Internal Quality Assurance Cell (IQAC)

&

Submission of Annual Quality Assurance Report (AQAR) 2012-13

D.H.S.K. COLLEGE, K.C. GOGOI PATH, DIBRUGARH, ASSAM - 786001

Submitted on 25th June 2014

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

1. Details of the Institution

1.1 Name of the Institution

> D.H.S.K. COLLEGE

1.2 Address Line 1

> K.C. GOGOI PATH

Address Line 2

> DIBRUGARH

City/Town

> DIBRUGARH

State

> ASSAM

Pin Code

> 786001

Institution e-mail address

> principal_dhsk@hotmail.com

Contact Nos.

> 0373 - 2324105

Name of the Head of the Institution:

> Dr.Rajee Konwarh

Tel. No. with STD Code:

> 0373 - 2324105

Mobile:

> +91 9435030388

Name of the IQAC Co-ordinator:

> DR. PARTHA GANGULI

Mobile:

+91 9435330310

IQAC e-mail address:

dhskiqac@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

ASCOGN10506

1.4 **NAAC Executive Committee No. & Date:**
    (For Example EC/32/A&A/143 dated 3-5-2004.
    This EC no. is available in the right corner- bottom
    of your institution's Accreditation Certificate)

NA

1.5 Website address:

www.dhsk.edu.in

Web-link of the AQAR:

http://www.dhsk.edu.in/AQAR2012-13.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B++		2003	2008
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC :   DD/MM/YYYY   25/01/2005

1.8 **AQAR for the year** *(for example 2010-11)*   2012-13

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and
Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011*)

    i.   AQAR ------ 2009-10 ------- uploaded in the website on -------- (06/08/2013)
    ii. AQAR ------ 2010-11 ------- uploaded in the website on -------- (01/11/2013)
    iii. AQAR ------ 2011-12 ------- sent to NAAC online & uploaded in the website on -- (13/04/2014)
    iv. AQAR ------ 2012-13 ------- uploaded in the website on --------- (25 /06/2014)

1.10 Institutional Status

University   State [✓]   Central [ ]   Deemed [ ]   Private [ ]

Affiliated College   Yes [✓]   No [ ]

Constituent College   Yes [ ]   No [✓]

Autonomous college of UGC   Yes [ ]   No [✓]

Regulatory Agency approved Institution   Yes [ ]   No [✓]

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education [✓]   Men [ ]   Women [ ]

                  Urban [✓]   Rural [ ]   Tribal [ ]

Financial Status   Grant-in-aid [ ]   UGC 2(f) [✓]   UGC 12B [✓]

                  Grant-in-aid + Self Financing [✓]   Totally Self-financing [ ]

1.11 Type of Faculty/Programme

     Arts [✓]   Science [✓] Commerce [ ]   Law [ ]   PEI (Phys Edu) [ ]

     TEI (Edu) [ ] Engineering [ ]   Health Science [ ]   Management [ ]

     Others   (Specify)   .

1.12 Name of the Affiliating University *(for the Colleges)*   DIBRUGARH UNIVERISTY

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University   NA

University with Potential for Excellence   NA   UGC-CPE   NA

DST Star Scheme	NA	UGC-CE	NA
UGC-Special Assistance Programme	NA	DST-FIST	NA
UGC-Innovative PG programmes	NA	Any other (*Specify*)	NA
UGC-COP Programmes	NA		

2. IQAC Composition and Activities

2.1 No. of Teachers — 5

2.2 No. of Administrative/Technical staff — 3

2.3 No. of students — 0

2.4 No. of Management representatives — 2

2.5 No. of Alumni — 2

2. 6 No. of any other stakeholder and

community representatives — 1

2.7 No. of Employers/ Industrialists — 0

2.8 No. of other External Experts — 1

2.9 Total No. of members — 14

2.10 No. of IQAC meetings held — 3

2.11 No. of meetings with various stakeholders: No. — 12   Faculty — 6

Non-Teaching Staff Students — 2   Alumni — 2   Others — 2

2.12 Has IQAC received any funding from UGC during the year?   Yes ☐   No ☑

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. | 3 | International | | National | | State | | Institution Level | 3

(ii) Themes

- Examination reforms.
- Management and Administration Reforms.
- Result analysis of students.

2.14 Significant Activities and contributions made by IQAC

- The IQAC facilitated the modernisation of the Library and reforms in Examination and Admission.
- The computer centre was added with 20 numbers of Think Client for the benefit of the students opting for the subject computer skill.
- IQAC encourages the use of technology in every sphere thus increasing the level of transparency of the college administration and academic affairs.
- IQAC motivates, stimulates and ensures quality enhancement in teaching, learning and research.
- Non-teaching staff are also extended the facility of training for better financial and office management.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
Annexure I(A)	

* Academic Calendar Annexure – I (B).

2.15 Whether the AQAR was placed in statutory body　　Yes ☑　No ☐

Management ☑　Syndicate ☐　Any other body ☐

Provide the details of the action taken

- Non-teaching staff are also extended the facility of training for better financial and office management.
- Renovation of Laboratory and purchase of equipments according to the changing requirements of the syllabus.
- Improvement of College Library (Books, Internet & Online) were undertaken.
- Computer & Internet facility to all departments were provided.
- Introduced Hi-tech Computer Laboratory and Language Laboratory for both students and teachers.
- Healthy and hygienic food at subsidised rates has been provided in the college canteen.
- Proposals for infrastructure development were submitted to various government departments and sanction of some of them were obtained.
- Examinations and Admission reforms were undertaken.
- The Alumni Association was formed and Alumni meet was planned.
- Minor repair of class rooms and laboratories were undertaken

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	NA	NA	NA	NA
PG	NA	NA	NA	NA
UG	2	NA	NA	NA
PG Diploma	NA	NA	NA	NA
Advanced Diploma	NA	NA	NA	NA
Diploma	NA	NA	NA	NA
Certificate	1	NA	NA	NA
Others	NA	NA	NA	NA
Total	3	NA	NA	NA

Interdisciplinary	NA	NA	NA	NA
Innovative	NA	NA	NA	NA

1.2　(i) Flexibility of the Curriculum: CBCS/Core/Elective option ✓ / Open options ✓

　　(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	2
Trimester	
Annual	

1.3 Feedback from stakeholders*   Alumni ☐   Parents ☐   Employers ☐   Students ☑

   (On all aspects)

   Mode of feedback   :   Online ☐   Manual ☑   Co-operating schools (for PEI) ☐

Please provide an analysis of the feedback in the Annexure

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

> Yes, the syllabus of Geography, Botany and Zoology were revised and updated in the year 2012-13. The syllabuses of the Department of Botany have been modified. Major courses XVII- Plant Physiology has been transferred to 6th Semester. The syllabus of department of zoology was also modified. The syllabus of Geography Major of the 6th Semester B.A. & B.Sc. was modified under the notification of Ref. No. DU/DR-A/6-1/12/1613 dated 04.02.2013.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

> NIL

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
81	41	28	0	0

2.2 No. of permanent faculty with Ph.D.   24

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
1	10	0	0	0	0	0	0	1	10

2.4 No. of Guest and Visiting faculty and Temporary faculty   2   0   12

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	12	17	01
Presented papers	06	22	06
Resource Persons	01	04	08

2.6 Innovative processes adopted by the institution in Teaching and Learning:

a. Monthly library visit and evaluation report of students under guidance of the teachers by the Dept. of English.
b. Due to the renovation of the laboratories of the science departments number of seats for Major courses are increased.
c. Students are encouraged to compulsorily participate in group discussions, oral, power-point/slide and chart presentations.
d. Exposure to power projectors, e-learning, internet facilities, handling of computer etc.
e. To make surveys in Field studies and educational tours.
f. Conducting academic quizzes, debates and motivating/helping students take part in the same.
g. Encouraging students to publish in departmental wall-magazines, students' newsletters, the College Magazine (*Kanoian*).

2.7 Total No. of actual teaching days during this academic year

180

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Double/Multiple Evaluation, Open Book Examination, Photocopy of answer scripts on demand, students allowed to check their own evaluated answer scripts of session tests prior to finalising of marks.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

| 11 | 0 | 0 |

2.10 Average percentage of attendance of students

80

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A. PART III	325	2.46	3.08	26.46	21.54	53.54
B.SC. PART III	106	15.09	31.13	38.68	5.67	90.57

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

i)   The IQAC collects feedback from students regarding the Teaching & Learning Process and communicates the same to the Heads of the Department for further analysis and review amongst its members in the Departmental Management Committee meeting.

ii)   A meeting for analysis of Results is also arranged between the HODs & the Principal. The major points that emerge as outcome of the meeting are shared with the respective teaching faculty and necessary corrective measures as discussed in the meeting are advised.

iii)   Some departments organise Parents and Teachers meet. The report of the result analysis is also shared with them. Suggestions for improvement are also obtained.

iv)   Remedial classes/Tutorials/mentoring classes are advised to the departments as required.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	06
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	02
Faculty exchange programme	0
Staff training conducted by the university	01
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	0
Others	02

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	21	1	0	0
Technical Staff	2	0	0	1

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- Renovation of Laboratory and purchase of equipments according to the changing requirements.
- Upgradation of Computer Laboratory.
- Improvement of Library   (Books, Internet & Online)
- Computer & Internet facility to all departments.
- Encouraging Faculty to take up research projects & FIP.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	1	10,57,800	
Outlay in Rs. Lakhs			10.57	

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2	1	1,51,000.00	2
Outlay in Rs. Lakhs			1.51	

3.4   Details on research publications

	International	National	Others
Peer Review Journals	13	20	1
Non-Peer Review Journals	0	22	0
e-Journals	2	3	0
Conference proceedings	0	11	0

3.5 Details on Impact factor of publications:

Range ☐   Average ☐   h-index ☐   Nos. in SCOPUS ☐ 2

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2011-14	UGC	10,57,800/-	7,33,800/-
Minor Projects	2012-13	UGC	1,51,000/-	1,51,000/-
Interdisciplinary Projects	-------	-------	-------	-------
Industry sponsored	-------	-------	-------	-------
Projects sponsored by the University/ College	-------	-------	-------	-------
Students research projects *(other than compulsory by the University)*	-------	-------	-------	-------
Any other(Specify)	-------	-------	-------	-------
Total	-------	-------	12,08,800/-	8,84,800/-

3.7 No. of books published   i) With ISBN No. | 07 | Chapters in Edited Books | 07 |

ii) Without ISBN No. | 01 |

3.8 No. of University Departments receiving funds from

UGC-SAP | 0 | CAS | 0 | DST-FIST | 4 |

DPE | 0 | DBT Scheme/funds | 1 |

3.9 For colleges   Autonomy | 0 | CPE | 0 | DBT Star Scheme | 0 |

INSPIRE | 0 | CE | 0 | Any Other (specify) | 0 |

3.10 Revenue generated through consultancy | 0.00 |

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	----	----	---	----	---
Sponsoring agencies	----	----	----	----	---

3.12 No. of faculty served as experts, chairpersons or resource persons | 3 |

3.13 No. of collaborations   International | 1 | National | 2 | Any other | 0 |

3.14 No. of linkages created during this year | 18 |

3.15 Total budget for research for current year in lakhs :

From Funding agency | 2091750 | From Management of University/College | 25000 |

Total | 2116750 |

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
0	0	0	1	0	0	0

3.18 No. of faculty from the Institution
   who are Ph. D. Guides
   and students registered under them

2

3

3.19 No. of Ph.D. awarded by faculty from the Institution   1

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF NIL   SRF NIL   Project Fellows 1   Any other NIL

3.21 No. of students Participated in NSS events:

University level NIL   State level 158

National level NIL   International level NIL

3.22 No. of students participated in NCC events:

University level NIL   State level 23

National level 6   International level 1

3.23 No. of Awards won in NSS:

University level NIL   State level NIL

National level NIL   International level NIL

3.24 No. of Awards won in NCC:

University level NIL   State level 1

National level 1   International level NIL

3.25 No. of Extension activities organized

University forum NIL   College forum 3

NCC NIL   NSS NIL   Any other NIL

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Coaching classes for Entry of Services to students other than from the institution. Administration and Dibrugarh University to prepare for Indian Administrative services.
- Motivational classes for students in collaboration with the district Administration and Dibrugarh University to join Indian Administrative Services.
- Blood Donation Camp in Collaboration with Assam Medical College, Dibrugarh.

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	16.61 Acre	Nil	Private & Public	16.61
Class rooms	37	0	0	37
Laboratories	18	1	College + UGC	19
Seminar Halls	1	0	Govt. of Assam	1
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	5	0	0	5
Value of the equipment purchased during the year (Rs. in Lakhs)	0	0	0	2951817
Others	Bio Tech Hub	Renovated	DST	1932750

4.2 Computerization of administration and library

Administration is Partially Computerised. The MIS package is Adroit. The Library uses OPAC, NLIST, INFLIBNET and Soul 2.0.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	37199		155	37354		
Reference Books						
e-Books						
Journals	11	8665	15	14059	26	22724
e-Journals	NLIST					
Digital Database						
CD & Video						
Others (specify)	136	25521	48	5244	184	30765

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	65	14	25	6	14	10	27	6
Added	14	10	0	0	10	1	3	2
Total	79	24	25	6	24	11	30	8

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

> The Wi-Fi system of the college is widely used by the Teachers. Moreover, in case of any necessary of training staff and non teaching staff, the Computer Centre lends a helping hand. Systemic Training in networking, e-governance, internet etc. is provided by the Computer Centre. Training for the use of API calculation package was imparted to the Teachers.

4.6 Amount spent on maintenance in lakhs :

   i) ICT   99782

   ii) Campus Infrastructure and facilities   260569

   iii) Equipments   31794

   iv) Others   524756

                         Total :   **916901**

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The support services are recorded in the prospectus and notice board. The IQAC requests all departments to give the details of the support services available in the institution in the beginning of the session. The support services are also uploaded in the website.

5.2 Efforts made by the institution for tracking the progression

The departments keep track of the students' attendance, in-semester exam marks, Group Discussion, Presentations, Seminars and Projects.
Analysis of result is the common practice of all departments.
Participation of students in extra-curricular and co-curricular activities is monitored.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1245	0	0	465

(b) No. of students outside the state

5

(c) No. of international students

NIL

Men

No	%

Women

No	%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
326	83	266	693	2	1370	297	77	236	633	2	1245

Demand ratio   1:2.3   Dropout %   29.65

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Regular Coaching classes for entry of services. Provision of a special library. Xerox and internet facilities, Provision for Career Counselling, motivational workshops and information Bulletin Board.

No. of students beneficiaries   85

5.5 No. of students qualified in these examinations

| NET | 0 | SET/SLET | 0 | GATE | | CAT | 0 |
| IAS/IPS etc | 0 | State PSC | 0 | UPSC | 0 | Others | 0 |

5.6 Details of student counselling and career guidance

Two series of Coaching classes were held for entry of services. Three workshops on career orientation were held and one Psychological counselling session was organised for girl students.

No. of students benefitted   200

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
2	100	0	2

5.8 Details of gender sensitization programmes

The college has a Cell for Women's Studies and Development. Establishment in 2004 the cell engages in academic, awareness raising and advocacy drives to ensure the gender friendly ambience in the institution. The cell organises various sensitization programme every year. This year the college organised a Gender Sensitization Programme to mark the International Women's Day and also organised the UGC sponsored National workshop on Juvenile Justice System in Assam. Proactive initiative of the Cell has resulted in the constitution of the Complaints' Committee as per the Vishakha Guidelines. The Cell has collaborated with Doomdooma College, Tinsukia in organising a National Workshop on Prevention and Redress of Sexual Harassment at Workplace and drafted a policy document on Sexual Harassment at workplace for adoption by the college administration.

5.9 Students Activities

5.9.1   No. of students participated in Sports, Games and other events

State/ University level   55   National level   0   International level   0

No. of students participated in cultural events

State/ University level   20   National level   0   International level   0

5.9.2   No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level | 4 | National level | 0 | International level | 0 |

Cultural: State/ University level | 0 | National level | 0 | International level | 0 |

5.10 Scholarships and Financial Support

	Number of students	Amount (Rs.)
Financial support from institution	2	12000
Financial support from government	75	224865
Financial support from other sources	6	84000
Number of students who received International/ National recognitions	0	0

5.11   Student organised / initiatives

Fairs   : State/ University level | 0 | National level | 0 | International level | 0 |

Exhibition: State/ University level | 0 | National level | 0 | International level | 0 |

5.12   No. of social initiatives undertaken by the students | 2 |

5.13 Major grievances of students (if any) redressed: ___TWO_____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

- Providing higher education to students of all sections of the society especially to the economically and socially disadvantaged ones.
- Acquiring and imparting knowledge and wisdom.
- Holistic education to students to inculcate moral, cultural and socio-economic values in them in order to groom them as conscientious citizens.

6.2 Does the Institution has a Management Information System

The college does have a management system known as Adroit. The receipt of forms, fees collection, students' data are mostly recorded.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

The college is affiliated to Dibrugarh University and as such curriculum is developed by the university. However, the University invites teachers of the institute in Curriculum Development Committees. Altogether 11 teachers were invited to the Curriculum Development Committees during the year.

6.3.2 Examination and Evaluation

The external exams are conducted as per rules and guidelines provided by the affiliating university. The evaluation is carried out by teachers as per direction of the Dibrugarh University. The college is identified by the university as one of the Zones and as such teachers get engaged in the evaluation process. Two internal exams are conducted by the college including viva voce and In-Semester session tests.

6.3.3 Teaching and Learning

Efforts are being made to make the teaching and learning process more learner-centric. An academic calendar is prepared at the beginning of each year along with teaching plans. Efforts are being made to approach syllabi on the basis of the plan. Students are continuously evaluated through class tests, In-Semester examination, viva, projects, etc. Students have the option of study tour, field study, seminar, group discussion and/or class assignment to garner extra points in internal assessment. Weak students are identified and they are motivated to join remedial classes and tutorials. Feedback forms are generated so as to continually evaluate the performance of the teachers.

6.3.4 Research and Development

The institution has two recognised Research Centers, Viz. Departments of Geography and Zoology. The Department of English has also applied for the same. Two faculty members are research guides of the departments.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Physical Infrastructure: Repairing and renovation of students' common room. New furniture's were provided. Classrooms and Laboratories were renovated. Girls' hostel repair and renovation works was done. Repairing of staff quarters.

Library: The Wi-Fi system of the college is widely used by the Teachers. INFLIBNET, NLIST, SOUL 2 services provided. Bar coding of books, Digitalisation of Books, Book bank facilities to economically weak students.

ICT: All departments are provided with Laptop and LCD projectors. Computer centre was provided 20 nos. of computers.

6.3.6 Human Resource Management

Human Resource Development is encouraged through
  * Performance evaluation of faculty and non-faculty members.
  * Providing staff welfare schemes
  * Providing better infrastructure for teachers, staff, students.
  * Educating the teaching and non-teaching staff in computers.
  * Encouraging faculty to pursue academic courses, research work.

6.3.7 Faculty and Staff recruitment

The selections of the teachers of the college are based on UGC guidelines and govt. instructions. Advertisements are published in news papers, specifying the other norms and conditions.

Non teaching staffs are recruited as per the State Govt. rules and guidelines through the Employment Exchange.

6.3.8 Industry Interaction / Collaboration

The college was set up with the help of generous funding from the Tea industry. At present the department of Chemistry collaborates with OIL Industry and organises interaction programmes with the students and industry. Students of field-based subjects like Geography, Botany, Zoology, and Anthropology get the opportunity of such interaction when they visit various regions/institutions for field work.

6.3.9 Admission of Students

Admissions of Students are strictly based on merit. The reservation policy of the Government is followed. The college offer both major and pass courses to the students. There is no specific cut off mark but measures are taken to admit quality and meritorious students.

6.4 Welfare schemes for

Teaching	
Non teaching	Annexure II
Students	

6.5 Total corpus fund generated   NIL

6.6 Whether annual financial audit has been done   Yes ✓   No ☐

6.7 Whether Academic and Administrative Audit (AAA) has been done? NO

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic				
Administrative				

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes   Yes [ ]   No [✓]

For PG Programmes   Yes [ ]   No [ ]

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

The university has organised workshops for Principals and teachers. The guide lines are sent to the colleges for implementation. Digitalised database for entry and record of examination marks has been initiated by the University.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

The University welcomes application and processes the same as required.

6.11 Activities and support from the Alumni Association

The Alumni Association was revived this year. The Association shall organise a meet once a year. The alumni have decided to develop the college play ground and give scholarships to two economically backward meritorious students.

6.12 Activities and support from the Parent – Teacher Association

There is no Parents Teacher association as such. However, the departments organise parents and teachers meet periodically. There is a provision of guardian representatives in the Governing Body.

6.13 Development programmes for support staff

Support staff was sent to different organisations for obtaining training in office management and accounts keeping. The trained staff organised training for other staff. Computer training is provided in the institution.

6.14 Initiatives taken by the institution to make the campus eco-friendly

The college has lot of open space. The space is covered by naturally grown grass and trees. The green open space makes the atmosphere of the college cool and refreshing. There is provision of dustbins at every corner of the college. The garbage is collected by municipality regularly. Trees are planted every year. The non-biodegradable materials are properly disposed. The e-waste have not been disposed yet.

Criterion – VII

7. <u>Innovations and Best Practices</u>

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

> A. Introduced Hi-tech Computer Laboratory and Language Laboratory for both students and teachers.
>
> B. Considering the security and safety of the students and employees and to avoid unfair practices, most problem areas/vulnerable part of the college are under CCTV coverage.
>
> C. Two trained security guards (one male and one female) have been provided at the entrance.
>
> D. Healthy and hygienic food at subsidised rates has been provided in the college canteen.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

> - Proposals for infrastructure development were submitted to various government departments and sanctions of the same was obtained.
> - Computer centre was upgraded with the addition of more numbers of computers.
> - Examinations and Admission reforms were undertaken.
> - The Alumni Association was formed and Alumni meet was planned.

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

> a) Use of Information and Communication Technology.
> b) Counselling for girl students.

7.4 Contribution to environmental awareness / protection

> Annexure III

7.5 Whether environmental audit was conducted?   Yes ✓   No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

The SWOT analysis was carried out internally. The following points were churned out of the analysis.

Strength: i) The college as on institute of premier education with a legacy of premiere education with a legacy of academic excellence draws students from various districts of the state.

ii) The College has a campus of 16.16 acres with sufficient scope for upgradation to a Centre for Potential Excellence/Autonomous College.

Weakness: i) The drop- out rate needs to be addressed immediately.

ii) Inability to cope with the new challenges of multiple subject options.

iii) Old buildings require urgent & expensive renovation.

Opportunity exists for opening new courses including PG courses.

Threat: i) Keeping pace with the national and global level of quality education.

ii) Quality students leave for other states for Higher Education.

8. <u>Plans of institution for next year (2013-14)</u>

- ❖ A Guardian-Teacher-Student Meet to be organised every year.
- ❖ To modify the admission procedure.
- ❖ Steps to be initiated to minimize drop- out rate from approx. 30 percent to targeted 25 percent.
- ❖ Internal Campus lights to be installed and lighting system inside the class rooms to be improved. Steps would also be taken to change the old electrical wiring phase wise.
- ❖ Internal roads to be extended.
- ❖ Infrastructure development including the renovation of old class rooms and rejuvenation of the old building.
- ❖ Teachers to be encouraged to undertake more research work and avail the opportunity of Faculty Improvement Development Programme.
- ❖ Decentralization of the Admission procedure.
- ❖ Administrative process to be decentralised.
- ❖ Training of office staff and Library staff for capacity building and better administrative efficiency.
- ❖ To improve and upgrade the ICT facilities.
- ❖ Two new mobile Multimedia studios to be procured for the Science and Humanities departments.
- ❖ A podium to be constructed and 50 nos. of chairs to be purchased for the state of the art Auditorium of the college to increase its seating capacity.
- ❖ To pursue the implementation of the proposals for post graduate classes in English and Economics.
- ❖ Development of Sports Infrastructure in collaboration with the NCC, Director of Sports, Govt. Of Assam and the Equestrian Federation of India.
- ❖ Arrangement of funds for the Science and Technology building.

Name _____ **Dr. Partha Ganguli**

IQAC, Coordinator, D.H.S.K. College, Dibrugarh, Assam.

_____

Signature of the Coordinator, IQAC

Name _____ **Dr. Rajee Konwarh**

Chairperson, IQAC, D.H.S.K. College, Dibrugarh, Assam.

_____

Signature of the Chairperson, IQAC

Annexure I (A)

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
1. Publication of Academic calendar at the beginning each Academic session.	1. Published
2. Departments are advised to distribute handouts of teaching plans to the students at the beginning of each academic session.	2. Partially Done
3. Students' feedback forms are also generated so as to continually evaluate the performance of the teachers.	3. Done
4. The teaching-evaluation process strictly adheres to the schedules and recommendations of Dibrugarh University.	4. Done
5. The library is allocated fund to purchase books and journals required for the new syllabus.	5. Partially Achieved
6. The fund to be allocated for the development of library ICT and infrastructure.	6. Not Achieved
7. Departments receive laptops/computers/ LCD.	7. Achieved
8. Remedial classes/ tutorial classes to be organized for slow learners.	8. Achieved
9. Field works and study tours are to be planned by the departments.	9. Partially Achieved
10. Guest/ special lectures/ talks etc are to be organized.	10. Partially Achieved
11. The teaching and learning process are to be made more effective by introducing new techniques and application of ICT in the class rooms.	11. Achieved
12. Students can complete and prepare their project reports inside the college campus at a subsidize rate by using the facilities made available in the ICGC and CCEE.	12. Partially Achieved
13. The laboratory of the science departments the modernization process from the science laboratories to be continued and made equipped according to the need of the syllabus.	13. Continued
14. Students to be encourage to participate in group discussions, oral, power-point/slide and chart presentations.	14. Partially Achieved
15. Students should be exposed to Power Point Presentation, e-learning and internet resources.	15. Partially Achieved
16. Students should be engage in Field studies and educational tours, Academic quizzes and debates.	16. Partially Achieved
17. Students to be encouraging to publish departmental Wall-Magazines, Newsletters and College Magazine.	17. Achieved
18. Students to be encourage to participate in inter-college competitions, Youth festivals and other co-curricular and extracurricular activities.	18. Partially Achieved.

Annexure – I (B)

Academic Calendar (May 2012 – May 2013)
D.H.S.K. College, Dibrugarh

Date/Month/Year	Class days / Working days / exam. days / holidays	Academic and other activity
May 2012 2 - 5 7 – 12 14 – 19 21 – 26 28 – 31	Working days / Class days Working days / Class days Working days / Class days Working days / Class days Working days / Class days	• 5.5.12 completion of 2nd Semester classes • 14.05.12 – 2.06.12 End Semester (2nd) Examination • 21.05.12 – 15.06.12 Evaluation of answer script of 2nd semester examination at the Zones.
June 2012 1 – 2 11 - 15	Working days / Class days Working days / Class days	• Admission process : • Last date of submission of forms ⎫ to be notified • Last date of admission ⎭ • BA/BSc 1st semester • HS 1st year Arts & Science • 15.06.12 Foundation day of the College • 16.06.12 – 15.07.12 Semester End Vacation for the teaching staff
July 2012 2 – 7 9 – 14 16 – 21 23 – 28 30 - 31	Working days / Class days Working days / Class days Working days / Class days Working days / Class days Working days / Class days	• 16.07.12 commencement of 1st and 3rd semester classes of BA/BSc • Recommencement of Part III classes • Notification of class routine/course plan etc. in the Notice Board • 17.07.12 Interaction with the 1st semester students by the principal and teachers of the college • 31.07.12 declaration of the BA/BSc 2nd semester results • Fresher's Social (date to be notified)
August 2012 1 – 4 6 – 11 13 – 14 16 – 18 21 – 25 27 – 30 31	Working days / Class days Working days / Class days Working days / Class days Working days / Class days Working days / Class days Working days / Class days Working days / Class days	• 27.08.12 last date for submission of filled in Regd. Forms for BA/BSc 1st semester students • 28.08.12 – 01.09.12 1st sessional examination for BA/BSc 1st and 3rd semester students.
September 2012 1 3 – 4 6 – 7 10 – 15 17 – 22 24 26 - 29	Working days / Class days Working days / Class days Working days / Class days Working days / Class days Working days / Class days Working days / Class days Working days / Class days	• 07.09.12 Students Union Society election • 11.09.12 Mid semester feedback assessment • 24.09.12 Notification of 1st sessional marks of 1st and 3rd semester • 26.09.12 – 29.09.12 seminar/group discussion etc. for Internal Assessment by different department • 29.09.12 P.N. Singh Memorial Inter College Quiz competition
October 2012 1 3 – 6 8- 13 15- 16 18 -20 25 -26 30 -31	Working days / Class days Working days / Class days Working days / Class days Working days / Class days Working days / Class days Working days / Class days Working days / Class days	• 08.10.12 – 13.10.12 2nd sessional examination for BA/BSc 1st and 3rd semester students • 09.10.12 University last date for submission of filled in forms for BA/BSc end semester examination

November 2012 1 – 3 5 – 10 12 14 – 17 19 – 23 26 – 27 29 – 30	Working days / Class days Working days / Class days Working days / Class days Working days / Class days Working days / Class days Working days / Class days Working days / Class days	• 10.11.12 Dr. Jogiraj Basu Memorial Lecture. • 10.11.12 Completion of 1st and 3rd Semester classes. • 10.11.12 – 21.11.12 Departmental Academic workshop/Seminar activities • 23.11.12 – 15.12.12 End Semester Examination (1st and 3rd semester) • 26.11.12 – 22.12.12 Evaluation of end semester answer scripts (1st and 3rd Semester at the Zones)
December 2012 1 3 – 8 10 – 15 17 – 22 24 26 – 29 31	Working days / Class days Working days / Class days Working days / Class days	• 17.12.12 – 31.12.12 College Week (for seven days) • 16.12.12 – 15.01.13 End semester break for teaching staff
January 2013 1 – 5 7 – 12 14 – 19 21 – 25 28 - 31	Working days / Class days Working days / Class days Working days / Class days	• 16.01.13 Commencement of 2nd and 4th Semester BA/BSc classes • 18.01.13 L.P. Dutta Memorial Lecture. • Notification of class routines course plan etc in its Notice Board
February 2013 1 – 2 4 – 9 11 – 16 18 – 23 25 – 28	Working days / Class days Working days / Class days Working days / Class days Working days / Class days Working days / Class days	• 04.02.13 – 09.02.13 HS 1st year examination • 15.02.13 Declaration of 1st and 3rd semester BA/BSc results • 20.02.13 – 05.03.13 1st sessional examination for 2nd and 4th semester BA/BSc classes • 21.02.13 – 31.03.13 TDC Part II examination 2013 • HS Final examination (dates to be notified)
March 2013 1 – 2 4 – 9 11 – 16 18 – 23 25 – 30	Working days / Class days Working days / Class days Working days / Class days Working days / Class days Working days / Class days	• 01.03.13 – 02.03.13 Counseling for the BA/BSc 2nd and 4th semester students & Mid semester feedback assessment • 20.03.13 Notification of 1st sessional examination of the 2nd and 4th semester BA/BSc classes • 21.03.13 Seminar / Group Discussion for Internal Assessment (BA/BSc 2nd and 4th semester)
April 2013 1 – 6 8 – 13 15 – 20 22 – 27 29 – 30	Working days / Class days Working days / Class days Working days / Class days Working days / Class days Working days / Class days	• 22.04.13 – 27.04.13 2nd sessional examination of the 2nd and 4th semester of BA/BSc classes • 27.04.13 University last date for fill-up of forms of BA/BSc 2nd and 4th semester examination
May 2013 1 – 4 6 – 11 13 – 18 20 – 25 27- 31	Working days / Class days Working days / Class days Working days / Class days Working days / Class days Working days / Class days	• 25.05.13 2nd Sessional examination marks of the 2nd and 4th semester BA/BSc • 30.05.13 Completion of 2nd and 4th semester classes • 31.05.13 Declaration of TDC Part II 2013 Examination Results
June 2013 10.06.13- 29.06.13		• 10.06.13 – 29.06.13 2nd and 4th End Semester examination of the BA/B.Sc classes • Admission into HS I and BA/BSc 1st semester classes. Dates to be Notified later.
28.06.13 12.0613- 10.07.13 16.6.13 – 15.7.13		Declaration of TDC Part III 2013 Examinations Results Evaluation of Answer Scripts of the BA/B.Sc./B.Com. End Semester Examination (2nd and 4th Semester) at the Zones Semester End Vacation for the Teaching Staff of the College

Annexure- II

Welfare schemes:

Teaching	• Quarter with water and electricity facility. • Quota for Admission of children of Staffs. • Creche facility. • Gender friendly campus with power backup system. • Canteen facilities. • Other Facilities as per Government rules. • Facilities for persons with special needs. • Thrift and Consumers Society.
Non-Teaching	• Quarter with water and electricity facility. • Quota for Admission of children of Staffs. • Creche facility. • Gender friendly campus with power backup system. • Canteen facilities. • Other Facilities as per Government rules. • Facilities for persons with special needs. • Thrift and Consumers Society.
Students	• Scholarships Internal and External. • Awards for meritorious students. • Hostel facility for Girls students. • Facility for students with special needs. • Book Bank Facility for economically weak students. • Field work and Excursion. • Coaching classes for entry of services. • Personal counselling, Academic Counselling and Career Counselling. • Gender Sensitization Programme for Gender Friendly atmosphere in the campus. • Anti Ragging Committee • NCC, NSS and Other extracurricular activities. • Facility to participate in sports and extra co-curricular activities. • Student Union Body. • Alumni Association.

Annexure – III

The institution has always worked for environmental awareness and consciousness. The teachers and students have given their share of contribution for conservation of the environment.

* Energy Conservation:

There has been a constant effort to create environmental awareness amongst the students at the departmental level as a department is closely associated with it students. The first step towards it is minimising the consumption of electricity. Each department ensures that all switches are turned off before leaving the respective classrooms. The use of CFL bulbs in place of incandescent bulbs is encouraged. The new buildings are planned for maximum reflection of daylight into the rooms to reduce the need for artificial lighting during the day. In some parts of the old building, regular tin roof sheets are replaced with transparent roof sheets.

***Plantation and Conservation of Trees:**

Plantation of trees at various occasions is an old practice in the college. The members of the faculty and staff have been engaged in several committees and societies for environmental consciousness. SOFEC is one such society. The society is involved in creating awareness through various activities such as tree plantation, film shows, extempore speech, guest lecturers etc. SOFEC and the department of Botany and Zoology has been observing World Biosphere Day, World Environment Day and Foundation Day. The listing of various plant species present in the college campus has been done and strategies planned for their conservation.