

Annual Quality Assurance Report (AQAR)
Session 2018 – 19 (July 1, 2018 – June 30, 2019)

DAMDAMA COLLEGE
Kulhati
Hajo, Nalbari Road
Tel: 0361-2850087
E-mail. Damdamacollege2011@gmail.com
website: www.damdamacollege.edu.in

1. Details of the Institution

- 1.1. Name of the Institution: Damdama College
- 1.2. Address line 1: Kulhati
- Address Line 2: Hajo Nalbari Road
- City/Town: Guwahati
- State: Assam
- Pin Code: 781104
- Institution e-mail address: damdamacollege2011@gmail.com
- Contact Nos:
- Name of the head of the Institution: Dr. Suranjan Sarma
- Telephone No with STD Code: 0361-2850087
- Mobile: 6900648545
- Name of the IQAC Coordinator: Dr. Saurav Sengupta
- Mobile: 9867396476
- IQAC email address: damdamacollege2011@gmail.com
- 1.3. NAAC track id: ASCOGN12832
- 1.4. (For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right
Corner- bottom of your institution's
Accreditation Certificate) Not available
- 1.5. Website address: www.damdamacollege.edu.in
- Web link of the AQAR: http://damdamacollege.edu.in/wp-content/uploads/2020/03/AQAR 2018-2019.pdf
- 1.6.

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1.	1 st Cycle	B		2006	2011
2.	2 nd Cycle				

1.7. Date of establishment of IQAC: 15/10/2017

1.8. AQAR for the year: 2018-2019

1.9. Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

i. AQAR 2018-2019

1.10. Institutional Status

University: No State No Central No Deemed No Private No

Affiliated College: Yes No

Constituent College: Yes No

Autonomous College of UGC: Yes No

Regulatory Agency approved Institution: Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution: Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12(B)

Grant-in-aid + Self Financing Self Financing Totally Self-financing

1.11. Type of Faculty/Program

Arts/Science Yes Commerce Law/PEI

(Phys/ Edu Others: Specify

1.12. Name of the Affiliating University for the College: Gauhati University

1.13. Special status conferred by Central/State Government- UGC/CSIR/DST/ICMR: No

Autonomy by State/Central Govt. / University	<input type="text" value="No"/>		
University with Potential for Excellence	<input type="text" value="No"/>	UGC-CPE	<input type="text" value="No"/>
DST Star Scheme	<input type="text" value="No"/>	UGC-CE	<input type="text" value="No"/>
UGC-Special Assistance Program	<input type="text" value="No"/>	DST-FIST	<input type="text" value="No"/>
UGC-Innovative PG Programs	<input type="text" value="No"/>	Any other (Specify):	<input type="text" value="No"/>
UGC-COP Programs:	<input type="text" value="No"/>		

2. IQAC Composition and Activities:

- 2.1. No of teachers:
- 2.2. No of technical/administrative staff:
- 2.3. No of students:
- 2.4. No of management representatives:
- 2.5. No of alumni:
- 2.6. No of any other stake holder and community representatives:
- 2.7. No of employers/industrialists:
- 2.8. No of external experts:
- 2.9. Total no of members
- 2.10. No of IQAC meetings held:
- 2.11. No of meetings with various stakeholders

Faculty Non-Teaching Staff Alumni Students

Other

2.12. Has the IQAC received any funding from UGC during the year:

2.13. i. No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total No's International National State Institution

ii. Themes

- a. Short Stories from India's North East- Values and Perspectives' talk by former Principal of the College, Dr. Rabin Sarma.
- b. A drama workshop was organized from the 16th to 22nd December, 2018.
- c. 'Men, Environment and Nature,' Lecture delivered by Dr. Abani Kumar Bhagawati, Prof. Dept. of Geography, G.U.
- d. A talk on 'Financial Management' delivered by Mr. Amarendra Barman, Bank Manager, AGVB, Kulhati, 10th January, 2019.
- e. 'Importance of Small Savings' talk delivered by Mr. Amarendra Barman, Bank Manager, AGVB, Kulhati, 29th April, 2019.
- f. A seminar on voting behavior was conducted by Mrs. Aparna Sarma(ACS), Circle Officer, Kamrup on April 3rd, 2019
- g. Mrs. Purnima Debi Barman, environmentalist and Green Oscar Awardee, delivered a talk on 'Environmental Sustainability' on April 22, 2019.

2.14. Significant Activities and contributions made by IQAC

- ✚ IQAC of the College has envisioned various lecture programs and seminars and this has led to significant improvement in the academic atmosphere of the college.
- ✚ Documents related to various programs were managed by the IQAC of the College. For example, it regularly published a newsletter called *Impressions* for the benefit of stakeholders.
The College prospectus was designed by it. New layout designs were introduced for better audience receptivity.
- ✚ For a deeper engagement of the students of the College with the faculties, out of the class talks and activities were designed. Every morning, a happy classroom hour was organized for the benefits of students, where motivational talks were given by successful entrepreneur, social leaders, academics etc.
- ✚ A Club called 'Dalichar Mel' meaning a collage of carpets was inaugurated. This is the Book Society of the College and has significantly improved student's learning expectations. The activities of the Club are generally organized outside the classrooms and students are asked to speak out on their favorite book and why they found it interesting.
- ✚ An arts gallery was inaugurated to identify students with special qualities in the fine arts and train them under suitable teachers and is working towards integrating their artistic endeavors with the market outside the institution.

- ✚ The IQAC regularly organized seminars on various nutritional aspects for the benefits of the students and teachers alike.
- ✚ Under a ‘happy classroom’ concept, a music and meditation room was inaugurated.. Through story-telling, films etc., students were exposed to the beauty of gender equality, religious and racial tolerance and respect for the differently able.

2.15. Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year:

Annexure- I
Action Taken Report (ATR)

- 2.16. Whether the AQAR was placed in statutory body: Yes No
- Management Syndicate Any other body

Part-B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programs

Level of the Program	Number of existing Programs	Number of programs added during the year	Number of self-financing programs	Number of value added / Career Oriented programs
Ph.D`	0	0	0	0
P.G.	0	0	0	0
U,G	1	0	0	0
P.G. Diploma	0	0	0	0
Advanced Diploma in IT	0	0	0	0
Diploma	0	0	0	0
Certificate(IDOL)	1	0	0	0
Others	0	0	0	0

Interdisciplinary	0	0	0	0
Innovative	0	0	0	0

1.2 (i) Flexibility of the Curriculum: Core/**Elective option** / Open options

(ii) Pattern of programs

Patterns	Non CBCS	Number of Programs
Semester	2 semester each year	2
Tri semester	0	0
Annual	0	0

1.3. Feedback from stakeholders*

Alumni Parents Employers Students (On all aspects)

Mode of feedback: Online: Manual Cooperating Schools (for PEI)

1.4. Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects?

1.5. Any new Department/Centre introduced during the year. If yes, give details?

A Beauty and Wellness Center was inaugurated.

A Health and Nutrition Center was inaugurated.

Criterion- II

2.0. Teaching, Learning and Evaluation:

Total No. of permanent faculty:

Total	Assistant Professors	State Lecturer	Associate Professors	Professors	Others
	6	1	9	0	0

2.2.

Number of permanent faculty with Ph.D:

5

2.3. No. of Faculty Positions Recruited (R) and Vacant (V) during the year:

Asst Professors		Associate Professors		Professors		Others		Totals	
R	V	R	V	R	V	R	V	R	V
0	5	0	0	0	0	0	0	0	5

2.3. No. of Guest faculty, Visiting faculty and Temporary faculty:

0

0

6

2.5. Faculty participation in conferences and symposia:

No. of Faculty	International Level	National Level	State Level
Attended Seminar/Workshops	2	11	0
Presented Papers	2	05	0
Resource Persons	0	0	0

2.6. Innovative practices in teaching and learning:

- In order to make teaching, learning more interactive and fun, students are asked to come up with design and poster presentations in the class.
- In order to ensure a better classroom delivery multimedia platforms like ICT are used. These goes beyond the chalk and duster style of teaching and is meant to make learning interactive.
- Group discussions, seminars, course related quizzes, periodical tests ensure that learning in not rote learning but can be related to practical, day to day circumstances.
- Remedial classes are organized to help academically weak students.

- (e) Student Parliaments, art fairs, drama workshops, pronunciation and vocabulary building classes were encouraged.
- (f) Educational tours were part of the teaching learning process. During the year 2018-19, students were taken to various places of academic interest.
- (g) Students were more involved in extra-curricular activities. In this way, their skill sets could be improved. Also, credits were allowed to them for performing well.
- (h) Peer classrooms were designed. Young faculties, students etc were required to take part in them to improve class performance.
- (i) Students were encouraged to use the digital library resources. Teachers guided them in this process. They were also encouraged to use the text book and reference collection and the making of notes/articles etc based on these studies.
- (j) Meritorious students are felicitated on the college's foundation day.

2.7. Total number of actual teaching days during the academic year

2.8. Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions):

2.9. No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop.

2.10. Average percentage of attendance of students:

2.11. Course/Program wise distribution of pass percentage:

Title of the Program	Total No. of students appeared (only 6 th Semester)	Division (%)			
		Distinction	I	II	Pass
B.A. Major	129	0	12%	33%	15%
B.A. Pass	168	0	0	51%	30%

2.12. How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes?

The IQAC of the College collaborates with the faculties in charge of the 'Teaching, Learning Process' through a variety of mechanisms:

- a. The IQAC ensures that the admission process is transparent, user friendly and does not inconvenience the prospective student. This year, the thrust was on use of less paper for the admission process.
- b. Awareness programs for newly admitted students regarding attendance requirements, library etiquette, lending of books etc were organized. An anti-ragging drive and was also conducted.
- c. Remedial and tutorial classes were arranged for the academically weak.
- d. Seminars/Workshops etc were conducted. Student's participation was also encouraged.
- e. At the beginning of the academic year, it organized an ICT orientation program for faculties for the use of technology in classroom.

2.13. Initiatives undertaken towards faculty development:

Faculty / Staff Development Programs	Number of faculty benefitted
Refresher courses	0
UGC – Faculty Improvement Program	0
HRD Programs	0
Orientation Programs	0
Faculty exchange Program	0
Staff training conducted by the college/ university	0
Staff training conducted by other institutions	1
Summer / Winter schools, Workshops, etc.	0
Others (Short term course)	0

2.14 Details of Administrative and Technical staff:

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	7	1	0	1
Technical Staff				

Criterion – III

3. Research, Consultancy and Extension

3.1. Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- ◆ The IQAC works with the research committee for sensitizing / promoting research climate in the Institution.
- ◆ It has undertaken a project to publish articles on the socio-political and economic life of communities in and around Hajo.
- ◆ It has already begun organizing a series of lectures and seminars on various important socio-political issues relating to India's democracy and its cultural life.
- ◆ The Research Cell in associating with the IQAC plans to have its own peer reviewed journals. This journal will also cover the life and culture of the people of the north east and have aspects on the performing arts of the region.
- ◆ The Cell seeks to publish articles also on the cuisines of the region and relate this idea of food to habitats, environment and its hybrid life.
- ◆ The Principal along with the management has taken a special interest to invite a number of external experts for a series of lectures.
- ◆ The IQAC has also requested the Professors of the College to deliberate on their areas of interest and do so through a series of lectures.
- ◆ It plant to approach a number of funding agencies for funds for Seminar/Conferences and workshops.
- ◆ The College library has already been digitized and MOU's with other libraries are on the anvil for resource sharing.
- ◆ Because of its constant encouragement, large percentages of the teachers have completed doctoral degrees and some are pursuing the same.
- ◆ Many students are also actively involved in project work as per Gauhati University syllabus.

3.2. Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs	NA	NA	NA	NA

3.3. Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs	NA	NA	NA	NA

3.4. Details on research publications

	National	International	Others
Peer Review Journals		0	1
Non Peer Review Journals	1	0	2
e-journals	0	0	0
Conference Proceedings	0	0	0
Published in Books		0	3

3.5. Details on Impact factor of publications: NIL

Range Average h-index Nos. in SCOPUS

3.6. Research funds sanctioned and received from various funding agencies, industry and other organizations

Nature of the Project	Duration	Year	Name of the funding agency	Total grant sanctioned	Received
Minor Project	NA	NA	NA	NA	NA
Major Project	NA	NA	NA	NA	NA
Interdisciplinary Projects	NA	NA	NA	NA	NA
Industry Sponsored	NA	NA	NA	NA	NA
Projects sponsored by the University/ College	3 months	2018-19	General Fund, Damdama College	Rs. 50,000/-	Rs. 50,000/-
Students research projects (other than compulsory by the University)	Nil	Nil	Nil	Nil	Nil
Any other(Specify)	Nil	Nil	Nil	Nil	Nil
Total					

3.7. No. of books published i) With ISBN No.

Chapters in Edited Books:

ii) Without ISBN No.

3.8. No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST DPE

DBT Scheme/funds

3.9. For College autonomy Star Scheme Inspire
 CE Any Other

3.10. Revenue generated through consultancy:

3.11. No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	-	-	-	06
Sponsoring Agencies	0		0	0	College

3.12. No. of faculty served as experts, chairpersons or resource persons:

3.13. No of collaboration:

a. International:

b. National:

c. Any other:

3.14. No of linkages created during the year:

3.15. Total budget for research for the said year in lakhs

a. From funding agency:

b. From Management of University/College:

Total:

3.16. Number of patents received for the year:

Type of Patent		Number
National	Applied	Nil
	Granted	
International	Applied	Nil
	Granted	
Commercialized	Applied	Nil
	Granted	

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year: NIL

Total	International	National	State	University	District	College
Nil	Nil	Nil	Nil	Nil	Nil	Nil

3.18 No. of faculty from the Institution who are Ph.D. Guides and students registered under them:

01
06

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones): Nil

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level National level
International level

3.22. No. of students Participated in NCC events:

University level State level National level
International level

3.23. No. of awards won in NSS events:University level State level National level International level **3.24. No. of awards won in NCC events:**University level State level National level International level **3.25. No of extension activities organized**University forum College forum NCC NSS Any other **3.26. Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility**

As part of its social responsibility mission, Damdama College in association with the NSS unit of the college and the **Extension Education Cell** have been conducting various programs in and around the locality.

- ✚ **Awareness programs** to sensitize people over misuse of plastics; health campaigns against tobacco and alcoholism and even excess use of simple sugars, economic survey to identify skilled poor women for self-employment etc are some of them.
- ✚ Also, the College has a **Green Club**, which seeks to make people aware of reusable technologies in farming and agriculture-use of natural manures. The club members has already conducted projects in some selected areas around the college and within its campus to show the importance of sustainable development technologies. Because of the initiatives of the College, a significant number of women are now into pickles, honey and Eri production (a kind of garment making). The college has tied up with a NGO also to market some of these products outside the locality.
- ✚ The **film society** exhibits various film shows for the benefit of the students and also the people of the locality. These screenings are generally carried during the Saturdays and help them identify various environmental and social issues. Gender sensitization is also carried using the help of films and cinema.
- ✚ **World Environment Day** was celebrated by organizing a Poster and Speech Competition among the students of Damdama Higher Secondary School.

- The institution organized a **Swachh Bharat Abhiyan** through student of the College on 21st April, 2019.

Criterion – IV

4. Infrastructure and Learning Resources (in sq ft.):

4.1.

Facilities in Infrastructure	Existing	Newly Created	Source of fund	Total(Rs)
Campus Area	14118.50	8335	State Govt. and College Fund	22453.00
Laboratories	625		College Fund	
Seminar Halls				
No. of important equipments purchased (\geq 1-0 lakh) during the current year		3	State Govt.	
Value of the equipment purchased during the year (Rs. in Lakhs)		475554.00	State Govt.	475554.00
Others				

4.2 Computerization of administration and library

- The college library is fully computerized. We are using a standard integrated library management software SOUL 2.0 (Network Version) developed by INFLIBNET Centre, Ahmedabad for automating the housekeeping activities of the library.
- The college office has been partially automated. Administrative works, including fee collection, maintenance of audit, students' profile etc, have been carried out with the help of computer software.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Textbooks	13641	13,00000	1823	273,450	15,464	15,73,450
Reference Books	1890	189,000	500	50,000	2390	23,9000
e-books						
Journals	4	16000	02	3200	06	19200
e-Journals	Nil	Nil	Nil	Nil	Nil	Nil
Digital database	Nil	Nil	Nil	Nil	Nil	Nil
CD & Video	Nil	Nil	Nil	Nil	Nil	Nil
Back Volumes	15	15000	05	5000	20	20000
Magazines	12	16000	03	3000	15	13000
Newspapers	06	13968	0	0	06	13968

4.4. Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centers	Computer Centers	Office	Departments	Others
Existing	06	01	01	01	01	01	01	0
Added	06	0	01	0	0	0	0	0
Total	12	01	02	01	01	01	01	0

4.5.

- ✚ The rich collection of manuscripts in the library is being digitized using an advanced Cannon scanner. Likewise, rare books etc are preserved using the latest technology as far as practicable.
- ✚ The library has a number of computers with the latest software. Internet and wifi are also available for faculty and student to search links like Jstor etc.
- ✚ The library has been able to gather a large number of e-books through the N-LIST consortium of the INFLIBNET Centre.
- ✚ The library is in the process of linking its database with other libraries through MOU's.
- ✚ The library is also in the process of collecting rare artifacts, coins, utensils, old agricultural equipments for research and study.

4.6. Amount spent on maintenance in thousands rupees:

ICT	84076
a. Campus infrastructure and facilities	772961
b. Equipments	475554
c. Others	161581

5. Criteria V

(Student Support and Progression)

5.1. Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC takes a proactive role in organizing and streamlining student support services. The social responsibilities of the institution are chalked out after discussion with various stakeholders of the institution (the students primarily). Most of these

activities are displayed in advance in the **College Notice Board** and **Newsletters** of the social services cell. Extracurricular activities of the students in sports, music, performing arts are encouraged and their achievement in various competitions at the college, universities state, national level are monitored and encouraged. With relation to academics, **Damdama College Student Support Services Cell** help students with their need for books/scholarships. Remedial classes are also offered to those who are weak in studies. The IQAC requests students about their feedback on these services. If necessary, these are qualitatively and quantitatively upgraded as and when possible. The Heads of Departments actively cooperate with the Cell in streamlining the activities. Also the Cell organizes the following:

- ✚ Anti Ragging activities are given a priority and are intended to realize the dream of the college founders, which was education for all.
- ✚ During the academic year under discussion, the Extension Cell in association with the College Woman's Cell organized a few seminars on the importance of woman education and sanitation.
- ✚ It also chalked out plans to sensitize the people of the area on care to be given to the elderly and homeless. While there are no old age homes in and around the institution, condition of those who are poor, marginalized either because of religious or caste parameters are given due recognition.
- ✚ In its efforts to achieve a harmonious balance between educational imperatives and environmental needs of the age, students of the institution carry out cleanliness drive as and when necessary as part of Swachh Bharat Mission.
- ✚ In order to help those who are jobless, the IQAC in association with the Extension Cell has taken up initiatives. These include helping the economically marginalized in mushroom cultivation, candle making, horticultural produce etc.

5.2. a. Total Number of students

U.G	P.G	Ph.D	Others
1057	0	0	0

Total Number of students outside the state

Nil

Total number of international students:

Nil

. Men

, No	%
422	39.92

b. Woman

No	%
635	60.08

5.3.

Last Year						This year					
Gen	SC	ST	OBC	Physically Challenged	Total	Gen	SC	ST	OBC	Physically Challenged	Total
771	302	17	138	Nil	1228	691	236	10	119	Nil	1056

5.4. Details of student support mechanism for coaching for competitive examinations (If any)

The College did not have a Career Guidance Cell as of 2018-19. Nonetheless, faculties of the college advised students on various career options available after graduation and masters.

No. of student beneficiaries:

Nil

5.5. No of student qualified in these examinations:

NET

01

 SET/SLET

0

 GATE

0

 CAT

0

 IAS/IPS etc

0

State PSC

0

 UPSC

0

 Others

0

5.6. Details of student counseling and career guidance

Student Counseling:

The Damdama College Counseling Centre works as a unit in informing and helping students with various aspects of their academic and social life. These also include counseling on various psychological needs, peer pressure issues. Many students come to academic counselors for Group therapy, mostly related to gender issues. Counselors organize campaigns, seminars, discussions, Workshops for Students and Staff.

Number of students benefitted

20

5.7. Guidance

On Campus		Off Campus	
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Nil	Nil	Nil	Nil

5.8. Details of gender sensitization Programs

The Woman Cell of the College in association with the representatives of the student's union organizes programs and workshops on issues that confront a girl child. Girl students are advised on independent thinking' and encouraged to develop livelihood capabilities. Places in and around the College are known for their high weaving skills and cloth making. Gamocha weaving is a common practice here. Also, because Sualkuchi is nearby, artists and weavers can guide students on various aspects of cloth making and manufacturing. The woman here are traditional weavers, though social pressures of early marriage etc. often force them to give up their career objectives and pursue common goals. The College invites certified Career Counselors and even people from the judiciary etc to guide students in their choices.

5.9 Students Activities

No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.1 No. of medals /awards won by students in Sports, Games and other events

Sports :

State/ University level National level International level

5.9. Scholarship and financial support

	Number of students	Amount in Rupees
Financial support from institution	15	Rs 60000.00
Financial support from Government	1057	Rs 3391681.00
Financial support from other sources	01	Rs 10000.00
Number of students who received International/ National recognitions	Nil	Nil

5.10. Student organized / initiatives

Fairs: State/ University level National level International

Exhibition: State/ University level National level

International level

5.11. No. of social initiatives undertaken by the students

The NSS and NCC wings of the College undertake a series of programs to realize the vision of the College.

1. Swachh Bharat Abhiyan etc are held regularly.
2. Students of various undertake awareness programs with the assistance of teachers in nearby villages. For example, programs on adult education, literacy drives and road safety programs are also organized.
3. Health camps make students aware of bad habits and they personally take interest in wellness programs designed for them in the College.
4. Tree plantation programs are also organized. Environment related programs are also held for the benefits. The students are especially interested in the overuse of plastics and have designed various poster campaigns to make people aware of the risks of plastic.
5. Students also take actively take part in sports activities.
6. Student Parliaments are also organized.
7. The students have decided to inaugurate a student related museum that would exhibit their artifacts.
8. Students actively take interest in the maintenance of the College Pond. They also invite external experts in pisciculture and aquaculture to ensure better fish yield.
9. Programs related to horticulture and floriculture is also organized.
10. Programs related to apiculture are organized.
11. Programs in Yoga and martial arts are organized

Criterion – VI

(Governance, Leadership and Management)

6.1 State the Vision and Mission of the institution

The motto of the College is ‘Jyan Jyoti Diptam’ or knowledge is power. Here, knowledge does not merely connote the accumulation of facts and information. It must add to the growth of creative and original thinking that may gradually bring about a positive transformation in one’s personality so as to prepare out students to establish themselves as conscious, responsible citizens capable of meeting the challenges of time and making the best of opportunities as they come in life.

Our vision is to plan for developing the college as an institution of excellence that would provide our students with the best of higher education and make it possible in our efforts for their meaningful engagement in their immediate society and outside.

6.2. Does the Institution has a management Information System

Yes, Damdama College has a Management Information System (MIS) in the form of Office Software etc.

6.3. Quality improvement strategies adopted by the institution for each of the following:

6.3.1. Curriculum Development: Damdama College being an affiliated College under the University of Gauhati follows the UG curriculum set by it. Hence, it has less scope in designing templates for various programs. Nonetheless, faculties of the College are aware of the issues of designing/ revision/restructuring of the Syllabus organized by the University. The College takes necessary measures to enrich the same through a cross cutting of syllabus as and when necessary. At the same time, curriculum development workshops organized by the university and other colleges are attended regularly by the faculty members and suggestions are given whenever necessary.

6.3.2.

Teaching and Learning

The administration of the College takes a special interest to improve teaching, learning and evaluation. Notwithstanding the lacunae of funds either from the UGC or any other funding agency, the College has some classrooms with ICT facility. The Digital Library helps students access a vast number of learning material easily. Teachers ably guide aspiring learners in the process. Also the film society organizes a number of movie screenings. These shows are meant to improve the learning experience and add on to subject knowledge. Group

discussions and peer classrooms are other methods used in making classrooms student centric and lively.

Alongside, the usual method of lecture, the College has a policy of home assignments beginning from Semester I students. Hands on experience are in the pipeline for Semester VI students. This option will be available to the final semester students only.

6.3.3

Examination and Evaluation

The college follows the Semester system as prescribed by the University of Gauhati. It carries out Sessional examinations, which is of 20 marks. Apart from these, students are also evaluated by various departments periodically. The results of these internal examinations are discussed with both the students and their guardians. The University of Gauhati sets question papers for the rest 80 marks at the end of the semester. The College collaborates with the affiliating University in the organization of these examinations. An examination committee distributes the schedule for the examination papers to the faculty members and allots invigilation duties in accordance. With respect to the evaluation process, faculties are informed about their set of duties. These include maintaining confidentiality in all matters.

6.3.4

Research and Development

The College has a **Research Committee** devoted to the development of research and incubation ideas at the institution level. One of the Cell is to publish original articles and write ups on various socio-political aspects of the society- from a local, regional and national perspective. It fully realizes that the articulation of new ideas is at the backbone of a new evolutionary network of solutions. But, it aspires to go beyond pedagogic exercises and revive and comment on languages and cultural patterns on the verge of extinction. The idea is not really to go back to the past but to imbibe what was useful earlier for the present. Also, the research cell would like to develop a research journal exclusive to theater. Such a journal would have an interdisciplinary approach. Also, it would like to bring out exclusive issues devoted to a) food and cuisine b) the military and social organization of the Ahoms c) the Economic life of the Satras: causes of the decline etc among a few of its initiatives. Since the college has no external source of funds, most of the resources for the same would have to be mustered from the internal resources of the institution. In pursuance of such interests, the institution has applied for ISBNs and has received 15 of the same. Also, it is aiming to publish a peer review journal on the social sciences and humanities. But, the funds depend upon resources available with the institution.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- ✚ Library is fully automated.
- ✚ Book bank facility is available for the economically weak students.
- ✚ Online e-journals and e-book access facility is available for the students and teachers under N-LIST consortium of INFLIBNET Centre.
- ✚ New text books as per semester syllabus have been added.
- ✚ New reference and competitive examination books for the students have been added.
- ✚ New subject journals, popular magazines, weeklies are subscribed regularly.
- ✚ Back volumes are kept for references.
- ✚ Free internet facility is given to the students for accessing online e-contents.
- ✚ OPAC terminal is available for the students and teachers.
- ✚ Student and teachers can search and reserve book through OPAC.
- ✚ A separate corner for career book is opened for the students.
- ✚ New books are displayed in the book case near the entrance of the stack area to motivate our student and staff to read new arrivals.
- ✚ Institutional Digital Repository has been developed using Digital Library Software Dspace where institutional publications are made available digitally for use by the students and faculty members.

ICT and physical infrastructure

- ✚ College library is functioning through LAN.
- ✚ Wi-fi internet access facility is available in the library and Principle's chamber.
- ✚ The college library is under CCTV surveillance.
- ✚ Laptops, projectors, display screens are procured to make the seminar, workshop as well as class room presentation lively and interactive.
- ✚ Computer Lab has 12 No. of computers with internet facility for use of students.
- ✚ One biometric device is strictly maintained for ensuring effective presence of both teaching and non-teaching staff in the college
- ✚ College administration is automated. The staffs are being given training on various aspects of automation and office management

. 6.3.6 Human Resource Management

The College has a clearly established policy on appointment of staff, their training and development, compensation and handling of grievances. The Principal of the College takes personal initiative in maintaining and streamlining the resources. For example, every new faculty appointed is requested to go through a mandatory training period in teaching, learning pedagogy. Such incentives are also available to the office staff.

6.3.7 Faculty and Staff Recruitment

With respect to faculty and staff recruitment, the College also has a clearly laid out policy. Every faculty recruitment is done as per Government of Assam and UGC guidelines. A roster of working staff is present with the administration. This Roster is prepared in advance after taking due cognizance of the number of staffs as per their social category. Advertisements are given local news dailies and eligible candidates shortlisted and called for interview before a well deputed board, consisting of the Principal of the College, Departmental Head, subject experts and nominees of the VC. The recommendation of the Board is final and binding.

6.3.8. Industry Interaction / Collaboration

The institution is in the process of negotiating various MOU's with industry bodies etc, including those from media etc. Students of the College will have a rewarding work/job experience while preparing for their studies. Nonetheless, the long absence of a regular Principal for the institution alongside with the lack of funds from any sponsoring bodies much that was once envisioned for the College has not been achieved. Nonetheless, the faculties are taking a personal initiative in working some sort of solution in this direction.

6.3.9 Admission of Students

The College admits students as per the guidelines of the Gauhati University for admissions in the UG streams. At the same time, the website of the College, as also notable local newspapers carry information about dates of form fill up, short-listing of candidates in the website and date of admission as also the fees required for the same. Candidates can decide on their choice after going through the College Prospectus, which is available both in print and the e-edition.

6.4 Welfare schemes

Teaching	Nil
Non-teaching	Help to those in financial need
Students	Books for poor students.
	Cash award for meritorious students
	Financial grant to students for co-curricular activities

6.5 Total corpus fund generated:

Rs 1.00 lakh

6.6 Whether annual financial audit has been done:

Yes

No

Yes

6.7 Whether Academic and Administrative Audit (AAA) has been done? No

Audit Type	External		Internal	
	Yes/NO	Agency	Yes/No	Agency
Academic	No		No	
Administrative	No		No	
Financial	In Process			

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programs Yes Yes No

For PG Programs Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Affiliated College follow examination related guidelines as circulated time to time by concerned University. Nonetheless, faculties of the College attend seminars/workshops on pertinent matters as suggested by the parent University from time to time.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

- ✚ Internal assessment of 20% of total marks of a paper has been the responsibility of the college
- ✚ Teachers of the affiliated colleges are invited for designing of course curriculum of the university.

6.11 Activities and support from the Alumni Association

- ✚ The Alumni Association of the College holds regular meeting to discuss various academic and student related issues.
- ✚ Guest lectures are supported to an extent by the Alumni.
- ✚ Prizes for various competitions are also sponsored by the Alumni as and when possible.
- ✚ The Alumni also takes a keen interest in upgrading various infrastructure related aspects of the College.

6.12 Activities and support from the Parent – Teacher Association:

The College has a Parent Teacher Association. The Association meets from time to time to highlight various issues academic/non-academic. However, the institution does not have a proper feedback mechanism to look into their grievances.

The following is a list of recommendations made by the Parent-Teacher Association made to the College:

- a. That the library facilities of the College should be improved.
- b. That the College should allow ties-ups with organizations and bodies for recruitment drives in the institution.
- c. Those students should have a better opportunity to express their creative potential through extra-curricular activities.

6.13 Development programs for support staff

- ✚ Grade III staff of the College are trained in office automation as and when necessary.
- ✚ Grade III staff are also trained in Office etiquette.
- ✚ Training on admission procedures, audit, and examination related matters are given to them by the college authority. Besides their grievances are addressed and necessary steps are taken.

6.14 Initiatives taken by the institution to make the campus eco-friendly •

The College initiates various programs to make the campus eco-friendly.

- ✚ Use of plastics is strictly prohibited in the campus.
- ✚ Foods served in the College Canteen are all grown in house, using natural manures.
- ✚ Use of tobacco is strictly banned.
- ✚ All student flouting environmental norms are warned and fined an amount Rs 1000/-.
- ✚ Trees are planted regularly in the Campus.
- ✚ The College gifts saplings to guests and dignitaries to mark the importance of environment in day to day life.
- ✚ The College has taken up production of paper bags etc and also inform nearby shops about using alternatives to plastics.
- ✚ The College has a beautification cell. Seasonal flowers are planted periodically to make the campus green and beautiful.
- ✚ The College also has plans for a solar unit. However funds for such projects are in paucity.

7.1. Innovations and Best Practices

The College strives to inculcate new ideas both in academics and extra-curricular activities. In order to develop and nurture its own resources, the College has requested its faculties to speak on various issues and give seminar talks on subjects that interest them. This practice helps the faculties to present their ideas before a large, multi-disciplinary audience and for the spectators to integrate knowledge and information from different subject perspective.

At the same time, to augment a spirit of scholarship and love of books among the students, faculties and students practice book reviews, poem recitations, storytelling etc. The idea is to bring the world of books closer to students and faculties. After such readings etc., books are

presented to the College library, which the College subsequently purchases for the benefit of readers.

To make classrooms more informal, lectures are sometimes given outside classrooms. The College has a beautiful pond within its campus and its banks provide adequate opportunities for classes along its sides. The College has decided to inaugurate a commodity shop based on items produced locally and in house like pickles, pithas (sweet rice) etc. An eri and honey production center run by socially marginalized women (from BPL) families help the institution generate important revenue for the benefit of such workers. BPL families engaged in diary produce also benefits from the entrepreneurial vision of the management.

The College has envisioned using platforms like You Tube etc to publicize selected class lectures for the benefit of students and the larger learner's community. Films are also screened as part of efforts to enrich the curriculum. Most of these movies can also be looked as part of a unique narrative-to see and visualize India in its food, people, customs and traditions and relate these to audiences elsewhere. As and where possible, movies are also express important social and historical facts like gender trouble etc, environmental degradation, holocaust etc. A series on India's great musicians and their gharanas are part of the project.

The College also an theater hall. New and aspiring playwrights are given opportunity to stage there plays here. This hall also serves as an important facility for open debates, music competitions etc.

The College lays stress on **decentralized administration**. This has helped the institution develop quick and efficient decision making. There is also a great level of transparency. The following are the committees/Cells of the College.

- a. Governing Body.
- b. IQAC
- c. Academic Committee.
- d. Admission Committee.
- e. Publication Committee.
- f. Examination Committee.
- g. Purchase Committee.
- h. Construction Committee.
- i. Research Committee.
- j. Finance Committee.
- k. Election Committee
- l. Student's Union
- m. Women Cell.
- n. Cell against Sexual Harassment.

The committee members meet frequently to address important issues. For example, tenders for the scientific equipments and apparatus etc for the new Science Steam always need the approval of both the Academic and Purchase committee.

There is also a cell devoted entirely to the safety and security of woman. This is the Cell against Sexual Harassment. All woman students are seen in high regard. All this could be part of the culture of upbringing in the local community as also the stringent efforts by teacher to continue with a good tradition. Nonetheless, if and when necessary, complaints made by woman are examined by the Principal and the Academic Committee also side the cell against harassment. All efforts are made to arrive at a balanced opinion, while maintaining the dignity and respected of girl students in all aspects.

The School Hour in the Library: Every small child wishes to be in college and have interest among other things in turning pages of a big book in a big library. Unfortunately, not many can complete their education. To look into such gaps in a student's expectation and his usual academic life, the College has decided to open its library for the benefit of school children. This opportunity is available to students of nearby school, who upon producing an identity card can browse through the central library and look for books. In this way, their love for learning can be easily satiated, while their chances of developing a relationship with books remain a lifelong possibility. This is the school hour for the library.

7.2. Give two Best Practices of the institution (please see the format in the NAAC Self-study Manuals)

A. Title of the Practice

1. Extension and Extra Curricular Activities.
2. Research Cell

B. Goal

The purpose of these clubs is to expand the teaching-learning modules beyond classrooms and imbibe real life skills necessary for survival. At the same time, the purpose of these clubs is to bring about a humanitarian and holistic idea of man in relation with his society and culture. While students have a chance of getting education there are some less fortunate ones either deprived because of the lack of finances or other misfortunes who cannot learn otherwise. The extension cell is mandated to look into the welfare and well being of such people and help them with skills necessary to make a comeback. Name of the Clubs:

- h. Poetry and Recitation Club,**
- i. Damdama College Film Society,**
- j. Theater Club,**
- k. 'Dalichar Mel' the Book Club.**
- l. Food and Cuisine;**
- m. Nutrition and Health**
- n. Beauty and Wellness Club;**

- o. Club for Enterprise and Incubation.**
- p. Welfare of the Poor and elderly.**

For the proper implementation of the given templates, the College has decided to earmark a small amount of funds. Suitable class monitor would identify their peers based on their choice of extracurricular interests and also guide them in fulfilling their potential. Teachers of the College will be in overall charge of supervision and guidance of young learners.

Research

Research and the incubation of new ideas can greatly enhance the excitement of learning. At the same time, it can boost efforts of translating ideas and values into the practices of everyday life. The study into now forgotten languages, food and culture etc can help reassess historical facts in a new light. Similarly, experiments in new theater etc can provide an opportunity to engage with the issues of life for greater insight. The benefits of such study can also be translated to the nation's mission of preservation and continuation of ideals.

Problems Encountered and Resources Required

The maintenance and running of many of the projects require a good amount of finance. Also, the level of motivation required to fulfill many of our social obligations is lacking often. Nonetheless, the linking of extracurricular activities with career goals has helped to win over the faculties as also students. Once they understand the usefulness and purpose of their activities, they remain true and faithful to the greater mission of a common good.

Research in an affiliated rural institution always requires long time commitment and motivation. Resource generation in humanities is always meager. At the same time, the difficulties of pursuing high caliber study for the benefit of society is now easily rewarding and is also finance dependent.

Action Taken Report: Annexure- I

SWOT Analysis: Annexure- II

Annexure I

Plan of Action	Achievement
1. To lay the foundation stone of the new Academic Block	The College has received funds to construct digital classrooms and library. Towards this end, a new RCC building has been constructed. One building will house the new library building and classroom for better learning experience. Another building adjacent to this one will have classrooms for major students.
2. To begin Science Stream from 018-19	The College has already received Govt. permission for introducing the Science Stream. Work in this regard has already begun. The Stream is expected to be operational by 2019-2020.
3. Improvement in the Library	Despite its rich collection of books and journals, the IQAC has decided to improve the library. Hence, new technological gadgets like scanners, bar code printers and high speed internet has been introduced for the benefit of students.
4. To improve classroom delivery of lectures	To improve the classroom delivery of lectures the IQAC decided to conduct more sessions on ICT classrooms, use of webinars etc. It is expected that a greater thrust on technology will improve learning outcomes and also integrate the student community with the global learning methodologies.
5. Science Laboratory	For the benefit of Science students, the IQAC has earmarked a floor in the new academic building to house laboratories in the sciences. Also, some classrooms will be revamped for the new academic purpose.
6. Seminars/Workshops	The IQAC has decided to organize more seminar/workshops in the College. In case new funds are available, a greater number of leaders from the industry can help the students learn their expected social and professional role in the new globalized economy.
7. Publication of books	The IQAC has earmarked a part of its resources to the documentation and publication of language and the performing arts that are less in use today. The Research Cell would also like to through light on the coins used during the Ahom rule and preserve ancient and less tractable manuscripts in the future.
8. Village adoption	To increase the ambit of social extension programs, the College has decided to help woman and children in need either with skill training or books (in the case of children). The teachers of the institution are reach out to woman, especially to address their sanitation needs and health queries.
9. Sports and extracurricular	Girl students are encouraged to be trained in the martial arts as part of NCC's vision of bodily health to all.

10. Fitness center	The Yoga room is to be fitted with necessary music systems and other accessories for meditation related workshops.
11. A Museum	A museum to house early artifacts, books, scrolls, coins, CD's and DVD's of performing artists should make an important contribution to the cultural life of the institution.
12. More stress on extra-curricular activities	The IQAC stressed upon the importance extra-curricular activities as a way of improving students' academic performance. The introduction of a 'happiness classroom' is an idea mooted to improve the overall psychological sense of well-being for learners.
13. Music and the fine arts	It was decided to organize a classical music night.

Annexure-II

(SWOT Analysis)

Strengths:

1. The College has a large campus with ample possibilities of constructing new classrooms and requisite infrastructure for the betterment of teaching learning process.
2. Despite the large number of institutions of higher learning in and around the surrounding area, Damdama College can still expect a large student enrolment from feeder schools nearby.
3. The location of the College can also help this in this regard because it is well connected to the main city center just by a few kilometers.
4. There is still a large population of poor students nearby who because they cannot go to the main city would find this College suitable for their academic needs.
5. The library of the College can work as a hub of academic activity. It has a large number of books and journals for a very rewarding reading and learning experience. The library is fully automated and is using the latest Soul 2.0 software for managing reading materials. Students and teachers can access e-resources through the N-LIST consortium of INFLIBNET Centre, Ahmedabad.
6. The Science Stream of the College is all set to begin from this academic year. The Government of Assam has already sanctioned the requisite funds for infrastructure development, purchase of books and necessary equipments for the same.
7. The NSS wing of the College carries out a large number of extension activities from the empowerment of village woman and other marginal communities. It has adopted a nearby village and is also engaged in giving guidance to young children there.
8. Students of the institution are being trained in PI, GD and preparation of CV's by competent faculties and also resource persons invited from designated institutes around Guwahati.
9. Financial assistance is being provided to poor students. Book bank is also available to students.
10. Special classes for slow learners.
11. Seminars/Conferences and workshops are being regularly held for the improvement of teaching learning experience. The faculty of the College is actively involved in one to one correspondence with the students. Doubt clearing sessions are also regularly held. Tutorials and remedial classes are organized for students who are academically weak.
12. The Principal of the College is a recognized Ph.D guide in Economics in the University of Gauhati.

Weakness

1. The absence of a Permanent Principal had for long hampered the possibilities of funds from Central funding agencies.
2. The Classrooms available in the College need to be revamped. New Classrooms have to be constructed. Departmental units lack computers and other accessories.
3. Departmental Library is small and less equipped.
4. A large number of classrooms are without ICT facilities. This hampers the use of technology in classrooms.
5. Placement and campus recruitment of students are poor.
6. Publication of faculties in journals etc is poor.
7. Auditorium and theater hall of the College is not fully furnished. In fact, most of these facilities are being run on a make shift basis.
8. Many students admitted in the College have very poor academic backgrounds. They lack in basic skills.
9. Faculty rooms are not fully furnished. There is also a lack of infrastructure like computers and printers for faculties.
10. Consultancy services are poor. The College has not been able to engage regularly with reputed consultants for lack of funds.
11. Lack of value added courses.
12. Feedback from stake holders is not regular. Mechanism to record the same for analysis is lacking.
13. In case of medical emergency, students and faculties have to go at least five kms to avail treatment.
14. Hostel facilities for students are not available.

Opportunities

1. Students are coming from rural areas.
2. A large number of students are interested in extra-curricular activities. If proper training and opportunities are allowed, they would fare very well in their professional life.
3. The College has a rich tradition of theater activities. They are likewise interested in painting and photography. This skill related courses can attract a large number of students to the College.
4. Introduction of Post Graduate Courses in departments having Major subjects can again ease the burden of students moving to the main city center.
5. Entrepreneurship programs can also add to the employability of students.
6. Many students of the College are engaged as defense personnel and in the Police department. Training such likeminded students in the College can also increase the output.
7. Increase participation of students in national and international seminars, workshops and conferences.

8. Arrange collaborative programs with other agencies to explore new avenues of teaching and learning and research.
9. To open a Commerce Stream.

Threats/Challenges

1. To promote employability in higher category of jobs.
2. Betterment of academic result of the students is a major challenge for the college.
3. Adoption of ICT and modern tools in teaching and learning by the faculty
4. Absenteeism of students from classroom and library.
5. Improving the dropout rate.
6. Paucity of fund for college development.
7. Unless students get proper infrastructural facilities, they can move to neighboring colleges.

Annexure=III

Academic Calendar