



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		DULIAJAN COLLEGE
Name of the head of the Institution		MR. JYOTI PRASAD CHETIA
Designation		Principal (in-charge)
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03742800356
Mobile no.		9435992575
Registered Email		duliajancollege@yahoo.com
Alternate Email		duliajancollege@gmail.com
Address		Joyanagar
City/Town		Duliajan
State/UT		Assam
Pincode		786602
<b>2. Institutional Status</b>		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Semi-urban
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Dr. Lok Bikash Gogoi
Phone no/Alternate Phone no.	03742800356
Mobile no.	9435334284
Registered Email	duliajancollege@yahoo.com
Alternate Email	duliajancollege@gmail.com

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="http://www.duliajancollege.in/upload/aqar/1636619852.pdf">http://www.duliajancollege.in/upload/aqar/1636619852.pdf</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="http://www.duliajancollege.in/upload/academic/1629288448.pdf">http://www.duliajancollege.in/upload/academic/1629288448.pdf</a>

### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B+	76	2005	28-Feb-2005	27-Feb-2010
2	B	2.81	2011	08-Jan-2011	07-Jan-2016

<b>6. Date of Establishment of IQAC</b>	29-Mar-2005
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### 7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
First meeting of the I.Q.A.C.	04-Jun-2018 1	8

Second meeting of the I.Q.A.C.	16-May-2019 1	8
Induction programme for newly admitted students	21-Jun-2018 1	506
Parents Teachers Meeting	09-Aug-2018 1	523
Academic exchange programme with Digboi College	18-Aug-2018 1	40
Counselling for the Students of the BA/B.Sc./B.Com Programmes and Mid Semester Feedback Assessment.	16-Aug-2018 3	737
<a href="#">View File</a>		

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	Development	RUSA	2018 730	148989
Institution	Student excursion	DHE (Assam)	2018 365	100000
Institution	Library Book Grant	DHE (Assam)	2018 365	199663
Institution	Quality enhancement	Self	2018 365	178993
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**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

2

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

**12. Significant contributions made by IQAC during the current year(maximum five bullets)**

Organization of popular talk programme.

Organization of student exchange programme.

Organization of Educational tour / Field study programmes.

Financial support for sports empowerment.

Organization of Lecture programme on Nature Conservation.

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**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

Plan of Action	Achivements/Outcomes
Construction of the New Science building	Completed
Student exchange programme with Digboi College	Completed
Augmentation of sports facilities	Completed
Signing of MoUs with High school & NGO for extension activity.	Completed
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**14. Whether AQAR was placed before statutory body ?**

Yes

Name of Statutory Body	Meeting Date
Duliajan College Governing Body	24-Sep-2019

**15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?**

No

**16. Whether institutional data submitted to AISHE:**

Yes

Year of Submission

2018

Date of Submission

30-Sep-2018

17. Does the Institution have Management Information System ?

No

Part B

**CRITERION I – CURRICULAR ASPECTS**

**1.1 – Curriculum Planning and Implementation**

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Curriculum delivery and documentation are planned in advance before the start of an academic session and utmost care is taken for successful implementation:

a) Before the start of new semester classes, the academic committee prepares the daily class routine and the academic calendar incorporating working and teaching days. b) The authority holds a general meeting involving the academic committee and all faculty members to chalk out a plan for curriculum delivery at the start of new semester. c) The faculty members prepare the teaching and lesson plan for the session in advance and submit a copy to the academic committee. d) The daily class routine is displayed in the notice board and distributed among all departments, faculty members and students a week before the start of the classes. d) Courses and units are distributed on rotation basis among the faculties taking into account their expertise. e) Course progression is recorded on daily basis by the faculty members in the Teacher's Diary which is examined monthly by the academic committee and then signed by the Principal. f) Records of seminar, assignments, field studies are kept by the department. g) The academic committee meets every last working day of the month to discuss about the progress of the curriculum.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Nil	Nil	Nil	0	0	0

**1.2 – Academic Flexibility**

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	Nil	Nil
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	Nil	Nil

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

	Certificate	Diploma Course
Number of Students	Nil	Nil

**1.3 – Curriculum Enrichment**

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Nil	Nil	Nil
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### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	Physio-Chemical Analysis of Drinking Water from various Sources of Duliajan ( Department of Chemistry)	19
BA	A Study of Educational Environment of Primary Schools in Duliajan with Special Reference to Bhadoi Panchali Area (Department of Education)	9
BSc	A Study on the Exotic Weed of Duliajan Oil Township (Department of Botany)	3
BSc	A Study on high Yielding varieties of Tea grown in and around NHK (Department of Botany)	4
BSc	A Study on the effect of Gibberelic Acid on the germination, seedlings growth in Radish (Department of Botany)	4
BSc	A Study of Rhizosphere Micro Organisms (fungi) in Phaseolus Vulgaris (Department of Botany)	4
BSc	Phytomedicinal Practices: A case study of Sonowal Kachari Tribes of Naharkatia Area of Dibrugarh Distric,t Assam (Department of Botany)	4
BSc	A field study report of Dibru Saikhuwa National Park, TSK (Department of Botany)	14
Nil	To Study the biodiversity of Kaziranga National Park (Department of Zoology)	14
<a href="#">View File</a>		

### 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	No
Parents	No

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

<p><b>Feedback Obtained</b></p> <p>The IQAC conducts students' feedback on various aspects of teaching learning process. The process includes feedback on teachers, course and teaching. The purpose of the feedback is to make the institution more accountable, efficient and transparent. The result of the feedback is expected to help in the SWOC analysis of the institution. After the analysis of the feedback result, the Principal conveys it to each faculty members. The College has obtained feedback from students on teachers and courses on various parameters related to teaching and learning, overall environment, infrastructure. The feedback was analyzed at college and department level. The students recorded their views on printed format. The format is divided into two parts: Part-I, consist of 10 parameters to evaluate the faculties of the college and Part -II, consists of 16 parameters regarding the course and teaching of the college. The feedback Form provided a grade scale (very good to very poor) to the students to evaluate the feedback parameters. For an impartial analysis on feedback, the data was collected from fourteen departments of the college from the different semesters including Science, Arts and Commerce stream. Basic statistical tools are used to analysis each criterion and are presented in charts. Nearly 50.60 of the students has given their feedback on syllabus is adequate and 23.08 of the students given inadequate opinion whereas 22.05 found it challenging. 52.82 of students have opined that 85 to 100 syllabus was covered in the class whereas 34.19 of students rated it as 70 to 85. Nearly 37.78 of students opined that the teachers thoroughly prepared for their classes and according to 13.85 students the teachers satisfactorily prepared for their classes. 17.61 students opined that the teachers are always effectively communicated with students and 46.50 students told that the teachers always encourage students to participate in class. According to 34.19 of the students the teachers always provide feedback with helpful comment on their performance. According 41.03 of the students stated that internal assessment was always fair but only 11.79 students rated it as sometimes unfair. More than one-third (36.07) of the students opined that internal assessment will improve their course grade. The students' feedback is obtained on teachers of Arts, Science and Commerce stream on the following aspects: communication skills, Interest generated by the teachers, Ability to integrate course material with environment/ other issues to provide a broader perspective, Ability to integrate across the course / draw upon other courses, Accessibility of the teacher in and out of the class (includes availability of the teacher to motivate outside class discussion), Ability to design quizzes/examinations/assignments/ projects to test understanding of the course, Provision of sufficient timely feedback and Knowledge base of the teacher.</p>
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**CRITERION II – TEACHING- LEARNING AND EVALUATION**

**2.1 – Student Enrolment and Profile**

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
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BSc	CHEMISTRY MAJOR	15	31	12
BSc	BOTANY MAJOR	15	35	23
BA	NON MAJOR	300	480	202
BA	SOCIOLOGY	30	63	36
BA	POLITICAL SCIENCE MAJOR	30	42	26
BA	HISTORY MAJOR	30	58	33
BA	ENGLISH MAJOR	30	26	15
BA	EDUCATION MAJOR	30	41	16
BA	ECONOMICS MAJOR	30	32	23
BA	ASSAMESE MAJOR	30	71	40

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## 2.2 – Catering to Student Diversity

### 2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	1525	26	41	Nil	1

## 2.3 – Teaching - Learning Process

### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
41	30	121	8	3	2

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

i. Duliajan College has a strong and active mentoring process. ii. Every student of Duliajan College is attached to faculty mentors for personal guidance, academic purposes, career development and advancement. iii. Faculty members is expected to create a rapport with the student mentee, encourage every student mentee to ask questions, attempt to clarify doubts and facilitate counselling on different issues. iv. The essence of mentorship is sustained human relationships, one to one developmental relationship that ensures a student that he/she is valued person v. The mentors conduct one formal meeting once a week with the mentees.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1551	41	1 : 38



## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
54	41	13	1	13

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nil	Nil	Nil	Nil
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## 2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
PGDCA	PG	FINAL YEAR	21/08/2019	12/11/2019
BCom	UG	6th Semester	31/05/2019	16/07/2019
BSc	UG	6th Semester	31/05/2019	16/07/2019
BA	UG	6th Semester	31/05/2019	16/07/2019
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### 2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

As per the continuous evaluation system is concerned, the evaluation is carried out throughout the semester through academic activities such as class tests, seminar papers, paper presentation, group discussion, tutorial classes and so on. Open book test are conducted, appreciate by students analyses in a critical and creative way. Group discussion is conducted by the faculty members for more clarification regarding academic, related topics. From the presentation and seminar point of view, the students are encouraged to prepare and learn how to prepare a seminar paper. In some of the departments the tutorial system used to conduct for personal and career counseling.

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

A general academic calendar based on the academic calendar published by Dibrugarh University for its affiliated colleges, is prepared by IQAC. Based on this general academic calendar every department of Duliajan College prepares the departmental academic calendar. The academic calendar includes the detailed schedules with dates of Sessional examinations, seminars and end - semester examination. In addition, the calendar includes the list of interactive session, orientation and innovative programmes to be conducted by the respective departments. It also carries the extracurricular activities like Group Discussion, Tutorial classes, Home Assignments that are conducted from time to time.

## 2.6 – Student Performance and Learning Outcomes

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

<http://www.duliajancollege.in/upload/courseoutcome/1629708509.pdf>

### 2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
UG	BSc	CHEMISTRY MAJOR	30	16	53.33
UG	BSc	BOTANY MAJOR	14	9	64.28
UG	BA	NON MAJOR	164	56	34.14
UG	BA	SOCIOLOGY MAJOR	30	26	86.66
UG	BA	POLITICAL SCIENCE MAJOR	26	22	84.61
UG	BA	HISTORY MAJOR	49	20	40.86
UG	BA	ENGLISH MAJOR	15	9	60
UG	BA	EDUCATION MAJOR	21	20	95.23
UG	BA	ECONOMICS MAJOR	22	14	63.63
UG	BA	ASSAMESE MAJOR	31	30	96.77

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## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

[Not done](#)

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	0	Nil	0	0

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### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Nil	Nil	

### 3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Nil	Nil	Nil	Nil
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### 3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.					

## 3.3 – Research Publications and Awards

### 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
Nil	Nil	Nil

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

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

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Mathematics	1	5.75
<a href="#">View File</a>			

### 3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Botany	1
Mathematics	1
Sociology	4
English	2
Education	2
Assamese	7
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### 3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
A simulation	G.S Das, P.	Astroparticle	2018	1.5	Dibrugarh	Nil

study on few parameters of Cherenkov photons in extensive air showers of different primaries incident at various zenith angles over a high altitude observation level	Hazarika, U. D. Goswami	Physics			University
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### 3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	2018	Nil	Nil	Nil

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nil	5	1	Nil
Presented papers	Nil	8	2	Nil
Resource persons	Nil	Nil	1	Nil

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## 3.4 – Extension Activities

### 3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
World Environmental Day prog.	Assam Sc. Society, Duliajan Branch	7	Nil
Cleanliness Program(Every two months interval)	NSS, Duliajan College	10	30

Debate Competition	NSS, Duliajan College	3	50
Environment awareness programme	NSS, Duliajan College	2	20
International Yoga Day	NSS, Duliajan College	3	56
<a href="#">View File</a>			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Nil	Nil	Nil	Nil
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Swacha Bharat Abhiyan	I.Q.A.C., Duliajan College P.W.E. Deptt., Govt. Of Assam	Awareness campaign	10	55
Community Service on awareness generation for cleanliness and garbage management	Duliajan College	Door to door survey and then organized a meeting	8	20
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### 3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Student and faculty exchange programme with Digboi College	40	Self	1
<a href="#">View File</a>			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant

Nil	Nil	Nil	Nil	Nil	Nil
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Kachari Pathar High School, Kachari Pathar, Duliajan-786602	25/06/2019	Academic support to the partner school	58
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## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
11.5	11.47

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with LCD facilities	Newly Added
Laboratories	Newly Added
Class rooms	Newly Added
Campus Area	Existing
<a href="#">View File</a>	

### 4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL 1.0	Partially	1.0	2008
SOUL 2.0	Partially	2.0	2015

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	12363	1667606	192	44148	12555	1711754
Reference Books	9316	2155198	242	106302	9558	2261500
e-Books	164300	2951	Nil	Nil	164300	2951
Journals	18	37762	10	20195	28	57957
e-Journals	6000	2951	Nil	Nil	6000	2951

Digital Database	1	Nil	Nil	Nil	1	Nil
CD & Video	56	Nil	Nil	Nil	56	Nil
Library Automation	1	Nil	Nil	Nil	1	Nil
Others(s pecify)	14	26117	1	8814	15	34931

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nil	Nil	Nil	Nil

No file uploaded.

#### 4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	96	42	63	4	1	14	40	50	0
Added	1	0	0	0	0	0	1	0	0
Total	97	42	63	4	1	14	41	50	0

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

50 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	Nil

#### 4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
4	3.9	67	66

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

- Duliajan College possesses several physical and academic facilities of wide and varied nature consisting of Laboratory, Library, Digitally equipped Classrooms, Indoor Stadium, Auditorium, Gymnasium and several other essential

infrastructures. • The College is well equipped with Computer Laboratory and Science Laboratory. The College has two computer laboratories and laboratories in the entire Departments of Science stream. Besides, all the other Departments (Arts and Commerce) along with the office have computer and Internet facilities. The College laboratories are efficiently managed and regularly monitored by the authorized Laboratories Assistants under the supervision of the Department in -charge. All laboratories are regularly updated with software packages, installed with antivirus packages. The laboratories enable the users to work effectively as they are provided with power back up arrangements. • The College is farther furnished with classrooms with digital facilities including projectors, LCDs and white boards. Besides, the classrooms have micro-phones, furniture and electrical supplies. • The College has a well designed indoor stadium which serves as a strong platform for hosting State Level and District Level Sports. The College has provisions of a Gymnasium, enabling to maintain the physical fitness of the students and the staff. • The College also has fire extinguishers that are maintained and placed properly with safety norms. The College is efficient enough to combat any situation of fire outrage. • The College Auditorium facilities as a powerful platform for upholding significant seminar and workshops and boosting up the cultural scenario of the college. • The Library of the college is partially automated with software SOUL 2.0. The library have more than 22,000 print books along with Journals, Magazines, Newspaper etc. The library is also well equipped with computers, printers, photocopy machine and BSNL LAN (Local Area Network) facility. Moreover, it possesses internet connections allowing the users to search e-resources. The library has a convenient reading room. The library has a Advisory Committee for maintaining the smooth functioning of the library. • The College houses a well maintained Botanical garden containing several species of valuable plants. It helps to promote environmental awareness among the students as well as the surrounding locality. The college has an active body "Parivekh Karmi Dal" that maintain the gardening in the college campus. Beside, the College conducts regular and specific cleanliness drives and contributes to keep the college campus clean.

<http://www.duliajancollege.in/upload/miscellaneous/1629864807.pdf>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	1. Poor funds of Arts forum, Duliajan College 2. Kiran Bala Devi Memorial Merit Award for Best Commerce Graduate 3. Late Indra Prasad Buragohain Memorial award to Best Science Graduate by his family	52	60000
Financial Support from Other Sources			
a) National	Ishan Uday Special Scholarship	5	27000



	Scheme for NER		
b)International	0	Nil	0
<a href="#">View File</a>			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Workshop on Livestock farming	27/09/2018	166	Arts Forum, Duliajan College
Workshop on Jewellery Making	12/09/2018	42	Arts Forum Women Cell, Duliajan College
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
Nil	Nil	Nil	Nil	Nil	Nil
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
1	1	2

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Nil	Nil	Nil	Nil	Nil	Nil
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	5	B.A.	Sociology	Tezpur University, DU, Woman University	M.A., Mass Com, Fashion Designing
2019	2	B.Sc.	Zoology	Assam	M.Sc.

				University	(Zoology)
2019	1	B.Sc.	Mathematics	Dibrugarh University	M.Sc. (Maths)
2019	4	B.A.	Education	D.U., DODL,	M.A. (Education), PGDCA, M.A. (Physical Education)
2019	3	B.Com.	Commerce	D.U., DODL, ICWA	M.Com, CMA
2019	11	B.Sc.	Chemistry	IIT(Gw), RGU, KU, G.U., Arunachal University, JIST	M.Sc. (Chemistry)
2019	1	B.A.	Assamese	Srimanta Sankardev Vi swavidyalaya	M.A. (Performing Arts)
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	5
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
College Week (Sports, Cultural and Literary competitions)	Institutional	856
Inter College Football Tournament Men Women	State	127
Inter College Body Building Competition	State	39
All Assam Inter-College Swahid Memorial Debate Competition	State	57
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### 5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nil	Nil	Nil	Nil	Nil	Nil	Nil
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Duliajan College has a democratically elected and very active Student Union named Duliajan College Students Union. This student body performs the under mentioned activities: • Organizes and conducts the annual college week involving games sports, cultural and literary competitions under the supervision of faculty members. • Organizes and conducts Freshers' Social and Parting Social for newly admitted and outgoing students respectively with the help of faculty members. • Holds Saraswati Puja. • Supports IQAC in decision making. • Helps the college authority in maintaining discipline in the college.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Duliajan College has an alumni association namely Prakton Satra Satri Sanstha. The alumnus of Duliajan College has an alumni association. The alumni association comprises 32 executive members with Chandra Saikia as president, Hitesh Phukan as working president, Dr.Satyakum Borthakur, Associate Professor of Assamese Department, Dibrugarh University, Dr.Ajit Saikia, subject teacher of Assamese, Oil India Higher Secodary School and Prasanta Dutta, Associate Professor of Political Science, Naharkatia College as joint vice-presidents, Amal Pathok as general secretary and Paban Borah as treasurer.

5.4.2 – No. of enrolled Alumni:

359

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

130000

5.4.4 – Meetings/activities organized by Alumni Association :

6 meetings, organization of Alumni meet

### CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

1. An Academic Committee has been set up with all the Head of the Departments as the members and the Principal as the Chairperson and the Vice-Principal as the Deputy Chairperson. The academic Committee sits every last working day of the month. The committee discusses various matters relating to academic interest of the college which forms the academic policies to be followed implemented. The policies so designed are shared with the teachers and correction/ modification, if any are accepted on the basis of merit. 2. The college constitutes different committees for academic co-ordination. It comprises members from the Management, Teachers, Office Staff, Library Staff and Students. The purpose of this kind of decentralization is to ensure the practice of participative management in its fullest sense.

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

Partial

#### 6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	<p>The College follows the curriculum developed by its affiliating university and hence, it does not enjoy the power to design and modify the existing syllabus of the UG programmes of Arts, Science and Commerce stream. The syllabus of the Self financing Courses such as Montessori Teachers' Training Course and various Certificate Course on Computer have been designed by the faculty members of our institution in consultation with various experts of the relevant field.</p>
Teaching and Learning	<p>The College follows traditional as well as ICT based methods in teaching and learning. Field Study, Industrial Visit, Seminar Presentation by the students on prescribed topics and Group Discussion are the tools adopted to enhance ability in teaching and learning. The college has made available E-Books and E-Journals for the students to improve learning skills of the students.</p>
Examination and Evaluation	<p>The College follows the examination and evaluation system of the affiliating university. The external examinations and the Sessional examinations are conducted as per the directions of the affiliating university and the students are evaluated accordingly. Besides, the college also conducts Terminal examinations and Class tests to evaluate student's performance. The answer scripts of such examinations are returned to the students with corrective notes, if any and the marks obtained in such examinations are displayed in the departmental notice board.</p>
Library, ICT and Physical Infrastructure / Instrumentation	<p>The college has a resourceful central library with 12555 text books and 9558 reference books. Besides each and every department also has a departmental library with a number of text books, reference books, etc. Day to day library business is monitored by the librarian. The Library Committee is the apex body in this regard. The infrastructure required for the library are purchased, installed made available for its users after due approval of the Library Committee headed by the Principal. Moreover, Library is</p>

partially automated, equipped with Soul 2.0 Software. The indoor sports complex of the college is maintained by the officer- in-charge of outdoor games and the support staff. The officer- in-charge of the outdoor games maintains a log register of the various instruments of the sports complex the entire stock is monitored by him from time to time.

Any shortfall of the instruments/equipments is intimated to the management the same are supplied. The college computers and the generator are maintained through AMC while the maintenance of the computer lab is the responsibility of the instructor. The items required to run the computer lab are supplied by the administration, the anticipated amount of which has been allocated through budgetary provision. Similarly, the classrooms, campus cleaning sanitation ground and running water facility etc are maintained by the management by appointing casual labourers.

Human Resource Management

The Management takes every possible measure for HRM. The faculty members are motivated to participate in the Refresher Courses/ Orientation Programmes organised by different university. Seminars and Workshops on relevant topics including Sexual Harassment at Workplace are organised and the faculty members are allowed to participate in the Faculty Development Programmers organised by other universities and colleges. The College also organises different motivational programmes, Career oriented programmes, Anti-Ragging Campaign etc are organised for building up of sound Human Resource.

Admission of Students

The College maintains offline merit based admission process. The entire admission process is based on the reservation policy of the State Government. The students can download the admission form from the college website or they can collect it from the college office. All the fees for the admission collected through Bank Challan and Debit Cards and no amount of cash is accepted from the students for getting admitted into a particular programme.

E-governance area	Details
Planning and Development	Tenders and quotations for construction and supply are invited online.
Administration	Administrative information is uploaded on the College Website.
Finance and Accounts	Some of the financial transactions like collection of student fees, payment of remuneration, etc. are done by online mode.
Student Admission and Support	Provision for online submission of fees by the students has been made.
Examination	Submission of marks of internal assessment, final examinations are done through online mode.

### 6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nil	Nil	Nil	Nil	Nil
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nil	Nil	Nil	Nil	Nil	Nil	Nil
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Short term course	2	30/10/2018	05/11/2018	7
Short term course	5	09/02/2019	14/02/2019	7
Orientation Course	1	14/02/2019	13/03/2019	28
Orientation	1	15/12/2018	11/01/2019	28

Course				
Refresher Course	1	04/07/2018	24/07/2018	21
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
1	1	1	1

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Teachers' Welfare Fund , Duliajan College	Duliajan College Employee's Association	Student Aid Fund

## 6.4 – Financial Management and Resource Mobilization

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

Internal external Financial Audit: All the Accounts of the institution are verified and audited by the GB appointed internal auditors the Govt. Auditor of Department of Accounts and Treasury, Government of Assam. The audited statement of income and expenditures along with the Audit Report is placed before the G. B. for its approval. The CA Audit is done up to March 2019 while the local/ Govt. auditor has verified the college accounts up to March, 2019.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	Nil
No file uploaded.		

6.4.3 – Total corpus fund generated

0
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## 6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	Yes	Principal, Duliajan College
Administrative	Yes	Govt. Auditor	No	Nil

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

a. The DHE has appointed one guardian members in the Governing Body of the college who take part in college management decision making. b. The college holds Parent-Teacher Meet at regular intervals. c. The college invites suggestions from the guardians for the all-round development of the institution.

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

a. Duliajan College Employee's Association is maintained for the support staff of the college. b. The college has provided ICT training to the select office staff to handle RUSA Fund, PFMS Accounts, Office Accounts, etc. c. Provision of residence to certain non-teaching staff. d. Enhancement of salary for non-teaching adhoc /temporary staff.

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

a. Physical Academic infrastructures have been improved through RUSA State Government Fund. b. Signing of MoU with beneficiary high school c. Student faculty exchange programme.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Financial support for field study by the students of Education Deptt.	05/02/2019	05/02/2019	05/02/2019	37
2018	Financial support to Debating Competition by NSS unit, Duliajan College	08/08/2018	08/08/2018	08/08/2018	50
2018	Organization of lecture programme on Nature Conservation	27/09/2018	27/09/2018	27/09/2018	213
2018	Organisation of student and faculty exchange programme.	18/08/2018	18/08/2018	18/08/2018	40

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**CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**

**7.1 – Institutional Values and Social Responsibilities**

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)



Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Nil	Nil	Nil	Nil	Nil

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
Nil

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	2

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.							

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

Title	Date of publication	Follow up(max 100 words)
Nil	Nil	Nil

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
International Women Day	08/03/2019	08/03/2019	124
International Yoga Day	21/06/2019	21/06/2019	146
<a href="#">View File</a>			

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

? Steps to make the campus polythene free.
? Regular cleaning drives at the initiative of NSS.
? Special cleaning drives as part of Swach Bharat Mission.
? Sensitisation for cleanliness through signboards.
? Installation of dustbins/waste-bins wherever required in the campus.
? Declaration of the campus as tobacco-free zone.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

2018-2019 BEST PRACTICES-I 1) Title: MOU with Kachari Pather High School 2) Goal: a) To establish a partnership with Kachari Pather High School. b) To
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reach out to the school students by providing education. 3) The Context: Kachari Pathar High School which is situated in Kachari Pathar, Duliajan-786602, Dibrugarh district. 4) The Practice: Teachers and faculty members from various departments of the College visit the school regularly- on weekly and sometimes monthly basis with the sole aim to provide education to the students of the school. The teachers of the College not only look into the matters of providing formal education to the students of the school but also adopt a holistic way of dealing with the students which help them develop various insights into matters related to life, beyond text-books. Special remedial classes are arranged for the Class X students aspiring to write the Final Board Examination during summer vacation of the school. 5) Evidence of Success: The practice has brought about a good understanding between the college and beneficiary school and students, and that way the society of the locality. The college has come to understand the strengths and weaknesses of the students of the partner school. This practice has brought about a positive impact on the result of the school as a whole. Especially there is a noteworthy improvement in the Class X Final Board (Board of Secondary Education, Assam) Examination result of the students. Moreover, visit of the faculty members from the college has a positive impact on the enthusiasm of the students as the rate of daily absentee has decreased significantly. 6) Problems Encountered and Resources Required:- There are no significant problems encountered while implementing this practice. Resources required are faculty members from the college, classroom facility and teaching learning materials. 7) Notes:- School students are noticed to be very much enthusiastic to attend these classes taught by college teachers. The school authority expressed their thankfulness for this effort as they were facing difficulties due to lack of trained teachers, especially for teaching Mathematics, Science and English. BEST PRACTICES II 1) Title: Work Shop on Jewellery Making. 2) Goals: a) To look for alternate avenues of making a livelihood. b) To set up employment schemes for people. c) Generate income sources. 3) The Context: Unemployment has been a social evil of the country since a long time. This has created a downbeat in the economy. However, recently, many entrepreneurship ideas have flourished which has been able to generate income and profits within communities. The 'Jewellery Making Workshop' which was organized by the Women's Cell of the College has been a strong step to reach out to people-specifically female folk of the area surrounding the College, with low incomes to come up with their personal business, in order to generate an income source. 4) The Practice: For providing ideas regarding jewellery making, resource person - Mr. Dipak Gogoi, Jewellery Designer and manufacturer who is trained from Indian Institute of entrepreneurship, Guwahati, took the position of the trainer. Students of this College as well as many women from around the College campus took active participation in the workshop with utmost enthusiasm and an optimistic engagement has been observed. 5) Evidence of Success: The Workshop has definitely helped women to establish a business of their own. It has helped in opening up alternative avenues for the women of the area. Thus, a new way and source of earning income has been set up. 6) Problems Encountered and Resources Required: There are no significant problems encountered while implementing this practice. Resources required and used are- Assam Silk, Dori Silk, imitation stone and pearl which are easily available. 7) Notes: Understanding the fact that income can be generated from home by starting up a small business from within the bounds of home has brought in a positive response from the women who took part in the workshop. This will definitely help them in the long run.

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

<http://www.duliajancollege.in/upload/bestpractices/1630144238.pdf>

### 7.3 – Institutional Distinctiveness

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

The college has a vision of imparting value based quality education to the learners. Being situated in a semi-urban locality, about 80 of the students hail from rural areas with very weak financial and academic background as well as poor academic base. So, the college undertakes all possible measures to uplift academic as well as extra academic performance of such students. The institution ensures quality education through the following steps Faculty members are encouraged to get themselves updated and upgraded by attending refresher courses, orientation courses, seminars, conferences and workshops. The IQAC conducts students' feedback on various aspects of teaching learning process. The process includes feedback on administration, teachers, course and teaching. After the analysis of the feedback result, the principal conveys it to each faculty members, so as to enable them to take any corrective measures and improvement if needed. In addition to classroom teaching, students are encouraged to take part in seminar presentation, group discussions and project preparation which urges them to acquire in-depth knowledge on relevant topics.

The college ensures all round development of the students by organizing cultural, literary and sports activities and encourages students to participate in such activities at Local, District, State and National level. The College inculcates social responsibility and good citizenship amongst the students by encouraging and allowing them to participate in various types of extension activities undertaken by various in-house bodies like NSS, Science Council, Arts Forum, Commerce Forum and IQAC as well as other organizations like Assam Science Society, Assam Xahitya Xabha, Assam Science Technology Environmental Council, etc.

Provide the weblink of the institution

[http://www.duliajancollege.in/mission\\_vision.php](http://www.duliajancollege.in/mission_vision.php)

### 8.Future Plans of Actions for Next Academic Year

(i) Preparation of daily Class Routine along with room-wise display of allotted classes. (ii) Submission of proposal for up gradation and renovation of the playing ground of the college to OIL. (iii) Proposal for handing over of the newly constructed IT building to Duliajan College from OIL authority. (iv) Submission of proposal for toilet facility for the students to NEEPCO, Bakuloni. (v) Submission of a proposal for a Public waiting shed to Alumni Association of Duliajan College. (vi) Submission of proposal for financial assistance to construct Conference Hall with Audio-visual facility to DNPL, Duliajan.