



SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

DOOM DOOMA COLLEGE

THE PRINCIPAL DOOMDOOMA COLLEGE P.O. RUPAI SIDING, DIST.

TINSUKIA

786153

<http://doomdoomacollege.edu.in>

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

July 2022

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

“Gyane Parisamapyate” – this great idea of accomplishment through knowledge remains the guiding principle of Doomdooma College, a premier institution of higher education at the Eastern-most tip of Assam. Established in 1967 and affiliated to Dibrugarh University, recognized by UGC and reaccruited by NAAC with B Grade in 2011, the college, right since its inception, has been disseminating knowledge and skills to the learners of a culturally vibrant area inhabited by a number of ethnic groups. Until recently, the college remained the only institution of higher education in a very large area with a radius of up to forty kilometers on certain directions and thus it had to cater to the needs of a huge number of learners that far exceeds its capacity. The current enrollment is 2018. the current programmes are fourteen.

Further, the college offers different UG and PG programmes in distance mode through centers of Krishna Kanta Handiqui State Open University and Dibrugarh University Distance Education. Responding to the emerging global trends towards the market driven educational system, the college has introduced various professional courses like Motor Driving, Cutting, Tailoring and Embroidery, Spoken English, Computer Education, UGC sponsored career oriented courses along with the traditional degree courses.

The college infrastructure includes a modern conference hall, seven laboratories, five smart classrooms, a big digitized library with nearly 32,000 books, a large play ground, handball and basket ball courts, Historical and Cultural museums, multi-gym, canteen, auditorium, four hostels.

The facilities for the students include N-list Programme, network resource centre, NCC (boys’ and girls’), NSS, Book Bank, Career Counseling and Guidance Cell, Equal Opportunity Centre, Health Cell, Women’s Cell, etc.

The college regularly participates in the AISHE Surveys conducted by the MHRD, Government of India. It receives funds and grants from agencies like RUSA, UGC, ICSSR, Government of Assam etc.

The beautiful campus is richly adorned by plenty of trees of different size, shape and species and flower gardens and grassy plots enrich the pleasing view. One fishery, one botanical garden with rare species of medicinal plants, two vermicompost plants, one greenhouse contribute to the ecosystem of the college.

Vision

To provide higher and holistic education to the aspirants in order to make them socially conscious individuals with proper understanding of the worth of human values.

Mission

To enhance the academic excellence of the students by exploring and channeling their potential through diverse programmes of the Universities, Career Oriented Programmes and Co-curricular Activities with modern infrastructure and competent faculty.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Doomdooma College aims to cater to the needs of students belonging to the diverse socio-economic background and cultivate intellectual, moral, ethical, social, emotional and all-round development of its students.
- To strive to attain the mission and vision, the institutional set-up works in collaboration with the policy-framework.
- Upholds rural values and tradition.
- Offers various add on/certificate/diploma courses.
- MoUs with other reputed institutions over the course of time.
- ICT based teaching-learning. During the pandemic, online classes were regularly taken.
- Maintains transparency in the admission and administrative processes.
- Offers higher education at a nominal fee. Students from EWS or BPL are provided free admission and scholarship.
- From time to time, Students' and Parents' feedback are collected for quality improvement.
- Strictly adheres to the academic calendar for internal and external evaluation. The examination process is conducted strictly and totally insulated with secrecy of all confidential matters.
- Focuses on learning-centered education, participatory and interactive learning through assignments, seminars, group discussions, projects, field-trips etc.
- The library has good collection of standard books and journals.
- Promotes programmes to cater human values, social sensitiveness, self-reliance, National Integration etc.
- The IQAC offers opportunities for quality enhancement of the students and encourages students to participate in co-curricular and extra-curricular activities.
- The Career Counselling & Guidance Cell constantly provides a vibrant platform to meet the different needs of students for employability. Likewise, the Research Cell encourages research activities among the faculty and students.
- Practices decentralized management mechanism with all stakeholders' involvement and participation.
- Sub-committees are formed to manage different aspects relating to discipline, grievances, ragging, sexual harassment, etc.
- Eco-friendly campus with an aim of establishing zero pollution campus in foreseeable future.
- Active E-governance system.
- Extension activities are integrated with co-curriculum and considered as extended opportunities intended to help and serve the society.
- NSS, NCC units organise extension activities and outreach programmes within and beyond the College campus.
- NSS and NCC cadets participated in Annual NCC Republic Day Camp, Republic Day Parade and Prime Minister's Rally held in New Delhi.
- A good number of students have won medals and secured places in university, state and national level tournaments.

Institutional Weakness

- The Science Stream of the College is self-financed and not yet provincialised.
- Being an affiliated college to Dibrugarh University, Doomdooma College is bound to follow the curriculum devised by the University and lacks freedom to design the curriculum.
- For enhancement of institutional growth and development, the number of permanent teaching staff in the College needs to be increased. There are 55 sanctioned posts of teaching staff against 2304 students, with the ratio of 42:1.

- There is insufficient fund to recruit required number of contractual faculty.
- The College does not have sanctioned post for security guard, night chowkidar, fourth grade assistant, gardener and sweeper.
- There are no accommodation/quarter facilities inside the campus for teaching and non-teaching staff.
- The College does not have an indoor stadium.
- Poor economic background of the students is a constraint on the level of accessibility to various fields of higher education. 40% to 45% students belong to economically weaker section of the society.
- In spite of good academic records, poor knowledge base and weak language skills pose a great challenge since it takes away the precious time meant to transact the present curriculum.
- The College is funded by the UGC but has limited financial resources to cater to the growing academic needs that support funding requirements to enhance teaching-learning resources for faculty members. Generation of funds is often a serious limitation in expansion and upgradation of campus facilities.

Institutional Opportunity

- The College encourages students for competitive examinations and higher studies.
- Students have excellent opportunities to explore the neighbourhood lived by different ethnic communities and participate in outreach programmes among them.
- To introduce more add-on courses and professional courses and to upgrade the certificate courses into diploma courses.
- To introduce PG programmes in sanctioned departments.
- To establish more MoUs and linkages with other institutions and universities.
- To encourage students for active participation in national and state levels of sports and cultural programmes.
- To provide ample opportunities to students to interact with well-known personalities of the society.
- To enhance employability of the students and provide placement.
- To mobilize more alumni involvement for the institutional development.

Institutional Challenge

- Poor education backgrounds of the parents prevent even the high achievers from moving out for higher levels of learning or employment.
- Self financing subjects like Physics, Chemistry, Botany, Zoology, and Mathematics have not been able to attract large number of students as many of the students come from economically disadvantaged families.
- Students are mostly first generation learners getting little motivation from the parents or the society.
- The College aims to increase pass percentage and completion rate.
- It is a challenge to obtain the Grants and Funding for pursuing research projects.
- Constant repair and maintenance of the infrastructural facilities and the building as a whole is one of the greatest challenges the college is facing, since, the College is a government college, it is dependent on financial support from the government, which is available at specified interval.
- After the onset of Covid-19 Pandemic, it was a great challenge to the College and Teaching fraternity not only to attract the students to online classes but also make the student feel at home and create an ambience. It is equally a challenging task to make the students tech-savvy and also see that they must possess good internet connectivity and Laptop/android software driven operating system cell phone.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

- Doomdooma College is an affiliated college and follows the syllabus formulated by the Board of Studies of Dibrugarh University. The institution offers regular undergraduate programmes in the Arts, Commerce and Science streams and UG and PG programmes in the distance mode under Krishna Kanta Handiqui State Open University as well as Dibrugarh University.
- Choice Based Credit System has been introduced in 2019 in all regular UG programmes.
- Planning is done in advance to ensure effective delivery of curriculum. Academic calendar, syllabi, routine, teaching plan, Teacher's diary and weekly assessment sheets are made available before the commencement of the session.
- In addition to the chalk and talk method, teachers give power point presentations to enhance the learning experience.
- The institution offers six certificate and diploma courses to enrich the curriculum and make the learners employable.
- Teachers of the College are actively involved in various bodies of the University and other colleges as paper setters, moderators, observers and member of Board of Studies. Some of them have developed self-learning materials for the University.
- The College ensures that issues related to Gender, Environment and Human Values are addressed through co-curricular and extracurricular activities like gender sensitization programmes, plantation drives, Swachh Bharat Abhiyan etc.
- Feedback is collected from students, faculty and guardians at regular intervals to make curriculum delivery more effective and enhance the overall academic environment.
- Considerable measures were taken during the pandemic to reach out to students by forming "WhatsApp Groups" and using the *Google Meet* and *Google Classroom* platforms for giving home assignments and conducting online classes and sessional tests.

Teaching-learning and Evaluation

The admission is done online. The college offers 14 programmes in the Arts, Science and Commerce streams. Until recently, it was the only institution of higher education in a very large area. So, it had to enroll students far beyond its seat capacity. Policy of equity is maintained as the college enrolls students from all backgrounds abiding by the Government policies of reservation. The average student-teacher ratio is 42:1 and the average teaching experience is 13.42. The average percentage of full time teachers against sanctioned post is 110.8. The number of PhD-holder teachers is gradually increasing. Slow and advanced learners are identified through sessional tests, class tests, etc. and measures for their improvement are suggested in class, personal communication and Parents' meets. Remedial classes, extra classes, handouts, access to departmental library, etc. are given to the slow learners and advanced learners are motivated to participate in intra- and inter-college quiz, debate, poster presentation, seminar, etc. Student-centric teaching-learning method includes experiential learning like field study, educational excursions, project works, etc. and participative learning like making wall magazines, plantation drive, attending guest lectures, student-exchange programmes, ICT enabled classes, etc. The teachers give smart classes and teach the students through online classes conducted on platforms like Google Meet, Zoom, Google Classroom, etc. Each department has different WhatsApp groups to communicate with the learners. The institution has a structured mentoring process which resolves various troubling issues of the students from time to time. Internal assessment process is completely transparent leading to minimum number of grievances. Internal assessment is done on the basis of sessional examinations, home assignments,

seminar/group discussion and attendance. The grievances, though very few, are taken seriously and resolved at the earliest at the departmental, institutional or university levels. Programme outcomes, programme specific outcomes and course outcomes are communicated through the college website, face-to-face interaction in the class, parents' meets and various lectures to the gatherings of students. Given the poor or average academic quality of many students at the entry level, the result of the college is not unsatisfactory. The average pass percentage of the last 5 years is 39.33.

Research, Innovations and Extension

Doom Dooma College tries to maintain a good academic culture through research and development activities. The college has 55 permanent faculty members, out of which 13 are PhD degree holders and 8 of them are currently pursuing their PhDs. Each faculty is engaged in various research activities. A good number of papers have been published by the faculty members in national, international, UGC CARE listed, Scopus, Web-of-Science journals, book chapters, seminars conferences. 48 publications have been made by the teaching staff of the college in various reputed journals including those in the UGC CARE list during the period of 2016-2021. A total number of 130 books and chapters in edited books have been published by the faculty members during this period. In the accreditation period, five MRPs have been undertaken by the faculty members. In 5 years, the college had conducted a total number of 19 national seminars, webinars, and one-day workshops. There were 3 collaborative activities made by the institution for teacher-student exchange programme under the two MoUs that have been signed up during the accreditation period. The college never fails to observe days of national/international importance like World Environment Day, International Yoga Day, Republic day, Independence Day, Gandhi Jayanti, etc. The college is blessed with active NSS and NCC wings. The student volunteers actively participate in various activities like plantation drives, cleanliness drives in and around the college campus, Covid-19 awareness campaign, distribution of relief materials during Covid-19 lockdown, reliefs to Baghjan oil-field disaster and flood affected people, sensitizing people on road safety, free coaching in Dariabheti Lower Primary School, awareness campaign of Health, Hygiene, Yoga and Swacchata, Road Safety & Fire Management Activities at Dariabheti Village, etc. are parts of the outreach programmes conducted. In pursuance of the Swachha Bharat Abhiyan mission, the NSS and NCC volunteers of the college have undertaken a commendable cleanliness drive in the longest bridge of India, i.e., *Dr. Bhupen Hazarika Setu* Bridge, commonly known as 'Dhola-Sadiya Bridge' which covers a distance of 9.15 kilometers. Such drives are being conducted regularly by these student volunteers along with the teacher-in charges.

Infrastructure and Learning Resources

- The College is located in 19.63 acre campus and total built-up area of the College is 108547 Sq. Ft.
- The Academic Block has well-appointed and spacious thirty one classrooms equipped with traditional black, green boards; five ICT enabled /smart class rooms and department rooms.
- The Language Laboratory for Spoken English classes, Computer Laboratory and laboratories of Education, Physics, Chemistry, Zoology and Botany departments are well designed and adequately equipped with learning resources.
- The College has one Seminar Hall and one E-Resource Centre at the library, one Conference hall at the administrative block.
- The multi-purpose Auditorium *Kallol* is equipped with Projector along with a seating capacity of 1000 persons and an excellent light and sound system. A spacious Amphitheatre provides a vibrant space for various events.
- The three-storey library building is Wi-Fi enabled with relevant hardware and software and a rich

repertoire of learning resources including an e-library, which has 50 mbps internet bandwidth to access e-journals and e-books through INFLIBNET N-LIST, Online Public Access Catalogue and Reference Section. The library is an automated one with the leading software SOUL 3.0.

- The College has 86 computers in total out of which 75 computers are available for students with the student:computer ratio of 31:1.
- The College also takes pride in its comprehensive sports and fitness infrastructure. The outdoor sports facilities include a huge playground, football court, handball court, volleyball court, badminton court, basketball court, cricket pitch etc. Indoor arrangements include Recreational Room, room for table tennis, carom, chess, taekwondo and arm wrestling. The College has a fully equipped gymnasium for boys and girls with trained instructor.
- Additionally, a Canteen Committee makes visits to the Canteen, keeping regular checks on the infrastructure and hygiene in the kitchen and related areas to ensure a qualitatively satisfactory food experience.
- The College offers facilities, such as Distance Learning Centre (Dibrugarh University) and Krishna Kanta Handique State Open University for students.
- The College has two Boys' Hostels and two Girls' Hostels along with the warden's quarter.
- Doomdooma College ensures regular maintenance and upkeep of all facilities and a system of periodic checks.

Student Support and Progression

The College has a well-established student support and progression system that develops student facilitating mechanisms like career guidance and counseling cell, grievance redressal cell, anti-ragging cell and adoption of various welfare measures related to physical health, sports etc. and involvement in socio-cultural activities. The College takes initiatives to develop leadership qualities and competitive attitude in the students. The Institution in collaboration with **Internal Quality Assurance Cell (IQAC)** takes initiatives to organize different career oriented programmes and conducts popular talks with distinguished personality from time to time. The students are encouraged to make field trips and join competitions at all levels. It is our pride that the students frequently get chances to participate in the **Republic Day Parade, Prime Minister's Rally, NCC Camps** and other similar types of activities. They have brought laurels to the college at various levels and the College takes pride in it. NCC cadets have been representing the College in the Republic Day Parade. An alumnus of the college has successfully bagged the prestigious **Bir Chilarai** award conferred by the State which is quite commendable. The students of the college have achieved various national and international awards particularly in the fields of sports, films, art, dance, drama and literature and also in the academic arena at different times. The college magazine, **OIKYADEEP**, is a unique one as it gives a multi-lingual platform to the multi-lingual community of students to exercise their literary talents. The college has an elected students' body named **Doomdooma College Students' Union (DDCSU)** which is highly active and takes part in academic matters, welfare measures and extracurricular activities in and around the college. The Doom Dooma College Alumni association which is registered under the **Certificate of Registration of Societies Act XXI of 1860** is a strong component of the college. In the Golden Jubilee year 2016-17 a distinct contribution, that is, the construction of the Main gate of the college, was made by the Alumni of the college.

Governance, Leadership and Management

The institution practices decentralized and participatory management in administrative set up. The Governing Body (GB) is the highest body of the college that is composed of representatives from the state government,

affiliating university, teaching staff, non-teaching staff, guardians, and donors. The IQAC, constituted by representatives from the GB, teaching staff, and non-teaching staff, alumni, and guardians, initiates academic quality policy decisions. The Principal plays the leadership role on behalf of the government and the GB in implementing the plans and policies supported by Vice-Principal, Board of Heads, faculty members and the librarian. Different sub-committees and cells are given abundant freedom for truly implementing decentralization policy in the institution.

The organization of the institution includes the Governing Body at the top, followed by the Principal, Vice-Principal, Board of Heads, faculty members, and office staff. The college has effective welfare measures for teaching and non-teaching staff including financial support and loan facilities from Doomdooma College Teachers' and Employees' Welfare Trust. During the assessment period 9 teachers were provided with financial assistance to attend seminars and workshops and 38 teachers attended online/face-to face FDP, RC, OC/IC and STC etc. The college has performance appraisal system that consists of teacher performance record through annual performance indicator (API). The institution conducts internal and external financial audits annually as per the prescribed norms. The amount of grants the institution receives from individuals is Rupees 0.4 lacs over the last 5 years. During the assessment period, the institution receives grants in aid from the state government, UGC, RUSA, ICSSR.

The IQAC makes significant contribution in institutionalizing the quality assurance strategies and practices such as providing academic calendar and teaching plan, and organizing career oriented programmes and coaching. The IQAC of the institution adopts review practices to provide quality education to the students through review of the teaching-learning process and effective organization of parents meet. As a result of the effective functioning of the IQAC, considerable contributions are made during the recent academic period including smart classroom, MoUs with other institutions, quality audit, digital library, online admission and student's satisfaction survey, etc.

Institutional Values and Best Practices

Doomdooma College is well instituted in creating socially responsible citizens. Different committees are formed by engaging both staff and students for the smooth conduct of various activities. The college lays great emphasis in promoting gender equity in all spheres. The Women's Cell of the college celebrates Women's Day, organises various seminars and workshops, undertakes add-on certificate programmes, etc. There is also a Committee Against Sexual Harassment (CASH) for dealing with cases against harassment. Solar energy and several LED bulbs are used in the college as an alternative source of energy. With the installation of sufficient bins in the campus, the college efficiently regulates its degradable and non-degradable waste. Non-degradable wastes like plastics are given for recycling while the degradable waste is used as manures. Sufficient care is taken to keep the drainage system in good condition. The e-waste generated is recycled. No bio-medical or hazardous chemicals are generated within the college campus. The college has a good rain water harvesting system whereby the water accumulated through rains is used effectively in the canteen. There are water tanks, basins, drinking water filters at different locations of the college campus and college hostels. The college undertakes various green initiatives like promoting the use of bi-cycles, constructing pedestrian friendly pathways, enhancing the scenic beauty of the college campus by undertaking plantation drives, etc. The students and teachers of the college engage themselves in various plantation drives in and around the college premises. The college has completed Green Audit and Energy Audit for the current year. There are disabled friendly ramps and washrooms within the campus. The college maintains an inclusive environment by conducting various programmes, interactive sessions, etc. Days of national importance, politically significant days, commemorative days are organised effectively with the active involvement of both staff and students.

There are prescribed code of ethics for everyone that is clearly displayed in the college website. The two best practices of the college includes the activities undertaken by the NCC and NSS volunteers and the publication of an annual multi-lingual magazine, both of which have been able to bring laurels to the institution.

2. PROFILE

2.1 BASIC INFORMATION

| Name and Address of the College | |
|---------------------------------|---|
| Name | DOOM DOOMA COLLEGE |
| Address | THE PRINCIPAL DOOMDOOMA COLLEGE P.O. RUPAI SIDING, DIST. TINSUKIA |
| City | DOOMDOOMA |
| State | Assam |
| Pin | 786153 |
| Website | http://doomdoomacollege.edu.in |

| Contacts for Communication | | | | | |
|----------------------------|-------------------------|-------------------------|------------|--------------|--------------------------|
| Designation | Name | Telephone with STD Code | Mobile | Fax | Email |
| Principal | Prakash Jyoti Borthakur | 03759-240800 | 9435712437 | 03759-240800 | dmccollege@gmail.com |
| IQAC / CIQA coordinator | Pranjit Saikia | 03759-242532 | 9706813809 | 03759-240800 | dr.pranjit1981@gmail.com |

| Status of the Institution | |
|---------------------------|------------|
| Institution Status | Government |

| Type of Institution | |
|---------------------|--------------|
| By Gender | Co-education |
| By Shift | Day |

| Recognized Minority institution | |
|--|----|
| If it is a recognized minority institution | No |

| Establishment Details | |
|--------------------------------------|------------|
| Date of establishment of the college | 01-07-1967 |

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

| State | University name | Document |
|-------|----------------------|-------------------------------|
| Assam | Dibrugarh University | View Document |

Details of UGC recognition

| Under Section | Date | View Document |
|---------------|------------|-------------------------------|
| 2f of UGC | 19-07-1971 | View Document |
| 12B of UGC | 19-07-1971 | View Document |

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

| Statutory Regulatory Authority | Recognition/Approval details Institution/Department programme | Day,Month and year(dd-mm-yyyy) | Validity in months | Remarks |
|--------------------------------|---|--------------------------------|--------------------|---------|
| No contents | | | | |

Details of autonomy

| | |
|--|----|
| Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges? | No |
|--|----|

Recognitions

| | |
|---|----|
| Is the College recognized by UGC as a College with Potential for Excellence(CPE)? | No |
| Is the College recognized for its performance by any other governmental agency? | No |

| Location and Area of Campus | | | | |
|------------------------------------|--|------------------|-----------------------------|---------------------------------|
| Campus Type | Address | Location* | Campus Area in Acres | Built up Area in sq.mts. |
| Main campus area | THE PRINCIPAL DOOMDOOMA COLLEGE P.O. RUPAI SIDING, DIST. TINSUKIA | Rural | 23.6 | 10084.34 |

2.2 ACADEMIC INFORMATION

| Details of Programmes Offered by the College (Give Data for Current Academic year) | | | | | | |
|---|---------------------------------|---------------------------|----------------------------|------------------------------|----------------------------|--------------------------------|
| Programme Level | Name of Programme/Course | Duration in Months | Entry Qualification | Medium of Instruction | Sanctioned Strength | No.of Students Admitted |
| UG | BA,Arts | 36 | XII PASSED | English,Assamese | 50 | 48 |
| UG | BA,Arts | 36 | XII PASSED | English,Assamese | 30 | 0 |
| UG | BA,Arts | 36 | XII PASSED | English | 30 | 30 |
| UG | BA,Arts | 36 | XII PASSED | Assamese | 300 | 205 |
| UG | BA,Arts | 36 | XII PASSED | Bengali | 300 | 1 |
| UG | BA,Arts | 36 | XII PASSED | English,Assamese | 60 | 58 |
| UG | BA,Arts | 36 | XII PASSED | Hindi | 300 | 16 |
| UG | BA,Arts | 36 | XII PASSED | English,Assamese | 150 | 150 |
| UG | BA,Arts | 36 | XII PASSED | Assamese | 60 | 60 |
| UG | BA,Arts | 36 | XII PASSED | English,Assamese | 60 | 58 |
| UG | BA,Arts | 36 | XII PASSED | English,Assamese | 40 | 27 |
| UG | BCom,Commerce | 36 | XII PASSED | English,Assamese | 150 | 0 |
| UG | BCom,Commerce | 36 | XII PASSED | English,Assamese | 150 | 150 |
| | | | | | | |

| | | | | | | |
|----|-------------------|----|------------|----------------------|-----|----|
| UG | BCom,Com merce | 36 | XII PASSED | Assamese | 150 | 79 |
| UG | BCom,Com merce | 36 | XII PASSED | Bengali | 150 | 2 |
| UG | BCom,Com merce | 36 | XII PASSED | English,Assa mese | 150 | 48 |
| UG | BSc,Science | 36 | XII PASSED | English,Assa mese | 15 | 15 |
| UG | BSc,Science | 36 | XII PASSED | English,Assa mese | 15 | 4 |
| UG | BSc,Science | 36 | XII PASSED | English,Assa mese | 15 | 5 |
| UG | BSc,Science | 36 | XII PASSED | English,Assa mese | 15 | 3 |
| UG | BSc,Science | 36 | XII PASSED | English,Assa mese | 20 | 11 |

Position Details of Faculty & Staff in the College

| Teaching Faculty | | | | | | | | | | | | |
|--|-----------|--------|--------|-------|---------------------|--------|--------|-------|---------------------|--------|--------|-------|
| | Professor | | | | Associate Professor | | | | Assistant Professor | | | |
| | Male | Female | Others | Total | Male | Female | Others | Total | Male | Female | Others | Total |
| Sanctioned by the UGC /University State Government | 0 | | | | 8 | | | | 31 | | | |
| Recruited | 0 | 0 | 0 | 0 | 4 | 4 | 0 | 8 | 12 | 16 | 0 | 28 |
| Yet to Recruit | 0 | | | | 0 | | | | 3 | | | |
| Sanctioned by the Management/Soci ety or Other Authorized Bodies | 0 | | | | 0 | | | | 13 | | | |
| Recruited | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 8 | 5 | 0 | 13 |
| Yet to Recruit | 0 | | | | 0 | | | | 0 | | | |

| Non-Teaching Staff | | | | |
|---|-------------|---------------|---------------|--------------|
| | Male | Female | Others | Total |
| Sanctioned by the UGC /University State Government | | | | 11 |
| Recruited | 8 | 0 | 0 | 8 |
| Yet to Recruit | | | | 3 |
| Sanctioned by the Management/Society or Other Authorized Bodies | | | | 20 |
| Recruited | 17 | 3 | 0 | 20 |
| Yet to Recruit | | | | 0 |

| Technical Staff | | | | |
|---|-------------|---------------|---------------|--------------|
| | Male | Female | Others | Total |
| Sanctioned by the UGC /University State Government | | | | 0 |
| Recruited | 0 | 0 | 0 | 0 |
| Yet to Recruit | | | | 0 |
| Sanctioned by the Management/Society or Other Authorized Bodies | | | | 1 |
| Recruited | 1 | 0 | 0 | 1 |
| Yet to Recruit | | | | 0 |

Qualification Details of the Teaching Staff

| Permanent Teachers | | | | | | | | | | |
|------------------------|-----------|--------|--------|---------------------|--------|--------|---------------------|--------|--------|-------|
| Highest Qualification | Professor | | | Associate Professor | | | Assistant Professor | | | Total |
| | Male | Female | Others | Male | Female | Others | Male | Female | Others | |
| D.sc/D.Litt/LLD/DM/MCH | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Ph.D. | 0 | 0 | 0 | 2 | 2 | 0 | 4 | 4 | 0 | 12 |
| M.Phil. | 0 | 0 | 0 | 0 | 1 | 0 | 4 | 9 | 0 | 14 |
| PG | 0 | 0 | 0 | 2 | 1 | 0 | 3 | 3 | 0 | 9 |
| UG | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| Temporary Teachers | | | | | | | | | | |
|------------------------|-----------|--------|--------|---------------------|--------|--------|---------------------|--------|--------|-------|
| Highest Qualification | Professor | | | Associate Professor | | | Assistant Professor | | | Total |
| | Male | Female | Others | Male | Female | Others | Male | Female | Others | |
| D.sc/D.Litt/LLD/DM/MCH | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Ph.D. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| M.Phil. | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 2 |
| PG | 0 | 0 | 0 | 0 | 0 | 0 | 7 | 4 | 0 | 11 |
| UG | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| Part Time Teachers | | | | | | | | | | |
|------------------------|-----------|--------|--------|---------------------|--------|--------|---------------------|--------|--------|-------|
| Highest Qualification | Professor | | | Associate Professor | | | Assistant Professor | | | Total |
| | Male | Female | Others | Male | Female | Others | Male | Female | Others | |
| D.sc/D.Litt/LLD/DM/MCH | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Ph.D. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| M.Phil. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| PG | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| UG | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| Details of Visting/Guest Faculties | | | | | |
|--|------|---|--------|---|-------|
| Number of Visiting/Guest Faculty engaged with the college? | Male | | Female | | Total |
| | | | | | |
| | 0 | 0 | 0 | 0 | 0 |

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

| Programme | | From the State Where College is Located | From Other States of India | NRI Students | Foreign Students | Total |
|-------------------------|--------|---|----------------------------|--------------|------------------|-------|
| UG | Male | 1017 | 0 | 0 | 0 | 1017 |
| | Female | 1001 | 0 | 0 | 0 | 1001 |
| | Others | 0 | 0 | 0 | 0 | 0 |
| Certificate / Awareness | Male | 0 | 0 | 0 | 0 | 0 |
| | Female | 0 | 0 | 0 | 0 | 0 |
| | Others | 0 | 0 | 0 | 0 | 0 |

| Provide the Following Details of Students admitted to the College During the last four Academic Years | | | | | |
|--|--------|---------------|---------------|---------------|---------------|
| Category | | Year 1 | Year 2 | Year 3 | Year 4 |
| SC | Male | 42 | 43 | 40 | 56 |
| | Female | 43 | 41 | 35 | 58 |
| | Others | 0 | 0 | 0 | 0 |
| ST | Male | 102 | 112 | 120 | 155 |
| | Female | 116 | 141 | 159 | 166 |
| | Others | 0 | 0 | 0 | 0 |
| OBC | Male | 708 | 742 | 776 | 913 |
| | Female | 695 | 852 | 871 | 774 |
| | Others | 0 | 0 | 0 | 0 |
| General | Male | 276 | 324 | 321 | 344 |
| | Female | 322 | 403 | 265 | 366 |
| | Others | 0 | 0 | 0 | 0 |
| Others | Male | 0 | 0 | 0 | 0 |
| | Female | 0 | 0 | 0 | 0 |
| | Others | 0 | 0 | 0 | 0 |
| Total | | 2304 | 2658 | 2587 | 2832 |

Institutional preparedness for NEP

| | |
|---|---|
| 1. Multidisciplinary/interdisciplinary: | Doomdooma College is urged to become an autonomous college in near future. The college has 3 streams viz, Arts, Commerce and Science, therefore multi-disciplinary courses can be offered to the students who are yet indentified their interests and goals at UG level. Multi-disciplinary programme will allow students to explore and design a unique combination of courses based on one's educational and career interests. The college has a strategic plan to inculcate students' curious mind and to create more vibrant teaching-learning atmosphere in the institution with emphasizing on – (i) Inter-institution, (ii) Inter-college, and (iii) Inter-departmental exchange programmes. Experimental learning model |
|---|---|

| | |
|---|--|
| | <p>is undertaken extensively by the college through several method viz, Field surveys, Project works, Field visits and extension activities. Knowledge sharing by the experts in various non-academic fields is streamlined in order to provide a holistic approach to the students. Moreover, very recently the official permission from the Parent University to open Post Graduate Course in Education has been received by the college and the department of Assamese is also in this process.</p> |
| <p>2. Academic bank of credits (ABC):</p> | <p>The New Education Policy introduces the system of Academic Bank of Credits (ABC) which is a digital storehouse for containing credits earned by students. ABC facilitates the system of ‘multiple entries’ and ‘multiple exits.’ During the entire learning process, whatever a student learns from both online and offline medium, the corresponding credits earned are seamlessly transferred through the ABC. Doomdooma College is affiliated under Dibrugarh University. Accordingly, the college strictly follows the rules and regulations framed and the instructions vested by the University as well the Government. Whenever any such norms or guidelines for the implementation of ABC will be received from the Government or the University, Doomdooma College shall leave no stone unturned in implementing the system in the curriculum.</p> |
| <p>3. Skill development:</p> | <p>The college has introduced several Vocational courses for skill-enhancement and employability of the students. The institution lays stress on the role of Vocational education and career oriented courses for shaping future of the students through self-employment. The college offers vocational courses on cutting, knitting, tailoring, Beauty Parlouring and Embroidery. Add on courses on Spoken English, Diploma in Computer Application are offered to the students for their ability enhancement. Skill enhancement courses on Desktop Publishing, Entrepreneurship Development, NSS, Creative Writing, Travel and Tourism Management, and Vermi Compost may influence the students in choosing their professional career. The students can choose any skill enhancement course of their own interest. Opening up of more vocational courses in collaboration with industry and corporate sector will be a major thrust area for the college in coming days.</p> |

| | |
|---|--|
| <p>4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):</p> | <p>Doomdooma College offers B.A, B.Com, and B. Sc. Programmes under the parent university. Students can choose any one MIL (AECC) out of the four languages viz, Assamese, Hindi, Bengali and Alternative English in which they can study the classic literary creations of ancient India and can enrich themselves through the curriculum. The college assembles Multi-lingual students that signifies Unity in Diversity. The curriculum in the CBCS syllabus incorporates courses on Indian Classical Literature, Introduction to Indian Literature, Culture of Assam and Cultural Tourism, Indian Political Thought, Philosophical foundation of Education, Sociological foundation of Education, Introduction to Assamese Language, Literature and Culture, Polity, society and Economy of Modern Assam (1826-1947) etc. to acquire knowledge on Rich India Traditions of Indian Knowledge System. The use of Assamese Language as a major mode of communication enables the native learners to understand the topics clearly. The college set up a herbal medicinal plant garden in 2014 to introduce the students with traditional herbal medicinal plant. The college conducts workshops and lecture programmes on Yoga time to time. Every year the Yoga Day has been observed by the college with large participation of students and the staff members.</p> |
| <p>5. Focus on Outcome based education (OBE):</p> | <p>The curriculum will be redesigned with greater emphasis on Outcome Based Education (OBE) after attaining autonomy. New Vocational Courses will be introduced in each semester and the focus will be on OBE. The college is planned to conduct Workshops and Faculty Development Programmes on development of materials for OBE. Course based feedback will be systematized and regular assessment of it will be institutionalized.</p> |
| <p>6. Distance education/online education:</p> | <p>There are two centers for distance education in the college viz – Krishna Kanta Handique State Open University (KKHSOU) which offers undergraduate course and Dibrugarh University Open Learning (DDOL) centre offering Post Graduate Courses. The college intends to develop digital Self Learning Materials (SLMs) to facilitate online learning. The college has a plan to develop a digital library with self designed course materials by the faculty members. The college also has a plan to design few courses and implement in online mode via LMS.</p> |

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---|---------|-------------------------------|---------|---------|
| 447 | 413 | 398 | 398 | 398 |
| File Description | | Document | | |
| Institutional data in prescribed format | | View Document | | |

1.2

Number of programs offered year-wise for last five years

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 16 | 16 | 16 | 16 | 16 |

2 Students

2.1

Number of students year-wise during last five years

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---|---------|-------------------------------|---------|---------|
| 2304 | 2658 | 2587 | 2832 | 2475 |
| File Description | | Document | | |
| Institutional data in prescribed format | | View Document | | |

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 274 | 274 | 274 | 274 | 274 |

| File Description | Document |
|---|-------------------------------|
| Institutional data in prescribed format | View Document |

2.3

Number of outgoing / final year students year-wise during last five years

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 1054 | 729 | 777 | 802 | 485 |

| File Description | Document |
|---|-------------------------------|
| Institutional data in prescribed format | View Document |

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 50 | 50 | 50 | 50 | 50 |

| File Description | Document |
|---|-------------------------------|
| Institutional data in prescribed format | View Document |

3.2

Number of sanctioned posts year-wise during last five years

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 50 | 50 | 50 | 50 | 50 |

| File Description | Document |
|---|-------------------------------|
| Institutional data in prescribed format | View Document |

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 34

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 122.22 | 201.39 | 189.16 | 277.49 | 210.61 |

4.3

Number of Computers

Response: 86

4.4

Total number of computers in the campus for academic purpose

Response: 75

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum delivery through a well planned and documented process

Response:

The Institution ensures effective curriculum delivery through a well planned and documented process

Doomdooma College is affiliated to Dibrugarh University, Assam and follows the curriculum prepared by the Board of Studies of the affiliating University. The following efforts are made to implement the curriculum in letter and spirit:

- **The Academic Calendar** published by the affiliating university is strictly followed. Classes and Sessional examinations are held as per the schedule given by the university.
- **The General Routine** is prepared before the commencement of the academic session and displayed prominently. The **class routine, teaching plan format and the teacher's diary** are provided to the faculty so that they can plan their academic schedule well in advance.
- The Head of the department submits a weekly account of classes taken by teachers to the Principal.
- **An assessment of the workload** is done before the commencement of an academic session and teaching staff are appointed as required.
- **The departmental Routine** is prepared by the Head of the Department and displayed on the notice board. A copy of the same is submitted to the Principal.
- **General meeting is held at the beginning of every session** to discuss academic matters for effective implementation of the curriculum. **Meetings are also held with the Board of Heads from time to time** to monitor the progress made. The arrival and departure of the staff is monitored through the **biometric system**.
- **At the departmental level**, the courses to be taught are allotted to the faculty based on their proficiency, experience and interest. **Teaching plans** are prepared **as per the allotted classes and submitted to the Principal at the beginning of the academic session. Teachers maintain a daily record of classes taken and topics covered, in the Teacher's diary.** Necessary steps are taken to ensure that the courses are completed in time.
- Teachers are encouraged to attend **orientation/refresher courses** and other **faculty development programmes**.
- Group discussion, quizzing and seminar paper presentations are held to assess the progress made by the learners.
- In addition to the talk and chalk method, teachers also give power presentations in **ICT enabled classrooms**. Wi-Fi facility is available to students in the library. Some **Departments organize guest lectures, special classes, remedial classes, student-teacher exchange programmes, quiz**

competitions, seminars, and field trips, whenever possible. **Home assignments** are given to hone their writing skills.

- The Central Library has a good collection of books, reference material and facilities like **N-LIST and DSpace**.
- Each department has its own library. Students are allowed to retain books borrowed from it for as long as required.
- **The IQAC takes structured feedback** from students and steps are taken based on the feedback received.
- A **Suggestion box** has been placed in the Administrative block to get feedback from students. As per the suggestions offered by students, **Special Book Issue facility** has been introduced.
- Some departments are in constant touch with students through **WhatsApp groups** so that important information, study materials etc can be shared easily.

| File Description | Document |
|-------------------------------|-------------------------------|
| Upload Additional information | View Document |

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Response

The college strictly adheres to the academic calendar notified by Dibrugarh University to which it is affiliated. **The Academic Calendar** is prepared before the commencement of the academic session and published in the college prospectus. All relevant information related to the academic schedule like teaching days, dates for sessional tests, commencement of end semester examination etc is organized in a tabular format using the colour coding system to ensure clarity. Moreover, **notifications regarding sessional tests are displayed on notice boards** and college website for proper dissemination of information. Any change in schedule is immediately communicated to students as well as teachers by the head of the institution.

The academic progress of students is assessed through a process of continuous internal evaluation which includes **conducting sessional tests, allotting home assignments, holding group discussions and paper presentations sessions, quizzing etc**. As per the guidelines issued by the university two sessional tests have to be conducted in a semester. **These tests are usually conducted on the dates specified in the Academic Calendar**. Even semester sessional tests are held in the months of February and April while the odd semester tests are held in August and October.

After evaluating the answer scripts, **teachers provide feedback to students on their performance. Errors are pointed out and doubts clarified to enhance their understanding of the subject.**

Marks obtained by the students in the sessional tests are displayed on notice boards as per the dates specified by the university.

Home assignments are given to enhance the knowledge of student and paper presentations sessions are held to **develop their critical thinking, analytical and presentation skills.**

Field trips and educational tours are also organized to encourage experiential learning.

Thus, throughout the session the academic performance of the students is evaluated to achieve the course objectives and the process of CIE is completed as per the schedule of the Academic calendar.

| File Description | Document |
|-------------------------------|-------------------------------|
| Upload Additional information | View Document |

1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

Response: B. Any 3 of the above

| File Description | Document |
|--|-------------------------------|
| Institutional data in prescribed format | View Document |
| Details of participation of teachers in various bodies/activities provided as a response to the metric | View Document |

1.2 Academic Flexibility

1.2.1 Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

Response: 87.5

1.2.1.1 Number of Programmes in which CBCS/ Elective course system implemented.

Response: 14

| File Description | Document |
|--|-------------------------------|
| Minutes of relevant Academic Council/ BOS meetings | View Document |
| Institutional data in prescribed format | View Document |
| Any additional information | View Document |

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 19

1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 00 | 07 | 04 | 03 | 05 |

| File Description | Document |
|---|-------------------------------|
| Institutional data in prescribed format | View Document |
| Brochure or any other document relating to Add on /Certificate programs | View Document |
| Any additional information | View Document |

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 0.15

1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 00 | 07 | 04 | 03 | 05 |

| File Description | Document |
|---|-------------------------------|
| Details of the students enrolled in Subjects related to certificate/Add-on programs | View Document |

1.3 Curriculum Enrichment

1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics ,Gender, Human Values ,Environment and Sustainability into the Curriculum

Response:

Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Response

The cross cutting issues like *Gender, Climate Change, Environmental Education and Human Rights* have been taken into consideration by our affiliating university while framing the UG curriculum. The following papers address the cross cutting issues:

Environmental Education: Environment Studies is an Ability Enhancement Compulsory Course for B.A. 2nd semester students. Apart from this compulsory paper, the following papers in the Honours courses also deal with environmental issues:

- **Biodiversity (Microbes, Algae, Fungi and Archegoniate)** (Paper code - BG101T/P, Botany)
- **Industrial and Environmental Microbiology** (Paper code - BD504T/P DSE II, Botany)
- **Principles of Ecology** (Paper code - ZC102T/P, Zoology)
- **Animal Diversity** (ZG101T/P, Zoology)
- **Environment and Public Health** (Paper code - ZG404T/P, Zoology)
- **Environmental Economics** (ECNHDSE602, Economics)

The issues related to **Gender and Human Rights** are integrated into the curriculum through the following papers:

- **Women Studies** (Paper code- 602, Political Science, Major course)
- **Women in Indian History** (Paper code-602, History, Major course)
- **Women in Indian History** (Paper code- 601, History, Non Major course)
- **Gender and Education** (Paper code-GEED – 202, Education, Honours course under CBCS)
- **Women's Writing** (Paper code- 501, English, Honours course under CBCS)
- **Human Rights** (Paper Code- 601, Political Science, Non-Major Course)

Human values are incorporated into the curriculum through the following papers:

- **Value Education** (Paper code- GEED102, Education)
- **Gender and Education** (Paper code- GEED202, Education)
- **Women's Writing** (Paper code- C50100, English)
- **Feminism: Theory and Practice** (Paper code- GE-2A, Political Science)
- **Human Rights in a Comparative Perspective** (Paper code- DSE 2A, Political Science)

Nevertheless, in order to ensure that our students gain more than just theoretical knowledge about these cross cutting issues, the **institution conducts workshops, awareness camps, study tours, visit to**

historical places and various other activities, the details of which are as follows:

Programmes undertaken by the college as a whole:

- Observation of *Environment Day* and participation in *Swachh Bharat Abhiyan*
- Plantation drives, field study, awareness camps and talks, Cleanliness Drives in the college premises as well as in the neighbourhood, Gender Sensitization programmes to address gender related issues
- Talks by medical practitioners on Women Health and Hygiene
- NCC, NSS, Eco Club and *Prakriti Oikya Mancha* of the college also organize programmes related to the environment.

| File Description | Document |
|---|-------------------------------|
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum. | View Document |
| Any additional information | View Document |

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 1.29

1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 10 | 05 | 05 | 05 | 02 |

| File Description | Document |
|--|-------------------------------|
| Programme / Curriculum/ Syllabus of the courses | View Document |
| Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses | View Document |
| Institutional data in prescribed format | View Document |

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year

Response: 6.99

1.3.3.1 Number of students undertaking project work/field work / internships

Response: 161

| File Description | Document |
|---|-------------------------------|
| Institutional data in prescribed format | View Document |

1.4 Feedback System

1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni

Response: C. Any 2 of the above

| File Description | Document |
|--|-------------------------------|
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload) | View Document |

1.4.2 Feedback process of the Institution may be classified as follows: Options:

1. Feedback collected, analysed and action taken and feedback available on website
2. Feedback collected, analysed and action has been taken
3. Feedback collected and analysed
4. Feedback collected
5. Feedback not collected

Response: B. Feedback collected, analysed and action has been taken

| File Description | Document |
|-----------------------------------|-------------------------------|
| Upload any additional information | View Document |

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 100

2.1.1.1 Number of students admitted year-wise during last five years

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 530 | 850 | 840 | 810 | 720 |

2.1.1.2 Number of sanctioned seats year wise during last five years

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 530 | 850 | 840 | 810 | 720 |

File Description

Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 83.72

2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 220 | 235 | 219 | 226 | 247 |

File Description

Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners

Response:

The institution identifies slow and advanced learners using a combination of aspects like marks, grade obtained in the previous and the qualifying examination, in orientation programs and through regular tests.

Weak

Special attention is given to the academically weak students. To enhance their performance, remedial coaching is provided in the respective subjects. Problem areas in the subject are identified and students are assisted in the identified problem areas. Class tests are conducted based on previous years question papers if needed so as to prepare them for University examinations. Continuous motivation and inspiration are given to slow learners to bring them at par with other students. Further counselling and mentoring sessions are arranged from time to time. Parents are encouraged to discuss the problems related to their children in free and fair atmosphere with the teachers. Spoken English classes are conducted especially for vernacular medium students to improve their communication skills. This course aims at developing conversation skills, art of writing and public speaking.

Advanced Learners

Advanced learners are given challenges to channelize their performances and hone their abilities. They are given opportunities to participate in seminars and conferences, poster competitions, inter-college debates, elocutions and quizzes. They are encouraged to study reference books, journals and magazines.

Activities that Improve the Weak and Boost the Advanced

The students are encouraged to use the e-library for sourcing material. Access is provided to Infflibnet and other e-resources. The students are also given additional books from the departmental libraries. Tutorials and home assignments are given regularly to create interest among learners. Students are also encouraged to solve previous year question papers to build their confidence and become familiar with the significant topics of the curriculum, improve the skill and speed of writing. Students are effectively entrusted the responsibilities of arranging sports and cultural events like Freshman's Social, Farewell Ceremony, Teachers' Day, College Week etc. in order to develop their leadership and social skills and to make them understand the significance of group dynamics and managerial skills. Such participation of the students helps to bridge the gap between theory and practice.

Parents' Meet as a Tool for Identifying and Motivating Slow/Advanced Learners

Each department organizes parents' meet at least once in a semester particularly after the first sessional examination. There the performance of the learners is extensively discussed and ways for their improvement are chalked out.

| File Description | Document |
|-----------------------------------|-------------------------------|
| Upload any additional information | View Document |

2.2.2 Student- Full time teacher ratio (Data for the latest completed academic year)

Response: 46.08

| File Description | Document |
|----------------------------|-------------------------------|
| Any additional information | View Document |

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:

The Departments conduct mock test, group discussion, field visit, field work, field survey, micro-teaching , activity based presentation, student seminars, preparation and presentation of model, quiz, debate, extempore speech, essay competition, art competition, etc.

Each department conducts seminar for major students specially, which is also a part of in-semester evaluation process. Major course students of the departments e.g., Accountancy, Zoology, Botany, Physics present their seminar topics with the help of ICT tools.

Further, home assignments and practical works are given to the students.

Students are encouraged to make poster presentations on the occasion of World Earth Day, Environment Day and National Science Day.

During the college week the students of different departments publish fifteen(12) different wall-magazines as part of wall-magazine competition. Apart from this the Students' Union regularly publish "Jagaran", a biennial wall-magazine.

In 2013-14, the college introduced Desk Top Publishing (General) as an option for Skill Based Course for the students of Non-Major course in the 5th and 6th Semester. Apart from regular theory and practical classes, the Computer Science department organizes Special Guest Lectures from time to time to enhance the learning experiences of the DTPG students. Based on the feedback received from students, the college started other three skill-based courses viz, Tour and Travel Management(TTMG), Creative Writing (CW) and Entrepreneurship Development (ENDP) in 2017-18. The students of TTMG go for field visit and submit the report on it to the department of History as the course is conducted by this department. The final semester students of CW prepare the Wall Magazine and this provides them ample scope to develop their creative skills.

| Department | Experiential Programmes | Participatory Learning Programme |
|-------------------|---|---|
| Assamese | Field Visit | 1. Wall magazine 2. Guest Lectures |
| English | | 1. Use of ICT 2. Wall magazine 3. Guest Lectures |
| History | Field Visit | 1. Wall magazine 2. Guest Lectures 3. Faculty-Student Exchange Programme 4. Plantation Drive |
| Education | 1. Field Survey 2. Practice Teaching | 1. Wall magazine 2. Guest Lectures |
| Economics | 1. Field Visit | 1. Quiz, 2. Mock Test 3. Wall magazine |
| Political Science | | 1. Wall magazine 2. Guest Lectures |
| Hindi | | 1. Wall magazine |
| Bengali | | 1. Wall magazine |
| Physics | | 1. Wall magazine |
| Chemistry | | 1. Wall magazine |
| Zoology | 1. Field Tour 2. Project Work | 1. Use of ICT 2. Wall magazine |
| Botany | 1. Field Tour 2. Project Work | 1. Use of ICT 2. Wall magazine |
| Mathematics | | 1. Wall magazine |
| Commerce | | 1. Use of ICT 2. Wall magazine |

| File Description | Document |
|-----------------------------------|-------------------------------|
| Upload any additional information | View Document |

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

Teaching-learning process has evolved around the current times with newer methods and technologies. The lockdowns due to COVID-19 has further intensified the need of teachers in adapting with the changes. Our institution has also grown in terms of the recent developments in the process of teaching and learning. The

college encourages its teachers to undergo different orientation programmes in order to enhance their knowledge on ICT tools.

The college Wi-Fi facility promotes the growth of virtual learning. The institution has in total 5 classrooms with smart board facilities, one smart conference room, a computer lab, a language lab and an e-resource unit at the library with Wi-Fi facility to enable both teachers and students to use ICT tools. The college library is also automated using SOUL 3.0 software and has a collection of 30,000 books and journals. The automated services of the library make a great contribution towards developing the podium of virtual learning at the college.

The teachers use different virtual modes like Google Meet, Zoom, Google Classroom, WhatsApp for conducting virtual classes. The college has a very dynamic website and every teacher has the option to upload e-notes and e-content in the website directly. Teachers also upload YouTube videos in the college channel. All the students of the college are grouped in WhatsApp according to their respective classes. The different notices of the college are shared amongst students in the WhatsApp groups. Besides, teachers also share study materials in these groups.

Despite being in a rural place, the college leaves no stone unturned in adopting the changes required for effective teaching. In coming years, it is expected that more such use of virtual learning techniques shall be inculcated in the college.

| File Description | Document |
|-----------------------------------|-------------------------------|
| Upload any additional information | View Document |

2.3.3 Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)

Response: 46:1

2.3.3.1 Number of mentors ?????????????????? ????????

Response: 50

| File Description | Document |
|---|-------------------------------|
| Upload year wise, number of students enrolled and full time teachers on roll. | View Document |
| Mentor/mentee ratio | View Document |
| Circulars pertaining to assigning mentors to mentees | View Document |

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 100

| File Description | Document |
|--|-------------------------------|
| List of the faculty members authenticated by the Head of HEI | View Document |
| List of the faculty members authenticated by the Head of HEI | View Document |
| Institutional data in prescribed format | View Document |

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 24.4

2.4.2.1 Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 13 | 12 | 12 | 12 | 12 |

| File Description | Document |
|---|-------------------------------|
| Institutional data in prescribed format | View Document |
| Any additional information | View Document |

2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)

Response: 14.76

2.4.3.1 Total experience of full-time teachers

Response: 738

| File Description | Document |
|---|-------------------------------|
| Institutional data in prescribed format | View Document |
| Any additional information | View Document |

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

The mechanism of internal assessment of the college is transparent and robust in terms of frequency and variety. The college takes some initiatives which are the integral parts of the mechanism of internal assessment.

1. **Academic calendar:** The college academic calendar is the lifeline of this higher education institution. Since the college activities are in tune with the academic calendar, it immensely contributes in smooth functioning of academic activities of the college. For instance, there are two sessional tests in each semester which are held on the stipulated dates as given in the academic calendar.
2. **Results of sessional Tests:** The students get the results of the sessional tests within 20 days. In every semester, each department displays the marks obtained by the students in sessional tests. The departments also show the answer scripts to the students and provide suggestions (if required) for their future improvement. The answer-scripts, assignments, attendance record, seminar papers etc are preserved in the departments till the completion of the student's course of study.
3. **Maintenance of Register Book for internal evaluation:** Each department maintains a Register Book for internal assessment purposes.
4. **Attendance record:** The attendance percentage of the students is also well- maintained by each department and it is reported to the students and the college office whenever asked for.
5. **Facing parents:** As each department organizes parents meeting every session, the parents are able to know about the student's academic performances as well as their sincerity and regularity in the class. In the meeting, the departments also receive feedback from the parents and accordingly the faculty members try to remove the problems.
6. **Organizing students' seminar, group discussion etc.:** This is also a part of internal assessment mechanism. To give a varied shape to the internal assessment process, various departments of the college arrange group discussion, micro teaching, mock test, quiz on the syllabus, presentation of seminar topics, oral test, assignments, projects. field study etc. These techniques positively impact in personality development, building self-confidence and raising competence level of the students. This enables the teacher to evaluate the performance of the student and take necessary steps to cover any learning gap. The problem areas are identified and remedial action initiated. This helps students to identify their strengths and weaknesses and work on problem areas.
7. **Conducting Orientation Programme for Invigilators before Examinations:** The Examination Board of the Institution engages Experts to conduct Orientation Programme for invigilators before the examinations to give them thorough instructions about the code of conduct set by the college. The Programme provides scope to the invigilators also to express their views and thereby overcome the difficulties arising in the process of examination. In addition, the instructions to be strictly followed and the rules and regulations to be observed are printed and given to the invigilators. This helps keeping the process of examination impartial and transparent.

| File Description | Document |
|----------------------------|-------------------------------|
| Any additional information | View Document |

2.5.2 Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Response:

The college has developed a well-organised mechanism to assist the students for redressing Examination related grievances in a fair and impartial way and to ensure that they are resolved promptly and confidentially. The student can approach the Teachers, Head of the Departments, College Examination Officer and Principal for the same.

Internal Examinations

The students are shown the answer sheets to justify the marks scored in the internal examinations. They are allowed to contest the evaluation. Parents are also involved in the process of sharing the progress of their wards during the Parents-Teachers Meet.

University Examinations

Students who are not satisfied with their marks at the University examinations can apply for Revaluation/ Reassessment. The students are assisted by the college office in communicating with the University regarding the same.

The following are some other discrepancies in the University Examination for which letters are forwarded by the Principal of the college to the Controller of the Examination, Dibrugarh University:

- Change and/or absence of subject code in the admit card
- When results of the students remain withheld
- If the students who are present in the examination are marked absent and vice-versa
- If the internal assessment marks are wrongly entered

| File Description | Document |
|----------------------------|-------------------------------|
| Any additional information | View Document |

2.6 Student Performance and Learning Outcomes

2.6.1 Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Response:

Mechanisms of Communication

The course objectives for the courses offered by the Affiliating University as well as the autonomous certificate courses offered by the college are conveyed to the students, teachers and other stakeholders in the following ways:

University

The course outcomes are accessed by a link on the website of the affiliating university, namely, www.dibru.ac.in

College

The course outcomes of the courses are uploaded on the College website, <http://doomdoomacollege.edu.in>

Department

Teachers enumerate and explain the course outcomes in the respective classes at the undergraduate level.

The students are made aware of the programme outcomes, programme specific outcomes and course outcomes right from the beginning through various formal and informal orientation programmes and activities, extra-curricular activities, experiential and participative learning processes, and classroom interactions. Course outcomes are gauged through sessional examinations and class tests and thus slow and advanced learners are identified. In the process students get aware of their learning objectives. Apart from the said examinations and tests, Google classrooms, online classes, seminar presentations, home assignments etc help the teachers evaluate the learning outcomes and enable the learners to become aware of them. Practical, assignments, participation in class and departmental activities, participation in competitions, career counseling programmes, extension activities, etc help the students become aware of the programme outcomes.

| File Description | Document |
|---|-------------------------------|
| Upload COs for all courses (examples from Glossary) | View Document |

2.6.2 Attainment of programme outcomes and course outcomes are evaluated by the institution.

Response:

Programme outcomes and Course outcomes are measured and attained through sessional examinations, Home Assignments, Group Discussions, Seminars, Project Works, Practical etc.

Programme Outcomes

The institution's shining alumni reflect the attainment of programme outcomes. The college facilitates the students academically and infra-structurally to ensure the attainment of the Programme outcomes like Social Responsibility, Environmental Awareness, Patriotism, Tolerance, Sense of National Integrity and International Brotherhood, Soft Skills, Life Skills, Leadership, Comradeship, Teamwork, Critical and

Original Thinking, Inquisitiveness and Physical and Psychological Health and Emotional Intelligence.

College

All departments set targets at the beginning of the session as per the academic calendar.

Day-to-day targets of teaching and learning are monitored.

Regular contacts with the Alumni Associations provide updates about their roles in society.

Departments

All HODs keep track of syllabus progression and also of co-curricular activities and discuss it in the departmental meeting. The same is informed to the Principal in the Board-of-Heads meeting.

Teachers

Teachers maintain a diary documenting the yearly teaching plan and daily teaching log. The diary also includes other relevant information like co-curricular activities, social outreach programmes, holidays, strikes, bandhs etc.

Students

The students give anonymous feedback on the teaching-learning process. Free and honest feedback is thus ensured.

Programme Specific Outcomes

The college has been successful in attaining Programme Specific Outcomes to a considerable extent.

Academic Toppers

Some students of the college have topped the merit list of Dibrugarh University as shown below:

| Sl No | Name of the Student | Programme (Major) | Rank at University Level | Year |
|-------|---------------------|-------------------|--------------------------|------|
| 1. | Mridul Moran | Assamese | 1st | 2014 |
| 2. | Kalpana Chetry | Education | 7th | 2017 |
| 3. | Nayanika Baruah | Zoology | 2nd | 2019 |
| 4. | Nirab Dahotia | Assamese | 3rd | 2019 |

Besides, Kanchan Kumari, graduated from our institution with First Class, ranked 1st in MA in Economics of Dibrugarh University in 2016.

Student Placements

The Career Counseling and Guidance cell organises several career counseling programmes, placement drives, training for recruitment into Indian Army etc.

The students are made aware of job openings through various job portals.

A number of students were recruited into the Indian Army, Reliance Jio, different jobs of Down Town University through programmes organised by Career Counseling and Guidance Cell.

Self-Employment

The college encourages self-employment through organising various workshops on bamboo craft, water hyacinth, doll making, ornament designing etc.

Vocational training courses of, ornament designing, cutting and embroidery, beauty parlour etc are being run by the institution.

Course Outcomes

Systematic and extensive teaching results in achieving the course outcomes.

To improve upon the students' academic performance remedial teaching, skill-based courses (Spoken English, Creative Writing, Entrepreneurship Development, Tourism and Travel Management, Desk Top Publishing), Tutorial Classes, Mentoring, Educational Excursions, Project Works, Field Visits, ICT facilities etc are provided.

The classroom teaching is well supplemented by up-to-date library facilities including digital library.

Continuous Internal Evaluation is part of the teaching-learning process.

The Semester examination results are satisfactory given the poor entry level competences. The Semester-wise result analysis helps analysing the pros and cons in the teaching-learning process and paves ways for

further improvement of course outcomes.

| File Description | Document |
|---------------------------------------|-------------------------------|
| Upload any additional information | View Document |
| Paste link for Additional information | View Document |

2.6.3 Average pass percentage of Students during last five years

Response: 39.33

2.6.3.1 Total number of final year students who passed the university examination year-wise during the last five years

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 292 | 316 | 350 | 360 | 173 |

2.6.3.2 Total number of final year students who appeared for the university examination year-wise during the last five years

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 1054 | 729 | 777 | 802 | 485 |

| File Description | Document |
|---|-------------------------------|
| Upload any additional information | View Document |
| Institutional data in prescribed format | View Document |

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.14

| File Description | Document |
|--|-------------------------------|
| Upload database of all currently enrolled students (Data Template) | View Document |

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)

Response: 1340000

3.1.1.1 Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 0 | 0 | 0 | 0 | 1340000 |

| File Description | Document |
|--|-------------------------------|
| Institutional data in prescribed format | View Document |
| e-copies of the grant award letters for sponsored research projects / endowments | View Document |
| Any additional information | View Document |

3.1.2 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 7.14

3.1.2.1 Number of departments having Research projects funded by government and non-government agencies during the last five years

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 0 | 0 | 0 | 0 | 5 |

3.1.2.2 Number of departments offering academic programmes

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 14 | 14 | 14 | 14 | 14 |

| File Description | Document |
|---|-------------------------------|
| Supporting document from Funding Agency | View Document |
| Institutional data in prescribed format | View Document |
| Paste link to funding agency website | View Document |

3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years

Response: 19

3.1.3.1 Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 13 | 1 | 2 | 3 | 0 |

| File Description | Document |
|---|-------------------------------|
| Report of the event | View Document |
| Institutional data in prescribed format | View Document |

3.2 Research Publications and Awards

3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last five years

Response: 0.9

3.2.1.1 Number of research papers in the Journals notified on UGC website during the last five years.

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 10 | 5 | 8 | 7 | 15 |

| File Description | Document |
|---|-------------------------------|
| Institutional data in prescribed format | View Document |
| Any additional information | View Document |

3.2.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 2.6

3.2.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 35 | 8 | 10 | 69 | 8 |

| File Description | Document |
|---|-------------------------------|
| Institutional data in prescribed format | View Document |
| Any additional information | View Document |

3.3 Extension Activities

3.3.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.

Response:

The College has undertaken various extension activities in the neighborhood as summarized below:

The Department of History organized an Environmental Awareness Programme in a nearby village Dhulijan. They, in collaboration with the department of Political Science, organized *Yaad Karo Qurbani* programme in memory of the martyrs of the country in 2016 celebrating 70th year of Indian Independence

The Department of Economics undertook survey of two villages of Philobari and one village in Sadiya to investigate the socio-economic conditions of the villagers. A special talk was organized among the housewives in the villages to discuss their family budget and household economy. It organized a Biennial Lecture Programme to commemorate the founder Head of the Department, late Lambeswar Sonowal, on 29th June 2019 and 30th June 2017.

The Department of Assamese organizes *Matribhasa Diwas* and speech competitions in nearby schools on 21st February every year

Awareness programme on Rights of Women and Children was organized by Political Science Forum, Doomdooma College at Bar-Ali ME School, Bar-Ali village, Kakapather on 15th March 2017 as a follow up and extension service of the programme on Child Rights and Child Protection

NSS unit undertook various extension activities and one among them was Swachhta Pakhwara held on

24th September 2016 when the unit cleaned the market, hospitals and neighboring areas. It undertook periodical cleaning in the campus and outside the College. It organized a rally on road safety and anti-tobacco awareness and it made a drive to clean the nearby Dhola Sadiya Bridge on 27th October, 2019.

The NCC cadets have organized a blood donation camp and gender sensitization programme apart from their regular activities.

Sanskritik Mancha of the College organizes various programme on literature and culture and felicitates one renowned local artist every year.

Prakriti Oikya Mancha of the College observes *Kati Bihu* every year to create awareness towards conservation of nature. They also publish one handwritten magazine *DDC-r Jeuti*.

Women's Cell of the College provides training to the girl students on cutting, knitting, embroidery, beauty parlour, self grooming etc. for generating self-employment. It organizes various programmes on gender sensitization in the campus and beyond.

Doomdooma College Teachers' Unit and the College authority arranged *Gaonloi Jao* every year with teachers' unit arranging free health check up camps for the people and organizing career related talk for students. A socio-economic survey of the village Tezipathar Gaon was conducted and a talk on 'entrepreneurship development' was arranged

The College adopted Rangajan High School as 'feeder school' and provided study material as well as academic support to the school as and when necessary.

Eco-Club of the College is involved in the maintenance of a green College campus. The main activities undertaken are plantations, taxonomic survey of different plants and preparation of vermicompost unit. It followed the plantation scheme of the Government of Assam for free admission into academic institutions of the State.

| File Description | Document |
|-----------------------------------|-------------------------------|
| Upload any additional information | View Document |

3.3.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 0

3.3.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 0 | 0 | 0 | 0 | 0 |

| File Description | Document |
|---|-------------------------------|
| Institutional data in prescribed format | View Document |

3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Response: 35

3.3.3.1 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 9 | 8 | 10 | 5 | 3 |

| File Description | Document |
|---|-------------------------------|
| Reports of the event organized | View Document |
| Institutional data in prescribed format | View Document |

3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years

Response: 10.75

3.3.4.1 Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during last five years

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 344 | 317 | 389 | 186 | 131 |

| File Description | Document |
|---|-------------------------------|
| Report of the event | View Document |
| Institutional data in prescribed format | View Document |

3.4 Collaboration

3.4.1 The Institution has several collaborations/linkages for Faculty exchange, Student exchange,

Internship, Field trip, On-job training, research etc during the last five years**Response: 3****3.4.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-job training, research etc year-wise during the last five years**

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 0 | 0 | 1 | 0 | 2 |

| File Description | Document |
|---|-------------------------------|
| Institutional data in prescribed format | View Document |
| Any additional information | View Document |

3.4.2 Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years**Response: 2****3.4.2.1 Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years**

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 2 | 0 | 0 | 0 | 0 |

| File Description | Document |
|--|-------------------------------|
| Upload any additional information | View Document |
| Institutional data in prescribed format(Data template) | View Document |
| e-Copies of the MoUs with institution./ industry/ corporate houses | View Document |

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Response:

Doomdooma College relentlessly aims to provide quality education and ensures all round development of the students. Set in the backdrop of an extensive greenery and serenity, the landscape of the college is striking. The college has well maintained infrastructure conducive to teaching, learning and comprehensive development of students.

- The academic block of the college has a total of 31 classrooms which are well-equipped and spacious. Five of the classrooms are equipped with projectors so that ICT can be used for strengthening academic discourse.
- Departments like English, Education, Physics, Chemistry, Zoology and Botany have their own separate laboratories.
- There are 2 computer laboratories available for the students with a total of 51 computers and internet connectivity.
- The Conference Hall has projector to support practical and PowerPoint sessions.
- In addition, the college provides access to software packages such as SOUL 3.0
- The Language laboratory for Spoken English course is designed with adequate audio-visual aids which are easy-accessible to students. The students often engage in simulation and mock exercises to get a better understanding of the language.
- Education laboratory and laboratories of Physics, Chemistry, Zoology and Botany have their own laboratory assistants who maintain the equipment.
- The college campus is Wi-Fi enabled for the benefit of the students and its faculty.
- The well-stocked college library is spread over three floors of an impressive building. It is user-friendly; Wi-Fi enabled and has a seating capacity for nearly 110 users at a time.
- The ground floor of the library has a property counter, Circulation (Issue/Return) Counter, Processing Section, Text-Book Section, Newspaper Corner and Children's Corner etc. The first floor has the librarian's room, reading room for faculty and students and Periodical Section. The second floor is dedicated to the e-library, which has 50 mbps internet bandwidth to access e-journals and e-books through INFLIBNET N-LIST, Online Public Access Catalogue, Reference Section and a seminar room.
- The Administrative Block of the college is a two-storey building consisting of the Principal's Office, the Accounts Office and the General Office in the ground floor and an ICT enabled Conference Hall in the first floor.
- The multi-purpose auditorium of the college, *Kallol*, was established in 1999. Academic events like conferences, seminars, talks etc. and student activities are hosted in the auditorium.
- The college has a KKHSOU Centre and a Distance Education Centre (Dibrugarh University) which are equipped with desktops, internet facility and printers.

| File Description | Document |
|---------------------------------------|-------------------------------|
| Upload any additional information | View Document |
| Paste link for additional information | View Document |

4.1.2 The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Response:

The college is committed to offering resourceful infrastructure for holistic growth of students. It provides adequate facilities for cultural activities, indoor and outdoor sports as well as other student and faculty support amenities. A spacious Auditorium, Common Rooms and Conference Hall are available for the students to organise and participate in co-curricular and cultural activities. The auditorium is equipped with state of the art infrastructure. It has a seating capacity of 1000 persons. The auditorium has excellent acoustics and has a sound system with 10 speakers. There are 05 hand mikes, 02 floor mikes and 04 standing microphones. The auditorium can be provided with screen and projector, whenever required. The Stage has a total of 16 lights and 18 fans. The hall has proper air-ventilation system with 18 fans. The college has a generator for power back-up and the fire-extinguisher is in place.

The college has space for indoor games like Carom, Chess, Table Tennis and Badminton. The college also has adequate outdoor space for exhibitions or any cultural activities, such as street plays, mime, photography competitions, wall painting etc.

The outdoor sports facilities include football court, basketball court, handball court, volleyball court, cricket pitch, open space for yoga and recreational activities. A fully equipped gymnasium with instructor is open for the students and staff from 9 am to 3 pm. The gymnasium has latest equipments, such as, Olympic Barbell, Stability Ball, Jogger, E2 Bar Curl, Bench Press etc. The college also has a big playground which can be used as an open stadium for various sports events.

| File Description | Document |
|---------------------------------------|-------------------------------|
| Upload any additional information | View Document |
| Paste link for additional information | View Document |

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)

Response: 26.47

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 9

| File Description | Document |
|--|-------------------------------|
| Upload any additional information | View Document |
| Institutional data in prescribed format(Data template) | View Document |
| Paste link for additional information | View Document |

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 19.16

4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 3.15 | 42.45 | 40.54 | 57.01 | 63.50 |

| File Description | Document |
|--|-------------------------------|
| Upload audited utilization statements | View Document |
| Upload any additional information | View Document |
| Institutional data in prescribed format(Data template) | View Document |

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS)

Response:

The college has a central library established in the year 1967. The library is well-equipped with 31,629 books in various disciplines of Arts, Commerce and Science. The library subscribes to 14 reputed journals and 10 magazines in the lines of Science and Humanities and 07 newspapers. There is also an e-resource unit in the library with 05 number of computers with good Wi-Fi connectivity. The library is partially automated using an Integrated Library Management System (ILMS). The automation system helps in keeping track of the items owned, orders made and items borrowed. The college uses Inlibnet SOUL since 2008. The version is updated to 3.0 in November, 2021. Barcodes are attached to books and member cards under the system. The library also facilitates the Online Public Access Catalogue (OPAC).

Name of the ILMS Software: SOUL 3.0

Version: 3.0 (since November, 2021)

Nature of automation: Partially

Year of automation: 2008

The automated services of the college are made user-friendly. The library has 5 staff members who are well trained in these services. The different automated services include:

1. Staff and students are issued and re-issued books digitally.
2. Teachers can access e-journals and e-books.
3. There are facilities of digital library.

The library is monitored with CCTV cameras. The attendance of both students and staff members is recorded manually in a register placed in the entrance of the library. From time to time, the library staff and the library committee take different initiatives to improve the library. Below are a few initiatives taken regularly by the library staff to make the library functioning efficient:

1. Every student must come to the library in college uniform.
2. Books and other belongings should be kept in the property counter of the library.
3. Library is open from 9 a.m. to 5 p.m. on all days except holidays.
4. If any book borrowed from the library is lost or damaged in any form, the value of the book will have to be borne by the borrower as per library rules.
5. Books are issued for all classes on all working days.
6. Non-Major/Non-Honours students are allowed to borrow two books at a time and Major/Honours students four books at a time.

Rules for Network Resource Centre (Digital Lounge)

1. Only regular students, teaching and non-teaching staff of the college are eligible to use the network resource centre.
2. Library card is to be produced before entering into the network resource centre.
3. Downloading and printing is available at the network resource centre.
4. At a time 10 students can avail the benefits of the network resource centre.
5. Time allotted for each student is fixed and is to be strictly maintained.
6. Shoes should be kept outside while entering into the network resource centre.
7. Access to entertainment sites is not allowed.
8. Silence inside the network resource centre is mandatory.
9. To avail the network facility, a student must register his/her name.

| File Description | Document |
|---------------------------------------|-------------------------------|
| Upload any additional information | View Document |
| Paste link for Additional Information | View Document |

4.2.2 The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

Response: A. Any 4 or more of the above

| File Description | Document |
|--|-------------------------------|
| Upload any additional information | View Document |
| Institutional data in prescribed format(Data template) | View Document |

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 4.78

4.2.3.1 Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 2.81 | 1.54 | 7.19 | 11.51 | .84 |

| File Description | Document |
|--|-------------------------------|
| Institutional data in prescribed format(Data template) | View Document |
| Audited statements of accounts | View Document |
| Any additional information | View Document |

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the latest completed academic year

Response: 13.47

4.2.4.1 Number of teachers and students using library per day over last one year

Response: 317

| File Description | Document |
|---|-------------------------------|
| Details of library usage by teachers and students | View Document |
| Any additional information | View Document |

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

Hardware Infrastructure

- The college has 68 desktops out of which 35 are available for students.
- Computer laboratory has adequate number of desktops maintaining student to computer ratio of 7:1 most of the times.
- In addition, there are 4 printers in the administrative block.
- The college has 13 LCD projectors, 5 in the classrooms, 2 in the IQAC room, 1 in the Conference Hall, 1 in the library, 1 in the auditorium, 1 in the Language Lab., 1 in the Centre for Distance Studies and 1 in the Education department.
- In general, computing and internet facilities are available to all teachers and students in the campus. These facilities are used for group assignments and conducting power point presentations.
- The Language laboratory (Olivia Language Lab) working with certain English Teaching software is combined with visual presentations for students pursuing Spoken English course .

Software Infrastructure

- The college has software infrastructure like SOUL 3.0, Quick Heal Total Security Antivirus etc.
- All the computers are supported by 50 mpbs Wi-Fi system.
- The desktops are running on windows 7 and windows 10 operating systems. The desktops have Microsoft Office 2007 installed and the same is running currently.

| File Description | Document |
|---------------------------------------|-------------------------------|
| Upload any additional information | View Document |
| Paste link for additional information | View Document |

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 31:1

| File Description | Document |
|-----------------------------------|-------------------------------|
| Upload any additional information | View Document |
| Student – computer ratio | View Document |

4.3.3 Bandwidth of internet connection in the Institution

Response: A. 750 MBPS

| File Description | Document |
|--|-------------------------------|
| Upload any additional Information | View Document |
| Details of available bandwidth of internet connection in the Institution | View Document |

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 71.26

4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 110.78 | 150.91 | 141.30 | 205.10 | 88.72 |

| File Description | Document |
|--|-------------------------------|
| Upload any additional information | View Document |
| Institutional data in prescribed format(Data template) | View Document |
| Audited statements of accounts | View Document |

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

The college has well-integrated internal policies and procedures for purchase and maintenance of physical, academic, support facilities like laboratory and library. Proper maintenance and utilization are augmented and maintained through various committees like Academic sub-committee, Examination sub-committee, Purchase sub-committee, Library sub-committee, Sports sub-committee etc. Academic sub-committee prepares the academic calendar and the prospectus. The Examination sub-committee conducts two semester examinations in a year as per the University Time Table and two sessional examinations every semester. Other than the regular University examinations, various competitive examinations are conducted by the College, whenever required by the government. The Purchasing sub-committee looks after the maintenance and utilization of physical facilities.

Classrooms:

- The college provides classrooms which are spacious for the students. The college authorities pay great attention to maintaining the classrooms and ensuring uninterrupted teaching-learning activities.
- Purchasing sub-committee fulfils the requirements of repairing and maintaining the computer, classroom furniture, departmental furniture, etc.
- The college has a total number of 31 classrooms out of which 05 classrooms are ICT enabled.
- All the classrooms have well-functioning lights and fans.
- The college classrooms have a total of 81 LED blubs and 126 fans.
- The Auditorium, seminar hall, conference hall are used for meetings, seminars, conferences, quiz programmes, ICT-based teaching-learning etc.
- Each classroom is equipped with CCTV camera.
- Dustbins are installed in the verandah and corridors.
- The college has appointed efficient workers for keeping the classrooms and college premises clean.

Laboratories:

- The college has a Language laboratory with audio-visual resources for Spoken English students.
- Education laboratory tools like wooden metal board, human maze learning, anatomy, mirror drawing apparatus, tachisto scope etc. are maintained by laboratory attendant.
- Computer laboratory is well managed. Quick Heal Total Security Antivirus is installed in all the desktops. To minimize e-waste, electronic gadgets like projectors, computers, printers, photocopies are regularly serviced.
- Science laboratories (Physics, Chemistry, Zoology and Botany) have laboratory assistants. The precision of the Laboratory instruments is frequently checked internally with external help taken, whenever required.
- The college laboratories are equipped with fire extinguishers.

Library:

- The Library is maintained by 4 staff members headed by the Librarian.
- The Library sub-committee looks after different activities like book purchase, budget allocation and maintenance of infrastructure and physical facilities of the library.
- Daily dusting of books is done.

- The entire Library staffs conduct stock verification involving counting of books and matching the numbers with official records every year.
- Books are sent for binding, whenever required.
- The Library is under CCTV surveillance.
- It has a property counter in the entrance for students to keep their belongings.
- All the students are issued library card. They can borrow 4 books (honours student) and 2 books (non-honours students) at a time. If borrowed books are not returned within stipulated time, a fine of Rs. 1 per day is charged for every additional day. The same is followed with faculty members.
- The computers in the library are maintained by the library staff. For major repairing and replacement, services from authorized service providers are outsourced through proper channels.

IT Infrastructure:

- All computers in the college have UPS facility with Server Windows monitored and Antivirus updated.
- The college has appointed an IT Consultant to provide regular support services relating to computer hardware and software.

Sports:

- The teachers-in-charge of Boys' Common Room and Outdoor Games supervise the maintenance of sports infrastructure.
- The gymnasium is cleaned regularly. The gymnasium trainer ensures that the equipment is in perfect working condition.
- Badminton Court, Basketball Court, Volleyball Court, Handball Court are in regular upkeep.
- The college stores various sports equipments properly.
- The college playground is maintained by dedicated gardeners.

Canteen:

- The canteen was rebuilt in the year 2017.
- The food is prepared and served hygienically.
- Any decision regarding the upgradation or changes in the canteen is taken care of by the Canteen Committee comprised of 4 members.
- The canteen is properly cleaned every day.

Other Information:

- The college water tanks are cleaned, whenever required.
- The college also has 3 RO water Plants.
- The college has a power generator.
- To conserve water, rainwater harvesting system has been developed in the college.
- The Vermicompost plants are maintained by the support staff.
- The college garden is maintained by a fourth-grade employee who has expertise in gardening.

- The college is under CCTV surveillance.
- The college has security guards at the main entrance of the premises and as well as in the boys' and girls' hostels.
- The college has high boundary walls.
- The students are instructed to wear ID cards during college hours.
- Parking facilities are provided for students and faculty members.
- Dustbins are installed in the college campus to maintain cleanliness.
- From time to time, the NSS and the NCC volunteers conduct *Swachhata Abhiyan* in the college and in locality.
- The concerned departments are entrusted with the responsibility for the smooth day-to-day functioning of the departmental computers. The computers installed in the college office for administrative, academic, and financial purposes are usually maintained by the operators themselves.

| File Description | Document |
|---------------------------------------|-------------------------------|
| Upload any additional information | View Document |
| Paste link for additional information | View Document |

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 68.26

5.1.1.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 2372 | 1308 | 2761 | 1278 | 923 |

| File Description | Document |
|--|-------------------------------|
| upload self attested letter with the list of students sanctioned scholarship | View Document |
| Upload any additional information | View Document |
| Institutional data in prescribed format | View Document |

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 0

5.1.2.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 0 | 0 | 0 | 0 | 0 |

| File Description | Document |
|---|-------------------------------|
| Institutional data in prescribed format | View Document |

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

Response: A. All of the above

| File Description | Document |
|---|-------------------------------|
| Institutional data in prescribed format | View Document |
| Any additional information | View Document |
| Link to Institutional website | View Document |

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 7.49

5.1.4.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 65 | 625 | 206 | 00 | 78 |

| File Description | Document |
|---|-------------------------------|
| Institutional data in prescribed format | View Document |
| Any additional information | View Document |

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

Response: A. All of the above

| File Description | Document |
|--|-------------------------------|
| Upload any additional information | View Document |
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | View Document |
| Details of student grievances including sexual harassment and ragging cases | View Document |

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 2.15

5.2.1.1 Number of outgoing students placed year - wise during the last five years.

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 15 | 12 | 17 | 26 | 11 |

| File Description | Document |
|---|-------------------------------|
| Upload any additional information | View Document |
| Self attested list of students placed | View Document |
| Institutional data in prescribed format | View Document |

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 10.06

5.2.2.1 Number of outgoing student progressing to higher education.

Response: 106

| File Description | Document |
|---|-------------------------------|
| Upload supporting data for student/alumni | View Document |
| Institutional data in prescribed format | View Document |
| Any additional information | View Document |

5.2.3 Average percentage of students qualifying in state/national/ international level examinations

during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

Response: 70

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) year wise during last five years

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 2 | 5 | 1 | 1 | 0 |

5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 3 | 06 | 01 | 01 | 00 |

File Description

Document

Upload supporting data for the same

[View Document](#)

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 8

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) year-wise during the last five years.

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 0 | 4 | 2 | 2 | 0 |

| File Description | Document |
|--|-------------------------------|
| Institutional data in prescribed format | View Document |
| e-copies of award letters and certificates | View Document |
| Any additional information | View Document |

5.3.2 Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Response:

The College has an annually elected Students' Union by the name 'Doomdooma College Students' Union' (DDCSU). This takes the responsibility of organizing various extra-curricular activities under the supervision of teachers, for the holistic development of the students. Though the Union has no representation in the Governing Body; the highest administrative body of the college, yet the student leaders indirectly assist the administration in academic and administrative matters. They are active in maintaining discipline and prevent ragging within the college premises. It is with their support and cooperation that general guardian meetings are organized once a year. The students' council places grievances of the students, if any, before the administration for redressal. They set up helpdesks to provide guidance for online admission and extend their help in distributing identity cards and free books. Though the admission committee has no student representation, yet discussions are held with the Students' Union, before taking any crucial decisions related to admission. The General Secretary of the Students' Union, a member of the IQAC, takes part in discussions related to academics, participates in the decision making process and disseminates all relevant information among the students.

During the annual college week celebrations, cultural, literary and sports competitions are held under the banner of the Students' Union to encourage and promote talent, build team spirit among students and develop their overall personality. The winners of these competitions represent the college in inter-college competitions and youth festival. The annual magazine *OIKYADEEP* and the biennial wall magazine, published by the Students' Union provide a platform to students to develop their creative skills.

The Union hosts the Fresher's Social to welcome the fresh batch of students and farewell party for the outgoing one. Eminent personalities are invited on such occasions to inspire and encourage the students in their future endeavours. Special days like Independence Day, Republic Day, Teachers' Day etc. are celebrated in the College. In addition, the birth anniversary of the spiritual Guru of Assam, Srimanta Sankaradeva, is observed every year. On 5th Nov. every year, the death anniversary of Sudhakantha Dr. Bhupen Hazarika is commemorated. The Union has been instrumental in organizing Raihan Shah Memorial Inter-College Quiz Competition (State and National level) to mark the death anniversary of the founder Principal of the college and commemorates the death anniversary of Late Rabin Choudhury, Ex-Principal and founder lecturer of the Department of Assamese. The Union takes part in other cultural engagements, for example celebrating Kati Bihu and Welcoming of the Spring season every year. The Union plays a very pro-active role in providing relief to flood affected victims, street plays and skits are enacted to create awareness about disaster management. Apart from the activities carried out by the college Students' Union, the students are engaged in an important organization named '**Prakriti Oikyamancha**' which works for creating an awareness of the environment and issues relating to its

preservation. Under its name, they publish a handwritten book of poems every year.

| File Description | Document |
|---------------------------------------|-------------------------------|
| Upload any additional information | View Document |
| Paste link for additional information | View Document |

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 10

5.3.3.1 Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 2 | 9 | 13 | 11 | 15 |

| File Description | Document |
|---|-------------------------------|
| Upload any additional information | View Document |
| Report of the event | View Document |
| Institutional data in prescribed format | View Document |

5.4 Alumni Engagement

5.4.1 There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Response:

The main objective of the Alumni Association is to bridge the gap between the alumni and the alma mater. The Alumni Association of the College has been rendering help and support at various times. It is with the collaborative effort of the College and the Alumni Association that various programmes are held from time to time within the College premise and beyond. They have been responsible for keeping complete track of alumni with their required details; inform them about the current changes and achievements of the college. The meetings of the association take place yearly and future plans are discussed in the meetings. Along with the association meetings annual alumni meet is also organized at the executive level as and when required. Alumni contribution happens in various financial and non-financial forms such as alumni interaction meetings.

The Alumni frequently conducts programme in the college for the benefit of the students, namely career counselling, college outreach programmes, mock personal interviews, discuss business and entrepreneurship opportunities. The Alumni Association fund is utilized for various co-curricular activities from time to time. They have taken the initiative to donate the College Main Gate in the year 2016-2017. At the time of its construction, the Alumni has provided financial assistance, all required construction materials and the mason charge.

The various Departments of the college have involved their respective alumnus by organizing departmental alumni meet to ensure the alumnus' active involvement. The concerned departments have arranged for an exclusive alumni forum for the overall development of the college. Moreover, the Department of Hindi organized the *Hindi Pakhwada* celebrating 150th year of Gandhi Jayanti from 2nd September 2019-16th September 2019 at the college premise in collaboration with IQAC and Alumnus of the Department of Hindi. The Alumnus also held an essay competition among the students of Jawahar Hindi High School located in Doom Dooma in connection with this programme. The Department of English organized a special talk by Yasmin Ansari, an alumnus of the Department and scholar at Aligarh Muslim University on 2nd January 2019. A few departments organized the respective departmental Alumni meet in the year 2019 in order to have an exchange of words with the alumnus of the departments along with their portfolios.

The college takes pride in having their alumnus in the governing body who happens to be the representatives of Assam Legislative Assembly consecutively for many years. To name, a few alumnus has brought laurels to the college in their respective fields. Among them are Padmashree Dulal Manki (Singer), Jaicheng Dohutia awardee of Rajat Kamal for his direction in the film *Handuk*, Parash Jyoti Moran, a Gandhian fellowship awardee who represented as the guest speaker at the Raipur United Nation Summit 2019, Pinku Moran was awarded the Best Concept Short Film Award in Cochin International Film Festival in 2021 and Miss Pinju Moran an awardee of B R Ambedkar Dalit Sahitya Akademi and also awarded Pride of North-East in 2019.

| File Description | Document |
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| Upload any additional information | View Document |
| Paste link for additional information | View Document |

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: E. <1 Lakhs

| File Description | Document |
|-----------------------------------|-------------------------------|
| Upload any additional information | View Document |

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of and in tune with the vision and mission of the institution

Response:

Doomdooma College (established in **1967**), one of the leading **Provincialised Colleges**, aims to cater to the needs of students belonging to diverse socio-economic background and cultivate intellectual, moral, ethical, social, emotional and all-round development of its students.

Vision

To provide higher and holistic education to the aspirants in order to make them socially conscious individuals with proper understanding of the worth of human values.

Mission

To enhance the academic excellence of the students by exploring and channeling their potential through diverse programmes of the Universities, Career Oriented Programmes and Co-curricular Activities with modern infrastructure and competent faculty.

To strive to attain the mission and vision of the College, the institutional set-up works in collaboration with the policy-framework. Department of Higher Education, Government of Assam is the Highest Administrative Body to frame the administrative policies for all the Government and provincialised Colleges of Assam.

As per the Guidelines of the Directorate of Higher Education, a Governing Body (GB) is formed which is the next highest administrative body of the College. The Governing Body is instrumental in planning, monitoring and evaluating the administrative and academic processes. Major decisions like sanction of budget, addition of new Courses, re-shuffle of fee structure, appointment of contractual/temporary staff and implementation and accountability of the teaching-learning process are taken by the GB.

The Principal implements the policy decisions taken by the GB. Some of the policy decisions are routed through the IQAC, which plans the execution of routine for curricular and extra-curricular activities through Board of Heads and conveners of various committees. The inputs from Board of Heads and teachers are included for academic planning and execution.

The active involvement of the members of College Students' Union motivates students to participate in the annual sports, cultural and literary fest and ensures maximum participation.

The Principal of the college plays the leadership role on behalf of the Government and the GB. The Principal with the active support of the Vice-Principal and the Head of the Departments looks after the day to day administrative and academic activities of the College. All the faculty members are involved in effective implementation of the teaching-learning process.

The Principal takes the major decisions with regards to the administrative and academic policies in consultation with the IQAC, Board of Heads, faculty members, non-teaching staff and other stakeholders.

| File Description | Document |
|---------------------------------------|-------------------------------|
| Upload any additional information | View Document |
| Paste link for additional information | View Document |

6.1.2 The effective leadership is visible in various institutional practices such as decentralization and participative management

Response:

The Department of Higher Education, Govt. of Assam, plays a vital role in executing the developmental plan of the College. The Governing Body, Principal, Vice-Principal, Board of Heads, Faculty members, Librarian play crucial roles in the design and implementation of the Institution's quality policy and plans.

The Governing Body provides overall guidelines for quality policy in order to create a conducive teaching-learning environment and to acquire the academic excellence of the College. The Governing Body has empowered the IQAC and the Board of Heads to take decisions related to curricular and co-curricular activities. The Principal and the Vice-Principal along with various sub-committees, which are formed with teaching and non-teaching staff and student members, manage different aspects relating to discipline, grievances, examination, admission, sports, cultural activities, hostels, Women's Cell, Museum, Canteen etc. All the departments are given responsibilities to prepare necessary plans like preparing teaching plan by the faculty members, departmental routines etc. and take effective steps for successful implementation of the academic and other departmental activities.

The work of the College administration is decentralized and the various sub-committees, formed at the beginning of the academic year, support the system. Some of the functions of the committees are as follows:

1. The Examination sub-committee conducts two semester examinations in a year as per the University Time table and undertakes two sessional examinations every semester. Other than the regular University examinations, various competitive examinations are conducted by the College, whenever required by the government.
2. The Admission sub-committee arranges the admission of the College.
3. The Routine sub-committee prepares the General routine and hands over the routine to the individual department. The Department then prepares its departmental routine.
4. The Cultural sub-committee arranges all cultural programs including those of the Annual College Week. The committee also observes all the important national and international events in the College.
5. The Discipline committee looks after the overall discipline of the College.
6. The Anti-Ragging committee and Committee against Sexual Harassment see that the students are fully secured inside the College campus.
7. The Purchase committee looks after the purchase of various equipments, instruments, chemicals,

furniture, etc.

8. The Debate and Literary Section encourages students to participate in debates in the College campus and also take an active part in various inter-college competitions.

Every sub-committee is led by a convener and a few members and these committees meet on a regular basis and help to formulate and implement the strategic plans of the institution.

| File Description | Document |
|-----------------------------------|-------------------------------|
| Upload any additional information | View Document |

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

Doomdooma College is a Provincialised College and so all strategic plans are chalked out by the Department of Higher Education, Government of Assam. However, some internal strategies can be taken by the stakeholders for the smooth functioning of the College. One such strategic plan implemented by the College is the Teaching and Learning Process of the institution. The Academic Calendar is prepared as per the academic calendar of the affiliating university and the General routine of the institution is prepared by the Routine Committee at the beginning of each academic year. The Routine Committee prepares the General routine of Science, Arts and Commerce allotting classes for all departments. The routine is then handed over to each department for preparing the departmental routine. The Head of the Department of each department then formulate departmental routine, distribute syllabus among the faculty members, so that the syllabus is completed within time. Time to time extra classes, tutorial classes, revision classes are also taken to complete the syllabus in time. In short, syllabus completion is monitored by the Head of each department. Special attention is paid to the slow learners. Study materials, question papers of the preceding years are provided to advanced as well as slow learners. Guidance is provided to the students for writing answer. There is a departmental library in each department from where books are issued as reference books to the students. ICT enabled classes are also taken by the departments to make the students understand certain difficult topics in the easiest way. Study tours, field visits are arranged occasionally in some departments to enhance the experiential learning process. Each department has been provided with computers along with internet facilities for the smooth conducting of the department. For the proper guidance of the students, there is a mentor and mentee system. Giving assignments, conducting sessional examinations as part of continuous evaluation, group learning in some departments etc are regularly done. The main purpose of each department is to enhance the knowledge and make the students aware of the modern education system. Library facilities, INFLIBNET facilities are also rendered to the students. To make the students comfortable, some departments conduct subject-specific group discussion, quiz competition and debate competition so that the students are also able to overcome their fear and expand their knowledge and upgrade themselves.

| File Description | Document |
|---------------------------------------|-------------------------------|
| Paste link for additional information | View Document |

6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules and procedures, etc.

Response:

The Principal as the head of the institution along with the members of the Teaching Staff maintains a congenial and academic environment in the College. The Governing Body of the college identifies the areas for planning and development of academic, infrastructure and financial policies so as to ensure the continuous development and quality sustenance of the College.

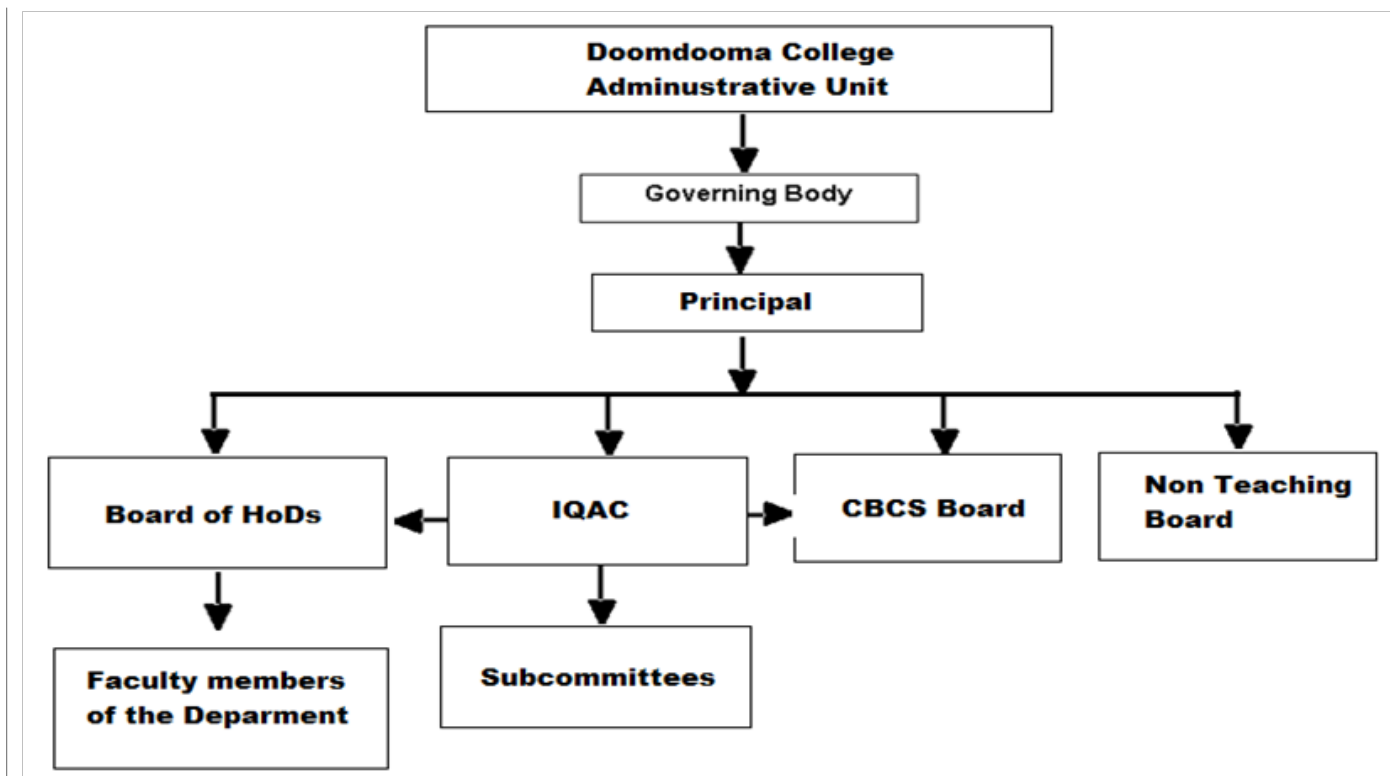
The Governing Body has been formed as per the Assam College Teachers Provincialisation Act, 2005, Govt. of Assam. In the College, the Principal is the apex authority and he is assisted by the IQAC, Board of Heads and various sub-committees. The Principal executes academic and administrative plans and policies with the help of sub-committees like Anti-Ragging and Disciplinary Action committee, Purchase & Construction committee, Election Committee, Examination Committee, Hostel Management Committee, Library Committee, Women's Cell, NCC and NSS wings etc. for smooth conduct of the College activities.

Appointment: Appointment of Assistant Professors is conducted through interview following the guidelines framed by Directorate of Higher Education, Government of Assam and appointment of non-teaching staff is made through interviews as well. Recruitment of Guest Lecturers is done individually by the College following the Directorate of Higher Education guidelines. Supporting staffs for cleaning, Night Guard etc. are recruited through face to face interviews conducted by the College authority.

Promotion Policy: Career Advancement Scheme (CAS) of the regular Faculty members is followed by the College as per the norms of UGC and guidelines of Directorate of Higher Education, Govt. of Assam. Promotion of non-teaching staff is done as per the Policies of the Government of Assam.

Service Rules: All the employees of the College follow Govt. of Assam Service Rule framed time to time.

Organogram of the Organisational structure of the college is as follows:



The Governing body of the college is the highest body of the college that prepares guidelines for academic, infrastructural and financial roadmaps for the effective development of the institution. The Governing Body of the College has been formed as per the Assam College Teachers Provincialisation Act, 2005, Govt. of Assam

| File Description | Document |
|-----------------------------------|-------------------------------|
| Upload any additional information | View Document |

6.2.3 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: A. All of the above

| File Description | Document |
|--|-------------------------------|
| Screen shots of user interfaces | View Document |
| Institutional data in prescribed format(Data template) | View Document |
| ERP (Enterprise Resource Planning) Document | View Document |

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

Response:

The different welfare measures available for teaching and non-teaching staff of the college are as follows:

1. **Group Insurance:** The benefit of Group Insurance policy of Govt. of Assam for its employees is available to all sanctioned teaching and non-teaching staff of the college.
2. **General Provident Fund (GPF):** Sanctioned employees get the benefits of the GPF scheme of the Govt. of Assam.
3. **Pension:** Sanctioned employees of the college are eligible to draw pension after the superannuation of service as per the Govt. of Assam rules.
4. **Gratuity:** As per the rules of Govt. of Assam, all the sanctioned employees of the college enjoy gratuity after the superannuation of service.
5. **Medical allowance:** All sanctioned employees of the College are eligible to draw Medical Allowance as per the rules of Govt. of Assam.
6. **Welfare trust:** Teachers and employees have one registered welfare trust named **“Doomdooma College Teachers and Employees Welfare Trust”** of their own from where they can avail loans for various purposes.
7. **Educational welfare:** All employees get special benefit in the matter of their wards' admission into the College.
8. **Canteen facility:** One spacious canteen is available inside the College campus and employees can go there for refreshment.
9. **Internet and Xerox facility:** All departments, Library, Office and IQAC are connected with Wi-Fi system. Employees may use internet and Xerox facilities for academic and administrative needs.
10. The Governing Body of the College in its meeting held on 26 November, 2016 decided to provide provident facility to the non-sanctioned permanent employees of the college.

| File Description | Document |
|-----------------------------------|-------------------------------|
| Upload any additional information | View Document |

6.3.2 Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the last five years.

Response: 3.6

6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 0 | 5 | 2 | 1 | 1 |

| File Description | Document |
|--|-------------------------------|
| Upload any additional information | View Document |
| Institutional data in prescribed format(Data template) | View Document |

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0

6.3.3.1 Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 0 | 0 | 0 | 0 | 0 |

| File Description | Document |
|--|-------------------------------|
| Institutional data in prescribed format(Data template) | View Document |

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 15.2

6.3.4.1 Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 22 | 8 | 4 | 3 | 1 |

| File Description | Document |
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| Upload any additional information | View Document |
| Institutional data in prescribed format(Data template) | View Document |

6.3.5 Institutions Performance Appraisal System for teaching and non-teaching staff

Response:

API scores are mandatory for the faculty members for Career Advancement Scheme (CAS). A system of regular assessment of teaching and non-teaching staff is in place.

API score: As and when a faculty member is eligible for Career Advancement Scheme and fulfils all prescribed norms of the UGC, **Academic Performance Indicator** (API) of each faculty member is validated by the IQAC according to the prescribed norms of the UGC. The API is filled by the faculty duly verified by the respective Head of the Department and submitted to the IQAC. Subject to the fulfillment of all the terms and conditions prescribed by the UGC, the IQAC recommends the case and forwards it to the Principal. After that the eligible faculty has to appear before the Departmental Promotion Committee (DPC) formed as per the Guidelines of UGC and DHE, Assam for interview. The subsequent promotion is through a procedure of verification of scores, scrutiny of all the necessary documents such as Date of appointment, Date of promotion, Refresher/Orientation courses done by the faculty etc. and personal interview by the members of the DPC. The Principal places the case before the Governing Body for acceptance and forwards it to the Director of Higher Education, Govt. of Assam for fixation of Pay and Grade and approval. The IQAC maintains the personal files of the Non-teaching staff members.

Confidential reports: The annual confidential report of the faculty is prepared by the Principal in consultation with HoD, if necessary. The same is recorded in personal file.

| File Description | Document |
|-----------------------------------|-------------------------------|
| Upload any additional information | View Document |

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Internal audit: The internal audit is done through registered Chartered Accountant appointed by the Governing Body on periodical basis. Observations made by the auditor are brought to the notice of the

accountant and the Principal of the college.

External Audit: The financial statement of the college including books of accounts, vouchers, statements etc. are conducted by the External auditor deputed by the Director of Audit (Local Fund), Govt. of Assam.

Utilization Certificate, Audit report and other related documents are sent to the UGC and other funding agencies in time after being audited by the Registered Chartered Accountant.

The last External audit was done for the period 01-04-2015 to 31-03-2018 and it was completed in May, 2019. However, the next turn of the college has not come yet. Audit objections are settled before the auditor in consultation with the GB.

| File Description | Document |
|-----------------------------------|-------------------------------|
| Upload any additional information | View Document |

6.4.2 Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)

Response: 0.4

6.4.2.1 Total Grants received from non-government bodies, individuals, Philanthropers year-wise during the last five years (INR in Lakhs)

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 0.1 | 0.1 | 0 | 0.1 | 0.1 |

| File Description | Document |
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| Institutional data in prescribed format(Data template) | View Document |
| Any additional information | View Document |

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

For resource generation and utilization strategies the College follows the guidelines of the Govt. of Assam as well as guidelines of the GB and these are as follows:

Resource Generation Strategy:

Fee: The College follows the regulations of the affiliating University and the Govt. of Assam. The major resources of funds are generated through admission fees collected during the admission and from self-financed courses. From the Academic year 2019-20, the Govt. of Assam introduced uniform fee structure for the provincialised colleges of Assam in three categories viz., colleges located in Cities, Urban and Rural areas. The Governing Body fixes the admission fee structure for self-financed courses.

Funding Agencies: The College explores funding schemes of various Govt. and Non-Govt. agencies like RUSA, UGC, ASTEC, ICSSR, MP & MLA funds. The College applies for various developmental schemes announced by these funding agencies. NSS applies for funds against various schemes of the affiliated University. The Research cell under the IQAC encourages faculty members to apply for funds under Major and Minor research projects scheme and for Seminar, workshops etc.

Collaboration: The IQAC takes initiatives to develop linkage and collaboration with organizations like Rotary club for resource mobilization.

Maintenance of accounts: Separate accounts for Admission, UGC, Govt. grants, RUSA grants etc. are maintained by the College.

Utilization strategy: A budget for each academic year is prepared and placed in the Governing Body meeting for sanction of expenditure to be incurred in the next academic year. Once budget is approved, the College can proceed accordingly.

Salary: The salary of teaching and non-teaching staff engaged for self-financed courses is fixed by the Governing Body as per the fund and fees received from the self-financed courses and the salary of permanent faculty members and office staff is fixed as per the norms of UGC and the state government.

Morning shift: The infrastructure of the institution is optimally utilized through a morning shift which caters to the high need and huge demand of admission in the entire area.

The institutional mechanism to monitor effective and efficient use of available financial resources is as follows:

- A tentative budget is prepared before the commencement of every financial year as per the previous year expenditure.
- All the admission fees are deposited online and other fees are deposited by the students themselves through bank pay-in-slip.

- To deal with all the financial resources, proper ledgers and Cash Books are maintained by the Accounts department of the College.

| File Description | Document |
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| Upload any additional information | View Document |

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response:

The college has an independent IQAC which was formed in the year 2005.

The IQAC significantly contributes to institutionalizing the practices. Two examples of such practices are stated below:

Practice-I: Providing Academic Calendar, Teaching plan, etc. in the Beginning of Academic Session

Objective: To assess the time-bound functioning of academic progression of the Departments and to attain quality outcomes and standards for quality assurance.

Methodology: The Routine & Prospectus Committee under the IQAC prepares Prospectus and Academic Calendar for an academic year. The College strictly follows all the academic and cocurricular activities as mentioned in the calendar. The committee also prepares a comprehensive routine for a particular semester and supplies it to all the departments well before the commencement of the classes of the semester. The faculty members prepare teaching plans as per the class days mentioned in the Academic calendar and topics allotted to them by respective HoDs.

Outcome: The timely progression of the courses is ensured and monitored. Similarly, the timely conduct of co-curricular activities are confirmed and supervised. Internal examinations and evaluations are conducted in time.

Practice-II: Career Oriented Programmes and Coaching

Objectives:

1. To motivate, prepare and mobilize the learners to build up career and thereby acquire employability.
2. To make them aware of different jobs offered by the Central and the State Governments and the private firms.
3. To develop their competitive attitude and skills to enter the job market.
4. To assist them to choose areas appropriate to their interest and potential.

Methodology: The IQAC conducts various career oriented programmes through its Career Counselling and Guidance Cell, at times solely and at other times in collaboration. Besides, sub-committees are formed to conduct coaching classes and Entry-into-Services programmes.

Outcome: The students get motivation for appearing in competitive and job-oriented examinations like Civil Services Examinations, TET etc. They get sufficient information and motivation to compete for jobs in both Government and corporate sectors.

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6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

The IQAC adopts practices to provide quality education to the students through an effective and meaningful teaching-learning process. This plays an instrumental role in enhancing the quality of the academic and co-curricular endeavours of the College in keeping with its vision and mission. Some areas where reviews of teaching-learning process, structures and methodologies are reflected are as follows:

- Maintenance of Weekly Assessment Sheet by HoDs
- Feedback collection from Students and Parents from time to time
- Completion of Academic Audit to review teaching-learning process

- ICT enabled teaching and online classes
- Language Lab facility
- Introduction of add-on courses
- The IQAC suggests innovative pedagogical methodologies like power point presentations, projects, field trips, workshops, videos etc. in addition to the completion of curriculum through assignments, class tests, tutorials etc.
- Teachers are encouraged to use ICT tools to prepare and deliver their lectures through audios, videos and PPTs.
- Workshops are organised to familiarize the faculty with the various teaching and communication platforms.
- Departments are encouraged to organize Conferences and Seminars on themes relevant to the educational needs and futuristic growth of the students.

The IQAC achieves this through mainly two practices, viz.,

Practice 1: Review of Teaching-learning process

The IQAC reviews teaching-learning process and teaching outcomes and suggests necessary changes. The following efforts are made as parts of the review mechanism:

1. **Academic Calendar:** The IQAC prepares an Academic Calendar at the beginning of the year in line with the academic calendar of Dibrugarh University. The calendar exhibits the planning of the IQAC for the entire year including regular classes, seminars and workshops.
2. **Preparation of General Routine:** The General Routine is prepared before the commencement of the academic session.
3. **Preparation of Class Routine:** The class routine is prepared by the HoDs of each department.
4. **Maintenance of Teachers' Diary:** Teachers are asked to maintain a daily record of classes taken and topics covered in the teacher's diary.
5. **Preparation of Teaching Plan:** Teaching plans are prepared as per the allotted classes and submitted to the Principal at the beginning of the academic session.
6. **Organising Students' Seminar, Group Discussion etc.:** To give a varied shape in internal assessment process, various departments of the college arrange group discussion, micro teaching, mock test, quiz on the syllabus, presentation of seminar topics, oral test, assignments, projects, field study etc.
7. Necessary steps like holding extra and remedial classes are taken for effective completion of courses.
8. Special attentions are given to the slow learners. Each department has its own library and students are allowed to retain books borrowed from it as per the departmental library rules.
9. **Measures during Pandemic:** The College has taken significant measures to ensure continuity of classes through online teaching, online supply of study materials & books, online assessment etc.

Practice 2: Parents' Meet

The IQAC monitors regular holding of general and departmental Parents' Meets.

- A general Parents' Meet is held in the College auditorium with the presence of the Principal, the

Vice-Principal, the Coordinator of the IQAC and the teaching staff.

- Departmental Parents' Meets are held at departmental level. Each department organises Parents' Meet as per their convenience. The Head of the departments along with other faculty members interact with the parents about their wards. Parents are informed about academic progress, attendance, sessional marks of their wards.

The parents' meets felicitate teaching-learning reviews. They also help in obtaining an unbiased and honest opinion about the institutional performance especially in academics.

| File Description | Document |
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| Upload any additional information | View Document |

6.5.3 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements
2. Collaborative quality initiatives with other institution(s)
3. Participation in NIRF
4. any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

Response: C. 2 of the above

| File Description | Document |
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| Upload any additional information | View Document |
| Institutional data in prescribed format(Data template) | View Document |

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

Response:

Doomdooma College believes in promoting student diversity in all academic and non-academic programmes. The admission policy clearly states that equal opportunities will be given to all candidates as per the guidelines of the Government of India. Apart from this, in the admission policy, while admitting students in NCC, NSS, sports, cultural and other extra-curricular quota, Doomdooma College always tries to bring gender parity. The college makes no discrimination among the genders in the conduct of any event. The college has a strong 'Women's Cell' which conducts various awareness programmes on gender equity. The Cell celebrates International Women's Day every year by organizing a variety of events. It is noteworthy here that all the activities of Women's Day, starting from preparing the agenda of the programme to arranging the snacks, are managed entirely by the female fraternity of the college. A lot of certification programs like knitting, parlouring, tailoring, etc. are provided to the girl students by the Women's Cell. Such programmes run by the Cell help the girl students, especially those from economically backward sections, to become self-reliant. On the occasion of Women's Day and sometimes on other occasions too, the female faculty members of the college also undertake various awareness programmes for enhancing the role of women in the nearby schools and colleges. The college also conducts various seminars and webinars on women. For ensuring the safety of girl students and female staff, the entire college is under CCTV surveillance. Every classroom is also equipped with at least one security camera to ensure the peaceful conduct of behaviour by all. The college girls' hostels are also completely protected with CCTV cameras and huge boundary walls for ensuring safety. In order to maintain the discipline and to provide careful services, a lot of security staffs are provided in the campus as well as in girls' hostels. There are separate common rooms for both girls and boys. The girls' common rooms are facilitated with attached wash room and box for sanitary pads. Recently, the college has also installed a pad vending machine for the ease of all women at college. The college has also appointed a lady gym instructor for the convenience of girl students.

The college has its own Committee Against Sexual Harassment (CASH) to deal with cases of harassment. The Committee is very active and does not leave any issue unresolved.

| File Description | Document |
|---|-------------------------------|
| Annual gender sensitization action plan | View Document |
| Specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information | View Document |

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment

Response: C. 2 of the above

| File Description | Document |
|-----------------------|-------------------------------|
| Geotagged Photographs | View Document |

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system
- Hazardous chemicals and radioactive waste management

Response:

- **Solid waste management :**

The college has installed plenty of bins for the collection and keeping of degradable and non-degradable waste materials. All are instructed strictly not to throw wastages here and there. Non-degradable materials like plastic products are given to vendors for recycling. Degradable materials are used as manures for the plants and trees in the campus.

- **Liquid waste management:**

The tapes, drainage and water pipelines are always kept clean and regularly maintained. It is ascertained that the liquid waste are released through proper drainage system. Due care is taken to keep the college drainage clean. The college has a good rain water harvesting system. The wastage from rain water is successfully prevented with a rain water harvest system that supplies sufficient water to the college canteen.

- **Bio-medical waste management:**

The college does not generate any kind of bio-medical waste.

- **E-waste management:**

E-waste materials like damaged monitors, UPSs, CPUs, printers, fused blubs; PVC wires, etc. are meticulously collected and kept in a separate room so that they may be given to agencies that recycle them. The college ensures to re-use electronic devices to the extent possible instead of purchasing new ones. If

any damage occurs, which is within the capacity of mending, the same is tried to resolve for further use.

- **Waste recycling system:**

As already mentioned above, non-degradable solid waste materials and e-waste materials are given to vendors for recycling. Degradable materials are used as manures in the campus. Rain water is harvested and used in the canteen.

- **Hazardous chemicals and radioactive waste management**

The college does not generate any hazardous chemicals and radioactive waste.

| File Description | Document |
|---|-------------------------------|
| Geotagged photographs of the facilities | View Document |

7.1.4 Water conservation facilities available in the Institution:

1. Rain water harvesting
2. Borewell /Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling
5. Maintenance of water bodies and distribution system in the campus

Response: C. 2 of the above

| File Description | Document |
|--|-------------------------------|
| Geotagged photographs / videos of the facilities | View Document |

7.1.5 Green campus initiatives include:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

Response: A. Any 4 or All of the above

| File Description | Document |
|---|-------------------------------|
| Geotagged photos / videos of the facilities | View Document |

7.1.6 Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:

- 1.Green audit
- 2.Energy audit
- 3.Environment audit
- 4.Clean and green campus recognitions / awards
- 5.Beyond the campus environmental promotion activities

Response: A. Any 4 or all of the above

| File Description | Document |
|---|-------------------------------|
| Reports on environment and energy audits submitted by the auditing agency | View Document |
| Any other relevant information | View Document |

7.1.7 The Institution has disabled-friendly, barrier free environment

- 1.Built environment with ramps/lifts for easy access to classrooms.
- 2.Divyangjan friendly washrooms
- 3.Signage including tactile path, lights, display boards and signposts
- 4.Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment
- 5.Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

Response: C. 2 of the above

| File Description | Document |
|--|-------------------------------|
| Geotagged photographs / videos of the facilities | View Document |

7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).

Response:

Doomdooma College is situated in the Eastern-most part of Assam. Students in the nearby areas, with a radius upto 40 kms from the college, come to seek higher education in the institution. The college also receives lot of students from the neighboring state of Arunachal Pradesh. It has students belonging to different castes, communities and social identities.

As a measure to promote inclusive environment, the college initiates the following steps:

1. Though the college has two media of communication, that is, English and Assamese, teachers try their best to communicate in languages that are comfortable for students.
2. Teachers, while taking classes, ensure that classroom discussions are to the expected level of

respectability to all. The college considers that classroom homogeneity and participation of all students are extremely useful for effective learning of lessons.

3. The Principal, along with the senior faculty members of the college, takes special interactive sessions for the newly admitted students of every batch. These sessions are about the values of an inclusive environment, and the role of cross-cultural communications. In such sessions, the role of diversity in our culture and staying together, learning different languages etc. are highlighted.

4. The Admission policy of the college clearly states that 'equal opportunity to all candidates and gender diversity' as per the guidelines of the Government of India will be maintained. Accordingly, the college maintains the Government norms of reservation in admission.

5. The college follows the Government scheme of 'Free Admission'. Accordingly, students belonging to BPL categories are admitted to the college for free. The college also supports various scholarship programmes.

6. The college celebrates different cultural festivals like Bihu which is inclusive of all ethnic cultures. The celebration of Rongali Bihu every year in April is marked by students performing different forms of folk dances like Moran Bihu, Jheng Bihu, Jhumur, etc.

7. Every year the college issues a multi-lingual magazine to facilitate participation of all students. Students are given the freedom to write in their preferred language for effective participation.

8. The college organizes food feast, Hindi Diwas, Matri Bhasa Diwas, Women's Day every year to ensure the maintenance of an inclusive environment.

9. A lot of emphasis is laid in the conduct of different activities amongst students like debate competition, writing competition, recitation competition, literary competitions, speech & essay competitions, quiz competitions, etc.

10. Ethnic dress competitions and cultural competitions are organised in the annual college week programmes. This provides a scope to the students to present their own folk dress, song and dance.

11. To promote the importance of a green environment, the NSS and NCC volunteers of the college undertake various plantation drives. Such drives are not only restricted to the college campus but cover nearby areas as well.

12. Under the free admission scheme of the Government, each student taking free admission is required to plant a tree. Utmost care is taken by the college staff so that no student, who doesn't plant a tree, is admitted freely.

| File Description | Document |
|---------------------------------|-------------------------------|
| Any other relevant information. | View Document |

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations:

values, rights, duties and responsibilities of citizens (within 500 words).

Response:

Doomdooma College strongly believes in being socially responsible and developing responsible citizens for the nation. The college has initiated various measures to sensitize students and employees of the institution to constitutional obligations such as values, duties and responsibilities of citizens :

1. The college observes national festivals like Independence Day, Republic Day, Gandhi Jayanti, etc. The presence of both teachers and students in such events is highly solicited. Such occasions are marked by hoisting or unfurling of the National Flag by the Principal, which is followed by speech that emphasize the importance of such days.

2. The Department of Political Science celebrates Human Rights Day every year. Guest speakers are invited to throw light on rights and responsibilities.

3. The college regularly conducts various awareness programmes like rallies, workshops, Swacch Bharat Abhiyan, Awareness on Road Safety, etc. The NSS and NCC units of the college are also very active in this regard. The student volunteers of these units maintain cleanliness of the college campus and nearby areas. Drives are usually carried out on Sundays.

4. Teachers while taking classes highlight the importance of social and moral values. The college organises Faculty Development Programmes which address these issues.

5. The college celebrates International Women's Day every year to sensitize students about gender equality.

| File Description | Document |
|--------------------------------|-------------------------------|
| Any other relevant information | View Document |

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

- 1. The Code of Conduct is displayed on the website**
- 2. There is a committee to monitor adherence to the Code of Conduct**
- 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
- 4. Annual awareness programmes on Code of Conduct are organized**

Response: A. All of the above

| File Description | Document |
|--------------------------------|-------------------------------|
| Any other relevant information | View Document |

7.1.11 Institution celebrates / organizes national and international commemorative days, events and

festivals (within 500 words).**Response:**

Along with maintaining the academic front, Doomdooma College tries its level best in acknowledging its students with knowledge on great personalities, festivals and events. The points below highlight some important events that the college regularly organises:

1. Doomdooma College observes the birth/death anniversaries of great Indian personalities like Mahatma Gandhi, Dr. Bhupen Hazarika, Srimanta Sankardev to impart to the students knowledge about these personalities. Various programmes are organised on such days to educate students about the teachings and life-style of the great personalities.

2. The College regularly celebrates international, national and regional commemorative days, events, festivals like College Establishment Day, Republic Day, Independence Day, NCC Day, Saraswati Puja, Kati Bihu, Environment Day, Human Rights Day, etc. Active involvement of students in various activities of such programmes is taken care of. Students are highly motivated to work together as a team in such events.

3. Lecture sessions are also organised in the memory of ex-Principals of the college. The celebration of such events creates awareness amongst students about the importance of education, values, and their role as Indian citizens. The college also conducts a National Level Quiz Competition in the memory of its ex-Principal, Morhum Raihan Shah.

4. In addition, various other activities like health check-up camps, covid-19 vaccination drives etc are conducted for the welfare of students, faculty members and employees. A formal announcement is made before conducting these events for mass awareness. In a few cases, small committees are formed in collaboration with faculty members, staff and students to manage the activities smoothly and with team-spirit. Due to the covid-19 pandemic, the college remained closed for students for months. However, efforts were made to conduct various important events either with minimum staff members or on virtual mode. Such approaches of the college contribute to the building up of the students as responsible citizens.

5. The college completed its 50 years in 2016-17. The Golden Jubilee celebration was organised with pomp and colour and with active participation of teachers, students and alumni.

| File Description | Document |
|---|-------------------------------|
| Geotagged photographs of some of the events | View Document |

7.2 Best Practices**7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.****Response:**

BEST PRACTICE- 1

1. Title of the Practice: Extension Activities through the NSS and NCC Units

2. Objectives of the Practice

- To promote experiential learning beyond traditional classroom learning.
- To involve students in social activities to make them responsible human beings.
- To create a linkage between institution of higher education to community or society where it is located.
- To help students to identify the needs and problems of the community and thereby to develop among them a sense of social and civic responsibility.
- To utilize their knowledge in generating practical solution to individual and community problems.
- To develop competence required for a group living and sharing of responsibilities.
- To acquire leadership qualities and democratic attitude.
- To develop capacity to meet emergencies and natural disasters.
- To extend the national integration and social harmony.

3. The Context

At Doomdooma College, extension activities are integrated with co-curriculum. They are considered as extended opportunities intended to help and serve the society. Extension activities are important to arouse social consciousness of the students by providing them opportunities to work with and among the people and it leads to their holistic development. An educational institution, where thousands of young minds from diverse social backgrounds interact and study can play a very important role in creating social awareness by engaging the learners in community service.

The NSS volunteers are embedded with the motto, i.e. '*Not me but you*' underlines that the welfare of an individual ultimately depend on the welfare of society as a whole. This expresses the essence of democratic living and upholds the need for selfless service and appreciation of other individual's point of view and also to show consideration for fellow human beings.

4. The Practice

The NSS unit and NCC Girls' and Boys' wings of Doomdooma College organise various extension activities and outreach programmes within and beyond the college campus. Various awareness generating campaigns/discussions/seminars/cleaning programmes are organised in the nearby localities, adopted village, orphanage centers, local schools and essential materials are distributed as well. Blood donation camps, Covid-19 vaccination drives, free medical check-ups are organised in the college campus. Donations during natural calamities are organised from time to time to make the students aware of the facts and help them to develop an affinity with the situation. For example, as a part of the community service, in the year 2020, the NSS unit provided aid to Baghjaan Oil Field Fire Victims. The unit also helped around 60 BPL families during the Covid-19 lockdown. The NSS and NCC wings celebrate the World Environment Day, the International Yoga Day, the World No Tobacco Day with activities like Plantation Drives, Cleanliness Drives or Swachhta Abhiyan, Awareness Rallies etc.

5. Evidence of success

The community services rendered in and outside the college campus give the students the opportunities for their personal development. It helps the students to build up their leadership quality, public speaking capacity etc. Doomdooma College NSS and NCC units have been actively participating in various camps/activities and have won many awards. The community where the service is rendered has also been benefitted. Several NCC cadets of the college have been able to participate in the Republic Day Parade at New Delhi successively in the years 2012, 2016, 2018, 2019 and 2022. It is remarkable to note that in the year 2018 and 2019, out of the few students who were selected to represent the North-Eastern region in the Parade, a whopping 6 students were selected from our college itself. This success continues even up to the present year. In 2022, it becomes a matter of pride for the college when 1 NCC cadet and 1 NSS volunteer participated in the Republic Day Parade. It is noteworthy that out of the 4 students selected from Assam, 2 happened to be from Doomdooma College.

The NCC cadets of the college keep themselves occupied during the whole year by participating in various activities such as All India Thal Sainik Camp, Inter-Directorate Shooting Championship, Combined Annual Training Camp, All India Adventure Trek, Ek Bharat Shrestha Bharat Camp, Pre-RDC-I Cum CATC, etc.

NCC cadets who participated in Annual NCC Republic Day Camp and Prime Minister's Rally held in New Delhi are as follows:

1. Manikanta Moran (2012)
2. Nayani Mahanta (2016)
3. Hemanta Bhuyan (2018)
4. Mridul Dohutia (2018)
5. Rupjyoti Gohain (2018)
6. Surel Moran (2019)
7. Nilamoni Gogoi (2019)
8. Rwit Raj Dangaria (2019)
9. Deepjyoti Buragohain (2022)
10. Manas Moran (participated in All India Thal Sainik Camp held in New Delhi in 2017)
11. Padma Jyoti Moran (participated in Inter Directorate Shooting Championship held in Chandigarh in 2018)

The volunteers from NSS wing also engage themselves in various fruitful activities from time to time. Some distinguishing examples among them relate to providing help to the needy such as people living in Old Age Homes, victims residing near Baghjan Camp, footpath dwellers, etc. 'Cleanliness is next to Godliness' is proved by the volunteers through undertaking cleanliness drives in one of the longest river bridges of Asia, i.e., Dhola-Sadiya Bridge, nearby villages as well as towns. The students of NCC and NSS wings left no stone unturned in proving their efficiency in the hard time of Covid-19, when they had relentlessly worked for carrying out various vaccination drives by generating awareness among all sections of people.

6. Problems encountered and resources required

The NSS and the NCC Girls' and Boys' wings are energetic and run by faculty members designated as Programme Officer and Lieutenant or Captain who undergo the necessary training to undertake various community services in and outside the college. The Principal of the college extends all-encompassing support to the teachers and the students for their services. As such, there is no major problem encountered

in the implementation of this practice. Other than meager financial support, no additional resources are required.

BEST PRACTICE- 2

1. Title of the Practice: Publication of a Multi-lingual College Magazine Annually

2. Objectives:

- To involve maximum contribution of students in the publication of the magazine.
- To promote an inclusive environment in the college.
- Not to deprive any student owing to his/her incompetence in writing in languages other than his/her mother tongue.
- To give scope for the students in creative writing.
- To provide a platform for displaying various talents.
- To give equal participation to all the students.
- To develop healthy competition among students and inter-classes.

3. The Context:

There are many students gifted with good writing skills but are in need of a suitable platform to prosper it. Certainly, the college magazine would be the right platform for such students to initiate the literary journey exploring their innovative thoughts. A student may like to present creative ideas in the form of poetry, short narrative, essay, humour, fiction, puzzles, or cartoons. Similarly, a student may be interested in publishing interviews of eminent personalities, book reviews, critics, and translations.

Doomdooma College annually publishes the students' magazine, "Oikyadeep" in four different languages, namely, English, Assamese, Hindi and Bengali. The college is home to students belonging to different castes and communities. In order to promote an inclusive environment within the college, the practice of publishing the college magazine in multiple languages is adopted as students here speak a variety of languages. Also, there are many students who do their schooling in vernacular medium schools. In order to promote maximum participation of students, the college magazine is kept multi-lingual. An advantage for students to make use of the college magazine for their debut in literature is that there is no language barrier. Students have the freedom to write depending upon his/her command over a language. Language here doesn't deter any student from publishing his/her writings in his/her own college magazine.

4. The Practice:

Doomdooma College publishes an annual college magazine which is multi-lingual for the greater interest of its students. The aim of the practice is to fulfill the higher education policy of adopting an inclusive environment.

The college follows the principle of restricting the magazine only to its students. From the session 2010-11, a policy for not including any articles from the teaching and non-teaching staff of the college in the college magazine has been followed. This major step was taken to provide ample opportunities to the budding youth for showcasing their talent in literature. "Oikyadeep" is published as a multi-lingual magazine in order to not deprive any students from contributing to their own college magazine. This practice has invariably resulted in increasing students' involvement. Students are encouraged to contribute

to the magazine in whatever language they prefer. Students who utilized the college magazine to blossom their writing skills during their studies are more confident to publish their articles in highly circulated print/electronic media. There is also scope to become a good blogger. Thus, the confidence and expertise gained during students' life can be encased in future life.

While proceeding with this practice, some hurdles were encountered. Write-ups for all the four languages do not come in equal numbers. While more articles are received for the English and Assamese languages, limited numbers of articles are received in Hindi and Bengali. Besides, editors who are chosen for a year may not be equally compatible in the four languages. This problem is solved by taking support from the teachers of the respective language subjects as all the four languages are available as courses in the college.

The magazine also serves as a yearly document comprising of photographs with captions of various events that occurred in the college such as students' union inauguration, cultural events, NSS and NCC activities, the annual day celebration, college week, visit of dignitaries, conferences, seminars, events hosted, and many other memorable incidents. The college might have accomplished many achievements such as securing ranks, winning medals, bagging championships, representing at state/ national/ international level competitions and many other such pride moments. The college magazine provides a space to present them all in terms of photographs and newspaper clippings.

5. Evidence of success:

This practice has tremendously helped the college in raising the standard of the magazine. The following points provide a gist of all the successes:

- The 39th issue of "Oikyadeep" received the 2nd Best Magazine Award in the Inter-College Dibrugarh University Youth Festival during the session 2013-14.
- In 2015, the magazine bagged the "Best Magazine" award at the 1st North-East College Magazine Competition organised by the University of Science & Technology, Meghalaya. The award was presented by the Governor of Meghalaya, R.S. Mooshahary.
- In the session 2014-15, the college magazine received the 2nd Best Magazine Award in the Inter-College Youth Festival.
- The college magazine again received the 2nd Best Magazine Award in the session 2018-19 at the Gauhati University Literary Festival.
- Pinju Moran, our alumna, received the prestigious Dr. Ambedkar Fellowship National Award-2019 conferred by Bharatiya Dalit Sahity Academy.

It is also noticed that participation of students in the field of creative writing has been increased. Students use their leisurely time more productively. It creates healthy competition among students. Students express their creativity in writing, picture and projects. It also instills team work character among students. By comparing with their peers, they try to improve their performance. It removes hesitation among students and develops confidence among students for expression.

Thus, an annual magazine brought out from an educational institution offer multi-dimensional advantages; it serves as an excellent platform for students to showcase their literary talents, documentation of curricular and extra-curricular activities.

6. Problems encountered and Resources Required:

Not many hurdles were encountered in the application of the practice. It is found that contents for all the four languages do not come in equal numbers. This is, however, taken care of by encouraging students to write in their preferred languages. To improve the editorial activities, involvement of teachers is made certain. Also, it is ensured that teachers of the college from all the four languages remain members of the magazine editorial board. This helps in creating and developing a good college magazine.

| File Description | Document |
|--------------------------------|-------------------------------|
| Any other relevant information | View Document |

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

Abiding by the mission and vision, the College follows the institutional distinctiveness of:

Holistic Mission and Vision

Doomdooma College was established in the year 1967 with a mission to ‘enhance the academic excellence of the students by exploring and channeling their potential through diverse programmes of the Universities, Career Oriented Programmes and co-curricular activities with modern infrastructure and competent faculty’. Our vision has been to provide the kind of transformative education that will enable our students to

- Contribute to create a just, humane and inclusive society
- Develop as humans of proficiency, empathy and conscience
- Pursue the goal of social transformation as empowered individuals
- Realize their potential and self-worth so that they can make significant contribution in all spheres of society

The motto of Doomdooma College ‘*Jnane Parisamapyate*’ defines its graduate attributes. The motto, extracted from the *Bhagavat Geeta*, means that all sacrifices of work culminate in transcendental knowledge. The College believes that by imparting knowledge to one and all, the young students would remain determined to sacrifice all their material pursuits at the altar of knowledge which will further enable them to become conscious, integrated and wholesome human beings.

Sole Knowledge Diffusing Institution

Ever since the College was established, it has been playing a crucial role in imparting knowledge to a large

mass. The College is situated in the upper-most part of Assam. Since its inception, it had been serving as the sole higher educational institution in this region until 2020 when two new Government Model Colleges have been established within the radius of 20 km. The College is located at Rupai Siding which falls under the district of Tinsukia and is also very close to the neighbouring state of Arunachal Pradesh. The College enrolls a large number of students every year from all these nearby areas.

High Gross Enrollment Ratio

The College is situated in a rural area. Its location is basically centered in an area where many people are not economically sound. So even if a student scores good enough to get his/her higher education at better places, it might not be possible owing to their financial weakness. Doomdooma College believes in imparting knowledge to one and all without depriving any student from this basic right. The College follows due procedures of admission into graduate programmes. However, it is made sure that no applicant is rejected merely on the grounds of his/her low scores. As such, the Gross Enrolment Ratio of students every year is found to be very high in the College. This definitely puts an adverse effect on the pass percentage; however, the College serves the needs of the needy by admitting as many as possible.

The College has been sanctioned a total intake capacity of 300 seats in the Undergraduate Programmes by Dibrugarh University. However, on high demands, the intake capacity is increased to 600. Even with such a high increase in the number of seats, the admissions into Undergraduate Programmes exceed even the 600 limit. This policy of the College, not to debar any student from getting higher education, is basically helping to resolve many problems in the society. This distinctive step is undoubtedly playing a very important role in developing the area to a large extent.

In processing with the large enrolment of students, the College makes requisite arrangements for both teachers and students to take classes effectively. Accordingly, there are classes held in the morning shift, students are divided into different sections, contractual teachers are appointed etc. Such initiatives are helping the College in ensuring that class flow is not disturbed. With such measures in hand, the College is also able to maintain its student-teacher ratio.

Blending of Education: Curriculum with Vocational Courses

The College works towards creating bridge between education and employability. Various Vocational Courses are offered by the College in the emerging areas in order to enhance students' employability skills. The College offers Vocational Courses on

- 6 month certificate course in Beauty Parlouring
- 6 month certificate course in Cutting & Tailoring
- 6 month Certificate course in Embroidery
- Spoken English
- Desktop Publishing
- 6 month Motor Driving Certificate Course
- 6 month Certificate course in Information Technology

Extension Activities outside the Classroom

The College organises various extension activities within the campus and in the local community. Participation of students in such activities and their exposure naturally enable them to mould their personality and sensitize them to the social issues. The College NSS and NCC have contributed greatly in this direction. Celebration of festivals expresses cultural ethos; Independence day and Republic Day Celebrations expresses unity and patriotism; Celebration of Yoga day, Environmental Day etc. creates concern for sensitizing towards social and environmental issues; Celebration of International Women's Day, Gandhi Jayanti, Matribhasa Divas creates social amity and expose students to the ethical values.

NSS unit activities like plantation drives, environment-friendly initiatives, holding blood donation camps, free health check-up camp, distribution of sanitizer, mask, food packets in the neighbourhood during Covid-19, awareness programmes on socially relevant issues, gender sensitization etc. have a direct bearing on the psyche of the students in molding their sensibility in the journey of their personality growth. Thus, the College has made efforts for all-round personality development.

Students' Achievement in Extra- Curricular Activities

The students of our College have shown their excellence in the field of sports and culture. NSS and NCC cadets of the College participated in Annual NCC Republic Day Camp, Republic Day Parade and Prime Minister's Rally held in New Delhi. A good number of students from the College have won medals and secured places in university, state and also in national level tournaments. Banashree Bailung, Jitu Dutta, Madhusmita Bezbaruah, Pinku Moran, Samujjal Saikia and many others have made the College proud with their achievements in the respective fields.

| File Description | Document |
|--|-------------------------------|
| Appropriate web in the Institutional website | View Document |

5. CONCLUSION

Additional Information :

In the beginning, the college was functioning within the premises of Hoonlal Higher Secondary School, Doomdooma. Later on, it was shifted permanently to its present location. Until recently, the college has been serving as the sole higher educational institution in this region, thereby catering to the needs of a large number of students. The college is built upon the relentless contributions of the local people. The past and present staff had made exceptional benefaction in shaping the college. Established in the year 1967, Doomdooma College was provincialised in 2005. Until then, with the hardships of many people, the college has been brought into its present form.

Doomdooma College runs both Higher Secondary and undergraduate programmes in 3 streams, namely, Arts, Commerce and Science. Presently, there are 2304 students enrolled in different programmes of the college. The college is also running a study centre of KKHSOU and DODL for various under-graduate and post-graduate programmes. Alongside, the college also offers 6-month certification programme in embroidery, cutting, knitting, motor driving, etc.

Most of the students here belong to economically weaker sections. These students depend largely upon the facilities of the college. Accordingly, the college arranges special mentoring sessions, remedial/extra classes, experiential and participative learning methods, smart classes, online tutorials, etc. for the uplift of the college.

The college has a very high enrollment. This has inevitably affected its the pass percentage. Nonetheless, by admitting students into higher educational programmes, Doomdooma College is remarkably contributing to develop the nearby regions.

Two best practices of the college include:

1. **Extension activities by NCC and NSS:** Doomdooma College has sound teams of NCC and NSS. The volunteers have significantly contributed to bringing fame to the college and the region.
2. **Publication of an annual Multi-lingual college magazine:** The college magazine is published in four languages, thereby, incorporating an inclusive environment. The college magazine has been able to receive significant recognition in the State and North-Eastern level.

The college anthem was composed by Dr. Aruna Gogoi Baruah, Ex-Principal-in-Charge and was tuned by Mrs. Beena Devi Bordoloi, Ex-Vice-Principal and Mr. Madhurjya Mahanta, Assistant professor of the college.

Concluding Remarks :

Established in 1967, affiliated to Dibrugarh University, Doomdooma College has emerged as one of the prominent higher educational institutions in Assam. Students who have passed out from the institution, have occupied various important positions all over the country.

The College has implemented and fulfilled the recommendations offered by NAAC Peer Team in 2011.

The College aligns itself to NEP-2020 by incorporating multidisciplinary and interdisciplinary approaches in all departments.

The College caters to the need of 2304 (according to the latest academic report) students belonging to diverse socio-economic background in this culturally vibrant area comprising of different ethnic groups.

With its well-established student support and progression system, the College has been able to create a niche for itself in the academic as well as co-curricular activities.

Thirteen of our teachers have been awarded Ph.D and eight of our teachers are currently pursuing Ph.D. The College has trained NCC Officer.

The College has introduced INFLIBNET, active Career & Guidance Cell, Computer Lab with more than 50 systems. We have five digital classrooms and a multi-gym for both boys and girls.

6.ANNEXURE

1.Metrics Level Deviations

| Metric ID | Sub Questions and Answers before and after DVV Verification | | | | | | | | | | | | | | | | | | | | |
|-----------|---|---------|---------|---------|---------|---------|-----|-----|-----|-----|-----|---------|---------|---------|---------|---------|-----|-----|-----|-----|-----|
| 1.1.3 | <p>Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years</p> <ol style="list-style-type: none"> 1. Academic council/BoS of Affiliating university 2. Setting of question papers for UG/PG programs 3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses 4. Assessment /evaluation process of the affiliating University <p>Answer before DVV Verification : A. All of the above Answer After DVV Verification: B. Any 3 of the above Remark : Input edited as per the supporting documents.</p> | | | | | | | | | | | | | | | | | | | | |
| 2.1.2 | <p>Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)</p> <p>2.1.2.1. Number of actual students admitted from the reserved categories year wise during last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>441</td> <td>733</td> <td>938</td> <td>900</td> <td>807</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>220</td> <td>235</td> <td>219</td> <td>226</td> <td>247</td> </tr> </tbody> </table> <p>Remark : Input edited as per the supporting documents.</p> | 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 | 441 | 733 | 938 | 900 | 807 | 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 | 220 | 235 | 219 | 226 | 247 |
| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 | | | | | | | | | | | | | | | | | |
| 441 | 733 | 938 | 900 | 807 | | | | | | | | | | | | | | | | | |
| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 | | | | | | | | | | | | | | | | | |
| 220 | 235 | 219 | 226 | 247 | | | | | | | | | | | | | | | | | |
| 2.3.3 | <p>Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)</p> <p>2.3.3.1. Number of mentors ?????????????? ???????</p> <p>Answer before DVV Verification : 55 Answer after DVV Verification: 50</p> <p>Remark : Input edited as per the supporting documents.</p> | | | | | | | | | | | | | | | | | | | | |
| 5.3.1 | <p>Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.</p> | | | | | | | | | | | | | | | | | | | | |

5.3.1.1. Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) year-wise during the last five years.

Answer before DVV Verification:

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 0 | 12 | 13 | 4 | 6 |

Answer After DVV Verification :

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 0 | 4 | 2 | 2 | 0 |

Remark : Input edited as per the supporting documents., inter-college awards not consider here.

7.1.4

Water conservation facilities available in the Institution:

1. **Rain water harvesting**
2. **Borewell /Open well recharge**
3. **Construction of tanks and bunds**
4. **Waste water recycling**
5. **Maintenance of water bodies and distribution system in the campus**

Answer before DVV Verification : B. 3 of the above

Answer After DVV Verification: C. 2 of the above

2.Extended Profile Deviations

| ID | Extended Questions | | | | | | | | | | | | | | | | | | | | |
|---------|---|---------|---------|---------|---------|---------|-----|-----|-----|-----|-----|---------|---------|---------|---------|---------|----|----|----|----|----|
| 1.2 | <p>Number of programs offered year-wise for last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>18</td> <td>18</td> <td>20</td> <td>20</td> <td>20</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>16</td> <td>16</td> <td>16</td> <td>16</td> <td>16</td> </tr> </tbody> </table> | 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 | 18 | 18 | 20 | 20 | 20 | 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 | 16 | 16 | 16 | 16 | 16 |
| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 | | | | | | | | | | | | | | | | | |
| 18 | 18 | 20 | 20 | 20 | | | | | | | | | | | | | | | | | |
| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 | | | | | | | | | | | | | | | | | |
| 16 | 16 | 16 | 16 | 16 | | | | | | | | | | | | | | | | | |
| 2.2 | <p>Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>272</td> <td>272</td> <td>272</td> <td>272</td> <td>272</td> </tr> </tbody> </table> | 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 | 272 | 272 | 272 | 272 | 272 | | | | | | | | | | |
| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 | | | | | | | | | | | | | | | | | |
| 272 | 272 | 272 | 272 | 272 | | | | | | | | | | | | | | | | | |

Answer After DVV Verification:

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 274 | 274 | 274 | 274 | 274 |

2.3 **Number of outgoing / final year students year-wise during last five years**

Answer before DVV Verification:

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 292 | 316 | 350 | 360 | 173 |

Answer After DVV Verification:

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 1054 | 729 | 777 | 802 | 485 |

3.1 **Number of full time teachers year-wise during the last five years**

Answer before DVV Verification:

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 55 | 60 | 56 | 51 | 55 |

Answer After DVV Verification:

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 50 | 50 | 50 | 50 | 50 |