



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution		Diphu Government College
• Name of the Head of the institution		Dr. Nirab Kumar sarmah
• Designation		Principal
• Does the institution function from its own campus?		Yes
• Phone no./Alternate phone no.		03671272317
• Mobile No:		7002495978
• Registered e-mail		iqacdgc@gmail.com
• Alternate e-mail		diphugovtc@gmail.com
• Address		Diphu Government College, Diphu
• City/Town		Diphu
• State/UT		Assam
• Pin Code		782462
2.Institutional status		
• Affiliated / Constitution Colleges		Affiliated
• Type of Institution		Co-education
• Location		Semi-Urban
• Financial Status		UGC 2f and 12(B)

• Name of the Affiliating University	Assam University				
• Name of the IQAC Coordinator	Dr. Ashim Bora				
• Phone No.	09435066327				
• Alternate phone No.	09101259456				
• Mobile	8638068433				
• IQAC e-mail address	iqacdgc@gmail.com				
• Alternate e-mail address	gunjanpatwari2012@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://diphugovernmentcollege.com/upload/aqar/1710162305.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://diphugovernmentcollege.com/upload/acalender/1712563201.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B++	84	2005	28/02/2005	27/02/2010
6.Date of Establishment of IQAC			08/02/2006		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
0	0	0	0	0	
8.Whether composition of IQAC as per latest NAAC guidelines			No		
• Upload latest notification of formation of IQAC			View File		
9.No. of IQAC meetings held during the year			0		

<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	No
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> If yes, mention the amount 	
11. Significant contributions made by IQAC during the current year (maximum five bullets)	
<p>Conducting workshops for online classes and evaluations. Conducting national and international webinars. Augmentation of facilities for teaching learning</p>	
12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year	
Plan of Action	Achievements/Outcomes
Collection of Feedbacks	Not achieved
Conduct of Green Audit	Partially achieved
Submission of Data for AISHE	Not Done
Observation of Communal Harmony Week	Partially achieved
13. Whether the AQAR was placed before statutory body?	No
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Nil	Nil
14. Whether institutional data submitted to AISHE	

Year	Date of Submission
0	Nil

15. Multidisciplinary / interdisciplinary

Diphu Government College is affiliated to Assam University, Silchar. Assam University has not yet introduced the NEP 2020. As such, the college is still running the courses under the existing Choice Based Credit System. So far as the basic tenets of the NEP 2020 is concerned, the institute is already on the path of welcoming the approach undertaken by the Ministry of Human Resource Development (MHRD), Govt. of India, which is reflected in certain measures which are in practice. The Environmental education, for instance, is being pursued mandatorily by students across all streams in their undergraduate level with the title "Foundation Course in Environmental Studies" which provide a multidisciplinary platform for the students alongwith value addition to their core discipline.

16. Academic bank of credits (ABC):

As Diphu Government College is an affiliated college to Assam University, Silchar, at present it is not registered in Academic Bank of Credits (ABC). However, the college is eager to register in ABC which is of immense importance for the students. In view of the introduction of ABC, the College can develop the necessary infrastructural facilities. As and when the Assam University registers under the ABC to permit its learners to avail the benefit of multiple entries and exit during any programme, the students of the College will also be able to avail of the benefits of the Scheme.

17. Skill development:

Skill development has been one of the thrust area of the college. The existing CBCS syllabus gives the scope to enhance the skill of the students in their respective subject areas through the mandatory Skill Enhancement Course (SEC). The celebrations of various events and festivals, the Institution initiates various programmes which inculcate and foster the values of universal brotherhood, national integration, communal harmony and personality development.

18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

The college has been trying its best to integrate Indian Knowledge system as part of the holistic development of the students. Teaching is carried out mostly in bilingual manner with Assamese and English.

Lectures are given by the faculty members in both the languages and in evaluation of examination answer scripts same procedure is followed. Teachers also use the Hindi language to convey and talk to students apart from the native Assamese language. The college offers students Assamese, Bodo as subjects in UG courses. The syllabus in Assamese, Bodo, English, Economics, Education, Philosophy and Political Science is laced with topics dealing with Indian culture and tradition. In line with the International Yoga Day, the college also organizes it in a befitting manner encompassing all the faculties and students which is celebrated with active association with Art of Living Kendra, Diphu. Each year, cultural events and rallies are organized during Annual College Week function where various Indian culture, tradition and knowledge system are nicely showcased with active participation of students. The participation of students across various cultural/religious/ethnic backgrounds promote the preservation of traditional art and culture and give the opportunity for intercultural mingling and assimilation. The magazines published by the different departments, the college students union and other forums has articles in Assamese, Bodo, English, Hindi, Hmar, Karbi, etc. The Institution as a part of its best practice promotes regular plantation in the College premise and takes necessary measures to preserve and protect the greenery. However, the above mentioned programmes could not perform due to COVID-19 lockdown.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

Diphu Government College has always emphasized on outcome based learning for an effective teaching learning process in accordance with the vision laid in NEP 2020. The course outcomes (COs) for all courses and programme outcomes (POs) are well structured. The evaluation of attainment of COs and POs are a continuous practice and towards this end a formative approach is practiced in the college. Teachers conduct various quizzes, discussions and class interactions to evaluate the COs attainment so that the class teachings are fruitful. This method displays the attainment of knowledge and skills from their performance in the semester examinations and supporting activities such as seminars, assignments, case study, group discussion, online quiz, mini project etc. These provide strong evidence to the teachers of effectiveness of teaching and learning. The overall stress is on a continuous monitoring so that the graduate attributes of grasping the domain knowledge in the relevant discipline, capability of analyzing problems and identifying complex problems using the knowledge acquired defining solutions for complex problems are appropriately acquired. These activities have organized partially through online

mode due to COVID-19 pandemic.

20.Distance education/online education:

Diphu Government College is the venue for Indira Gandhi National Open University (IGNOU). The College provides necessary infrastructural facilities, faculties and staff to these distance learning centres for smooth academic functioning. IGNOU offer a number of UG, PG and Diploma/Certificate Courses for the students who are unable to pursue in-campus university courses due to family obligations and financial constraints. However, the college does not run any distance learning UG course as the affiliating University is yet to launch education through distant mode. During the period of COVID-19 outburst, repeated lockdown severely affected the teaching-learning environment of the College. But this period has opened a new dimension to our conventional mode of teaching by introducing the technology and platform of online classes through Google Meet, Google Classroom, Zoom, Cisco Webex, You Tube, etc. Imparting online classes resulted in the recovery of academic loss suffered by the students to some extent and gave them the opportunity to interact with the teachers in virtual mode. Keeping this in view, a blended teaching model was devised in which offline and online - both modes of imparting classes were simultaneously practised to reach out to all students.

Extended Profile

1.Programme

1.1	35
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	903
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	360
-----	-----

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year		
File Description		Documents
Data Template		View File
2.3		337
Number of outgoing/ final year students during the year		
File Description		Documents
Data Template		View File
3.Academic		
3.1		83
Number of full time teachers during the year		
File Description		Documents
Data Template		View File
3.2		0
Number of Sanctioned posts during the year		
File Description		Documents
Data Template		View File
4.Institution		
4.1		31
Total number of Classrooms and Seminar halls		
4.2		57
Total expenditure excluding salary during the year (INR in lakhs)		
4.3		10
Total number of computers on campus for academic purposes		

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Diphu Government College has taken utmost effort during the academic period of 2020-21 by ensuring that everyone was safe during total Lock down period. Our institution suffers greatly along with the rest of the world which are worth mentioning. Diphu Government College follows the guidelines of the Assam University, Silchar for all types of curricular aspects. In this regard the students were evaluated by allotting assignments through online during pandemic closure. Though physical class test could not be held, regular formative tests were conducted at the completion of each unit by the concerned faculty of all the departments within the stipulated time. Teaching faculties periodically participate in the Assessment -evaluation process regularly. The college provides an up-to-date and adequate infrastructure facility such as digital library, interactive digital board, smart class room etc. Online class test were held through virtual mode using Google apps. As social distances were maintained so physical meetings were discouraged but project work was given.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

There was no face to face internal evaluation during the Academic year 2020-21 for not being able to complete physical classes as there was total Lock down due to Covid -19 pandemic. All efforts was undertaken by evaluating through online as directed by Assam University, Silchar. For the smooth functioning of the academic activities of the college all the Heads of the department along with their departmental colleagues become responsible for the conduct of continuous Internal evaluation. The principal take initiative in all the academic matters. The HoDs plays a major role in allotment of classes, course and other activities even during crises like Covid-19.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

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 year.

A. All of the above

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

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

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

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

29

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement

for year: (As per Data Template)

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

Efforts have been made to orchestrate awareness amongst students on various cross-cutting issues: usually there used to be more crosscutting issues relevant to Professional ethics but due to sudden outbreak of pandemic physical meetings were avoided. The global pandemic brought total lockdown by governmental authorities led to suspension of academic activities that prevented students and teachers from attending their place of learning therefore online curriculum delivery became the only available option for these educational organizations to resume their services during the lockdown. Donations/contributions were sought from all the employers; all the teachers contributed some amount to distribute relief to the affected people and stranded people. Many teachers lent out help individually to the needy.

The most important concern of human values during this period was not monetary needs but foods as eatable things became scarce even when people had money as there were no foods available.

Many subjects that are addressing the gender issues like Education, History, Political Science Literary texts in English which highlight gender equality and disparity.

An environmental studysubjects is compulsory from 2nd semester. Special Environmental subjectin Education C- 601 in Education Honours highlighting about environmental awareness, environmental degradation, education for environment and sustainable development.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

5

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students
Teachers
Employers
Alumni

E. None of the above

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows

E. Feedback not collected

File Description	Documents
Upload any additional information	View File
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

311

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

Diphu Government College works for the progress of its students and their prime importance is always being focussed. Various departments enrol students in honours course considering their merit and performance in departmental entrance test. Since the college is affiliated to Assam university, Silchar so it follows the university guidelines and procedure in connection with internal assessment. The unit test question papers are prepared by the department itself on the basis of the units already discussed in the class. The tests are held as per the university examination rule. The result is declared within one week and marks are sent to the university as when asked by the university. As the session 2020-21 was unfortunately Covid-19 hit period, so there was a disruption in the normal academic period and procedure during that time. As per the order of the government, online classes started. Each and every department started taking class through Google Classroom, Google meet, Whatsapp group etc. Some departments hold unit tests through whatsapp group, google form and some departments asked for home assignments as a part of internal assessment. In the later period of 2020 and initial period of 2021, by maintaining Covid-19 SOP practical classes and examinations.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

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

Number of Students	Number of Teachers
1244	83

File Description	Documents
Any additional information	No File Uploaded

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

As the session 2020-21 was unfortunately Covid-19 hit period, so there was a disruption in the normal academic period and procedure during that time. As per the government order there was no physical class and instead of that classes were held through online platform. During the later period of 2020 and initial period of 2021, practical classes and practical examinations were held (Chemistry, Physics, Zoology) by maintaining Covid-19 SOP. Students conducted various field studies / survey (Zoology, Education) relating to their syllabus. The department of English organized farewell cum freshers' social to make students participative.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

During 2020-21, teachers of Diphu Government College used different ICT enabled tools for enriching students with knowledge and participation. As per the government order there was no physical class due to Covid-19. Instead classes were held through online

platform. Teachers used laptops, desktops, smart phone etc. for making teaching-learning more fruitful and more understandable. Teachers used whatsapp groups, Google Meet, zoom, Google Classroom etc. for students' benefit. Students were informed regarding different reliable sites for enhancing their knowledge.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

2.3.3.1 - Number of mentors

83

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

68

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

28

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

1411

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college holds examinations whether unit test or session end test as per the guidelines and order of its affiliating university. Students' internal assessment is done through unit test and attendance. Two unit tests are held in each semester following a transparent policy. Prior notification is given regarding holding of unit test in the departmental notice board and sometimes shared in the concerned whats app group. Attendance is taken from those who appear in the test. After declaration of results, students can visit the department and discuss their problems. These unit test and attendance marks are sent to the university as and when asked for. This is confidentially treated as these are added to the final examination marks. If students have any examination related grievances they can approach the concerned department faculties or

if necessary then they can discuss with the head of the department. As the session 2020-21 was unfortunately Covid-19 hit period, so there was a disruption in the normal academic period and procedure during that time. Classes and unit tests were held through online platform and declared the results in the concerned whatsapp group.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

The continuous evaluation of students is carried out by the college through unit tests, class attendance, assignments, seminars etc. as per the guidelines of the affiliating university. The Examination Cell of the college carries out the task of conducting the internal assessment and uploading the results of the same in the university portal. The students are informed to check their marks by logging in to their respective student portal. Queries of students, if any, are discussed by the faculty members, HODs, and the Examination Cell attentively. The Examination Cell cooperates in all such activities with the respective departments for quick action. The Examination Cell helps students with their grievances and queries related to results, correction of internal examination marks, practical marks, laboratory activities, project-related works, etc., and other academic matters. Matters requiring further attention are forwarded to the Controller of Examination of the affiliating university. The Examination Cell gives special attention to grievances related to receipt of marksheets and certificates from the university. Every effort is made to deal with the examination related grievances in a transparent, time-bound and efficient manner.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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.

Since Diphu Government College is affiliating to a university,

therefore the course/syllabus is framed by the concerned university. After finalizing, the university sends them to its affiliated colleges. The faculties of the concerned department discuss their programme and course outcome and transfer them to the students.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

Teaching, learning and evaluation is a continuous process covering the entire course of study. A variety of parameters determine the evaluation of the attainment of programme outcomes and course outcomes. Attendance is one such important parameter which carries 10% marks in internal assessment. Students are required to maintain a minimum of 75% attendance in each paper of their courses. Regular tests and assessments are held to enhance the student's knowledge of subjects. The internal Assessment and Semester End assessment are designed on the basis of PO, PSO & CO's defined for each course. The laboratory works determine the assessment of practical skill of the learners. Further evaluation of the outcomes achieved by the students is monitored through project works and seminars.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

252

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://diphugovernmentcollege.com/upload/sss/1712137530.pdf>

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 year (INR in Lakhs)

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

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

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

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

6

File Description	Documents
Report of the event	No File Uploaded
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

2

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

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

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

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 year

Diphu Government College is the leading coeducational institution in the district headquarter Diphu. The college family is always dedicated for the improvement of the society. The institution encourages the students, local communities for their holistic development. Different fruitful activities are performed in the initiatives of the NCC, NSS, WEC (women empowerment cell), DGCPS, DGCSUS alongwith various departments of the institution. NCC cadets volunteered and took part as covid warriors with Karbi Anglong district administration. The cadets also actively participated in the district level parades during Republic day and Independence day. NSS volunteers enforced and carried out National Youth Parliament, National Youth day, Environment and Literacy campaign, Cleanliness drive etc. The cadets and volunteers frequently nearby areas to creat awareness among the people for improving their standard, health and hygiene in this covid pandemic period. Activities for environmental sustainability and awareness for aforestation and plantation were adopted by the volunteers and student society of the institution. In this pandemic period national and international webinars were organized by IQAC, Zoology and Economics departments.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

1

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

3

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

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., during the year

88

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

0

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

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.

Ensuring students have access to proper learning environments is crucial for their academic success. As such, the institution prioritises the importance of having an adequate number of classrooms, having 30 in all. From reducing overcrowding to fostering a conducive learning environment, having enough classrooms can greatly impact the quality of education students receive. A good

number of laboratories (06 in total) are there for the students so they can experiment and gain more knowledge. Laboratories play a crucial role in enhancing students' understanding of scientific concepts through hands-on experimentation. These spaces provide a practical learning environment where students can apply theoretical knowledge and develop important skills. Having access to well-equipped laboratories can greatly benefit students in their academic pursuits and future careers. In today's digital age, access to computers and technology is essential for students to thrive in their academic pursuits. The institution's efforts to increase the number of computers available to students highlight the commitment to providing equal opportunities for all to succeed in their studies. By prioritizing computing accessibility, the institution is ensuring that every student has the resources needed to excel in their education.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

The COVID-19 pandemic has had a significant impact on various events and festivals around the world, including the Karbi Youth Festival in which students participate every year. Despite the challenges posed by the pandemic, the college continues to find ways to engage students in cultural programmes and events. Sports enthusiasts of all kinds flock to the field placed at the front of the college that houses a cricket pitch, football field, and a basketball court at the back part of the institution. This versatile space is a hub for various sports activities and competitions, attracting students, teachers as well as others alike. From intense matches to friendly games, the field is a vibrant and dynamic setting for sports lovers to come together and enjoy their favourite activities. While there may not be a dedicated yoga centre on campus, students at the college can still participate in occasional yoga programs. These programs provide an opportunity for students to learn about and practice yoga, promoting physical fitness and mental well-being. Despite the lack of a permanent facility, the college's yoga programs offer a valuable resource for students looking to incorporate mindfulness and relaxation into their daily routines.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

30

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

4

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

57

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

- Name of ILMS software - KOHA
- Nature of automation (fully or partially)- Partially
- Version - Customised
- Year of Automation - 2015 December

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources C. Any 2 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

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

1.16

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	No File Uploaded

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for

online access) (Data for the latest completed academic year)

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

110

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Partial automation has been achieved with the implementation of the KOHA software in the Central Library of Diphu Government College. In addition to the possibility of converting its processes from manual to computerized, the library also provides the opportunity to transition from a card catalogue to an online public access catalog (OPAC) and from manual circulation cards to an integrated library system that makes use of RFID technology. In addition to providing access to internet, the college library also has CCTV surveillance cameras.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

24

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution B. 30 - 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

10

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	No File Uploaded

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.

The role of the principal in overseeing the maintenance and utilization of college facilities is essential for ensuring a productive and conducive learning environment for students. Collaboration with teachers and office staff allows for effective management and utilization of resources such as laboratories, libraries, and sports spaces. Together, they work to ensure that all facilities are well-maintained and accessible for the benefit of the college community. To ensure infrastructural development, the college saw the construction of the two (02) storied building under RUSA scheme. Boys' hostel renovation and upgradation was also done under RUSA fund.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

233

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	No File Uploaded

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefitted by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

B. 3 of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

B. Any 3 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

28

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

43

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	No File Uploaded

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

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) during the year

7

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	View File

5.3 - Student Participation and Activities

5.3.1 - 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) during the year

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) during the year.

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

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)

Due to Corona Pandemic, there had been a total lockdown in the region and no college activity could be raised but the members took initiative to help the college students who were stranded in Diphu, mostly rent residing students. With the initiative taken by Karbi Students' Association, the members took responsibility of distributing several food items to students residing in different rent houses. In the midst of the pandemic, the body donated a small amount of money to the CEM Relief Fund and had a fruitful discussion with the CEM regarding college issues.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

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

2

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	No File Uploaded

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

NIL

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

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

The vision of Diphu Government College is to cater to the academic, intellectual, social and cultural needs of the people of the district in general and students in particular. The institution has set up the objectives of providing holistic education to the students to meet the global requirements successfully, to promote scientific ideas and rational use of technological innovation inside and outside the institution. This in fact, help the students to shape and fulfil their dreams and aspirations and to contribute significantly in the society and community. The institution hitherto attempts to provide quality education to various sections of the community in the district. It is indeed a significant impetus of the institution to train the students to face the emerging challenges arising out of liberalization, privatization and globalization. The college is accountable to its various stake holders such as students, guardians, alumni, the parent university, and most importantly, the society at large. The mode of governance in the institution is both participatory and democratic. The day-today administration of the college is undertaken by the Principal and academic affairs are taken care of by the Vice-Principal.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

The college provides effective leadership which is reinforced in various institutional practices such as decentralization and participative management since all college operations are managed by various committees constituted for academic and non-academic activities. Major committees comprise of teachers, and many include non-teaching staffs, students and library staffs for conducting

various functions of the college. Those committees are responsible for college timetable, purchases of books and journals, other purchases, organizing admission, election of the students, new construction activities or renovation, looking after the welfare of the students, news letter and college magazine committees consisting of teachers and students, cultural committees for organizing various cultural programmes and committees for implementing various national, state level and district level programmes.

The college has set up the Internal Complaint Committee to redress the grievances from the women employees and female students and also a General Complaint Committee for redressing grievances of all staff members of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Implementation of the perspective plan required a strategic plan of action. One of the plans is to develop the infrastructure of the college to fulfill the requirements and demands to some extent and accordingly the principal of the college take the measurements.

Strategic & Inclusive plan has been prepared by the institution for the development of infrastructure, academic development, extracurricular activities, sports & culture. These targets have been sets with exclusive consultation with all stakeholders - faculty and office staff, alumni, management and the local community and Agencies etc.

1. Development of Alumni cell
2. Improvement of Teaching and learning process- installation of smart classes
3. Engagement in curriculum development with University.
4. Development of Library ,ICT and Physical infrastructure/Instrumentation.
5. Creating distance education in reality along with normal education process.
6. Involving with community for overall development of college & knowledge sharing

7. Building Rapport / MOU with nearby educational institutions /Schools/Villagesfor knowledge exchange
8. Renovation of Auditorium hall and subsequently implemented.
9. A New Science block is build for the Department of Chemistry

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	View File

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

Policies:- The College has formulated various policies like academic policy, examination policy, anti-ragging policy, etc. For the effective functioning of the institutional bodies.

Administrative setup:- The College is under Higher education Department of Assam. The governing body of the institution comprise of the president who is government nominated and other positions as reflected in Government guideline, as secretary, government nominee, teacher representative, non teaching staff librarian, students guardian etc. .

The college is affiliated to Assam University, silchar whose rules are followed for all academic purposes. The principal is the highest authority looking after administration and academic matters. The position of head of the department (HOD) is to ensure smooth running of departments.

The IQAC works with the assistance of various committees to ensure the effective functioning of the institution.

The office of the Principal comprising a Head Assistant, Senior(UDA) and Junior(LDA) Assistant, Grade IV employees .

The college has a Library consisting of the librarian, assistant Librarian and other staff members.

Procedure for appointment & service rules :- UGC and state government norms (Assam Government AHE.154/2021/108 14th March 2022)are followed for appointment of employees.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The following are the welfare measures for teaching and non-teaching staff of the college:

1. Provision for admissions of eligible wards of employees in all courses.

2. Diphu Govt. College Staff Co-Operative Thrift Society is a registered society that provides loan to all teaching and non-teaching staff of the college at an affordable interest rate and easy payback instalments.

3. Few residential quarters are provided for teaching and non-teaching staff.

4. Each department has a well furnished teachers common room with facilities like Inverter, generator, attached toilet and washroom.
5. A well equipped Gymnasium is available.
6. Adequate parking space is available within college campus.
7. Medical Allowance provided as per norms of the Govt. of Assam.
8. Hill Allowance provided as per norms of the Govt. of Assam.
9. Maternity Leave provided according to the rules of Govt. of Assam.
10. Child Care Leave provided according to the rules of Govt. of Assam.
11. Casual Leave provided according to the rules of Govt. of Assam.
12. House Rent Allowance provided as per rules of the Govt. of Assam.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

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

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

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

16

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	No File Uploaded

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

The Annual Self-Appraisal Reports from the teaching staff are collected annually by the IQAC of the college in a proper format. The IQAC also collects departmental report and carries out Academic Audit. Along with all these the feedback adequately reflect the performance. Moreover, at the time of promotion for API score, filled up self-Performance Appraisal format prescribed by UGC is evaluated by IQAC and the subject experts of the screening committee nominated by the Assam University. These formats are then certified by the principal of the institution and are required to send to the office of the Director of Higher Education, Govt. of Assam for the placement and promotion of the teachers under Carrier Advancement Scheme (CAS) .

For non-teaching employees, Annual Confidential reports are certified by the Principal and are required to send to the office of Additional Director of Higher Education, Karbi Anglong Autonomous Council(KAAC) for their placement and promotion.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The College practices proper maintenance of cashbook, ledger book, acquaintance register apart from compulsory salary slips, deduction of GPF, GIS, Loan statements etc. The College has in place provision of internal audit alongside the external audit.

The College has been carrying out internal financial audit annually by a chartered accountant appoints by the College authority or by udit committee being set up by the College authority. The College also maintain utilization certificate from the Chartered accountant whenever necessary.

The external financial audit is carried out as per the direction and by the auditordeputed by The Office of Director of Audit, Local Funds, Assam, Guwahati-06, from time to time, generally every 3 years. The heads of audit includes the various Bank Accounts, RUSA fund and UGC fund. After receiving the audit report the same is forwarded to the Director of Higher Education, Government of Assam.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The College follows the strategies for mobilization of fund and optimal utilization of resource as decided by the college authority as per Government rules.

The College authority has submitted various proposals for the development of infrastructure of the College from time to time to the Government of Assam as well as RUSA.

The College classrooms are provided for holding various departmental examinations, competitive examinations on holidays and for such examinations of substantial number have been collected over the years.

The College campus and auditorium are utilized by the College fraternity as well as Government and non- government organization as per requirement for holding different activities like awareness programme, election training, distribution of Banikanta Kakati award, College alumni meet etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

The internal Quality Assurance Cell (IQAC) of Diphu Government College was established in the year 2005 as per NAAC guidelines. The function of IQAC as its name indicates, is to monitor the activities of the various units of the College and coordinate among them as well as to make necessary suggestions for further academic development of the college. The Cell is also responsible for making the necessary liaison between the institution and UGC. The details has been described in the uploaded file.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

IQAC Teaching Learning Review System:

The IQAC monitors IT enabled result-oriented pupil centric, holistic techniques of teaching learning process.

- IQAC monitors internal marking in every department and ensures proper holding of sessional examinations. It develops a mechanism as per the rule of the university for proper evaluation and uploading the marks in the given portal.
- IQAC has developed a questionnaire for the evaluation of faculty performance by the students
- The IQAC organizes an open house session where the parents, teachers and students participate and express their grievances and a free discussion is held in the session. The parents and students are asked to share their observations regarding curriculum, studies and behavioural pattern of the teachers.

IQAC Institutional Review System:

- IQAC conducts yearly administrative audit(external) every year through Director of Accounts and Treasury, and AG.
- Feedbacks from students regarding teachers and institutional performance are taken

IQAC evaluation of learning Outcome:

- Outcome based education has been introduced in the college and the responsibility is entrusted to Academic committee.
- The performance of students in competitive examination like-NET, TET, Civil services etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of

C. Any 2 of the above

**Internal Quality Assurance Cell (IQAC);
Feedback collected, analyzed and used for
improvements Collaborative quality initiatives
with other institution(s) Participation in NIRF
any other quality audit recognized by state,
national or international agencies (ISO
Certification, NBA)**

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

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 year

Women Grievance Redressal and Welfare Cell, DGC Unit was established in 2017. This cell was started with the objective of addressing all forms of injustice or harassment encountered by females (students, office staff, faculty members) in the college campus and to resolve such issues and challenges amicably.

International Women's Day is observed on 8th March every year to celebrate all the women (both employees and students) in the campus simply for being women, for as a matter of fact there would be no family, society or world without women in this world. This special day is celebrated by organizing talks (delivered by many eminent resource persons on various gender related topics), various competitions (go-as-you-like, fashion show etc.) followed by cultural programmes.

To promote gender equity, both male and female faculty members are given equal opportunities in various committees formed in the college for curricular and co-curricular activities. Also, both male and female students enjoy equal rights of contesting in all the categories in the Student Union Election.

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

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Effective management of different types of waste (both wet & dry) in the campus is carried out in collaboration with the third parties. The College stresses on keeping the campus and its surrounding vicinity ever clean, green and pollution free thereby creating fresh and positive working and teaching-learning environment. Signposts highlighting the need for clean campus are put up at various prominent points in the college. Cleanliness drives are held from time to time wherein the students including the teaching/non-teaching staff engage themselves in sweeping the entire college premises. Furthermore, all the invaluable trees in the campus have been identified.

In order to check littering of plastic bags/wrappers, empty water bottles/cans, papers etc. the College provides separate dustbins for both wet and dry waste which are placed at strategic locations such as classrooms, common rooms, teachers' common rooms, administrative section, canteen, entrance gates etc. Various recyclable materials such as old fans, used copies, broken steel chairs/tables/cupboards,

and electrical goods are disposed off through the help of the third party.

E-waste management: The College makes an arrangement to hand over the e-waste with the third party; this has been in practice over the years.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus **B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: **B. Any 3 of the above**

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

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

E. None of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (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

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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 200 words).

The College takes up the following initiatives to provide an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socio-economic and other diversities.

To promote Communal and Cultural Inclusiveness, the College, observes a weeklong Communal Harmony Day from 19th to 25th November every year by (i) fund raising initiative (ii) All Religion Prayer Meet and (iii) Swachata Programme. The fund raised is forwarded to MHRD (New Delhi) from the college. Cultural programmes organized in connection with Freshmen's Social, Annual College Week etc., and Cultural Exchange Programme with other colleges in the district also highlight tolerance and harmony towards cultural and communal diversities.

To promote Linguistic Inclusiveness, the teachers use bilingual or multilingual mode of teaching which facilitate better communication, comprehension and impartation of knowledge to the students. Translation method of instruction is applied whenever required especially to enhance the learning capacity of the students from vernacular medium schooling background thereby enhancing their academic performances.

To promote Socio-Economic Inclusiveness, (i) the students are provided financial assistance through scholarships provided by the State government (ii) the students belonging to lower income group are offered free admission subject to producing Income Proof.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

As per Article 21-A of the Constitution of India that guarantees the Right to Education, Diphu Govt. College takes up the responsibility of inculcating knowledge pertaining to the Constitution of India (Fundamental Rights (Articles 12-35) and Fundamental Duties (Article 51A under Part-IV) and ensures that the students understand their rights, duties and responsibilities. This is done through conducting -

Regular classes, debate and essay competitions that encourage engagement with the values and principles of the constitution.

The students are encouraged to exercise their right to vote in the college election.

The students are urged and encouraged to respect the national flag and the national anthem during the celebration of Independence Day and Republic Day.

The students are positively encouraged to participate in social activities such as community service, environmental conservation and awareness campaigns to create a sense of social responsibility.

The College also celebrates India's diversity and unity by encouraging cultural activities thereby promoting a sense of unity and national pride in India.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	View File

7.1.10 - The Institution has a prescribed code **E. None of the above**

of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

The College celebrates national and international commemorative days, events and festivals with the aim of inculcating and fostering patriotic, socio-cultural values and unity in the members of the institution. The celebrations consist of flag-hoisting (Independence Day), flag-unfurling (Republic Day), essay writing, talks, extempore speech etc. The details of the programmes has been described on the uploaded file.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format

provided in the Manual.

Details has been described in the uploaded file.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The priority and thrust area of the College is to impart value based education for holistic development of the learners. The College engages in various student-centric activities providing facilities through NCC, NSS, sports, educational excursions, field trips and other co-curricular activities like debating, quiz competition, speech competition, literary competition, etc., in its bid to improve the all-round personality of the learners.

The NCC, NSS wings of the college have been successfully implanting the values and spirit of national integration in the vibrant minds of the students. Educational Excursion facilitates a considerable number of students which not only help to broaden the perspectives but also generate and promote a sense of nationalistic approach, unity and universal brotherhood.

Engagement of students in organizing Teachers' Day celebration, Freshers' Social every year trains the managerial and leadership capacity in them thereby boosting self-confidence, co-operation and team spirit. Celebrations of Swaraswati Puja and Viswakarma reflect the sense of oneness, equality, belongingness amongst the members of the entire college fraternity. College General Election for office bearers of DGCSUS and running of it ingrain and impress the idea of election procedure, sense of democratic values, leadership, team work and related aspects of the system in the learners.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Diphu Government College has taken utmost effort during the academic period of 2020-21 by ensuring that everyone was safe during total Lock down period. Our institution suffers greatly along with the rest of the world which are worth mentioning. Diphu Government College follows the guidelines of the Assam University, Silchar for all types of curricular aspects. In this regard the students were evaluated by allotting assignments through online during pandemic closure. Though physical class test could not be held, regular formative tests were conducted at the completion of each unit by the concerned faculty of all the departments within the stipulated time. Teaching faculties periodically participate in the Assessment -evaluation process regularly. The college provides an up-to-date and adequate infrastructure facility such as digital library, interactive digital board, smart class room etc. Online class test were held through virtual mode using Google apps. As social distances were maintained so physical meetings were discouraged but project work was given.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

There was no face to face internal evaluation during the Academic year 2020-21 for not being able to complete physical classes as there was total Lock down due to Covid -19 pandemic. All efforts was undertaken by evaluating through online as directed by Assam University, Silchar. For the smooth functioning of the academic activities of the college all the Heads of the department along with their departmental colleagues become responsible for the conduct of continuous Internal evaluation. The principal take initiative in all the academic matters. The HoDs plays a major

role in allotment of classes, course and other activities even during crises like Covid-19.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

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

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

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

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

29

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year	
1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)	
0	
File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File
1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year	
0	
1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year	
0	
File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File
1.3 - Curriculum Enrichment	
1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	
<p>Efforts have been made to orchestrate awareness amongst students on various cross-cutting issues: usually there used to be more crosscutting issues relevant to Professional ethics but due to sudden outbreak of pandemic physical meetings were avoided. The global pandemic brought total lockdown by governmental authorities led to suspension of academic activities that prevented students and teachers from attending their place of learning therefore online curriculum delivery became the only available option for these educational organizations to resume their services during the lockdown. Donations/contributions were</p>	

sought from all the employers; all the teachers contributed some amount to distribute relief to the affected people and stranded people. Many teachers lent out help individually to the needy.

The most important concern of human values during this period was not monetary needs but foods as eatable things became scarce even when people had money as there were no foods available.

Many subjects that are addressing the gender issues like Education, History, Political Science Literary texts in English which highlight gender equality and disparity.

An environmental studysubjects is compulsory from 2nd semester. Special Environmental subjectin Education C- 601 in Education Honours highlighting about environmental awareness, environmental degradation, education for environment and sustainable development.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

5

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

44

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	E. None of the above
--	----------------------

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows	E. Feedback not collected
---	----------------------------------

File Description	Documents
Upload any additional information	View File
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

840

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

311

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

Diphu Government College works for the progress of its students and their prime importance is always being focussed. Various departments enrol students in honours course considering their merit and performance in departmental entrance test. Since the college is affiliated to Assam university, Silchar so it follows the university guidelines and procedure in connection with internal assessment. The unit test question papers are prepared by the department itself on the basis of the units already discussed in the class. The tests are held as per the university examination rule. The result is declared within one week and marks are sent to the university as when asked by the university. As the session 2020-21 was unfortunately Covid-19 hit period, so there was a disruption in the normal academic period and procedure during that time. As per the order of the government, online classes started. Each and every department started taking class through Google Classroom, Google meet, Whatsapp group etc. Some departments hold unit tests through whatsapp group, google form and some departments asked for home assignments as a part of internal assessment. In the later period of 2020 and initial period of 2021, by maintaining Covid-19 SOP practical classes and examinations.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

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

Number of Students	Number of Teachers
1244	83

File Description	Documents
Any additional information	No File Uploaded

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

As the session 2020-21 was unfortunately Covid-19 hit period, so there was a disruption in the normal academic period and procedure during that time. As per the government order there was no physical class and instead of that classes were held through online platform. During the later period of 2020 and initial period of 2021, practical classes and practical examinations were held (Chemistry, Physics, Zoology) by maintaining Covid-19 SOP. Students conducted various field studies / survey (Zoology, Education) relating to their syllabus. The department of English organized farewell cum freshers' social to make students participative.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

During 2020-21, teachers of Diphu Government College used different ICT enabled tools for enriching students with knowledge and participation. As per the government order there was no physical class due to Covid-19. Instead classes were held through online platform. Teachers used laptops, desktops, smart phone etc. for making teaching-learning more fruitful and more understandable. Teachers used whatsapp groups, Google Meet, zoom, Google Classroom etc. for students' benefit. Students were informed regarding different reliable sites for enhancing their knowledge.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

2.3.3.1 - Number of mentors

83

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

68

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

28

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

1411

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college holds examinations whether unit test or session end test as per the guidelines and order of its affiliating university. Students' internal assessment is done through unit test and attendance. Two unit tests are held in each semester following a transparent policy. Prior notification is given regarding holding of unit test in the departmental notice board and sometimes shared in the concerned whats app group. Attendance is taken from those who appear in the test. After declaration of results, students can visit the department and discuss their problems. These unit test and attendance marks are sent to the university as and when asked for. This is confidentially treated as these are added to the final examination marks. If students have any examination related grievances they can approach the concerned department faculties or if necessary then they can discuss with the head of the department. As the session 2020-21 was unfortunately Covid-19 hit period, so there was a disruption in the normal academic period and procedure during

that time. Classes and unit tests were held through online platform and declared the results in the concerned whatsapp group.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

The continuous evaluation of students is carried out by the college through unit tests, class attendance, assignments, seminars etc. as per the guidelines of the affiliating university. The Examination Cell of the college carries out the task of conducting the internal assessment and uploading the results of the same in the university portal. The students are informed to check their marks by logging in to their respective student portal. Queries of students, if any, are discussed by the faculty members, HODs, and the Examination Cell attentively. The Examination Cell cooperates in all such activities with the respective departments for quick action. The Examination Cell helps students with their grievances and queries related to results, correction of internal examination marks, practical marks, laboratory activities, project-related works, etc., and other academic matters. Matters requiring further attention are forwarded to the Controller of Examination of the affiliating university. The Examination Cell gives special attention to grievances related to receipt of marksheets and certificates from the university. Every effort is made to deal with the examination related grievances in a transparent, time-bound and efficient manner.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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.

Since Diphu Government College is affiliating to a university,

therefore the course/syllabus is framed by the concerned university. After finalizing, the university sends them to its affiliated colleges. The faculties of the concerned department discuss their programme and course outcome and transfer them to the students.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

Teaching, learning and evaluation is a continuous process covering the entire course of study. A variety of parameters determine the evaluation of the attainment of programme outcomes and course outcomes. Attendance is one such important parameter which carries 10% marks in internal assessment. Students are required to maintain a minimum of 75% attendance in each paper of their courses. Regular tests and assessments are held to enhance the student's knowledge of subjects. The internal Assessment and Semester End assessment are designed on the basis of PO, PSO & CO's defined for each course. The laboratory works determine the assessment of practical skill of the learners. Further evaluation of the outcomes achieved by the students is monitored through project works and seminars.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

252

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://diphugovernmentcollege.com/upload/sss/1712137530.pdf>

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 year (INR in Lakhs)

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

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

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

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

6

File Description	Documents
Report of the event	No File Uploaded
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

2

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

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

7

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

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 year

Diphu Government College is the leading coeducational institution in the district headquarter Diphu. The college family is always dedicated for the improvement of the society. The institution encourages the students, local communities for their holistic development. Different fruitful activities are performed in the initiatives of the NCC, NSS, WEC (women empowerment cell), DGCPS, DGCSUS alongwith various departments of the institution. NCC cadets volunteered and took part as covid warriors with Karbi Anglong district administration. The cadets also actively participated in the district level parades during Republic day and Independence day. NSS volunteers enforced and carried out National Youth Parliament , National Youth day, Environment and Literacy campaign, Cleanliness drive etc. The cadets and volunteers frequently nearby areas to creat awareness among the people for improving their standard, health and hygiene in this covid pandemic period. Activities for environmental sustainability and awareness for aforestation and plantation were adopted by the volunteers and student society of the institution. In this pandemic period national and international webinars were organized by IQAC, Zoology and Economics departments.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

1

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

3

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

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., during the year

88

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

0

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

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.

Ensuring students have access to proper learning environments is crucial for their academic success. As such, the institution prioritises the importance of having an adequate number of classrooms, having 30 in all. From reducing overcrowding to fostering a conducive learning environment, having enough classrooms can greatly impact the quality of education students receive. A good number of laboratories (06 in total) are there for the students so they can experiment and gain more knowledge. Laboratories play a crucial role in enhancing students' understanding of scientific concepts through hands-on experimentation. These spaces provide a practical learning environment where students can apply theoretical knowledge and develop important skills. Having access to well-equipped laboratories can greatly benefit students in their academic pursuits and future careers. In today's digital age, access to computers and technology is essential for students to thrive in their academic pursuits. The institution's efforts to increase the number of computers available to students highlight the commitment to providing equal opportunities for all to succeed in their studies. By prioritizing computing accessibility, the institution is ensuring that every student has the resources needed to excel in their education.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

The COVID-19 pandemic has had a significant impact on various events and festivals around the world, including the Karbi Youth Festival in which students participate every year. Despite the challenges posed by the pandemic, the college continues to find ways to engage students in cultural programmes and events. Sports enthusiasts of all kinds flock to the field placed at the front of the college that houses a cricket pitch, football field, and a basketball court at the back part of the institution. This versatile space is a hub for various sports activities and competitions, attracting students, teachers as well as others

alike. From intense matches to friendly games, the field is a vibrant and dynamic setting for sports lovers to come together and enjoy their favourite activities. While there may not be a dedicated yoga centre on campus, students at the college can still participate in occasional yoga programs. These programs provide an opportunity for students to learn about and practice yoga, promoting physical fitness and mental well-being. Despite the lack of a permanent facility, the college's yoga programs offer a valuable resource for students looking to incorporate mindfulness and relaxation into their daily routines.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

30

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

4

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

57

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

- Name of ILMS software - KOHA
- Nature of automation (fully or partially)- Partially
- Version - Customised
- Year of Automation - 2015 December

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

C. Any 2 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

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

1.16

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	No File Uploaded

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

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

110

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Partial automation has been achieved with the implementation of the KOHA software in the Central Library of Diphu Government College. In addition to the possibility of converting its processes from manual to computerized, the library also provides the opportunity to transition from a card catalogue to an online public access catalog (OPAC) and from manual circulation cards to an integrated library system that makes use of RFID technology. In addition to providing access to internet, the college library also has CCTV surveillance cameras.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers	
24	
File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded
4.3.3 - Bandwidth of internet connection in the Institution	B. 30 - 50MBPS
File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded
4.4 - Maintenance of Campus Infrastructure	
4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)	
4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)	
10	
File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	No File Uploaded
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.	
The role of the principal in overseeing the maintenance and utilization of college facilities is essential for ensuring a productive and conducive learning environment for students. Collaboration with teachers and office staff allows for effective	

management and utilization of resources such as laboratories, libraries, and sports spaces. Together, they work to ensure that all facilities are well-maintained and accessible for the benefit of the college community. To ensure infrastructural development, the college saw the construction of the two (02) storied building under RUSA scheme. Boys' hostel renovation and upgradation was also done under RUSA fund.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

233

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	No File Uploaded

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	B. 3 of the above
---	--------------------------

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year
0

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year
0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

5.1.5 - The Institution has a transparent mechanism for timely redressal of student	B. Any 3 of the above
--	------------------------------

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

28

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

43

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	No File Uploaded

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

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) during the year

7

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	View File

5.3 - Student Participation and Activities

5.3.1 - 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) during the year

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) during the year.

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

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)

Due to Corona Pandemic, there had been a total lockdown in the region and no college activity could be raised but the members took initiative to help the college students who were stranded in Diphu, mostly rent residing students. With the initiative taken by Karbi Students' Association, the members took responsibility of distributing several food items to students residing in different rent houses. In the midst of the pandemic, the body donated a small amount of money to the CEM Relief Fund and had a fruitful discussion with the CEM regarding college issues.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

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

2

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	No File Uploaded

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

NIL

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs
---	----------------------

File Description	Documents
Upload any additional information	No File Uploaded

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

The vision of Diphu Government College is to cater to the academic, intellectual, social and cultural needs of the people of the district in general and students in particular. The institution has set up the objectives of providing holistic education to the students to meet the global requirements successfully, to promote scientific ideas and rational use of technological innovation inside and outside the institution. This in fact, help the students to shape and fulfil their dreams and aspirations and to contribute significantly in the society and community. The institution hitherto attempts to provide quality education to various sections of the community in the district. It is indeed a significant impetus of the institution to train the students to face the emerging challenges arising out of liberalization, privatization and globalization. The college is accountable to its various stake holders such as students, guardians, alumni, the parent university, and most importantly, the society at large. The mode of governance in the institution is both participatory and democratic. The day-today administration of the college is undertaken by the Principal and academic affairs are taken care of by the Vice-Principal.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

The college provides effective leadership which is reinforced in various institutional practices such as decentralization and participative management since all college operations are managed by various committees constituted for academic and non-academic activities. Major committees comprise of teachers, and many include non-teaching staffs, students and library staffs for conducting various functions of the college. Those committees are responsible for college timetable, purchases of books and journals, other purchases, organizing admission, election of the students, new construction activities or renovation, looking after the welfare of the students, news letter and college magazine committees consisting of teachers and students, cultural committees for organizing various cultural programmes and committees for implementing various national, state level and district level programmes.

The college has set up the Internal Complaint Committee to redress the grievances from the women employees and female students and also a General Complaint Committee for redressing grievances of all staff members of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Implementation of the perspective plan required a strategic plan of action. One of the plans is to develop the infrastructure of the college to fulfill the requirements and demands to some extent and accordingly the principal of the college take the measurements.

Strategic & Inclusive plan has been prepared by the institution for the development of infrastructure, academic development, extracurricular activities, sports & culture. These targets have been set with exclusive consultation with all stakeholders - faculty and office staff, alumni, management and the local community and Agencies etc.

1. Development of Alumni cell
2. Improvement of Teaching and learning process- installation of smart classes
3. Engagement in curriculum development with University.
4. Development of Library ,ICT and Physical infrastructure/Instrumentation.
5. Creating distance education in reality along with normal education process.
6. Involving with community for overall development of college & knowledge sharing
7. Building Rapport / MOU with nearby educational institutions /Schools/Villages for knowledge exchange
8. Renovation of Auditorium hall and subsequently implemented.
9. A New Science block is build for the Department of Chemistry

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	View File

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

Policies:- The College has formulated various policies like academic policy, examination policy, anti-ragging policy, etc. For the effective functioning of the institutional bodies.

Administrative setup:- The College is under Higher education Department of Assam. The governing body of the institution comprise of the president who is government nominated and other positions as reflected in Government guideline, as secretary, government nominee, teacher representative, non teaching staff librarian, students guardian etc. .

The college is affiliated to Assam University, silchar whose rules are followed for all academic purposes. The principal is the highest authority looking after administration and academic matters. The position of head of the department (HOD) is to ensure smooth running of departments.

The IQAC works with the assistance of various committees to ensure the effective functioning of the institution.

The office of the Principal comprising a Head Assistant, Senior(UDA) and Junior(LDA) Assistant, Grade IV employees .

The college has a Library consisting of the librarian, assistant Librarian and other staff members.

Procedure for appointment & service rules :- UGC and state government norms (Assam Government AHE.154/2021/108 14th March 2022)are followed for appointment of employees.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The following are the welfare measures for teaching and non-teaching staff of the college:

1. Provision for admissions of eligible wards of employees in all courses.
2. Diphu Govt. College Staff Co-Operative Thrift Society is a registered society that provides loan to all teaching and non-teaching staff of the college at an affordable interest rate and easy payback instalments.
3. Few residential quarters are provided for teaching and non-teaching staff.
4. Each department has a well furnished teachers common room with facilities like Inverter, generator, attached toilet and washroom.
5. A well equipped Gymnasium is available.
6. Adequate parking space is available within college campus.
7. Medical Allowance provided as per norms of the Govt. of Assam.
8. Hill Allowance provided as per norms of the Govt. of Assam.
9. Maternity Leave provided according to the rules of Govt. of Assam.
10. Child Care Leave provided according to the rules of Govt. of Assam.
11. Casual Leave provided according to the rules of Govt. of

Assam.

12. House Rent Allowance provided as per rules of the Govt. of Assam.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

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

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

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

16

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	No File Uploaded

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

The Annual Self-Appraisal Reports from the teaching staff are collected annually by the IQAC of the college in a proper format. The IQAC also collects departmental report and carries out Academic Audit. Along with all these the feedback adequately

reflect the performance. Moreover, at the time of promotion for API score, filled up self-Performance Appraisal format prescribed by UGC is evaluated by IQAC and the subject experts of the screening committee nominated by the Assam University. These formats are then certified by the principal of the institution and are required to send to the office of the Director of Higher Education, Govt. of Assam for the placement and promotion of the teachers under Carrier Advancement Scheme(CAS).

For non-teaching employees, Annual Confidential reports are certified by the Principal and are required to send to the office of Additional Director of Higher Education, Karbi Anglong Autonomous Council(KAAC) for their placement and promotion.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The College practices proper maintenance of cashbook, ledger book, acquaintance register apart from compulsory salary slips, deduction of GPF, GIS, Loan statements etc. The College has in place provision of internal audit alongside the external audit.

The College has been carrying out internal financial audit annually by a chartered accountant appoints by the College authority or by udit committee being set up by the College authority. The College also maintain utilization certificate from the Chartered accountant whenever necessary.

The external financial audit is carried out as per the direction and by the auditordeputed by The Office of Director of Audit, Local Funds, Assam, Guwahati-06, from time to time, generally every 3 years. The heads of audit includes the various Bank Accounts, RUSA fund and UGC fund. After receiving the audit report the same is forwarded to the Director of Higher Education,

Government of Assam.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The College follows the strategies for mobilization of fund and optimal utilization of resource as decided by the college authority as per Government rules.

The College authority has submitted various proposals for the development of infrastructure of the College from time to time to the Government of Assam as well as RUSA.

The College classrooms are provided for holding various departmental examinations, competitive examinations on holidays and for such examinations of substantial number have been collected over the years.

The College campus and auditorium are utilized by the College fraternity as well as Government and non-government organization as per requirement for holding different activities like awareness programme, election training, distribution of Banikanta Kakati award, College alumni meet etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

The internal Quality Assurance Cell (IQAC) of Diphu Government College was established in the year 2005 as per NAAC guidelines. The function of IQAC as its name indicates, is to monitor the activities of the various units of the College and coordinate among them as well as to make necessary suggestions for further academic development of the college. The Cell is also responsible for making the necessary liaison between the institution and UGC. The details has been described in the uploaded file.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

IQAC Teaching Learning Review System:

The IQAC monitors IT enabled result-oriented pupil centric, holistic techniques of teaching learning process.

- IQAC monitors internal marking in every department and ensures proper holding of sessional examinations. It develops a mechanism as per the rule of the university for proper evaluation and uploading the marks in the given portal.
- IQAC has developed a questionnaire for the evaluation of faculty performance by the students
- The IQAC organizes an open house session where the parents, teachers and students participate and express their

grievances and a free discussion is held in the session. The parents and students are asked to share their observations regarding curriculum, studies and behavioural pattern of the teachers.

IQAC Institutional Review System:

- IQAC conducts yearly administrative audit(external) every year through Director of Accounts and Treasury, and AG.
- Feedbacks from students regarding teachers and institutional performance are taken

IQAC evaluation of learning Outcome:

- Outcome based education has been introduced in the college and the responsibility is entrusted to Academic committee.
- The performance of students in competitive examination like- NET, TET, Civil services etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

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 year

Women Grievance Redressal and Welfare Cell, DGC Unit was established in 2017. This cell was started with the objective of addressing all forms of injustice or harassment encountered by females (students, office staff, faculty members) in the college campus and to resolve such issues and challenges amicably.

International Women's Day is observed on 8th March every year to celebrate all the women (both employees and students) in the campus simply for being women, for as a matter of fact there would be no family, society or world without women in this world. This special day is celebrated by organizing talks (delivered by many eminent resource persons on various gender related topics), various competitions (go-as-you-like, fashion show etc.) followed by cultural programmes.

To promote gender equity, both male and female faculty members are given equal opportunities in various committees formed in the college for curricular and co-curricular activities. Also, both male and female students enjoy equal rights of contesting in all the categories in the Student Union Election.

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

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	D. Any 1 of the above
--	-----------------------

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Effective management of different types of waste (both wet & dry) in the campus is carried out in collaboration with the third parties. The College stresses on keeping the campus and its surrounding vicinity ever clean, green and pollution free thereby creating fresh and positive working and teaching-learning environment. Signposts highlighting the need for clean campus are put up at various prominent points in the college. Cleanliness drives are held from time to time wherein the students including the teaching/non-teaching staff engage themselves in sweeping the entire college premises. Furthermore, all the invaluable trees in the campus have been identified.

In order to check littering of plastic bags/wrappers, empty water bottles/cans, papers etc. the College provides separate dustbins for both wet and dry waste which are placed at strategic locations such as classrooms, common rooms, teachers' common rooms, administrative section, canteen, entrance gates etc. Various recyclable materials such as old fans, used copies,

broken steel chairs/tables/cupboards, and electrical goods are disposed off through the help of the third party.

E-waste management: The College makes an arrangement to hand over the e-waste with the third party; this has been in practice over the years.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

- 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**

B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

E. None of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (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

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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 200 words).

The College takes up the following initiatives to provide an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socio-economic and other diversities.

To promote Communal and Cultural Inclusiveness, the College, observes a weeklong Communal Harmony Day from 19th to 25th November every year by (i) fund raising initiative (ii) All Religion Prayer Meet and (iii) Swachata Programme. The fund raised is forwarded to MHRD (New Delhi) from the college. Cultural programmes organized in connection with Freshmen's Social, Annual College Week etc., and Cultural Exchange Programme with other colleges in the district also highlight tolerance and harmony towards cultural and communal diversities.

To promote Linguistic Inclusiveness, the teachers use bilingual or multilingual mode of teaching which facilitate better communication, comprehension and impartation of knowledge to the students. Translation method of instruction is applied whenever required especially to enhance the learning capacity of the students from vernacular medium schooling background thereby enhancing their academic performances.

To promote Socio-Economic Inclusiveness, (i) the students are provided financial assistance through scholarships provided by the State government (ii) the students belonging to lower income group are offered free admission subject to producing Income Proof.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

As per Article 21-A of the Constitution of India that guarantees the Right to Education, Diphu Govt. College takes up the responsibility of inculcating knowledge pertaining to the Constitution of India (Fundamental Rights (Articles 12-35) and Fundamental Duties (Article 51A under Part-IV) and ensures that the students understand their rights, duties and responsibilities. This is done through conducting -

Regular classes, debate and essay competitions that encourage engagement with the values and principles of the constitution.

The students are encouraged to exercise their right to vote in the college election.

The students are urged and encouraged to respect the national flag and the national anthem during the celebration of Independence Day and Republic Day.

The students are positively encouraged to participate in social activities such as community service, environmental conservation and awareness campaigns to create a sense of social responsibility.

The College also celebrates India's diversity and unity by encouraging cultural activities thereby promoting a sense of unity and national pride in India.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	View File

<p>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. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized</p>	<p>E. None of the above</p>
--	------------------------------------

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

The College celebrates national and international commemorative days, events and festivals with the aim of inculcating and fostering patriotic, socio-cultural values and unity in the members of the institution. The celebrations consist of flag-hoisting (Independence Day), flag-unfurling (Republic Day), essay writing, talks, extempore speech etc. The details of the programmes has been described on the uploaded file.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Details has been described in the uploaded file.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The priority and thrust area of the College is to impart value based education for holistic development of the learners. The College engages in various student-centric activities providing facilities through NCC, NSS, sports, educational excursions, field trips and other co-curricular activities like debating, quiz competition, speech competition, literary competition, etc., in its bid to improve the all-round personality of the learners.

The NCC, NSS wings of the college have been successfully implanting the values and spirit of national integration in the vibrant minds of the students. Educational Excursion facilitates a considerable number of students which not only help to broaden the perspectives but also generate and promote a sense of nationalistic approach, unity and universal brotherhood.

Engagement of students in organizing Teachers' Day celebration, Freshers' Social every year trains the managerial and leadership capacity in them thereby boosting self-confidence, co-operation and team spirit. Celebrations of Swaraswati Puja and Viswakarma reflect the sense of oneness, equality, belongingness amongst the members of the entire college fraternity. College General Election for office bearers of DGCSUS and running of it ingrain and impress the idea of election procedure, sense of democratic values, leadership, team work and related aspects of the system in the learners.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

The following is the plan of action for the next academic session: 2021-2022

- To submit SSR to NAAC for the next accreditation
- To participate in NIRF
- To boost the infrastructure with respect to upgrading the teaching-learning methods by creating more smart-classrooms and procuring other sophisticated instruments
- To conduct Green Audit, Energy Audit and Environment Audit
- To acquire Clean and Green campus recognition/awards
- To form a committee to monitor adherence to the Code Of Conduct
- To organize professional ethics programmes for students, teachers, administrators and other staff
- To introduce students Induction Programme
- To form Anti Ragging Committee
- To hold Faculty Development Programmes for quality enhancement of faculty members
- To continue with the youth fest, Youth Conclave
- To facilitate the organizing of talks, workshops and seminars by different departments
- To twin and collaborate with other colleges and organizations for exchange of knowledge/information, culture and other expertise.
- To carry out more add-on courses and activities
- To upgrade the college website incessantly