YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1. Name of the Institution   **Duliajan College**

- Name of the Head of the institution   **Dr. Lok Bikash Gogoi**

- Designation   **Principal**

- Does the institution function from its own campus?   **Yes**

- Phone no./Alternate phone no.   **03742800356**

- Mobile No: **9435334284**

- Registered e-mail   **duliajancollege@yahoo.com**

- Alternate e-mail   **duliajancollege@gmail.com**

- Address   **Joyanagar**

- City/Town   **Duliajan**

- State/UT   **Assam**

- Pin Code   **786602**

2. Institutional status

- Type of Institution   **Co-education**

- Location   **Semi-Urban**

- Financial Status   **UGC 2f and 12(B)**

- Name of the Affiliating University

  Dibrugarh University

- Name of the IQAC Coordinator

  Jayanta Dutta

- Phone No.

  03742800356

- Alternate phone No.

  7002657005

- Mobile

  9954750692

- IQAC e-mail address

  iqacduliajancollege@gmail.com

- Alternate e-mail address

  duliajancollege@yahoo.com

3.Website address (Web link of the AQAR (Previous Academic Year)

http://www.duliajancollege.in/upload/aqar/1646884757.pdf

4.Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

  http://www.duliajancollege.in/upload/acalender/1663650361.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B+**	**76**	**2005**	**28/02/2005**	**27/02/2010**
Cycle 2	**B**	**2.81**	**2011**	**08/01/2011**	**07/01/2016**

6.Date of Establishment of IQAC   **29/03/2005**

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
Institutional	**COVID 19 sensitization programme**	**D.H.E., Govt. of Assam**	**2021 (1 Year)**	**17,000**

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   3

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?   **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report   No File Uploaded

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?   **No**

- If yes, mention the amount

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

Establishment of a "Virgin Microforest" in the college campus in association with Duliajan Branch of "Assam Science Society"

Organisation of departmental seminars, workshops, guest lecture programmes.

Organisation of a idea sharing lecture programme entitled " Manthan" addressed by invited eminent college alumni.

Organisation of State level seminars and workshops.

Organisation of FDP in association with ICT Academy, Chennai

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
Establishment of a Micr-forest	Completed
Initiation of a series of idea sharing interactive lecture programme entitled	Initiated
Organisation of FDP in association with ICT Academy, Chennai	Completed
Publication of a peer reviewed journal on New Education Policy 2020	Initiated
Linkages with nearby colleges for academic exchange programmes..	Completed
Extension of Internet Browsing Centre for students	Completed
Establishment of a Children Day Care Centre	Completed

13.Whether the AQAR was placed before statutory body?   Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body, Duliajan College	29/09/2022

14.Whether institutional data submitted to AISHE

Part A

Data of the Institution

1.Name of the Institution	Duliajan College
• Name of the Head of the institution	Dr. Lok Bikash Gogoi
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03742800356
• Mobile No:	9435334284
• Registered e-mail	duliajancollege@yahoo.com
• Alternate e-mail	duliajancollege@gmail.com
• Address	Joyanagar
• City/Town	Duliajan
• State/UT	Assam
• Pin Code	786602
2.Institutional status	
• Type of Institution	Co-education
• Location	Semi-Urban
• Financial Status	UGC 2f and 12(B)
• Name of the Affiliating University	Dibrugarh University
• Name of the IQAC Coordinator	Jayanta Dutta
• Phone No.	03742800356
• Alternate phone No.	7002657005

• Mobile	**9954750692**
• IQAC e-mail address	**iqacduliajancollege@gmail.com**
• Alternate e-mail address	**duliajancollege@yahoo.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	http://www.duliajancollege.in/upload/aqar/1646884757.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	http://www.duliajancollege.in/upload/acalender/1663650361.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B+**	**76**	**2005**	**28/02/2005**	**27/02/2010**
Cycle 2	**B**	**2.81**	**2011**	**08/01/2011**	**07/01/2016**

6.Date of Establishment of IQAC	**29/03/2005**

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
Institutional	**COVID 19 sensitization programme**	**D.H.E., Govt. of Assam**	**2021 (1 Year)**	**17,000**

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	**3**	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional	**Yes**	

website?		
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**	
• If yes, mention the amount		

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

Establishment of a "Virgin Microforest" in the college campus in association with Duliajan Branch of "Assam Science Society"

Organisation of departmental seminars, workshops, guest lecture programmes.

Organisation of a idea sharing lecture programme entitled " Manthan" addressed by invited eminent college alumni.

Organisation of State level seminars and workshops.

Organisation of FDP in association with ICT Academy, Chennai

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
Establishment of a Micr-forest	Completed
Initiation of a series of idea sharing interactive lecture programme entitled	Initiated
Organisation of FDP in association with ICT Academy, Chennai	Completed
Publication of a peer reviewed journal on New Education Policy 2020	Initiated
Linkages with nearby colleges for academic exchange programmes..	Completed
Extension of Internet Browsing Centre for students	Completed
Establishment of a Children Day Care Centre	Completed

13.Whether the AQAR was placed before statutory body?   Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body, Duliajan College	29/09/2022

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020	13/05/2022

15.Multidisciplinary / interdisciplinary

The institution is affiliated to Dibrugarh University and as such awaiting for the necessary guidelines to be issued by the said university to get ready for implementing NEP in the programmes offered by the college. However, the college has already

organized a number of workshops and seminars on NEP to create awareness and preparedness among the faculty members of the college. The present CBCS programmes has already incorporated interdisciplinary or multidisciplinary approaches to some extent by introducing courses like Multidisciplinary Course, Environmental Studies, Skill Enhancement Courses, etc. The college having the three streams, i.e. Arts, Science and Commerce is quite capable of running the programmes with multidisciplinary or interdisciplinary approach.

16.Academic bank of credits (ABC):

Being affiliated to Dibrugarh University, our college has to follow the guidelines as proposed by the university from time to time. As there is no standing guideline and instruction from the affiliating university regarding Academic Bank of Credits, it is not yet implemented.

17.Skill development:

There are a number of skill development courses, viz. Vermicompost Technology, NSS, Tours & Tourism, Web Designing, Library Information Science, Entrepreneurship and Retail Management offered by our institution as a part of the curriculum. There are plans to introduce at least one self financing skill development courses per department of our institution from the next academic session. We have a linkage with a local socio-cultural organization named 'Pathar' who organizes workshops and training programmes for our students in the field of drama and theatre as well as folk performing arts.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Apart from English, we have three more departments of Indian language, viz. Assamese, Bengali and Hindi, which carry on courses on these languages. Although the honours courses are compulsorily in English medium, our faculty members use vernacular language also to explain and conceptualize different topics among the students as majority of them are hailing from Assamese medium schools. The institution conducts various events reflecting local and national cultural rituals and heritage with active participation of the students and faculty members. Various departments of the institution encourage and guide the students to choose projects and field reports on IKS. The institution has engaged a local socio-cultural organization, Pathar, to train the students in the field of indigenous folk music, dance and drama.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The institution puts full effort on outcome based education. The course outcome of each and every course offered in the institution has been prepared beforehand and uploaded in the college website
(
http://www.duliajancollege.in/upload/courseoutcome/1643084007.pdf
). The students are informed about the outcome of a course at the beginning. The faculty members adapt all possible measures in teaching – learning process to render the desired outcome of each prescribed course to the students. The progress of the students in acquiring the desired outcome is tested from time to time by internal evaluation system comprising of Sessional tests, Class tests, Seminars, Group discussions, Home assignments, Projects and Mentoring sessions.

20.Distance education/online education:

The programmes offered by the institution are only on offline mode as per the guideline of the affiliating university. Hence, online or distance mode of the existing regular programmes are not yet offered by the institution. However, during the last COVID pandemic periods, regular courses were continued through online mode. So, the institution and the faculty members are now quite familiar and equipped to run online courses in future. Moreover, the institution runs two study centres of ODL, viz. Directorate of Open & Distance Learning, Dibrugarh University and Krishna Kanta Handique State Open University, Assam catering the need of higher education by the service holders, entrepreneurs and students not getting seats in regular programmes as well as those who could not afford the financial burden of regular programmes.

Extended Profile

1.Programme

1.1   **694**

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

File Description	Documents
Data Template	View File

2.Student

2.1   **1435**

Number of students during the year

File Description	Documents
Data Template	[View File](#)

2.2   **418**

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   **344**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1   **50**

Number of full time teachers during the year

File Description	Documents
Data Template	[View File](#)

3.2   **54**

Number of Sanctioned posts during the year

Extended Profile

1.Programme

1.1	**694**
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	[View File](#)

2.Student

2.1	**1435**
Number of students during the year	

File Description	Documents
Data Template	[View File](#)

2.2	**418**
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	**344**
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1	**50**
Number of full time teachers during the year	

File Description	Documents
Data Template	[View File](#)

3.2	**54**
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution

4.1	**48**
Total number of Classrooms and Seminar halls	

4.2	**50.07**
Total expenditure excluding salary during the year (INR in lakhs)	

4.3	**104**
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

a) Curriculum delivery and documentation are planned in advance before the startof academic session and utmost care is taken for successful implementation: a) Before the start of new semester classes, the academic committee preparesthe daily class routine and the academic calendar. b) The academic committee holds a general meeting involving all faculty members to chalk out a plan for curriculum deliveryat the start of new semester. c) The faculty members prepare the teaching andlesson plan in advance and submit a copy to the academiccommittee. d) The daily class routine is displayed in the notice boardanddistributed among all departments, faculty members and students a week beforethe start of the classes. e) Courses and units are distributed among the faculties taking into account their expertise. f) Courseprogression is recorded on daily basis by the faculty members in the Teacher'sDiary which is examined monthly by the academic committee and then signed bythe Principal. g) Records of seminar, assignments, and field studies are keptby the

department. h) On account of thelockdown situation due to COVID pandemic, provisions for online classes,webinars and FDPs through various online platforms has been planned andimplemented.

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	http://www.duliajancollege.in/upload/acal ender/1665729749.pdf

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

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 co-curricular and extracurricular programmes to be conducted by the respective departments and the college. 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. Considering presentation of seminar -- the students are encouraged to prepare and learn how to prepare a seminar paper. A few department arrange certain programs by which tutorial system used to conduct for personal and career counseling.

File Description	Documents
Upload relevant supporting documents	[View File]()
Link for Additional information	http://www.duliajancollege.in/upload/acal ender/1665729749.pdf

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	View File

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

5

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	View File
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)

1

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	View File
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

15

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

15

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

Issues related with environment and sustainability are integrated into courses of Environmental studies, Zoology and Botany. Courses that teach human values in its curricula are Political science, Commerce, English, Education. Professional ethics are integrated in the courses of English, Commerce and Education subjects. The college organizes programmes on Gender sensitization every year. Institution integrates cross cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the co-curricular and extra-curricular activities also. N.S.S. promotes environmental protection through tree plantation and other sustainable development programs. N.S.S. organizes various environment related programs including tree plantation, cleanliness drive, polythene free drive, etc. World Environment Day, N.S.S. Day, etc are organized in the college every year. The college has taken active participation in Swachch Bharat Abhiyan started by

the government. National festivals like Independence Day and Republic Day celebration serve as a platform to enliven patriotic and moral values. Different social activities have been initiated by the college like Voter's Awareness Program, Road Safety Campaign, etc are organized from time to time. Major gender issues are focused and addressed through different activities in the college.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

7

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
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

86

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.duliajancollege.in/upload/misc ellaneous/1665037726.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

970

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

224

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

The learning levels of the students are assessed through their performance in the sessional tests, class tests, seminar paper presentation, group discussion and home assignments. All the departments identify the slow learners and arrange remedial/special classes for them. After completion of each chapter the concerned teacher gives special attention to each of the below average level students. A few teachers also take class test covering one chapter for 40 to 45 minutes and sort out the weakness of the students. Every teacher gives home assignment to the students and also sorts out the level of the students. Moreover, the mentors of students identified to be slow learners are intimated for personal counseling.

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
1435	63

File Description	Documents
Any additional information	View File

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

Our institution always encourages student-centric learning through various methods such as brain storming group discussions, quiz competitions, presentations and project work in participative learning and problem solving methodologies. Regular participative activities viz., group discussions, projects, field visits, educational tours, seminars, extension lectures are organized in the college and the students actively participate in these activities within and outside the college. Students are given individual projects and class assignments for focusing on self study and to encourage independent learning. Different student support systems are available in the college like Library, Computer Lab, Reading Room, E- Classrooms. Beyond the classroom, college gives high importance to all-round development of students through extracurricular, co-curricular and field based activities. The objective of student-centred activities outside the classroom is to engage students as much as possible in learning procedures that require more than reading or viewing the material. Students are taken for study tours to the sites of interest in order to get familiar with the field/natural conditions. Annual sports competitions are organized, where students exhibit talent in variety of games, to foster spirit of togetherness and leadership.

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

Faculty members of the college use ICT technology to improve the

teaching and learning process. Different softwares available online is integrated with teacher's explanation and students are encouraged to learn and practice through interactive activities. LCD projectors, interactive boards, computer/laptops systems are used in the classrooms. You- Tube, E- mails, Whatts App group, Zoom and Google classrooms are used as platforms to teach, communicate, provide material and syllabus, make announcements, conduct tests, upload assignments, make presentations, address queries, mentor and share information. Wifi facility is also available in the campus for the students and staff. The library also provides access to computers and online journals freely available in public domain and also to journals subscribed on the advice of faculty and facilitates downloads. Xeroxing facility is also available in the library. Syllabus and study materials are also made available on the college website and the website of the affiliating university. Student feedback are also received online from the students.

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

63

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
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

50

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	View File

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

21

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

684

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.

Internal assessments are conducted continuously from time to time through the performance in the Sessional test, Attendance data, Home assignment and Group discussion. Evaluated answer scripts of the Sessional tests are shared with the students for their doubt clearance. Notifications of Internal assessment marks are circulated in classrooms, displayed on notice boards as per the assigned dates in the academic calendar. If any tabulation error is found or is communicated, necessary corrections are duly made by the concerned and correct information is passed to the university accordingly. Due care and track is mentioned till completion of assignments.

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

Most of the grievances related to the examination are received after declaration of results by the Examination Committee and after verification forwarded to the Office of the Controller of Examinations of Dibrugarh University. The errors in their results like marks of the internal assessment, attendance sheets, error in the bio-data etc. are immediately addressed, corrected and quickly disposed for onward submission to the university by the Officer-incharge of the concerned examination committee. Each and every teacher-in-charge and office staff members concerned are instructed for due care and cooperation for the quick disposal of student grievances at their respective quarters. Where ever deemed necessary, the relevant documents/testimonials are submitted through the candidate personally or through their parents to Officer-incharge of the Examination for speedy Redressal of the issue. The close and continuous communication is maintained by the Officer-incharge of the Examinations with the university authorities for speedy disposal of queries, explanations and doubts if any.

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.

The Institute has well defined learning outcomes. The vision and mission of the institution emphasizes on promoting value education through motivated trained faculty to prepare the students to accept the challenges of globalization. The College has a proper mechanism of communication of the learning outcomes of the Programs and Courses, which includes following; Hard Copy of syllabi and course/programme Outcomes are available in the respective departments for ready reference to the teachers and students. Copy of Curriculum and Outcomes of Programs and Courses are also uploaded on the college website.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	http://www.duliajancollege.in/upload/courseoutcome/1643084007.pdf
Upload COs for all courses (exemplars from Glossary)	View File

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

The college has a systematic process of collecting and evaluating data on programme and course outcomes, for which the assessment includes the following; Assessment for the course-level is done via continuous assessment having a particular weightage depending upon course objectives, learning outcomes and pedagogy. Various components for continuous assessment are defined and used. The evaluation is rigorous. It is done by adjoining the marks acquired by the students to their corresponding Course Outcomes. Besides, weightage for the end semester Examination (written examination /lab examination) depending upon course type is also used for the process.

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

149

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<u>View File</u>
Upload any additional information	**No File Uploaded**
Paste link for the annual report	http://www.duliajancollege.in/upload/misc ellaneous/1645255691.pdf

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.duliajancollege.in/upload/miscellaneous/1666329873.pdf

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)

Nil

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

Nil

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

2

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

23

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

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

29

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

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

Our College regularly conducts the extension activities in the nearby localities. The I.Q.A.C., NSS unit and other committees of the college could not conduct the activities as planned on account of the prevailing pandemic situation. However, a few extension activities were conducted in the academic year 2021-22, which are as follows:

1. Nearby Duliajan College Botanical Garden with the help of Duliajan College Science Society opened a 'Micro-forest' area within the college boundary.

2. Regular plantation programme was carried out by NSS unit and Student Union on the occasion of World Environment Day.

3. A month long plantation program was conducted by college (phase wise by the Departments) with the banner of Chief Minister's Institutional Plantation Program (AZADI KA AMRIT MOHOTSAV) from 18th July – 2022 to 15th August – 2022.

4. Considering International Yoga Day - Yoga camp was organised by NSS unit of Duliajan College on 21/06/2022.

5. Cleanliness programme was carried out by NSS volunteers in association with Rotary Club of Duliajan at different places of Duliajan Township from 10/11/2021 to 16/11/2021.

6. Several Vaccination program and testing of COVID – 19, was conducted by the college with the support of NSS Duliajan College Unit for the students, faculty members and nearby publics of Duliajan College.

7. On 7th July – 2022 Health Camp program was organized by Duliajan College Alumni Association with the Support of Oil India Limited for the students, Teaching and Non-teaching Staff.

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

0

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

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

8

File Description	Documents
Reports of the event organized	View File
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

380

File Description	Documents
Report of the event	View File
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

3

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
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

6

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

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.

Duliajan College, established in the year 1969, is well equipped with all kind of facilities. The institution has an adequate infrastructure, good number of classrooms, well facilitated laboratories and well maintained computer labs. The college infrastructure is built in a big area of 7.6 hector land. From the entrance it has concrete floor and the entire linking routes to different departments are also well made. The college also makes sure that once the students are in the campus they can move without any difficulty even during rainy season. The college has 47 numbers of well prepared classrooms with adequate numbers of desks- benches, blackboard, and electrical fan-lights for the students. Among the classrooms 11 of them have LCD

facilities which enable the teachers and students to projects videos or power point presentation for the better understanding of the topics being taught. The college has also provided advanced laboratories for each science departments for practical classes and research related works. Moreover, in order to maintain the technical works the college owns 19 computers in the office and 41 in the departments. The college also houses a Computer Science department which is enriched with 48 computers and the Internet Browsing Centre of the Library houses 15 PCs. So the college has total 123 computers. All the 123 computers have internet facility provided by the college. Duliajan College has a well facilitated library with books, journals, magazines, e-journals and e-books.

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.

The college is well equipped with all kind of facilities. It provides all necessary facilities to students for their all round development. The college encourages the students to take part in different cultural activities and for this purpose college has an auditorium with good sound system, stage, sitting capacity and other required accessories. The college also has an indoor stadium accommodating a volleyball court, a badminton court and table tennis boards. The outdoor playground is actively used by the students for outdoor sports events like athletics, football and cricket games. The College has a good gymnasium with different equipments for physical fitness.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.duliajancollege.in/viewalbum.php?_id=5

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

10

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

10

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	http://www.duliajancollege.in/viewalbum.php?id=4
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)

10.64

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)	View File

4.2 - Library as a Learning Resource

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

* Name of ILMS software – SOUL 2.0 * Nature of automation (fully or partially) - PARTIALLY * Version – 2.0 * Year of Automation – 2015

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	**A. Any 4 or more 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)

1.46618

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

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

11069

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

4.3 - IT Infrastructure

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

The college IT infrastructure has been updated and maintainedregularly.The interactiveboard, LCD Projector, Printers, high configuration PCs wereinstalled in the college. Smart classrooms equipped with interactiveboard, LCD projector, Digital Podium with inbuilt system, microphonesystem, speakers and video conferencing facility were installed. The whole college hasbeenmadewifi enabled through the services provided by Arrow web and Railwire. College is also availing the lease lineinternet facility from BSNL.

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

4.3.2 - Number of Computers

104

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

4.3.3 - Bandwidth of internet connection in the Institution	**A. ? 50MBPS**

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)
39.43

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)	View File

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.

Maintenance of physical and academic facilities consisting of Laboratory, Library, digitally equipped Classrooms, Indoor Stadium, Auditorium, Gymnasium and several other essential infrastructures are carried out under the supervision of the Infrastructure Committee. The committee also prepares new proposals for infrastructure augmentation as well as tender and quotation calling formalities for new construction

• The College laboratories are efficiently managed and regularly monitored by the authorized Laboratories Assistants under the supervision of the Department HoDs.

• Maintenance and record all the assets related to TLM, classrooms, IT tools, etc. are carried out by a Faculty member deputed by the college authority.

• The college has appointed a Physical Education Trainer to train and guide the students for different games and sports activities. The trainer also looks after all the facilities related to games, sports and physical fitness along with a number of teacher-incharge.

• The College also has fire extinguishers that are maintained

and placed properly with safety norms.

• The library has an Advisory Committee for maintaining the smooth functioning of the library.

• The College houses a well maintained Botanical garden containing several species of valuable plants. The garden is maintained by the college authority with the help of the faculty members and students of Botany Department.

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

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

892

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
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

2

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	**D. 1 of the above**

File Description	Documents
Link to institutional website	www.duliajancollege.com
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

0

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

0

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)	**No File Uploaded**

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	<u>View File</u>
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

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

18

File Description	Documents
Self-attested list of students placed	<u>View File</u>
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

35

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

0

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	**No File Uploaded**

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.

25

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)

Duliajan College has a elected body of Students' Union with a tenure of 1 year. This union comprises of following portfolios - President, Vice-President, General Secretary, Assistant General Secretary, Magazine Secretary, Major games Secretary, Minor Games Secretary, Cultural Secretary, Festival Secretary, Social Service Secretary, Literary and Debate Secretary, Gymnasium Secretary, Girls' Common Room Secretary and Boys' Common Room Secretary. Each office bearer is supervised by a Teacher-in-charge. This union organises different sports and cultural competitions and events amongst the students and also social service activities in localities nearby the college. Students' Union organises a special programme under the supervision of anominated teaching faculty called "Student Adalat", where the students discuss about their problems w.r.t. matters involving academic andadministrative activitiesas well as amenities provided by the college. Student Adalat submits its report to the Principal and the I.Q.A.C. for amicable solution of their problems. The college includes a student member (either the General Secretary of the President of Students' Union) in the I.Q.A.C. Core Committee. The college always involve student members in different organizing committees of events organised in the college.

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

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

Duliajan College has an alumni association namely Prakton Satra Satri Sanstha. The alumni association comprises 28 executive members with Dr. Hemanta Das as president, Mr. Suresh Gogoi as working president, Mr. Dhruba Hazarika, Dr. Ambalika Borthakur and Mr. Anil Gogoi as Vice-President, Mr. Jadumoni Dutta as General Secretary, Mr. Khirod Gogoi, Mr. Pradip Gogoi and Mr. Dipankar Gogoi as the Assistant General Secretary and Mr. Dipjyoti Baruah as treasurer of the Association. The chief Coordinator of the Association is Mr. Shankarjyoti Baruah where as Mrs. Madira Saikia Bhuyan is in charge of Cultural affairs, Mr. Amatya Baruakial as Literary Secretary, Mr. Yusuf Khan as Publicity Secretary of the Association.

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

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. 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 indepth 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.

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

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

The Higher education department, Govt. of Assam has given sufficient freedom to the Principal, who is the academic head of the institution, to administer in order to fulfill the vision and mission of the institution. Academic responsibilities are fairly divided among all the staff members. Committees are appointed for the various academic and co-curricular activities

to be conducted in the course of the academic year. The list of committees is displayed at the beginning of the year on the staff notice-board. This ensures transparency in policy execution. The responsibilities are communicated to the faculty members through regular staff meetings. The Principal of the College holds regular meetings with the teaching and non-teaching staff. In these meetings various issues are taken up for discussion before arriving at a final decision. The Heads of Departments monitor the functioning of the various departments. The participative decision-making ensures total participation of all the people concerned. The office administration of the College is headed by the Principal and three Academic Coordinators from three streams under whom there is a Head Assistant, Senior Assistants, Junior Assistants and other Class IV Staff. Thus, decentralization of departments and personnel of the institution helps in improving the quality of its educational provisions.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Institution has a perspective plan. The aspects considered for inclusion are as follows;

1. Quality enhancement and improved teaching-learning environment.

2. Enhancement of student support systems.

3. Improved student success rate.

4. To be more innovative, more creative in academic delivery; with a strong emphasis on effective integration of technology in the teaching-learning process.

5. The teacher to be more of a facilitator and mentor than just a full time tutor.

6. To nurture and develop research culture among the students

and faculties.

7. Life skills will be an integral part in curriculum development and delivery.

8. To emphasize on multi-dimensional evaluation of student learning and to enable that student learning outcomes match with their employers expectations.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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.

Our institution is governed by Higher Education Department, Govt. of Assam, which has the responsibility to take care of all the colleges in the state of Assam. However, the administration of our college is the responsibility of the Principal who is directly accountable to the Department of Higher Education; Govt. of Assam. The Principal is involved in overlooking the implementation of plans of the College. He ensures that regular day to day operations are properly conducted, through feedback from conveners', teaching and non teaching staff. Heads of Departments. The Heads of Departments ensure that the plans communicated to them by the Principal are implemented systematically. Committees for co curricular activities are formed at the beginning of the year and are assigned the tasks according to the institutional plans to enhance overall development of students. For the smooth conduct of all administrative activities according to the requirements of academic bodies and government rules, there are committees headed by senior faculty to guide the function. New appointments and promotion of faculty members and office staff are made as per the guideline set up by the DHE, Govt. of Assam as well as UGC. The service records of the faculty members and office staff are maintained and recorded on the service books by the college authority as per the Govt. guidelines.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the Institution webpage	http://www.duliajancollege.in/organogram.php
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	**A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
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 has two welfare schemes, one for the faculty members and other for the non-teaching staff. The scheme for the faculty members is Teachers' Welfare Fund, Duliajan College. It is run by a committee of a few selected faculty members. This committee is constituted for a period of two years. The fund is generated by a fixed monthly contribution of money from each faculty member. The scheme runs for a period of ten years. During this period, the members can avail emergency, short-term and long-term loans with a nominal interest rate. After the completion of the scheme, the sum accrued in the account is divided amongst the members and a new scheme is started again. Duliajan College Employee's Association also maintains a similar welfare scheme for the non-teaching staff of the college. This scheme is also run by a committee of selected staff members. The fund is generated by voluntary but fixed monthly contribution

from the members with the facility of availing short term and long term loans with nominal interest rate.

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

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

1

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	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

27

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
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

Performance appraisal for teaching faculty is maintained through following the UGC regulation 2010 and amendments thereof. The institution monitors performance appraisal system through

submitting of SAR (Self Appraisal Report) and APR (Annual Progress Report) of the teaching staff. The APR reflects the details of refresher / orientation course/ workshops etc that the teacher attended during a particular period as it is deemed mandatory for promoting to the next grade. The stock of teaching performance is computed by reflecting the involvement of the teacher in curricular, co-curricular and extra-curricular activities. The evaluation of courses taught and average number of working hours in a week are computed. Due consideration is given to the evaluation of innovation for special contribution made by the teacher. The involvement in the welfare of students and community work is given due weightage for monitoring performance. During appraisal the teacher is given opportunity to pen down any special achievement made by him in the field of his subject that can upgrade his overall performance. The APR's are sought at every step of up gradation / next promotion. The promotion of non-teaching staff is made as per service rules laid by Govt. of Assam. In case of appointment of the HeadAssistant, the service record and seniority of the office staff is taken into consideration.

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

Financial audit of the accounts is regularly conducted by the institution. First of all the accounts department of the college conducts an internal audit through an approved Auditor. The report of the internal audit is submitted to the Governing Body for approval. The annual external audit is conducted by an Auditor appointed by the Govt. of Assam. They verify and confirm all finance related document. Report of audit and Utilisation certificates are submitted to the finance department, Govt. of Assam as well as the concerned funding agencies like RUSA. All the process in the college is strictly monitored by the Principal. The copies of the audit are also preserved in the college for records.

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)

0.075

File Description	Documents
Annual statements of accounts	[View File](#)
Any additional information	**No File Uploaded**
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

As the institution is run by the government, the funds to be utilized are primarily allotted through the Higher Education Department of Govt. of Assam as well as RUSA. The Accounts Department submits the salary budget for a given financial year in advance to the Finance Department, Govt. of Assam. DHE, Govt. of Assam releases certain funds for academic and infrastructure augmentation to the college from time to time. The Principal and I.Q.A.C. prepares a received fund allotment plan for a given academic year in advance for different activities like academic, administrative and infrastructure. Optimum end use of the funds received from different sources is made as per the rules and regulations and is subjected to audit by the government. Within the institution funds are mobilized out of a specific percentage of the fee collected from the students. These funds are grouped under heading "Miscellaneous Funds". These funds are utilized for the benefit of students and for meeting other minor expenses of the college. To ensure the optimum end use of these funds college development and purchasing committees are framed.

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

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

In order to enhance the quality of the institution in all spheres, various quality assurance strategies initiated by the IQAC of the institution are follows:

All the faculty members are encouraged and supported to participate in orientation and refresher courses, workshops, seminars and conferences related to the teacher-learning process and research.

Teachers are also supported and encouraged to participate in conduction of examination and evaluation processes.

The poor and needy students are provided with financial aid out of the college poor fund.

The IQAC also provides guidelines, internet access and verification processes for the students to get the Post-Metric Scholarships.

The college also provides platform for the students to participate in Intra- College and Inter –College level debates, competitions, seminars etc.

Regular meetings of IQAC are conducted under the presidentship of the Principal with a pre-fixed agenda and suggestions are taken from all the members of IQAC for overall upliftment of the college.

All the teachers are encouraged to use ICT tools for effective teaching-learning processes.

Almost all the laboratories are provided with charts, models etc for effective teaching- learning process. LCD's are installed in some of the classrooms of the college.

12-11-2022 12:59:33

I.Q.A.C. takes initiative in establishing linkages different academic and social institutions as well as to ensure different activities under such linkages

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

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

Some of the activates of IQAC while reviewing the teaching learning process, structure and methodologies of operations and learning outcomes of the college at periodic intervals are as follows:

1. Students feedback on faculty, teaching learning process and evaluation: Students feedback significantly shows the actual quality of teaching learning process. The students' feedback is conducted as per the following norms:

a. All the students are allowed to give feedback on faculty, teaching learning process and evaluation so that actual picture is ascertained.

b. After evaluating the feedback from students, the teacher if evaluated with low performance is instructed accordingly.

c. The whole process is being operated through IQAC.

2. Academic monitoring: The academic committee conducts regular visit to the classes regarding the regularity and punctuality of class work. The Principal is informed on daily basis.

3. Remedial Classes: The teachers conduct remedial classes and revision for the students wherever needed.

4. Syllabus Monitoring: The academic committee monitors the progress of the coverage of the syllabus by individual faculties monthly and make sure that the syllabus is completed within a stipulated time.

5. Mentorship Programme: The Academic Committee prepares the mentorship schedule by allotting specific faculty members with a specific group of students for their overall guidance and mentoring.

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

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)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://www.duliajancollege.in/upload/miscellaneous/1645255691.pdf
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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

Our Institution shows gender sensitivity by providing facilities such as:

Safety and Security: Our Institute believes in gender equality and makes effort towards Gender sensitization. The Women Cell organizes a gender sensitization programme every academic year to create awareness regarding gender equity among the students. The Student Grievance Cell, Anti-ragging Committee and Disciplinary Committee take care of complains from the students and ensures the safety of the students especially the girl students.

Counseling: As a part of the mentorship programme. The women teaching faculty are advised to counsel girl students in class, parks, library, common room (wherever it suits) to educate about sexual harassment either collectively or individually. For personal hygiene awareness, the Women Cell often organizes awareness programmes for girl students with the help of health experts.

Common Room: The college has a common room where first aid facility is provided at hand. The college provides basic medical aid necessary for girl students. Medical aid is provided free of cost.

Day Care Centre: The college has a Day Care Centre for safe keeping of younger children of the faculty members as well as the staff.

File Description	Documents
Annual gender sensitization action plan	Nil
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	Nil

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

Our Institution maintains a solid waste management system for disposal of non-biodegradable wastes and recycling of biodegradable wastes. For this purpose substantial number of dustbins are installed at different parts of the campus. The biodegradable wastes are recycled by using as the raw material for vermin-composting. The college has installed a number of vermin-composting tanks which are supervised by the Botany and Zoology Department. The nonbiodegradable wastes are collected and handed over to the garbage collection vehicles sent by Oil India Limited. The E-waste generated, which is nominal, is sold to local vendors for recycling.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	http://www.duliajancollege.in/viewalbum.php?_id=6
Any other relevant information	**No File Uploaded**

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	**C. Any 2 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: 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**	**B. Any 3 of the above**

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	**E. None 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	**No File Uploaded**

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	**B. Any 3 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).

The college provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities. Different sports and cultural activities organized inside the college promote harmony towards each other. Commemorative days like Women's day, Yoga day also promote tolerance and harmony. Institute has code of ethics for students and a separate code of ethics for teachers and other employees which have to be followed by each one of them irrespective of their cultural, regional, linguistic, communal socioeconomic and other diversities.

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	**No File Uploaded**

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

The students and employees are sanitized about the constitutional obligations: values, rights, duties and responsibilities of citizens. The College authority ensures the presence and participation of the faculty members, office staff and students in different national events like Independence Day, Republic Day, different awareness programmes organized by the local District Govt. Authority.

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	**C. Any 2 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	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

Our College celebrates various international and national commemorative days like Republic Day, Independence day, International Yoga Day, International Women Day, National Science Day, Environment Day, Teachers Day, etc.

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.

BEST PRACTICES – I

1. Title of the practice: Establishment of a Micro-Forest

2. Objective of the practice:

- **To establish a self-sustaining mico-forest ecosystem.**
- **To safeguard indigenous species of flora.**

3. The Context:

Forests are one of the chief sources of natural resources along with regulation of healthy environmental condition. The Micro-Forest project is an initiative undertaken for promotion and conservation of local biodiversity.

4. The Practice:

The Micro-Forest project is launched in an area of about 2 acres. The area has already variety of naturally grown plants. Thus initiative has been taken to plant a number of indigenous trees along with necessary protection and then left it undisturbed so as to allow it to become a virgin micro-forest.

5. Evidence of Success:

The area has already grown into a lush green forest exhibiting the required characteristics of a natural forest. The area has been observed to become a safe abode for a large number of birds and other small animals like squirrels.

6. Problems encountered and resources required:

No significant problems are encountered while implementing this project. Other than the saplings planted initially and the protection fence erected, no specific resources are required.

7. Notes:

In today's world where concrete jungles are on the rise, the College has taken a noble step through the establishment of micro-forest. The project will have many benefits in the long run.

File Description	Documents
Best practices in the Institutional web site	[View File](#)
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 college has been given utmost priority to keep the campus greenwith full of different varieties of herbs, shrubs and trees. Every year plantation programme is carried out especially on WorldEnvironment Day in addition to some other programmes. Special care is taken with the help of the students and faculty members tonurture the newly planted saplings. There is a group called 'Parivesh Karmi Dal' comprises of selected students and teachers who specially take care to maintain the greenery of the campus along with the NSS members. The college is maintaining a mini forest at its backyard which has been kept safe from grazing animals. The college also has a Botanical Garden with more than 150 varieties of local medicinal plants.

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

7.3.2 - Plan of action for the next academic year

1. Launching of 15 numbers of Add-on Courses.
2. Full digitalization and up gradation of the college library.
3. Setting up a Herbal Garden.
4. Construction of two numbers of gallery class room with ICT facilities.
5. Launching of the Mud Chemistry diploma programme.