# AQAR: 2015 - 2016

Date of submission: December 8th, 2016



## Internal Quality Assurance Cell (IQAC)

D.H.S.K. College

K.C. Gogoi Path

Dibrugarh, Assam- 786001

# The Annual Quality Assurance Report (AQAR)
of the IQAC, DHSK College, 2015-2016

## 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
> 786001

Institution e-mail address
> principal_dhsk@hotmail.com

Contact Nos.
> 0373 – 2324105

Name of the Head of the Institution:
> Dr Sashi Kanta Saikia

Mobile:
> 9435030404

Name of the IQAC Co-ordinator:
> Dr Priya Dev Goswami

Mobile:
> 9435473872

IQAC e-mail address:
> dhskiqac2015@gmail.com

1.3. NAAC Track ID (For ex. MHCOGN 18879)
> ASCOGN10506

1.4. Website address:
> www.dhsk.org

Web-link of the AQAR:
> http:// www.dhsk.org/AQAR 2015-16.pdf

1.5. 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 | | | | |

1.6.    Date of Establishment of IQAC:    DD/MM/YYYY    | 25. 01.2005 |

1.7.    **AQAR for the year**    | 2015 – 16 |

1.8.    Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC:

| (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 |
| (v) | AQAR | 2013 - 14 | uploaded in the website on | 05.08.2016 |
| (vi) | AQAR | 2014 - 15 | uploaded in the website on | 11.08.2016 |

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 ✓    Science ✓    Commerce ☐    Law ☐

PEI (Phys Edu) ☐    TEI (Edu) ☐    Engineering ☐    Health Science ☐

Management ☐    Others   (Specify) | |

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

1.12.   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:   | 1 |

2.3.   No. of students:   | 1 |

2.4.   No. of Management representatives:   | 1 |

2.5.   No. of Alumni:   | 1 |

2. 6.   No. of any other stakeholder and community representatives:   | 2 |

2.7.   No. of Employers/ Industrialists:   | 0 |

2.8.   No. of other External Experts:   | 0 |

2.9.   Total No. of members:   | 11 |

2.10.   No. of IQAC meetings held:   | 4 |

2.11.   No. of meetings with various stakeholders:   No.  | 0 |   Faculty  | 1 |

Non-Teaching Staff Students  | 1 |   Alumni  | 0 |   Others  | |

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.  | 1 |  International  | 0 |  National  | 0 |  State  | 0 |  Institution Level  | 1 |

|          |        |      |
|----------|--------|------|
| (ii)     | Themes | CBCS |

2.14. Significant Activities and contributions made by IQAC:

The IQAC motivates, stimulates and ensures quality enhancement in teaching-learning and research.

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 & II |              |

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

Management ✓          Syndicate ☐          Any other body ☐

Provide the details of the action taken:

The Governing Body of the College approved the AQAR on 07-12-2016 for submission.

# Part – B

## 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 | No.of value added /Career Oriented programmes |
|---|---|---|---|---|
| PhD | NA | NA | NA | NA |
| PG | 0 | 1 | 0 | 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 |
| **Total** | **2** | **1** | **0** | **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.
(Annexure IV)

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

| No |
|---|

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 |
|-------|------------------|----------------------|------------|--------|
| 73    | 39               | 34                   | 0          | 0      |

2.2.    No. of permanent faculty with Ph.D.:     |  25  |

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 |
| 4 | 3 | 0 | 0 | 0 | 0 | 5 | 0 | 9 | 3 |

2.4.    No. of Guest and Visiting faculty and Temporary faculty:    | 0 |  | 0 |  | 5 |

2.5.    Faculty participation in Conferences and Symposia:

| No. of Faculty | International level | National level | State level |
|----------------|--------------------|----------------|-------------|
| Attended Seminars / Workshops | 0 | 3 | 1 |
| Presented papers | 3 | 12 | 1 |
| Resource Persons | 0 | 1 | 1 |

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

> Students are encouraged to
> (i)     Participate in group discussions and seminar presentations.
> (ii)    Participate in field studies and educational tours.
> (iii)   Conduct and participate in quiz, debate and literary programmes.
> (iv)   Publish departmental wall-magazines, bulletin, newsletters and College Magazine.
> (v)    Participate in inter-college competitions, youth festival  etc.

2.7.    Total No. of actual teaching days during this academic year:     |  182  |

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 in-semester examinations.

2.9.    No. of faculty members involved in curriculum restructuring / Revision / Syllabus development as member of Board of Study /Faculty / Curriculum Development  workshop:     | 8 |  | 0 |  | 0 |

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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 | 248 | NIL | 61.36 | 30.68 | 7.95 | 62.1% |
| B.Sc. PART III | 197 | 2.65 | 90.26 | 7.07 | NIL | 78.7 |

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

(i)     IQAC keeps record of academic performance of the teachers.
(ii)    IQAC collects and analyse the feedback reports on teachers by the students regarding Teaching& Learning Process.
(iii)   The Principal convenes a meeting with the IQAC and HODs for analysis of the examination results. Necessary corrective measures are suggested if any.
(iv)    Some departments organise parent-teacher meet. Suggestions for improvement are discussed.
(v)     Tutorial classes are advised to the departments as required.
(vi)    IQAC encourages and helps the teachers to use ICT for effective teaching.

2.13.    Initiatives undertaken towards faculty development:

| Faculty / Staff Development Programmes | Number of faculty benefitted |
|---|---|
| Refresher courses | 3 |
| UGC-Faculty Improvement Programme | 0 |
| HRD programmes | 3 |
| Orientation programmes | 0 |
| Faculty exchange programme | 1 |
| Staff training conducted by the university | 3 |
| Staff training conducted by other institutions | 2 |
| Summer / Winter schools, Workshops, etc. | 44 |
| 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 | 0 |

# 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 | 0 | 0 | 0 |
| Outlay in Rs. Lakhs | 0 | 0 | 0 | 0 |

3.3.   Details regarding minor projects:

|  | Completed | Ongoing | Sanctioned | Submitted |
|---|---|---|---|---|
| Number | 3 | 3 | - | 1 |
| Outlay in Rs. Lakhs | 535000 | 612500 | - | - |

3.4.   Details on research publications:

|  | International | National | Others |
|---|---|---|---|
| Peer Review Journals | 7 | 7 | 0 |
| Non-Peer Review Journals | 0 | 15 | 5 |
| e-Journals | 0 | 6 | 0 |
| Conference proceedings | 0 | 0 | 0 |

3.5.   Details on Impact factor of publications:

Range  0     Average  0     h-index  0     Nos. in SCOPUS  0

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 | - | - | - | - |
| Minor Projects | 2015-16, 2016-17 | UGC | 625000 | 415000 |
| Interdisciplinary Projects | - | - | - | - |
| Industry sponsored | - | - | - | - |
| Projects sponsored by the University / College | 2015-16, 2016-17 | ASTEC | 185000 | 148000 |
| 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.  13     Chapters in Edited Books  5

(ii)    Without ISBN No.  0

3.8.    No. of University Departments receiving funds from:

UGC-SAP | 0 |     UGC-SAP | 0 |     DST-FIST | 0 |

DPE | 0 |     DBT Scheme/funds | 0 |

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 |

3.11.   No. of conferences organized by the Institution:

| Level | International | National | State | University | College |
|---|---|---|---|---|---|
| Number | 0 | 0 | 0 | 1 | 0 |
| Sponsoring agencies | | | | College fund | |

3.12.   No. of faculty served as experts, chairpersons or resource persons:     | 12 |

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

3.14.   No. of linkages created during this year:     | 0 |

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

From Funding agency | 0 |   From Management of University / College | 0 |

Total | 0 |

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:

1

2

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

0

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 50         State level 0

International level 0        National level 0

3.22. No. of students participated in NCC events:

University level 18         State level 5

International level 0        National level 2

3.23. No. of Awards won in NSS:

University level 0          State level 0

International level 0        National level 0

3.24. No. of Awards won in NCC:

University level 0          State level 0

International level 0        National level 0

3.25. No. of Extension activities organized:

University forum 0          College forum 1

NCC 4     NSS 6        Any other 0

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

(i)   Adopted one high school (Bokel High School, Lahowal).
(ii)  Adopted one village (Charaihabi Mising Gaon)
(iii) Youth festival of Dibrugarh University was organized (21-23 Jan 2016)
(iv)  2 NCC camps organized.

## 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 | 47 | 0 | 0 | 47 |
| Laboratories | 14 | 0 | College & UGC | 14 |
| Seminar Halls | 1 | 0 | Govt. of Assam | 1 |
| No. of important equipments purchased (≥ 1-0 lakh) during the current year. | 0 | 0 | 0 | 0 |
| Value of the equipment purchased during the year (Rs. in Lakhs) | 0 | 1276900 | College fund | 127690 |
| Others | 0 | 0 | 0 | 0 |

4.2. Computerization of administration and library:

Administration is Partially computerized (Admission process, Examination evaluation zone, University related works, computation of employees salaries, messenger software, SMS service and regular up-date of college website).
The Library uses OPAC, N-LIST- INFLIBNET and Soul 2.0.

4.3. Library services:

| | Existing | | Newly added | | Total* | |
|---|---|---|---|---|---|---|
| | No. | Value | No. | Value | No. | Value |
| Text Books | 38305 | 3,65,882 | 390 | 1,31,717 | 38695 | 4,97,599 |
| Reference Books | 48 | 88,035 | 2 | 2849 | 50 | 90,884 |
| e-Books | Nil | Nil | Nil | Nil | Nil | Nil |
| Journals | 26 | 22724 | 0 | | 26 | 22724 |
| e-Journals | N-LIST | Nil | Nil | NLIST | Nil | Nil |
| Digital Database | Nil | Nil | Nil | Nil | Nil | Nil |
| CD & Video | Nil | Nil | Nil | Nil | Nil | Nil |
| Others (specify) | 748 | 65,141 | 136 | 9860 | 884 | 75,001 |

*(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 | Depart-ments | Others |
|---|---|---|---|---|---|---|---|---|
| Existing | 60 | 24 | 0 | 0 | 0 | 9 | 17 | 10 |
| Added | 14 | 14 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 74 | 38 | 0 | 0 | 0 | 9 | 17 | 10 |

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. Messenger software is used as a part e-Governance.  Admission and Examination form filling up process is computerized)

4.6. Amount spent on maintenance in Lakhs:

|      |      |      |
|------|------|------|
| (i)   | ICT | 78,760 |
| (ii)  | Campus infrastructure and facilities | 83,27,369 |
| (iii) | Equipments | 1,27,690 |
| (iv)  | Others | 9,39,059 |
|       | Total: | 94,72,878 |

# 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, Students' Diary, Notice Boards and Website. College has its own SMS service for communication.

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 in DMC meetings.

5.3.  (a)  Total Number of students

| UG | PG | Ph. D. | Others |
|----|----|--------|--------|
| 1857 | 24 | 0 | 613 |

(b)  No. of students outside the state

| 43 |
|----|

(c)  No. of international students

| NIL |
|-----|

| Men | No. | % |
|-----|-----|---|
|     | 838 | 45.12 |

| Women | No. | % |
|-------|-----|---|
|       | 1019 | 54.87 |

|                     | General | SC | ST | OBC | Physically Challenged | Total |
|---------------------|---------|----|----|-----|-----------------------|-------|
| Last Year(2014- 15) | 342 | 84 | 227 | 689 | 0 | 1342 |
| Year (2015 -16)     | 506 | 122 | 319 | 910 | 2 | 1857 |

Demand ratio  | 1 : 3.32 |      Dropout % | 30** |

(**Dropout % is high as students have taken multiple admissions in various colleges in this year).

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

> (i)  Coaching classes for different competitive examinations are organised.
> (ii) Facilities like library, internet, photocopy, information bulletin etc. are available.

Number of students beneficiaries | 56

5.5.  Number of students qualified in these examinations:

NET | NA  SET / SLET | NA  GATE | NA  CAT | NA

IAS / IPS etc. | NA  State PSC | NA  UPSC | NA  Others | NA

5.6.  Details of student counselling and career guidance:

> The college has an Information and Career Guidance Cell which supports students by organising different events as follows:
> 1.  Mock test for Competitive Examinations (30.08.2015)
> 2.  All India Essay Writing Event (22.09.2015)
> 3.  Talk on the History of Contemporary Times (24.09.2015)
> 4.  Workshop on Anchoring and Radio Jockey (15 – 17.10.2015)
> 5.  Combined Coaching for Competitive Examinations (05 – 20.12.2015)
> 6.  Workshop on Career Opportunities in Mumbai and South Africa (16.02.2016)
> 7.  Workshop on UPSC/APSC Preparation (01 –17.03.2016)
> 8.  Interactive Session on Civil Service Preparation (09.03.2016)
> 9.  Talk on Personality Development (11.06.2016)
> 10. Mock Test for Competitive Examinations (26.06.2016)
> 11. Career Counselling Session for Degree Students (30.06.2016).

Number of students benefitted | 1174

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.

5.9.  Students Activities:

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

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

No. of students participated in cultural events:

| | | | | | |
|---|---|---|---|---|---|
| State / University level | 25 | National level | 0 | International level | 0 |

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

| | | | | | | |
|---|---|---|---|---|---|---|
| Sports: | State / University level | 0 | National level | 0 | International level | 0 |
| Cultural: | State / University level | 8 | National level | 0 | International level | 0 |

5.10. Scholarships and Financial Support:

| Heads | Number of students | Amount (Rs.) |
|---|---|---|
| Financial support from institution | 0 | 0 |
| Financial support from government | 28 | 132370 |
| 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 | 0 | National level | 0 | International level | 0 |
| Exhibitions: | State / University level | 0 | National level | 0 | International level | 0 |

5.12. Number of social initiatives undertaken by the students:  Nil

5.13. Major grievances of students (if any) redressed:  None

# 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 with special consideration to the students of economic and under privilege background.
> ➤ Acquiring and imparting knowledge and wisdom by ensuring effective execution of teaching plan. Internal resource generation and its mobilization.
> ➤ To open job oriented courses and to ensure sustainable development.
> ➤ To foster value education to upgrade learners skill and attitude and to formulate adequate action plan to enable them to equip with competitive environment.
> ➤ To ensure adequate infrastructure and support system of quality education and to foster computerization in the basic operational activities.
> ➤ Holistic education to students to inculcate moral, cultural and socio-economic values in them and to create gender friendly atmosphere in the college in order to groom them as responsible citizens.

6.2.    Does the Institution has a Management Information System:

> The college has a Management Information System. The Admission process, fees collection, and students' data are mostly recorded through the computerized 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 in the semester system is developed by the University. The University engages teachers of the College in Curriculum Development Committees.

6.3.2.    Examination and Evaluation:

> University examinations (End semester examinations) are conducted as per rules and guidelines provided by The Dibrugarh University (the affiliating university). The evaluation is carried out by teachers as per direction of the University. The college is identified by the university as one of the examination evaluation Zones and as such teachers are engaged in the evaluation process. Two In-Semester sessional examinations are conducted by the College. Internal assessment marks are awarded to the students based on their performance in their sessional examinations / group discussion / seminar and viva voce.

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 Examinations, Viva, Projects works etc. Students participate in seminar, group discussion and/or class assignment to garner points in internal assessment. Slow learners are motivated to join remedial and tutorials classes

6.3.4.    Research and Development:

> The College has Biotechnological Research Center (Institutional Level Biotechnology Hub). One faculty member of the Department of Zoology is a Ph.D. supervisor under Dibrugarh University.

6.3.5.    Library, ICT and physical infrastructure / instrumentation:

> ➢ Library: The College Library is equipped with internet services viz. INFLIBNET, NLIST and SOUL 2. Bar coding, Digitization of records of Books and computerized book lending facilities are there.
> ➢ ICT: Internet facility through Wi-Fi system is available in all Departments, Library and Office of the College.

> ➤ Physical Infrastructure/Instrumentation: The College has the heritage building and rooms that houses the Science Departments with Practical laboratories. There are boys' and girls' hostels. During this period, classrooms, Laboratories, students' common room were renovated and new furniture provided. Repairing and renovation works of the College Boys' hostels, staff quarters, auditorium, NCC building and the College Canteen were undertaken.

### 6.3.6. Human Resource Management:

> Human Resource Development is encouraged through-
> ➤ Providing training programmes to staff.
> ➤ Providing better infrastructure for teachers, staffs, students.
> ➤ Encouraging faculty to pursue academic courses, research works.

### 6.3.7. Faculty and Staff recruitment:

> ➤ The selections of the teachers of the college are based on guidelines of UGC and Government of Assam. Advertisements are published in news papers, specifying all the norms and conditions for appointment.
> ➤ Non-teaching staffs are recruited as per the State Government rules and guidelines through the Employment Exchange.

### 6.3.8. Industry Interaction / Collaboration:

> The college does not have any collaboration with industry.

### 6.3.9. Admission of Students:

> On-line form submission for admission has been introduced. Admissions of students are strictly based on merit. The reservation policy of the Government of Assam is followed. The college offer both Major and General courses 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:

> ➢ There is no Parent- Teacher association as such.
> ➢ Some departments organise parent- teacher meet.
> ➢ 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:

> All kinds 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.

> ➢ Form filling up and Admission process is fully computerized.
> ➢ Teachers' and Students' Diaries are introduced.
> ➢ Introduction of PG programme in English Literature.

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

> ➢ Reopening of Boys' Hostel.
> ➢ Construction of internal path ways.
> ➢ Formation of a Publication Cell of the college.
> ➢ Renovation works of College Auditorium has been completed.
> ➢ Construction of new Science and Technology Building has been started.
> ➢ Repairing works of the old college building has been done.
> ➢ Introduction of PG programme in English Literature.

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

> ➤ Teachers' and Students' Diaries are introduced.
> ➤ Cleanliness of the campus.

7.4.  Contribution to environmental awareness / protection:

> ➤ Cleanliness is maintained by Green Club of the employees of the college.
> ➤ SOFEC an organisation of the college works for preservation of environment, inculcate awareness among employees and students about environment protection.

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**:
> > ➤ The heritage of the college.
> > ➤ Resourceful faculties.
> > ➤ Rich infrastructure.
>
> **Weakness:**
> > ➤ Insufficient laboratory facilities with modern equipments in the Science Departments.
> > ➤ Inadequate Sports Facilities.
> > ➤ Insufficient faculties.
>
> **Opportunity:**
> > ➤ Large campus area
> > ➤ Hard working faculties.
> > ➤ Peaceful environment.
>
> **Threat:**
> > ➤ Meritorious students left for professional courses.

8.  Plans of institution for next year (2016 - 17):

> ➤ Introduction of Digital Classrooms.
> ➤ Construction of 1$^{st}$ floor of Sankardev Sabha Kaskhya for K K Handique State Open University study centre and Information and career guidance cell (ICGC) office.
> ➤ Introduction of Digital Library.
> ➤ Introduction of Public Announcement System.
> ➤ Formation of a Publication Cell of the college.

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 Calendar for the General Degree Colleges
### DIBRUGARH UNIVERSITY

(From January 2016 to December 2016)

| Dates | Events / Activities |
|---|---|
| 1st Jan. 2016 | Commencement of the Even Semester Classes, Academic Notification etc. |
| 20th – 31st Jan. 2016 | College Week (any seven days) |
| 22nd Jan, 2016 | Last date for Submission of Answer Scripts of the End Semester by the Zones. |
| 10th – 15th Feb. 2016 | Declaration of the results of the Odd Semester programme. |
| 10th – 25th Feb. 2016 | 1st Semester Examination of the 2nd 4th and 6th Semester (any 4 days) |
| 25th – 29th Feb. 2016 | Counselling for the Students and Mid Semester Feedback Assessment (any one day) |
| 29th Feb. 2016 | Notification of 1st Sessional Marks of the 2nd, 4th and 6th Semesters. |
| 24th March 2016 | Last day for form fill-up of the End Semester Examination. |
| 1st – 8th April 2016 | 2nd Sessional Examination (any four days) |
| 4th April 2016 | Last day for submission of filled in Examination Forms of 2nd 4th and 6th Semesters. |
| 20th April 2016 | Last date for submission of Assignment by the students (if any), Completion of the even semester classes, Notification of 2nd Sessional Examination Marks. |
| 2nd – 31th May 2016 | End Semester Examination. |
| 9th May 2016 | Submission of internal Assessment marks to the University. |
| 5th – 31th May 2016 | Evaluation of Answer Scripts of the 2nd 4th and 6th Semesters. |
| 11th – 30th May 2016 | Admission Notice and Completion of the Admission Process. |
| 1st June 2016 | Commencement of the Odd Semester Classes, Academic Notifications etc. |
| 1st – 30th June 2016 | Admission of the 3rd & 5th Semester Classes. |
| 10th June 2016 | Submission of Evaluated Scripts of the End Semesters by the Zones. |
| 1st – 31th July 2016 | Mid Semester Vacation for the teaching staff of the colleges. |
| 10th – 16th July 2016 | Declaration of the Even Semester Examination results. |
| 1st Aug. 2016 | Re-commencement of the 1st 3rd & 5th Semester Classes. |
| 8th – 13th Aug. 2016 | 1st Sessional Examination (any four days) |
| 16th – 25th Aug. 2016 | Students Union Election in the Degree Colleges (Any one day) |
| 20th Aug. 2016 | Notification of 1st Sessional Examination Marks. |
| 16th – 23rd Aug. 2016 | counselling for the 1st Semester Students & Mid sem. feedback assessment (any one day) |
| 19th Aug. 2016 | Last date for Submission of Filled in Registration Forms. |
| 1st – 10th Sept. 2016 | Internal Assessment through Seminar /Group Discussion etc. |
| 28th Sept. 2016 | Last Date for Assignment Submission by the Students (if any), Last date for Form Fill-up of the End Semester Examination. |
| 1st -10th Oct. 2016 | 2nd Sessional Examination (any four days). |

| Dates | Events / Activities |
|---|---|
| 5th Oct. 2016 | Last date for notification of 2nd Sessional Examination Marks, Last date for submission of the filled in Examination Forms of the End Semester Examination by the Colleges at the University, Completion of the Odd Semester Classes. |
| 1st – 30th Nov. 2016 | End Semester Examination. |
| 5th Nov. 2016 | Last date for submission of internal Assessment marks to the University. |
| 12th Nov. –10th Dec. 2016 | Evaluation of End Semester Answer scripts at the Zones. |
| 1st – 31st Dec. 2016 | Semester End vacation for the teaching staff of the colleges. |

**Event Calendar**
**D.H.S.K. COLLEGE**
January 2016 – December 2016

| Dates | Days | Events / Activities |
|---|---|---|
| 2nd January to 8th January | | College Week |
| 26th January | | Republic Day |
| 28th February | (Sunday) | National Science Day (To be held centrally) |
| 8th March | (Tuesday) | International Women's Day |
| 21st March | | Parent's meet of 2nd , 4th and 6th Semester (Arts) Students  (To be held centrally) |
| 23rd March | | Parent's meet of 2nd, 4th and 6th Semester (Science) Students (To be held centrally) |
| 5th June | (Sunday) | World Environment Day |
| 15th June | (Wednesday) | College Foundation Day  (To be held centrally) |
| 18th June | (Saturday) | Fresher's Social (To be held centrally) |
| 12th August | (Friday) | (i)SOFEC Foundation Day (ii)Librarian's Day |
| 15th August | | Independence  Day |
| 4th September | (1st Sunday) | Mathematics  Olympiad |
| 5th September | (Monday) | Teacher's Day |
| 17th September | (3rd Saturday) | Dr. J. R Basu Memorial Lecture |
| 21st September | | World Biosphere Day |
| 24th September | | N.S.S. Day |
| 27th September | | P. N Singh Memorial State Level Literary Quiz Competition. |
| 2nd October | | Gandhi Jayanti (To be held centrally) |
| 14th November | | Children's Day Celebration |
| 3rd November | (Sunday) | State  Level Chemistry  Olympiad |
| 2nd December | | Annual  Alumni  Meet |

**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

| | |
|---|---|
| **Teaching** | (i)    Few quarters with water and electricity facility.<br>(ii)   Quota for admission of children of faculties.<br>(iii)  Canteen facilities.<br>(iv)  Thrift and consumers society. |
| **Non-Teaching** | (i)    Few quarters with water and electricity facility.<br>(ii)   Quota for admission of children of staffs.<br>(iii)  Canteen facilities.<br>(iv)  Thrift and consumers society. |
| **Students** | (i)    Scholarships internal and external.<br>(ii)   Awards for meritorious students.<br>(iii)  Hostel facility for girl students.<br>(iv)  Field work and excursion.<br>(v)   Coaching classes for entry of services.<br>(vi)  Personal counselling, academic counselling and career counselling.<br>(vii) Gender sensitization programme for gender friendly atmosphere in the campus.<br>(viii) Anti-ragging committee<br>(ix)  NCC, NSS and other extracurricular activities.<br>(x)   Facility to participate in sports and extra co-curricular activities.<br>(xi)  Student union body.<br>(xii) Alumni association. |

## Students' Feedback of the session 2015 – 2016

■ **Average Grade Point given by Student**

| Department | Faculty | Grade Point |
|---|---|---|
| ANTHROPOLOGY | Dr Bhaskar Das | 9.8 |
| | Dr Sunanda Sahu | 9.7 |
| | Dr Nitumoni Saikia | 8.4 |
| | Mr. Anup Jyoti Bharali | 8.5 |
| | Dr Moromi Talukdar | 8.4 |
| ASSAMESE | Ms. Sikhamoni Konch Deori | 9.1 |
| | Ms. Anjumoni Phukan | 8.3 |
| | Mr. Mridul Sarma | 8.9 |
| | Mr. Ananta Teron | 8.5 |
| | Ms. Rupalim Thakur | 9 |
| BENGALI | Ms. Reeta Poddar | 9.4 |
| | Ms. Kumkum Chakraborty | 9.8 |
| BOTANY | Dr. Bhaswati Kakoti | 8.5 |
| | Ms. Dinalisha Borah | 9 |
| | Dr. Alakananda Baruah | 8.2 |
| | Mr. Rajib Lochan Bora | 9.2 |
| | Dr. Ritupon Sarmah | 5.7 |
| CHEMISTRY | Dr Anisha Dutta (Gogoi) | 8.8 |
| | Mr. Dipankoj Gogoi* | On FDP Lien |
| | Mr. Uttam Mohan* | On FDP Lien |
| | Mr. Bidyut Bikash Gogoi | 8.7 |
| | Dr Sikhamoni Sarmah | 9.9 |
| | Dr Deba Prasad Phukan | 9.1 |
| ECONOMICS | Ms. Rubab Fatema Nomani | 9.3 |
| | Dr Partha Ganguli | 8.2 |
| | Dr Jaishree Konwarh | 9 |
| | Dr Sonali Chakraborty Goswami | 8.6 |
| | Dr Atikuddin Ahmed | 8.9 |

Scale: 0, 2, 4, 6, 8, 10

| Subject | Faculty | Score |
|---|---|---|
| **ENGLISH** | Dr Henrieata Huda | 8.3 |
| | Ms. Lulu Mariam Borgohain | 7.4 |
| | Mr. Vedanta Vikash Baruah | 4.7 |
| | Dr Trishna Dowera Kalita | 7.4 |
| | Ms. Aditi Konwar | 7.3 |
| | Dr Madhumita Purkayastha | 6.4 |
| | Mr. Pratik Chowdhury | 7.6 |
| **GEOGRAPHY** | Dr Meetali Chaliha | 9.3 |
| | Mr. Hemanta Timsina | 6.4 |
| | Dr Bharati Dutta | 9.8 |
| | Ms. Smriti Bhattacharjee | 9.8 |
| | Mr. Narendra Mahela | 8.6 |
| **HINDI** | Mr. Krishna K. Bordoloi | 7.1 |
| | Mrs. Kalpana S. Baruah | 7.4 |
| **HISTORY** | Mr. Deimunsang Doungel | 8.2 |
| | Ms. Rita Thakuria | 8.4 |
| | Dr Chandana Goswami | 9.2 |
| | Mr. Abhijit Baruah | 8.7 |
| **MATHEMATICS** | Mr. Amitav Doley | 9.6 |
| | Mr. Ananta Kumar Dutta | 9.4 |
| | Mr. Devanjan Hazarika | 9.1 |
| | Mr. Dilip Kumar Borborah | 9 |
| | Dr Priya Dev Goswami | 9.7 |
| **PHILOSOPHY** | Mrs. Hiramoni Lalung | 9.3 |
| | Mrs. Urmila Ramchiary | 9.7 |
| | Mrs. Rama Kanti Das | 9.4 |
| **PHYSICS** | Dr Ranjan Changmai | 5.8 |
| | Mrs. Tribeni Saikia | 7.5 |
| | Dr Jyoti Prasad Phukan | 7.5 |
| | Mr. Aditya Dahal | 8.4 |

| Department | Faculty | Score |
|---|---|---|
| POLITICAL SCIENCE | Dr Biraj Dutta | 9.7 |
| | Mrs. Nirmali Pegu | 8.1 |
| | Dr Lamkholal Doungel | 9.4 |
| | Mr. Titus Bhengra | 9.4 |
| SANSKRIT | Ms. Bini Saikia | 8.1 |
| | Mrs. Kalyani Das | 9.7 |
| STATISTICS | Dr Nazimuddin Ahmed | 8.9 |
| ZOOLOGY | Mr. Rajesh Kumar Shah | 9.7 |
| | Ms. Aradhana P. Bhuyan | On FDP Lien |
| | Dr Sanchita Boruah | 9.2 |
| | Ms. Sultana Hazarika | 9.8 |
| | Mr. Tikendrajit Gogoi | 9.5 |
| | Ms. Sudakshina Das | 9.4 |

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