



YEARLY STATUS REPORT - 2021-2022

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 its own campus? **Yes**
- Phone no./Alternate phone no. **03663281531**
- Mobile No: **8638103337**
- Registered e-mail **iqacdudhnoicollege@gmail.com**
- Alternate e-mail **kbidyut73@yahoo.in**
- Address **Dudhnoi**
- City/Town **Goalpara**
- State/UT **Assam**
- Pin Code **783124**

2.Institutional status

- Type of Institution **Co-education**
- Location **Rural**
- Financial Status **UGC 2f and 12(B)**

- Name of the Affiliating University **Gauhati University**
- Name of the IQAC Coordinator **Dr. Bidyut Kalita**
- Phone No. **03663281531**
- Alternate phone No. **7002255998**
- Mobile **9957399694**
- IQAC e-mail address **iqacdudhnoicollege@gmail.com**
- Alternate e-mail address **hazarikadilip70@gmail.com**

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

www.dudhnoicollege.ac.in

4. Whether Academic Calendar prepared during the year?

Yes

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

www.dudhnoicollege.ac.in

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	73.50	2004	08/01/2004	07/01/2009
Cycle 2	B++	2.76	2015	15/11/2015	14/11/2020

6. Date of Establishment of IQAC

08/02/2004

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
NIL

8. Whether composition of IQAC as per latest NAAC guidelines

Yes

- Upload latest notification of formation of IQAC

[View File](#)

9.No. of IQAC meetings held during the year 08

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **No**

- If No, please upload the minutes of the meeting(s) and Action Taken Report [View File](#)

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

- If yes, mention the amount **NIL**

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

1. Organised a Faculty Development Programme (FDP) on " Use of ICT in Research and Writing" with E&ICT Academy, IIT, Guwahati
2. Organised a 3 days' workshop on Building Employability Skills among the farmers, women and students of Dudhnoi area n association with National Institute of Electronics and Information Technology
3. Guiding the departments of the college to organise popular talk and workshop as part of the enrichment of the curriculum
4. Conducted activities at Gabilapara village (adopted village) for socio-academic upliftment of the villagers and guided the NSS unit to conduct survey in that village.
5. Successfully accomplished professional development programme on quality assurance initiative at Higher Educational Institutes.

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
To organise week long Faculty Development Programme	one FDP organized in association with E&ICT Academy, IITG
To develop the adopted village academically & Economically	Significant contributions made to assist the students and people of the village
To provide each department with LCD projector to facilitate online learning	Almost all the departments provided with a LCD projector
To organise a series of popular talk and workshop to enrich the curriculum.	As many as ten programmes of such types accomplished during the year.
To implement students' Mentoring and oversee the whole process	Successfully completed the process for 2021-22 session.
To work for submission of SSR for 3rd cycle of A&A	Sound progress has been made and IIQA submission is awaiting soon.

13. Whether the AQAR was placed before statutory body?

No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

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 its own campus?	Yes
• Phone no./Alternate phone no.	03663281531
• Mobile No:	8638103337
• Registered e-mail	iqacdudhnoicollege@gmail.com
• Alternate e-mail	kbidyut73@yahoo.in
• Address	Dudhnoi
• City/Town	Goalpara
• State/UT	Assam
• Pin Code	783124
2.Institutional status	
• Type of Institution	Co-education
• Location	Rural
• Financial Status	UGC 2f and 12(B)
• Name of the Affiliating University	Gauhati University
• Name of the IQAC Coordinator	Dr. Bidyut Kalita
• Phone No.	03663281531
• Alternate phone No.	7002255998

• Mobile	9957399694				
• IQAC e-mail address	iqacdudhnoicollege@gmail.com				
• Alternate e-mail address	hazarikadilip70@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	www.dudhnoicollege.ac.in				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	www.dudhnoicollege.ac.in				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	73.50	2004	08/01/2004	07/01/2009
Cycle 2	B++	2.76	2015	15/11/2015	14/11/2020
6.Date of Establishment of IQAC			08/02/2004		
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	
NIL	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		
9.No. of IQAC meetings held during the year			08		
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?			No		

<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File	
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	Yes	
<ul style="list-style-type: none"> If yes, mention the amount 	NIL	
11. Significant contributions made by IQAC during the current year (maximum five bullets)		
1. Organised a Faculty Development Programme (FDP) on " Use of ICT in Research and Writing" with E&ICT Academy, IIT, Guwahati		
2. Organised a 3 days' workshop on Building Employability Skills among the farmers, women and students of Dudhnoi area n association with National Institute of Electronics and Information Technology		
3. Guiding the departments of the college to organise popular talk and workshop as part of the enrichment of the curriculum		
4. Conducted activities at Gabilapara village (adopted village) for socio-academic upliftment of the villagers and guided the NSS unit to conduct survey in that village.		
5. Successfully accomplished professional development programme on quality assurance initiative at Higher Educational Institutes.		
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
To organise week long Faculty Development Programme	one FDP organized in association with E&ICT Academy, IITG
To develop the adopted village academically & Economically	Significant contributions made to assist the students and people of the village
To provide each department with LCD projector to facilitate online learning	Almost all the departments provided with a LCD projector
To organise a series of popular talk and workshop to enrich the curriculum.	As many as ten programmes of such types accomplished during the year.
To implement students' Mentoring and oversee the whole process	Successfully completed the process for 2021-22 session.
To work for submission of SSR for 3rd cycle of A&A	Sound progress has been made and IIQA submission is awaiting soon.

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
2019	30/09/2019

15.Multidisciplinary / interdisciplinary
Dudhnoi College presently offers courses in Arts, Science and Commerce stream; and envisions to become more robust and holistic multidisciplinary institution in near future. A systematic plan has been prepared to achieve this destination. Along with the

emphasis on text-based knowledge of curriculum, projects and field works are to be carried out simultaneously. Secondly, there will be increasing engagement of students in departmental, college and inter-college level workshops and seminars, inter-college competition of quiz, debate and cultural activities. Thirdly, launching certificate courses on physical education and sports, skills and maximum utilisation of the college sports facilities. Strengthening the Ranger, Rover and NSS unit to increase participation of students in various extension activities inside as well outside the college campus. Lastly, to open an NCC unit in the college.

16.Academic bank of credits (ABC):

According to University Grants Commission (Establishment and Operation of Academic Bank of Credits in Higher Education) Regulations, 2021 and its subsequent amendment in 28 December 2021, registration in Academic Bank of Credit is limited to Universities and Autonomous colleges only. Therefore, Dudhnoi College, as an affiliated undergraduate college under Gauhati University, cannot register in Academic Bank of Credits. (ABC). However, Individual registration in ABC is encouraged among students and teachers.

17.Skill development:

As an affiliated institution, Dudhnoi College follows the curriculum designed and approved by Gauhati University. However, the college, keeping in mind, the growing demand of skills among students, had initiated some of the efforts of its own.

1. The college signed an MoU with Bajaj Finserv on 20 July 2021 to help the students in gaining skill and knowledge in the field of Banking, Finance and Insurance.
2. The college signed an MoU with Grameen Sahara, an NGO known for training its participants with skills and knowledge in the field of farming, aquaculture and various handicrafts.
3. The college signed an MoU with M/S Optimista Learning Hub LLP, a soft skills and Mental Skills Training Center based on Guwahati, Assam
4. The Institution is also going to sign an MoU with E&ICT Academy, IIT Guwahati to the benefit of teachers and students

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

Regarding integration of Indian Knowledge System in the course curriculum, Dudhnoi College has taken some initiatives of its own apart from implementing the curriculum prepared in accordance with UGC guidelines by the Gauhati University.

- a) As an institution situated in the tribal area, Dudhnoi college is committed to promotion and development of its native culture and language. It has created, therefore, Rabha Literary Society, Bodo Literary Society and Koch Rajbongshi Literary Society with involvement of students and under guidance of the teachers.
- b) Moreover, the college has Assamese and Bodo Department and offers MIL in Garo for the students of HS course.
- c) Educational Trip and Field study helps students to explore native culture and language and to know it better.
- d) Moreover, the syllabus mandatorily requires the students to know ancient Indian wisdom and Knowledge. For instance, a student with History honours will get knowledge about Hindu civilisation and classical text. Similarly, students from English and Assamese honours will get to know about the contribution of classical Indian writers and their literary works.

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

As an affiliated institution, Dudhnoi College mainly follows the course curriculum prepared by Gauhati University for the degree courses. Yet, the institution tries to bring flexibility to its curriculum independently on its own by adding outcome Based education to its existing and pre-defined curriculum. In the year 2021 and 2022 the following outcome-based certificate courses were introduced to bring maximum outcome in developing the skills in certain areas like beauty and make up, physical training and self-defence, aquaculture etc. The college also introduced a course to develop professionalism among the students in order to compete and survive in the world of banking finance and insurance

20.Distance education/online education:

There are good possibilities of launching vocational courses through ODL mood

1. The target group of students possess computer literacy enough to operate a device.
2. Financial condition of this target group is sound enough to buy at least a smart phone
3. The geographical areas have good advantage so far as internet connectivity is concerned.
4. There is demand on certain areas like fish farming, beauty and make up, rubber plantation etc on which the college can effectively launch vocational courses in online mood

Dudhnoi College insist on accommodating latest teaching-learning techniques for classroom transaction. It always tries to make classroom delivery more interesting by infusing LCD projectors, computers and smartboard alongside the traditional mood of teaching in the classroom. This audio-visual method of teaching substantially enhanced the quality of teaching. Presently all departments have access to computer with good internet connectivity. Moreover, the college library has been digitalised where a student can search a book of his interest with ease and can have access to a lot of resources through NLIST, NDL etc

Extended Profile

1.Programme

1.1	17
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	2155
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	37%
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	View File
2.3	544
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	55
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	57
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	42
Total number of Classrooms and Seminar halls	
4.2	13155249
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	121
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Dudhnoi College ensures completion of the Curriculum within a given time for the maximum benefit of the students. Accordingly, a clear road map is prepared at the beginning of each academic year. The following strategies are used in this process.

Several teachers participated in curriculum development initiated by university. 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 departments follow the syllabus and programs in accordance with the UGC, Government and University norms and guidelines.

Apart from these, the college prepares the course plan for every subject before the commencement of each semester and distributes it among the 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 counselling and internal tests are being conducted on a routine basis. Strict adherence to an academic calendar in every semester has systemized the functioning of the departments.

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.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	www.dudhnoicollege.ac.in

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

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.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	www.dudhnoicollege.ac.in

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.

Academic council/BoS of Affiliating University

Setting of question papers for UG/PG programs

Design and Development of Curriculum for Add on/ certificate/ Diploma Courses

Assessment /evaluation process of the affiliating University

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

18

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

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

06

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

194

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

194

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

Dudhnoi College is an affiliated institution offering undergraduate course. Its curriculum is decided by the parent university. However, in this curriculum there is a gentle balance between the need of cognitive development and the moral and ethical upliftment of the students. An Arts graduate student from this institution will have to go through at least 2 papers of 6 credits each on gender related topics from a pool of 18 compulsory papers. These papers sensitize our students about women issues and instill in them an attitude of mutual respect through various movements for emancipation and rights. As far as ethical and human values are concerned, classical Indian wisdom, teaching of Mahatma Gandhi, Swami Vivekananda etc. are always included in the course curriculum. In the present choicebased credit system, study about the Environment is considered so essential that a paper of 4 credits is enlisted in the category of "Ability Enhancement Compulsory Course" (AECC) in the 1st and 2nd Semester for both Honors and Regular students. So far as students from science and commerce streams are concerned, knowledge on these areas is ensured to them through Generic course, Ability Enhancement course and Skill Enhancement course.

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

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

07

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
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

205

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students
Teachers
Employers
Alumni

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)	View File
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	www.dudhnoicollege.ac.in

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

700

File Description	Documents
Any additional information	View File
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

494

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The institution periodically assesses the performance of students through Assignment and sessional examination and takes follow up action accordingly. Though institution did not organize any special programme for the advanced learners and slow learners centrally, each department takes utmost cares to fulfill the requirement of the students after the assessments. Accordingly, remedial classes and special classes are arranged for slow learners in small groups and tests are held to assess their developments. Similarly, for the advanced learner seminars as well as lectures are arranged to prepare them for the higher study and to inform them about the competitive world in which they are to enter. In most cases, these processes are informal and sporadic; and completed under the supervision of the Head of each Department.

File Description	Documents
Link for additional Information	www.dudhnoicollege.ac.in
Upload any additional information	View File

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

Number of Students	Number of Teachers
2155	52

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Dudhnoi College practices a student centric teaching methodology . This methodology helps to transform students from being relegated to the role of passive recipients to active and involved stakeholders. The teacher facilitates learning by allowing each individual student to comprehend at their personal level by ensuring their involvement in class activities so that they can absorb and grasp information at their own pace. Teachers make classes as interactive as possible and encourage innovative thought and novel interpretations. Audio- Visual methodology, Language Lab, Google Classroom, Industrial Visits, Field Work and Projects are some of the means utilized by the Departments to provide experiential and participative learning. Internal assessments are so planned so as to encourage students to work independently. Written Assignments are required to be submitted by students and these need to be done individually by researching on the given topic so as to enhance confidence, develop writing skills and hone style, apart from inculcating an interest in research activities. Seminars, which form the second component of internal assessment, help students present their assignments before the entire class helping them overcome stage fear and develop oratory prowess.

File Description	Documents
Upload any additional information	View File
Link for additional information	www.dudhnoicollege.ac.in

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

Dudhnoi college insists that teachers are equipped with knowledge of latest ICT in delivery of classes. It is for this purpose, Dudhnoi college organized two faculty Development Programme on use of ICT in teaching -learning process, which proved to be immense successful during the lockdown brought by two successive wave covid-19 pandemic. Moreover, the college authority takes other measures for development ICT infrastructure in the college. The following ICT tools are used in the Institution: 1. Projectors- 10 projectors are available in different classrooms/labs 2. Desktop and Laptops- Arranged at Computer Lab and Faculty cabins all over the campus. 3. Printers- They are installed at Labs, and offices

4. Photocopier machines - Multifunction printers are available at all prominent places in the institute. There are four photostat machines available in campus. 5. Scanners- Multifunction printers are available at all prominent places. 6. Seminar Rooms & Conference room- One seminar halls are equipped with all digital facilities. 7. Smart Board- three smart board is installed in the campus. 8. Online Classes through Zoom, Google Meet, Microsoft Team, Google Classroom) 09. Digital Library resources etc.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	www.dudhnoicollege.ac.in

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

75

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

55

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

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

15

File Description	Documents
Any additional information	View File
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

810

File Description	Documents
Any additional information	View File
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.

For transparent and robust for internal assessment, the following mechanisms are conducted

1. Internal Examination Committee. 2. Question Paper Setting. 3. Conduct of Examination 4. Result display 5. Interaction with students regarding their internal assessment. The method of internal assessment helps the teachers to evaluate the students more appropriately. Due to internal assessment, the interest of the student towards learning and attending the classes has been also increased. It has created the interest among the students to take active participation in various co-curricular and extracurricular activities for their overall personality development. The seminar presentation improves the communication skills of the students which is very essential to face the interviews. In this way mechanism of internal assessment is transparent and robust.

File Description	Documents
Any additional information	View File
Link for additional information	www.dudhnoicollege.ac.in

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

1. Departmental Level: The continuous evaluation of students is carried out by faculty regarding theory lectures, labs, assignments, unit tests. The mid-term marks are allotted based on defined strategies and displayed on notice board. Query if any is discussed with faculty and HOD.

2. College Level: The Institute forms an examination committee for each semester with principal as officer-in-charge and two three assistant officer-in-charge for smooth conduction of examinations of Dudhnoi College. If students are facing any problems, they are solved by the institution Chief Examination Officer appointed by the university. The grievances during the conduction of online/theory examinations are considered and discussed in consultation with the principal and if necessary, forwarded to the university by examination section.

3.Redressal of grievances at University level: The queries related to results, corrections in mark sheets, other certificates issued by university are handled through a website (www.guportal.in) after forwarding such quires through the college examination

section. Students are allowed to apply for revaluation, recounting and challenged evaluation by paying necessary processing fee to university if they are not satisfied with the university evaluation.

File Description	Documents
Any additional information	View File
Link for additional information	www.dudhnoicollege.ac.in

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.

Since our institution is an affiliated to a parent university the main course of B.A, B.Com and B.SC is prepared by the university itself. The university prepares a well-articulated and elaborate syllabus for each of the programme where details about the course curriculum, its objectives and outcomes are mentioned clearly for the benefits of all the stakeholders. As far as the awareness about the course outcomes of the certificate courses offered by the institution is concerned, a meticulous study is made before launching the course and a brochure is prepared afterwards which is then approved by an Academic Committee after rigorous study. This brochure will contain the required information as well as the course outcomes of the certificate course.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	www.dudhnoicollege.ac.in
Upload COs for all courses (exemplars from Glossary)	View File

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

Though Dudhnoi College has to accept the course and curriculum defined by the Affiliated University, yet the outcomes of the programme and course is discussed minutely for the knowledge of the teachers and students so that students will be well aware about the consequence of the course which they are pursuing. The implementation of CBCS system very recently increased the need for more discussion about the course and its outcomes for the

students. The Academic Committee of the college initiates this discussion and provides answer if any query rises. The following ways are adopted for evaluation of outcome of programmes and courses of the students:

1. Sessional Examination

2. Class test

3. Assignment.

4. semester End examination

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	www.dudhnoicollege.ac.in

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

333

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

2.7 - Student Satisfaction Survey

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

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

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

NIL

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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

00

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
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

06

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

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

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

08

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

11

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

The institute promotes regular engagement of faculty, students and staff with neighborhood community for their holistic development and sustained community development through various activities.

Every Year, programme is organized under which students and staff participate voluntarily in community-based activities with neighborhood. The following extension activities are accomplished during this academic year.

1. palntation of sapling at Gabilpara billage--adopted village of Dudhnoi College.

2. Art and Essay competition at Gabilapara Village

3. . Developing eco-tourism in Gabilapara.

4.. Organising a health camp at Gabilpara.

5. Teaching at various scholos of nearby area.

File Description	Documents
Paste link for additional information	www.dudhnoicollege.ac.in
Upload any additional information	View File

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

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

0

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

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

06

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

172

File Description	Documents
Report of the event	View File
Any additional information	View File
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

08

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

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

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

00

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institution strongly felt the necessity of adequate numbers of classrooms for smooth and uninterrupted conduction of classes. Accordingly, the college authority consistently constructs new buildings and upgrade and renovate the existing one. At present, Dudhnoi College has 40 classrooms covering an area of 28190 square feet out of which 4 classrooms are bigger than 1500 square feet. In consistent with the need of classrooms, the college also felt the need of adequate numbers of laboratory facilities for imparting practical knowledge on the curriculum that they are pursuing. All the departments of Science streams have their own laboratory with good facilities and some of the departments from Arts streams like Anthropology, Education and Anthropology have their own laboratories too. At present there are 23 rooms used for laboratories and related purpose covering an area of 11807 square feet, out of which there is one computer lab and one language lab. The institution also took step for digitalization and improvement of ICT in its campus. Accordingly, computers, LCD projectors and CCTV camera have been purchased and installed over the years. Presently, the college has 115 computers, 15 LCD projectors and 3 Smart Board in the classrooms and conference hall for teaching-learning and other related purpose.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	www.dudhnoicollege.ac.in

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Parallel to teaching-learning process, Dudhnoi College provides opportunities for the physical mental growth and well being of our students; and also offers platforms for expression and promotion of latent talent of the students. The following facilities are provided by the institution to the students: it has large field which accommodates one cricket and football field apart from a Basketball court. It must be mentioned here that Assam Cricket Association has reached out an agreement with the college authority through a MoU for up gradation of the college field. It is expected that, this step would surely enhance the quality of cricket at Dudhnoi and its neighboring area. Moreover, Dudhnoi College has a well built and spacious Indoor Stadium with two well-furnished and maintained badminton courts which serve the need of the students very effectively. The indoor stadium also housed facilities like carom and chess.

The college has also a gymnasium of modest quality and is awaiting upgradation. It is accommodated with instruments like tread mill, Smith Machine, Dumb-bell, Resistance Band, Skipping Rope and Flex Bike. For cultural activities, the college has Cultural Cell, Art Gallery, Music Gallery and different musical instruments like Harmonium, Tabla, Flutes etc. though the need for a well-furnished and modern auditorium is always felt by its stakeholders.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	www.dudhnoicollege.ac.in

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

13

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

13

File Description	Documents
Upload any additional information	View File
Paste link for additional information	www.dudhnoicollege.ac.in
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)

10400531.00

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The Dudhnoi College Library is a focal point of all students and faculty members of Dudhnoi College. There are more than 20,000 volumes of print books covering all the subjects in science, arts and commerce discipline. Apart from the normal curriculum books the college library has a good collection of general books like novel, story, essays, biography, encyclopaedias and many reference books. In addition to this, the college library has subscribed to N-List where more than 199500 books and above 6000 journals are freely available for both students and faculty members. The college library also initiated a process for giving individual membership to the students and faculty members to NDL (National Digital Library).

Name of ILMS Software: koha

Nature of automation: Partially

Year of automation: 2016

Version: 20.05 Year of automation:

File Description: Link to WebOPAC (koha): <http://dudhnoicollege-opac.kohacloud.org/>

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	www.dudhnoicollege.digitallibrary.co.in

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 B. Any 3 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

304865.00

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

85

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

Dudhnoi College believes in constant upgradation of its tools and resource to keep pace with the changing environment. Therefore, it shifts its interest from traditional mood to ICT based model of teaching and learning. As a result, presently, Dudhnoi College has 15LCD projectors, 3 Smart Board, 115computers, 6 Laptops and 76 CCTV cameras, which facilitates greatly in this process. Moreover, the teaching-learning process is oriented towards accessing online resources, because there are lots of e-content available for free for the benefit of the students. For this, students are trained to use different online platforms and use of ICT for academic purpose. With this emphasis on upgradation of IT facilities, the institution also insists on providing good internet connectivity to the college library, administrative building, IQAC office, computer lab with LAN and Wi-Fi. There are more than 15 BSNL fiber Wi-Fi adaptor placed in different strategically important place on the college campus for convenience of the students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	www.dudhnoicollege.ac.in

4.3.2 - Number of Computers

121

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

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

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

2754718.00

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

It is equally important that the institution has a well-built mechanism for maintenance of various physical infrastructure and its facilities to keep the existing facilities useable for students and teachers. For this, the college has appointed 30 persons in contractual basis as office and laboratories bearer for safe keeping of it. Moreover, different committees and cell have been formed to monitor these facilities. The institution also spends sufficient amounts of funds for renovation of such property. As far as the utilization of the facilities of the college is concerned, a disciplined, transparent and student friendly approach is used. Library facilities can be availed by students with ease through the digital library platforms as well as by visiting the place in person. A register is maintained strictly to register the entry and exit of the students; and every student is issued with a library card against which 2 books issued at a time for a period of 15 days initially which can be renewed later to for more days. The sport complex, classrooms and computer laboratories are always kept clean and hygienic along with constant up gradation.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	www.dudhnoicollege.ac.in

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

1399

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

C. 2 of the above

File Description	Documents
Link to institutional website	www.dudhnoicollege.ac.in
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

106

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

106

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

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

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

34

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

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

42

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

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

11

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

5.3 - Student Participation and Activities

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

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

04

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Dudhnoi College believes in fair representation and engagement of students in various administrative and other activities in compliance with the norms for making the whole teaching-learning process more student centric and student friendly. Accordingly, the college has a union of students called "Dudhnoi College Students' Union" (DCSU) formed through a fair election process to raise the concern of the students to the college authority. This union is an important student body participant in different activities of the college. The college students' magazine, Freshers' Social, College Week are planned and performed by them with the support of the teachers. Moreover, College has different committees in which they participate actively. As for instance, Anti-Ragging committee, Anti-Sexual committees and Carrier counseling Cell etc. have fair representation and involvements of the students through which they play an influential role. The Alumni Association also offers needful suggestions and advice for the benefits of the students presently studying in the college.

File Description	Documents
Paste link for additional information	www.dudhnoicollege.ac.in
Upload any additional information	View File

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

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

05

File Description	Documents
Report of the event	View File
Upload any additional information	View File
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

Dudhnoi College has an Alumni Association which is registered to Cooperatives Societies, Assam through registration No G-04/2022-23 dated 03-09-2022. This association contributes significantly to the development of the college with their suggestion and support. In any events organized in the college, the alumni always render their service with their presence. During public meeting, they offer us constructive criticism for betterment of teaching-learning environment of the college. During departmental interactive programme among the students, they offer needful and practical suggestions to our students.

File Description	Documents
Paste link for additional information	www.dudhnoicollege.ac.in
Upload any additional information	View File

5.4.2 - Alumni contribution during the year E. <1Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Dudhnoi College came into existence with a holistic vision to disseminate the knowledge of higher education among the needy section of the society and to become a frontrunner in teaching, learning and research, so that the fullest potential of the students may develop enabling them to compete with modern day challenges and opportunities, along with the quality of leadership that may inspire them to work for the advancement of the society and nation. Presently, there are more than two thousand students studying in different semesters among which large sections come from economically backward and socio-politically disadvantaged section of the society; for whom taking education in different places away from home is not viable from economic point of view. As per the government rules, students are given free admission to admission if s/he belongs to below poverty category; ninety percent of students use this opportunities to enroll in this institution. The institution also takes as its priorities to introduce value and skill development courses to bring ease to their life after graduation. Similarly, development and promotion of the culture of the people is rendered through different activities of the college and through support from different literary societies. Moreover, it is ensured that students are not deprived from the avenues to develop their personalities through participative and collaborative learning. Therefore, students are encouraged to engage in debates and discussion on topics that has wide implication in the life of students.

File Description	Documents
Paste link for additional information	www.dudhnoicollege.ac.in
Upload any additional information	View File

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

For sustaining a healthy academic environment in a college, the decentralization power and participative management is necessary. This college believes in it and initiates following steps to that ef

1. Decentralisation: There are at least 28 committees that share and transfer the powers and activities from the centre. Admission Committee, Routine Committee, Academic Committee, Infrastructure Development Committee not only execute different decisions 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 7 centres, cells and societies in this college which are monitored and supervised by teachers.

2. Involvement of student council: The council keeps strict vigilance on the discipline and sincerity of the students and helps the college authority in this regard. 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 i.e. the College Week, Freshers' Social, Saraswati Puja etc. which witness active and joyful participation of students.

File Description	Documents
Paste link for additional information	www.dudhnoicollege.ac.in
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution prepares an annual plan with the help of IQAC at the beginning of each academic year. It also ensures proper implementation of such a plan through a well-crafted action plan. Accordingly, the departments and various committees execute these planned activities through a pre-defined schedule; and at the end of the academic year each of the committees and department has to submit its report of performance to the principal. Some of the significant strategies adopted by the institution for effective deployment are:

1. Departmental emphasis on innovative teaching, learning methods such as seminars, group discussions for students.
2. IQAC initiative in organization of popular talk and speech.
3. Social programmes and extension activities through NSS unit etc.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	www.dudhnoicollege.ac.in
Upload any additional information	View File

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.

The institutional bodies are formed in accordance to the existing rules of the Govt of Assam or rules laid down in the handbook for employees and students. The apex body of the institution-Governing Body-- is formed according to "The Assam Non-Government College Management Rules, 2001" and discharged its duty accordingly. The office of the principal-its appointment, its power and duties are determined by "The Assam College Employees (Provincialization) Rules 2010". Formation of IQAC and its function in the institution is determined by rules set by NAAC. Similarly, all other committees and bodies follow same procedure for transparency and reliability. The formation of Union of the students is guided by the constitution of students which is updated time to time with latest notification issued by Gauhati University and Directorate of Higher Education. As far as, appointment of teachers and their service is concerned, it is accomplished, monitored and controlled by the rules of Govt. of Assam and approval from director of higher education.

File Description	Documents
Paste link for additional information	www.dudhnoicollege.ac.in
Link to Organogram of the Institution webpage	www.dudhnoicollege.ac.in
Upload any additional information	View File

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

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Dudhnoi College has a series of welfare measures for its teaching and non-teaching staff. The important measures are mentioned below:

1. Teachers and Employees Welfare Society: it is a society founded by the collected efforts of both teachers and office staff and nourished by a monthly contribution of Rs.1500. this society serves the emergency and long-term need of the employees through a disciplined and transparent procedure.

2. Distressed Fund: the institution has a distressed fund created through generous contribution of its employees to help its own employees as well as students to meet up the accidental crisis.

3. Dudhnoi College Teachers' Association: as an association of the college teachers, it raises and discusses the concern of the teachers and initiate measures for mitigation.

4. Non-teaching Employees Association: This association was formed to cater to the needs of the non-teaching staff and ever since its inception it has been doing this service.

5. Others: the college has hostel warden quarters, principal's quarter, a canteen with good amenities.

File Description	Documents
Paste link for additional information	www.dudhnoicollege.ac.in
Upload any additional information	View File

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

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

0

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

01

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

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

08

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
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

The process of appraisal comprises of three parts:

A. Self-appraisal format to be filled by every faculty

B. Appraisal by Principal: This would also involve a review of the self-appraisal documents submitted by the faculty.

C. Student Appraisal of teachers

The self-appraisal format developed has both quantitative (rating scale) and qualitative (descriptive) sections. The self- appraisal format encompasses the following domains of skills

2. Self-reflections on abilities, strengths and areas of improvement- all descriptive items

3. Professional Skills and Duties: This section has 14 criteria to be rated on a scale of 4 and 1 item which is descriptive in nature. (total score: maximum 56; minimum 14)

4. Personal Competencies and Abilities: This section has 4 items to be rated on a scale of 4 and 1 item which is descriptive in nature. (total score: maximum 16; minimum 4)

5. others (abilities): Max. point 3.

The rating scale ranges from 1 to 4 as follows

- 1 is needs improvement
- 2 is fair
- 3 is very good
- 4 is outstanding

The maximum score a teacher can arrive at is 75.

A Similiar approach is used to evaluate non-teaching staff of the college.

File Description	Documents
Paste link for additional information	www.dudhnoicollege.ac.in
Upload any additional information	View File

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

Reliability and dependability of any institution depends on its clarity in monetary transaction. Hence, it requires careful planning before spending money and also an account of utilization of the same. HEI like Dudhnoi College receives and handles funds of lakhs every year, which is also spent simultaneously for continuous development of infrastructure and other academic activities. As such, it requires close account of transaction details. This has been done through internal and external audit every year. The principal of the college with due approval from Governing Body appoints a reputed chartered Accountant for audit of the expenditure of the college internally. Parallel to this audit, the institution also requests Director of Audit, Govt of Assam to audit its transaction every year. Accordingly, Assistant Director of Audit(local fund) has been auditing the transaction details every year.

File Description	Documents
Paste link for additional information	www.dudhnoicollege.ac.in
Upload any additional information	View File

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

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

0

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

As an HEI, Dudhnoi College believes in best utilization of funds for maximum benefits of the students and the communities. For it, the institution plans all the activities to be accomplished or infrastructure to be built in the beginning of every academic year. After which, a detail road map is prepared with the help of experts, which is then implemented and executed carefully. The Internal Quality Assurance Cell, Governing Body, Construction Committee and Students' Union actively participate in this process. With their help, the college authority goes for the fairest way to purchase properties (furniture, books, laboratory equipment's) through bid advertised in news papers. The lowest bidder gets the opportunity to supply this material. However, the quality of the purchased material is never compromised in any situation. As far as the construction and renovation of the building is concerned, the college authority always abides by the government rules for construction and is constantly monitored by the Construction Committee. Upon completion of any such project, a detail expenditure report is prepared for verification and authentication by the Internal Audit and External Audit committee

later.

File Description	Documents
Paste link for additional information	www.dudhnoicollege.ac.in
Upload any additional information	View File

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

Internal quality Assurance Cell prepares the overall plan and strategies along with a roadmap to be adopted by the institution in an academic year. At the beginning of each academic year, IQAC prepares a detail academic calendar based on the general academic calendar and the holiday list published by the university to which Dudhnoi College is affiliated. Secondly, a common class routine is prepared keeping in mind the necessity of practical and theoretical classes for the students. Keeping the quality parameters in focus, IQAC, then, prepares some work plans to be executed departmentally. Students mentoring, programmes for advanced and slow learners, students' seminars and workshop are accomplished by departmental initiatives. IQAC also plans certain activities on its own to be performed centrally with an eye to giving the maximum benefits and exposure to students as well as to teachers. These include plan and preparation for value based certificate course, skill development course for students; and Faculty Development Programme(FDP) and webinar and workshop for teachers.

File Description	Documents
Paste link for additional information	www.dudhnoicollege.ac.in
Upload any additional information	View File

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

Under the supervision of IQAC, the departments of the institution review its learning process, structures and methodologies of operations after the Sessional examination and semester end. As

soon as the evaluation process of the sessional test is completed, the HoD and other teachers of each department discuss the performance of the students; and then prepare certain activities according to their requirements. Remedial classes and seminars are subsequently held in the department. Similarly, at the end of each semester, based on the performance of the students in the examination, the department starts tutorial classes and mentoring to help them. Moreover, the college organizes popular talk on subjects relevant to students' knowledge and career time to time. However, all these steps are informally completed.

File Description	Documents
Paste link for additional information	www.dudhnoicollege.ac.in
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	www.dudhnoicollege.ac.in
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

1. Dudhnoi College is affiliated to Gauhati University and adheres to the curriculum prepared by the expert body. The UG syllabus committees of most of the discipline of Gauhati University are concerned about the inclusion of the issue of gender in the curriculum. The disciplines like Education, Political Science, History, English, Assamese have special papers to address women's issues.

2. Special committee and cell for women were being formed in order to ensure women empowerment and security among both girl students and women faculty members. Women Study Centre and Women Cell carry out different awareness and training programme on gender sensitization issues.

3. Anti Sexual Harassment Committee is formed and any victim students and faculty can file complain against any kind of sexual exploitation. The victim can register complain through mobile message, through website or can drop complain letter in grievance redressal box. 4. The institute provides CCTV surveillance throughout the campus for the safety and security purpose.

5. The institution has facilities like girls' common room, separate toilet facilities for women faculty members, day care centre for youngchildren for working mothers etc.

File Description	Documents
Annual gender sensitization action plan	www.dudhnoicollege.ac.in
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	www.dudhnoicollege.ac.in

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

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

1. For solid management of degradable waste the college has provision of garbage pit. Most of the waste collected is biodegradable. The minimal amount of non biodegradable is mostly burnt in pits. The biodegradable portion too is dumped in pits for decomposition over time.

2. The college has well drainage system within the campus for all liquid waste management in an eco friendly manner. Dustbins are available within the campus for all dry and wet dirt.

3. All the chemical waste from science laboratory like chemistry, botany and zoology department is drained into soakage pits through systematic drainage system. The pit is well covered with proper system in order to ensure zero percent leakage of any waste.

4. The defunct electronic devices like computer, CCTV, printer, projector, light bulb, fan etc are stored in one room are given to vendors for recycling.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	www.dudhnoicollege.ac.in
Any other relevant information	View File

7.1.4 - Water conservation facilities available B. Any 3 of the above
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

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

A. Any 4 or All of the above

- 1.Restricted entry of automobiles
- 2.Use of Bicycles/ Battery powered vehicles
- 3.Pedestrian Friendly pathways
- 4.Ban on use of Plastic
- 5.landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

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

B. Any 3 of the above

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

7.1.7 - The Institution has disabled-friendly,

C. Any 2 of the above

barrier free environment Built environment with ramps/lifts for easy access to classrooms.

Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities

(Divyangjan) accessible website, screen-reading software, mechanized equipment

5. Provision for enquiry and information :

Human assistance, reader, scribe, soft copies of reading material, screen reading

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

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).

Dudhnoi college is situated in an area having different religious, ethnic, linguistic and cultural diversities. The vision and mission of the college has been holistic development of the students and hence the institution maintains equality and uniformities among all the students. It provides inclusive environment for everyone without any discrimination on cultural, religious, linguistic, communal, social and economic grounds. Uniform dress code and equal code of conduct is maintained for all students. Different sports and cultural activities and competitions are arranged and organized among the students community to create social harmony and tolerance among them. Celebration and observation of International Mother Language Day, World Literacy Day, Swahid Diwas, Bhupen Hazarika Diwas, Rabha Diwas create awareness about the rich cultural heritage of the region and inculcate collaborative work environment. Likewise, celebration of Human Rights Day, Constitution Day, Independence Day, Republic Day etc promotes tolerance and harmony among the students.

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

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

Dudhnoi College undertakes various efforts to sensitize its students and employees to the constitutional values, rights, duties and responsibilities as good citizen of the country. At the commencement of each session the principal delivers speech on to the new batch of students to make them aware about the ethical and moral values of the institution. Orientation programme is also arranged from central library to make the students as well as employees know about different kind of disciplines and moral duties towards the institution. The celebration of Independence Day and Republic Day inspires the college community to know more about our constitution, the national freedom fighters and to respect the symbols of national unity like national flag and national anthem. The institution also maintains some code of conducts for students and employees that are being displayed in website as well as in college campus. It develops the sense of social responsibility, good citizenry and cooperation on the one hand and inculcates self control and truthfulness in their personality on the other. Another regularly conducted activities are Anti-Terrorism Day Oath Taking, Celebration of National Voters' Day, Celebration of World Environment Day, Celebration of World Philosophy Day, Cleanliness Drive by NSS Unit in college campus as well as nearby places, formation of AntiRagging Committee, etc.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, B. Any 3 of the above

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.

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

Dudhnoi College celebrates different national and international commemorative days, events and festivals in order to inculcate communal harmony, tolerance, inclusiveness and mutual respect for each other among teachers and students. The institution celebrates national events like Independence Day, Republic Day, Constitution Day, Gandhi Jayanti, Teachers' Day etc with great enthusiasm to inculcate the feeling of nationalism and patriotism as well as to pay homage to our great leaders. The following activities were organised and celebrated with full participation of teachers and students for the year 2021-22.

1. Speech competition among students on the occasion of World Philosophy Day, 2022.

2. Celebration of birth anniversary Of Dr. Bhupen Hazarika

3. A Lecture on Psycho-physical health and Yoga

4. Celebration of International Yoga Day.

5. Celebration of Mother Language Day

6. Celebration of Voters' Day.

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

7.2 - Best Practices

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

1. Title of the Practice: Revenue generation through Som (persea bombycina) Plantation and Rearing of Muga Silkworm

. Started under a government scheme Golden Thread, the plantation started in the year 2000. for the benefits of som rearers throughout the state. This practice provides monetary benefits to the institution. The first two consecutive years of muga silkworm rearing in the plantation has garnered upto Rs. 5000/- as profit in 2005 and 2006. After the recent revival of muga silkworm rearing in the garden there was again an additional surplus of Rs. 5000/- (fivethousand rupees only) which was handed to the college authority by the traditional rearers from Dhemaji District of Assam.

2. Title of the Practice: Pisci-culture and outsourcing of funds as Financial Assistance to Department of Commerce, Dudhnoi College.

The Dudhnoi College campus has been strategically located with a natural pond which provides opportunity to rear fish to earn revenue. Taking this opportunity, Dudhnoi College has been able to earn Rs. 50000 annually and this income has been used for institutional academic and infrastructural development activities. The commerce stream, a self-financed course of the college, has been benefitted from this practice.

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

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

Dudhnoi College is one of the greenest campuses of Assam. The lush green campus has helped in bringing environmental awareness among the students and community alike. With the aim to promote 'green environment' in alignment with SDGs, the Dudhnoi College in recent years has created awareness for conservation and sustained utility of nature and its resources. The following are the ways through which this environmental education has been imparted to students and the people of the vicinity:

1. By reaching out to the marginal class through extension and outreach activity. i.e collective planting of saplings, awareness building on conservation of forest etc.
2. By developing skills through inclusive education relating to sustainable means of livelihood (banana plantation, muga silk worm cultivation, pisci-culture, mushroom cultivation, vermicompost, green technology and innovations, etc)
3. By enriching curriculum through inclusion of various students centric programme on 'Green Campus' .

The performance of the institution in this field brought desired effect. It has made the college campus more greener and pollution free; and at the same time taught people of the vicinity to conserve nature.

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

Dudhnoi College ensures completion of the Curriculum within a given time for the maximum benefit of the students. Accordingly, a clear road map is prepared at the beginning of each academic year. The following strategies are used in this process.

Several teachers participated in curriculum development initiated by university. 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 departments follow the syllabus and programs in accordance with the UGC, Government and University norms and guidelines.

Apart from these, the college prepares the course plan for every subject before the commencement of each semester and distributes it among the 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 counselling and internal tests are being conducted on a routine basis. Strict adherence to an academic calendar in every semester has systemized the functioning of the departments.

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.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	www.dudhnoicollege.ac.in

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

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.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	www.dudhnoicollege.ac.in

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

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

18

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

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

06

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

194

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

194

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

Dudhnoi College is an affiliated institution offering undergraduate course. Its curriculum is decided by the parent university. However, in this curriculum there is a gentle balance between the need of cognitive development and the moral and ethical upliftment of the students. An Arts graduate student from this institution will have to go through at least 2 papers of 6 credits each on gender related topics from a pool of 18 compulsory papers. These papers sensitize our students about women issues and instill in them an attitude of mutual respect through various movements for emancipation and rights. As far as ethical and human values are concerned, classical Indian wisdom, teaching of Mahatma Gandhi, Swami Vivekananda etc. are always included in the course curriculum. In the present choicebased credit system, study about the Environment is considered so essential that a paper of 4 credits is enlisted in the category of "Ability Enhancement Compulsory Course" (AECC) in the 1st and 2nd Semester for both Honors and Regular students. So far as students from science and commerce streams are concerned, knowledge on these areas is ensured to them through Generic course, Ability Enhancement course and Skill Enhancement course.

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

1.3.2 - Number of courses that include experiential learning through project work/field

work/internship during the year

07

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
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

205

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students Teachers Employers Alumni

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)	View File
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	www.dudhnoicollege.ac.in

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

700

File Description	Documents
Any additional information	View File
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

494

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The institution periodically assesses the performance of students through Assignment and sessional examination and takes follow up action accordingly. Though institution did not organize any special programme for the advanced learners and slow learners centrally, each department takes utmost cares to fulfill the requirement of the students after the assessments. Accordingly, remedial classes and special classes are arranged for slow learners in small groups and tests are held to assess their developments. Similarly, for the advanced learner seminars as well as lectures are arranged to prepare them for the higher study and to inform them about the competitive world in which they are to enter. In most cases, these processes are informal and sporadic; and completed under the supervision of the Head of each Department.

File Description	Documents
Link for additional Information	www.dudhnoicollege.ac.in
Upload any additional information	View File

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

Number of Students	Number of Teachers
2155	52

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Dudhnoi College practices a student centric teaching methodology . This methodology helps to transform students from being relegated to the role of passive recipients to active and involved stake holders. The teacher facilitates learning by allowing each individual student to comprehend at their personal level.by ensuring their involvement in class activities so that they can absorb and grasp information at their own pace. Teachers make classes as interactive as possible and encourage innovative thought and novel interpretations. Audio- Visual methodology, Language Lab, Google Classroom, Industrial Visits, Field Work and Projects are some of the means utilize by the Departments to provide experiential and participative learning. Internal assessments are so planned so as to encourage students to work independently. Written Assignments are required to be submitted by students and these need to be done individually by researching on the given topic so as to enhance confidence, develop writing skills and hone style, apart from inculcating an interest in research activities. Seminars, which form the second component of internal assessment, help students present their assignments before the entire class helping them overcome stage fear and develop oratory prowess.

File Description	Documents
Upload any additional information	View File
Link for additional information	www.dudhnoicollege.ac.in

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

Dudhnoi college insists that teachers are equipped with knowledge of latest ICT in delivery of classes. It is for this purpose, Dudhnoi college organized two faculty Development Programme on use of ICT in teaching -learning process, which proved to be immense successful during the lockdown brought by two successive wave covid-19 pandemic. Moreover, the college authority takes other measures for development ICT infrastructure in the college. The following ICT tools are used inthe Institution: 1. Projectors- 10projectors are available in different classrooms/labs 2. Desktop and Laptops- Arranged at

Computer Lab and Faculty cabins all over the campus. 3. Printers- They are installed at Labs, and offices 4. Photocopier machines - Multifunction printers are available at all prominent places in the institute. There are four photostat machines available in campus. 5. Scanners- Multifunction printers are available at all prominent places. 6. Seminar Rooms & Conference room- One seminar halls are equipped with all digital facilities. 7. Smart Board- three smart board is installed in the campus. 8. Online Classes through Zoom, Google Meet, Microsoft Team, Google Classroom) 09. Digital Library resources etc.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	www.dudhnoicollege.ac.in

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

75

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

55

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

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

15

File Description	Documents
Any additional information	View File
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

810

File Description	Documents
Any additional information	View File
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.

For transparent and robust for internal assessment, the following mechanisms are conducted

1. Internal Examination Committee. 2. Question Paper Setting. 3. Conduct of Examination 4. Result display 5. Interaction with students regarding their internal assessment. The method of internal assessment helps the teachers to evaluate the students more appropriately. Due to internal assessment, the interest of the student towards learning and attending the classes has been also increased. It has created the interest among the students to take active participation in various co-curricular and extracurricular activities for their overall personality development. The seminar presentation improves the communication skills of the students which is very essential to face the interviews. In this way mechanism of internal assessment is transparent and robust.

File Description	Documents
Any additional information	View File
Link for additional information	www.dudhnoicollege.ac.in

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

1. Departmental Level: The continuous evaluation of students is carried out by faculty regarding theory lectures, labs, assignments, unit tests. The mid-term marks are allotted based on defined strategies and displayed on notice board. Query if any is discussed with faculty and HOD.

2. College Level: The Institute forms an examination committee for each semester with principal as officer-in-charge and two three assistant officer-in-charge for smooth conduction of examinations of Dudhnoi College. If students are facing any problems, they are solved by the institution Chief Examination Officer appointed by the university. The grievances during the conduction of online/theory examinations are considered and discussed in consultation with the principal and if necessary, forwarded to the university by examination section.

3.Redressal of grievances at University level: The queries related to results, corrections in mark sheets, other certificates issued by university are handled through a website

(www.guportal.in) after forwarding such quires through the college examination section. Students are allowed to apply for revaluation, recounting and challenged evaluation by paying necessary processing fee to university if they are not satisfied with the university evaluation.

File Description	Documents
Any additional information	View File
Link for additional information	www.dudhnoicollege.ac.in

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.

Since our institution is an affiliated to a parent university the main course of B.A, B.Com and B.SC is prepared by the university itself. The university prepares a well-articulated and elaborate syllabus for each of the programme where details about the course curriculum, its objectives and outcomes are mentioned clearly for the benefits of all the stakeholders. As far as the awareness about the course outcomes of the certificate courses offered by the institution is concerned, a meticulous study is made before launching the course and a brochure is prepared afterwards which is then approved by an Academic Committee after rigorous study. This brochure will contain the required information as well as the course outcomes of the certificate course.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	www.dudhnoicollege.ac.in
Upload COs for all courses (exemplars from Glossary)	View File

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

Though Dudhnoi College has to accept the course and curriculum defined by the Affiliated University, yet the outcomes of the programme and course is discussed minutely for the knowledge of the teachers and students so that students will be well aware

about the consequence of the course which they are pursuing. The implementation of CBCS system very recently increased the need for more discussion about the course and its outcomes for the students. The Academic Committee of the college initiates this discussion and provides answer if any query rises. The following ways are adopted for evaluation of outcome of programmes and courses of the students:

1. Sessional Examination

2. Class test

3. Assignment.

4. semester End examination

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	www.dudhnoicollege.ac.in

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

333

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

2.7 - Student Satisfaction Survey

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

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

RESEARCH, INNOVATIONS AND EXTENSION**3.1 - Resource Mobilization for Research****3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****NIL**

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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****00**

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
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**

06

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

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

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

08

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

11

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

The institute promotes regular engagement of faculty, students and staff with neighborhood community for their holistic development and sustained community development through various activities. Every Year, programme is organized under which students and staff participate voluntarily in community-based activities with neighborhood. The following extension activities are accomplished during this academic year.

1. palntation of sapling at Gabilpara billage--adopted village of Dudhnoi College.

2. Art and Essay competition at Gabilapara Village

3. . Developing eco-tourism in Gabilapara.

4.. Organising a health camp at Gabilpara.

5. Teaching at various scholos of nearby area.

File Description	Documents
Paste link for additional information	www.dudhnoicollege.ac.in
Upload any additional information	View File

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

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

0

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

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

06

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

172

File Description	Documents
Report of the event	View File
Any additional information	View File
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

08

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

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

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

00

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institution strongly felt the necessity of adequate numbers of classrooms for smooth and uninterrupted conduction of classes. Accordingly, the college authority consistently constructs new buildings and upgrade and renovate the existing one. At present, Dudhnoi College has 40 classrooms covering an area of 28190 square feet out of which 4 classrooms are bigger than 1500 square feet. In consistent with the need of classrooms, the college also felt the need of adequate numbers of laboratory facilities for imparting practical knowledge on the curriculum that they are pursuing. All the departments of Science streams have their own laboratory with good facilities and some of the departments from Arts streams like

Anthropology, Education and Anthropology have their own laboratories too. At present there are 23 rooms used for laboratories and related purpose covering an area of 11807 square feet, out of which there is one computer lab and one language lab. The institution also took step for digitalization and improvement of ICT in its campus. Accordingly, computers, LCD projectors and CCTV camera have been purchased and installed over the years. Presently, the college has 115 computers, 15 LCD projectors and 3 Smart Board in the classrooms and conference hall for teaching-learning and other related purpose.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	www.dudhnoicollege.ac.in

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Parallel to teaching-learning process, Dudhnoi College provides opportunities for the physical mental growth and well being of our students; and also offers platforms for expression and promotion of latent talent of the students. The following facilities are provided by the institution to the students: it has large field which accommodates one cricket and football field apart from a Basketball court. It must be mentioned here that Assam Cricket Association has reached out an agreement with the college authority through a MoU for up gradation of the college field. It is expected that, this step would surely enhance the quality of cricket at Dudhnoi and its neighboring area. Moreover, Dudhnoi College has a well built and spacious Indoor Stadium with two well-furnished and maintained badminton courts which serve the need of the students very effectively. The indoor stadium also housed facilities like carom and chess.

The college has also a gymnasium of modest quality and is awaiting upgradation. It is accommodated with instruments like tread mill, Smith Machine, Dumb-bell, Resistance Band, Skipping Rope and Flex Bike. For cultural activities, the college has Cultural Cell, Art Gallery, Music Gallery and different musical instruments like Harmonium, Tabla, Flutes etc. though the need for a well-furnished and modern auditorium is always felt by its stakeholders.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	www.dudhnoicollege.ac.in

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

13

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

13

File Description	Documents
Upload any additional information	View File
Paste link for additional information	www.dudhnoicollege.ac.in
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)

10400531.00

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The Dudhnoi College Library is a focal point of all students and faculty members of Dudhnoi College. There are more than 20,000 volumes of print books covering all the subjects in science, arts and commerce discipline. Apart from the normal curriculum books the college library has a good collection of general books like novel, story, essays, biography, encyclopaedias and many reference books. In addition to this, the college library has subscribed to N-List where more than 199500 books and above 6000 journals are freely available for both students and faculty members. The college library also initiated a process for giving individual membership to the students and faculty members to NDL (National Digital Library).

Name of ILMS Software: koha

Nature of automation: Partially

Year of automation: 2016

Version: 20.05 Year of automation:

File Description: Link to WebOPAC (koha): <http://dudhnoicollege-opac.kohacloud.org/>

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	www.dudhnoicollege.digitallibrary.co.in

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

B. Any 3 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

304865.00

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

85

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

Dudhnoi College believes in constant upgradation of its tools and resource to keep pace with the changing environment. Therefore, it shifts its interest from traditional mood to ICT based model of teaching and learning. As a result, presently, Dudhnoi College has 15LCD projectors, 3 Smart Board,

115 computers, 6 Laptops and 76 CCTV cameras, which facilitates greatly in this process. Moreover, the teaching-learning process is oriented towards accessing online resources, because there are lots of e-content available for free for the benefit of the students. For this, students are trained to use different online platforms and use of ICT for academic purpose. With this emphasis on upgradation of IT facilities, the institution also insists on providing good internet connectivity to the college library, administrative building, IQAC office, computer lab with LAN and Wi-Fi. There are more than 15 BSNL fiber Wi-Fi adaptor placed in different strategically important place on the college campus for convenience of the students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	www.dudhnoicollege.ac.in

4.3.2 - Number of Computers

121

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

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**2754718.00**

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

It is equally important that the institution has a well-built mechanism for maintenance of various physical infrastructure and its facilities to keep the existing facilities useable for students and teachers. For this, the college has appointed 30 persons in contractual basis as office and laboratories bearer for safe keeping of it. Moreover, different committees and cell have been formed to monitor these facilities. The institution also spends sufficient amounts of funds for renovation of such property. As far as the utilization of the facilities of the college is concerned, a disciplined, transparent and student friendly approach is used. Library facilities can be availed by students with ease through the digital library platforms as well as by visiting the place in person. A register is maintained strictly to register the entry and exit of the students; and every student is issued with a library card against which 2 books issued at a time for a period of 15 days initially which can be renewed later to for more days. The sport complex, classrooms and computer laboratories are always kept clean and hygienic along with constant up gradation.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	www.dudhnoicollege.ac.in

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	
1399	
File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File
5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year	
5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year	
0	
File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File
5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and	C. 2 of the above

hygiene) ICT/computing skills	
File Description	Documents
Link to institutional website	www.dudhnoicollege.ac.in
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
106	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
106	
File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File
5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

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

34

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

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

42

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

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

government examinations) during the year

11

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

5.3 - Student Participation and Activities

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

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

04

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Dudhnoi College believes in fair representation and engagement of students in various administrative and other activities in compliance with the norms for making the whole teaching-learning process more student centric and student friendly. Accordingly, the college has a union of students called "Dudhnoi College Students' Union" (DCSU) formed through a fair election process to raise the concern of the students to the college authority. This union is an important student body participant in different activities of the college. The college students' magazine, Freshers' Social, College Week are planned

and performed by them with the support of the teachers. Moreover, College has different committees in which they participate actively. As for instance, Anti-Ragging committee, Anti-Sexual committees and Carrier counseling Cell etc. have fair representation and involvements of the students through which they play an influential role. The Alumni Association also offers needful suggestions and advice for the benefits of the students presently studying in the college.

File Description	Documents
Paste link for additional information	www.dudhnoicollege.ac.in
Upload any additional information	View File

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

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

05

File Description	Documents
Report of the event	View File
Upload any additional information	View File
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

Dudhnoi College has an Alumni Association which is registered to Cooperatives Societies, Assam through registration No G-04/2022-23 dated 03-09-2022. This association contributes significantly to the development of the college with their suggestion and support. In any events organized in the college, the alumni always render their service with their presence.

During public meeting, they offer us constructive criticism for betterment of teaching-learning environment of the college. During departmental interactive programme among the students, they offer needful and practical suggestions to our students.

File Description	Documents
Paste link for additional information	www.dudhnoicollege.ac.in
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs) **E. <1Lakhs**

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Dudhnoi College came into existence with a holistic vision to disseminate the knowledge of higher education among the needy section of the society and to become a frontrunner in teaching, learning and research, so that the fullest potential of the students may develop enabling them to compete with modern day challenges and opportunities, along with the quality of leadership that may inspire them to work for the advancement of the society and nation. Presently, there are more than two thousand students studying in different semesters among which large sections come from economically backward and socio-politically disadvantaged section of the society; for whom taking education in different places away from home is not viable from economic point of view. As per the government rules, students are given free admission to admission if s/he belongs to below poverty category; ninety percent of students use this opportunities to enroll in this institution. The institution also takes as its priorities to introduce value and skill development courses to bring ease to their life after graduation. Similarly, development and promotion of the culture of the people is rendered through different activities of the college and through support from different literary societies.

Moreover, it is ensured that students are not deprived from the avenues to develop their personalities through participative and collaborative learning. Therefore, students are encouraged to engage in debates and discussion on topics that has wide implication in the life of students.

File Description	Documents
Paste link for additional information	www.dudhnoicollege.ac.in
Upload any additional information	View File

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

For sustaining a healthy academic environment in a college, the decentralization power and participative management is necessary. This college believes in it and initiates following steps to that effect

1. Decentralisation: There are at least 28 committees that share and transfer the powers and activities from the centre. Admission Committee, Routine Committee, Academic Committee, Infrastructure Development Committee not only execute different decisions 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 7 centres, cells and societies in this college which are monitored and supervised by teachers.

2. Involvement of student council: The council keeps strict vigilance on the discipline and sincerity of the students and helps the college authority in this regard. 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 i.e. College Week, Freshers' Social, Saraswati Puja etc. which witness active and joyful participation of students.

File Description	Documents
Paste link for additional information	www.dudhnoicollege.ac.in
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution prepares an annual plan with the help of IQAC at the beginning of each academic year. It also ensures proper implementation of such plan through a well-crafted action plan. Accordingly, the departments and various committees execute these planned activities through a pre-defined schedule; and at the end of the academic year each of the committees and department has to submit its report of performance to the principal. Some of the significant strategies adopted by the institution for effective deployment are:

1. Departmental emphasis on innovative teaching, learning methods such as seminars, group discussions for students.
2. IQAC initiative in organization of popular talk and speech.
3. Social programmes and extension activities through NSS unit etc.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	www.dudhnoicollege.ac.in
Upload any additional information	View File

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.

The institutional bodies are formed in accordance to the existing rules of the Govt of Assam or rules laid down in the handbook for employees and students. The apex body of the institution-Governing Body-- is formed according to "The Assam Non-Government College Management Rules, 2001" and discharged its duty accordingly. The office of the principal-its appointment, its power and duties are determined by "The Assam College Employees (Provincialization) Rules 2010". Formation of IQAC and its function in the institution is determined by rules set by NAAC. Similarly, all other committees and bodies follow same procedure for transparency and reliability. The formation of Union of the students is guided by the constitution of

students which is updated time to time with latest notification issued by Gauhati University and Directorate of Higher Education. As far as, appointment of teachers and their service is concerned, it is accomplished, monitored and controlled by the rules of Govt. of Assam and approval from director of higher education.

File Description	Documents
Paste link for additional information	www.dudhnoicollege.ac.in
Link to Organogram of the Institution webpage	www.dudhnoicollege.ac.in
Upload any additional information	View File

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

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Dudhnoi College has a series of welfare measures for its teaching and non-teaching staff. The important measures are mentioned below:

1. Teachers and Employees Welfare Society: it is a society founded by the collected efforts of both teachers and office staff and nourished by a monthly contribution of Rs.1500. this society serves the emergency and long-term need of the employees through a disciplined and transparent procedure.

2. Distressed Fund: the institution has a distressed fund created through generous contribution of its employees to help its own employees as well as students to meet up the accidental crisis.

3. Dudhnoi College Teachers' Association: as an association of the college teachers, it raises and discusses the concern of the teachers and initiate measures for mitigation.

4. Non-teaching Employees Association: This association was formed to cater to the needs of the non-teaching staff and ever since its inception it has been doing this service.

5. Others: the college has hostel warden quarters, principal's quarter, a canteen with good amenities.

File Description	Documents
Paste link for additional information	www.dudhnoicollege.ac.in
Upload any additional information	View File

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

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

0

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

01

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

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

08

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
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

The process of appraisal comprises of three parts:

A. Self-appraisal format to be filled by every faculty

B. Appraisal by Principal: This would also involve a review of the self-appraisal documents submitted by the faculty.

C. Student Appraisal of teachers

The self-appraisal format developed has both quantitative (rating scale) and qualitative (descriptive) sections. The self-appraisal format encompasses the following domains of skills

2. Self-reflections on abilities, strengths and areas of improvement- all descriptive items

3. Professional Skills and Duties: This section has 14 criteria to be rated on a scale of 4 and 1 item which is descriptive in nature. (total score: maximum 56; minimum 14)

4. Personal Competencies and Abilities: This section has 4 items to be rated on a scale of 4 and 1 item which is descriptive in nature. (total score: maximum 16; minimum 4)

5. others (abilities): Max. point 3.

The rating scale ranges from 1 to 4 as follows

- 1 is needs improvement
- 2 is fair
- 3 is very good
- 4 is outstanding

The maximum score a teacher can arrive at is 75.

A similar approach is used to evaluate non-teaching staff of the college.

File Description	Documents
Paste link for additional information	www.dudhnoicollege.ac.in
Upload any additional information	View File

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

Reliability and dependability of any institution depends on its clarity in monetary transaction. Hence, it requires careful planning before spending money and also an account of utilization of the same. HEI like Dudhnoi College receives and handles funds of lakhs every year, which is also spent simultaneously for continuous development of infrastructure and other academic activities. As such, it requires close account of transaction details. This has been done through internal and external audit every year. The principal of the college with due approval from Governing Body appoints a reputed chartered Accountant for audit of the expenditure of the college internally. Parallel to this audit, the institution also requests Director of Audit, Govt of Assam to audit its transaction every year. Accordingly, Assistant Director of Audit(local fund) has been auditing the transaction details every year.

File Description	Documents
Paste link for additional information	www.dudhnoicollege.ac.in
Upload any additional information	View File

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

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

0

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

As an HEI, Dudhnoi College believes in best utilization of funds for maximum benefits of the students and the communities. For it, the institution plans all the activities to be accomplished or infrastructure to be built in the beginning of every academic year. After which, a detail road map is prepared with the help of experts, which is then implemented and executed carefully. The Internal Quality Assurance Cell, Governing Body, Construction Committee and Students' Union actively participate in this process. With their help, the college authority goes for the fairest way to purchase properties (furniture, books, laboratory equipment's) through bid advertised in news papers. The lowest bidder gets the opportunity to supply this material. However, the quality of the purchased material is never compromised in any situation. As far as the construction and renovation of the building is concerned, the college authority always abides by the government rules for construction and is constantly monitored by the Construction Committee. Upon completion of any such project, a detail expenditure report is prepared for verification and authentication by the Internal Audit and External Audit committee later.

File Description	Documents
Paste link for additional information	www.dudhnoicollege.ac.in
Upload any additional information	View File

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

Internal quality Assurance Cell prepares the overall plan and strategies along with a roadmap to be adopted by the institution in an academic year. At the beginning of each academic year, IQAC prepares a detail academic calendar based on the general academic calendar and the holiday list published by the university to which Dudhnoi College is affiliated. Secondly, a common class routine is prepared keeping in mind the necessity of practical and theoretical classes for the students. Keeping the quality parameters in focus, IQAC, then, prepares some work plans to be executed departmentally. Students mentoring, programmes for advanced and slow learners, students' seminars and workshop are accomplished by departmental initiatives. IQAC also plans certain activities on its own to be performed centrally with an eye to giving the maximum benefits and exposure to students as well as to teachers. These include plan and preparation for value based certificate course, skill development course for students; and Faculty Development Programme(FDP) and webinar and workshop for teachers.

File Description	Documents
Paste link for additional information	www.dudhnoicollege.ac.in
Upload any additional information	View File

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

Under the supervision of IQAC, the departments of the institution review its learning process, structures and methodologies of operations after the Sessional examination and semester end. As soon as the evaluation process of the sessional test is completed, the HoD and other teachers of each department discuss the performance of the students; and then prepare certain activities according to therequirements. Remedial classes and seminars are subsequently held in the department. Similarly, at the end of each semester, based on the performance of the students in the examination, the department starts tutorial classes and mentoring to help them. Moreover, the college organizes popular talk on subjects relevant to students' knowledge and career time to time. However, all these steps are informally completed.

File Description	Documents
Paste link for additional information	www.dudhnoicollege.ac.in
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	www.dudhnoicollege.ac.in
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

1. Dudhnoi College is affiliated to Gauhati University and adheres to the curriculum prepared by the expert body. The UG syllabus committees of most of the discipline of Gauhati University are concerned about the inclusion of the issue of gender in the curriculum. The disciplines like Education, Political Science, History, English, Assamese have special papers to address women's issues.

2. Special committee and cell for women were being formed in

order to ensure women empowerment and security among both girl students and women faculty members. Women Study Centre and Women Cell carry out different awareness and training programme on gender sensitization issues.

3. Anti Sexual Harassment Committee is formed and any victim students and faculty can file complain against any kind of sexual exploitation. The victim can register complain through mobile message, through website or can drop complain letter in grievance redressal box. 4. The institute provides CCTV surveillance throughout the campus for the safety and security purpose.

5. The institution has facilities like girls' common room, separate toilet facilities for women faculty members, day care centre for youngchildren for working mothers etc.

File Description	Documents
Annual gender sensitization action plan	www.dudhnoicollege.ac.in
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	www.dudhnoicollege.ac.in

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

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

1. For solid management of degradable waste the college has provision of garbage pit. Most of the waste collected is biodegradable. The minimal amount of non biodegradable is mostly burnt in pits. The biodegradable portion too is dumped in pits for decomposition over time.
2. The college has well drainage system within the campus for all liquid waste management in an eco friendly manner. Dustbins are available within the campus for all dry and wet dirt.
3. All the chemical waste from science laboratory like chemistry, botany and zoology department is drained into soakage pits through systematic drainage system. The pit is well covered with proper system in order to ensure zero percent leakage of any waste.
4. The defunct electronic devices like computer, CCTV, printer, projector, light bulb, fan etc are stored in one room are given to vendors for recycling.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	www.dudhnoicollege.ac.in
Any other relevant information	View File

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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1.Restricted entry of automobiles 2.Use of Bicycles/ Battery powered vehicles 3.Pedestrian Friendly pathways 4.Ban on use of Plastic 5.landscaping with trees and plants	A. Any 4 or All of the above										
<table> <tr> <th data-bbox="92 566 531 633">File Description</th><th data-bbox="531 566 1396 633">Documents</th></tr> <tr> <td data-bbox="92 633 531 734">Geo tagged photos / videos of the facilities</td><td data-bbox="531 633 1396 734">View File</td></tr> <tr> <td data-bbox="92 734 531 801">Any other relevant documents</td><td data-bbox="531 734 1396 801">View File</td></tr> </table>	File Description	Documents	Geo tagged photos / videos of the facilities	View File	Any other relevant documents	View File					
File Description	Documents										
Geo tagged photos / videos of the facilities	View File										
Any other relevant documents	View File										
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	B. Any 3 of the above										
<table> <tr> <th data-bbox="92 1261 531 1328">File Description</th><th data-bbox="531 1261 1396 1328">Documents</th></tr> <tr> <td data-bbox="92 1328 531 1462">Reports on environment and energy audits submitted by the auditing agency</td><td data-bbox="531 1328 1396 1462">View File</td></tr> <tr> <td data-bbox="92 1462 531 1563">Certification by the auditing agency</td><td data-bbox="531 1462 1396 1563">View File</td></tr> <tr> <td data-bbox="92 1563 531 1664">Certificates of the awards received</td><td data-bbox="531 1563 1396 1664">No File Uploaded</td></tr> <tr> <td data-bbox="92 1664 531 1731">Any other relevant information</td><td data-bbox="531 1664 1396 1731">View File</td></tr> </table>	File Description	Documents	Reports on environment and energy audits submitted by the auditing agency	View File	Certification by the auditing agency	View File	Certificates of the awards received	No File Uploaded	Any other relevant information	View File	
File Description	Documents										
Reports on environment and energy audits submitted by the auditing agency	View File										
Certification by the auditing agency	View File										
Certificates of the awards received	No File Uploaded										
Any other relevant information	View File										
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	C. Any 2 of the above										

persons with disabilities (Divyangjan)
 accessible website, screen-reading software,
 mechanized equipment 5. Provision for
 enquiry and information : Human
 assistance, reader, scribe, soft copies of
 reading material, screen reading

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

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).

Dudhnoi college is situated in an area having different religious, ethnic, linguistic and cultural diversities. The vision and mission of the college has been holistic development of the students and hence the institution maintains equality and uniformities among all the students. It provides inclusive environment for everyone without any discrimination on cultural, religious, linguistic, communal, social and economic grounds. Uniform dress code and equal code of conduct is maintained for all students. Different sports and cultural activities and competitions are arranged and organized among the students community to create social harmony and tolerance among them. Celebration and observation of International Mother Language Day, World Literacy Day, Swahid Diwas, Bhupen Hazarika Diwas, Rabha Diwas create awareness about the rich cultural heritage of the region and inculcate collaborative work environment. Likewise, celebration of Human Rights Day, Constitution Day, Independence Day, Republic Day etc promotes tolerance and harmony among the students.

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

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

Dudhnoi College undertakes various efforts to sensitize its students and employees to the constitutional values, rights, duties and responsibilities as good citizen of the country. At the commencement of each session the principal delivers speech on to the new batch of students to make them aware about the ethical and moral values of the institution. Orientation programme is also arranged from central library to make the students as well as employees know about different kind of disciplines and moral duties towards the institution. The celebration of Independence Day and Republic Day inspires the college community to know more about our constitution, the national freedom fighters and to respect the symbols of national unity like national flag and national anthem. The institution also maintains some code of conducts for students and employees that are being displayed in website as well as in college campus. It develops the sense of social responsibility, good citizenry and cooperation on the one hand and inculcates self control and truthfulness in their personality on the other. Another regularly conducted activities are Anti-Terrorism Day Oath Taking, Celebration of National Voters' Day, Celebration of World Environment Day, Celebration of World Philosophy Day, Cleanliness Drive by NSS Unit in college campus as well as nearby places, formation of AntiRagging Committee, etc.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

7.1.10 - The Institution has a prescribed code of conduct for students, teachers,

B. Any 3 of the above

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

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

Dudhnoi College celebrates different national and international commemorative days, events and festivals in order to inculcate communal harmony, tolerance, inclusiveness and mutual respect for each other among teachers and students. The institution celebrates national events like Independence Day, Republic Day, Constitution Day, Gandhi Jayanti, Teachers' Day etc with great enthusiasm to inculcate the feeling of nationalism and patriotism as well as to pay homage to our great leaders. The following activities were organised and celebrated with full participation of teachers and students for the year 2021-22.

1. Speech competition among students on the occasion of World Philosophy Day, 2022.
2. Celebration of birth anniversary Of Dr. Bhupen Hazarika
3. A Lecture on Psycho-physical health and Yoga
4. Celebration of International Yoga Day.

5. Celebration of Mother Language Day**6. Celebration of Voters' Day.**

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

7.2 - Best Practices

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

1. Title of the Practice: Revenue generation through Som (persea bombycina) Plantation and Rearing of Muga Silkworm

. Started under a government scheme Golden Thread, the plantation started in the year 2000. for the benefits of som rearers throughout the state. This practice provides monetary benefits to the institution. The first two consecutive years of muga silkworm rearing in the plantation has garnered upto Rs. 5000/- as profit in 2005 and 2006. After the recent revival of muga silkworm rearing in the garden there was again an additional surplus of Rs. 5000/- (five thousand rupees only) which was handed to the college authority by the traditional rearers from Dhemaji District of Assam.

2. Title of the Practice: Pisci-culture and outsourcing of funds as Financial Assistance to Department of Commerce, Dudhnoi College.

The Dudhnoi College campus has been strategically located with a natural pond which provides opportunity to rear fish to earn revenue. Taking this opportunity, Dudhnoi College has been able to earn Rs. 50000 annually and this income has been used for institutional academic and infrastructural development activities. The commerce stream, a self-financed course of the college, has been benefitted from this practice.

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

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

Dudhnoi College is one of the greenest campuses of Assam. The lush green campus has helped in bringing environmental awareness among the students and community alike. With the aim to promote 'green environment' in alignment with SDGs, the Dudhnoi College in recent years has created awareness for conservation and sustained utility of nature and its resources. The following are the ways through which this environmental education has been imparted to students and the people of the vicinity:

1. By reaching out to the marginal class through extension and outreach activity. i.e collective planting of saplings, awareness building on conservation of forest etc.
2. By developing skills through inclusive education relating to sustainable means of livelihood (banana plantation, muga silk worm cultivation, pisci-culture, mushroom cultivation, vermicompost, green technology and innovations, etc)
3. By enriching curriculum through inclusion of various students centric programme on 'Green Campus' .

The performance of the institution in this field brought desired effect. It has made the college campus more greener and pollution free; and at the same time taught people of the vicinity to conserve nature.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

Plan of Action by IQAC for 2022-23

1. To form Institutional Innovation Council (IIC) at Dudhnoi College; and support innovative talent of Dudhnoi College.
2. To register Dudhnoi College for the participation in NIRF (National Institute Ranking Framework)
3. To organise a series of lecture and popular talks on various pertinent topics.
4. To organise a Faculty Development Programme in association with E&ICT Academy, IIT Guwahati.
5. To introduce new certificate courses on ---add on and vocational course
6. To organise a national seminar on interdisciplinary subject.