YEARLY STATUS REPORT - 2020-2021

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.	**03663282531**	
• Alternate phone No.	**7002255998**	
• Mobile	**9435313586**	
• 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)	http://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:	

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	**04**	

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

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

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**
• If yes, mention the amount	

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

1. IQAC with the help college authority ensures a safe college campus ---sanitized the college campus, maintained physical distance and controlled the traffic of students through a carefully prepared class routine.

2. Developing a user-friendly mechanism for conduction of online classes to meet up the challenges emerged due to post-lockdown situation of the 1st wave of Covid-19 pandemic as well as to face another impending lockdown.

3. Launching of a certificate course namely Certificate Program in Banking, Finance and Insurance" in collaboration with Bajaj Finserv.

4. Starting of Student orientation programme to facilitate them with sufficient knowledge about the CBCS. This process was completed on the initiative of individual department.

5. Some of the tasks undertaken by IQAC could not be completed due to the coming of second wave of Covid pandemic from the month of May 2021 and subsequent lockdown. These activities were left to be completed in the next academic year.

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
Developing a user-friendly mechanism for online classes to face the impending challenges of covid-19 lockdown	A system developed through college website where smoothly virtual classes were conducted; which could be monitored and recorded.
Development of ICT infrastructure on the college Campus	Computers and internet connections were significantly enhanced for the convenience of the users
Preparation of avenues for smooth and safe accomplishment of offline classes after the prolong lockdown.	Special effort i.e physical distance, wearing mask, using hand sanitizer and limited number of students within college campus, are made for a safe environment.
Launching of a certificate course on banking and finance	A Certificate course namely " Certificate Program in Banking, Finance and Insurance" has been successfully organised
Preparation of SSR for 3rd cycle of Assessment and Accreditation.	The teaching and non-teaching staff have sensitized about this process.
Planning to organise a Faculty Development Programme	Could not be organised due to 2nd wave of Covid-19 and its affect on Dudhnoi college; but significant progress made to organise it in 2021-22 academic year in association with E&ICT Academy, IIT Guwahati
A Series of workshop, popular talk on different pertinent issues	Could not be completed due to 2nd wave of covid-19; but planned to be executed in the next academic session.

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

Year	Date of Submission
2019	30/09/2019

15.Multidisciplinary / interdisciplinary

16.Academic bank of credits (ABC):

17.Skill development:

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

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

20.Distance education/online education:

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   1613

Number of students during the year

File Description	Documents
Data Template	View File

2.2   **596**

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   **482**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1   **51**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2   **52**

Number of Sanctioned posts during the year

Extended Profile	
1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	**17**

File Description	Documents
Data Template	<u>View File</u>

2.Student	
2.1 Number of students during the year	**1613**

File Description	Documents
Data Template	<u>View File</u>

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**596**

File Description	Documents
Data Template	<u>View File</u>

2.3 Number of outgoing/ final year students during the year	**482**

File Description	Documents
Data Template	<u>View File</u>

3.Academic	
3.1 Number of full time teachers during the year	**51**

File Description	Documents
Data Template	<u>View File</u>

3.2 Number of Sanctioned posts during the year	**52**

File Description	Documents
Data Template	

4.Institution

4.1 Total number of Classrooms and Seminar halls	**38**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**Rs. 12129082**
4.3 Total number of computers on campus for academic purposes	**113**

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	http://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	http://dudhnoicollege.ac.in/iqac.php

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)

`01`

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

`50`

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

`50`

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 choice-based 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

200

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	D. Any 1 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows	C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://dudhnoicollege.ac.in/iqac.php

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

768

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

680

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	http://dudhnoicollege.ac.in/notice.php
Upload any additional information	View File

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

Number of Students	Number of Teachers
1613	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 teaching methodology which focuses on imparting education through a student centric approach. 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.

Apart from these, many courses of BA and B.Sc have field study and practical or project work which allows students opportunities to get experiential learning.

Discussions and debates on contemporary issues are encouraged so that students can reflect and analyse by eliciting responses to the subject under discussion. Ability Enhancement, Generic and

Skill Enhancement courses are offered to provide and prepare students for life. NSS Cell and NCC sub-unit have been set-up for the students to participate, integrate and learn.

Student representation in administration is an important initiative taken by the University. Representatives of students serve as members on committees like Internal Complaints Committee, Grievance Cell in order to involve them in the decision-making process and maintain transparency apart from inculcating a sense of responsibility in them.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	http://dudhnoicollege.ac.in/iqac.php

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 by the Institute:

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

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://dudhnoicollege.ac.in/online/discussion_view.php

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

2.3.3.1 - Number of mentors

80

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

51

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

17

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

850

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 extra-curricular 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	http://dudhnoicollege.digitallibrary.co.in/handle/123456789/5

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.

1. **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.

1. **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	http://dudhnoicollege.ac.in/committee.php

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	**Nil**
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 vey 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.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	**Nil**

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

256

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

2.7 - Student Satisfaction Survey

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

https://www.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)

0

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

0

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	http://dudhnoicollege.ac.in/index.php

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

year

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

0

File Description	Documents
Report of the event	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

06

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

07

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. Financial help to the neibhouring poor people during the covid-19 Lockdown.
2. Volunteers of Dudhnoi College organized a hand washing awareness camp at Bakaitari High School on 9 October, 2021
3. The NSS Unit of Dudhnoi College took part in a cleanliness drive from Dudhnoi Chariali traffic point to College gate.
4. Volunteers conducted a survey among 100 households as a part of awareness on Global Handwashing and ODF program and awareness on Covid-19.

Exposure to extension and outreach activities sensitize the students towards social issues and also to legal and social remedies for matters like domestic violence, dowry, child abuse etc.

The activities conducted lead imbibing the values of social responsibility such as:

1.helping people in need and distress

2. To promote cleanliness in all span of life and common places,

3.To acquire social values and a deep interest in environmental related issues.

File Description	Documents
Paste link for additional information	http://dudhnoicollege.ac.in/index.php
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

02

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

37

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

03

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

01

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 various 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	http://dudhnoicollege.ac.in/facilities.php

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:

As far as the sports facilities of Dudhnoi College are concerned, it has large field which accommodates one cricket and football field apart from a Basketball court. It must me 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. As yet the gymnasium 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	http://dudhnoicollege.ac.in/facilities.php

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

05

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

05

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR

in Lakhs)

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

121

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	[http://dudhnoicollege-opac.kohacloud.org/]()

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)

5

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

30

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 10 LCD projectors, 3 Smart Board, 113 computers 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	http://dudhnoicollege.digitallibrary.co.in/

4.3.2 - Number of Computers

113

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

4.3.3 - Bandwidth of internet connection in the Institution	C.10 - 30MBPS

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)

20

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 approached 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	http://dudhnoicollege-opac.kohacloud.org/

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

904

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 hygiene) ICT/computing skills	**D. 1 of the above**

File Description	Documents
Link to institutional website	http://dudhnoicollege.ac.in/iqac.php
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

0

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

0

File Description	Documents
Any additional information	View File
Number of students benefited 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

11

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

18

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

18

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	http://dudhnoicollege.ac.in/s_union.php
Upload any additional information	**No File Uploaded**

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution

participated during the year (organized by the institution/other institutions)

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

01

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 institutionally registered Alumni Association. 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	http://dudhnoicollege.ac.in/alumni.php
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	http://dudhnoicollege.ac.in/governing.php
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 steps to that effect. The following two are prominent in this regard:

1. Administrative responsibilities distributed among faculty members and non-teaching staff. There are at least 28 committees that shares and transfers the powers and activities from the centre. In this regard mention must be made about Admission Committee, Routine Committee, Academic Committee, Infrastructure Development Committee etc. These empowered committees not only execute different decision successfully, but also offer suggestions and advice in time to time. Most of the decisions are taken and implemented in a democratic manner. Apart from these empowered bodies, there are at least 7 centres, cells and societies in this college which are monitored and supervised teachers.

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

File Description	Documents
Paste link for additional information	http://dudhnoicollege.ac.in/committee.php
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	<u>View File</u>
Paste link for additional information	**Nil**
Upload any additional information	<u>View File</u>

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	http://dudhnoicollege.ac.in/governing.php
Link to Organogram of the Institution webpage	**Nil**
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	http://dudhnoicollege.ac.in/facilities.php
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

0

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

17

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

Dudhnoi College does not have a well-defined and clear Appraisal system for the teaching and non-teaching staffs as yet, but is planning to implement one very soon. Based on the analysis of the feedback of the students and the performance of the students in

different test and examination, the principal of college appraises each of the department in a general meeting of the teachers. The role of department in advancement of students' knowledge and career is analyzed and scopes for future development is brought forward. Similarly, contribution of each of the teachers towards research and innovation is discussed and encouraged to go on for more intellectual exercise.

Non-teaching staffs also undergo an informal appraisal system based on their efficiency on using ICT and discharge of duties. Though informal in nature, the appraisal system adopted by our college has desired effect and helps in improving qualities and a work culture in its campus.

File Description	Documents
Paste link for additional information	Nil
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	http://dudhnoicollege.ac.in/rusa.php
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 Quailty 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	http://dudhnoicollege.ac.in/construction_cell.php
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	http://dudhnoicollege.ac.in/iqac.php
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 the 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	http://dudhnoicollege.ac.in/iqac.php
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	http://dudhnoicollege.ac.in/index.php
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 Univrersity 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 yough children for working mothers etc.
6. Dudhnoi College has Ranger unit for the girl students with the objective to develop their physical, intellectual, social and spiritual potentialities as an individual as well as responsible citizens of the country.

File Description	Documents
Annual gender sensitization action plan	http://dudhnoicollege.ac.in/internel_complaints.php
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	http://dudhnoicollege.ac.in/facilities.php

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy	B. Any 3 of the above

Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	

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	http://www.dudhnoicollege.ac.in/
Any other relevant information	[View File](#)

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting	B. Any 3 of the above

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: 1. **Restricted entry of automobiles** 2. **Use of Bicycles/ Battery powered vehicles** 3. **Pedestrian Friendly pathways** 4. **Ban on use of Plastic** 5. **landscaping with trees and plants**	**A. Any 4 or All of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Any other relevant documents	[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	**D. Any 1 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	View File
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 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	C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
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 Anti-Ragging 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, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	**B. Any 3 of the above**

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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. This year on 21st June, the teachers and students of the college celebrate annual Yoga Day through virtual mode because of lockdown period declared by state government. In order to create awareness about rights and duties, we celebrate International Human Rights Day, International Women's Day, World Environment Day. International Human Rights Day was celebrated by the department of Political Science on 10th December, 2020 and a number of students presented paper on the importance of human rights. On the occasion of International Women's Day, the Women Cell of teaching unit organised an interactive session on 8th March, 2021 with girl students of the college and few faculty members delivered speech on the importance of education for women empowerment. Because of Covid-19 pandemic, the teacher and students celebrated the World Environment Day on 5th June, 2021 by making plantation in their home and in neighbouring area. The World Philosophy Day is also celebrated on 3rd Thursday of November, 2020.

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	[View File](#)

7.2 - Best Practices

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

Title of the Practice: Developing a Centralised Online Teaching Mechanism for Uninterrupted Teaching-Learning

Goal:

- To provide students ceaseless teaching-learning experience in an unexpected situation particularly in lockdown period of Covid -19 Global Crisis.
- To transform traditional classroom centric teaching into a blended form of teaching

- To use ICT for effective use of E-resources for the academic benefits of the students

The Context:

At a time, when the importance of ICT in classroom delivery is increasingly felt by each of the students, the emergence of Covid-19 global crisis and its subsequent complete lockdown reiterated that need even more strongly. As a response to the changing teaching-learning scenario and also to address the challenges brought by the epidemic, Dudhnoi College had developed a mechanism for successful delivery of teaching-learning. In this user friendly mechanism, website of Dudhnoi College(www.dudhnoicollege.ac.in) offers each of the teachers with separate staff log-in ID and password, with the help of which a teacher can take attendance of the students, distribute class notes(text, pdf and video) and take virtual classes on google meet through a link attached to it. It is mention worthy that, the classes are conducted and scheduled accordingly a common college routine distributed by the office of the principal.

Like the teachers' log-in ID, each of the students are provided with secured ID and password through which they canter into the "Online Education" Tab provided in the website and can have access to online resources provided by their respective teachers and attend the classes. Significantly, all these activities can be monitored and controlled by a central authority and the data is automatically recorded for future usage. This transparent and user-friendly approach had been of immense use during the lockdown periods in imparting continuous education.

The Practice:

- The college develops the website to accommodate this mechanism through a tab "Online Education"
- Each of the teachers were provided staff log-in and password by the college authority.
- Students were also provided the same by the college authority.
- Teachers were given a brief training about the procedure and functionalities of the mechanism.
- Each of the department, then, trained the students about the process of working of this new blended mood of working through zoom and google meetings.

- Teachers schedule their classes according to a common routine in order to avoid clashing of classes.

Evidence of success:

The following successes are evident in the college:

- it successfully overcame the challenges brought by covid-19 crisis in completing the syllabus.
- it enables the students to get uninterrupted learning without creating a vacuum of knowledge due to complete closure of off-line class mood.
- it helped students to sit in the online examination held at the end of semester.

Problems Encountered and Resources Required:

While implementing it the following problems were encountered.

a) The mood of teaching is costly—it requires at least a smart phone for each of the students. Most of the students come from poor economic background, for which buying one is beyond their ability.

b) As a result, some of the students might be deprived from the teaching-learning process.

c) Due to internet issue, sometimes the classes could not be completed as expected.

d) The teacher-student interaction is not up to our expectation.

Future Plans:

The following plans can be implemented for better result of this mechanism in future:

a) Motivate students about the effectiveness of this blended mood of teaching

b) To use this mood for bringing flexibility to the complete teaching-learning process.

c) To attract our students to use of ICT and about the usefulness of E-resources

Title of the Practice: Free Coaching Programme for Competitive Examinations

Objectives:

a) To provide proper guidance to the students so that they can utilise their time to prepare themselves for competitive examinations covering different subjects.

b) To expand and enrich knowledge base of students

c) To help the students to prove their skills and knowledge

d) To help the students to set their goals of life and to work towards its fulfilment.

e) To make students aware about different career opportunities.

The Context:

Rural area like Dudhnoi is lagging behind in inheriting competitive atmosphere for which youth find it difficult to cope up with the smart world outside. This free coaching programme encourages more young people of the locality to come forward and get involved in competition, thereby, ending the cocooned life style in which, they are contained.

The Practice:

The Programme has been designed to benefit the students in getting jobs through SSC examination, Assam Police Entrance Test, State and Central Teachers' Eligibility Test etc. For successful execution of the plan, a committee is made under Mr. Mridul Dutta, assistant professor, in the department of Mathematics as coordinator of the programme. Under his observation, a detail plan is prepared – a class routine and an elaborate course curriculum covering most of the important aspect of the targeted examination and test. Accordingly, classes were held after 2.30 PM-- three days in a week.

Before this, registration of the students to this course is done through offline by filling up a form which requires all the important information of the students.

Evidence of Success:

The course has been able to attract lots of students. It has already created an invigorating aurora among the aspiring students. Hopefully, these trained students will be able to compete with any other students in a test of that standard and will secure jobs in near future.

Problems Encountered and Resources Required:

Students are enthusiastic, but they lack required information and knowledge for any competitive test. It makes the training slower than expected.

As far as resource is concerned, Dudhnoi college needs collaboration with any institution skilled and trained to this purpose. It will enhance the efficacy of the programme significantly.

Future Plan:

1. signing an MoU with a professional training institute

File Description	Documents
Best practices in the Institutional web site	[View File](#)
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 embarked on a holistic mission from the very day of its inception in 1972. As an institution situated in a tribal

dominated area, we have to face the lack of awareness of the people towards the contemporary socio-economic development. A sense of self-dependency of the people, give them a sense of coziness of cocooned life style. At the same time, it took away from them some much needed opportunities to live a respectable life. As days passed, situation become more complex and competitive and this marginalized people remained lagging behind, for which a gap is visible between them and other part of the society. It is therefore necessary to make some specific efforts to bridge the gap as well as to bring an integrated and coherent development of the society. Therefore, unlike an urban institution, Dudhnoi College has an important obligation of linking a comparatively backward group of people with the competitive world outside.

In its mission, Dudhnoi College has been successful to a great extent. The social awareness towards the importance of education has been increased even the remotest village of the area. Until recently, those parents who thought works more important than schools now begin to send their sons and daughters to schools and college. In this change of attitude of the people, Dudhnoi College plays an important role. This college makes a consistent and dedicated effort to reach out to the poorest and remotest village of the area. During the time of admission, it is made certain that no students from such area left behind and it is made possible that every poor student should get the benefit of government scheme of free admission.

During the course of progress, the college tries to keep in contact with the guardian regarding development of the students and offers suggestions and advice when necessary and also seeks suggestion in return. The college always values the suggestions of the guardians and initiate actions accordingly. The decision of making non-collegiate and dis-collegiate list depending on the attendance of the students in classroom is an outcome of such a nexus between the authority and guardians.

It is almost obligatory for every department to keep in close touch with the local people as well as the guardian to share the problems and prospects of the students. The outcomes of such steps is positive and constructive, it allows the college and the people walk hand in hand to reach the destination.

Moreover, it is inculcated within each of the teachers that they render service to the society in the best possible way. Most of the teachers associate themselves in the different activities and

programmes of society and keeps a close contact with the schools and institutions of that area too. To increase the collaboration and co-operation with vicinity, the institution also adopts two villages and visits and interacts with the people in time to time.

All these steps taken by college make a positive environment in the region and develop a thirst among the people for education and knowledge. Therefore, we are very much optimistic that our vision will be realized very soon and can make our college an institution of pride from where lots of human resources will be sent to the society every year.

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

1. To complete all the previous plan which remained incomplete due to lockdown brought upon by 2nd wave of Covid-19 pandemic.
2. To organise a series of lecture and popular talks on various pertinent topics.
3. To organise a Faculty Development Programme in association with E&ICT Academy, IIT Guwahati.
4. To introduce new certificate courses, add on and vocational course
5. To organise a national seminar on interdisciplinary subject.