



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution	
	DAKSHIN KAMRUP GIRLS' COLLEGE, MIRZA
• Name of the Head of the institution	DR RANJAN BHUYAN
• Designation	PRINCIPAL i/c
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	9365971719
• Mobile No:	8638288952
• Registered e-mail	dkgcmirza1988@rediffmail.com
• Alternate e-mail	dkgcprincipal@gmail.com
• Address	VILL- KOACHPARA
• City/Town	MIRZA (KAMRUP- RURAL)
• State/UT	Assam
• Pin Code	781125
2.Institutional status	
• Type of Institution	Women
• Location	Rural
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	GAUHATI UNIVERSITY				
• Name of the IQAC Coordinator	Dr Nara Kanta Adhikary				
• Phone No.	9365971719				
• Alternate phone No.	9101600985				
• Mobile	7637935364				
• IQAC e-mail address	dkgcmirza1988@rediffmail.com				
• Alternate e-mail address	dkgcprincipal@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	http://www.dkgirlscollege.in/wp-content/uploads/2021/11/AQAR-201920.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	http://www.dkgirlscollege.in/wp-content/uploads/2022/03/Academic-Calendar-2020-2021.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	B	2.34	2016	05/11/2016	04/11/2021
Cycle 1	C++	68.00	2004	04/11/2004	03/11/2009
6.Date of Establishment of IQAC			23/08/2003		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	Nil	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		

9.No. of IQAC meetings held during the year	2	
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> • If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>1. The proposed edited book of IQAC "Chandraprakash Saikiyar Upanyaas Kriti" was published on 20th August, 2020 by the publication committee of Dakshin Kamrup Girls' College. 2. Skill Development course, (Three Months beautician Course) was held in the institution from 12th December, 2020 in collaboration with Assam Skill Development Mission. 3. On 19th March, 2021 an awareness programme on "Snake, Superstition Conservation and awareness was organized and as per the resolution of the programme an inter-college essay competition was organized by IQAC on the topic "Snake, Superstition Conservation and Awareness". 4. An lecture programme on: interaction between Development and Terrestrial Eco- system" was organized on 5th June, 2021, which was delivered by eminent scholar Prof.Bhagawatpran Duwarah of Gauhati University. 5. Infrastructure in the college library has been improved and separate reading arrangement has been made so that each student can read and write separately in the library.</p>		
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		

Plan of Action	Achievements/Outcomes
<p>Take online classes regularly for the students of Major and General Semester and all teachers are requested to send the details of the class through the E-mail for regular record with the authority.</p>	<p>Regular online classes were held during the Lock down period and the same were sent to the authority through college email for records.</p>
<p>Prepare a fresh routine for online classes covering all semester.</p>	<p>Done by the Vice-principal and it was followed by the teacher while taking online classes.</p>
<p>Organized webinar and requested each department to organized at least one webinar during period July and August, 2020.</p>	<p>Webinars were organized by several department and IQAC during July and August, 2020.</p>
<p>In order to make the students exposed to or habituated to online method that a few Google Meet should be organized with the students so that they aware of the procedure of Google Meet.</p>	<p>The students were invited to participate in various online programme organized by the college and frequent online classes taken by the faculty members make them habituated to the online mode.</p>
<p>Take steps to fill the post of teachers lying vacant in the Assamese Department as soon as possible as per rule.</p>	<p>The vacant post in the Assamese department has been filled by following all requisite procedures.</p>
<p>Admission for the new academic session will be conducted online.</p>	<p>The entire admission process was done through online mode.</p>
<p>The draft AQAR, 2019-2020, has to be submit to NAAC on time after including all the required information with approved from the Governing Body (GB) of the college.</p>	<p>Submitted AQAR 2019-20 after taking approval from the college Governing Body.</p>
<p>Send a proposal to the Governing Body for approval, to demolish a part of the existing Assam type building of the college.</p>	<p>A part of the old Assam type building of the college was demolished.</p>

The proposed edited book of the Assamese Department, which is in the final stage of completion and will be published by the publication committee of the college will be released before September, 2021 by inviting a prominent person in the field.	The first edited book of the college was released on 20th August, 2020.				
Published the Second Edited book from the Philosophy Department.	The work for the second edited book of the college has already started.				
Due to the sudden demise of Sri Niral Sarma, Head Assistant of the college, who was also an IQAC member, it was decided to include Sri Sankar Kalita in place of Sri Niral Sarma.	Done according to the resolution.				
13. Whether the AQAR was placed before statutory body?	Yes				
<ul style="list-style-type: none"> Name of the statutory body 					
<table border="1"> <thead> <tr> <th>Name</th> <th>Date of meeting(s)</th> </tr> </thead> <tbody> <tr> <td>Governing Body</td> <td>28/03/2022</td> </tr> </tbody> </table>		Name	Date of meeting(s)	Governing Body	28/03/2022
Name	Date of meeting(s)				
Governing Body	28/03/2022				
14. Whether institutional data submitted to AISHE					
<table border="1"> <thead> <tr> <th>Year</th> <th>Date of Submission</th> </tr> </thead> <tbody> <tr> <td>2020-2021</td> <td>22/02/2022</td> </tr> </tbody> </table>		Year	Date of Submission	2020-2021	22/02/2022
Year	Date of Submission				
2020-2021	22/02/2022				

Extended Profile

1. Programme

1.1

2

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2.Student

2.1 879

Number of students during the year

File Description	Documents
Data Template	View File

2.2 236

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3 125

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 25

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 40

Number of Sanctioned posts during the year

Extended Profile	
1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	2
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	879
File Description	Documents
Data Template	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	236
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	125
File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	25
File Description	Documents
Data Template	View File

3.2	40
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	19
Total number of Classrooms and Seminar halls	
4.2	5973330
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	14
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The institution adheres to the curriculum laid down by the affiliating University and prepares a well planned month wise year planner at the beginning of each academic session for all the subjects in the Under Graduate and Post Graduate courses. These planners are distributed to all the students at the beginning of each academic session. For the preparation of the curriculum the panel comprises of some senior faculties along with some eminent academicians in the particular relevant area. The well framing syllabus is distributed to all the students at the beginning of each academic session.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

As an affiliated Institution to Gauhati University, the evaluation norms of the University are strictly followed. In the current session our institution followed a credit based evaluation system. The college has adopted a method of assessing the academic performance of the students on a continuous basis. Continuous assessment in theory subjects as per affiliating University norms includes 10 marks for sessional exam assessment, 4 marks allotted to class attendance and 6 marks allotted to Home Assessment. Within this framework, the college conducts the Internal Assessment Department wise according to a proper schedule. The marks obtain by the students and the score for attendance are both uploaded in the University website at the scheduled time.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.

Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

2

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

2

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

80

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

80

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The Institution is an affiliating college that through its Co-Curricular activities tries to inculcate values and ethics among the students. It ensures not only effective curriculum delivery but also makes every effort to impart a historic education that goes beyond the curriculum throughout the year. Through these programmes students pointed universal moral and Social values, sensitivity towards gender issues and environmental consciousness.

1. Lecture program on gender sensitization.
2. Observance of Women's Day.
3. Value Added Classes like Yoga.
4. Environmental Education through Plantation, Field Projects.
5. Seminar on Value Education and mental Health.
6. Observance of Earth Day, World Environment Day
7. Observance of the Days of ideal persons like Srimanta Sankaradeva, Madhabadeva, Bishnuprasad Rabha, Jyotiprasad Agarwala.
8. Observance of Teachers Day.
9. Observance of the day of Bhupen Hazarika.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

10

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

10

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students
Teachers
Employers
Alumni

D. Any 1 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	http://www.dkgirlscollege.in/wp-content/uploads/2022/03/FEEDBACK-REPORT-OF-THE-STUDENTS.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1008

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

494

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Yes. It is assessed through class test, oral test, sudden test and mock test. Advanced learners are benefitted by practice problems provided to them and personal care is taken and training is given to slow learners. Besides special classes are also provided to them.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1008	25

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Students are motivated to earn knowledge from personal experiences. The pro-verb 'learn from mistake' is often repeated to them. Besides, students are also motivated to join the competition which are going on college level, university level, state level and national level.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Teachers generally use WhatsApp, google-meet, teach mint, zoom and google class room, telegram as a means of ICT tools.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

22

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

25

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

13

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

25

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

All internal examinations are compulsory and performed on a regular basis so that up to date teaching and learning can be assured to both students and teachers. Besides answer scripts are also shown to them to finger out their mistakes.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Marking procedures are shown and discussed with students so that they can realise their mistakes and can correct themselves in the final examination making their answer scripts available.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Yes. Teachers and Students are very much aware about the programs they are going to study through the syllabus provided by Gauhati University and their applications and future scopes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Through the traditional methods of examination, continuous evaluation processes like unit test, class test, mock test, sessional examination, seminar ensure attainment of course

outcomes by our institution

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

130

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<http://www.dkgirlscollege.in/student-satisfaction-survey/>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

8

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

0

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	No File Uploaded

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

0

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	No File Uploaded

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The College organizes a number of extension activities to promote institute-neighborhood community to sensitize the students towards community needs. The students of our College actively participate in various social service activities leading to their holistic development. The College has an active national service scheme NSS Unit through which the Unit undertakes various extension activities in the neighborhood community. NSS organizes a residential seven day camp in nearby adopted village and several activities were carried out by NSS volunteers addressing social issues which include cleanliness, Tree plantation, Awareness, Water conservation through Wall painting. Shramdan, Social interaction, group discussion, Education of superstition, Beti Bachao Beti Padao , Environmental awareness, Women Empowerment,

National Integrity, Aids Awareness, Blood Donation Camp, Health Checkup Camp, Awareness on Pervasion of alcohol and Drug Abuse, Health and Nutrition Awareness on E share card, Road safety etc. It also aims at development qualities of leadership, Patriotism, Maintaining Dicipline, Character Building, Sprite of Adventure and the Ideal of self service. Awareness of Gardening, Gandagi Mukh Bharat for health, Save fuel save country, Awareness Programme for creation of Plastic free and Tobaccos free society, Swassata Abhiyan, National equality awareness.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

7

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

7

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

48

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

0

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Dakshin Kamrup Girls' College is located in the sylvan environs of Mirza. It is the only Higher Educational Institution for girls' in entire South Bank of the river Brahmaputra towards the west Guwahati and Goalpara towards South. The college was initially started in the adjacent institution, D.K. College, Mirza. Later it was shifted to the present location, which spreads over a considerable area of about 11 bighas of land. The beautiful college campus offers a rich range of academic disciplines for the girl's students who come from each corner of the state of Assam. The College has a noble vision of occupying a prestigious position in the field of higher education of women and transforms itself into a centre of excellence. At present the following infrastructural and physical facilities are available :

Infrastructure No of Rooms /etc

Principals' Chamber.....1

Vice- Principal Chamber.....1

Teachers' Common Room-----...10

Class Room.....17

Library.....1

Laboratory Room.....	2
Play Ground.....	1
Students Refreshment Room.....	1
Digital Class Room.....	1
Total no. of Computer.....	32

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Dakshin Kamrup Girls' College utilizes lots of its resources to provide an environment to its students where the students are encouraged to indulge in sports and extracurricular activities. The College has created both infrastructural and instructional

facilities in games, sports and cultural activities. At present the college has one indoor sports complex where two well equipped badminton courts and Table Tennis Board are available. One play ground for outdoor games are also available. The college has appoint a part time qualified sports personnel to guide the students in various sports such as yoga, kho-kho, kabaddi, badminton etc as and when necessary.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

1

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

1

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

5973330

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	No File Uploaded

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

1. Name of ILMS software : SOUL 2.0
2. Nature of automation (fully or partially) : Partially
3. Version: 2.0
4. Year of Automation : 2011

The Central Library of Dakshin Kamrup Girls' College was established in the year 1988. In the beginning it had a collection of only 1005 books. It was in the year 1993 that the central library was shifted to the existing building, which was donated by "Charu Prakashan" a premier book publishing organization. Since then the library has made consistent progress in terms of collection of books, periodicals, services and infrastructure. The

library regularly subscribes e-journal and e-books from N-LIST digital library of INFLIBNET. The library is catering to the needs of about 2000 readers consisting of Teachers, Students, Employees and Others. At present the library has a collection of 18,515 books including reference books

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources C. Any 2 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

254194

File Description	Documents
Any additional information	View File
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	No File Uploaded

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

18

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Describe IT facilities including Wi-Fi with date and nature of updating within a maximum of 200 words

Dakshin Kamrup Girls' College has a dedicated IT staff to cater to the needs related to IT infrastructure and maintenance. Every departments has one Laptops and total 32 numbers of computers in the college. The college has all time Wi-Fi facilities in the office. All the softwares and other applications are updated regularly before the expiration. Internet connections are also available in the Library.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

32

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution C.10 - 30MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

5973330

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	No File Uploaded

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

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.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.dkgirlscollege.in/maintenance-of-campus-infrastructure/

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

1414

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

1414

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to institutional website	http://www.dkgirlscollege.in/events/
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

85

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

85

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student

A. All of the above

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

11

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

6

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

2

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

1

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

1. There is a full-fledged mentor - mentees unit formed for the purpose of sharing information and support the students in overall development.
2. The students union of the college is strong non-political organization which facilitated the students in different activities.
3. Here is an active NSS unit lead by Dr. Mitali Kathkatia for keeping the student for their development by performing number of programme in the institution as well as in national and state level.
4. There is a central library with about eighteen thousand books and journals periodicals and news- papers to facilitated the student in their academic yield. There are also the departmental library which may provide book to the students. Number of Dept. provide text book to the student whenever necessary.
5. The students are also facilitated by Yoga meditation periodically for their physical and mental development. Students are required to meditate for one minute before the beginning of every classes. It makes them more attractive in the classes.
6. Institution also make facilitated the students by introducing music classes periodically. College also proved a beautician course to the students and alumnae.
7. The Home Science Dept. of the college taught the student to prepare sanitizers during the lock down period. They distributed among the student and teachers.
8. There is a good number of celebrations in the college where the students actively participate , like College Week, Freshman Social, Saraswati Puja, Republic Day , Independence Day, Lachit Diwas, Sukhafa Diwas, Tithi of Srimanta Sankardev, College Foundation Day, Gandhi Jayanti etc. in sports, they also have been facilitate by indoor Stadium and for outdoor sports there is a large playground. Students are associated with practicing Badminton, Kho-Kho, Kabadi, Table Tennis and other athletics sports
9. The institution provides good girls common room with essential facilities and also provides a students' Union room for maintaining privacy.
10. The institution carries Educational Tour, Excursion, Picnic and visited a number of places for doing survey and project for making assignments for the students.

11. The Dept of the institution organize seminar workshop, lecture series, talk and number of Research activities for the benefit of the students.
12. DKGC Women Cell, Career Guidance Cell, DKGC counseling Center organized number of programmes to facilitates the students in different sectors.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

0

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Alumni Association of our college is not registered.

However, we have a full- fledged Alumni Association, named, "D. K. Girls' College Alumni Association" consisting with the following portfolios:

Convenor: Dr. Jagannath Barman, HoD, Dept. of Assamese

President: Mrs. Rumarani Saikia

Secretary: Shilpisudha Goswami

1. Against every outgoing student Rs. 150/- is charged for their registration into the "D. K. Girls' College Alumni Association"
2. The amount is spent for organizing Alumni meeting and other activities related to the students welfare. For eg. purchasing of Acquaguards, seating arrangement within the college campus outside the classrooms.
3. Every year the Alumni meet is organized to discuss about the socio- cultural and development of the college.
4. Time to time, an Alumni Photo Album is prepared emphasizing on the outgoing students of the particular session. A progress report is also included in the Photo Album highlighting on those members who are engaged in different occupations.
5. A permanent wall Magazine titled "Smritilekh" is also the part of the Association, where the each member can share their feelings.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year E. <1Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

MISSION:- The famous from Keno Upanishada "Bidyaya Bindattmritam" which is engraved in the emblem of the college denotes the mission of the college. Theb line signifies that education leads to enlightenment. The mission of the college is to impart to the

students the knowledge of the self and the knowledge that can prepare them to lead a happy and meaningful life through the process of teaching and learning. Being an institution of higher education for women the college aims at a sustainable development of the women community of Dakshin Kamrup area and to help them to contribute to the process of national progress.

VISION:-The college has the noble vision of occupying a prestigious position in the field of higher education of women to transform itself into the centre of excellence. It always remains an earnest endeavour on the part of the college to

- Empower the girls' student economically, politically and socially.
- Help them to become responsible and worthy citizens.

The college provides need based opportunities to the students to develop their potentialities in arts, sports, culture and literature through competition and participation in various events throughout the year.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The principal co-ordinates on all academic matters through the Head of the Department who are appointed on a rotational basis. In this way all faculties of the department get to play a role in decision making and can participate in the management of their respective department. The college has also setup a Project Monitoring Unit to monitor the entire ongoing project financial by RUSA. The members of this unit included Student's Union, 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

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution has been using ITC for teaching learning during the pandemic. Online classes and E-resources have been provided to students as the institution was totally closed due to the Covid-19 pandemic. The institution is going to start science stream according to the Govt. of Assam notification. it is pleased to inform here that the purchasing of science laboratory items and books have already been done. A newly constructed building is ready to soon after the clearance. The science stream will be started in the college as soon as the govt. of Assam permission to start the course.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The institution follows the democratic norms in administrative setup and as well as in policies for the effective and efficient running of the institution. Governing Body, Students' Union, Alumnae Association, Guardian Association, Teachers' Unit etc. are well structured following the democratic principles for the support and progress of the institution.

File Description	Documents
Paste link for additional information	http://www.dkgirlscollege.in/igac/
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

D. Any 1 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The institution undertakes various welfare activities for both the teachers as well as non-teaching staff. All the statutory leaves are granted to the faculty members and 'on duty leave' are given to the teaching staff to attend Orientation Course, Refresher course, Faculty Development Course, seminar and Workshop. The grievances redressed mechanism is also set up for all the staff of the institution. The Teachers' Unit of the college plays pro-active role to support the needy one. The Teachers' Unit of the college has provided financial assistance to the daughter of two non-teaching employee of the college to pursue higher education. Apart from that the Teachers' Unit has also provided one time financial aids to all the non-sanctioned non-teaching staff of the college family to deposit SBI Life Insurance.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

10

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

There are internal performance Appraisal systems for teaching staff. The Principal and the Co-ordinator of IQAC monitors and evaluate the performance of the teachers and communicate with the teachers for the area of improvement as per requirement.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

- 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 audited the financial transaction of the Institution.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

50000

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The institution is looked after by a Governing Body who monitors all the best utilization of resources received by the institution. The funds receive under RUSA has effectively utilized by setting up the following items.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Dakshin Kamrup Girls' College IQAC cell tries to apply strategic approach to quality assurance and enhancement in order to improved the quality of various provisions for teachers, students. The strategies-

The quality assurance and enhancement strategy of the college tries to relate all the requirements and demands of the college family. To ensure the quality of the students, faculty members and staffs experience the IQAC applies the following strategies.

- Maintain an effective system of gathering, processing and using student's data for necessary guidance and counseling.
- Making students data easily accessible to staff for effective monitoring, evaluation and guidance.
- IQAC takes the initiatives to display and discuss on

evaluation results. Accordingly undertakes effective measures for quality learning and tutorial classes whenever necessary through evaluation, grievance redressal committee.

- It may requirement arises IQAC takes necessary steps for reevaluation. But this is restricted to internal examination only.
- IQAC initiates timely audit/ Verification of quality resources in the library for students and the faculty members in consultation with the librarian. Necessary majors to upgrade the library resources are also taken from time to time to promote safe learning.
- IQAC maintains yearly and quarterly calendar for smooth function of academic and non academic activities in the college and also outside the college campus.
- IQAC takes necessary measures and initiatives to support student journey from entry to post course destination through campus placement and guidance in counseling cell.
- Various workshop seminar, discussions sessions are organized under the initiative of IQAC from time to time to give an enriched academic experiences to the students as well as teachers.
- Singing of MoU with other colleges to work collaborate with them as academic partners is also encourages and initiative by IQAC.
- IQAC also empowers faculty members and staff to upgrade their professional experiences through training seminars, workshop, short term courses etc. organized by the university from time to time.
- IQAC also encourages students to take part in various co-curricular activates inside and outside the campus. Many students of the college have participated in district, state and national level competitions and brought laurels to the institution as well as to the region.
- College has a effective feedback system which is operated manually by the IQAC every year. Online feedback system has also be started recently to make the process more transparent and systematic.
- IQAC of the college always encourages the departments for yearly publication of magazine, bulletin, Newsletter, wall magazine etc. Every department of the college has minimum three different forms of publications in a year.
- Yearly college magazine is also published as a guide to the college life and to encourage and enrich the writing skill and creativity of the students.
- It has always been an earnest endeavour on the part of IQAC to monitor, evaluate and take necessary measures to enrich

in campus experiences of the students, teachers and staff.

- It also organizes meeting sessions from time to time where several important matters are discuss and resolution are taken accordingly keeping in m9ind the qualitative development of the institution.
- IQAC organizes follow-up meeting in action plan taken on Academic and Administrative Audit (AAA).
- IQAC takes initiatives to promote college community relationship through guardian association and alumni association
- To enhance the proficiency of the students in a particular area and to encourage employeability skill, skill development course on hair stylist and bridal makeup under the invitation of IQAC is going on in the college since 2019 all together 80 students including alumini has enrolled their name for the course.
- College has a computer training centre under the invitation to IQAC.
- The main objective of the centre is to promote self learning, build new job skills and to develop ability to use a variety of computer programs among the student.
- IQAC upholes the principal of "go green"and take the initiative for environmental friendly practices and education in order to promote sustainable and eco friendly practices in the college campus. Few eco friendly practices are
 - - Regular plantation drive
 - - LED bluff in entire campus
 - - Installation of eco friendly dustbin in the campus.
 - - Making the campus plastic free and tobacco free through appropriate signages.
 - - To reduce waste management in the institution, students and staff are educated on proper waste management practices through lecture, displayed signage, collection of waste on daily basis and is separate as dry.
 - - NSS Unit of the college has always being very active in making the campus eco friendly through regular cleaning drive, plantation and display of signage ect.
 - - Awareness drive on reduce, reuse and recycle is also conducted from time to time by the NSS unit under the invitation of IQAC inside and outside the college campus.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The IQAC organize regular meeting with the Principal as well as other committees to ensure best possible area improvement of the institution. For this purpose regular feedback are collected from students, Alumna, Parents and other stakeholders.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

1) A COVID Awareness program was organized by NSS unit of Dakshin Kamrup Girls College on 20th September 2020, where there were 60 female participants and 40 male participants

2) Ekta Diwas was organized by NSS unit at village Sontola on 31st October 2020, 20 male and 20 female participants were present.

3) National girl child day observed at Ghorapara Village

Near Rampur on 24th January 2021 where 25 male and 20 female participants were present.

4) The NSS unit of DK Girl's College observed world tobacco day virtually on 21st May 2021 where 60 participants were present.

File Description	Documents
Annual gender sensitization action plan	<p><u>Annual gender sensitization action plan: The institution has decided to follow the number of gender sensitization action plan through out the year by organizing several events It was discussed on the virtual meeting held on August 2020. The institution proposed to organize a COVID awareness program in the nearby areas and also in the college campus The meeting also decided to observe national Girl child day on 24th January 2021 It was also proposed to organize some gender sensitization program like talk on gender equality, lecture on sexual harassment etc. The meeting also proposed to observe world Tobacco Day in year 2021.</u></p>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<p><u>Specific facilities provided for women in terms of : * Safety and security: All functions held in the premises of the college are concluded before 5:00 P.M * Security personnel are appointed for the safety and security of students in the college campus * Palashbari Police Station is near the premises of the college and the college is in good terms and contacts with the Station * The students union of the college is strictly vigilant.</u></p> <p><u>b)Counselling *Counselling centre has been established in the college for addressing the problems and grievances of the college students c) Common Rooms There has been a common room established for the female students of the college. d)Nil e) Any other relevant Information: There is a Women's cell situated in the college for nurturing the creative zeal , inventiveness and overall development of the students for progress in future. A career guidance cell has been established for guiding the students in the right paths in future.</u></p>

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

1) 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.

2) The institution is a smoking and tobacco free zone. Students never use illegal liquor or drugs at any cost because it is highly punishable.

Plastics especially poly ethenes uses are restricted in the campus and if it is required must be thrown in the dustbin or in proper places.

Earthen glasses in lieu of plastic glasses for drinking water are used in the function held in the college premises. These are eco-friendly and hygienic also.

3) Due to the periodical planting of saplings surrounding the college campus, we have the cool environment in summer season and it increases the greenery also.

4) 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 less crisis in this field.

Now we are planning for more plantation of medicinal plants in the campus.

5) Rainwater harvesting is another proposed for near future which is our important resource for maintaining sustainability.

More and more waste management devices are also necessary.

If science stream will be opened then only waste management problem will arise.

6) Guthka, Betel Nut consumption are strictly prohibited

An organization named "Xuwoni Dharani" was made for beautification of college campus.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: A. Any 4 or All of the above

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered

vehicles

3. Pedestrian Friendly pathways

4. Ban on use of Plastic

5. Landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1. Green audit 2. Energy audit 3. Environment audit 4. Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

1) Different departments of the college organized historical tours to different historical and tourist places during this Session.

2) On 23rd March 2021 a baking and embroidery training workshop was organized by women cell of the institution where more than 30 participants were present.

3) NSS unit of DK Girl's college organized a large number of programs for the promotion of universal values and social responsibilities.

4) On 5th June 2021, World Environmental Day was observed by planting a large number of trees on the campus.

5) International yoga day was observed on 21st June 2021 by virtual mode.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

1) All rules and regulation of the institutions are mentioned in the prospectus and the college students have to follow these rules

& regulation.

2) College academic calendar and holiday list are also included in the prospectus and all academic activities for the next session are carried out accordingly.

3) Any new student or stakeholder can have an overall idea of the college if he or she go through the prospectus of the college.

4) Students observe One minute of meditation at the beginning of their classes.

5) Recently, A voter awareness program was held in the digital classroom of the college organised by Political Science department.

6) The national days of Republic Day and Independence day are celebrated in the institution with pride.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff

4. Annual awareness programmes on Code of Conduct are organized

B. Any 3 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Institution celebrates national and international events as well as the days annually.

These are as follows-

Republic day- 26th January

Independence Day - 15th August

Gandhi Jayanti - 2nd October

World Environment Day- 5th June

International Women's Day- 8th March

Saraswati Puja - in the month of Feb

Srimanta Sankardeva's Tithi - Month of September

International Yoga Day - 21st June

Teacher's Day - 5th September

College Foundation Day- 20 November

Museum Day: 11 & 12 February

Freshers Social: As per Prospectus

Silpi Divas - 17th January

Bishnu Rabha Divas - 20th June

Bhupen Hazarika's Death Anniversary - 5th November

This year due to Pandemic & lockdown only a few celebrations were observed.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Title of practice : Yoga and Meditation

i) 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-

1. To enable the student to have good health.
2. To practice mental hygiene.

Meditation with breathing exercise can help improve a person's mental well being. "Regular yoga practice at home or in the institution creates mental calmness and relaxes the mind of the students. It also helps to possess emotional stability and moral values.

ii) The Context :

Yoga is contextualized by its aim, the environment in which it was originally developed and the environment in which it is now being practiced. Knowing context allows us to adapt the form of yoga with intelligence and understanding of what we are doing.

The word yoga is derived from 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, 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 utilizing the individual spirit with the universal spirit of God.

Patanjali Says-

Yoga is the suppression of modification of the mind.

iii) 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 teacher, 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 or 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 master and Miss Jayshree Chowdhury, an Alumnae of this college, who is a student of PATANJALI YOGA PEETH, Mirza, support our student and tries to teach yoga periodically in our college on different occasion. This year Alumni meet of Dept. of Education arranged one such programs with the trainer.

This year international yoga day was celebrated virtually on 21st

June, 2021. Almost all the faculties have joined in the programme. A video recording of yoga was also uploaded and shared among the college faculty by the NSS unit of our college. Besides principal of our Institution delivered a speech on the importance of yoga & meditation.

Yoga has been included in the institution routine classes .

For Yoga & meditation practices a special arrangements has been made in the indoor stadium of the college.

Before pandemic & lockdown it was practiced regularly by the students and other members of the college.

Dept. Of philosophy taking the initiative for increasing awareness of yoga and its benefit to the students of the institution.

There are also limitations in practicing yoga in the institutions, as the college is situated in 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.

iv) 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 concentration and mental well-being of the student.

Regular yoga practice at home and periodically at college creates mental clarity and calmness, increase body awareness relieves chronic stress, 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 in sports & other events.

Previously a large number of students suffering from some

malnutrition problems but since some years this problem has decreased considerably and may perhaps be the result of this initiative.

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 to such 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 morning time. But due to difficulty of transportation some students cannot maintain the right time.

The resources required are more mats, more towel, and water bottle. A well ventilated room and a good teacher. In an institution, E learning can help the students to do exercise or asana properly. Yoga.Trail.com is a worldwide network that can help the student to find good yoga teacher and studios in hometown or while travelling. Our students are familiar with yogatrail.com and doing online learning periodically.

Near Mirza one Patanjali yoga centre is going to start it's functioning within a few days. It would definitely help us to contact good teachers and learn yoga by visiting the centre.

The Best practice - II

Title - plantation programme : (Go green practice maintenance)

Objectives :

Plantation activity aims to raise awareness to the society in the importance of planting and saving trees, express our concern to the environment and dimension the unfavourable effects of climate change.

Tree plantation is necessary for balancing oxygen. Big trees

provide clean air and help buffer noise pollution. Due to the plantation programme organised periodically, our institution looks green and beautiful by nature.

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.

The Context:

To maintain the greenery nature of the campus of this institution, we have planted saplings from past few years with an objective success of go green programme.

Go green practice has to be introduced from this year for maintaining sustainability of nature.

Avoidance 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 green means to pursue knowledge and practices that can lead to more environment friendly and ecologically responsibly decision and lifestyle which can help protect the environment and sustain as natural resources for current and future generation.

Reasons to go green offers a clean breathing environment, safe food and safe water system.

The practice:

Since the establishment of their institution in 1988, the thought of cleaning environment & beautification with greenery was the objectives of the institution of the campus

This practice of plantation of trees now introduced as the best practice for all.

This practice of Go Green program 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 and branches once in a year for beautification.

4. Number of fruits are available in college campus from trees like Olive, Carambola, 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 organizes number of tree plantation program either in the college campus or outside the college campus. They also organizes awareness program in nearby schools and villages for environmental sustainability of the benefit to the village.
7. Before the starting of 2nd lockdown in the country due to the pandemic , the teachers unit along with the students of D.K. Girls College distributed Masks and sanitizer to the villagers and also to the road side vendors and poor people our college authority sanitized whole of the college campus to avoid infection.
8. Institution has a beautiful garden of season flowers and their other flower. It enhances the beauty of the campus.
9. During the lockdown 2021 from april to august some special awareness programme was held initially like organizing webinar on awareness of Covid-19, online lecture programme on environmental sustainability, talk on mental ability and of health & hygiene.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 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 NEEPSCO, 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.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The institution adheres to the curriculum laid down by the affiliating University and prepares a well planned month wise year planner at the beginning of each academic session for all the subjects in the Under Graduate and Post Graduate courses. These planners are distributed to all the students at the beginning of each academic session. For the preparation of the curriculum the panel comprises of some senior faculties along with some eminent academicians in the particular relevant area. The well framing syllabus is distributed to all the students at the beginning of each academic session.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

As an affiliated Institution to Gauhati University, the evaluation norms of the University are strictly followed. In the current session our institution followed a credit based evaluation system. The college has adopted a method of assessing the academic performance of the students on a continuous basis. Continuous assessment in theory subjects as per affiliating University norms includes 10 marks for sessional exam assessment, 4 marks allotted to class attendance and 6 marks allotted to Home Assessment. Within this framework, the college conducts the Internal Assessment Department wise according to a proper schedule. The marks obtain by the students and the score for attendance are both uploaded in the University website at the scheduled time.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

2

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

2

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

80

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

80

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The Institution is an affiliating college that through its Co-Curricular activities tries to inculcate values and ethics among the students. It ensures not only effective curriculum delivery but also makes every effort to impart a historic education that goes beyond the curriculum throughout the year. Through these programmes students pointed universal moral and Social values, sensitivity towards gender issues and environmental consciousness.

1. Lecture program on gender sensitization.
2. Observance of Women's Day.
3. Value Added Classes like Yoga.

4. Environmental Education through Plantation, Field Projects.
5. Seminar on Value Education and mental Health.
6. Observance of Earth Day, World Environment Day
7. Observance of the Days of ideal persons like Srimanta Sankaradeva, Madhabadeva, Bishnuprasad Rabha, Jyotiprasad Agarwala.
8. Observance of Teachers Day.
9. Observance of the day of Bhupen Hazarika.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

10

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

10

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students Teachers Employers Alumni**

D. Any 1 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	http://www.dkgirlscollege.in/wp-content/uploads/2022/03/FEEDBACK-REPORT-OF-THE-STUDENTS.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1008

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

494

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Yes. It is assessed through class test, oral test, sudden test and mock test. Advanced learners are benefitted by practice problems provided to them and personal care is taken and training is given to slow learners. Besides special classes are also provided to them.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1008	25

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Students are motivated to earn knowledge from personal experiences. The pro-verb 'learn from mistake' is often repeated to them. Besides, students are also motivated to join the competition which are going on college level, university level, state level and national level.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Teachers generally use WhatsApp, google-meet, teach mint, zoom and google class room, telegram as a means of ICT tools.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

22

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

25

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

13

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

25

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

All internal examinations are compulsory and performed on a regular basis so that up to date teaching and learning can be assured to both students and teachers. Besides answer scripts are also shown to them to finger out their mistakes.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

Marking procedures are shown and discussed with students so that they can realise their mistakes and can correct themselves in the final examination making their answer scripts available.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Yes. Teachers and Students are very much aware about the programs they are going to study through the syllabus provided by Gauhati University and their applications and future scopes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Through the traditional methods of examination, continuous evaluation processes like unit test, class test, mock test, sessional examination, seminar ensure attainment of course outcomes by our institution

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

130

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<http://www.dkgirlscollege.in/student-satisfaction-survey/>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

8

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

0

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	No File Uploaded

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

0

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	No File Uploaded

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The College organizes a number of extension activities to promote institute-neighborhood community to sensitize the students towards community needs. The students of our College actively participate in various social service activities leading to their holistic development. The College has an active national service scheme NSS Unit through which the Unit undertakes various extension activities in the neighborhood community. NSS organizes a residential seven day camp in nearby adopted village and several activities were carried out by NSS volunteers addressing social issues which include cleanliness, Tree plantation, Awareness, Water conservation through Wall painting, Shramdan, Social interaction, group discussion, Education of superstition, Beti Bachao Beti Padao , Environmental awareness, Women Empowerment, National Integrity, Aids Awareness, Blood Donation Camp, Health Checkup Camp, Awareness on Pervasion of alcohol and Drug Abuse, Health and Nutrition Awareness on E share card, Road safety etc. It also aims at development qualities of leadership, Patriotism, Maintaining Discipline, Character Building, Spirit of Adventure and the Ideal of self service. Awareness of Gardening, Gandagi Mukh Bharat for health, Save fuel save country, Awareness Programme for creation of Plastic free and Tobaccos free society, Swastha Abhiyan, National equality awareness.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

7

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

7

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

48

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

0

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Dakshin Kamrup Girls' College is located in the sylvan environs of Mirza. It is the only Higher Educational Institution for girls' in entire South Bank of the river Brahmaputra towards the west Guwahati and Goalpara towards South. The college was initially started in the adjacent institution, D.K. College, Mirza. Later it was shifted to the present location, which spreads over a considerable area of about 11 bighas of land. The beautiful college campus offers a rich range of academic disciplines for the girl's students who come from each corner of the state of Assam. The College has a noble vision of occupying a prestigious position in the field of higher education of women and transforms itself into a centre of

excellence. At present the following infrastructural and physical facilities are available :

Infrastructure No of Rooms /etc

Principals' Chamber.....1

Vice- Principal Chamber.....1

Teachers' Common Room-----...10

Class Room.....17

Library.....1

Laboratory Room.....2

Play Ground.....1

Students Refreshment Room.....1

Digital Class Room.....1

Total no. of Computer..... 32

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Dakshin Kamrup Girls' College utilizes lots of its resources to provide an environment to its students where the students are encouraged to indulge in sports and extracurricular activities. The College has created both infrastructural and instructional facilities in games, sports and cultural activities. At present the college has one indoor sports complex where two well equipped badminton courts and Table Tennis Board are available. One play ground for outdoor games are also available. The college has appoint a part time qualified sports personnel to

guide the students in various sports such as yoga, kho-kho. kabaddi, badminton etc as and when necessary.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

1

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

1

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

5973330

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	No File Uploaded

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

1. Name of ILMS software : SOUL 2.0
2. Nature of automation (fully or partially) : Partially
3. Version: 2.0
4. Year of Automation : 2011

The Central Library of Dakshin Kamrup Girls' College was established in the year 1988. In the beginning it had a collection of only 1005 books. It was in the year 1993 that the central library was shifted to the existing building, which was donated by "Charu Prakashan" a premier book publishing organization. Since then the library has made consistent progress in terms of collection of books, periodicals, services and infrastructure. The library regularly subscribes e-journal and e-books from N-LIST digital library of INFLIBNET. The library is catering to the needs of about 2000 readers consisting of Teachers, Students, Employees and Others. At present the library has a collection of 18,515 books including reference books

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

C. Any 2 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

254194

File Description	Documents
Any additional information	View File
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	No File Uploaded

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)**4.2.4.1 - Number of teachers and students using library per day over last one year**

18

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure**4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

Describe IT facilities including Wi-Fi with date and nature of updating within a maximum of 200 words

Dakshin Kamrup Girls' College has a dedicated IT staff to cater to the needs related to IT infrastructure and maintenance. Every departments has one Laptops and total 32 numbers of computers in the college. The college has all time Wi-Fi facilities in the office. All the softwares and other applications are updated regularly before the expiration. Internet connections are also available in the Library.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

32

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution

C.10 - 30MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

5973330

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	No File Uploaded

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

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.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.dkgirlscollege.in/maintenance-of-campus-infrastructure/

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1414

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

1414

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to institutional website	http://www.dkgirlscollege.in/events/
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

85

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

85

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression**5.2.1 - Number of placement of outgoing students during the year****5.2.1.1 - Number of outgoing students placed during the year**

11	
File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded
5.2.2 - Number of students progressing to higher education during the year	
5.2.2.1 - Number of outgoing student progression to higher education	
6	
File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File
5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)	
5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year	
2	
File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
5.3 - Student Participation and Activities	
5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year	
5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.	

1	
File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File
5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)	
<ol style="list-style-type: none"> 1. There is a full-fledged mentor - mentees unit formed for the purpose of sharing information and support the students in overall development. 2. The students union of the college is strong non-political organization which facilitated the students in different activities. 3. Here is an active NSS unit lead by Dr. Mitali Kathkatia for keeping the student for their development by performing number of programme in the institution as well as in national and state level. 4. There is a central library with about eighteen thousand books and journals periodicals and news- papers to facilitated the student in their academic yield. There are also the departmental library which may provide book to the students. Number of Dept. provide text book to the student whenever necessary. 5. The students are also facilitated by Yoga meditation periodically for their physical and mental development. Students are required to meditate for one minute before the beginning of every classes. It makes them more attractive in the classes. 6. Institution also make facilitated the students by introducing music classes periodically. College also proved a beautician course to the students and alumnae. 7. The Home Science Dept. of the college taught the student to prepare sanitizers during the lock down period. They distributed among the student and teachers. 8. There is a good number of celebrations in the college 	

where the students actively participate , like College Week, Freshman Social, Saraswati Puja, Republic Day , Independence Day, Lachit Diwas, Sukhafa Diwas, Tithi of Srimanta Sankardev, College Foundation Day, Gandhi Jayanti etc. in sports, they also have been facilitate by indoor Stadium and for outdoor sports there is a large playground. Students are associated with practicing Badminton, Kho-Kho, Kabadi, Table Tennis and other athletics sports

9. The institution provides good girls common room with essential facilities and also provides a students' Union room for maintaining privacy.
10. The institution carries Educational Tour, Excursion, Picnic and visited a number of places for doing survey and project for making assignments for the students.
11. The Dept of the institution organize seminar workshop, lecture series, talk and number of Research activities for the benefit of the students.
12. DKGC Women Cell, Career Guidance Cell, DKGC counseling Center organized number of programmes to facilitates the students in different sectors.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

0

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Alumni Association of our college is not registered.

However, we have a full- fledged Alumni Association, named, "D. K. Girls' College Alumni Association" consisting with the following portfolios:

Convenor: Dr. Jagannath Barman, HoD, Dept. of Assamese

President: Mrs. Rumarani Saikia

Secretary: Shilpisudha Goswami

1. Against every outgoing student Rs. 150/- is charged for their registration into the "D. K. Girls' College Alumni Association"
2. The amount is spent for organizing Alumni meeting and other activities related to the students welfare. For eg. purchasing of Acquaguards, seating arrangement within the college campus outside the classrooms.
3. Every year the Alumni meet is organized to discuss about the socio- cultural and development of the college.
4. Time to time, an Alumni Photo Album is prepared emphasizing on the outgoing students of the particular session. A progress report is also included in the Photo Album highlighting on those members who are engaged in different occupations.
5. A permanent wall Magazine titled "Smritilekh" is also the

part of the Association, where the each member can share their feelings.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

MISSION:- The famous from Keno Upanishada "Bidyaya Bindattmritam" which is engraved in the emblem of the college denotes the mission of the college. The line signifies that education leads to enlightenment. The mission of the college is to impart to the students the knowledge of the self and the knowledge that can prepare them to lead a happy and meaningful life through the process of teaching and learning. Being an institution of higher education for women the college aims at a sustainable development of the women community of Dakshin Kamrup area and to help them to contribute to the process of national progress.

VISION:-The college has the noble vision of occupying a prestigious position in the field of higher education of women to transform itself into the centre of excellence. It always remains an earnest endeavour on the part of the college to

- Empower the girls' student economically, politically and socially.
- Help them to become responsible and worthy citizens.

The college provides need based opportunities to the students to develop their potentialities in arts, sports, culture and

literature through competition and participation in various events throughout the year.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The principal co-ordinates on all academic matters through the Head of the Department who are appointed on a rotational basis. In this way all faculties of the department get to play a role in decision making and can participate in the management of their respective department. The college has also setup a Project Monitoring Unit to monitor the entire ongoing project financial by RUSA. The members of this unit included Student's Union, 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

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution has been using ITC for teaching learning during the pandemic. Online classes and E-resources have been provided to students as the institution was totally closed due to the Covid-19 pandemic. The institution is going to start science stream according to the Govt. of Assam notification. it is pleased to inform here that the purchasing of science laboratory items and books have already been done. A newly

constructed building is ready to soon after the clearance. The science stream will be started in the college as soon as the govt. of Assam permission to start the course.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The institution follows the democratic norms in administrative setup and as well as in policies for the effective and efficient running of the institution. Governing Body, Students' Union, Alumnae Association, Guardian Association, Teachers' Unit etc. are well structured following the democratic principles for the support and progress of the institution.

File Description	Documents
Paste link for additional information	http://www.dkgirlscollege.in/igac/
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

D. Any 1 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff

The institution undertakes various welfare activities for both the teachers as well as non-teaching staff. All the statutory leaves are granted to the faculty members and 'on duty leave' are given to the teaching staff to attend Orientation Course, Refresher course, Faculty Development Course, seminar and Workshop. The grievances redressed mechanism is also set up for all the staff of the institution. The Teachers' Unit of the college plays pro-active role to support the needy one. The Teachers' Unit of the college has provided financial assistance to the daughter of two non-teaching employee of the college to pursue higher education. Apart from that the Teachers' Unit has also provided one time financial aids to all the non-sanctioned non-teaching staff of the college family to deposit SBI Life Insurance.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

10

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

There are internal performance Appraisal systems for teaching staff. The Principal and the Co-ordinator of IQAC monitors and evaluate the performance of the teachers and communicate with the teachers for the area of improvement as per requirement.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

- 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 audited the financial transaction of the Institution.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

50000

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The institution is looked after by a Governing Body who monitors all the best utilization of resources received by the institution. The funds receive under RUSA has effectively utilized by setting up the following items.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Dakshin Kamrup Girls' College IQAC cell tries to apply strategic approach to quality assurance and enhancement in order to improved the quality of various provisions for teachers, students. The strategies-

The quality assurance and enhancement strategy of the college tries to relate all the requirements and demands of the college family. To ensure the quality of the students, faculty members and staffs experience the IQAC applies the following strategies.

- Maintain an effective system of gathering, processing and using student's data for necessary guidance and counseling.
- Making students data easily accessible to staff for effective monitoring, evaluation and guidance.
- IQAC takes the initiatives to display and discuss on evaluation results. Accordingly undertakes effectives measures for quality learning and tutorial classes whenever necessary through evaluation, grievance redressal committee.
- It may requirement arises IQAC takes necessary steps for reevaluation. But this is restricted to internal examination only.
- IQAC initiates timely audit/ Verification of quality resources in the library for students and the faculty members in consultation with the librarian. Necessary majors to upgrade the library resources are also taken from time to time to promote safe learning.
- IQAC maintains yearly and quarterly calendar for smooth function of academic and non academic activities in the college and also outside the college campus.
- IQAC takes necessary measures and initiatives to support student journey from entry to post course destination through campus placement and guidance in counseling cell.
- Various workshop seminar, discussions sessions are organized under the initiative of IQAC from time to time to give an enriched academic experiences to the students as well as teachers.
- Singing of MoU with other colleges to work collaborate with them as academic partners is also encourages and initiative by IQAC.
- IQAC also empowers faculty members and staff to upgrade their professional experiences through training seminars, workshop, short term courses etc. organized by the

university from time to time.

- IQAC also encourages students to take part in various co-curricular activities inside and outside the campus. Many students of the college have participated in district, state and national level competitions and brought laurels to the institution as well as to the region.
- College has an effective feedback system which is operated manually by the IQAC every year. Online feedback system has also been started recently to make the process more transparent and systematic.
- IQAC of the college always encourages the departments for yearly publication of magazine, bulletin, Newsletter, wall magazine etc. Every department of the college has minimum three different forms of publications in a year.
- Yearly college magazine is also published as a guide to the college life and to encourage and enrich the writing skill and creativity of the students.
- It has always been an earnest endeavour on the part of IQAC to monitor, evaluate and take necessary measures to enrich the campus experiences of the students, teachers and staff.
- It also organizes meeting sessions from time to time where several important matters are discussed and resolutions are taken accordingly keeping in mind the qualitative development of the institution.
- IQAC organizes follow-up meeting in action plan taken on Academic and Administrative Audit (AAA).
- IQAC takes initiatives to promote college community relationship through guardian association and alumni association.
- To enhance the proficiency of the students in a particular area and to encourage employability skill, skill development course on hair stylist and bridal makeup under the invitation of IQAC is going on in the college since 2019 all together 80 students including alumni has enrolled their name for the course.
- College has a computer training centre under the invitation to IQAC.
- The main objective of the centre is to promote self learning, build new job skills and to develop ability to use a variety of computer programs among the student.
- IQAC upholds the principal of "go green" and take the initiative for environmental friendly practices and education in order to promote sustainable and eco friendly practices in the college campus. Few eco friendly practices are

- - Regular plantation drive
- - LED bluff in entire campus
- - Installation of eco friendly dustbin in the campus.
- - Making the campus plastic free and tobacco free through appropriate signages.
- - To reduce waste management in the institution, students and staff are educated on proper waste management practices through lecture, displayed signage, collection of waste on daily basis and is separate as dry.
- - NSS Unit of the college has always being very active in making the campus eco friendly through regular cleaning drive, plantation and display of signage ect.
- - Awareness drive on reduce, reuse and recycle is also conducted from time to time by the NSS unit under the invitation of IQAC inside and outside the college campus.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The IQAC organize regular meeting with the Principal as well as other committees to ensure best possible area improvement of the institution. For this purpose regular feedback are collected from students, Alumna, Parents and other stakeholders.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s)

D. Any 1 of the above

Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

1) A COVID Awareness program was organized by NSS unit of Dakshin Kamrup Girls College on 20th September 2020, where there were 60 female participants and 40 male participants

2) Ekta Diwas was organized by NSS unit at village Sontola on 31st October 2020, 20 male and 20 female participants were present.

3) National girl child day observed at Ghorapara Village

Near Rampur on 24th January 2021 where 25 male and 20 female participants were present.

4) The NSS unit of DK Girl's College observed world tobacco day virtually on 21st May 2021 where 60 participants were present.

File Description	Documents
Annual gender sensitization action plan	<p><u>Annual gender sensitization action plan: The institution has decided to follow the number of gender sensitization action plan through out the year by organizing several events It was discussed on the virtual meeting held on August 2020. The institution proposed to organize a COVID awareness program in the nearby areas and also in the college campus The meeting also decided to observe national Girl child day on 24th January 2021 It was also proposed to organize some gender sensitization program like talk on gender equality, lecture on sexual harassment etc. The meeting also proposed to observe world Tobacco Day in year 2021.</u></p>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<p><u>Specific facilities provided for women in terms of : * Safety and security: All functions held in the premises of the college are concluded before 5:00 P.M * Security personnel are appointed for the safety and security of students in the college campus * Palashbari Police Station is near the premises of the college and the college is in good terms and contacts with the Station * The students union of the college is strictly vigilant. b)Counselling *Counselling centre has been established in the college for addressing the problems and grievances of the college students c) Common Rooms There has been a common room established for the female students of the college. d)Nil e) Any other relevant Information: There is a Women's cell situated in the college for nurturing the creative zeal , inventiveness and overall development of the students for progress in future. A career guidance cell has been established for guiding the students in the right paths in future.</u></p>

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	C. Any 2 of the above
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File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

1) 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.

2) The institution is a smoking and tobacco free zone. Students never use illegal liquor or drugs at any cost because it is highly punishable.

Plastics especially poly ethenes uses are restricted in the campus and if it is required must be thrown in the dustbin or in proper places.

Earthen glasses in lieu of plastic glasses for drinking water are used in the function held in the college premises. These are eco-friendly and hygienic also.

3) Due to the periodical planting of saplings surrounding the college campus, we have the cool environment in summer season and it increases the greenery also.

4) 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 less crisis in this

field.

Now we are planning for more plantation of medicinal plants in the campus.

5) Rainwater harvesting is another proposed for near future which is our important resource for maintaining sustainability.

More and more waste management devices are also necessary.

If science stream will be opened then only waste management problem will arise.

6) Guthka, Betel Nut consumption are strictly prohibited

An organization named "Xuwoni Dharani" was made for beautification of college campus.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

A. Any 4 or All of the above

1.Restricted entry of automobiles 2.Use of Bicycles/ Battery powered vehicles 3.Pedestrian Friendly pathways 4.Ban on use of Plastic 5.landscaping with trees and plants	
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File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human

D. Any 1 of the above

assistance, reader, scribe, soft copies of reading material, screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

1) Different departments of the college organized historical tours to different historical and tourist places during this session.

2) On 23rd March 2021 a baking and embroidery training workshop was organized by women cell of the institution where more than 30 participants were present.

3) NSS unit of DK Girl's college organized a large number of programs for the promotion of universal values and social responsibilities.

4) On 5th June 2021, World Environmental Day was observed by planting a large number of trees on the campus.

5) International yoga day was observed on 21st June 2021 by virtual mode.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

1) All rules and regulation of the institutions are mentioned in the prospectus and the college students have to follow these rules & regulation.

2) College academic calendar and holiday list are also included in the prospectus and all academic activities for the next session are carried out accordingly.

3) Any new student or stakeholder can have an overall idea of the college if he or she go through the prospectus of the college.

4) Students observe One minute of meditation at the beginning of their classes.

5) Recently, A voter awareness program was held in the digital classroom of the college organised by Political Science department.

6) The national days of Republic Day and Independence day are celebrated in the institution with pride.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

B. Any 3 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Institution celebrates national and international events as well as the days annually.

These are as follows-

Republic day- 26th January

Independence Day - 15th August

Gandhi Jayanti - 2nd October

World Environment Day- 5th June

International Women's Day- 8th March

Saraswati Puja - in the month of Feb

Srimanta Sankardeva's Tithi - Month of September

International Yoga Day - 21st June

Teacher's Day - 5th September

College Foundation Day- 20 November

Museum Day: 11 & 12 February

Freshers Social: As per Prospectus

Silpi Divas - 17th January

Bishnu Rabha Divas - 20th June

Bhupen Hazarika's Death Anniversary - 5th November

This year due to Pandemic & lockdown only a few celebrations were observed.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Title of practice : Yoga and Meditation

i) 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-

1. To enable the student to have good health.
2. To practice mental hygiene.

Meditation with breathing exercise can help improve a person's mental well being. "Regular yoga practice at home or in the institution creates mental calmness and relaxes the mind of the students. It also helps to possess emotional stability and moral values.

ii) The Context :

Yoga is contextualized by its aim, the environment in which it was originally developed and the environment in which it is now being practiced. Knowing context allows us to adapt the form of yoga with intelligence and understanding of what we are doing.

The word yoga is derived from 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, 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 utilizing the individual spirit with the universal spirit of God.

Patanjali Says-

Yoga is the suppression of modification of the mind.

iii) 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 teacher, 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 or 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 master and Miss Jayshree Chowdhury, an Alumnae of this college ,who is a student of PATANJALI YOGA PEETH, Mirza ,support our student and tries to teach yoga periodically in our college on different occasion .This year Alumni meet of Dept. of Education arranged one such programs with the trainer.

This year international yoga day was celebrated virtually on 21st June, 2021. Almost all the faculties have joined in the programme. A video recording of yoga was also uploaded and shared among the college faculty by the NSS unit of our college. Besides principal of our Institution delivered a speech on the importance of yoga & meditation.

Yoga has been included in the institution routine classes .

For Yoga & meditation practices a special arrangements has been made in the indoor stadium of the college.

Before pandemic & lockdown it was practiced regularly by the students and other members of the college.

Dept. Of philosophy taking the initiative for increasing awareness of yoga and its benefit to the students of the institution.

There are also limitations in practicing yoga in the institutions, as the college is situated in 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.

iv) 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 concentration and mental well-being of the student.

Regular yoga practice at home and periodically at college creates mental clarity and calmness, increase body awareness relieves chronic stress, 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 in sports & other events.

Previously a large number of students suffering from some malnutrition problems but since some years this problem has decreased considerably and may perhaps be the result of this initiative.

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 to such 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 morning time. But due to difficulty of transportation some students cannot maintain the right time.

The resources required are more mats, more towel, and water bottle. A well ventilated room and a good teacher. In an institution, E learning can help the students to do exercise or asana properly. Yoga.Trail.com is a worldwide network that can help the student to find good yoga teacher and studios in hometown or while travelling. Our students are familiar with yogatrail.com and doing online learning periodically.

Near Mirza one Patanjali yoga centre is going to start it's functioning within a few days. It would definitely help us to contact good teachers and learn yoga by visiting the centre.

The Best practice - II

Title - plantation programme : (Go green practice maintenance)

Objectives :

Plantation activity aims to raise awareness to the society in the importance of planting and saving trees, express our concern to the environment and dimension the unfavourable effects of climate change.

Tree plantation is necessary for balancing oxygen. Big trees provide clean air and help buffer noise pollution. Due to the plantation programme organised periodically, our institution looks green and beautiful by nature.

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.

The Context:

To maintain the greenery nature of the campus of this institution, we have planted saplings from past few years with an objective success of go green programme.

Go green practice has to be introduced from this year for maintaining sustainability of nature.

Avoidance 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 green means to pursue knowledge and practices that can lead to more environment friendly and ecologically responsibly decision and lifestyle which can help protect the environment and sustain as natural resources for current and future generation.

Reasons to go green offers a clean breathing environment, safe food and safe water system.

The practice:

Since the establishment of their institution in 1988, the thought of cleaning environment & beautification with greenery was the objectives of the institution of the campus

This practice of plantation of trees now introduced as the best practice for all.

This practice of Go Green program 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 and branches once in a year for beautification.
4. Number of fruits are available in college campus from trees like Olive, Carambola, 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 organizes number of tree plantation program either in the college campus or outside the college campus. They also organizes awareness program in nearby schools and villages for environmental sustainability of the benefit to the village.
7. Before the starting of 2nd lockdown in the country due to the pandemic , the teachers unit along with the students of D.K. Girls College distributed Masks and sanitizer to the villagers and also to the road side vendors and poor people our college authority sanitized whole of the college campus to avoid infection.
8. Institution has a beautiful garden of season flowers and their other flower. It enhances the beauty of the campus.
9. During the lockdown 2021 from april to august some special awareness programme was held initially like organizing webinar on awareness of Covid-19, online lecture programme on environmental sustainability, talk on mental ability and of health & hygiene.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 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.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the 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. The institution proposes to construct the approaching road

leading to the hostel beside the administrative building

2. Due to 3rd wave of Covid-19 Pandemic, it has been proposed to offer a total vaccination program for the students.

3. College also propose to reinstall the ATM infront of the college campus

4. Another planning made by the authority is to plant more saplings in the campus for maintaining an eco friendly environment

5. College also propose to appoint new principal and and new teachers in the vacant posts of the different departments.

6. Proposed to introduce science stream in the college and multiple proposals have been made for the purpose.