



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution	DUDHNOI COLLEGE
Name of the head of the Institution	Dr. Lalit Ch. Rabha
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	03663281531
Mobile no.	8638103337
Registered Email	iqacdudhnoicollege@gmail.com
Alternate Email	kbidyut73@yahoo.in
Address	Dudhnoi
City/Town	Goalpara
State/UT	Assam
Pincode	783124

2. Institutional Status

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr. Bidyut Kalita
Phone no/Alternate Phone no.	03663281531
Mobile no.	9957399694
Registered Email	iqacdudhnoicollege@gmail.com
Alternate Email	bharatborah@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.dudhnoicollege.ac.in
4. Whether Academic Calendar prepared during the year	Yes
if yes, whether it is uploaded in the institutional website: Weblink :	http://www.dudhnoicollege.ac.in

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	73.50	2004	08-Jan-2004	07-Jan-2009
2	B++	2.76	2015	15-Nov-2015	14-Nov-2020

6. Date of Establishment of IQAC	08-Feb-2004
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Webinar on Covid Pandemic : Political Economy of Inequality and Migrant crisis	07-Aug-2020 1	200

Webinar on The Abrogation of Article Three hundred Seventy and contemporary Kashmir	03-Aug-2020 1	200
Webinar on Asomor Rabha Janagusthir Bhasa, Sahitya aru Sanskriti	30-Jul-2020 1	150
Webinar on Use of online E Resources	15-Jul-2020 1	39
Faculty Development Programme (FDP)	22-Jun-2020 7	27
Faculty Development Programme (FDP)	26-May-2020 7	26
Series of E Quiz	01-Sep-2020 15	1200
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

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10. Number of IQAC meetings held during the year :

5

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

Yes

Upload the minutes of meeting and action taken report

[View File](#)

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

No

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

Successful organisation and completion of two online one week Faculty Development Programmes in collaboration with EICT Academy, IIT Guwahati with participants from different parts of India where more than 80 percent teachers participated from our college.

Organisation of a series of Webinars in association with Assam College Librarians' Association and Centre for Ethnic Studies and Research (CESR), Assam on different significant and relevant topics with participations from teachers, Scholars and students across the country

A Series of E-quiz was conducted by IQAC in association with different departments of the College for the benefits of students, scholars and teachers.

For the uninterrupted and timely completion of the Course curriculum of the students, IQAC in consultation with principal took appropriate measures time and again for earliest fulfilling of vacancies in different subjects. Accordingly, IQAC initiated the necessary procedure for smooth conduction of the interview of eight Assistant Professor posts

Digitalization of College Library and Online Admission process for students

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

Plan of Action	Achivements/Outcomes
Submission of AQAR to NAAC	AQAR of 2018-19 was submitted to NAAC successfully on 31.12.2019
Extension programmes	IQAC encourages all departments to organize, conduct and participate in social projects and community out-reach programmes. During Covid-19 Pandemic all faculty members went to local neighbouring society to serve financially as well as by distributing food grains along with day to day requirements. Several Programmes were held to celebrate International days such as World Anti-Tobacco Day, Yoga Day and Environment Day
Curriculum delivery plans	IQAC along with Routine committee plans the delivery of activity for whole year and make necessary changes if required
Meetings with various committees	Meetings of all committees have been conducted in the year in regular basis
Cultural and Sports Activities	One week Cultural and Sports activities conducted among the students in the month of February 2020
NSS Activities	Plantation and Cleanliness drive at rural level on 05-06-2020
Health Camp	Two health camp organized in the year 2020 during Covid-19 pandemic
Organizing Guest lectures	Guest lectures, popular talks involving experts, scientists and eminent

	scholars are regularly conducted by various departments
Up-gradation of College Library and admission process	For smooth admission of students College adopted online Admission process from this year and Library also upgraded to Digital Library. Also, students were oriented by the Librarian along with library staff.
Faculty Development Initiative	With an aim to acquire enhanced ability in using ICT for teaching learning purpose, two online one week Faculty Development Programme was successfully organised from 26 01 June, 2020 and 2229 June, 2020. Also four nos. of National Webinar organised. IQAC encourages all the faculty members for FDP, Orientation and Refresher Course. Accordingly 35 teachers completed different programme under FDP.
No Files Uploaded !!!	

14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	30-Sep-2019
17. Does the Institution have Management Information System ?	No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

There is an integrated and well organised system in our college for curriculum planning and is effective implementation for the greater benefit of the students. After a fair and smooth admission process, classes start, under a regular class routine, to impart knowledge to the students specified under course curriculum prepared by the affiliated university, e.g. Gauhati University. Under a decentralisation process, the Departmental Head is entrusted to complete the course in time, which they successfully accomplish by distributing among the other teachers in the department. With the progress of

the course, the students' progress is checked by a system of continuous evaluation system like Quick Revision Test, Sessional Test etc. till the commencement of Semester Examination. The knowledge delivery system in effect here is a mixture of traditional conventional method as well as technology based method. Lecturing accompanied by blackboard is still a method conveniently used here, though teaching with technology has been encouraged and pushed to a certain extent. Along with theoretical knowledge, practical approach to the same is facilitated wherever viable. Complete and utility based knowledge gain is prioritised here. Use of Library and its resources is laid emphasis on the curriculum. The students are taught to use e-resource of the library effectively. It has subscribed the N-list and hence, all the students have access to its e-resources. Therefore, students are oriented by the teachers to make use of this resource. Effort is also made to inculcate empirical approach to knowledge. Whether in the environmental awareness or anthropological study or geographical studies as well as zoological and botanical studies emphasis is always laid on gaining empirical knowledge side by side the theoretical one through field study and survey. Moreover, various education tours are undertaken for that effect. An effective Feedback system is a part and parcel of our curriculum system. Feedback from students is taken annually which is analysed by a competent authority and every possible measure is taken to address the grievances of the students. Community participation and social learning is another aspect of the curriculum. Encouragement has been given to the students to respond to the different social responsibilities expected from them. In the various public festivals and in the time of natural problems, the students are taught to perform the social responsibility effectively. For that purpose, NSS wing of the college takes initiatives. Confidence building of the students is another important aspect. It is done not only through the classroom interaction, but also through popular talk and different interactive session held in time to time. In conjunction with this, initiative has been taken through different carrier counselling sessions to give our students job placement in various govt. and private organisations. Alongside the curriculum based knowledge, development of co-curricular aspect in students is given equal importance here. The college offers a good platform for the manifestation of hidden potential of the students. Cultural and games and sports programmes arranged regularly for that purpose.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NIL	NA	Nil	00	00	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NIL	Nil
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Anthropology	24/06/2019
BA	Geography	24/06/2019

BA	Education	24/06/2019
BA	English	24/06/2019
BA	Economics	24/06/2019
BA	Philosophy	24/06/2019
BA	Assamese	24/06/2019
BA	Bodo	24/06/2019
BSc	Mathematics	24/06/2019
BSc	Physics	24/06/2019
BSc	Chemistry	24/06/2019
BSc	Botany	24/06/2019
BSc	Zoology	24/06/2019
BCom	Accounts	24/06/2019
BCom	Management	24/06/2019

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

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
NIL	Nil	0
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1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Environmental project(as a part of the curriculum)	500
BA	Geography (Departmental project , as a part of the curriculum)	30
BA	Anthropology(Departmental project, as a part of the curriculum)	15
BSc	Zoology (Departmental Project, as a part of the curriculum)	20
BSc	Botany (Departmental Project, as a part of the curriculum)	20
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	No
Parents	No

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

Feedback Obtained

Dudhnoi College has formally introduced the student feedback mechanism from the academic session 2015. A structured questionnaire containing three separate parts was prepared by the IQAC for the students. The questionnaire were presented to the students at the end of the course, to which students responded on a five point scale ranging from poor, satisfactory good, very good to excellent. After filling the feedback form, students are advised to submit it to the teachers incharge. The first part of the questionnaire contains questions related to course content of the programme. The question includes relevance of the course, clarity and viability of its goals, its ability to stimulate and engage the students etc. The second part incorporates questions pertaining to infrastructural facilities of the college that helps to pursue their goals through curricular and cocurricular activities. Some of the questions relate to library facilities like availability and accessibility of books classroom facilities like availability of modern teaching aids LCD projectors, smart Board etc computer and internet support services, laboratory facilities, drinking water facilities etc. The last part of the questionnaire deals with the evaluation of the faculty by the students. This part contains questions related to ability of the teacher to communicate and disseminate knowledge to the students in a clear and interesting manner, their preparation for teaching, their enthusiasm and interest about the course content as well as their availability and accessibility for interaction and discussion. A mechanism is also in work for analysis the feedback and to suggest recommendation. Based on the summary of the Feedback, follow up actions are taken to address the grievances and weakness. New infrastructural facilities like classrooms, benchdesk, and projectors are decoded as decoded from the report. The Head of the Institution also adopts measures for ensuring regularity and punctuality. In some particular cases, the Principal recommends teachers to undergo Faculty Development Programme.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Honours & General	1300	1550	1350
BSc	Honours & General	316	360	330
BCom	Honours & General	50	70	60

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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	1740	0	52	0	0

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
50	45	17	15	1	5
View File of ICT Tools and resources					
View File of E-resources and techniques used					

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

The teachers take pride in mentoring the students and take it as their solemn duty. Teachers show earnestness to hear problems of the students and take immediate steps to address their needs. Under a disciplined and an organized system, the mentoring system began. As a mentor, the teacher performs the role of a guide, advisor and monitor. As a guide, he teaches them and helps them to understand the course of the syllabus. In that regard, the teacher remains a constant companion of the students and creates a friendly environment so that teacher and students can communicate successfully without any hesitation. Teachers also help to prepare seminar paper and encourage them to present it in different platform. The teacher also does the role of an advisor and advises them in the time of need. They make them up to date with the outside world and keep them aware of the various carrier opportunities. They check the progress with care and do the needful for mental, physical and intellectual development. At the time of commencement of the classes, an orientation programme is arranged for the newcomers to orient them to the degree courses as well as to acquaint them with the college environment. It certainly boost the confidence and to create interest for the ensuing courses. Planning for Implementation: As a plan for implementation of this system, students are divided into as many group as the number of teachers in the Department. Each group is assigned a teacher mentor who would perform mentoring duties. A Mentoring Format with Guidelines is prepared by the IQAC to ensure uniformity. Mentors maintain and update the Mentoring Format which contains space for entering particulars and performance of students (class tests, monthly attendance records, etc.) On the basis of collected information, Mentors offer guidance and counseling, as and when required. It is the practice of Mentors to meet students individually or in groups. Parents are discussed with as and when required. If a student is identified as having weakness in particular subject, the Mentor took special care for progress of the students. Characteristics: The institutional practice of Mentoring System has been designed and implemented to be student centric and to render equitable service to students of varied academic financial backgrounds Challenges: With the introduction of continuous assessment under the Semester System, time factor could be a constraint for Mentors. Outcome: Though this system, significant improvement in the teacher student relationship can be seen. The system has been useful in identifying slow learners and advanced learners. Based on the requirement deduced through a careful examination of each Mentor's report, the College has organised several Remedial Classes in the identified topics/subjects for slow learners. It has considerably enhanced the campus environment and brought about enhancement in contact hours between Mentors and with their respective students . And it also significantly contributed to the improvement in students' attendance records as well as minimized student dropout rate.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
800	50	1:16

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
52	50	2	5	21

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

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

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BSc	UG	VI	14/10/2020	03/12/2020
BCom	UG	VI	15/10/2020	25/11/2020
BA	UG	VI	14/10/2020	05/12/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Assessment of performance is an integral part of teaching and learning process. As a part of sound educational strategy, the institution adopts Centralized Continuous Internal Evaluation (CIE) System to assess all aspects of a student's development on a continuous basis throughout the year. The institute has taken efforts to improve the performance of students by framing significant reforms in Continuous Internal evaluation at the institute level. Some of the reforms are as follows: Departmental Induction programme is arranged in each semester. Revision test, objective test, unit tests are conducted prior to semester examinations. After each sessional and semester examination analysis of the result is done by the class teachers. The performance of the students is monitored by the Principal along with the academic Council Committee and the necessary feedback is given to the concerned department. The Principal conducts Review Meetings centrally as well as department wise to give necessary feedback for the improvement of students' performance. Remedial measures are taken by conducting tutorial classes to clarify doubts and grievances. Students are encouraged to solve previous years Exam question papers. The institute regularly conducts departmental seminars, orientation and guest lecturers for students. And also monitors the improvement in learning of slow learner and encourages the advanced learners by reviewing their performance in exams.

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

There is a well prepared academic calendar in Dudhnoi College for smooth completion of the course and for successful management of different tests and examination during the course of each semester. The IQAC, in consultation with Academic Calendar Committee of Dudhnoi College prepares the calendar in

conformity with the calendar prepared by the affiliated Gauhati University. This calendar is meant to give the students a clear picture of numbers of teaching days, Examination schedule, holiday list, College Week and other related activities to enable them to plan their studies. The academic calendar also includes days of National and International importance which are celebrated in the college with the participation of students. The academic calendar distributed among the students during the admission time helped them for efficient use of the time and timely execution of that plan, and keep them constantly aware of the duties and obligations. After all, this process helped to bring uniformity and discipline to the system.

2.6 – Student Performance and Learning Outcomes

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

<http://www.dudhnoicollege.ac.in>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
UG	BCom	Major	15	9	60
UG	BSc	Major & General	99	56	56.56
UG	BA	Major & General	366	186	50.81

[View File](#)

2.7 – Student Satisfaction Survey

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

<http://www.dudhnoicollege.ac.in>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

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

[View File](#)

3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
NIL	NA	

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NA	Nill	Nill	Nill

[View File](#)

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	Nill	Nill	Nill	Nill	Nill
View File					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
NIL	0

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	History	1	Nill
National	Geography	2	Nill
National	Anthropology	2	Nill
National	Education	3	Nill
National	Philosophy	1	Nill
National	Economics	2	Nill
National	Assamese	2	Nill
National	Mathematics	1	Nill
National	Botany	3	Nill
View File			

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

Department	Number of Publication
Philosophy	2
Political Science	2
Geography	2
Education	2
Economics	2
Bodo	3
English	2
Anthropology	2
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Traditional Cloth Production Techniques in Assam	Fancy Chutia	International Journal of Engineering and Advanced Technology	2020	Nill	Nill	Nill
Studies on some Indigenous Herbal Medicine used against Jaundice in Goalpara district of Assam	Dr. Dipali Deka	Advance in Plant Sciences	2020	Nill	Dudhnoi College	Nill
Algal Diversity in Chandubi Beel, a Tectonic Water Body of North East India	Soumin Nath	Nelumbo 62 (1)	2020	Nill	Dudhnoi College	Nill
Algal diversity in Deepor Beel of Assam: a Ramsar site of North East India	Soumin Nath	Nelumbo 62 (2)	2020	Nill	Dudhnoi College	Nill
Understanding Rurality in Salpara and Rowmari Village of Goalpara District of Assam from a Socio-Economic Perspective	Samar Medhi (Co-authors Linso Timungpi)	Studies in Indian Place Names	2020	Nill	Dudhnoi College	Nill

Beliefs and Practices Centering Round Silk Rearing and Weaving in Assam	Dr. Mridutpal Goswami	Dogo Rangsang Research Journal	2020	Nill	Dudhnoi College	Nill
Cartesian Product of Automata	Mridul Dutta (Co-Authors: Sanjoy Kalita and Helen K. Saikia)	Advances in Mathematics: Scientific Journal	2020	Nill	Dudhnoi College	Nill
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NA	NA	Nill	Nill	Nill	Nill
View File						

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

Number of Faculty	International	National	State	Local
Presented papers	1	7	5	10
Attended/Seminars/Workshops	5	15	5	7
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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Plantation Drive	IQAC	20	30
Young Voters Awareness Programme	IQAC	12	12
Cleanliness Drive	IQAC	15	8
Financial Relief to the needy people during Covid-19 Lockdown	DCTA	55	10
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NA	NA	0
View File			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Swachh Bharat Abhijan	Dudhnoi College Students Union	Cleanliness and plantation drive	5	200
Road Safety Awareness programme	IQAC	Awareness	3	150
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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
NIL	NA	NA	Nil
View File			

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NIL	NA	NA	Nil	Nil	0
View File					

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NIL	Nil	NA	0
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
5340000	4500000

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with LCD facilities	Existing
Laboratories	Existing
Campus Area	Newly Added
Class rooms	Existing
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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
KOHA	Partially	20.05.04.000	2019

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Nil	16000	Nil	1000	Nil	17000	Nil
View File						

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

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

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	95	1	45	2	1	1	18	0	0
Added	5	0	5	0	0	0	0	0	0
Total	100	1	50	2	1	1	18	0	0

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

25 MBPS/ GBPS

4.3.3 – Facility for e-content

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

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary

component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
1000000	700000	2000000	1500000

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

College has well established system procedure for maintenance and utilization of available supporting facilities. Library: Library is partially computerized it is equipped with KOHA software which is operated through Library Automation Software. Pest control has been done in library regularly for keeping books safe from insects and termites. Fire Extinguisher cylinder is available to meet any fire emergencies inside the Library. Electricity Physical facilities: Maintenance of electricity and physical facilities are done as per requirements. College has various equipment like, Generator, 10 Xerox machines, 10 printers, Seize fire equipment, CCTV cameras, Audio system, Digital Camera and Inverters etc. There is some fund for renovation of this equipment to keep all the above facilities intact. Our College has not regular post of sport teacher. But, as per students' requirement their interest in sports, college administration always support to give them best sports facilities. So, we purchased some sports game kits, like for cricket, volleyball, badminton, Chess etc. College has been purchased single bar and double bar setup and made available in ground at college campus. Water purifier and Cold water storage is available for staff and students and It is well maintained. Separate well maintained toilet and bathroom is available for boys and girls as well as male and female staff. Academic and support facilities: teachers of the college use ICT materials for teaching as per requirement. College has LCD projectors, computers etc. which is kept functional by time to time services by local hardware technician/service provider. Welfare fund is generated by faculties for needy students and emergencies. Faculties have sponsored prizes for meritorious students in college subject wise. The college has linkages with medical professionals for emergency needs and regular medical checkups. Classrooms: class rooms are well maintained and kept neat and clean by our permanent college employee (sweeper). IT Facility: College has separate computer lab for students and staff. Seven (7) computers are available in Computer Lab and six computers in the Department of Mathematics. Ten (10) LCD projectors are available in class rooms and One (1) is available in Conference Hall of the college. Total sixteen (16) CCTV cameras available and all are working in various locations like, 1 in each classroom, 1 in computer lab, 2 in library, 1 in staff room, 1 in seminar hall, 2 in administration section, 2 in college passage and 2 in outside of the college (parking area) etc. Apart from these, Eight (8) scanners, ten (10) printers and Eight (8) Xerox machines are available in the college. Free WiFi facility is available in the college for students and staff. Moreover, the institution practices a policy of decentralization for maintenance and utilization of its available resources.

<http://dudhnoicollege.ac.in>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	NIL	Nill	Nill

Financial Support from Other Sources			
a) National	NIL	Nill	Nill
b) International	NIL	Nill	Nill
View File			

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
NIL	Nill	0	NA
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Remedial and student support course	30	20	12	5
View File					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
2	2	5

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NIL	0	0	NA	0	0
View File					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2020	3	BA	Education	Cotton University	MA
2020	2	B.Sc	Chemistry	USTM	M.SC

2020	4	B.Sc	Botany	Cotton University	M.Sc
2020	2	B.Sc	Zoology	Gauhati University	M.SC
2020	3	B.SC	Mathematics	Gauhati University	M.SC
2020	2	BA	History	Cotton University	MA
2020	2	BA	Political Science	Cotton University	MA
2020	2	BA	English	Gauhati University	MA
2020	3	BA	Anthropology	Cotton University	MA
2020	3	BA	Assamese	Gauhati University	MA
View File					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year
(eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	1
View File	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Inter College Quiz Competition	District	14
Inter College Debate Competition	District	12
View File		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nill	NIL	Nill	Nill	Nill	Nill	Nill
View File						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The sole purpose of having a students' council in a college is to look after the interest of the students to protect and promote them. The students' council of Dudhnoi College has been doing this duty sincerely. They make it sure that students never deprived of their rights in the college as well as they never fail to do their duties too. They keep strict vigilance on the discipline and sincerity of the students and help the college authority in this regard. Any unwanted incidents on the part of the students are closely observed and

controlled. At the same time, they never fail to communicate the problems of students to the college authority. Apart from doing this, the students' council does some other activities throughout the year. The College Week, which is celebrated in the January and February Month every year, is organized by the council. The secretaries of different portfolios organize different activities.

Due to their successful leadership qualities and hard works, lots of participants contest in different activities. Whether it is Games and sports, music or literature, the college offers a good platform to express the talent of our students. However, due to Covid-19 global crisis, this year the college week could not be organized. Moreover, the college organizes General Freshers' Social, Saraswati Puja etc. with enthusiasm. Keeping the important role that the students' council is playing in the college, the college administration agrees to their participation in different academic and administrative bodies. The following committees include the members of council and seek their cooperation in time to time. Information and Career Guidance Cell, Campus Beautification Committee, Sports and Games Promotion Committee, Students Discipline Maintenance Committee, NSS Advisory Committee, Canteen Monitoring Committee, Students' Counseling Centre, Anti Ragging Committee and Students' Grievance Cell are some of the committees in which students actively participate. With their participation in these committees, the students' interests are not only safeguarded, but also a positive atmosphere of trust and cooperation have been built. On the other hand, it also allows authority to manage distributive and participative management in the college

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

500

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

Two

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

For sustaining a healthy academic environment in a college, the decentralization power and participative management is necessary. This college believes in it and initiates steps to that effect. The following two are prominent in this regard: 1. Administrative responsibilities distributed among faculty members and non-teaching staff. There are at least 25 committees that shares and transfers the powers and activities from the centre. In this regard mention must be made about Admission Committee, Routine Committee, Academic Committee, Infrastructure Development Committee etc. These empowered committees not only execute different decision successfully, but also offer suggestions and advice in time to time. Most of the decisions are taken and implemented in a democratic manner. Apart from these empowered bodies, there are at least 15 centres, cells and societies in this college which are monitored and supervised teachers. 2. Involvement of student' council in academic and administrative

activities is another step in this regard. They keep strict vigilance on the discipline and sincerity of the students and help the college authority in this regard. Any unwanted incidents on the part of the students are closely observed and controlled. At the same time, they never fail to communicate the problems of students to the college authority. Apart from doing this, the students' council does some other activities throughout the year. The College Week, which is celebrated in the January and February Month every year, is organized by the council. The secretaries of different portfolios organize different activities. Due to their successful leadership qualities, lots of participants contest in different activities. Whether it is Games and sports, music or literature, the college offers a good platform to express the talent of our students. Moreover, the college organizes General Freshers' Social, Saraswati Puja etc. with enthusiasm.

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

No

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	<p>This area falls under the purview of the affiliating university. Several teachers participated in curriculum development initiated by university.</p> <p>Few faculty members are actively engaged in curriculum development and restructuring, as members of various committees of the University, to improve and revise the existing syllabus. The faculty members have been involved in development of new course syllabi for CBCS. The departments follow the syllabus and programs in accordance with the UGC, Government and University norms and guidelines. Faculty members of each department in our College participate in curriculum development course wise meetings conducted at the University level.</p>
Admission of Students	<p>At the beginning of each academic year, the Institution issues notice in public platform inviting application from students desirous of admitting themselves for graduation. For that purpose the college issue forms along with a prospectus and upload it in the website. The students can fill up the form in the website by registering themselves in it. After a few easy and lucid steps which requires most of the essential academic and personal information, a student can submit it. For those students who could not avail the free admission, they can pay through online mood available in the Bill Desk. A merit list is then</p>

displayed a few days before the admission. The whole process is done through a fair and transparent method. The efficient student friendly process ensured that the admissions for the year 2019-20 were carried out smoothly. The paperless computerized admissions system was well organized. The instant printout of the identity and library cards through Smart 50 machine proved very popular among the new students.

Industry Interaction / Collaboration

The College encourages all departments to undertake industry exposure trips within and outside the North Eastern Region whenever and wherever possible.

Human Resource Management

The College strongly believes in the necessity for human resource management and development through following ways. Faculty development programmes, Seminars and workshops. We organized two faculty development programmes and a few webinar for that purpose. Holding awareness programme for preserving one's cultural heritage in the midst of modernization.

Library, ICT and Physical Infrastructure / Instrumentation

New books Added to the library. More periodicals and E-journals are subscribed to it. More computers added. Three more class room are being constructed. Renovation of existing class rooms done. Open source software Koha was adopted for Library Automation. The library system is computerized. Library stack hall has enhanced storing capacity with addition of fold able almirahs. The library staff has been sent for specific training programmes to augment their efficiency. In addition to the existing journals a number of journals have been subscribed.

Research and Development

The college has established a Research and Development cell for promotion of research activities and projects. The cell monitors the research activities in the college. Resources of the library, laboratories and computers are utilized for encouraging research activities to both student and faculty members. Faculty members are encouraged for attending seminar/ conference and undertaking field works / research activities are made available. In its effort to boost research activities, departments

	organizes workshops, conferences and seminars in several fields from time to time in institutional level
Examination and Evaluation	In accordance to the guidelines of Gauhati University, the College conducts two types of examinations in a semester : Sessional and term end .Apart from that, most departments follow a continuous pattern of assessing students through class tests, work assignments and projects and class seminars. For Internal Assessments, different types of evaluation methods are followed by faculty members indifferent departments as per the guidelines of the University. Seminars, presentations, class tests, assignments and case study analysis are used as part of continuous evaluation. A few faculty members act in various capacities as external evaluators in other colleges of Gauhati University.
Teaching and Learning	Preparation of the course plan for every subject before the commencement of each semester along with the course handouts are made available to all students. Continuous assessment and periodical tests are held timely. Students' seminars and presentations are organized. Project work and assignment are assigned to them under the careful guidance of a teacher. Remedial classes, student counseling and internal tests are being conducted on a routine basis. Initiatives like academic calendar in every semester have systematized the functioning of the departments.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	Salary Bills of Permanent teachers sent through online mood.
Administration	Partially implemented. Communication is preferably made through Whats App group and Gmail Group among teaching and non-teaching staffs. To meet the challenges of Covid-19 pandemic, virtual sittings were arranged many times during this year.
Examination	All related information and tasks regarding examination is done through the web portal of affiliated websites.
Student Admission and Support	The college facilitates student centric admission system and other

essential services through online. During the time of Admission, the college website displays notifications of admission along with the complete brochure. The notification is accompanied by a link through which a student can enter for filling up their respective form. The form is prepared in such a way to give the students utmost comfort and easiness though it is imperative that they fill up every information-academic or personal. After filling up the information, the students must submit it, whereupon the college authority will scrutinize their forms and publish a merit list of students for admission. After the merit list is published, the students must log-in to their accounts again and by putting required relevant information they can complete the process of admission. For those students, who can't avail the free admission scheme of the Assam government, they must complete one additional step of paying their fees through bill desk which offers multiple modes of payment including app payment, net banking and challan payment.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nill	NIL	NA	NA	0
View File				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Popular Talk	Information and Communication Technology (ICT) and Informed	20/12/2019	20/12/2019	60	20

		Citizenry				
2019	Workshop on Drama	Workshop on Drama	18/11/2019	18/11/2019	5	2
2020	Faculty Development Programme (FDP)	Imparting Online Teaching Learning Methodology During Covid-19 Pandemic	26/05/2020	01/06/2020	26	Nil

[View File](#)

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
UGC sponsored Online Refresher Course	2	Nil	Nil	21

[View File](#)

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
7	Nil	0	3

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
1. Provident Fund 2. Gratuity Group Insurance 3. Teachers and Employees Welfare Society 4. Medical Insurance	1. Provident Fund 2. Gratuity Group Insurance 3. Teachers and Employees Welfare Society 4. Medical Insurance	Scholarship for SC/ST/OBC/Minority from Govt. of Assam

6.4 – Financial Management and Resource Mobilization

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

College conducts both the internal and external financial audits regularly. Internal Audit is conducted by the Management and External Audit is conducted by State Government Authorities. Both internal and external audit scrutinize the income and expenditures of the Institution carefully.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	NA

[View File](#)

6.4.3 – Total corpus fund generated

9901224.00

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nill	No	Nill
Administrative	No	Nill	No	Nill

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

1. Parent – Teacher Association always helps financially a few poor students of the college 2. Parents are communicated regularly for attendance and academic performances of their ward. 3. Guardians actively participated in the Departmental Advisory Committee meetings

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

1. Employees State Insurance 2. Provident Fund 3. Group Insurance

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

1. Initiative for introducing Commerce Stream in UG level, which is successfully started in the academic year 2016 2. New Building for Science Stream and Commerce Stream Completed 3. For up-liftman of sports activity an Indoor Stadium constructed 4. For beautification of the college campus a foot bridge (Samanya Setu) constructed across the pond of the College 5. Upgradation and modernisation of the College Library and Laboratory 6. A boys Hostel of capacity 80 boarders Constructed for students

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2020	Awareness programme on Use of Online E-Resources (Webinar)	15/07/2020	15/07/2020	15/07/2020	80
2020	Language, literature and Culture of Rabha tribes (Webinar)	30/07/2020	30/07/2020	30/07/2020	120
2020	The Abrogation	03/08/2020	03/08/2020	03/08/2020	70

	of Article 370 and Contemporary Kashmir (National Webinar)				
2020	A Discussion on Covid-19 Pandemic: Political Economy of Inequality and Migrant Crisis (National webinar)	07/08/2020	07/08/2020	07/08/2020	80
2020	Imparting Online Teaching Learning Methodology During Covid-19 Pandemic (FDP)	26/05/2020	26/05/2020	01/06/2020	30
2020	Imparting Online Teaching Learning Methodology During Covid-19 Pandemic (FDP)	22/06/2020	22/06/2020	29/06/2020	30
View File					

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
International Womens Day	09/03/2020	09/03/2020	50	15

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

Percentage of power requirement of the University met by the renewable energy sources
Solar power plant on library building terrace. Percentage not calculated

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
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Physical facilities	Yes	0
Ramp/Rails	Yes	0
Rest Rooms	Yes	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	5	05/06/2019	5	Plantation and Cleaning drive	Awareness for cleanliness and green environment	100
2020	1	10	01/01/2020	7	Financial contribution for the development and spread of the culture of the neighbouring community	Provided food and edibles to the needy people	60
View File							

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

Title	Date of publication	Follow up(max 100 words)
Handbook of Professional Ethics and Code of Conducts	Nil	Nil

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
National Voters Day	25/01/2020	25/01/2020	350
Road Safety Awareness Programme	07/02/2020	07/02/2020	200
View File			

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

1. Regular drives for plastic free environment is conducted in the college to aware the students, teachers and nonteaching staff 2.College campus is declared

as smoke free zone 3.Students encouraged to use bicycles in large number
4.Plantation drive in the college premises 5.Regular visits for students to various biodiversity parks and National parks in and around the city.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Title of the Practice: Digitalization of the college library Objective of the practice: In tune with the digitalization of information and knowledge around us, Dudhnoi College decides to digitalize its library with the following purposes in mind. Firstly, preservation of information resources and facilitating the integration of library services into the learning process of academic institution. Secondly, it enables library's resources available electronically, users can access the library digitized resources from their home even when the library is physically closed. Also, as many people as possible can gain access to as much material as needed at any given time, a difficult situation with a text resource. It also improves the efficiency of information search mechanism and access to library resources. The Context: Dudhnoi College consistently trying to upgrade its library in order to offer to our students the best possible service. Right from developing the basic amenities like furniture to computer as well as buying books, it shows no sign of ignorance or hesitation. Moreover, the librarian's individual effort to orient our students to the use of library resources through different programmes at the beginning of each academic year and semester draw more and more students towards it. In this context, as a further step towards modernization, the college decides to digitalize its library. The Practice: After sincere effort from the librarian and a team of professional, Dudhnoi college successfully modernize its library to a cloud based digital platform (<http://dudhnoicollege.digitallibrary.co.in>) in this year . In a software named D-Space, data of more than 15 thousand books, question papers and e-journals, e-books have been uploaded to be accessed with ease by different stakeholders of the college. Readers can freely search the book of their interest and open some of the file for perusal without facing any discomfort. This virtual access to our library resources immensely benefit our students and also increase the usefulness of the library at the same time. Added to this digital platform is an another site (<http://dudhnoicollege-opac.kohacloud.org>) , which allows students to register themselves as a member to enjoy the facilities for booking and renewing a book of their own interest. Moreover, the digital library has easy and quick access to various online e-resources platform including inflibnet, National Digital Library etc. Evidence of success: Modernization of the college library to digital platform has affected positively. Since librarian can monitor the users of its resources, it has been found that numbers of readers increased substantially recently. It has also supplemented the limited physical space of the reading hall by encouraging its users to go more for the virtual platform. The library staff can now pay attention other related activities rather than simply issuing and renewing books. It increased the efficiency of the whole library staff. It also brought ease and comfort in using library resources. Problems encountered or Resource required: There are many problems encountered during the process of digitalization and afterwards. The issue of copyright brought lots of problem. Since digitalization requires scanning of each page before uploading, the existing copyright act prevents us from doing so for those books published recently. As a result a great many new books yet to be uploaded. Secondly, since it is a cloud based storage system, there is a financial liabilities and spatial limitation it. Thirdly, most of the students, who are used to conventional mood of library, appear to be diffident initially. It required additional effort from the librarian to orient them to this new virtual mood of library. However, this problem can adequately be met in the course of time by developing sufficient supporting ICT

infrastructure within the college campus. Title of the Practice: Online Admission System Objective of the practice: In tune with the digitalization of information and knowledge around us, Dudhnoi College decides to upgrade its admission procedure into a paperless online system. The following objectives are kept in mind before implementing this step. Firstly, it wants to do away with the cumbersome pen and paper works of earlier process. Secondly, it wants to bring ease and comfort to the admission procedure. With this step, it is believed that students can enjoy the luxury of filling up and submission of their form from their own comfort zone without crowding the college campus. Moreover, during the covid -19 pandemic, it is can be effective in preventing the spread such disease.. The Context: Dudhnoi College consistently trying to upgrade its all system and services into ICT based online system in order to bring transparency and efficiency to the whole process as well as to reduce the wastage of time and labour. Accordingly, the services and facilities of the college library have been made available through online. In this effort, as the second step the college decided to make the whole online procedure online. The Practice: The whole process is student centric and hassle free. During the time of Admission, the college website displays notifications of admission along with the complete brochure. The notification is accompanied by a link through which a student can enter for filling up their respective form. The form is prepared in such a way to give the students utmost comfort and easiness though it is imperative that they fill up every information-academic or personal. After filling up the information, the students must submit it, whereupon the college authority will scrutinize their forms and publish a merit list of students for admission. After the merit list is published, the students must log-in to their accounts again and by putting required relevant information they can complete the process of admission. For those students, who can't avail the free admission scheme of the Assam government, they must complete one additional step of paying their fees through bill desk which offers multiple moods of payment including app payment, net banking and challan payment. Evidence of success: The objectives that have been aimed to achieve through this system has all been met with success. It brought smoothness and efficiency to the system. Earlier, due to lots of paper works, a substantial number of college staff including teachers had to involve in the admission process, for which students had to suffer a lot. Secondly, students now feel more comfort and ease in getting admission to the college. Their time and energy is saved considerably. As a result, the worry and anxiety disappears from their mind. Moreover, a database of the students with their detail information can be accessed out of this system at the beginning the year which saves the energy and time of the office staffs in making a database of the students separately. Problems encountered or Resource required: There are not many problems encountered during the process but afterwards, it gives rise to some not insignificant problems. Firstly, Dudhnoi college is situated in a rural area. Most of the students come from economically poor family. So, they lack proper technology (computer, Smartphone) and knowledge of using such devices for academic purposes. That's why they had to depend on other. Apart from this, sometime owing to poor internet connection issue, students face obstacles particularly in the time of payment. Howe ever, compared to the advantage of this system, this problems are not so serious. As days will pass, students will be able to orient themselves to this new way and will develop adaptability with this system.

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

<http://www.dudhnoicollege.ac.in>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and

Dudhnoi College embarked on a holistic mission from the very day of its inception in 1972. As an institution situated in a tribal dominated area, we have to face the lack of awareness of the people towards the contemporary socio-economic development. A sense of self-dependency of the people, give them a sense of coziness of cocooned life style. At the same time, it took away from them some much needed opportunities to live a respectable life. As days passed, situation become more complex and competitive and this marginalized people remained lagging behind, for which a gap is visible between them and other part of the society. It is therefore necessary to make some specific efforts to bridge the gap as well as to bring an integrated and coherent development of the society. Therefore, unlike an urban institution, Dudhnoi College has an important obligation of linking a comparatively backward group of people with the competitive world outside. In its mission, Dudhnoi College has been successful to a great extent. The social awareness towards the importance of education has been increased even the remotest village of the area. Until recently, those parents who thought works more important than schools now begin to send their sons and daughters to schools and college. In this change of attitude of the people, Dudhnoi College plays an important role. This college makes a consistent and dedicated effort to reach out to the poorest and remotest village of the area. During the time of admission, it is made certain that no students from such area left behind and it is made possible that every poor student should get the benefit of government scheme of free admission. During the course of progress, the college tries to keep in contact with the guardian regarding development of the students and offers suggestions and advice when necessary and also seeks suggestion in return. The college always values the suggestions of the guardians and initiate actions accordingly. The decision of making non-collegiate and dis-collegiate list depending on the attendance of the students in classroom is an outcome of such a nexus between the authority and guardians. It is almost obligatory for every department to keep in close touch with the local people as well as the guardian to share the problems and prospects of the students. The outcomes of such steps is positive and constructive, it allows the college and the people walk hand in hand to reach the destination. Moreover, it is inculcated within each of the teachers that they render service to the society in the best possible way. Most of the teachers associate themselves in the different activities and programmes of society and keeps a close contact with the schools and institutions of that area too. To increase the collaboration and co-operation with vicinity, the institution also adopts two villages and visits and interacts with the people in time to time. All these steps taken by college make a positive environment in the region and develop a thirst among

Provide the weblink of the institution

<http://www.dudhnoicollege.ac.in>

8.Future Plans of Actions for Next Academic Year

The institution believes in systematic planning and execution of its activities. At the end of every academic year, we chart out different activities to be executed in the next academic year. Accordingly, the following academic, social, cultural and sports activities are planned to be executed in 2020-2021 academic year. After successful completion of Faculty programme recently this year, it is planned to host and organize a few more of that kind in the coming year on certain relevant topics to enhance the competency and skill of the faculties to face the challenges brought by the Covid-19 global crisis. . It has also been decided to organize a few seminars and workshop through online on virtual platform as an effort to uninterrupted intellectual exercise in the college campus. A series of popular Talks is planned to be organized on different topics.

Four proposals have already been prepared on topics like Mathematics, Man and Elephant Conflict, Information and communication Technology. It is planned to organize a series of E-Quiz by different departments of institution for the benefits of the students, scholars and public on different subjects like literature, political science, geography, mathematics and history. Keeping in mind the difficulties faced by the teachers in imparting teaching-learning to the students during this year due to the lock-down and its probability in the next year, the institution will chalk out a well planned and practical approach to it. It is planned to develop the infrastructure substantially in the next year. Decisions have been made construct a new arts buildings and a community Hall as well as to renovate existing some old one. Construction of additional hygienic toilet, renovation of Canteen, Heritage classroom building and boundary wall are some of the notable plans for the coming year. It is planned to strengthen the ties with neighboring communities. For this purpose, different social awareness programme, health camp and teachers visits to neighboring schools are planned. It is planned to organize cultural exchange programme between students of different college of Goalpara districts in order to familiarize them with culture of other societies. Moreover, it is planned for complete office automation in the next year. Plan has been made to invite NAAC for accreditation and assessment in 2021. Necessary preparation will be made in the coming year. To survive in this competitive world outside, students must possess the skill to face interview with conviction and courage. In order to develop this skill in students, it is planned to organize a programme in the next year. This college has a well furnished indoor stadium and the students have growing interest in badminton. Therefore, we plan to organize a state-level badminton competition to allow them to compete with outside players as well as to boost their confidence further. These are a few of the activities that has been planned for the next year and the institution will firmly execute all of this planning in the next year through a systematic time schedule and will bring lots of positive changes to the societies.