



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution		DEMOW COLLEGE
• Name of the Head of the institution	DR. DEVA KANTA PHUKAN	
• Designation	PRINCIPAL	
• Does the institution function from its own campus?	Yes	
• Phone no./Alternate phone no.	03772226604	
• Mobile No:	9435055228	
• Registered e-mail	demowcollege@gmail.com	
• Alternate e-mail	lengdon13@gmail.com	
• Address	DEMOW COLLEGE, P. O.- DEMOW, DIST.- SIVASAGAR	
• City/Town	DEMOW	
• State/UT	ASSAM	
• Pin Code	785662	
2.Institutional status		
• Affiliated / Constitution Colleges	Afiliated	
• 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. LENGDON CHETIA				
• Phone No.	03772226604				
• Alternate phone No.	03772226604				
• Mobile	6000645265				
• IQAC e-mail address	iqacdemowcollege@gmail.com				
• Alternate e-mail address	lengdon13@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://demowcollege.com/wp-content/uploads/2023/05/2020-21.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://demowcollege.com/academic-calender/				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C++	68.00	2003	02/12/2003	01/12/2008
Cycle 2	B	2.36	2017	09/06/2017	08/06/2022
6.Date of Establishment of IQAC	06/11/2003				
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Institutional 1	free admission	Government of Assam	2021	2873825	
Institutional	general fund	Government of Assam	2021	under audit	
8.Whether composition of IQAC as per latest	Yes				

NAAC guidelines		
<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 	No File Uploaded	
9.No. of IQAC meetings held during the year	1	
<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?	No	
<ul style="list-style-type: none"> • If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>.1. A two day awareness camp cum workshop on "Career Opportunities & Personality Development" organized by IQAC and the Dept. of English on 4th and 5th January 2022. 2. "International Mother Language" organized by IQAC in collaboration with the dept. of Assamese on 21/02/2022. 3. " International Women's day" organized by women's cell , in collaboration with IQAC on 08/03/2022</p>		
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		

Plan of Action	Achievements/Outcomes
1. To make the campus pollution free and greenery	1. Awareness among the students for the purpose and plantations have been done, now it became greenery.
2. To promote for more sports activities and NCC	2. National players on Wushu, Netball and Handball, accordingly , more students involved in NCC and getting jobs.
3. To observe more important days and organise career counselling	3. International mother language , International women's day and career counselling organized.
13. Whether the AQAR was placed before statutory body?	No
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Nil	Nil
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
.Yes.	27/10/2021
15. Multidisciplinary / interdisciplinary	
<p>Apart from core subjects along with others offered in the institution three other interdisciplinary subjects namely Library and Information Science(LIS) and Tourism and Travel Management(TTMG) as skill enhancement courses have been included for teaching. Also Environmental studies as an interdisciplinary subject has been offered.</p>	
16. Academic bank of credits (ABC):	
ABC has not been implemented yet	

<p>17.Skill development:</p>
<p>Total 17 courses under the Dibrugarh University for skill enhancement of UG students in college education have been offered. Among the subjects listed for choosing the Demow college has decided to introduce two (2) subjects as a Skill enhancement course that is a. Library and Information Science and B. Tourism and Travelling Management. (TTMG). Moreover to improve Job prospects to enhance work proficiency, time management A certificate course on computer literacy was also introduced.</p>
<p>18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)</p>
<p>Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)</p> <p>Department of Assamese and Department of English of the institution offered frequent online classes regarding Indian Literature and Language.</p>
<p>19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):</p>
<p>The institution regularly focuses on and monitors learning outcomes of the courses taught during the academic sessions. The expected outcomes are discussed with the students at the beginning of the semesters. The concerned teachers are engaged to evaluate the outcomes with the help of regular feedback from the students and regular internal and external evaluation are also organised. The level of achievement of these outcomes are monitored at the various levels by college authority, IQAC and Departments.</p>
<p>20.Distance education/online education:</p>
<p>A distance education programme under Krishna Kanta Handique State Open University (KKHSOU) , Guwahati had been continued till 2019. It was temporarily closed as the coordinator of the programme was superannuated from the college.</p>
<p style="text-align: center;">Extended Profile</p>

1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	184
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	717
File Description	Documents
Data Template	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	394
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	112
File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	17
File Description	Documents
Data Template	View File
3.2	21

Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1 Total number of Classrooms and Seminar halls	20
4.2 Total expenditure excluding salary during the year (INR in lakhs)	3528574
4.3 Total number of computers on campus for academic purposes	27
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	
<p>The curriculum of Demow College has been effectively followed as prescribed by its affiliating apex body the Dibrugarh university, Dibrugarh. The curriculum prescribed is well planned and documented. The institution divides the syllabi among the teachers prior to the beginning of the session. The curriculum is completed in a time bound manner and the supervision of such is done by respective HoDs and the Principal. The usage of ICT in respective subject matters are emphasized. The students are supervised in terms of their learning outcomes via timely feedback and remedial measures for the weaker students. To prepare the students for higher studies, the teachers emphasize developing research attitude and aptitude amongst them.</p>	

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

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

The institution adheres to the academic calendar as prescribed by its apex affiliating body Dibrugarh University. The calendar also includes for the conduct of internal and external evaluation.

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

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

C. Any 2 of the above

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

1.2 - Academic Flexibility

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

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

2

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

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

1

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

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

24

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

24

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

1.3 - Curriculum Enrichment

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

The cross-cutting issues such as gender , environmental education/study, Human rights are well incorporated into the curriculum. Institute organizes various programs such as women's day, tree plantation, health awareness etc. professional ethics is also a part of subject and skill enhancement course particularly in library & information science which is for the students of 3rd and 4th semester.

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

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

2

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

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

Nil	
File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded
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	B. Any 3 of the above
File Description	Documents
URL for stakeholder feedback report	No File Uploaded
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	D. Feedback collected
File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://demowcollege.com/student-survey-form/
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	

717

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

394

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

Assessment process:

Based on students' performance in the in semester and end semester exam, students are grouped into slow and advanced learners. After each semester's end examination, continuous evaluation of students is done. After the assessments, these few measures are taken for advanced learners and slow learners.

Sl no

For advanced learners

For slow learners

1

They are mentored with the knowledge of higher studies ,its prospects

They are mentored to analyze about their shortcomings

2

They are given knowledge about various career options that they can excel with the resources they have

They are taught how to correct the mistakes they were making before. They are taught how to study and attempt questions well in their respective papers.

3

Teachers stays in contact with their guardians and they are made aware about the academic state of their wards.

Teachers stays in contact with their guardians and they are made aware about the academic state of their wards. They asks the guardians to take special care of their wards.

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

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

Number of Students	Number of Teachers
717	17

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

These student centric methods are implemented to enhance learning outcomes. As most of our students come from the rural area they are specially trained to get well aware of the problems and prospects of their surroundings.

- **Projects**
- **Study tour**
- **Exposure visits**
- **Rural camp**
- **Field surveys**
- **Group Discussions**

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

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

ICT tools of the college include four halls/rooms equipped with internet and audio-visual learning tools. A computer room is also equipped with a smart TV where recording facility is also available. The language lab is also there and free wifi facilities are available to the students.

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

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

2.3.3.1 - Number of mentors

17

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

2.4 - Teacher Profile and Quality

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

17

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

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

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

2

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

213

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.

The students are assessed on the basis of the interview, group discussion, assignment and project work given during the semester. The internal assessment process is continuous throughout the semester. The students are observed through their learning behavior. The results of the internal examinations are shown to the students before their end semester examination. The internal assessment marks are calculated as per the syllabus provided by the apex university. The marks are given and the record is kept with the particular departments as well as in the office academic record.

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

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

The internal evaluation is done during the semester and finished before the end of

the semester. Any grievances heard from the students are taken care of before the final examination. Students are fully aware about the process and the outcome throughout the semester.

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 apex university decides the syllabus of the various courses taught in the institution and the syllabus is published on the university website. The students and the teachers are well aware about the syllabus and the students are taught how to access and download the syllabus from the university website.

The prospectus published each year has a detailed list of the programs and the courses offered by the institution. It has the details of the honors and non honors subjects and their available combinations.

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

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

The college regularly evaluates the students via regular internal examinations. Progress made by the students is measured by evaluating the answer scripts of such examinations. Regular discussions with the students are organized and feedback is taken for future measures.

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

67

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

2.7 - Student Satisfaction Survey

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

<https://demowcollege.com/student-survey-form/>

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

0

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

3.2 - Research Publications and Awards

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

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

0

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

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

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

4

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

3.3 - Extension Activities

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

Due to the impact of the pandemic, the first half of the year was spent in a lockdown situation. The next half was spent just to restart the whole academic process. Hence no such extension activities couldn't be organized.

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

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

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

0

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

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

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

0

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

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

360

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

3.4 - Collaboration

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

0

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

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

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

0

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institution has adequate infrastructure and physical facilities for teaching and learning. The infrastructure available is as follows:

Sl. no

Particular Heads

Available Infrastructure

1

Classrooms

Blackboard, IT enabled tools

2

Laboratories

Computer Lab and Communication Skill Lab

3

Computing Equipments**Computers available at principal's office, library and departments**

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 institution has two halls assigned for cultural programs. It has a conference hall as well as an auditorium where the cultural programs are held. For sports, there is a suitable playground for handball and volleyball inside the campus. There is a separate indoor stadium for various indoor sports.

The college has separate room for holding events like yoga and exercise.

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

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

4

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

4

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)

35.28

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
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 institutional library constantly adheres to facilitate and enhance learning by providing essential resources and services, access to technological tools, instruction, in library usage and access to available facilities.

The library of the institution is used by the members for preparing their next subject period, home assignment, general education, information, competitions, recreation and inspiration. It facilitates information access through well furnished attached computer laboratory resources but the borrowing facilities are available as per daily routine. .

The library services, mostly the circulation and information searching, are operated with the help of SOUL 2.0 software. The

library software KOHA is also introduced for facilitating information storage and material.

File Description	Documents
Upload any additional information	No File Uploaded
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

E. None of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

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)

2553

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

140

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

4.3 - IT Infrastructure

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

The authority takes proper initiative after receiving the report of the state of the facilities from the concerned cells. Then they take proper initiative to update and repair the materials as required. The periodic updation of the hardware and software takes place regularly.

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

4.3.2 - Number of Computers

27

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

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
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)****35.28**

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
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.

The different committees look after the matters related to library, sports, computer facilities, classrooms etc. The library advisory committee critically reviews the issues raised by the librarian in the committee meeting. The academic in charge controls and organizes the issues relating to the classroom, daily routine, examination etc. IT cell maintains the procedures for maintenance of the computer related tools and devices.

File Description	Documents
Upload any additional information	No File Uploaded
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****0**

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

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

0

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

A. All 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

0

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

0

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

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

B. Any 3 of the above

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

7

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

5.2.2 - Number of students progressing to higher education during the year**5.2.2.1 - Number of outgoing student progression to higher education**

0

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

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

0

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

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

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
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)	No File Uploaded

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)

Student representatives are present in the IQAC committee. The Students Union of the institution is elected every year. The institution gives free hand to the students and promotes maximum participation in the sports and cultural programmes held under the college, university and other agencies regularly.

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

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

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

4

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

5.4 - Alumni Engagement

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

The registration process for the alumni association is underway. It is expected that it will help the institution via the contribution of the alumni.

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

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

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The vision of the institution is to build up itself to a center of excellence in the sphere of academia for socio economic & cultural transformation. Its mission is to protect and promote social harmony, quality of education , cultural heritage and leading the

society to develop better human resources. The institute is dedicated to develop the human resources in tune with the current demand of skills and technological advancements.

As a leading institution of the higher education of the locality, it has been playing a vital role transforming the society into a modern age one. The course and the curriculum of the college is devoted to achieving greater human good.

The governance of the institution aims to make it as democratic as possible. It ensures transparency and effective administrative planning and activities.

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

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

The management effectively plans and executes the policy for placement of the right person at right places as demand arises from time to time. The institutional activities are exercised based on policy formulated in the body set for the purpose. The different activities are categorized under different groups and cells for smooth running of the activities.

For implementing various curricular and infrastructural activities, the principal constitutes different committees for carrying out the decentralized action plans for fulfillment of the stated missions.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional strategy is effectively planned from time to time in governing body which is executed later under the supervision of the respective leadership. the persons having the technological expertise and ideas deployed for the exercise their planning formulated.

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

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

Being an affiliated college under the Dibrugarh university, Dibrugarh, the institution has to follow the rules and regulations decided by it. At the same time being an higher educational institution under the Provincialisation Act of Govt of Assam, is bound to follow the rules, regulations, policies framed from time to time. Apart from these two bodies as apex for administrative and academic purposes the rules formulated by the UGC are also followed by the institution.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

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

C. Any 2 of the above

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

6.3 - Faculty Empowerment Strategies

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

A procedure is underway for generating a scheme by the institution for the welfare of the teaching and non teaching staff. The teachers unit provides financial aid to the economically weak students from time to time.

Apart from this, the college provides health care awareness , medical check up , sanitation etc for the students teaching and non teaching staff from time to time.

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

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

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

0

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

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

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

0

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

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

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

1

File Description	Documents
IQAC report summary	No File Uploaded
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

For promotion into a higher scale of pay, a teacher submits the staff assessment report before the expert committee for recommending his/her promotion to higher authority.

Each eligible teacher for promotion prepares his/her updated CV for self appraisal and submits the same to the IQAC when asked for.

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

No internal audits are carried out solely by the institution. Only the external audit viz. Local fund, The government audit is carried out only as per instruction of director of audit , Government of Assam. The audit is presently carried out .

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

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

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

0

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

The college is affiliated to the Dibrugarh University, Dibrugarh and follows the rules and regulations laid down by the government of assam. The college receives the funds basically from the government of Assam and other funding agencies like Rashtriya Uchchar Siksha Abhiyan(RUSA). During this period the college received the usual fund from the government of assam.

As per policy of the government of assam, all the admissions taken by the students into 1st semester to 6th semester allows them to be free and accordingly the institution receives the amount partly in later period of time. No other funds received from the other funding agencies during this time.

As far as mobilization of the resources is concerned the college authority plans the expenditure to be carried out and utilizes the amount as laid down for approval of the governing body from time to time. Due to the effect of COVID 19 , the institution could not follow the strategies for generation as well as mobilization of the fund properly.

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

The IQAC as framed the policies during past time couldn't follow due to the effect of covid 19 during the first half of the year. No significant contributions are performed by the IQAC except the online communications for teaching learning particularly for classes and webinars by every department of the teaching faculties during lockdown at that time.

Generally the IQAC monitors the academic activities with active cooperation of the teaching faculty and the principal. IQAC takes part in all academic and administrative activities for the improvement and sustenance of the quality environment of the college.

The IQAC decides on various academic activities for quality assurance. The proposals so decided are submitted to the principal of the college for according approval of the governing body.

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

- The teaching learning process of the institution is regularly reviewed based on the feedback of the outgoing students. The IQAC collects the feedbacks and review it

- At the departmental level, the faculty members collect the information about the strengths and weaknesses of the respective departments and take necessary measures at their level for completion of course , revision , additional class and monitoring of departmental students .
- Based on the complaints of the students, suggestions of the alumni, parents and academia involved with the institution and GB., suitable measures are adopted by the principal to improve the teaching mechanism

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

Measures initiated by the institution for the promotion of gender equality during the year-

- Women cell for study and development of the issues
- CCTV cameras for surveillance and security of women
- Celebration of international women's day

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

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

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
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

For the collection of waste , floor wise/building wise and in different places separate bins are kept. Garbage is segregated into

wet and dry bins.

So far the liquid waste is concerned regular maintenance is kept of taps, drainage and water pipelines as the institution is located adjacent to the drainage system built by the Demow municipality, the drainage is also linked with an outlet to water of the institution's land.

The college has taken for proper disposal of all kinds of electronic waste , such as computer monitors, printers, ups, keyboards, obsolete xerox etc. the e waste is collected in a central place for later disposal after certified by the approved vendors or suppliers.

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

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
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

A. Any 4 or All of the above

- 3. Pedestrian Friendly pathways**
4. Ban on use of Plastic
5. Landscaping with trees and plants

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

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

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

E. None of the above

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

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

E. None of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
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).

Due to the pandemic situation the planning for promoting environment in different aspects of tolerance and harmony towards cultural, regional, linguistic, communal, socioeconomic or other diversities couldn't be implemented in the first half of the year. During this pandemic situation with the numbers of webinars the faculty members imparted value based education for holistic development of the students. The independence day and the republic days are observed keeping in view to promote an environment embracing tolerance and harmony among diverse people of the locality.

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

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

Awareness programme for voting among the students have been organized. General awareness programme particularly in political and human rights and procedures for casting vote was also held.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
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	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

International mother-language day(21/02/2022) and international Women's day(08/03/2022) has been observed along with Republic day and Independence day.

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	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

Sl no

Title of the practice

1

Commitment to focus on creating awareness on health and hygiene

Keywords: Health, hygiene, sports, exercise

2

Duration

2021-2022

3

Objective of the practice

1. To make the people aware of health and hygiene
2. To make the institution a hub for sports and physical activity awareness.

4

The context

Due to the severity of the situation created by covid 19 , it is well understood that health is the key drive of a long and happy life.

5

Practice

Students were encouraged to stay physically active and participate in sports at various levels.

6

Evidence of success

A number of students participated and won at various events like Netball, handball, Wushu etc. at local, state and national level.

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

7.3 - Institutional Distinctiveness

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

The majority of the students of the institution belong to rural areas. The students are interested as well as good performers in the sports activities. Many students from the college participate and win at various sports particularly Handball, Netball and Wushu at various competitions held at local, state and national level.

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

7.3.2 - Plan of action for the next academic year

1. More awareness programme in context with job opportunity/career counselling.
2. Infrastructure development
3. More plantation to keep the spirit of green campus going
4. To encourage the students to increase their participation in sports related activities.