



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>	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
<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	Dr. Saurav Sengupta
Phone no/Alternate Phone no.	03612850087
Mobile no.	9867396476
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-2017-18-SUBMITTED.pdf">http://damdamacollege.edu.in/wp-content/uploads/2021/08/AQAR-2017-18-SUBMITTED.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-2.pdf">http://damdamacollege.edu.in/wp-content/uploads/2021/08/Academic-Calendar-2.pdf</a>

### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	73.95	2006	21-May-2006	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
Regular Meeting of the	03-Aug-2018	16

IQAC	3	
Regular Meeting of the IQAC	17-Aug-2018 2	16
Regular Meeting of the IQAC(Others)	03-Jan-2019 2	16
<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	2019 0	0
<a href="#">View File</a>				

<b>9. Whether composition of IQAC as per latest NAAC guidelines:</b>	Yes
Upload latest notification of formation of IQAC	<a href="#">View File</a>
<b>10. Number of IQAC meetings held during the year :</b>	8
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	<a href="#">View File</a>
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No

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

1. IQAC invited former Principal Dr. Rabin Sarma to deliver a lecture on the topic "Short Stories from India's North East: Values and Perspectives". 2. Mrs. Purnima Devi Barman, Environmentalist and Green 2019. Oscar Awardee delivered a talk on "Environmental Sustainability" on April, 22,2019. 3. Seminar cum Awareness program on voting behavior for the benefit of the Student was conducted by Mrs. Aparna Sarma (ACS), Circle Officer, Kamrup on April, 3rd 2019. 4. MoU signed with AMTRON for Skill Development of Student. 5. Dr. Abani Kumar Bagawati, Prof Department of Geography, Gauhati University, was the invited guest of honour who delivered a lecture on the topic "Man Environment and Nature".

[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
Classroom and Laboratories for Science Classes	Earmark a floor in the newly constructed RCC building to house laboratories in the sciences. Also to revamp some classrooms for the new academic purpose.
Services of Contractual Teachers	Contractual teacher services would be continued for the academic year.
Promotion of Assistant Professor	'Departmental Promotion Committee' recommendations have been considered and allowed by the Hon'ble Governing Body of the College
Improvements in the college library	Library books and other equipments have been shifted to the new constructed RCC building. Books worth rs 2 lacs have been purchased.
Lesson Plan	The HODs have initiated steps to follow a lesson plan for classes taken during the day, week and month.
<a href="#">View File</a>	

**14. Whether AQAR was placed before statutory body ?**

Yes

Name of Statutory Body	Meeting Date
Governing Body, Damdama College	07-Jun-2019

**15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?**

No

**16. Whether institutional data submitted to AISHE:**

Yes

Year of Submission

2019

Date of Submission

29-Mar-2019

**17. Does the Institution have Management Information System ?**

Yes

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.

## 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

1. CURRICULUM DEVELOPMENT - Damdama College being an affiliated College under the University of Gauhati follows the UG curriculum set by it. Hence, it has less scope in designing templates for various programs. Nonetheless, faculties of the college are aware of the issues of designing/ revision /restructuring of the syllabus organized by the university. The College takes necessary measures to enrich the same through a cross cutting of syllabus as and when necessary. At the same time, curriculum development workshops organized by the University and other colleges are attended regularly by the faculty members and suggestions are given whenever necessary. 2. TEACHING and LEARNING: Teaching and learning and evaluation are integral to learning and the college ensures that learners enjoy their classroom lectures and academic activity to the fullest. Towards this aim ICT classrooms are organized. Discussions and students participation are encouraged to make classrooms student centric and lively. Alongside the usual method of lecture the college has a policy of home assignments beginning from semester I students. Hands on experiences are on the pipeline for Semester VI students. This option will be available to the final semester students only. 3. EXAMINATION AND EVALUATION The college follows the semester system as prescribed by the University of Gauhati. It carries out sessional examinations, which is of 20 marks. Apart from these, students are also evaluated by various departments periodically. The results of these internal examinations are discussed with both the students and their guardians. The University of Gauhati sets question paper for the rest 80 marks at the end of the semester. The college collaborates with the affiliating university in the organization of these examinations. An examination committee distributes the schedule for the examination papers to the faculty members and slots invigilation duties in accordance. With respect to the evaluation process, faculties are informed about their set of duties. These include maintaining confidentiality in all matters. 4. Student Support and Progression. While the college suffers from a paucity of funds, students of the institution are encouraged to sit for various competitive examinations and faculties at an individual level guide students for various state and national level examinations. Webinars to motivate students join various professional programs are organized. Group discussions and student's seminars are also organized to help students express their ideas on various national and state level events and issues. 5. Research Faculties of the institution carry on with their research at a individual level. While many have done their doctorate programs under various universities, many are in the process of building up their proposal. The institution has also started a national level web journal called 'Social Dialogues' to discuss various socio-political issues pertaining to the region and outside. A journal on science fiction is also in the pipeline. Local story tellers are invited to speak on their experiences. They also tell stories and the institution plans to organize more of such oral story sessions to keep in touch with the region's and nation's past.

### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship	Skill Development
Nil	Advance Diploma in Computerized Office Automation(ADCOA)	04/02/2019	80	Employability	Skill Development
Nil	Advance Diploma in Software Technology (ADST)	04/02/2019	80	Employability	Skill Development
Nil	Advance Diploma in Computer Hardware Maintenance(ADCHM)	04/02/2019	80	Employability	Skill Development
Nil	Diploma in ICT Application(DICTA)	04/02/2019	80	Employability	Skill Development

## 1.2 – Academic Flexibility

### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	N/A	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	N/A	Nil

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

	Certificate	Diploma Course
Number of Students	0	17

## 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
N/A	Nil	0
<a href="#">View File</a>		

### 1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Ek Bharat Sreshtha	13

	Bharat: Excursion to Rajasthan and Delhi	
BA	Educational Trip by the Dept. of Education at Sonapur	25
BA	Environment Field Study Report: Men, Environment and Nature	101
BA	Educational Trip by the Dept. of Assamese: Barpeta Satra, Gorokhiya Than and Patbauri Satra	28
BA	Library Visit Dept of Education: Cotton University Library	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
N/A

## 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	500	436	434
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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	Number of fulltime teachers available in the institution	Number of teachers teaching both UG and PG courses

			teaching only UG courses	teaching only PG courses	
2018	1941	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	7	10	2	2	2

[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)

A committee constituted of the HODs, the Academic committee and the IQAC decide on the mentors for the students. They make the allotment of students under each mentor and place the same before the Principal for final approval. The mentors guide the students on all possible matters. Apart from the regular course related issues like class work, examinations, course preparedness, field reports etc the mentors also guide students on personal issues. Mentors guide their wards in participation and entitlement related issues as well in the campus life in the college, especially relating to the extra-curricular and co-curricular activities.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1941	17	1:114

### 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	4

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
2019	N/A	Nil	N/A

[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	ASSAMESE, ECONOMICS, EDUCATION, ENGLISH,	6	08/06/2019	10/07/2019



HISTORY,  
POL.SC.

[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)

In the Academic Calender prepared for 2018-2019, other than usual classes, the College celebrated its foundation day on the 9th of August. Internal assessment (for honors courses) were held on 22nd September and from 24-28th of September. Freshman Social was organized on 29th September. Internal assessments for B.A 1st, 3rd, and 5th Semester students were held from 10-12th October. A talk on 'Financial Management' was delivered by the bank manager of Assam Gramin Vikas Bank on 10th January, 2019. Saraswati Puja was celebrated on 10th February, 2019. A seminar on voting behavior was conducted by Mrs. Aparna Sarma (ACS) Circle Officer, Kamrup on April 3rd 2019. Dr. Abani Bhagwati, Prof. Dept of Geography, Gauhati University delivered a lecture entitled 'Man, Environment and Nature' on 12.04. 2019. Trash Tag Challenge Program was organized on the 20th April, 2019 with NSS Unit of College. A talk on 'Environmental Sustainability' was given by Mrs. Purnima Debi Burman, Green Oscar awarded on April, 22, 2019. Promode Chandra Bhattacharya delivered a lecture on Assamese Language Pronunciation: Problems and its Solutions on 30.04.2019. International 'Yoga Day' was celebrated on 21st June, 2019.

### 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://damdamcollege.edu.in/wp-content/uploads/2021/08/Program-outcomes\\_16\\_17.pdf](https://damdamcollege.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	490	225	45.92

[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://damdamcollege.edu.in/wp-content/uploads/2021/08/Students-Survey-2018-2019.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
Major Projects	0	N/A	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
N/A	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
N/A	N/A	N/A	Nil	N/A
<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
N/A	N/A	N/A	N/A	N/A	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
N/A	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)
National	N/A	Nil	Nil
<a href="#">View File</a>			

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
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Assamese	2
ECONOMICS	2
<a href="#">View File</a>	

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
<b>No Data Entered/Not Applicable !!!</b>						
<a href="#">View File</a>						

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
<b>No Data Entered/Not Applicable !!!</b>						
<a href="#">View File</a>						

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

Number of Faculty	International	National	State	Local
<b>Presented papers</b>	0	4	0	0
<a href="#">View File</a>				

### 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
<b>Independence Day Celebration</b>	<b>Damdama College, NSS Unit</b>	17	50
<b>Blood Donation Awareness Camp</b>	<b>FRU Sualkuch and Damdama College</b>	17	96
<b>Trashtag Challenge</b>	<b>Damdama College, NSS Unit</b>	17	30
<b>Yoga Fest</b>	<b>SSAYC and Damdama Colege</b>	17	25
<a href="#">View File</a>			

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
<b>No Data Entered/Not Applicable !!!</b>			
<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
Swach Bharat	NSS Unit Damdama College	Swach Bharat	13	35
World Environment Day	Damdama College NSS Unit	Poster Essay and Speech Competition	15	32
Health Awareness	NSS Unit Damdama College	Awareness against the Use of tobacco, plastics and alcohol	15	54
<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
<b>No Data Entered/Not Applicable !!!</b>			
<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
On-the-Job training	Collaborative Activity	MSME	08/08/2018	08/08/2018	24
<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
Assam Electronics Development Corporation Ltd.	04/02/2019	Computer Related Courses	17
<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

700000	702144
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#### 4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Newly Added
Class rooms	Existing
Laboratories	Newly Added
Seminar Halls	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Existing
<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	Fully	2.0	2016

#### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	13641	1300000	1823	273450	15464	1573450
Reference Books	1890	189000	500	52350	2390	241350
e-Books	0	0	0	0	0	0
Journals	4	16000	2	3200	6	19200
e-Journals	0	0	0	0	0	0
Digital Database	0	0	0	0	0	0
CD & Video	5	10000	2	2000	7	12000
<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 & 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
<b>No Data Entered/Not Applicable !!!</b>			
<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	Others
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								h (MBPS/GBPS)	
Existing	6	1	1	1	1	1	1	30	0
Added	6	0	1	0	0	0	0	100	0
Total	12	1	2	1	1	1	1	130	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
<b>No Data Entered/Not Applicable !!!</b>	

#### 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
1200000	1104539	150000	147111

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 a total of 17 classrooms of various sizes. Apart from regular use of them in the college, various recruitment tests for government services are held in these rooms on Sundays as the case may be. In such cases the college gets a sum as 'Centre Fee' in return. There is a moderately furnished 'Conference Hall' in the college which is used for holding meetings, conferences and symposiums etc. the Central Library of the college is open for both the faculties and students in the college. The terms of use of the library resources are outlined in the college prospectus. Apart from the central library, each department maintains a departmental library which provides dedicated service to the faculties and students of the respective department mainly in case of their textual requirements. 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. Computer facilities in the libraries are also available for teaching staff and students. The Education department has a laboratory for meeting their departmental necessities. The canteen of the college is maintained by a Canteen Monitoring Committee. The college has two ICT Classrooms where two projectors with the college are used. The college has a small playground which is being upgraded and renovated.

[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	Govt. Fee Waiver Scheme	1057	3391681
Financial Support from Other Sources			
a) National	Minorities Scholarship	16	0
b) International	NIL	0	0
<a href="#">View File</a>			

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
Celebration of 72nd Independence Day by cadets of 50 Assam SQN Air Force Unit of Damdama College	15/08/2018	50	NCC Unit Damdama College and 50 Assam SQN Air Force
ORIENTATION PROGRAMME ON IMPORTANCE OF NSS AT COLLEGE LEVEL	22/01/2019	250	NSS UNIT Damdama COLLEGE
<a href="#">View File</a>			

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
2018	NIL	0	0	0	0
<a href="#">View File</a>					

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	NIL	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	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	19	BA	ASM,EDN, ENG, ECO, PSC, HIST	PG, B.Ed, ITI, Stenography, Nursing, PGDCA	ITI Instit utions, IGNOU, GUIDOL, Suren Das College, Barnagar College
<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
SPORTS GU INTER COLLEGE ARCHERY AND TABLE TENNIS TOURNAMENT	Inter College	4
CULTURAL (GU INTER COLLEGE YOUTH FESTIVAL)	Inter College	15
<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/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	1ST Position	National	Nil	1	0613	Ruma Begum
2018	Certificate of Participation, Athletics	Internat ional	1	Nil	0654	Manomohan Das
<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)

The college has a student's union. The members in to the students union are elected through a general election among the regular students of the college. There are different portfolios for which the election is held and the winning student candidates against those portfolios eventually form the council of students. Students holding those portfolios work in collaboration with a



teacher advisor in the council and take initiative in organizing events on respective areas. Events in extra-curricular areas like sports, cultural areas, debating, social service, boys and girl's common room etc are held accordingly. The students union organizes a 'college week'- a sports and cultural fest each year. Further they organize cultural events like Saraswati Puja, Muharram etc. Further, the students of different departments collaborate among themselves to bring out their Departmental Wall Magazines. The students are members in various bodies in the committees in the college.

#### 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/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 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
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 2018-2019, an admission was done through the offline mode.
Industry Interaction / Collaboration	The College has an information and career guidance cell. The Cell has collaborated with AMTRON for IT courses.
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.
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 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 .

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 is 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.

Teaching and Learning

The GB of the College in tandem with the Academic Committee and HOD monitors and supervises the syllabus delivery mechanism. The Curriculum is implemented taking cognizance of new developments in science and technology and possible funds for the same are allotted from the Colleges own resources.

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.

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

E-governance area	Details
Planning and Development	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.
Administration	The college administration have not been digitized.
Finance and Accounts	The College has the Finserv Assam software for salary disbursement. Receipt of admission fees is done using the offline mode.
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	NIL	NIL	NIL	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)
2018	NIL	NIL	Nil	Nil	Nil	Nil
<a href="#">View File</a>						

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	Number of teachers who attended	From Date	To date	Duration
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development programme				
Behavioral Remodeling for Enhancing the Classroom Delivery of Teachers	2	04/02/2019	09/02/2019	7
Refresher Course	1	03/09/2018	23/09/2018	21
Use of ICT Tools in Teaching (Funded by EICT Academy, IIT Guwahati under Ministry of Electronics and Information Technology, Govt of India)	1	01/10/2018	07/10/2018	7
<a href="#">View File</a>				

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</p>	<p>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>

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.

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

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 discuss the same with their fellow teaching members and take appropriate steps for redress. Such issues also come up for discussions at the DCTU forum.

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

Periodical Training on maintenance of Student Records Training in Office and Business etiquette. Financial Accounting and effective documentation.

## 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	Independence Day	15/08/2018	15/08/2018	15/08/2018	85
2018	Asia Pacific Masters Game	07/09/2018	07/09/2018	15/09/2018	1
2019	Celebration of World Environment Day	05/06/2019	05/06/2019	05/06/2019	50

[View File](#)**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
Ikwish Satikat Narir Adhikar aru Samajik Daybodhota (Rights and Responsibilities of Woman in the 21st Century)	22/04/2019	23/04/2019	20	15

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 tress is 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
Physical facilities	Yes	1
Provision for lift	No	0
Ramp/Rails	Yes	1
Braille Software/facilities	No	0
Rest Rooms	Yes	1
Scribes for examination	No	0
Special skill development for differently abled students	No	0
Any other similar facility	No	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
2018	1	1	18/07/2018	1	Awareness Program on Finance and Small Savings	To address the issue of financial preparedness and the necessity of small savings.	45
2019	1	1	22/01/2019	1	NSS Orientation Activities	Different Duties and Responsibilities of NSS Volunteers	38

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

Title	Date of publication	Follow up(max 100 words)
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NIL	Nil	NIL
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7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Celebration of World Environment Day	05/06/2019	05/06/2019	50
Seminar on Voting Behavior	03/04/2019	03/04/2019	40
<a href="#">View File</a>			

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 Swaraswati Puja, Holi alongside such programs as Eid, FatehaUdDohaj Dam etc become a necessary bulwark to mainstream sectarian politics that have contributed to heightened tensions between communities. 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.

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

**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](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 being a rural institution with many students belonging to the SC/St and BPL categories requires amenities and facilities to help them nurture their potential for future growth and employability. At the same time, keeping in mind the requirements of the new education policy, the institution plans to introduce programs and courses that would link students aspiration with local and regional requirements and interest. For this the College is planning to invite experts in respective fields who would train students in requirements of new market paradigms. The College has earmarked a series of webinars for the same. Also to improve the curriculum delivery mechanisms, more ICT enabled classrooms are being planned. The library of the college is also another area which would require more funds and more resources. The colleges plans to create more databases both to preserve local traditional knowledge from farming to dairy etc., as also in the preservation of manuscripts. To shape students personality better, the institution plans to design more certificate courses in theater and the performing arts. More faculty training in technologically equipped classrooms are also planned.