



YEARLY STATUS REPORT - 2022-2023

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.	9435992575	
• Mobile No:	7002296309	
• Registered e-mail	duliajancollege@yahoo.com	
• Alternate e-mail	iqacduliajancollege@gmail.com	
• Address	Jayanagar, College Road, P.O. Duliajan	
• City/Town	Duliajan	
• State/UT	Assam	
• Pin Code	786602	
2.Institutional status		
• Affiliated / Constitution Colleges	Affiliated	
• Type of Institution	Co-education	
• Location	Rural	

• Financial Status	UGC 2f and 12(B)				
• Name of the Affiliating University	Dibrugarh University				
• Name of the IQAC Coordinator	Dr. Dayananda Nath				
• Phone No.	7002296309				
• Alternate phone No.	9435005710				
• Mobile	9954236079				
• 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))	https://www.duliajancollege.in/upload/aqar/1668238389.pdf				
4. Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.duliajancollege.in/upload/acalender/1685690276.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
Cycle 3	B+	2.59	2023	07/09/2023	06/09/2028
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 1	Reimbursement of fee waiver scheme, Govt of Assam	Higher Education Department, Govt of Assam	2022-23	37,25,796.00	

8. Whether composition of IQAC as per latest NAAC guidelines	Yes	
<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 	View File	
9. No. of IQAC meetings held during the year	2	
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	Yes	
<ul style="list-style-type: none"> • If yes, mention the amount 	207871	
11. Significant contributions made by IQAC during the current year (maximum five bullets)		
Preparation of SSR and submitted on 24-02-2023		
Organization of Seminars, Workshops, Guest lectures programs		
Renovation of the College canteen		
Construction of a staff toilet with modern facilities		
Establishment of a Dragon Fruit Garden in the college campus.		
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 Dragon fruit garden	Completed
Construction of a staff toilet with modern facilities	Ongoing
Renovation of the College canteen	Completed
Renovation and construction of car shades in 3(Three) locations of the College premises.	Completed
Improvement of the college sports field.	Completed
ICT Infrastructure augmentation	Total 5 (five) Traditional class rooms converted into ICT enabled with interactive penal.
Orientation program on ERP Software	Orientation program was conducted on 16-5-2023 by IQAC, Duliajan College in association with S. S. Technology, Guwahati.
Construction of two well equipped conference rooms	Completed
FDP on Academic writing and publication	FDP was organized by Duliajan College and Sibsagar College in association with Tezpur University
National Seminar	One day national seminar on Environment: Justice, Sustainability and Conservation, sponsored by Oil India Limited on 01-02-2023
13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	

Name	Date of meeting(s)
Governing Body, Duliajan College	23/04/2024

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2021-22	28/02/2023

15. Multidisciplinary / interdisciplinary

Duliajan College is already a multidisciplinary institution with the incorporation of all the three streams, i.e., Arts, Science and Commerce. In order to integrate the various disciplines of Humanities, Science and Commerce, the college offers numbers of Skill Enhancement courses such as 1) Vermicompost Technology, 2) Web Designing, 3) Photo shop, 4) NSS, 5) Library Information Science in which students from all the streams can take admission and develop their skills accordingly. At present the college runs both the CBCS programme and the FYUGP under NEP-2020 simultaneously. Under CBCS programmes, which have started in 2019 onwards, the college has been offering the subject of Environmental Studies to its students fulfilling the multidisciplinary approach of the institution.

16. Academic bank of credits (ABC):

Being affiliated to Dibrugarh University, the college follows its Academic regulations, guidelines and policies. As there is no standing guideline and instruction from the affiliating university regarding Academic Bank of Credits, so the college has not yet implemented the same.

17. Skill development:

Skill development courses like Vermicompost Technology, NSS, Tours & Tourism, Web Designing, Library Information Science, Entrepreneurship and Retail Management are already running in our college as a part of the curriculum. A local socio-cultural organization named 'Pathar' has been closely associated with us in terms of MOU and it 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)

Duliajan College has four language departments viz., English, Assamese, Bengali and Hindi. These four language departments try to

acquaint the students with various traditional and cultural practices of the society through the various syllabus oriented seminars, workshops, events etc. Our students are also offered with the opportunity to learn Sanskrit language in parallel to these languages. Moreover, various departments organize field trips with the students to historically significant sites with an aim for enriching their knowledge on ancient history and culture. And therefore, in the different college events such as cultural programs, rallies etc. students become able to showcase the ancient Indian traditions and culture. The college also ensures active participation of students and teachers in activities like Yoga.

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 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. web side link:
<http://www.duliajancollege.in/upload/courseoutcome/1643084007.pdf>

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. 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 able to take the provision 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 1376

Number of students during the year

File Description	Documents
Data Template	View File

2.2 950

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

File Description	Documents
Data Template	View File

2.3 279

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 63

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 51

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	1376
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	950
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	279
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3. Academic

3.1	63
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	51
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	55.77
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	124
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The College adheres to curriculum prescribed by Dibrugarh University. For successful completion of the curriculum for a particular session, the college fabricates plans beforehand with the help of the academic committee. The routine committee prepare the routine for the session much before the session starts and submits to the Principal. The Principal circulates the same amongst all the head of the departments. The heads of the respective departments prepare their own departmental routine by allotting the classes to the faculties and then it is displayed in the departmental notice board. A copy of the departmental routine is also submitted to the Principal. The faculty members prepare the teaching and lesson plan in advance and submit a copy to the academic committee. Moreover, departmental meetings are organized by each department in order to discuss the progression of the syllabus and all other student related topics. Course progression is recorded on daily basis by the faculty members in the Teacher's Diary which is examined and then signed by the Principal. Records

of seminar, assignments, and field studies are kept by the department. To familiarise the newcomers about the college, syllabus, facilities provided by the college, an induction program is organised at the beginning of every academic session.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

Being affiliated to Dibrugarh University, the institution follows the academic calendar of the same university. However, for convenience the college prepare its own academic calendar for a select session. The academic calendar includes the dates of two Sessional and end semester examination, and also the dates of notifying results of the Sessional examinations etc. As per the continuous evaluation system is concerned, the evaluation is conducted throughout the session through the academic activities such as Sessional tests, seminar, group discussion, and so on. Apart from the two Sessional examinations, every department conducts class tests as per their convenience and assignments are given to the students. Departments organize betterment exams for the students who secure less marks or are unable to appear in the Sessional tests. Marks of the Sessional/class tests are displayed in the notice board within the stipulated time as given in the academic calendar. Continuous evaluation is also carried out for practical and project papers. Different topics are given to different students and the progression of the project work is monitored by assigned supervisor.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum

B. Any 3 of the above

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

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	View File
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

27

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

0

File Description	Documents
Any additional information	View File
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

Duliajan college follows the prescribed syllabus of Dibrugarh university. The syllabus of Political Science, Education, Assamese include the issues of human values, peace, human right etc. Issues related to environmental science, sustainability are included in the syllabus of Environmental Science, Education, Zoology, Botany, and Chemistry. The college organizes programmes on Gender sensitization every year. 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 Swachh 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	No File Uploaded
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

5

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)	No File Uploaded

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

156

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	Nil
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	
900	

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

365

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 College assesses the learning levels of the students through their performance in the end semester examination, Sessional tests, class tests, seminar paper presentation, group discussion and home assignments. After finding out the slow learners, HODs of every departments organize departmental meeting to prepare the plan for the development of these students. Every department arranged remedial classes for those who are found as slow learner. Psychological and academic support is provided by every department to these students. Students are encouraged to participate in various curricular and co-curricular activities.

Some special steps are also taken for the advanced learners. They are encouraged in participating group discussion, presentation skill, and problem solving abilities. They are also guiding for competitive examinations such as civil service examination, entrance tests such as CUET, JEM etc. Moreover, the semester topper is felicitated with certificate and cash prize. A number of departments organize felicitation ceremonies in their own departments to felicitate the departmental toppers.

File Description	Documents
Link for additional Information	https://www.duliajancollege.in/online_material.php
Upload any additional information	View File

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

Number of Students	Number of Teachers
1376	62

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 for the all round development of students. various methods which are adopted by our college are:

- Departmental seminar, group discussion and project works.
- Field visit and educational tour
- Students participate in making departmental wall magazine, college wall magazine, hostel wall magazine, hand written departmental magazine, and college magazine.
- Responsibility is given to the students to organize annual college week, various sports and debate competition of the college as well as of the university.
- Different student support systems are available in the college like Library, Computer Lab, Reading Room, E-Classrooms.
- Students are taken for study tours to the sites of interest in order to get familiar with the field/natural conditions.
- Holding of students' elections where students are groomed to be responsible citizens of our large democratic country.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://www.duliajancollege.in/online_material.php

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 Software available online is integrated with teacher's explanation and students are encouraged to learn and practice through interactive activities.

- 5 Smart classrooms are equipped with all digital facilities and smart boards. 2 projectors are also available.
- 7 Classrooms with LCD facility.
- Power-point presentations using LCD and projectors are commonly practiced.
- Desktop and Laptops are installed at the Computer Lab, Examination Center, IQAC office, Library, general office and Departmental offices.
- The central library is also equipped with 20 computers, where the students can access e-books and e-journals through N-List, Shodhganga, EPG Pathshala, Swayam, NDLI.
- E- mails, WhatsApp group, College Website 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.
- Wi-Fi facility is also available in the campus.
- 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 is also received online from the students.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.duliajancollege.in/online_material.php

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

62

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

62

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

22

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

746

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.

Duliajan College follows certain mechanisms in respect of internal examinations. Internal assessments are conducted continuously from time to time through the performance in the Sessional test, Attendance data, Home assignment and Group discussion.

- The schedule of Sessional examination is displayed on the notice board, college website and shared in WhatsApp groups of the students.
- Every department displays obtained marks of the students in the respective departmental notice boards within the time limit as given in the academic calendar.
- Evaluated answer scripts of the Sessional tests are shared with the students for their doubt clearance.
- In case of any complain from the student side, the answer scripts of the students are reevaluated in consultation with the students.

- Department organizes the departmental meeting to review the performance of the students.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.duliajancollege.in/online_material.php

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

Departments display the allocation of internal marks into different tools such as Sessional exam, seminar, group discussion, assignment in the departmental notice board so that students are well familiar with the mark distribution. The internal examination is conducted according to the university guidelines and to conduct the examination a central committee is formed by the principal. This examination committee deals all the grievances of the students with the help of principal.

- Every department displays obtained marks of the students in the respective departmental notice boards.
- The evaluated answer scripts are given to the students so that they can understand their drawback and efficiency.
- Students can lodge their grievances regarding the evaluation of their answer scripts. The matter is immediately solve by the concerned teacher with the consultation of the student and the other faculty members of the department.
- The college has a "Grievance Redressal Cell" under the chairmanship of the Principal of the college. Students can file their written complaints through the "Grievance Box" placed in front of the Vice Principal's office.
- The "Grievance Redressal Cell" resolves the issues through proper procedure. The confidentiality of the student is strictly maintained.

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 College has a proper mechanism of communication of the learning outcomes of the Programs and Courses. All the programmes and outcomes are reviewed and evaluated by institution and take necessary action accordingly.

- 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.
- The college organizes orientation programs on the various significant academic issues.
- Prominent scholars are invited to the college time to time so that students can avail the experiences and can interact with them.

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

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

In order to ensure the attainment of programmes outcomes and course outcomes, the institution regularly evaluates the students by using various tools. To do this the college adopts both direct and indirect methods of assessment.

Direct methods:

- In semester examinations, class tests, end semester examinations
- Home assignments, group discussion, seminars, projects etc.

Indirect methods:

- Acceptability and future scope of a course is also obtained from the students feedback which is organizes regularly.

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

236

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

<https://www.duliajancollege.in/upload/miscellaneous/1712315514.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)

0

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

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

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

0

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

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

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

4

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**

12

File Description	Documents
Any additional information	View File
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**

35

File Description	Documents
Any additional information	View File
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. Some of the extension activities which were conducted in the academic year 2022-23, are as follows:

1. Door to Door Household Survey was conducted by students under the Arunudoy Survey, a Govt. of Assam Scheme on 1st August 2023.
2. Teaching aid was provided to the adopted school Tipam Fakial ME school.
3. Books were donated to the Madhuting High School (adopted school of NSS, Duliajan College).
4. Blood donation camp was organized in collaboration with Team Humanity.

5. Popular Talk on Menstrual Hygiene in Madhuting High School.
6. On occasion of World Environment Day 2023 a street play, a plantation drive as well as an awareness program on "Waste Segregation and Management " was also conducted.
7. International Yoga Day 2024 was conducted within the premise of Duliajan College.

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

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

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

6

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

387

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

4

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

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

4

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 48 numbers of well prepared classrooms with adequate numbers of desks- benches, blackboard, and electrical fan-lights for the students.
- Among the classrooms, 9 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.
- There are 8 number of laboratories allotted for Chemistry, Physics, Zoology, Botany, Computer Science, Mathematics, and Education departments. Moreover, in order to maintain the technical works the college owns 19 computers in the office and 22 in the departments.
- The college also houses a Computer Science department which is enriched with 54 computers and the Internet Browsing Centre of the Library houses 15 PCs. So the college has

total 124 computers. All the 124 computers have internet facility provided by the college.

- Duliajan College has a well facilitated library with books, journals, magazines, e-journals and e-books.
- The institution has 16 faculty rooms.
- one girls' and one boys' common room.
- Wi-Fi facility
- One central library
- Two Seminar hall

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.

- 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.
- Besides sports, each department has wall magazines to showcase the literary & creative skills of the students.
- The College has four active Clubs namely, music, art & literary, performing and dance & drama club in which students can develop and nourish their performance in the respective fields.

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

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

48

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

9

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

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

55.77

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)**

- The library of the college has the strength of 23,401 books, 10 journals of national and international repute, 08 magazines and 05 numbers of national and local daily newspapers.
- Name of ILMS software - SOUL 3.0 * Nature of automation (fully or partially) - Fully * Version - 3.0 * Year of

Automation - 2008

- The library is automated with the Integrated Library Management System (ILMS) SOUL 3.0.0 of INFLIBNET Centre, Gandhinagar, Gujarat, which is user friendly and designed to take care of all the administrative and management functions of the Library
- At present we are using SOUL 3.0.0 version of ILMS which is updated from SOUL 2.0.in February, 2022.
- The library provides reprographic service and internet service to our users. The Internet room is updated with 15 more computer systems with wi-fi connectivity.

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)

1.7

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	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

1. The Wi-Fi has been updated to ArrowWeb Optical fibre.
2. 16 nos. of computers are added in library room with internet in 2022 - 23
3. The library is automated with SOUL 3.0.0 which was earlier SOUL 2.0.0.14 of INFLIBNET in the month of February,2022
4. We have the Digital Over Head Book Scanner for digitalisation
5. College website has been updated by S.S. Technologies,online attendance system has been newly installed . The faculty members can update their profiles and other departmental activities themselves in the college website.

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

4.3.2 - Number of Computers

124	
File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

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)

55.77

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.

Duliajan College has established systems and procedures for maintaining and utilizing physical, academic and support facilities in order to upgrade the institutional values and for ensuring the all round development of the students. Maintenance of physical and academic facilities is carried out under the

supervision of the Infrastructure Committee.

1. The College laboratories are regularly monitored by the Laboratory assistants under the supervision of the Departmental heads.
2. The record of the equipments is maintained in the stock register.
3. Maintenance and record of all the assets related to TLM, classrooms, IT tools, etc. are carried out by a Faculty member deputed by the college authority.
4. 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-in-charges.
5. The college gymnasium is well maintained by a teacher-in-charge.
6. The security of the College is maintained by the security guards. A number of CCTV cameras are installed in classrooms, corridors and other office rooms.
7. The College also has fire extinguishers that are maintained and placed properly with safety norms.
8. The library has an Advisory Committee for maintaining the smooth functioning of the library.
9. The College has well maintained Botanical garden, fruits garden, and virgin micro forest containing several species of valuable plants. All these gardens are maintained by the college authority with the help of the faculty members and students of the college.

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

567

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

30

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

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

E. none of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

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

102

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

102

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

A. All of the above

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

44

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

45

File Description	Documents
Upload supporting data for student/alumni	View File
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

9

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

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

7

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 an elected body of Students' Union with a tenure of One (1) Year. This Union comprises of the 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 and Boys' Common Room Secretary. Each portfolio bearer is supervised by a Teacher-in-Charge. This Union organizes different sports and cultural competitions and events amongst the students and also

social service activities in localities nearby the college. Students' Union organizes a special programme under the supervision of a nominated teaching faculty called 'Student Adalat', where the students discuss about their problems with reference to matters involving academic and administrative activities as well as amenities provided by the college. Students Adalat submits its report to the Principal and the IQAC for amicable solution of their problems. The College includes a student member (either the General Secretary of the President of Students' Union) in the IQAC Core Committee. The College always involves student members in different organizing committees of events organized in the College.

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

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

80

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 Duliajan Mahavidyalaya Prakton Satra Satri Santha. 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. Sankarjyoti Baruah. 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	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)

B. 4 Lakhs - 5Lakhs

File Description	Documents
Upload any additional information	View File

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

Duliajan college upholds secular values, pursues inclusive education policies and follows a decentralized mode of governance to meaningfully realize its vision and mission.

Vision:

The college has the vision of imparting quality education to the learner. It aspires to be a regional leader in imparting quality education and to empower individuals to be self-reliant, caring and responsible global citizens with a lifelong zest for learning and self-improvement.

Mission:

- To promote a college community, society and nation where spiritual, moral and genuine human values are upheld and

lived by.

- To contribute to the society and the nation as a whole in a meaningful way.
- To promote gender equality and empower women to have equal rights and opportunities.
- To facilitate inter-cultural and inter-religious harmony by promoting genuine dialogue in an atmosphere of mutual respect and understanding.
- To develop leadership among the students enabling them to be genuinely compassionate, pro-actively enthusiastic, morally and spiritually responsible towards the society and the nation.
- To promote extra-curricular and co-curricular activities for all-round development of the students.
- To develop a transparent and participatory governance system in the college.
- The major decisions taken at the higher management level of the college are always guided and inspired by the vision and mission of the college. The management designs and executes short-term and long-term plans integrating departmental plans.

File Description	Documents
Paste link for additional information	https://www.duliajancollege.in/
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 realise 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	View File

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. Periodic interaction with distinguished guests to have excel in their field.
6. Encourage students to participate in seminars, conferences and workshops.
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. Promote team spirit among staff members of the institution.

8.Engaging with our local community by enhancing institutional support, encouragement and participation for student led socially relevant activities.

Duliajan college is already engaged with the local community by adopting a village named Tipam, which is located near about 10 km from the college. The main intention is to achieve overall development of the village.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	https://www.duliajancollege.in/upload/miscellaneous/1692244570.pdf
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	https://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	View File
Screen shots of user interfaces	View File
Any additional information	View File
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 existing welfare measures for teaching and non-teaching staff of Duliajan College are as follows:

1. Faculty members are encouraged to participate in self-development programmes in higher education like FDP, FIP, Refresher Courses, Induction Programmes, Short Term course,
2. Faculty members are encouraged to pursue PhD programme
3. Faculty members are encouraged to attend International / National Seminars, Webinars, Workshops, and Conferences
4. Publication of Research journal titled Pragyajyoti by the teachers' unit of the college where the faculties can write their research-based articles. Faculties are encouraged to write articles/research articles in national/international peer-reviewed and UGC CARE-listed journals.
5. Financial grant is provided to upgrade laboratory

facilities.

6. Wi-fi facility, Computing facility, and E-resources
7. Provision of one College Canteen for the staff
8. Provision of Children Day Care centre for the children of the staff.
9. The facility of sanitary pad vending machine along with incinerator is available in the college.
10. Health awareness camps are periodically organized for both teaching and non-teaching staffs.
11. The college has an administrative mechanism to address the grievances of the staff
12. The institution has two welfare schemes, one for the faculty members and the other for the non-teaching staff. The fund is generated by a fixed monthly contribution of money from each member. The members can avail emergency, short-term and long-term loan facilities from the fund with a nominal rate of interest.

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

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

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

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

2

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)	No File Uploaded

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

51

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 Head Assistant, 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)

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

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.

Break-up of fund utilization for the session from July, 2022 to June, 2023.

Utilization of fund:

1. Upgradation of college website.
2. Renovation of IQAC office and library.
3. Organization of faculty development program and popular talk.
4. Purchase of 13 desktops.
5. Set up of Children Day care centre

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.

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.

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.

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)

D. Any 1 of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The institution has taken the following initiatives to promote gender equity in the campus:

(a) Safe and secure environment:

(1) The campus is under CCTV surveillance

(2) Several committees are functional to address various issues

(b) Health camps and health awareness programs:

(1) Health camp on 7th July, 2022 was organized for the staff and students

(2) Blood Donation Camp on 8th March, 2023.

(3) Awareness program on Physical Fitness, Mental Health & Lifestyle.

(c) Student guidance and sensitization on gender equity:

(1) Strong mentoring system in departments to guide and provide support

(2) Various competitions like essay writing and poster making competition on different issues related to gender equality

(3) A Street play by students based on self-independence of today's women.

(d) Supporting empowerment:

(1) A talk on the women's day core theme by Resource person

(2) Felicitation of successful and empowered women of nearby locality

(3) Program on prospects of Agro-business

(e) Day care facility: 'Atultul', the Day care facility of Duliajan College established on 14th November showing inclusiveness and greater commitment towards women employees providing emotional security to working mothers.

File Description	Documents
Annual gender sensitization action plan	<p><u>Annual gender sensitization action plan : To ensure safe and secure environment for the girl students within the campus To arrange Health camps and Health awareness program for the students, faculties, office staffs with special emphasis on women-related health issues. To extend such activities beyond the campus and arrange awareness programs in nearby rural areas too on vital issues like menstrual hygiene To mentor and sensitize students on gender equity by organizing different activities among them To create an inspiring and supporting atmosphere for women empowerment To establish and strengthen the day care facility for the wards of the employees and provide emotional security to working parents</u></p>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<p><u>a. The campus is under CCTV surveillance and street lights are installed in particular places to provide a safe and secure environment to the students. There are two platforms solely dedicated to address women-related issues- one is Duliajan College Teachers Unit Women Cell (consists of all the regular Govt.-sanctioned women faculties) and the other is Women Cell, Duliajan College (comprising of all the women faculties-sanctioned and non-sanctioned along with women employees of the college). Apart from these, various committees of the institution like the Disciplinary committee, Internal Complaint Committee, Grievance Redressal cell and Women cell are functional to address various issues and complaints of both teachers and students. b. The various departments have a strong mentoring system to guide the students and to provide support when needed, especially for girl students. c:</u></p>

The institution provides separate girls' and boys' toilets and common rooms for the students. The girls' common room provides facility of sanitary pad vending machine and incinerator. d: 'Atoltol', the Day care facility of Duliajan College was formally inaugurated by Principal in presence of faculty members and their wards on 14th November, 2022 observing Children Day. This facility undoubtedly is one of the major steps showing inclusiveness and greater commitment towards women employees providing emotional security to working parents. e. A popular talk was organized by the Women Cell on 30/05/2023 at Madhuting High School, Madhuting to discuss menstrual hygiene, health and related socio-cultural beliefs with the girl students. Students of the college presented a street play on 28/09/2022 to encourage the viewers about the need of self-independence of today's women. In accordance with the observation of International Women's Day, 2023, on 08/03/2023 the Women cell organized a talk on the women's day core theme where resource person Mrs. Mayurima Goswami Sharma, Head of the IT dept., Assam Gas Company Limited of Duliajan highlighted on the need of women's participation in the innovative and technological field.

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 college follows definite mechanisms for management of both degradable and non-degradable solid waste in the campus. Sufficient numbers of separate dustbins are installed in different places of the college campus.

Degradable waste: Dry leaves, vegetable wastes collected from college canteen & hostels, etc. are used as raw materials for vermin-composting. College has vermicomposting tanks which is managed by Botany and Zoology department under the supervision of IQAC. Paper wastes are sold to local vendors for recycling.

Non-degradable waste: These are disposed separately in dustbins and collected by garbage collection vehicles sent by OIL for recycling purpose.

E-waste: Sold to local vendors time to time.

Corrosive liquid wastes like concentrated acids produced in Chemistry laboratory are drained after maximum dilution with water.

For Sanitary pad disposal, incinerator is installed.

Biotoilets are introduced recently which decomposes human excretory waste in the digester tank.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	Nil
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

A. Any 4 or All 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

D. Any 1 of the above

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

7.1.7 - The Institution has disabled-friendly,

B. Any 3 of the above

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

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

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

1. The institution provides an inclusive environment to both students and employees. It celebrates the birth anniversaries of Dr Bhupen Hazarika, Bishnu Prasad Rabha, Jyoti Prasad Agarwala and Rabindra Nath Tagore to establish linguistic and cultural harmony among students and employees.
2. The institution, having students from almost ten different communities, organises International Mother Language Day to enlighten the students about the significance of the mother language.
3. The institution has linguistic and cultural diversity as the locality is dominated by Assamese, Tea tribe, Bengalis, Biharis, Nepalees etc.
4. The institution encourages students, in college week and other student oriented programmes, to organise cultural rallies to demonstrate various regional and cultural practices of Assam and India like celebration of Bihu, Holi, traditional attire, traditional dance forms, etc .

5. It also urges the students to manage cultural functions where students from different ethnic backgrounds like Assamese, Tea Tribe, Bodo, Missing, and many others perform traditional songs and dance and support inclusivity.
6. The institutional library organises a "Book Review" competition among students, inviting reviews on Assamese, Bengali, Hindi and English books to maintain linguistic tolerance and harmony among students.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
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

1. The students and employees of the institution show obligation towards the constitution through various practices and celebrations.
2. The institution celebrates Independence Day and Republic Day with employees and students. The authority ensures the presence of all on those special events.
3. The institution has National Service Scheme (NSS) as a subject and Beautification cell to keep the institute clean and green. The students and teachers regularly engage in cleanliness drive to maintain hygiene and cleanliness inside the campus. As a result the campus is plastic garbage free.
4. The employees and students participate in plantation drive time to time in the college campus. The institution encourages tree plantation in different events or programmes like meeting of Alumni Association, Freshmen Social, Inter College Table Tennis competition, etc. Moreover, the institution participated in the tree plantation under Chief Minister's Institutional Plantation Programme (CMIPP).
5. In 2022, the institution celebrated Azadi ka Amrit Mahotsav, organising a campaign for "Har Ghar Tiranga-Celebrating the 75th Independence Day" among students.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded
7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	B. Any 3 of the above
File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	View File
7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals	
<ul style="list-style-type: none"> • In order to provide society with responsible citizens with strong character and also to instill moral values among the students, Duliajan College celebrates National days such as Independence Day and Republic Day. • In order to afflict the learners with the importance and essence of science in everyday life the institute has celebrated National Science Day every year on 28th February with an enthusiastic session of student's seminar. 	

- International Women's Day is celebrated on 8th March every year by organizing lectures and seminars on gender issues by inviting resource persons from the fields of social sciences, gender studies etc.
- World Environment Day is observed on 5th June every year with various activities like talk, seminar and tree plantations.
- International Yoga Day is celebrated on 21st June every year on the campus to develop self-discipline through yoga.
- Gandhi Jayanti, Rabindra Jayanti, Teacher's Day are celebrated in every year for honoring their ideals and contributions for the nation. Bhupen Hazarika's Birth Anniversary is celebrated on 8th September with discussions on his contributions to Assamese literature and culture. Lachit Divas was observed on 24th November, 2022.
- In order to inspire the young minds to imbibe the values embedded in regional culture and traditions Duliajan College under the aegis of Student's Union commemorates pre-Bohag Bihu celebration in the college premise.

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

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 PRACTICE I: To create an inspiring atmosphere across and beyond the college campus

The institution has been conferring awards to students like "Indra Prasad Buragohain Memorial Merit for Best Science Graduate" and "Kiranbala Devi Memorial Award for Best Commerce Graduate" to encourage the students to achieve good results in the final exam. The best students receive an amount of Rs 5000.

BEST PRACTICE II: Green Initiatives: Exploring and Admiring the Environment in and beyond the Campus

To sensitize the learners about the need to conserve the environment at its minute level, Duliajan College Science Council (DCSC) has formed a team namely 'Pariveshkarmi dal' comprising of both Higher Secondary (Science) and B.Sc. students as members and faculty members of DCSC as Mentors. Students of this team organizes different awareness programs in and across the campus sensitizing on environmental issues. On 1st, 3rd and 5th June this team has done awareness on Waste Segregation in and outside the college campus. There has also been an interaction session with the Forest Man of India, Jadav Payeng which was a very fruitful one. Pariveshkarmi dal is actively associated with the cleanliness of the college campus.

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

Institutional Distinctiveness:

The institution, considering the goals of NEP 2020, aims for holistic development of the students under the criteria "Promotion of Indian Languages, Arts, and Culture". The institute has signed an MoU with Pathar, a society working for socio-cultural environmental research and development activities. It organises various student-oriented workshops and seminars on performing arts or drama. Moreover, Pathar trains and guides the students to participate in inter-college competitions. Throughout the year, the students, after class, engage in training sessions in performing arts or drama.

The institution, along with Pathar, established Duliajan Natya Bidyalay in August 2022. Duliajan Natya Bidyalay trains the students to learn performing art or drama written in a regional language. The institute, as well as the Natya Bidyalay, emphasise on the performance based on regional art, culture and language.

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

7.3.2 - Plan of action for the next academic year

Action plan for the session 2022-23:

1. Planning to develop vermicompost facility and to collaborate with nearby approved agency of vermicompost.
2. Extension of Solar System facility in the college campus.
3. Construction of gender neutral toilet.
4. Creation of dragon fruit garden in the college campus for commercial purpose.
5. Planning to implement NEP 2020 from 2023-24 new session as per Dibrugarh university guideline and Syllabi.