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/academic-calendar/

5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	C++	68.00	2004	04-Nov-2004	03-Nov-2009
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	Date & Duration	Number of participants/ beneficiaries

IQAC		
Introducing online admission process for the student .The entire admission process from form submission to take admission was carried out on online mode.	28-Jun-2020 22	862
IQAC Meeting	17-Jun-2020 1	16
Encouraging the use of online teaching learning system through different mode like Google meet, uploading of text materials, assignment etc. by department and faculty members and also uploading the same in college website.	19-Mar-2020 104	774
Gauhati University Inter College Kho-Kho and Badminton Competition was organized by Dakshin Kamrup Girls' College, Mirza	03-Feb-2020 4	110
Inauguration of Sports Complex constructed under the fund provided by UGC	08-Jan-2020 1	50
Submission of AQAR 2018-19	11-Dec-2019 365	811
IQAC Meeting	05-Dec-2019 1	15
Organizing Guardian Meet	16-Nov-2019 1	185
A training Programme on PUBLIC FINANCE MANAGEMENT SYSTEM was organized by IQAC, DKGK on 23.10.2019 which was conducted by SPMU, PFMS, Assam. The resources persons were Raju Sarkar, SR AO, SPMU, PFMS, Assam, Hillol Kashyap, OM , & Bhargav Saikia, OM	23-Oct-2019 1	15
An Anti Ragging	19-Sep-2019 1	60
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	Lab Equipment Equipment	DHE	2019 365	1000000
Institution	New Construction Class Room	RUSA	2019 1095	4000000
Institution	Renovation of Class Room	RUSA	2019 1095	3000000
Institution	Computers	RUSA	2019 1095	1000000
Institution	Lab Equipment	RUSA	2019 1095	1000000
Institution	Books & Journals	RUSA	2019 1095	1000000
Institution	Educational Tour	Govt. of Assam	2019 365	100000
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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 :	2
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)
Introducing online admission process for the student .The entire admission process for the academic session 2020 21,from form submission to take admission was carried out on online mode.
Organized GU INTER COLLEGE KHOKHO AND VOLLEYBALL COMPETITION from 3rd to 6th February, 2020 in the college premises where 17 colleges under GU participated.
Encouraging the use of online teaching learning system through different mode like Google meet, uploading of text materials, assignment etc.

A training Programme on PUBLIC FINANCE MANAGEMENT SYSTEM was organized by IQAC, DKGC on 23.10.2019 which was conducted by SPMU, PFMS, Assam which was attended by teaching and nonteaching staff of the college and also participants from nearby colleges.

Take initiative to enroll two new batches of students in The Skill Development Programme on Three Months Assistant Hair Stylish Course in collaboration with Institute of Professional Training under Assam Skill development Mission

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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	Achievements/Outcomes
<p>Encouraged student exchange programme among the Department</p>	<p>A student exchange programme was organized by the Dept. of History of DKGC at our college premises with Chaygaon College at our college on 23.10.2019. The student of First, Third & Fifth Major of both the colleges attended the classes which were conducted by the faculty members of the History Dept. of Dakshin Kamrup Girls' College. The student of Chaygaon College also visited the library and museum of our college.</p>
<p>Took initiative to join the nationwide programme launched by Hon'ble Prime Minister</p>	<p>*On 29.08.2019 the nation-wide Fit-India - Movement was held in our college in the presence of our Principal and everyone present in the programme pledge together with our Honorable Prime Minister and said "I resolve to remain physically fit and active in order to contribute in nation building." *Dakshin Kamrup Girl' College, Mirza organized a quiz competition on 08.02.2020 which was based on history, culture, sports, agriculture food habit etc. of Rajasthan. This is the second activity of "EK BHARAT SHRESTHA BHARAT" where 6 groups participated.</p>
<p>To organize Anti-Ragging Awareness Programme</p>	<p>An Anti Ragging -Awareness Program was organized in our college on 19.09.2019 in association with District Level Legal Service Authority. Mr Utpal Deka, Assistant Professor, Chaygaon College, delivered his speech on the concept of ragging and its detrimental effect on human being. Trailukya Das from NGO, Neptune and Banjit Kalita from District Level Legal Service</p>

	Authority also delivered their speech on the issue.
IQAC also planned to introduce science stream in the college.	The Assam Government included our college among the 50 colleges selected for opening of science stream in the state. The necessary infrastructure like construction of science laboratory, science building, buying of books has already been completed and as informed by the college authority only the approval of the Govt for the opening of the stream is awaited.
Infrastructure development of the college .	*The second floor of the girls hostel was completed with the fund provided by UGC. *With the donation given by Dakshin Kamrup Girls' College Guardian Forum, A 60 x 15 FEET ROOM WAS CONSTRUCTED ON the top roof of the indoor stadium. * the indoor stadium constructed under the fund provided by UGC was inaugurated on 08.01.2020.
Organize webinar during June&July,2020	A series of webinar were organized during lockdown period on different topic relevant to covid 19 pandemic where participants from different institution joined.
Submission of AQAR 2018-19	Achieved
Encouraging the use of online teaching learning method.	To maintain continuity of academic activity with student during lockdown period the college conducted classes of students through different online method.
Introducing online admission process for the student.	The entire admission process for the academic year 2020-21 was held on online mode.
Educational tour and field visit by different department	Due to covid 19 pandemic only some department organized educational tour to different places of Assam.
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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Name of Statutory Body</th> <th style="width: 50%;">Meeting Date</th> </tr> </thead> <tbody> <tr> <td>Governing Body</td> <td>27-May-2021</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	Governing Body	27-May-2021
Name of Statutory Body	Meeting Date				
Governing Body	27-May-2021				
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	Yes				

AISHE:	
Year of Submission	2020
Date of Submission	28-Feb-2020
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 students related information are properly notified to 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

*Institution does not have the liberty to construct curriculum independently. But some of our faculty members are actively involved in curriculum construct committee of GU as member of the committee. ? 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. ? Dr. Lilabati Choudhury, Associate Professor, Dept. Of Education is an active member of the UG Curriculum Development Committee of Gauhati University * College Academic Calendar is prepared depending on the academic calendar of the University. * On the basis of the curriculum prepared by the Parent university, every department prepare teaching plan of their respective department, distribute classes among the teachers according to UGC norms, conduct sessional exam, assignment, departmental seminar, educational tour etc. * Each department maintain proceeding register, departmental diary, records of students attendance etc.

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
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HTML	Nil	01/09/2019	61	Employability	Skill
Tally ERP-9	Nil	01/09/2019	91	Employability	Skill
Basic of Internet	Nil	01/09/2019	30	Employability	Skill

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	Nil	Nil
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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
MA	Assamese	01/06/2019

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

	Certificate	Diploma Course
Number of Students	68	Nil

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
Nil	Nil	Nil
View File		

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	36
BA	History	12
BA	Philosophy	14
View File		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	Yes
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

FEEDBACK ANALYSED REPORT (2019-20) The feedback for the academic session 2019-20, was received from the student of final semester by sharing feedback link to the student. The form contains 12(twelve) questions including questions on online classes which was introduced from this session during lockdown. Though feedback could not be received from some student due to poor internet connectivity in remote areas, from where a majority of our students come, but from the feedback, received, we can have an overall information about the institution. Majority of the students give positive response regarding the questions like if classes held regularly, how teacher prepare in the class etc. Regarding online classes, the student except it positively and see for more such classes as teachers can be contacted at all times in this system. 56 of the students prefer online classes and see for more such classes in the next session. Majority agree with the question that the college provide multiple opportunities to learn grow. Though most of the students attended online classes, 18 of the student could not attend it due to poor internet connectivity or lack of smart phone. Regarding library majority of the students satisfied with the services of the library staff and the facilities they received from our library. The feedback also reflects that the office staff is helpful and cooperative towards the students. Majority of the students rated the college as very good. The suggestions for further improvement of the colleges were very few and these were forwarded to the authority for consideration.

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	352
BA (Journalism)	Arts	25	14	12
MA	Assamese	25	8	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 (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	774	24	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 Tools and resources	Number of ICT enabled	Numberof smart classrooms	E-resources and techniques used

	ICT (LMS, e-Resources)	available	Classrooms		
35	35	1	1	1	1
View File of ICT Tools and resources					
View File of E-resources and techniques used					

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

Yes. The college authority has decided to continue the mentoring system during the educational session 2019-20. Considering the same objectives, the college authority has decided to follow the Mentoring system to-

- 1) To bridge the gap between the teachers and students
- 2) To create better environment in college where students can approach teachers to discuss their problems and to take advice how to meet the problems
- 3) To avail both educational and personnel guidance
- 4) To check their attendance
- 5) To explore their proficiency
- 6) To check their field of interest and hobbies
- 7) To strengthen the personality of the students
- 8) And to empower the girls to fit for future
- 9) And to make them aware about their present status regarding exam results.
- 10) To advise and support them in improving academic as well as extracurricular activities and to motivate them for higher education and entrepreneurship.
- 11) To know about the social system that are going on around them.
- 12) To know and aware them about any social evils that exists in their society.
- 13) To aware them about the covid made situation and to be enriched with knowledge how to take the situation made by corana virus.

The process: It is found that the number of students in 1st semester is 338, 285 in 3rd semester and 216 is in 5th semester. The number of full time teacher is 25. Considering the overall duty of vice principal, he has been exempted from the responsibility of mentors. For that reason the number of mentors is 24. The distribution of the students is done according to their roll number among the teachers as seniority basis and as per alphabetical order of the departments' name as possible. For example- first 24 numbers are distributed among 24 teachers. Next 24 numbers, that is, from roll number 25 to 48, next 24 numbers, that is from 49 to 72 and so on. This process of distribution can be done to any number of students as long as number of teachers remaining the same that is 24.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
774	26	1 : 30

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	25	1	Nill	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
2019	Dr. Mitali Kathkatia. NSS Programme Officer (State Level)	Associate Professor	State Level NSS award for Programme Officer for the period of 2018-2019 Directorate of Sports Youth Welfare Assam, dated 16th June, 2020.
2019	Dr. Mitali Kathkatia. NSS Programme Officer (State Level)	Associate Professor	Silver Medal for noteworthy efforts in promoting tobacco control

			activities in the state of Assam. 2019. a) Assam Cancer Care Foundation and Sambandh Health Foundation
2020	Dr. Ranjan Bhuyan, Vice-Principal, DKGC	Vice Principal	Best Teacher Award 2019-2020 (District level)
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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
MA	PG-181-011	4th Semester	08/10/2020	26/03/2020
BA	UA-181-011	4th Semester	01/09/2020	11/11/2020
BA	UA-171-011	6th Semester	21/10/2020	05/12/2020
BA (Journalism)	UA-171-011	6th Semester	17/11/2020	18/12/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The academic session 2019-2020 is unfortunate due to Covid made situations. Both online and offline classes are done to make up the losses of classes of students. Notes and pre-recorded videos were distributed among students through What Sapp, Telegram, Google Classroom etc. The college conducts the Sessional exam for the students in accordance with the college academic calendar in every session. All the departments organize various academic activities for internal evaluation of the students. home assignments are given to the students at a regular basis. The performance of the students in the sessional exam is communicated to the students for their overall development. Students are encouraged to participate in class seminars .A detailed record of the activities is maintained by the concerned department. Remedial classes for students are conducted whenever needed. Educational tour is organized for the students and reports/ projects are submitted by the students to the concerned department which is thereafter evaluated.

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/programme-outcams/>

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
UA171011	BA	Arts	125	68	54.40
UA171011	BA (Journalism)	Arts	6	5	83.33
PG-181-011	MA	Assamese	18	16	88.88

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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/wp-content/uploads/2021/06/2.7FEEDBACK-ANALISE-REPORT-PDF-link.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
Nil	0	NA	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	

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
50 FABULOUS INNOVATIVE LEADERS 17TH FEB. 2020	Dr. Gajendra Adhikary, Principal, DKGC.	WORLD INNOVATIVE CONGRESS	17/02/2020	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	Nil

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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
Assamese	2
History	2

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	History	1	0
National	Assamese	1	0

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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
Assamese	3
History	2
Education	8
English	1
Political Science	1

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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
Nil	NIL	NIL	Nil	0	0	Nil

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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
NIL	NIL	NIL	Nil	Nil	Nil	0

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

Number of Faculty	International	National	State	Local
Presented papers	1	Nil	Nil	Nil
Resource	Nil	2	Nil	Nil

persons				
Attended/Seminars/Workshops	1	21	Nil	Nil
View File				

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
Mask making Distribution of mask in the community from 10.04.2020 to 30.04.2020	NSS	1	13
Awareness programme on coronavirus at Mirza Choke Uparhali market on 18.03.2020.	IQAC in collaboration with teachers unit ,DKGC	21	15
"Ekta Divas" at Sontala village on 31.10.2019, Awareness programme on unity at Sontala village	NSS	2	102
Interactive programme on "Balance Diet healthy life" at Sontala ME school 20.09.2019	NSS	2	98
"Programme on Nutrition and Swachta" on 11.09.2019 at Sontala village.	NSS	2	100
Workshop on "Capacity Building of youth on substance abused and prevention "on 22.07.2019 at Sontala village.	NSS in collaboration with GU	2	100
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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
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Dr. Mitali Kathkatia. NSS Programme Officer	State Level NSS award for Programme Officer for the period of 2018-2019	Directorate of Sports Youth Welfare Assam, dated 16th June, 2020.	100
Dr. Mitali Kathkatia. NSS Programme Officer	Silver Medal for noteworthy efforts in promoting tobacco control activities in the state of Assam. 2019.	Assam Cancer Care Foundation and Sambandh Health Foundation	Nil
Dr. Ranjan Bhuyan, Vice-Principal, Dakshin Kamrup Girls' College, Mirza	Best Teacher Award 2019-2020 (District level)	Deputy Commissioner, Kamrup, Assam	774
Dr. Gajendra Adhikary, Principal, DKGC.	50 FABULOUS INNOVATIVE LEADERS, 17TH FEB, 2020	WORLD INNOVATIVE CONGRESS.	774
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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
Poshan Abhiyan	NSS	"Programme on Nutrition and Swachhta" on 11.09.2019 at Sontala village.	2	100
. Workshop on "Capacity Building of youth on substance abused and prevention "on 22.07.2019 at Sontala village.	NSS/Gauhati University	. "Capacity Building of youth on substance abused and prevention "	2	100
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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 ON	91	Self	1

23.10.2019

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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
Nil	NIL	NIL	Nil	Nil	Nil

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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
Nil	Nil	0	Nil

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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
27	27

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing

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4.2 – Library as a Learning Resource

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

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

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
	Text Books	2363	789761	1156	641815	3519
Reference Books	113	137314	145	194496	258	331810
e-Books	Nil	11800	Nil	5900	Nil	17700
Journals	47	120928	11	34225	58	155153
e-Journals	Nil	5900	Nil	5900	Nil	11800
Digital Database	1	Nil	Nil	Nil	1	Nil
Others (specify)	97	Nil	Nil	Nil	97	Nil

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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
Nil	Nil	Nil	Nil

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	24	2	6	0	1	6	10	10	0
Added	4	0	3	0	0	4	0	0	0
Total	28	2	9	0	1	10	10	10	0

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

8 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
DKGC	https://m.facebook.com/dkgirlscollegemirza
BMC	https://youtu.be/aDDp3-29zMA
NSS	https://youtu.be/ONpWG_zBRq

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
257300	376600	6234522	6307200

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)

PHYSICAL AND SUPPORT FACILITIES:- 1. The college has a large campus comprising of Academic, Hostel and Sports Complex. 2. The academic campus has several buildings which are used for classrooms, laboratories, libraries along with administrative offices. Similarly, the college has a hostel within its campus which is maintained by a Hostel Committee with Principal as chairperson, one hostel superintendent and three members from the teachers. 3. 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 The Principal follows the Government procedures and takes necessary approval from the Governing Body and other Government Agencies for execution. 4. The college has outsourced manpower from the third party for day-to-day cleaning of the college campus. 5. The College Canteen is outsourced to the third party. 6. The Principal forms various Committees, Clubs and Cells whenever and wherever required for maintaining physical and support facilities. 7. All physical equipment of the college are registered in the Stock Register Book of the college and it is updated every year

Academic facilities: 1. All major Academic and Administrative decision of the college must be approved by the Governing Body of the college. 2. IQAC gives needful suggestions for overall improvement of the Academics of the College. 3. For the smooth functioning of the Examination and Evaluation system, an Examination Committee is formed, headed by the Principal. 4. 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. 5. Education is a tri-dimensional process that involves students, teachers, and parents. Every year parents meet is arranged in the campus and suggestions received from the parents are given due importance the college authority. 6. The Anti-Ragging Committee headed by the principal keeps close eyes on the senior students. The college has been declared as Anti-Ragging Zone since its inception.

<http://www.dkgirlscollege.in/wp-content/uploads/2021/06/4.4.2.pdf>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Student Aid Fund	112	85700
Financial Support from Other Sources			
a) National	Ishan Uday Scholarship Per month Per students	3	19200

	Rs. 6400.00		
b) International	Nil	Nil	0
View File			

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
Yoga	21/06/2020	140	NSS
View File			

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
Nil	Nil	Nil	Nil	Nil	Nil
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
3	2	5

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
Nil	Nil	Nil	Nil	Nil	Nil
View File					

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
2020	1	BA Arts	Economics	IGNOU	PG
2020	8	BA Arts	Assamese	Gauhati University	PG
View File					

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
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Nill	Nill
View File	

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

Activity	Level	Number of Participants
Kho Kho Badminton	Inter College Guwahati University Boys Girls	110
Girls' Common Room	Institutional	75
Minor and Major Games	Institutional	85
Literary	Institutional	80
Cultural Computation	Institutional	300
View File		

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
2020	Republic Day Parade Camp, New Delhi	National	1	Nill	U2003541 492239	Gitanjali Das
2020	10th National Vovinam Ch ampionship	National	1	Nill	U2003541 242664	Dipa Rongpi
View File						

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

1. 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. 2. 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:

101

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

15150

5.4.4 – Meetings/activities organized by Alumni Association :

1. Anti Ragging Committee meeting, 29-09-2019 2. Alumni Meet Department of Economics, 14-10-2019 3. Alumni Meet Department of Education, 21-10-2019 4. Alumni Meet Department of English, 14-10-2019 5. Alumni Meet Department of Assamese, 22-10-2019 6. Alumni Meet Department of Philosophy, were organised. 7. Alumni Meet Department of History were organised. 8. Alumni Meet Department of Political Science, 22-10-2019 9. Celebrating of Shilpidivas organised by Students Support and Progression IQAC, DKGC on 17-01-2020

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
Admission of Students	? The date and the procedures of admissions are 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
Human Resource Management	? The prime aims of the institution are to develop Human Resource and hence strive 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 faculty members of the institution has done RC, OP, short term course, National seminar, International seminars etc. at regular intervals to fulfil the current education demands. ? Educational Tour has been conducted to Puri, Odisha, to explore the historical culture heritage of the places. ? Awareness programme on Novel Corona Virus have been conducted by the faculty members of the college at different platform to aware the student community the masses.

<p>Library, ICT and Physical Infrastructure / Instrumentation</p>	<p>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.</p> <p>? The College has access to many journals online and is also connected to N-LIST library facilities supported by the DoNER Ministry of the Govt. of India. ? SOUL software is installed in the library for library automation.</p>
<p>Research and Development</p>	<p>? There is a Research Cell in the College which encourages the active participation of the desiring research scholars. ? Awareness programme has organised by Research Innovation and Extension Cell on 'Child Right as provided by Indian Constitution and International protocol' on 6th December, 2019. ? Under the guidance of Dr. Gajendra Adhikary two research scholars viz. Ajit Deka Amulya Kalita awarded PhD degree by Gauhati University. ? Under the guidance of Dr. Jahnobi Devi one research scholar named Nibedita Deka awarded PhD degree by Gauhati University. ? A series of National webinar has been organised on various topic relevance to the current education scenario created by the pandemic. ? Numbers of research articles have been published in different research journals and books by the faculty members of the college.</p>
<p>Examination and Evaluation</p>	<p>? 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.</p>
<p>Teaching and Learning</p>	<p>? 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</p>

	room. ? Practical computer education and Vocational training regularly provides for skill development
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. ? Dr. Lilabati Choudhury, Associate Professor, Dept. Of Education is an active member of the UG Curriculum Development Committee of Gauhati University.

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

E-governance area	Details
Planning and Development	1)The College Library is partially automated with SOUL and materials have been made available with the help of Inflibnet, NLIST, Swayamprabha etc. 2) The college website is comprehensive with all available features and is linked with various govt.websites
Administration	? The College authority conveys all the necessary information and notices pertaining to administration only through the official college website and various Whats App groups.. The college also uploads all the notices regarding call for tenders and advertisements for recruitment of various posts in the college website and local newspapers.
Finance and Accounts	? Finance and Accounts ? 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 transaction of the Institution.
Student Admission and Support	? ll information pertaining to admission process is published in the college website. Application for admission to the college was done through online mode only to make the admission process convenient and hassle

free. The IQAC conducts students' feedback on various aspects of teaching learning process through online mode. From the session 2018-19, the online feedback system was introduced in lieu of offline mode for collecting feedback from students. Online payment gateway has been created for collection of fees from the students to ease the payment process.

Examination

? Filling up of forms for university examinations and registrations are done through online mode

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
Nill	NIL	NIL	NIL	Nill
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 teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	A training Programme on PUBLIC FINANCE MANAGEMENT SYSTEM was organized by IQAC, which was conducted by SPMU, PFMS, Assam	A training Programme on PUBLIC FINANCE MANAGEMENT SYSTEM	23/10/2019	23/10/2019	3	12
View File						

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
-------------------------------------------------	---------------------------------	-----------	---------	----------

Orientation Course	1	04/06/2020	01/07/2020	28
Faculty development Programme	1	17/07/2020	23/07/2020	07
View File				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nill	Nill	Nill	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
0	1	1

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	Nill	Nill
View File		

6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	? G.U. ? DHE, Assam ? NAAC	Yes	Principal, G.B. 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. With the help of the fund provided by Dakshin Kamrup Duardian Forum, a large room has been constructed on the upper floor of the indoor stadium during this year.

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

A training Programme on PUBLIC FINANCE MANAGEMENT SYSTEM was organized by IQAC, which was conducted by SPMU, PFMS, Assam

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

.Online classes were held during pandemic situation for the benefit of the student on various mode and upload it on the college website. 2.Introduced online admission system from the academic session 2020-21. 3.Taking initiative to introduce science stream and major part of construction of infrastructure for the same has been completed.

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	An Anti Ragging	19/09/2019	19/09/2019	19/09/2019	60
2019	A training Programme on PUBLIC FINANCE MANAGEMENT SYSTEM was organized by IQAC, DKGC on 23.10.2019 which was conducted by SPMU, PFMS, Assam. The resources persons were Raju Sarkar, SR AO, SPMU, PFMS, Assam, Hillol Kashyap, OM , Bhargav Saikia, OM,	23/10/2019	23/10/2019	23/10/2019	15
2019	Organizing guardian meet	16/11/2019	16/11/2019	16/11/2019	185
2019	IQAC Meeting	05/12/2019	05/12/2019	05/12/2019	15
2019	Submission of AQAR 2018-19	11/12/2019	Nil	Nil	811
2020		08/01/2020	08/01/2020	08/01/2020	50

	Inauguration of Sports Complex constructed under the fund provided by UGC				
2020	Gauhati University Inter College Kho-Kho and Badminton Competition was organized by Dakshin Kamrup Girls College, Mirza	03/02/2020	03/02/2020	06/02/2020	110
2020	Encouraging the use of online teaching learning system through different mode like Google meet, uploading of text materials, assignment etc. by department and faculty members and also uploading the same in college website.	19/03/2020	Nil	Nil	774
2020	IQAC Meeting	17/06/2020	17/06/2020	17/06/2020	16
2020	Introducing online admission process for the student .The entire admission process from	28/06/2020	28/06/2020	30/07/2020	862

2019	4	4	27/09/2019	1	Workshop on "Capacity Building of youth on and prevention	Personality development of youth	100
2019	4	4	11/09/2019	1	"Programme on Nutrition and Swachta" on 11.09.2019 at Sontala village.	Importance of Health hygiene among the village people	100
2019	4	4	20/09/2019	1	Interactive programme on "Balance Diet healthy life" at Sontala ME school 20.09.2019	Importance of balance diet for healthy life	101
2019	4	4	31/10/2019	1	"Ekta Divas" at Sontala village on 31.10.2019, Awareness programme on unity at Sontala village	Unity among village people	100
2020	2	2	18/03/2020	1	Awareness programme on corona virus at Mirza Chowk Uparhali market on 18.03.2020.	Make the people aware about the new disease.	25
2020	2	2	30/04/2020	20	Mask making Distribution of mask	Use of sanitizer and masks among the	101

in the community
community
from 10.0
4.2020 to
30.04.202
0

[View File](#)

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	19/06/2019	All rules and regulation of the institutions are mentioned in the prospectus and the college students have to follow these rules regulation. College academic calendar and holiday list are also included in the prospectus and all academic activities for the next session are carried out accordingly. Any new student or stakeholder can have an overall idea of the college if he or she go through the prospectus of the college.
Library Rules	01/08/2019	Library Rules are mentioned in the booklet published and prepared by the library committee and all stakeholders have to follow these rules and regulations.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
International yoga day was observed on 21st June, 2020, but it was an online celebration where faculties and students show their yoga practices for few minutes a video was prepared by the NSS unit of our college on it and shared it among the college	21/06/2019	21/06/2019	140

[View File](#)

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

1. Plantation drives every year. This year alumni meet of the Economics department was celebrated with the sapling of 20 plants of different varieties in and around the college campus.

2. College Campus is totally free from polythene. Social Service Section of students union frequently observe a cleanliness drive in the campus. NSS unit of the College also Observe Such Cleanliness programme

3.College always tries to prohibit the use of plastic within the campus and several initiative have been taken by the authority and NSS unit of the college to make the students aware about it.

4..Awareness drive: Avoid Plastic for Sustainable Living with Nature An awareness drive on sustainable living with nature was carried out by the student volunteers 2nd October 2019, as a part of Gandhi Jayanti Celebration in the College

5. The college authority try to keep the area of in and around the campus pollution free and so try to restrict vehicular traffic near the campus with the help of district administration.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1) Best practice - 1 Title of practice: Yoga and Meditation a) Objectives of the practice: The practice of Yoga and Meditation among the students helps in creation of self-discipline and self-control. It leads to increase awareness, concentration and consciousness about every aspects of life. The main objective of Yoga education are- To enable the student to have good health. To practice mental hygiene. b) The Context: The word yoga is derived from the Sanskrit root "yuj" meaning "to join" or "to yoke" or "to unite". As per yogic scriptures the practice of yoga leads to the union of individual consciousness with that of the universal consciousness, indicating a perfect harmony between the mind and body, man nature. In our Institutions, we all see the three basic elements of Yoga that is Asana, Pranayama, and Concentration. • Asana are poses which exercise the front back and side of the body equally. • Pranayama means control of the breath, which leads to deeper breathing thereby providing the body with more oxygen. • Concentration is fundamental in yoga. Therefore Yoga means of utilising the individual spirit with the universal spirit of God. Pat Anjali says- Yoga is the suppression of modification of the mind. c) The practice: This year yoga medication has been considered as a worldwide important phenomenon. It is now regarded as a most effective health supporter. In our Institutions one of the most important practices is to do one minute meditation before the beginning of the classes. In each and every class's teachers, before having attendance, practices meditation for 1 minute. This leads to enhance their concentration power. Besides the students are aware of the fact that meditation should be a common practice at home also, either in the morning and in the evening for half an hour regularly. Dr. Narakanta Adhikary Associate Prof Dept of History of D.K. Girl's College is one of the well trained yoga trainer and Miss Jayshree Chowdhury, Alumnae of this college, who is a regular trainer of our college was a student of Pat Anjali yoga pith, Mirza, support our student and tries to teach yoga periodically. This year international yoga day was celebrated virtually on 21st June.2020. Almost all the faculties have joined in the programme. A video regarding yoga where faculty members, office staff and student practice yoga at home was al where faculty members, office staff and student practice yoga at home was prepared and shared among the college fraternity. Dept. Of Education of D.K. Girls College organized a

departmental alumnae meet where a lecture on "Importance of Yoga in present lifestyle" was delivered by Miss Jayshree Choudhury of Patanjali Yoga centre, Mirza. Yoga has been included at the institution routine classes from the academic session 2019-20 from 9-15 to 10-15 A. for the benefit of our student. For Yoga meditation practices a special accommodation has been reserved in the indoor stadium of the college campus. Dept. Of philosophy always take initiative for increasing awareness of yoga and its benefit to the students of the institution. There are some limitation in practicing yoga in the institutions, as the college is situated in a semi urban areas, the students from rural areas are not interested much for this practice, besides parents think that these are not a part of education. So proper planning for increasing awareness about benefits of yoga is utmost necessity. d) Evidence of success: It is a very successful initiative by the institution to provide support for practice of Yoga Meditation. Due to one minute meditation before the beginning of the classes, students feel comfortable in learning understanding. It also increases moral values and mental well-being. Regular yoga practice at home and periodically at college creates mental clarity and calmness, increase body awareness relieves chronic stress patterns relaxes the mind, centres attention and sharpens concentration. As yoga may improve physical fitness in adolescents, improve respiratory function reduce obesity, in our institution also without sufficient Sports infrastructure students are showing good result international sports other events. Gitanjali Das of NSS unit of this institution joined in the republic day parade on 26th January 2020 she lead commanded the whole team. Our students participated in Kho Kho badminton competition at the university level and begged prizes every year. This year 2 prizes in Kho Kho badminton comes to this institution. . e) Problems encountered and resources required: Number of problems arises while practicing yoga meditation in the institution localised in rural areas. First problem is to convince the students, that this is considered as best practice and it is necessary for Development of physical and mental health for everyone. Faculties involvement is very important for students support and progression. Another problem arises from management of time and resources person. Students are not interested to do yoga after the routine classes, so it may be practised in the first class of The resources required are more mats, towel, and water bottle. A well ventilated room and a appointed good teacher, which is not possible due to shortage of fund. The Best practice - II Title - Plantation programme : (Go green practice maintenance) a) Objectives : Tree plantation is necessary for balancing oxygen. Big trees provide clean air and help to reduce noise pollution. Due to the plantation programme organised periodically, our institution looks green and beautiful all around. As it becomes a 'Best Practice' in our college. The students are now aware of tree plantation and its usefulness. They are interested to provide saplings and plant here periodically. b) The Context: To maintain the greenery nature of the campus of this institution, we have been planting saplings from past few years with an objective to make the campus green and beautiful. Go green practice has been introduced from this year for maintaining sustainability of nature. Avoiding the use of plastic in the hole to hide a sapling, maintain fencing in the surrounding areas of plants, NSS unit of the college doing large number of programme by their volunteers to provide sustainability like potted plant, cleaning the campus, plastic avoidance programme, smoke free programme etc. As we are familiar with the go green initiative to spread knowledge and practices that can lead to more environment friendly and ecologically responsibly decision and lifestyle which can help protect the environment and sustain natural resources for current and future generation. c) The practice: Since the establishment of their institution in 1988, clean green environment was the objectives of the institution. This practice of plantation of trees now introduced as the best practice for all. This practice of Go Green programme includes 1. Department wise planting of sapling in the campus 2. Plantation is

compulsory for the students seeking admission in the college for the first time. 3. Cleaning cutting of trees, branches once in a year for beautification. 4. Numbers of fruits are available in college campus from trees like Olive, Jackfruit, Mango, Banana some vegetables. 5. There are also some medicinal plants in the campus which is necessary for Ayurveda treatment. 6. The NSS unit of D.K Girls College organises number of tree plantation programme either in the college campus or outside the college campus. They also organises awareness programme in nearby schools and villages for environmental sustainability of the benefit to the village. 7. Institution has a beautiful garden of season flowers and other flower. It enhances the beauty of the campus. 8. During the lockdown 2020 from April to august, some special awareness programme was held initially like, online lecture programme on environmental sustainability, talk on mental ability and of health hygiene. d) Evidence of Success: Naturally the campus is very green pollution free with sufficient amount of oxygen availability. All the class rooms are well ventilated and comfortable. Faculties chambers are also free from suffocation and emission of CO2. The institution is a smoking and tobacco free zone. Plastics especially polythenes uses are restricted in the campus and if it is required must be thrown in the dustbin or in proper peaces. Earthen glasses in lieu of plastic glasses for drinking water are used in the functions held in the college premises. Due to the periodical planting of saplings in surrounding the college campus, we have the cool environment in summer season and it increases the greenery also. Guests from outside always appreciate the campus highly for its natural look and clean and green environment. Problems encountered and resource required. As the soil is fertile, rain water is sufficient and there is no artificial water crisis. We are facing fewer crises in this field. Now we are planning for more plantations of medicinal plants in the campus. Rainwater harvesting is another plan for near future which is our important resource for maintaining sustainability.

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

<http://www.dkgirlscollege.in/wp-content/uploads/2021/06/Best-practices.pdf>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Our web link www.dkgirlscollege.in provide institution distinctive as much as possible so far as the thrust area is concerned. Our institution try to introduce science stream and major portion of infrastructure for the same has already been completed. Most distinct part of the institution is as follows:-

1. It is the only higher educational institution for girls in the entire south Kamrup area. College is situated near Gauhati University, Guwahati, under which we are affiliated.
2. The institution has a Museum which is the only college museum in this region, where we have been preserving the premier English and Assamese newspaper from Assam "The Assam Tribune" "Dainik Asam" since 1988, besides other important manuscripts and items of importance.
3. The Home Science Department of our institution is another distinctive attraction as many students enrolled in our college only for this subject.
4. Most of our students are from Reserved (belong to schedule caste, schedule tribe and OBC or MOBC) category. A good number of students are from BPL category. These groups get maximum benefit not only from Government but also from college family. The departmental library provides books and journals to the students.
5. The NSS group led by Dr. Mitali Kathkatia, Associate Professor, Department of Education is known for strong volunteers group in this region. This year she was selected with one of our NSS Volunteers to participate in the Republic Day parade in the New Delhi on 26th January, 2020, as NE contingent leader.
6. The Mass

Communication Department of our institution is also an active department. 7. Another Distinct feature of our college is that we have an Indoor Stadium which is already opened and several games has been playing since it's opening. 8. The college has a Skill Development Training Centre in collaboration with Institute of Professional training under Assam Skill Development Mission, since 2019, where different beautician course have been imparted. 9. The college has a Computer Centre with assistance of NEEPCO, where interested students can take functional computer training at nominal fees. 10. The students' union election of our college is unique ideal. Since its inception, certain rules have been made for the contesting candidates. That no candidate will be allowed to hang banners, sticking of bills, distribution of leaflets, scribbling on the wall etc. This restrictions applied even outside the college also. Till date, this rule has not been violated by any candidate.

Provide the weblink of the institution

<http://www.dkgirlscollege.in/wp-content/uploads/2021/06/COLLEGE-DISTINVTIVENESS.pdf>

8.Future Plans of Actions for Next Academic Year

Future plan of action for next academic year. The institution proposed to the develop the infrastructure of the whole campus following of action have been taken so far for build up a new environment of the institution. 1. To appeal to Gauhati university for permission of Science Stream from next year. 2. Proposed to finishing the construct a of new museum building in the campus. 3. Each department of the institution proposed to organised webinar or seminar at national and international level periodically. 4. Proposed to organize departmental seminar periodically 5. Proposed to make a garden of medicine plants in the campus newly. 6. We have proposed to purchase a good number of books for science section and for degree major courses. 7. Another resolution has been taken to continue the beautician course you the next batch as skill development programme. 8. Institution has proposed the installation of solar panels for energy conservation.