



Yearly Status Report - 2017-2018

Part A

Data of the Institution

1. Name of the Institution	DAMDAMA COLLEGE
Name of the head of the Institution	Dr. Suranjan Sarma
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	03612850087
Mobile no.	6900648545
Registered Email	damdamacollege2011@gmail.com
Alternate Email	ssarma1968@gmail.com
Address	Hajo, Nalbari Road
City/Town	Guwahati
State/UT	Assam
Pincode	781104
2. Institutional Status	

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	state
Name of the IQAC co-ordinator/Director	Gopal Barman
Phone no/Alternate Phone no.	03612850087
Mobile no.	8474895614
Registered Email	damdamacollege2011@gmail.com
Alternate Email	saurav.sengupta9@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://damdamacollege.edu.in/wp-content/uploads/2021/08/AQAR-16-17.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://damdamacollege.edu.in/wp-content/uploads/2021/08/Academic-Calendar-1.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	73.95	2006	06-Dec-2006	10-Jun-2011

6. Date of Establishment of IQAC

10-Feb-2016

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Regular Meeting of the IQAC	30-Apr-2018 3	13

Regular Meeting of the IQAC	10-Feb-2018 4	16
Regular Meeting of the IQAC	30-Jan-2018 3	12
Regular Meeting of the IQAC	25-Oct-2017 3	13
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	Nil	Nil	2018 0	0
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

4

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

Yes

Upload the minutes of meeting and action taken report

[View File](#)

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

No

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

1. Published the first copy of the newsletter Impressions containing the documents of the various programs managed by IQAC of the college. 2.The Womens Cell, Damdama College in collaboration with the IQAC of the college and Alok De Life, an NGO organized a talk on Gender Disparities: Its Social and Economic Causes on March, 08, 2018.The Chief Dignitary was Dr. Birubala Rabha, woman activist and social reformer, nominated for the Nobel Peace Prize in 2005. 3. The IQAC organised a lecture cum interaction session on the Semester Examinations on 21st April, 2018. 4. DAMDAMA College in association with its cultural wing held a week drama workshop from 16.12.2017 to 22.12.2017. The resource person was renowned Assamese theatre and cinema personalities, Mrs. Firoza Begum and Mr. Amar Nath who spoke on various aspect of dramatic theory and performance.

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

Plan of Action	Achievements/Outcomes
Girls' Common Room	Girls' Common room was renovated with sufficient sanitation and recreation facilities. Seating arrangements were increased.
The college plans to encourage students to participate in various sports and cultural activities	The college undertook some special initiatives to encourage the sporting talentsd from among the students of the college. Selected students from various didciplines were trained in kabbadi, football, volleyball , cricket etc.
Steps for student's Progression	Remedial classes were organized for the academically weaker students. The academically brilliant students were encouraged to participate in lecture presentations on certain topics in the class. Meritorious students are felicitated on the college's Foundation Day i.e., on 9th August
Office Documents	Necessary steps were taken to digitize the documents. Files will have to be organized and catalogued.
Office Automation	Within the year 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.
Promotion of Assistant Professors	The Governing Body approved the constitution of Departmental Promotion Committee (DPC) for the said promotion of the Assistant Professors and latter following all necessary procedures as per UGC guidelines the Assistant Professors were promoted to the next upper stage Scale of Pay.
Statute for election of office bearers to Students' Union Body	The Principal constituted a committee consisting of Assistant Professors for preparing a statute which was approved by the Governing Body of the college in its meeting held on 28/10/2017
Infrastructure development	• Construction work related to college boundary and fishery development were completed.
Digital Library	Earmarked an amount of Rs. 112 Lakh for

	construction of a G+1 story Building with equipments to be used as digital library and digital classroom
Constitution of Committees	Constituted Planning Board, Building Construction Committee as well as Purchase Committee for proper planning and utilization of the college funds/ grants received from the state government
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14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
Governing Body, Damdama College	10-Feb-2018

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
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16. Whether institutional data submitted to AISHE:	Yes
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Year of Submission	2018
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Date of Submission	28-Feb-2018
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17. Does the Institution have Management Information System ?	Yes
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If yes, give a brief description and a list of modules currently operational (maximum 500 words)	The College has a Management Information System (MIS) and this comprises of the following modules.1 FIN Assam, with the following features Salary Disbursement 2 Salary Statement 3) Library management software • SOUL 2.0: Book Issue and Return • INFLIBNETNLIST (eBooks/eJournals)
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Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

Damdama College implements the curriculum as designed and conceptualized by the Gauhati University of Assam. Before the beginning of the session the various departments hold meeting where the syllabus and the topics are distributed to the teachers by their respective Department Heads. The College administration

prepares a well-planned time table and accordingly the Head of Departments construct the routine which is duly approved by the Principal. The college has a central library which has a rich collection of books and e-journals which are made available for both the students and teachers. Also, many departments have Departmental Library for the benefit of the student. To ensure a proper delivery mechanism of the curriculum, Damdama College continuously upgrades its infrastructure. Various classroom delivery methods are adopted by the teachers according to the requirement of the lecture delivery such as the traditional chalk and blackboard method, Use of Charts, lecture method, group discussion, paper presentation by the students and also ICT enabled teaching-learning Method. Sessional Exams, assignments along with class test are conducted on regular basis to follow the improvement of the students

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Nil	Nil	Nil	0	NA	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	NA	Nil
View File		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	NA	Nil

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

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
0	Nil	Nil
View File		

1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Educational Trip (English)	5
BA	Educational Trip (Assamese Department)	30
BA	Study Tour and Excursion (Economics Department)	14

BA	Field Trip for projects (Assamese Department)	27
View File		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	No
Teachers	No
Employers	No
Alumni	No
Parents	No

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

Feedback Obtained
No data

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Assamese, English, Economics, History, Education, Political Science	1240	1228	1228
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017	1228	Nil	17	Nil	Nil

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
21	3	5	1	Nil	6
View File of ICT Tools and resources					

[View File of E-resources and techniques used](#)

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

The institution follows a system of mentoring for weak and economically backward students. The aim is to help learners cross the gap between their expected learning outcomes and usual classroom delivery of syllabus. Mentors are appointed by the Principal from faculty and staff after consultation with the Academic Committee of the College. The mentors are usually faculties with some experience of the existing student strength and issues and also are required to understand the existing socio-economic and behavioral pattern of students. The College has also a system of appointing adhoc and temporary teachers to fulfill classroom requirements as and when senior faculties are involved in mentorships.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1228	17	1:72

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
21	17	4	Nil	6

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nil	No data	Nil	No data

[View File](#)

2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	BA	VI	19/05/2018	05/07/2018

[View File](#)

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college has a continuous internal evaluation mechanism to prepare students for their semester end examinations. Faculties prepare questions and evaluate the answer scripts. Evaluations are also carried on basis of their class performance, attendance and other activities, like extempore speech, debate competitions etc. Field trips are regularly organized by departments and students are asked to prepare reports on their learning outcome from the same. Group discussions also form a part of the evaluation process.

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

Damdama College being an affiliate of the University of Gauhati adheres to the directions of the University in framing an academic calendar for the session. Within this framework, the College prepares schedule for internal examinations,

freshman's social, elections to the students union, events like Saraswati Puja, Lectures, talks and seminars etc.

2.6 – Student Performance and Learning Outcomes

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

https://damdamacollege.edu.in/wp-content/uploads/2021/08/Program-outcomes_16_17.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
UG	BA	Assamese, English, Economics, Education, History, Political Science	483	231	47.82

[View File](#)

2.7 – Student Satisfaction Survey

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

<http://damdamacollege.edu.in/wp-content/uploads/2021/08/Student-Satisfactory-Survey-2017.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

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

[View File](#)

3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Nil	N/A	

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	N/A	N/A	Nil	N/A

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

Incubation	Name	Sponsored By	Name of the	Nature of Start-	Date of

Center			Start-up	up	Commencement
Nil	N/A	N/A	N/A	N/A	Nil
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
Assam	0	0

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

Name of the Department	Number of PhD's Awarded
Nil	Nil

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	NIL	Nil	0
View File			

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

Department	Number of Publication
Economics	4
Assamese	3
View File	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Nil	N/A	N/A	Nil	0	N/A	Nil
View File						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	N/A	N/A	Nil	Nil	Nil	0
View File						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	1	2	Nil	Nil
Presented papers	1	2	Nil	Nil

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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Awareness Program on Road Safety	Faculties and Social Service wing of Student Union of Damdama College.	11	80

[View File](#)

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	N/A	N/A	Nil

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

Name of the scheme	Organising unit/Agen cy/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Bramhaputra Sahitya Utsav, 2018	Assam Government	Witness the Variety of Activities Organizer by Brahmaputra Sahitya Utsav	4	38
Swach Bharat Avijan	Faculties and Office Bearers of Girl Common Room , Damdama Colege	Swach Bharat Abhiyan	11	35

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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Nil	N/A	N/A	0

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab	Duration From	Duration To	Participant
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(hard & soft)

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

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

[View File](#)

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	6	1	1	1	1	1	1	100	0
Added	6	0	1	0	0	0	0	0	0
Total	12	1	2	1	1	1	1	100	0

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

100 MBPS/ GBPS

4.3.3 – Facility for e-content

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

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
2000000	2018930	250000	202638

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

Damdama College has both conventional classrooms as also seminar halls. The conventional classrooms are used by respective departments for holding classes and for the purpose of examinations. The seminar halls are used for organizing various events. Certain examinations (other than specified by the University of Gauhati) are held on Sundays. For this purpose, the college authorities are paid a 'Center Fees.' The Central Library of the College is open both for the faculties and students. The terms of use is outlined in the 'College Prospectus.' Computer facilities in the libraries are also available for teaching staff and students. The college does not have dedicated bandwidth for internet. Nonetheless, faculties procure reading materials from the world wide

web using their personal resources and distribute these among the pupils. The canteen of the College is run by the 'Canteen Monitoring Committee' along with a private party purely for the benefit of students and staff attending the college. Departments also maintain a small library of their own. Books in this library are given out to students. The department of Education has a laboratory for students to carry out their practical classes. The college has a generator for the purpose of supplying electricity to various needs. The generator is mostly used during examinations.

http://damdamacollege.edu.in/wp-content/uploads/2021/08/resource_management_and_maintenance_16_17.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Minority Scheme	10	400000
Financial Support from Other Sources			
a) National	NIL	Nil	0
b) International	NIL	Nil	0
View File			

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Awareness Programme on B.A Semester Examination	21/04/2018	53	DAMDAMA COLLEGE NSS Unit
Solid Wastes : Source, Affects Our Role in its Management	17/02/2018	153	DAMDAMA COLLEGE in Association with ENVIRON, RESOURCE PERSON : Dr. Amarjyoti Kashyap
International Yoga Day	21/06/2017	40	Vivekananda Kendra Guwahati, Damdama College, NSS Unit
Drama Workshop	16/12/2017	22	DAMDAMA COLLEGE STUDENT UNION CULTURAL SECTION.
View File			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling	Number of students who have passed in the comp. exam	Number of students placed

			activities		
Nil	NIL	Nil	Nil	Nil	Nil
View File					

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

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

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NA	Nil	Nil	Nil	Nil	Nil
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2017	12	TDC	ASM, EDN, ENG, HIS, PSC, ECO	GU, IDOL, Cotton University, IGNOU, JB Law College, Nalbari Law College	PG, B.ED, MUSIC, LLB
View File					

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

Items	Number of students selected/ qualifying
Nil	Nil
View File	

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

Activity	Level	Number of Participants
CULTURAL (GU INTER COLLEGE YOUTH FESTIVAL)	Inter College	20
SPORTS (KWAI 14th NATIONAL KUNG-FU-WUSHU CHAMPIONSHIP Boys Girls, 2017-18)	National	25
PRIZE MONEY CARROM COMPETITION 2018	Inter College	19
View File		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	Certificate of Merit for Participation	National	1	Nil	NIL	Mr. Monomohon Das
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Students of the College take an active part in the implementation of various academic programs and cultural events. They help the administration periodically with ideas for better engaging stakeholders with the institution. As members of democratic societies, they take interest in college elections, in the organizing of various cultural and social events like Saraswati Puja, Muharram, Id ul Fitr, College Week, the College Foundation Day etc. for the purpose of cultural harmony. For example the students of the institution organized the College Foundation Day on the 9th of August, 2017. The College Week was similarly held on... and young learners participated in song and dance programs and other cultural activities of importance. As members of the NSS Cell, they take part in various outreach programs like the 'Swachh Bharat' mission etc. Tours to various places of academic interest are also a part of their learning process and they engage themselves well during such activities.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

0

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The College Management follows a decentralized policy of administration. 1. Strategic level, the Governing Body of the College is the highest decision-making authority and comprises of the affiliating university (Gauhati University) nominees, teacher representatives, members of non-teaching staff, donor Members and Guardian Members. Various issues pertaining to the

institution are discussed by the faculties and staff of the institution through regular meetings of the Damdama College Teacher's Unit. The same is discussed with the IQAC of the College and a consensual list of resolutions is forwarded to the Governing Body for discussion and policy framework. The Governing Body of the College guides the Principal in making necessary 2. Functional level. The Principal/Secretary is the member Secretary of the Governing Body. He is also the Chairperson of the IQAC. The Principal in consultation in consultation with the Staff Members designates various committees/Cells for the planning and implementation of various academic and administrative related policies. The Academic, administrative policies and framed with discussions with the Governing Body of the College, the IQAC and the Teacher's Unit. 3. Operational Level. The Principal/Secretary is the Chairperson of all committees designated to organize various events at the College level. The HODs are responsible for the day-to-day functioning of the departments and communicate with the Principal on the academic and administrative works undertaken by the departments. The faculty members are members of various committees/cells. The members of various committees work in tandem to ensure that various policy frameworks are executed and monitored at an operational level. The Student's Union (DCSU) is involved in various student centric activities. They discuss various matters relating the organizing of events and functions with various committee members and also with the Principal/Secretary of the College. Faculties are designated with coordinating various activities of the College like organizing 'freshman's Social,' College beautification drives, cultural fests, departmental wall magazines etc. Teachers, non-teaching staff and students take an active role in such events. The opinions of each of the stake holders are considered while implementing various decisions relating to the day to day activities at the institution.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Teaching and Learning	<p>The IQAC of the College in tandem with the Academic Committee, the Examination Committee and the Governing Body of the College overlooks the performance of teachers in classrooms and also sees that their difficulties and issues in delivery are sorted. The management monitors the performance of teachers at a regular basis and advises faculties on ways to meet deficiencies if any. The College Students Union also is free to express its opinion on the teaching learning process and suggest advantages/disadvantages of traditional pedagogic mechanisms. The Examination Committee in designs various internal examination for students for their continuous evaluation. Quizzes, sessional examinations, periodical tests of students are carried on to make the process of evaluation more comprehensive and result oriented .</p>

Curriculum Development	The University of Gauhati designs the curriculum templates for various courses. However, the college has a responsibility in implementing the same. Also, faculties share the ideas about their course at appropriate forums like the ACTA for example.
Examination and Evaluation	Examinations were conducted as per Affiliating University (G.U) and K.K. Handique State Open University rules and guidelines for the concerned examinations. As per the affiliating University (G.U) rules, Examination Committee was constituted with due representation of the stakeholders. The Principal /Secy. of the College was the Officer-in-Charge of (O.C.) who, as per recommendations of the Examination Committee, appointed A. O. Cs to smoothly conduct various examinations of the University. • Information regarding supervision duties, etc. was intimated timely to all the staff members of the College. Internal examinations were also conducted as per affiliating University rules. The college provided sitting arrangements for the examinees. Results were published online by the affiliating university. Expenditures incurred against examinations were audited. • Semester examinations were conducted by the affiliating university. The College also conducted internal examination for its students as per the guidance of the affiliating university.
Research and Development	The College does not have a research and development cell. Nonetheless, faculties are encouraged to develop research ideas. The College magazine is a platform where faculties and students engage with ideas of importance and publish the same. Faculties are also encouraged to participate in various FDP Programs organized by Human Resources Development Centers of various universities.
Library, ICT and Physical Infrastructure / Instrumentation	The College understands the need of incorporating new technologies for classroom teaching. For this, it has purchased two ICT projectors. Faculties of various departments use the same for teaching purposes. The Library Committee comprises with the HOD of departments and the Principal/Secy of the College. The Committee members deliberate on newer books to be

	<p>purchased and journals to be subscribed. Newspapers are being subscribed to connect students and faculties with important events of national and regional importance. The Library Committee</p>
Human Resource Management	<p>To improve the human resources at the institutional level, the college has a multilayered approach. Students are encouraged to take parts in debate, extempore speech and quiz competitions. They are also involved in various cultural programs in the college to ensure intrapersonal skills among themselves. Faculties are encouraged to take part in seminars/conferences organized by other institutions and come up with publications and other documents. The college has a policy of organizing various programs on issues of national and regional interest like Yoga Day, Gender Sensitization Programs, and Cleanliness drives. Woman's health issues and the like are discussed. Faculties, students and non-teaching staff participate in such programs to ensure that ideas percolate to the all the stake holders of the institution and the local communities benefit as well.</p>
Industry Interaction / Collaboration	<p>The College has an information and career guidance cell. The Cell has collaborated with AMTRON for IT courses.</p>
Admission of Students	<p>As per the government of Assam and affiliating University norms, the IQAC of the college coordinates with the Admissions Committee and the Academic Committee to admit students in the institution.</p>

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

E-governance area	Details
Planning and Development	<p>The College website publishes documents on various staff details. Important events and functions are highlighted in the website as well. Students and faculties visit the site for necessary information. The library has Soul 2.0 software.</p>
Administration	<p>The college administration have not been digitized</p>
Finance and Accounts	<p>The College has the Finserv Assam software for salary disbursement. Receipt</p>

Student Admission and Support	Admission of students into various programs is done offline.
Examination	The Affiliating University (GU) provides online system for exam form submission and other data • Examination Committee at College level duly constituted by the College authority takes care of the internal evaluations.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	N/A	N/A	N/A	Nil
View File				

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2017	NIL	NIL	Nil	Nil	Nil	Nil
View File						

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
short term course	1	20/08/2017	26/08/2017	7
Refresher Course	1	07/03/2018	27/03/2018	20
View File				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	Nil	Nil	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
The College has various welfare schemes for its	Casual Leave, Medical Leave and Leave on Duty	Free admission to BPL (Below Poverty Line)

faculties. Female members can avail of Maternity Leave (ML) and Child Care Leave (CCL). All members are entitled to leave on medical grounds. Duty leave is allowed to teaching staff to attend various Faculty Development Programs and matters relating to government duties. The College has a first aid center to provide immediate medical relief in distress. Teachers have separate toilets and bathrooms for male and female members. The College management has provisions for reimbursement of tea and snacks bills to faculties and staff engaged in various NAAC Committees and in the preparation of AQAR reports. NPS/Provident Fund is allowed to faculties and staff. Safe drinking water. TA and DA to faculties accompanying students on field trips. Library facilities etc.

are available to non-teaching staff. TA and DA are allowed as and when staff is engaged in various official works. NPS/Provident Fund as per rules. Toilet and washroom facilities. Safe drinking water etc. Library facilities etc.

students. Poor students can avail books from the department book bank. Scholarship to SC/ST/Minority Students. Toilet and washroom facilities. Safe drinking water etc. Library facilities etc. Career awareness programs. Financial help to students who are in distress.

6.4 – Financial Management and Resource Mobilization

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

The College manages a systematic record of all financial transactions. There is a provision of financial audit of all records. For the purpose of internal audit a competent CA is engaged periodically, usually every year. External audit as per government rules for the year 2016-2017 is being conducted. All such reports (ongoing and completed) are placed before the College Governing Body and issues raised in the reports are discussed and resolved to the satisfaction of all concerned. The college ensures the timely submission of audited utilization certificates to concerned authorities.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	Nil
View File		

6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

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

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

Damdama College does not have a formal Parent-Teacher Association. However, parents and guardians interact with the college management and teachers from time to time and also offer their suggestions regarding course and curriculum and difficulties faced their wards in learning. Faculties take note of such suggestions and discusses the same with their fellow teaching members and take appropriate steps for redressal. Such issues also come up for discussions at the DCTU forum.

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

A Competence Building Workshop was organized by the members of the College Management Committee on the 20th of December 2017 for the benefit of the non teaching staff of the college.. Dr. Guruprasad Khatoniar, Academic Registrar, Gauhati University was the invited guest of honour for this function.

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

Nil

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Lecture cum Interaction Session on Semester System	21/04/2018	21/04/2018	21/04/2018	40
2018	Gender Sensitization Program	08/03/2018	08/03/2018	08/03/2018	17
2017	Road Safety Program	09/11/2017	09/11/2017	09/11/2017	30

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

2018	1	1	14/06/2018	1	Awareness Camp on Blood donation	Importance of donating blood and health benefits associated with it.	50
View File							

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

Title	Date of publication	Follow up(max 100 words)
NIL	Nil	Nil

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Preparation of Wall Magazine	01/07/2017	30/06/2018	30
Celebration of Independence Day	15/08/2017	15/08/2017	48
View File			

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

a. Trees planted periodically. b. College beautification and flower planted periodically. c. Cleanliness drive to make the campus clean taken regularly. d. Programs for awareness measures to prevent plastic use. e. Provisions for dustbins. f. Use of tobacco strictly banned.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

A). **FESTIVALS FOR SOCIAL HARMONY** The college arranges various religious and cultural festivals of different faiths so that the students of the college value the very essence of social and cultural diversity. These festivals help strengthen the bonds of communal harmony adding up to the idea of a strong and unified nation. The college is surrounded by faith of multifarious people and communities, with a majority of people belonging to the Hindu community. Festivals like Saraswati Puja, Holi alongside such programs as Eid, Fateha-Ud-Dohaj Ud Dahm etc. become a necessary bulwark to mainstream sectarian politics that have contributed to heightened tensions between communities. Goal Help students get a syncretic idea of India's rich cultural and social traditions and share a memory of communal harmony and peace. Underlying Principles

Principle 1. Encourage student's participation in various festivals of India.
Principle 2. Use festivals to promote an idea of a syncretic Indian nation.
Principle 3. Allow students and communities respect each other cultural forms and traditions. Principle 4. Use festivals to promote local tourism. Principle 5. The continuation and preservation of cultural forms are being hijacked through globalization and homogeneity. Festivals are necessary to continue with the memory of variety in India's cultural past. The Practice 1. Students of all communities and religious background actively involve in celebrations. 2. Teachers guide them about the various aspects of such festivals. 3. Various items relating to programs etc are purchased and distributed by students and among students. 4. Student members share their opinions on the programs. 5. Local community members are also duly invited and take part in programs. 6.

Most of such programs also involve experts in chosen fields who share their idea of various festivals, their historical and social evolution over time and how such festivals are connected to economy and polity of India as a nation. 7.

Speakers encourage students to think of ethnicity as a form of cultural alterity to globalized mainstream politics. Limitations 1. The College does not have sufficient funds to carry on most of the programs at a larger level. 2. Non availability of gadgets like cameras and class room mean that most of the festivals are organized in the open spaces. Unfortunately, with only a small playground for itself, such programs suffer from adequate stakeholder participation. Evidence of Success . 1. Local communities adhere to the

institutions' need in social harmony building even in difficult social and political conditions. 2. The College has produced artisans, singers and theater personalities whose proficiency in dances and cultural forms have allowed for the preservation and continuation such cultural forms. The idea of Northeast

India as continuous idea of the nation's idea of diversity. Conclusion Festivals are not just social and cultural patterns. They help in promoting an emotional continuity with a nation's past as also a memory of its historical evolution over time. But, its greatest value seems to be connecting the local with the national both in terms of history and politics. In recent history, their relevance are more connected to the economic fundamentals of a society. In this regard, most the festivals celebrated in the college have promoted a

idea of immediate society that can respond to outside mainstream politics of globalization and homogenization. Unfortunately, with paucity of funds at a institutional level, these programs have to be celebrated at a small scale. B) JAMUNA- GHIMIRE BOOK BANK Books are a window to the outside and the internal world of man and nature is of tremendous importance. Books connect man to

himself and his surroundings-the economy of societies and its political practice. As marks of a nation's intellectual and social growth, the paucity and scarcity of books often add up to a polity of parochial nationality. Damdama College being a rural institution with most students coming from poor and backward classes, paucity of books add to the existing social divide between the have and have nots because books also mean skills and an instrument of accession to a region's untapped growth potential, its possibility of hedging harmonious social and economic advantages. Mr. Rajib Mahanta, Assistant Professor, Department of Economics took the initiative to open a book bank entitled 'JAMUNA GHIMIRE BOOK BANK'to offer books without any financial charge for one year (two Semesters) for students of the college. The book bank was funded byRajib Mahanta and Rabin Ghimire. The beneficiaries were selected on Merit basis. They had to return the books in good shape after the one year period is over. Principle 1. Encourage students to read books. Principle 2. Use the book bank to provide books to poor and disadvantageous pupils. Principle 3. Help students bond with each other through a culture of reading. Principle 4. Use books to hedge a regions untapped potential for social and economic growth and link the local with the global. Principle 5. Books as marks of cultural identity can also address the idea of homogenous globalized politics.

Limitations A. The College does not have sufficient funds to help all students at a simultaneous level. B. Most books selected for distribution and reading belonged to the personal collection of teachers. Evidence of Success . A. Students have benefited greatly in terms of improved academic performance. The Book Bank grew out a state wise awareness programs towards 'reading books.' B.

The Book Bank not only helped the institution's academic environment but produced a culture of community sharing and intellectual probing. Conclusion The Book Bank has helped the institution immensely in helping students learn and grow and produce better academic output. However, with paucity of funds, the practice of the Bank has been limited to a great extent. Nonetheless, it has produced a culture of sharing, which has encouraged them identify areas of local practices and ethnic potential that may converge on the national scale and produce an altered cultural and identity perspective.

and produce an altered cultural and identity perspective.

and produce an altered cultural and identity perspective.

and produce an altered cultural and identity perspective.

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

http://damdamacollege.edu.in/wp-content/uploads/2021/08/Best-Practices_16_17.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

INSTITUTIONAL DISTINCTIVENESS INTRODUCTION Damdama College is a rural based institution, with majority of students coming from families having agriculture as their background. Naturally many of them are not financially well off and struggle to visit city centers for educational purposes. Naturally, they are compelled to stay close to their homes and study. The problem gets more complicated in case of girl students, for whom the question of involvement in family becomes a day to day routine. In this respect, allowing them to study is both a social obligation as also an institutional objective. Despite the college having very limited resources, students here have discovered new opportunities to learn, grow and have been recognized both for their academic and extracurricular activities. ACHIEVEMENTS IN SPORTS AND EXTRACURRICULAR SOCIAL SERVICE SEMINARS, BOOK TALKS, JOURNALS AND ARCHIVES FOR SCHOOL STUDENTS HAPPY CLASS HOUR DALICHAR MEL AND PEDAGOGIC ALTERNATES FESTIVAL FOR SOCIAL HARMONY THE COLLEGE CINE SOCIETY LINKAGES WITH INSTITUTIONS

Provide the weblink of the institution

http://damdamacollege.edu.in/wp-content/uploads/2021/08/Institutional-Distinctiveness_16_17.pdf

8.Future Plans of Actions for Next Academic Year

Damdama college is a rural based college which with ample possibilities of constructing new classrooms and requisite infrastructure for the betterment of teaching learning process. For a better chance of providing employment to the students the college plans to increase tie-up with industries, organize soft skill training , other training programs etc. The college plans to invite some eminent experts in industry or any other skilled program and organize lecture programs which immensely benefit the students and provide them exposure to widen their horizon of knowledge The college also plans to apply for a science stream. 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. Greater thrust and encouragement would have to be given for students taking up sports activities to enable them to win more laurels for the college. Publication of college journals and newsletter and to increase research publication in indexed journals. The college plans to organize more seminars/ conferences to uphold the research environment of the college.