

**THE ANNUAL QUALITY ASSURANCE REPORT (AQAR)**  
**OF THE IQAC, DHSK COLLEGE, 2013 - 2014**

**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
	Town	DIBRUGARH
	State	ASSAM
	Pin Code	786601
	Institution e-mail address	principal_dhsk@hotmail.com
	Contact Nos.	0373 – 2324105
	Name of the Head of the Institution:	Dr. Rajee Konwar
	Mobile:	9435030388
	Name of the IQAC Co-ordinator:	Dr. Partha Ganguli
	Mobile:	9435330310
	IQAC e-mail address:	dhskiqac@gmail.com
1.3.	<b>NAAC Track ID</b> (For ex. MHCOGN 18879)	ASCOGN10506
1.4.	Website address:	www.dhsk.org
	Web-link of the AQAR:	<a href="http://www.dhsk.org/AQAR 2013-14.pdf">http:// www.dhsk.org/AQAR 2013-14.pdf</a>

For ex. <http://www.ladykeanecollege.edu.in/AQAR201213.doc>

1.5. Accreditation Details

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

1.6. Date of Establishment of IQAC: DD/MM/YYYY

1.7. **AQAR for the year (for example 2010-11)**

1.8. Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*for example AQAR 2010-11 submitted 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 uploaded in the website on 13.04.2014
- (iv) AQAR 2012-13 uploaded in the website on 25.06.2014.

1.9. 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

1.10. Type of Faculty/Programme

Arts	<input checked="" type="checkbox"/>	Science	<input checked="" type="checkbox"/>	Commerce	<input type="checkbox"/>	Law	<input type="checkbox"/>
PEI (Phys Edu)	<input type="checkbox"/>	TEI (Edu)	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	Health Science	<input type="checkbox"/>
Management	<input type="checkbox"/>	Others (Specify)	<input type="text"/>				

1.11. Name of the Affiliating University (for the Colleges)

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

Autonomy by State/Central Govt. / University	<input type="text" value="NA"/>		
University with Potential for Excellence	<input type="text" value="NA"/>	UGC-CPE	<input type="text" value="NA"/>
DST Star Scheme	<input type="text" value="NA"/>	UGC-CE	<input type="text" value="NA"/>
UGC-Special Assistance Programme	<input type="text" value="NA"/>	DST-FIST	<input type="text" value="NA"/>
UGC-Innovative PG programmes	<input type="text" value="NA"/>	Any other (Specify)	<input type="text" value="NA"/>
UGC-COP Programmes	<input type="text" value="NA"/>		

**2. IQAC Composition and Activities:**

2.1. No. of Teachers:	<input type="text" value="5"/>
2.2. No. of Administrative / Technical staff:	<input type="text" value="3"/>
2.3. No. of students:	<input type="text" value="0"/>
2.4. No. of Management representatives:	<input type="text" value="2"/>
2.5. No. of Alumni:	<input type="text" value="2"/>
2.6. No. of any other stakeholder and community representatives:	<input type="text" value="1"/>
2.7. No. of Employers / Industrialists:	<input type="text" value="0"/>
2.8. No. of other External Experts:	<input type="text" value="1"/>

2.9. Total No. of members:

2.10. No. of IQAC meetings held:

2.11. No. of meetings with various stakeholders: No.  Faculty

Non-Teaching Staff  Students  Alumni  Others

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

If yes, mention the amount

1.13. Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

2.14. Significant Activities and contributions made by IQAC:

2.15. Plan of Action by IQAC/Outcome:

Plan of Action	Achievements
Annexure I & II	

*\* Attach the Academic Calender of the year as Annexure.*

2.16. Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken:

## Part – B

### Criterion – I

#### I. 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	NA	NA	NA	NA
Others	NA	NA	NA	NA
<b>Total</b>	2	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\* (On all aspects):

Alumni  Parents  Employers  Students

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:

The college is affiliated to Dibrugarh University and follows the syllabus approved by the University. Many faculty members of the college represent various academic bodies of the University and participate in the process of syllabus designing.

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
72	40	32	0	0

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

18
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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	5	0	0	0	0	5	0	6	5

2.4. No. of Guest and Visiting faculty and Temporary faculty:

0	0	10
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2.5. Faculty participation in Conferences and Symposia:

No. of Faculty	International level	National level	State level
Attended Seminars / Workshops	2	8	11
Presented papers	5	28	2
Resource Persons	01	9	9

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

- (i) Students are encouraged to participate in group discussions and presentations.
- (ii) Exposure to e-learning.
- (iii) To make field studies and educational tours.
- (iv) Conducting academic quizzes, debates and motivating/helping students to take part in the same.
- (v) Encouraging students to publish departmental wall-magazines and College Magazine.
- (vi) Encouraging students to participate in inter-college competitions, Youth festivals etc.

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

180
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2.8. Examination / Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy and online Multiple Choice Questions):

Students are allowed to check their evaluated answer scripts of internal examinations.
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2.9. No. of faculty members involved in curriculum restructuring / Revision / Syllabus development as member of Board of Study / Faculty / Curriculum Development workshop: 15 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	173	Nil	29.48	53.18	Nil	82.66
B.Sc. PART III	108	0.92	41.66	30.55	Nil	73.15

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

- (i) Feedback from the students regarding Teaching & Learning Process has been collected by the Departments for analysis and review.
- (ii) A meeting for analysis of results is arranged by the IQAC with the HODs & the Principal. The meeting advise necessary corrective measures if any.
- (iii) Some departments organise parents and teachers meet. Suggestions for improvement are discussed.
- (iv) Tutorial 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	11
UGC-Faculty Improvement Programme	4
HRD programmes	0
Orientation programmes	1
Faculty exchange programme	1
Staff training conducted by the university	2
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	23
Others	0

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	0	0	0	1

## Criterion – III

### 3. Research, Consultancy and Extension

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

(i) Encouraging Faculty to take up research projects & FIP.

3.2. Details regarding major projects:

	Completed	Ongoing	Sanctioned	Submitted
Number	0	1	0	0
Outlay in Rs. Lakhs	-	10.57	0	0

3.3. Details regarding minor projects:

	Completed	Ongoing	Sanctioned	Submitted
Number	1	2	0	3
Outlay in Rs. Lakhs	-	1.51	0	0

3.4. Details on research publications:

	International	National	Others
Peer Review Journals	8	19	0
Non-Peer Review Journals	0	16	68
e-Journals	0	2	0
Conference proceedings	0	7	0

3.5. Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

3.6. Research funds sanctioned and received from various funding agencies, industry and other organizations:

Nature of the Project	Duration Year	Name of the Funding Agency	Total grant sanctioned	Received
Major projects	2011-14	UGC	10,57,800/-	0
Minor Projects	2013-15	UGC	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/-	-



3.7. No. of books published:

(i) With ISBN No.  Chapters in Edited Books

(ii) Without ISBN No.

3.8. No. of University Departments receiving funds from:

UGC-SAP  UGC-SAP  DST-FIST   
DPE  DBT Scheme/funds

3.9. For colleges:

Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

3.10. Revenue generated through consultancy:

3.11. No. of conferences organized by the Institution:

Level	International	National	State	University	College
Number	-	1	-	-	-
Sponsoring agencies	-	UGC	-	-	-

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

3.13. No. of collaborations: International  National  Any other

3.14. No. of linkages created during this year:

3.15. Total budget for research for current year in lakhs:

From Funding agency  From Management of University / College

Total

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	2	2	0	0	0

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

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

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

JRF  SRF  Project Fellows  Any other

3.21. No. of students Participated in NSS events:

University level  State level

International level  National level

3.22. No. of students participated in NCC events:

University level  State level

International level  National level

3.23. No. of Awards won in NSS:

University level  State level

International level  National level

3.24. No. of Awards won in NCC:

University level  State level

International level  National level

3.25. No. of Extension activities organized:

University forum  College forum

NCC  NSS  Any other

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

- (i) Coaching classes for Entry of Services to students.
- (ii) Blood donation camp, vaccination on 'Japanese Encephalitis', awareness on HIV/AIDS were organised.

## 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 ( $\geq$ 1-0 lakh) during the current year.	0	0	0	0
Value of the equipment purchased during the year (Rs. in Lakhs)	0	0	0	0
Others	0	0	0	0

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.	No.	Value	No.
Text Books	37354	-	555	37354	-	555
Reference Books	12	13880	14	12	13880	14
e-Books	Nil	Nil	Nil	Nil	Nil	Nil
Journals	26	22724	0	26	22724	0
e-Journals	NLIST	Nil	Nil	NLIST	Nil	Nil
Digital Database	Nil	Nil	Nil	Nil	Nil	Nil
CD & Video	Nil	Nil	Nil	Nil	Nil	Nil
Others (specify)	184	3076	21	184	3076	21

\*(Values and number of reference books are counted from 2013-14).

4.4. Technology up gradation (overall):

	Total Computers	Computer Labs	Internet	Browsing Centre's	Computer Centre's	Office	Departments	Others
Existing	79	24	25	6	24	11	30	8
Added	0	0	0	0	0	0	0	0
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 up-gradation (Networking, e-Governance etc.):

The Wi-Fi facility is used by the Teachers.

4.6. Amount spent on maintenance in lakhs:

(i)	ICT	90455
(ii)	Campus infrastructure and facilities	0
(iii)	Equipments	52333
(iv)	Others	0
	Total:	142788

## Criterion – V

### 5. Student Support and Progression

5.1. Contribution of IQAC in enhancing awareness about Student Support Services:

The academic activities are notified through prospectus, notice boards and website. Departments have their own mechanism to communicate the students.

5.2. Efforts made by the institution for tracking the progression:

1. The departments keep records of the students' attendance, in-semester examination marks, Group Discussion, Presentations, Seminars and Projects.
2. All departments analyse the results periodically.

5.3. (a) Total Number of students

UG	PG	Ph. D.	Others
1217	0	0	500

(b) No. of students outside the state

(c) No. of international students

Men	No.	%	Women	No.	%
	538	44.2		679	55.8

	General	SC	ST	OBC	Physically Challenged	Total
Last Year (2012-2013)	297	77	236	633	2	1245
Year (2013-2014)	296	77	230	614	0	1217

Demand ratio

Dropout %

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

Coaching classes for different examination are organised. Facilities like library, internet, photocopy, information bulletin etc. are available.

Number of students beneficiaries

5.5. Number of students qualified in these examinations:

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

5.6. Details of student counselling and career guidance

The college has an Information and Career Guidance Cell which supports students by organising different workshops on career orientation, counseling sessions etc. In this session workshops on the art of positive thinking, career counseling, civil service examination, entrepreneurship and tourism were organised.

Number of students benefitted

5.7. Details of campus placement:

On campus		Off Campus	
Number of organizations visited	Number of students participated	Number of organizations visited	Number of students participated
0	0	0	0

5.8. Details of gender sensitization programmes:

The college has a Cell for Women's Studies and Development. The cell organizes various sensitization programmes every year.

5.9. Students Activities:

5.9.1. Number of students participated in Sports, Games and other events:

State / University level  National level  International level

No. of students participated in cultural events:

State / University level  National level  International level

5.9.2. Number of medals / awards won by students in Sports, Games and other events:

Sports: State / University level  National level  International level

Cultural: State / University level  National level  International level

5.10. Scholarships and Financial Support:

	Number of students	Amount (Rs.)
Financial support from institution	0	0
Financial support from government	103	400380.00
Financial support from other sources	0	0
Number of students who received International / National recognitions	0	0

5.11. Student organised / initiatives:

Fairs: State / University level  National level  International level

Exhibitions: State / University level  National level  International level

5.12. Number of social initiatives undertaken by the students:

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

## Criterion – VI

### 6. Governance, Leadership and Management

6.1. State the Vision and Mission of the institution:

- (i) Providing higher education to students of all sections of the society with special consideration to the students of economically and socially disadvantaged ones.
- (ii) Acquiring and imparting knowledge by ensuring execution of teaching plan.
- (iii) To open job oriented courses and to ensure sustainable development.
- (iv) To foster value education to upgrade learners skill and attitude and to formulate adequate action plan to enable them to equip with competitive environment.
- (v) To ensure adequate infrastructure and support system of quality education and to foster computerization in the basic operational activities.
- (vi) Holistic education to students to inculcate moral, cultural and socio-economic values in them and to create gender friendly ambience in the college in order to groom them as conscientious citizens

6.2. Does the Institution has a Management Information System:

The college has a Management Information System. Fee collection, and students' data are mostly recorded through the management system.

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. The University invites teachers of the College in Curriculum Development Committees as member.

6.3.2. Examination and Evaluation:

The End semester examinations are conducted as per rules of Dibrugarh University. Two In-semester sessional examinations are conducted by the college and on the basis of the performance of the students in the sessional examinations, group discussion/seminars etc. internal assessment marks are awarded.

6.3.3. Teaching and Learning:

Efforts are being made to make the teaching and learning process more learner-centric. An academic calendar has prepared at the beginning of the academic year. Feedbacks are collected from the students for evaluation of the teaching-learning process.

6.3.4. Research and Development:

The College has a Biotechnological Research Center (Institutional Level Biotechnology Hub). Two faculty members of the Department of Geography and Zoology are research guides of Dibrugarh University.

6.3.5. Library, ICT and physical infrastructure / instrumentation:

- (i) Physical Infrastructure / Instrumentation: During the period classrooms, Laboratories were renovated and new furniture procured.  
(ii) Library: The College Library added some new books.  
(iii) ICT: Wi-Fi connectivity is maintained in all Departments, library and the office.

6.3.6. Human Resource Management:

- Human Resource Development is encouraged through:  
(i) Providing better infrastructure for teachers, staffs and students.  
(ii) Encouraging faculty to pursue academic courses and research works.

6.3.7. Faculty and Staff recruitment:

The selection of the teachers of the college is based on guidelines of UGC and Government of Assam.  
Non-teaching staff is recruited as per the State Government rules.

6.3.8. Industry Interaction / Collaboration:

The college does not have any collaboration with industry.

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 Non-Major programmes to the students.

6.4. Welfare schemes for

Teaching	Annexure III
Non-teaching	
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?

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

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?

University sent examination guidelines to the colleges for implementation.

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

The University encourages the initiative for the same.

6.11. Activities and support from the Alumni Association:

The Alumni Association organises a meet once a year.

6.12. Activities and support from the Parent – Teacher Association:

1. There is no Parents Teacher association as such.
2. Some departments organise parents and teachers meet.
3. There is a provision of guardian representatives in the College Governing Body.

6.13. Development programmes for support staff:

Computer training programme for the support staff is organized.

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

Garbage is disposed properly.

## Criterion – VII

### 7. Innovations and Best Practices

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

- (i) Installation of digital language laboratory in English department.

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

- (i) A Facebook Page created for the alumni of English department.

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

- (i) Various awareness programmes on Environment Conservation was organised.
- (ii) Counselling for Competitive Examinations.

7.4. Contribution to environmental awareness / protection:

- (i) Popular talks are arranged in World Environment day.
- (ii) Tree plantation on various occasions.
- (iii) Project study by the students on environmental pollution.

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 and the following are the observations:

**Strength:**

- (i) The faculty members are hard working.
- (ii) Each department has its own library.

**Weakness:**

- (i) Science departments do not have sufficient laboratory facilities with modern equipments.
- (ii) Residential amenities for teachers and students in the college campus are not adequate.
- (iii) Lack of digital classrooms.

**Opportunity:**

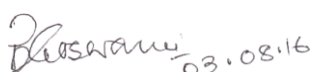
Scope for introducing various vocational, professional and specialized courses.

**Threat:**

- (i) Quality students leave for other states for Higher Education.
- (ii) Commercialisation of higher education.

8. Plans of institution for next year (2014 - 15):

- (i) To organise a Guardian-Teacher-Student meet.
- (ii) To start a new journal (annual).
- (iii) To organise talks by renowned personalities.
- (iv) To encourage departments to take extension activities.



Dr. Priya Dev Goswami  
Coordinator, IQAC, D.H.S.K.  
College, Dibrugarh, Assam.



Dr. Sashi Kanta Saikia  
Principal cum Chairperson, IQAC,  
D.H.S.K. College, Dibrugarh, Assam.

# Annexure I

## Academic Calender May 2013 - June 2014 D.H.S.K. College :: Dibrugarh

Date/Month/Year	Class days Working days/ Exams./ Holidays	Academic and other activity
May 2013	Working days/ Class days	
2-6	do	* HS I and 1st Semester Degree
8-13	do	* Admission process starts.
15-20	do	* May 20th to June 15th
22-24	do	2nd and 4th End Semester Examination
26-30	do	
June 2013		
1-4	Working days/ Class days	* 1st June - 20th July 2013
6-11	do	Admission Notice & completion of the Admission process in the B.A./B.Sc 1st Semester classes.
13-18	do	* 17th June - 15th July End Semester break for Teaching Staff
20-25	do	* Evaluation of Answer Scripts
27-31	do	
July 2013		
3-8	Working days/ Class days	* 16th July 2013 Commencement of 1st/3rd/5th Semester Classes
10-15	do	* 17th July 2013 Counselling of 1st Semester Students.
17-22	do	* 17th July 2013 Declaration of TDC Part I Examination Results.
24-29	do	* Freshers' Social (date to be notified)
August 2013		
1-3	Working days/ Class days	
5-8	do	* Filling up of Registration Forms of BA/B.Sc 1st Semester students Semester classes.
10-14	do	* 5th August
16-17	do	Declaration of Even Semester Results
19-24	do	* 26th August - 4th September 2013
26-27	do	1st Sessional Examination B.A./B.Sc programs in the Semester System
29-31	do	
September 2013		
2-6	Working days/ Class days	* 6th September 2013 Student's Union Society Election.
9-14	do	* Internal Assessment through Departmental Seminar/ Group Discussion.
16-21	do	* 27th September 2013 P.N. Singh Memorial Inter College Literary Quiz Competition.
23-28	do	
30	do	

March 2014		
1	Working days/ Class days	* 20th - 26th March 2014
3-8	do	Internal Assessment through Departmental Seminar/ Group Discussion.
10-15	do	
17-22	do	
24-29	do	
31	do	
April 2014		
1-5	Working days/ Class days	* 18th - 30th April 2014
7-12	do	2nd IN Semester Examination for 2nd, 4th & 6th Semester Students.
17-19	do	* 26th April 2014
21-26	do	Last date for submission of Assignments by the students of B.A./B.Sc Program.
28-30	do	Last date for Form Fill-Up of B.A./B.Sc. End Semester Examination.
May 2014		
2-3	Working days/ Class days	* 12th May 2014
5-10	do	Last date for Submission of Filled in Examination Forms of the B.A./B.Sc (2nd, 4th & 6th Semester) by the college at the University.
12-17	do	19th May -14th June 2014
19-24	do	End Semester Examination of the B.A./B.Sc Program.
20-31	do	
June 2014		
1	Working days/ Class days	* 1st June - 20th July 2014
2-7	do	Admission Notice and Completion of Admission Process in B.A./B.Sc. 1st Semester program.
9-14	do	Admission to the B.A./B.Sc. 3rd and 5th Semester classes.
16-21	do	* 16th June - 16th July 2014 Semester and Vacation for the Teaching Staff of the College.
23-28	do	
30	do	

Note: The Period of the Semester End Vacation for the teaching staff of the colleges (17th June - 15th July, 2013) may be re-scheduled as 1st July - 31st July, 2013 provided the result of the HS Final Examination, 2013 conducted by AHSEC is declared on or before 15th May, 2013. Accordingly, other academic activities of the General Degree Colleges may also be re-scheduled.

\* Academic activities are subject to change depending on the situations.

\* Principal reserves the right to alter the time schedule of any activity.

October 2013		
1	Working days/ Class days	* 9th October 2013
3-5	do	Last date for submission of Form Fill-Up of the B.A./B.Sc End Semester Examination.
7-9	do	* 21st October 2013
16-17	do	2nd In Semester Examination (1st, 3rd & 5th Semester B.A./B.Sc Program)
19	do	
21-26	do	
28-31	do	
November 2013		
1	Working days/ Class days	* 16th November 2013
4-9	do	Dr. Jogiraj Basu Memorial Lecture.
11-16	do	* 20th November - 14th December 2013
18-22	do	End Semester Examination of 1st, 3rd & 5th Semester B.A./B.Sc Program
25-30	do	
December 2013		
2-7	Working days/ Class days	* 17th - 30th December 2013 (for any 7 days)
9-14	do	College Week
16-21	do	* 16th December - 15th January 2014
23-24	do	End Semester Break for Teaching Staff
26-27	do	* Evaluation of Answer Scripts.
30-31	do	
January 2014		
1-4	Working days/ Class days	* 17th January 2014
6-11	do	Notification of class routine, course plan etc. on the Department Notice Board
13-18	do	* Commencement of 2nd, 4th & 6th Semester Classes.
20-25	do	* Counselling of Semester Students.
27-31	do	
February 2014		
1	Working days/ Class days	* 3rd February 2014
3-8	do	H.S. 1st Year Examination
10-15	do	* 2nd/3rd Week - H.S. Final Examination 2014.
17-22	do	* 20th February - 5th March
24-28	do	1st Sessional Examination of 2nd, 4th & 6th Semester students.
17-22	do	1st Sessional Examination of 2nd, 4th & 6th Semester students.
24-28	do	

## Annexure II

### 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 \*

Serial No.	Plan of Action	Achievements
1.	Publication of Academic calendar at the beginning of the academic session.	Published
2.	Departments are advised to notify the teaching plan at the beginning of academic session.	Done
3.	Tutorial classes to be organized for slow learners.	Done
4.	Field works and study tours are to be planned by the departments.	Done
5.	Guest/ special lectures/ talks etc. are to be organized.	Done
6.	Students are to be encouraged to participate in group discussions and presentations.	Done
7.	Students to be encouraging to publish departmental Wall-Magazines, Newsletters and College Magazine.	Done
8.	Students to be encouraged participating in inter-college competitions, Youth festivals and other co-curricular and extracurricular activities.	Done

## Annexure III

<b>Teaching</b>	<ul style="list-style-type: none"> <li>(i) Few quarters with water and electricity facility.</li> <li>(ii) Quota for admission of children of faculties.</li> <li>(iii) Canteen facilities.</li> <li>(iv) Thrift and consumers society.</li> </ul>
<b>Non-Teaching</b>	<ul style="list-style-type: none"> <li>(i) Few quarters with water and electricity facility.</li> <li>(ii) Quota for admission of children of staffs.</li> <li>(iii) Canteen facilities.</li> <li>(iv) Thrift and consumers society.</li> </ul>
<b>Students</b>	<ul style="list-style-type: none"> <li>(i) Scholarships internal and external.</li> <li>(ii) Awards for meritorious students.</li> <li>(iii) Hostel facility for girl students.</li> <li>(iv) Book bank facility for economically weak students.</li> <li>(v) Field work and excursion.</li> <li>(vi) Coaching classes for entry of services.</li> <li>(vii) Personal counselling, academic counselling and career counselling.</li> <li>(viii) Gender sensitization programme for gender friendly atmosphere in the campus.</li> <li>(ix) Anti-ragging committee</li> <li>(x) NCC, NSS and other extracurricular activities.</li> <li>(xi) Facility to participate in sports and extra co-curricular activities.</li> <li>(xii) Student union body.</li> <li>(xiii) Alumni association.</li> </ul>

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