



## Yearly Status Report - 2016-2017

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		DAMDAMA COLLEGE
Name of the head of the Institution		Ms. Chinmoyee Talukdar
Designation		Principal (in-charge)
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		Kulhati, Hajo-Nalbari Road
City/Town		Kulhati
State/UT		Assam
Pincode		781104
<b>2. Institutional Status</b>		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	state
Name of the IQAC co-ordinator/Director	Sri Gopal Chandra Barman
Phone no/Alternate Phone no.	03612850087
Mobile no.	8474892614
Registered Email	damdamacollege2011@gmail.com
Alternate Email	iqac78@gmail.com

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="http://damdamacollege.edu.in/wp-content/uploads/2021/08/AQAR-2016-2017.pdf">http://damdamacollege.edu.in/wp-content/uploads/2021/08/AQAR-2016-2017.pdf</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="http://damdamacollege.edu.in/wp-content/uploads/2021/08/Academic-Calendar.pdf">http://damdamacollege.edu.in/wp-content/uploads/2021/08/Academic-Calendar.pdf</a>

### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	73.95	2006	21-May-2005	21-May-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
Meeting of the IQAC with Faculties	02-Aug-2016 3	8
Meeting of the IQAC with	04-Mar-2017	8

Faculties	3	
Meeting of the IQAC with Non-Teaching	26-Aug-2017 2	8
<a href="#">View File</a>		

**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	2017 0	0
<a href="#">View File</a>				

**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 :**

3

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)**

- Arrange for the appointment of a permanent Principal.
- Plan for the utilization of Government of Assam's funds towards infrastructure development.
- Initiate to organize more workshops, seminars as part of academic exercise.
- To make students and faculties more health conscious.
- Initiated steps toward office automation

[View File](#)

**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
To make students and faculties more health conscious	Conducted various outreach programs like ' Swach Bharat Aviyam,' ' Health

	Campus,' 'Yoga Training Camps' etc was organized
Education tours for students	Education tours for students
To ensure that no ragging takes place in the campus	Awareness campaigns and posters on anti-ragging measures were displayed through the campus
To utilize the Government of Assam Grant towards infrastructure development	The grant of rupees one crores was used to construct new RCC buildings, digital classrooms and a digital library for the college
To appoint a permanent Principal for the College	A permanent Principal was appointed for the College. Dr. Suranjan Sarma joined Damdama College on 06.10.2017
<a href="#">View File</a>	

<b>14. Whether AQAR was placed before statutory body ?</b>	Yes
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Name of Statutory Body	Meeting Date
Governing Body, Damdama College	10-Jun-2017

<b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b>	No
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<b>16. Whether institutional data submitted to AISHE:</b>	Yes
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Year of Submission	2017
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Date of Submission	18-Apr-2017
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<b>17. Does the Institution have Management Information System ?</b>	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) 4. Teachers attendance are electronically recorded and reproduced on demand.
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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

The University of Gauhati, Assam designs and conceptualizes various curriculum aspects to be implemented in the classroom. Damdama College also follows the guidance of the Gauhati University in such matters. Though the college has been registered with the 2f and 12B scheme of UGC, it has not received any funds from any central agency. Most of the classrooms here depend the chalk and duster method. Nonetheless, the faculties use magazines, journals and newspapers to aid in teaching. With 3G internet connectivity, faculties appraise students of various news and other items available electronically. The College has an Academic Committee, comprising of the HOD's to look after curriculum requirements. To achieve better students output in examinations, faculties evaluate students periodically through written tests and oral presentations/assignments and projects. Group discussions among students are encouraged to enable learners learn better and understand each other's weakness and strengths.

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	NA

## 1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NIL	Nil
<a href="#">View File</a>		

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	0	0

## 1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Nil	Nil	0
<a href="#">View File</a>		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Education Majors	25
<a href="#">View File</a>		

## 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

Records of feedback collected then is not available with the College.

## 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	TDC	800	743	743
<a href="#">View File</a>				

### 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
2016	743	0	17	0	0

### 2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
17	2	5	1	0	Null
<a href="#">View File of ICT Tools and resources</a>					
<a href="#">View File of E-resources and techniques used</a>					

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

The College does not have a formal system of mentors. However, faculties on their own guide students on various academic aspects including students project submission, home assignments etc, report writing on various curriculum related obligations.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
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743

17

1:44

**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	0	5

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
2017	NA	Nil	NA
<a href="#">View File</a>			

**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	ASN, ENG, Hist, ECO, Psc, EDN	2016	19/05/2016	01/07/2016
<a href="#">View File</a>				

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)

The College had an academic calendar for the year during which other than usual classes and working days, the following events were designed. The College had its foundation day on the 9th of August, 2016. Fresher's Day was celebrated on 23rd September, 2016. 7th November, 2016 was reserved for elections to the Student's Union. College Week was celebrated from (02-05) November, 2016.

**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](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	390	285	73.08
<a href="#">View File</a>					

## 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)

[https://docs.google.com/forms/d/12RxdT33cAETUJ2UZJ7326WraVVO0LA\\_FseLlq7NeFVg/edit#responses](https://docs.google.com/forms/d/12RxdT33cAETUJ2UZJ7326WraVVO0LA_FseLlq7NeFVg/edit#responses)

## 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
<a href="#">View File</a>				

### 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
NA	NA	

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No data	No data	NA	Nil	NA
<a href="#">View File</a>				

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NA	NA	NIL	NIL	NIL	Nil
<a href="#">View File</a>					

### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0



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

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

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

Type	Department	Number of Publication	Average Impact Factor (if any)
Nil	No data	0	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
03	7

[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	Nil	NA	Nil	0	NA	0

[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
NA	NA	NA	Nil	0	0	0

[View File](#)

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

Number of Faculty	International	National	State	Local
Presented papers	1	3	0	0

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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
Nil	Nil	0	0

[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
NA	NIL	NA	0
<a href="#">View File</a>			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
District Level Cricket Competition	Pub Bongshor College	Cricket for Solidarity	1	11
Bramhaputra Sahitya Utsav, 02.02. 2017	Government of Assam and Literary Guild, Assam	Visit to various cultural programs	3	39
<a href="#">View File</a>				

### 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
NA	NA	NA	0
<a href="#">View File</a>			

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No data	Not applicable	Not applicable	Nil	Nil	0
<a href="#">View File</a>					

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NIL	Nil	NIL	0
<a href="#">View File</a>			

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development

1200000

1130000

## 4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Nil	Newly Added
<a href="#">View File</a>	

## 4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Soul	Partially	2.0	2018

## 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	10450	Nil	54	Nil	10504	Nil
Reference Books	18	Nil	10	Nil	28	Nil
Journals	1	Nil	2	Nil	3	Nil
CD & Video	3	Nil	0	Nil	3	Nil
Others(s pecify)	10	Nil	2	Nil	12	Nil
Others(s pecify)	5	Nil	2	Nil	7	Nil
<a href="#">View File</a>						

## 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 &amp; institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nil	Nil	NA	Nil
<a href="#">View File</a>			

## 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	2	3	1	3	3	0	20	0
Added	2	2	2	1	2	1	0	25	0
Total	8	4	5	2	5	4	0	45	0

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

45 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
500000	450000	700000	680000

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

**College Administration:** The Governing Body of the College is the highest decision making authority. The Principal/Secretary is the member Secretary of the Governing Body. He is also the Chairperson of the IQAC. The Principal/Secy 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 Student's Union (DCSU) is involved in various student centric activities. The College has 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.' Examinations are 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 is constituted with due representation of the stakeholders. The Principal /Secy. of the College is the Officer-in-Charge of (O.C.). Examination Incharge are appointed for the smoothly conduct various examinations of the University. 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. Faculties procure reading materials from the world wide web using their personal resources and distribute these among the pupils. 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. Book Bank facilities are available to students of the College. Books are issued primarily to economically deprived sections of the society, though most students are encouraged to avail of the book bank facilities. 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. Damdama College Student Support Services Cell help students with their need for financial help. Remedial classes are also offered to those who are weak in studies. Administrative works, including fee

collection, maintenance of audit, students' profile etc, are partially carried out with the help of computer software. Desktop Computer, laptop, Printer, PPT presentation Scanner, DSLR Camera, DVD, CD, Pendrives etc are available for, teachers and staff. Items for sports and cultural activity are stored in the institution's Sports Room and are allotted to student, as and when necessary. These relate to volleyball, football, cricket, carom among others. The Canteen of the College is run by the 'Canteen Monitoring Committee' along with a private party purely for

[http://damdamacollege.edu.in/wp-content/uploads/2021/08/resource\\_management\\_and\\_maintenance\\_16\\_17.pdf](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	Nil	0	0
Financial Support from Other Sources			
a) National	Fee Waiver for economically poor students	618	1900353
b) International	0	0	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
Nil	Nil	0	NA

[View File](#)

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
Nil	NA	0	0	0	0

[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
0	0	0

### 5.2 – Student Progression

#### 5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Nil	0	0	NA	0	0
<a href="#">View File</a>					

#### 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	29	TDC	ASM, EDN, ENG, GGY, PSC	Gauhati University, GUIDOL, Mahapurush Srimanta Sankardev Viswavidyalaya, K.K. Handique State Open University, Pandu College, JB Law College and Pragjyotish B.ED College	PG, BED, PGDCA, ANM
<a href="#">View File</a>					

#### 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	0
<a href="#">View File</a>	

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

Activity	Level	Number of Participants
Cricket Tournament	District Level, Pub Bongshor College	12
Cultural Rally	Inter College Youth Festival Organized by Gauhati University	30
<a href="#">View File</a>		

### 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/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
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Nil	Nil	Nil	Nil	Nil	NA	NIL
<a href="#">View File</a>						

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. 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, 2016. The College Week was similarly held on... and young learners participated in song and dance programs and other cultural activities of importance.

#### 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. 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
Library, ICT and Physical Infrastructure / Instrumentation	The management of the college, in consultation with teachers of various departments take cognizance of the various academic and library related matters on a periodic basis. Books, journals and periodicals are purchased in pursuance with various need based requirements. Most of the funds for the same are gathered from students admission fees. Funds from other sources are non-existent. Yet, the faculties manage, even sometimes on their own to purchase books and help students who need books and academic periodicals.
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.
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
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.

Human Resource Management

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.

Admission of Students

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. During 2016-2017, an admission was done through the offline

mode.

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

E-governance area	Details
Administration	The administration of the College has been partially digitized.
Finance and Accounts	No data. No finance software.
Student Admission and Support	Admission is done offline.
Examination	The Affiliating University (GU) provides guidelines for conducting both internal and university related examinations• Examination Committee at College level duly constituted by the College authority takes care of the internal evaluations. All examination process is done manually

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
Nil	NA	NA	NA	Nil
<a href="#">View File</a>				

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)
Nil	NA	NA	Nil	Nil	Nil	Nil
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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
Orientation Program	1	23/02/2017	22/03/2017	30
Workshop on Fund Mobilization and Training Program by MSME	1	21/06/2017	21/06/2017	01

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

**6.3.5 – Welfare schemes for**

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

**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 has provisions for conducting internal and external financial audits at a regular basis. The College office maintains records of all financial transactions beginning with funds gathered out of students admission and government grants if any. The records are also periodically placed before the Governing Body of the College for examination and review. As and when necessary, external auditors are invited to perform audit of the institution.

**6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the**

year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	NA
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6.4.3 – Total corpus fund generated

0
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## 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	Nil	Nil
Administrative	No	Nil	Nil	Nil

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

<p>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</p>
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6.5.3 – Development programmes for support staff (at least three)

<p>Support staff are given periodic training for better student connectivity and assistance. They are given trainings in the maintenance of all office records, digitization of records and better maintaining of examination related data. Preparation of bill of accounts and salary bills require regular trainings. The College administration sees that the staff are trained adequately to meet the requirements of students and teachers.</p>
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6.5.4 – Post Accreditation initiative(s) (mention at least three)

nil
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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
2016	Lecture on Environment Conservation by Padmashree Mr. Jadav	06/07/2016	06/07/2016	06/07/2016	315

**CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES****7.1 – Institutional Values and Social Responsibilities**

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Nil	Nil	Nil	Nil	Nil

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

Percentage of power requirement of the University met by the renewable energy sources

The College does not receive funds from UGC or RUSA. Nonetheless, to keep it is mission of a socially responsible institute of higher education the college manages funds and resources (limited) towards environmental responsibility. Measures like installation of LED blubs etc and minimizing the use of paper is encouraged by the institute. Also, the college ensures that trees are planted regularly within the camps. Such drives are taken as part of event days like Independence Day, Foundation Day of the College etc. Cleanliness drives are also undertaken by faculty and staff. Students and local community members come forwards towards making the surrounding areas plastic free by making people aware.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	No	0
Rest Rooms	Yes	1
Scribes for examination	Yes	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
Nil	1	1	06/07/2016	1	Lecture on the topic by Padmashree Mr. Jadav Payeng Environment and the role of student in Conservation	Importance of Environment Conservation and significance of tree plantation.	315

[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)
No data	Nil	Nil

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Celebration of Independence Day	15/08/2017	15/08/2017	50

[View File](#)

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

1. Trees planted periodically.
2. College beautification done regularly.
3. Programs against plastic and tobacco use.
4. Provisions for dustbins.
5. Cups and plates for confectionary use made of bamboo and soil. .

### 7.2 – Best Practices

#### 7.2.1 – Describe at least two institutional best practices

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 Swaraswati Puja, Holi alongside such programs as Eid, Fateha Ud Dohaj Dam 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 by Rajib 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.

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](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 A proof of the institution's success is that a large number of students have graduated from this institution and now are engaged in various jobs- as teachers in schools, Assistant Professors in colleges and around the state and also in various other government responsibilities, as taxation officials, banking officers etc. Also, the institution has produced successful singers, theater personalities, sports personalities etc. A case in point is the example of Miss Ruma Begum, who has received the best cadet award in the 72 Republic Day celebrations at Delhi. Likewise Karina Patowary, a student of Damdama College has won a gold medal in Lawn Ball competition at National Games held in 2016 at Guwahati. SOCIAL SERVICE Social orientation of students and faculties reflects in various programs of social service like cleaning and sanitization of market places and mass awareness programs against various social evils afflicted to the surrounding society. The fact that the college has adopted a nearby village and studies it in its entirety, proves the social commitment of the faculty. The faculties themselves are engaged in research works at different levels. The College has a good number of Ph. D degree holders, while another six are pursuing the same. They have also published a good number of published works. Organizing debates and seminar on topics of social importance has been a regular and distinct phenomenon of Damdama College. SEMINARS, BOOK TALKS, JOURNALS AND ARCHIVES While the College has suffered from lack of funds, it has continued to engage in issues of social, economic and political interest, which has translated into faculties organizing both departmental seminars, as also lecture talks, which it publishes for greater academic interests. A journal of related interest, called 'Journal of Social Dialogues' has evolved from a national level webinar and has academicians from India and outside, as part of its Advisory Panel. A similar journal on Science Fiction is in the pipeline. The College also plans to translate important literary and social works from English into the vernacular and effort toward this end are at the point of ripening off. Again, the College organizes talks and oral presentations by local experts a part of the institution's agenda to preserve local myths and folklore, which are at the point of being

Provide the weblink of the institution

[http://damdamacollege.edu.in/wp-content/uploads/2021/08/Institutional-Distinctiveness\\_16\\_17.pdf](http://damdamacollege.edu.in/wp-content/uploads/2021/08/Institutional-Distinctiveness_16_17.pdf)

### **8.Future Plans of Actions for Next Academic Year**

- Appointment of Permanent Principal
- Provision for ICT equipped classroom
- Renovation of Old Buildings
- Construction of new classrooms, Girls Common Room and other architectural developments
- Provision for Safe Drinking Water for the students
- To conduct more seminars, lecture programs, workshops to boost the research environment of the college.
- Digitization of College Library