



Yearly Status Report - 2019-2020

Part A

Data of the Institution

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

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr. Saurav Sengupta
Phone no/Alternate Phone no.	03612850087
Mobile no.	9867396476
Registered Email	iqac78@gmail.com
Alternate Email	damdamacollege2011@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://damdamacollege.edu.in/wp-content/uploads/2021/08/AQAR-2018-2019-SUBMITTED.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes, whether it is uploaded in the institutional website: Weblink :	https://damdamacollege.edu.in/wp-content/uploads/2021/08/Academic-Calendar-2019-2020.pdf

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
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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	10-Dec-2019	20

IQAC	3	
Regular Meeting of the IQAC	21-Nov-2019 2	15
Regular Meeting of the IQAC	22-Aug-2019 3	21
Regular Meeting of the IQAC	03-Aug-2019 3	21
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Not applicable	Nil	Nil	2020 0	0
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

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

[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)

- To cultivate the habit of reading among the students, the IQAC formed a 'Book Club,' and successfully held its first open discussion entitled 'Dalichar Mel,' where students and faculties actively participated and discussed about books they recently read.
- To encourage and maintain an academic atmosphere of the college, the IQAC organized various lecture programs and seminars.
- Workshop for Students on employment enhancement techniques etc.
- Under the initiative of the 'Study Circle,' the inaugural copy of online magazine 'Anushilon,' was issued.
- Organize open book examinations.
- Conceptualized Journals with eissn on social issues.

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

Plan of Action	Achievements/Outcomes
Soft Skills and Personality Development Workshops	Mr. Anjan Choudhury, Director Indian Skills Academy delivered a lecture for students on Employment Enhancement Techniques. Around forty students participated. Damdama College participated in the YuvaArohan Pilot Project 2020' under the government of Assam.
Financial Audit	Steps for auditing the accounts of funds for last ten years have been taken. Already local audit of government funds has been initiated
Office Automation	To promote a culture of 'paperless office' in the light of Government of India's 'Digital India' campaign, funds were earmarked for computer software for handling student's admission data and data related to examinations.
Upgradation of playfield	The Directorate of Sports & Youth Welfare, under its Mega Mission Society (MMS) project under the 'Chief Minister Samagra Gramya Unnayan Yojana, sanctioned a grant of Rs 20.00 lacs for up gradation of Playfield of Damdama College. The playground would be developed as per guidelines.
Faculty Development Programs(FDP)	A one -week Faculty Development Program on 'Use of ICT Tools for classroom Teaching' was organized by the Electronic & ICT Academy, IIT, Guwahati in association with Myntra Associates and was held at Damdama College from 14th to 19th October, 2019. A total of 29 faculties from various colleges in Assam participated in the said program.
Initiative to fill up vacant posts of Assistant Professors	Following the Roster Register, the vacant posts of Assistant Professors were reserved for UR(PwD), ST(H), OBC/MOBC and for ST(P) categories. The selection was done observing proper guideline forwarded by the DHE, Assam. The candidates who topped the merit list of the selection procedure were recruited to the posts of Assistant Professors for the departments of the college
Preparation of Roster Register	The College prepared the Roster

Register for categories viz,(i) Assistant Professor/Associate Professors (2) Senior Assistant/UDA (3) Junior Assistant/Library Assistant and (iv) Grade IV/ Laboratory Beared. The Roster Register was approved from the Director of Higher Education, Government of Assam

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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body

Meeting Date

Governing Body

06-May-2020

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

02-Jan-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)

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. The colleges are directed to implement the same keeping in mind the strengths and weakness of respective institutions. To ensure a proper delivery mechanism of the curriculum, Damdama College continuously upgrades its infrastructure. Other than conventional

classrooms, that uses the chalk and duster method, the college has introduced ICT in delivery of academic lectures. Emphasis is laid on providing students with required study materials using the internet. Much of the required materials are also culled from the well-stocked library of the institution. The College has an Academic Committee, comprising of the HOD's to look after curriculum requirements. The IQAC of the College in conjunction with the Academic Committee, guides departments on the necessary tools required to implement the curriculum. To achieve better students output in examinations, faculties evaluate students periodically through written tests and oral presentations/assignments and projects. Group discussions among students enable learners understand each other's weakness and strengths. Mentoring is also provided to students

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

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

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
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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
BA	Assamese, English, Education, Economics, History, Political Science	01/07/2019

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
View File		

1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Library visit by Education Department at K.K. Handique Library	25
BA	Field Trip for project paper in Assamese	32

	Department at Hajo and Sualkuchi	
BA	Excursion at Puri, Odisha	10
BA	Educational Tour: History Department at Sivasagar	28
BA	Educational Tour: History Department at Hajo Panchatirtha	16
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
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
The College collects feedbacks from students on syllabus, course completion, teaching, learning environment etc, which are then placed before the Damdama College Teacher's Unit, the IQAC and finally before the governing body of the College for discussion. Corrective steps are taken to address the issues raised. For the current year, more than five hundred students were asked to give their online feedback, which was then placed before the Teachers Unit, the Academic Committee and finally the GB of 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	Assamese, English, Education, Economics, History and Political Science	353	353	353
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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	
2019	797	0	20	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
20	5	2	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)

The College assigns mentors for students enrolled in various courses. Mentors are assigned after consultation between the Head of Departments, the Academic Committee and the IQAC. The names of mentors are placed before the Principal for final approval. Mentors guide students on project submissions, paper presentations and field reports. Documents submitted by students are then analyzed by mentors and scores submitted to the HOD for review. During 2019, students of various departments presented their assigned class work and assigned tasks including write ups using ICT. Students of other departments were also included in such discussions. Field reports on tours were also submitted. Such reports were graded the works of students were discussed in departmental meetings. A part of the mentoring process is to help students discuss various community problems including tobacco abuse, use of plastics etc.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
793	20	1 : 40

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	20	1	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	Nil	Nil	Nil

[View File](#)

2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination

BA	BA	6	15/10/2020	05/12/2020
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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 topics selected by faculties. Group discussions form a part of the evaluation process. In this year, the college organized its first 'open book examination' other than sessional examination, especially considering the situation of institutions during pandemic when regular classes and examinations were put on hold.

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

Damdama College being an affiliate of the University of Gauhati adheres to the directions of the University in framing an academic calendar for the session. Within this framework, the College prepares schedule for internal examinations, freshman's social, elections to the student's union, events like Saraswati Puja, Lectures, talks, seminars etc. Apart from usual classes in July 2019, a conversation on health issues was initiated with Dr. Bipul Das, Director Thorem Lab, Global Health UMASS, USA on 13.07.2019. The College Foundation Day was held on 9th of August, 2019. On the same day, the college organized a lecture program by Dr. Jogesh Kakati, Principal Pandu College entitled 'Lets Read Books.' The Freshman's Social was held on 7th September, 2019. 14-19th October was reserved for FDP Program on use of 'ICT Tools for Classroom Delivery' in collaboration with E ICT Academy IIT, Guwahati. A workshop on Employment Enhancement Techniques' was organized on 9th November, 2019 in association with Indian Skills Academy. Invited lecture on IPR was held on 14th November. Saraswati Puja was held on January, 30, 2020.

2.6 – Student Performance and Learning Outcomes

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

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

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
UG	BA	Assamese, English, Economics, Education, History Political Science	487	298	61.19

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2.7 – Student Satisfaction Survey

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

<http://damdamacollege.edu.in/wp-content/uploads/2021/08/Student-satisfaction-survey-2019-20.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
Nill	0	NIL	0	0
View File				

3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Intellectual Property Rights	IQAC	14/11/2019

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	Nill	NIL
View File				

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
Nil	NIL	NIL	NIL	NIL	Nill
View File					

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)
National	NIL	0	0
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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
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
NA	NA	NA	Nill	Nill	Nil	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
Nil	Nil	Nil	Nill	0	0	NA
View File						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	2	0	0
Presented papers	0	2	0	0
View File				

3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Awareness Program on Covid Pandemic	NSS Unit Damdama College and local community making of members of Kulhati Village.	10	40
Campus Cleaning	NSS Unit	15	36
View File			

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Nil	Nil	Nil	0
View File			

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
Swacha Bharat	NSS Unit	Campus Cleaning	15	36
View File				

3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Nil	NA	NA	0
View File			

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
NA	NA	NA	Nil	Nil	Nil
View File					

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
NA	Nil	NA	0
View File			

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
1300000	1268019

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	Existing
Seminar Halls	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added

Existing	12	1	2	1	1	1	1	100	0
Added	2	0	0	0	0	0	0	0	0
Total	14	1	2	1	1	1	1	100	0

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

100 MBPS/ GBPS

4.3.3 – Facility for e-content

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

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
700000	603580	150000	117807

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 In charge 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 College's internet connectivity has been taken from AIRTEL

<http://damdamacollege.edu.in>

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 Donation	960	5083590
Financial Support from Other Sources			
a) National	Minority Scholarship	36	0
b) International	NIL	0	0

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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
YUVA AROHAN PILOT PROJECT	22/06/2020	35	Under the initiative of Assam Government, in association with Udhyam Learning Foundation and Damdama College
SMART CLASS	10/07/2019	51	DAMDAMA COLLEGE, ASSAMESE DEPARTMENT

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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
2020	NA	0	0	0	0

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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
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	6	BA	ASM, ENG, EDN, ECO, HIST, PSC	Cotton University, GU, GMC	PG, Nursing, PGDCA
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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
View File	

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

Activity	Level	Number of Participants
PRIZE MONEY INTERCOLLEGE VOLLEYBALL TOURNAMENT	INTER COLLEGE	20
View File		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Gold, Bronze	National	2	Nil	DC/BA. 5th Sem 20 4/2021-22	Karina Patowary
View File						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Students of the College take an active part in the implementation of various academic programs and cultural events. They help the administration periodically with feedbacks and ideas for better engaging stakeholders with the institution. As members of democratic societies, they take interest in college elections, in the organizing of various cultural and social events like Saraswati Puja, Muharram, Id ul Fitr, College Week, the College Foundation Day etc for the purpose of cultural harmony. For example the students of the institution organized the College Foundation Day on the 9th of August, 2016. The College Week was similarly held on... and young learners participated in song and dance programs and other cultural activities of importance. As members of the NSS Cell, they take part in various outreach programs like the 'Swach Bharat' mission etc. Tours to various places of academic interest are also a part of their learning process and they engage themselves well during such activities.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

0

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The College Management follows a decentralized policy of administration. 1. Strategic level, the Governing Body of the College is the highest decision making authority and comprises of the affiliating university (Gauhati University) nominees, teacher representatives, members of non-teaching staff, donor Members and Guardian Members. Various issues pertaining to the institution are discussed by the faculties and staff of the institution through regular meetings of the Damdama College Teacher's Unit. The same is discussed with the IQAC of the College and a consensual list of resolutions is forwarded to the Governing Body for discussion and policy framework. The Governing Body of the College guides the Principal in making necessary 2. Functional level. The Principal/Secretary is the member Secretary of the Governing Body. He is also the Chairperson of the IQAC. The Principal in consultation in consultation with the Staff Members designates various committees/Cells for the planning and implementation of various academic and administrative related policies. The Academic, administrative policies Are 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)?

Partial

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 2019-2020, 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 human resource at the institutional level, the college has a multilayered approach. Students are encouraged to take parts in debate, extempore speech and quiz competitions. Cultural programs are part of the college life. Students visit libraries periodically as part of the institution's drive to promote reading habit. On 4.3.2020, eighteen students visited the Krishna Kanta Handique Library. Faculties take part in seminars/conferences organized by other institutions. The college organizes 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.
Library, ICT and Physical Infrastructure / Instrumentation	The College incorporates new technologies for classroom teaching. 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. Book bank facility is available to economically weak students. Online e-journals and e-book access facility is available for the students and teachers under N-LIST consortium of INFLIBNET Centre. OPAC terminal is available for teachers and students. Institutional Digital Repository has been developed using Digital Library Software Dspace where institutional publications are made available digitally for use by the students and faculty members. One biometric device is present to record attendance of teaching and non-teaching staff. CCTVs are available inside the campus.

Research and Development

The College has a research and development cell. Funds for this cell are managed from the College's own fund. During 2019-2020, the cell along with the IQAC organized three national level webinars. Papers submitted in these events were published with ISBN numbers. The IQAC also initiated the process of publishing online journals with an ISSN number. The first e-journal on social sciences with ISSN(A/F) has been brought out. The second journal is on science fiction.

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

	<p>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.</p>
Teaching and Learning	<p>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.</p>
Curriculum Development	<p>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.</p>

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

E-governance area	Details
Planning and Development	<p>The College website publishes documents on various staff details. Important events and functions are highlighted in the website as well. Students and faculties visit the site for necessary information. The library has Soul 2.0 software.</p>
Administration	<p>The college administration have not been digitized.</p>
Finance and Accounts	<p>The College has the Finserv Assam software for salary disbursement. Receipt of admission fees is done using the offline mode.</p>
Student Admission and Support	<p>Admission of students into various programs is done offline.</p>
Examination	<p>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.</p>

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/	Name of the	Amount of support
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		workshop attended for which financial support provided	professional body for which membership fee is provided	
2019	NIL	NIL	NIL	Nil
View File				

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Faculty Development Program	NIL	14/10/2019	19/10/2019	29	Nil
2020	Teacher's Orientation Program	NIL	29/02/2020	29/02/2020	5	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
Refresher Course	1	11/11/2019	24/11/2019	14
Faculty Development Program	7	14/10/2019	19/10/2019	7
Refresher Course	1	16/10/2019	19/10/2019	14
View File				

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
The College has various welfare schemes for its faculties. Female members can avail of Maternity Leave(ML) and Child Care Leave(CCL). All members	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	Free admission to BPL (Below Poverty Line) students. Poor students can avail books from the department book bank. Scholarship to

are entitled to leave on medical grounds. Duty leave is allowed to teaching staff to attend various Faculty Development Programs and matters relating to government duties. The College has a first aid center to provide immediate medical relief in distress. Teachers have separate toilets and bathrooms for male and female members. The College management has provisions for reimbursement of tea and snacks bills to faculties and staff engaged in various NAAC Committees and in the preparation of AQAR reports.

NPS/Provident Fund is allowed to faculties and staff. Safe drinking water. TA and DA to faculties accompanying students on field trips. Library facilities etc.

various official works. NPS/Provident Fund as per rules. Toilet and washroom facilities. Safe drinking water etc. Library facilities etc.

SC/ST/Minority Students. Toilet and washroom facilities. Safe drinking water etc. Library facilities etc. Career awareness programs. Financial help to students who are in distress.

6.4 – Financial Management and Resource Mobilization

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

The College manages a systematic record of all financial transactions. There is a provision of financial audit of all records. For the purpose of internal audit a competent CA is engaged periodically, usually every year. External audit as per government rules for the year 2019-2020 is being conducted. All such reports (ongoing and completed) are placed before the College Governing Body and issues raised in the reports are discussed and resolved to the satisfaction of all concerned. The college ensures the timely submission of audited utilization certificates to concerned authorities.

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

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

6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External	Internal

	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	No	Nil
Administrative	No	Nil	No	Nil

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

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

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

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
2019	Lets read Books A Lecture Program by Jogesh Kakati	09/07/2019	09/07/2019	09/07/2019	65
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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	0	0

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 (lited) 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 campus. 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	Yes	1
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
2019	1	2	14/08/2019	1	Let's Read Books	"Promote reading habit among students"	53
View File							

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

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

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Celebration of Independence Day	15/08/2019	15/08/2019	50
View File			

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

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

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

A). FESTIVALS FOR SOCIAL HARMONY The college arranges various religious and cultural festivals of different faiths so that the students of the college value the very essence of social and cultural diversity. These festivals help strengthen the bonds of communal harmony adding up to the idea of a strong and unified nation. The college is surrounded by faith of multifarious people and communities, with a majority of people belonging to the Hindu community. Festivals like 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

https://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.

ACHIEVEMENTSIN SPORTS AND EXTRACURRICULAR. SOCIAL SERVICE. SEMINARS, BOOK TALKS, JOURNALSAND ARCHIVES. FOR SCHOOL STUDENTS. HAPPY CLASS HOUR. DALICHAR MEL AND PEDAGOGIC ALTERNATES. FESTIVAL FOR SOCIAL HARMONY. THE COLLEGE CINE SOCIETY. LINKAGES WITH INSTITUTIONS.

Provide the weblink of the institution

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

8.Future Plans of Actions for Next Academic Year

Organize more student oriented programs for their benefit in terms of career guidance and employability skills. More webinars, conferences and seminars for faculty improvement. Equip the campus with better technology for an empowered classroom delivery system. Improve the college library through tie up with other institutions for resource sharing. Organize training programs for support staff and orient them better to serve students. Digitize old documents and records. Equip departments with computers and printers. Mobilize resources for more research based publication. Motivate faculties and staff toward better community engagement programs.