AQAR: 2016-2017

(Date of Submission: 29-05-2018)

Internal Quality Assurance Cell (IQAC)

DHSK COLLEGE
Dibrugarh-786001, Assam

The Annual Quality Assurance Report (AQAR) of the IQAC DHSK College, 2016- 2017

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 | 786601 |

         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 Coordinator: | Dr. Mridul Sarma |

         Mobile: | 9706781807 |

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

1.3.   **NAAC** Track ID | ASCOGN 10506 |

1.4.   NAAC Executive Committee No. & Date: | **Annexure IV** |

1.5.   Website address: | www.dhsk.org |

         Web-link of the AQAR: | http://www.dhsk.org/AQAR 2016-17.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	B++	2.85	2017	2022

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

1.8.   AQAR for the year | 2016 – 17 |

1.9. 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.
(vii)   AQAR   2015-16   uploaded in the website on   09.12.2016.

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 [✓]

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 UNIVERSITY |

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:

| 7 |

2.2. No. of Administrative / Technical staff:

| 2 |

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:

| 1 |

2.7. No. of Employers / Industrialists:

| 1 |

2.8. No. of other External Experts:

| 0 |

2.9. Total No. of members:

| 14 |

2.10. No. of IQAC meetings held:

| 13 |

2.11. No. of meetings with various stakeholders: No. | 9 | Faculty | 3 |

Non-Teaching Staff Students | 3 | Alumni | 0 | Others | 3 |

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

If yes, mention the amount | Nil |

1.13. Seminars and Conferences (only quality related)

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

Total Nos. | 0 | International | 0 | National | 0 | State | 0 | Institution Level | 0 |

(ii) Themes | NIL |

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	

Attach the Academic Calendar 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:

The Governing Body approved the AQAR on 28.05.2018 for submission.

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	1	NA	1	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	2	2	NA
Others	NA	NA	NA	NA
Total	3	2	3	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	3
Trimester	-
Annual	-

1.3.   Feedback from stakeholders* *(On all aspects)*

Alumni ☐   Parents ✓   Employers ☐   Students ✓

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

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

> As an affiliated college of the Dibrugarh University, the college follows the syllabus approved by the University. Many faculty members of the college represent academic bodies of Dibrugarh 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
74	41	33	0	04

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

31

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	R	V	R	V	R
5	5	0	0	0	0	0	0	5	5

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

0   0   4

2.5. Faculty participation in Conferences and Symposia:

No. of Faculty	International level	National level	State level
Attended Seminars / Workshops	13	51	8
Presented papers	5	21	0
Resource Persons	1	0	0

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

> (i) Encouraging students to participate in dialogues, seminars and presentations.
> (ii) Exposure to e-learning and Digital Library facilities are provided.
> (iii) Arrange field studies and educational tours.
> (iv) Encouraging students to publish departmental wall-magazines, newsletters and College Magazine.

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 and online Multiple Choice Questions):

> Students are allowed to check their evaluated answer scripts of internal examinations.

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.	277	0.36	26.35	41.51	15.52	83.74
B.Sc.	194	0.51	60.82	22.16	1.02	84.51

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

(i)   Feedback from students regarding the Teaching & Learning Process has been collected for developing the teaching-learning process.

(ii)   Meeting for analysis of results is arranged by the IQAC with the HOD's & the Principal. The outcome of the meeting is shared with the faculty members.

(iii) Departments organise Guardians' meet. Feedback is collected and 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	4
UGC-Faculty Improvement Programme	4
HRD programmes	4
Orientation programmes	4
Faculty exchange programme	0
Staff training conducted by the university	2
Staff training conducted by other institutions	2
Summer / Winter schools, Workshops, etc.	35
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	31	0	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 faculties to take up research projects, organizing seminar/workshops and take the facility of FIP. Encouraging faculties to counsel the students on Methodology.

(ii)   IQAC, itself organising workshop to create environment of research.

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	4	1	0	3
Outlay in Rs. Lakhs	-	1.51	0	0

3.4.   Details on research publications:

	International	National	Others
Peer Review Journals	5	3	3
Non-Peer Review Journals	0	1	12
e-Journals	5	1	0
Conference proceedings	0	1	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	2016-17	UGC	4,95,000/-	2,85,000/-
Interdisciplinary Projects	Nil	Nil	Nil	Nil
Industry sponsored	Nil	Nil	Nil	Nil
Projects sponsored by the University / College	Nil	Nil	Nil	Nil
Students research projects (other than compulsory by the University)	Nil	Nil	Nil	Nil
Any other(Specify)	Nil	Nil	Nil	Nil
Total	Nil	Nil	1,51,000/-	Nil

3.7.   No. of books published:

(i)   With ISBN No. | 2 | Chapters in Edited Books | 2 |

(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	1	0	0	2
Sponsoring agencies	-	Central Excise and Service Tax, Dibrugarh	-	-	College Fund

3.12.   No. of faculty served as experts, chairpersons or resource persons: | 5 |

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 | | 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
3	0	1	1	1	0	0

3.18.   No. of faculty from the Institution who are Ph. D. Guides and students registered under them: | 0 | | 0 |

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 | 0 | SRF | 0 | Project Fellows | 0 | Any other | 0 |

3.21.   No. of students Participated in NSS events:

University level | 0 | State level | 88 |

International level | 0 | National level | 0 |

3.22.   No. of students participated in NCC events:

University level | 0 | State level | 27 |

International level | 0 | | National level | 0

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 | 4

NCC | 0 | NSS | 1 | Any other | 0

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

(i)	Awareness programme in different villages by students of Health and Sanitation Club under the Swacch Bharat Abhiyan.
(ii)	Flood Relief Camp in Maijan village, Dibrugarh by College Teachers' Association and NSS jointly.
(iii)	Awareness programme by teachers from SOFEC unit to different schools on occasion of World Environment Day.
(iv)	Chief Minister's Disability programme.
(v)	Coaching classes for Entry of Services to students etc.

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	1	College + UGC	15
Seminar Halls	1	0	Govt. of Assam	1
No. of important equipments purchased (≥ 1-0 Lakh) during the current year.	0	20 Computers	College + UGC	20
		02 Projectors		2
Value of the equipment purchased during the year (Rs. in Lakhs)	0	7,22,530/-	College + UGC	7,22,530/-

Others	0	0	0	0

4.2. Computerization of administration and library:

> (i) Administration is Partially Computerised (Admission process, Examination, Evaluation zone, University related works, computation of employees' salaries, messenger software, SMS service and regular updating the college website).
>
> (ii) The library uses OPAC and SOUL 2.0. N-LIST and INFLIBNET facility is also available.

4.3. Library services:

	Existing		Newly added		Total*	
	No.	Value	No.	Value	No.	Value
Text Books	38695	4,97,599/-	347	87,602/-	39,042	5,85,201/-
Reference Books	50	90,884/-	77	36,420/-	127	1,27,304/-
e-Books	Nil	Nil	Nil	Nil	Nil	Nil
Journals	26	22,724	*	10,584/-	14	10,584/-
e-Journals	N-LIST facility is available.					
Digital Database	Nil	Nil	Nil	Nil	Nil	Nil
CD & Video	Nil	Nil	Nil	Nil	Nil	Nil
Others (specify)	884	75,001/-	16	2,480/-	900	77,481/-

*(some Journals are discontinued).

4.4. Technology up gradation (overall):

	Total Computers	Computer In Laboratory	Internet	Browsing Centre's	Computer Centre's	Office	Departments	Others
Existing	79	24	25	6	24	11	30	8
Added	2	0	0	0	0	0	0	2
Total	81	24	25	6	24	11	30	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 system of the college is widely used by the Teachers.

4.6. Amount spent on maintenance in lakhs:

(i)	ICT	7,22,530/-
(ii)	Campus Infrastructure and facilities	1,04,09,340/-
(iii)	Equipments	0
(iv)	Others	21,300/-
	Total:	1,11,53,170/-

Criterion – V

5. Student Support and Progression

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

1. The IQAC has been playing a role to all the bodies constituted for student support.
2. Information about student support services is available in the college prospectus and the website.
3. The stakeholders of the college are informed by the IQAC about the student support services in its meetings.
4. The efforts of the IQAC to enhance awareness about Student Support Services result in the development and progress of academic and other infrastructure.
5. The students are enjoying the support services of the Public Relation Cell, Disability Resource Centre, Information and Career Guidance Cell, Computer Laboratory, Digital Library, Smart Class Rooms, Uninterrupted Power Supply, Central Library and Departmental libraries, Anti Ragging Committee, Women Cell and Grievance Redressal Cell etc.
6. Activities are notified and communicated through Messenger software of the college.

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

1. DHSK College put efforts for tracking the progression of the students.

2. The academic departments of the college maintain the tradition of keeping the record of their respective students each year.

3. The Alumni Association of a few departments monitor the record of the students passing out of the concerned departments.

4. The IQAC tries to develop an online database of all the alumni with information about their Latest status.

5.3.   (a)   Total Number of students

UG	PG	Ph. D.	Others
2470	24	0	0

(b)   No. of students outside the state

25

(c)   No. of international students

NIL

Men
No.	%
0	0

Women
No.	%
0	0

	General	SC	ST	OBC	Physically Challenged	Total
Last Year (2015 - 2016)	506	122	319	910	2	1857
Year (2016 - 2017)	749	192	398	1155	2	2494

Demand ratio | 1:2.6 | Dropout % | 3.20% |

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

The college has an Information Career Guidance Cell (ICGC) for organizing different coaching for competitive examinations. During the period 2016-17, a few career counselling programmes, motivational workshops are organised. Facilities like library, internet, photocopy, information bulletin etc. are also made available for the interested students.

Number of students beneficiaries | 62 |

5.5. Number 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:

> The college has an Information and Career Guidance Cell which supports students by organising different workshops on career orientation, counseling programmes etc. In the period 2016-17, workshops on the art of positive thinking, career counseling, civil service examination, entrepreneurship and tourism were organised.

Number of students benefitted   2513

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:

> (i) Film show and critique with students, 8th March, 2017.
> (ii) Psychological councelling. Councellor Ms. Binu Phukan, Ghy, 8th March, 2017.
> (iii) Workshop and sensitization for prevention of Harassment and Molastration of Women in collaboration with Dharini, DHSK Commerce College, and invited speakers were Ms. Anju Borkotoky and Mr. Bhaskar Jyoti Phukan, SP, Dibrugarh District.

5.9. Students Activities:

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

State / University level **15**   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. Number of medals / awards won by students in Sports, Games and other events:

Sports: State / University level **5**   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	17,245/-
Financial support from government	92	***
Financial support from other sources	2	16625/-
Number of students who received	0	0

International / National recognitions		

*** 1. ISHAN UDAY. The number indicates the Applicants, not beneficiaries. All the amount of scholarship has been directly credited to the Bank Accounts of the beneficiaries and college office have no record of the same.

*** 2. There are Various schemes of scholarships. Some of those are as Oil Effected scholarship, MLA Scholarship, Assam Building Workers' Scholarship, Tea Garden Tribe Scholarship etc. All the amount of scholarship has been directly credited to the Bank Accounts of the beneficiaries and college office have no record of the same.

*** 3. HDFC Bank also offers financial support to some students directly.

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: 0

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:

> (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 created a website which provides a database regarding the necessary information of the college. Information of the college is managed by software, CMs i.e. College Management System. For instant message service, Messenger software has been installed. Provision to fill up the Admission Form is available in online mode. The College Office is fully computerized. There is also an Information and Career Guidance Cell (ICGC) which delivers career oriented instructions thus preparing a student for a job.
>
> 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 involves teachers of the College in Curriculum Development as members. One faculty of the college a member of University Board of Studies and one is a member of the University Academic Council.

6.3.2. Examination and Evaluation:

Both B.A, B. Sc. And M.A. programmes are Semester basis.

The End semester examinations are conducted as per rules of Dibrugarh University.

Two In-semester sessional examinations are conducted by the college.

Internal assessment marks are awarded to the students on the basis of their performances in the sessional examinations, group discussion/seminars.

6.3.3. Teaching and Learning:

Efforts are being made to make the teaching and learning process more learner-centric.

Academic calendar has prepared at the start of the academic year along with teaching plan.

Sophisticated teaching and Learning methods have been adopted.

Stimulating teaching techniques like Smart Class Rooms have been introduced.

6.3.4. Research and Development:

For Research and Development funding can be sought from different agencies like UGC, DST, ICSSR and the faculties are encouraged to undertake Research Projects.

Students of some departments undertake various Field Studies and Project Works as partial fulfillment of their programme.

College has an Institutional Level Biotechnology Hub.

One faculty member of the Department of Zoology is research guide of Dibrugarh University.

6.3.5. Library, ICT and physical infrastructure / instrumentation:

(i) Library:
  (a) The college library is equipped with Internet services viz. N-LIST INFLIBNET and SOUL operating system.
  (b) The library has a number of 40,195 books, 3 National News Papers, 3 Journals and 12 periodical Magazines.
  (c) The library has 12 No. of computers, 1 Photocopy Machine, 1 Book Scanner, 1 Bar Code Scanner and 8 Close Circuit Cameras.
  (d) Bar Coding, Digitization of records as well as rare books has been take place.
  (e) Online Public Access Catalogue (OPAC) is also available which provides an online database of the collection of the library.

(ii) ICT:
  (a) ICT enabled Class Rooms. There are 4 No. of Digital Class Rooms. Maximum of the other Class Rooms also installed LCD projectors and internet connectivity.
  (b) Departments are equipped with Desktop/Laptop and internet connectivity.
  (c) The college has a Computer Laboratory with a No. of …. Computers.

(iii) Physical Infrastructure/Instrumentation:
  (a) The College has 47 class rooms including 4 galleries and 4 Smart class rooms.
  (b) The college has 1 spacious Auditorium and 2 Conference halls.
  (c) There are different laboratories for different practical subjects.
  (d) There are ramps to enable the Differently Able students and teachers.

(e)	The Disability Rehabilitation Centre of the college provides Wheel Chairs to the needy persons.	
(f)	College has an Institutional Level Biotechnology Hub.	

6.3.6. Human Resource Management:

Human Resource Development is encouraged through:

(i)	Computer training for the non-teaching staff.
(ii)	Encouraging faculty to pursue academic courses, research works.
(iii)	Counselling and Monitoring Programmes for Employees as well as the students.
(iv)	Academic Audit has been taken up.

6.3.7. Faculty and Staff recruitment:

(i)	The selections of teachers of the college are based on the guidelines of UGC and policies of the Government of Assam.
(ii)	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. However, college has starts a process to foundation of a Tea- Museum in the college in collaboration with Greenwood Tea Estate, Dibrugarh.

6.3.9. Admission of Students:

(i)	Admissions of students are strictly based on academic merit.
(ii)	The reservation policy of the Government is followed.

6.4. Welfare schemes for

Teaching	
Non-teaching	Annexure III
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		✓	Internal Committee
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 for Examination Reforms?

The Dibrugarh University Guidelines regarding Examination and Evaluation of In-semester examinations are followed.

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

The University encourages the initiative for acquiring autonomy.

6.11. Activities and support from the Alumni Association:

(i) The Alumni Association of the College have been communicated with the concerned authority for their registration.
(ii) Many alumni have volunteered to support the institution for developmental activities.
  (a) Dr. Purabi Devi Boulton has contributed an amount of Rs. 60,000/- to the Department of Chemistry to be awarded to a male and a female student (Rs. 30,000/- each) who are meritorious as well as belongs to economically backward background.
  (b) Dr. M. Buragohain contributes an amount of Rs. 5000/- yearly to be awarded to the student securing highest marks in Physics in 6th semester examination.
  (c) Dr. A. Phukan also contributes an amount of Rs. 5000/- yearly to be awarded to the students securing highest marks in Chemistry in 6th semester examination.

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

(i) There is no Parents-Teacher Association as such.
(ii) The college organises Parents and Teachers Meet regularly.
(iii) There is a provision of guardian representatives in the College Governing Body.
(iv) Feedback collected from parents and analysed the same for improvement of the college.

6.13. Development programmes for support staff:

Counseling programme for the support staff is being organised.

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

(i) College has a Green Campus with lawns, trees, ponds and grassland.
(ii) Campus is a Plastic-polythene Free campus.
(iii) There is a club to look after the environmental aspects of the campus named Green Club.
(iv) Large Number of dustbins are segregated into biodegradable and non-biodegradable garbage are placed at convenient distance within the campus.
(v) The Society for Environmental Conservation (SOFEC) tries to arouse environmental awareness by organizing various programmes on World Environmental Day.
(vi) Plantation programmes are also organised time to time.

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) LCD projectors have been installed in almost all the class rooms.
(ii) Disability Resource Centre (DRC) has been introduced.
(iii) Instituted College Health and Sanitation Club.

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

(i) ICT facility was enhanced
(ii) More Smart Class Rooms were added to the existing one.
(iii) Safe Drinking Water Project was started.
(iv) Fully equipped First Aid Centre introduced.

(v)	Waiting Room for visitors constructed.

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

(i)	Regular Parent-Teacher-Students Meet.
(ii)	Practice of Students' Feedback analysis and follow up accordingly.
(iii)	Instituted Dr. L. P. Dutta Memorial Scholarship for highest mark in the final semester examination.

7.4. Contribution to environmental awareness / protection:

(i)	Organised awareness programme by College Health and Sanitation Club in collaboration with NSS.
(ii)	SOFEC (Society for Environmental Conservation) exercise regularly awareness programme and plantation on various occasions.

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 following are the observations:

Strength:
(i) Positive cooperation from both parents and students.
(ii) Sufficient land area in the college for plantation and other meaningful activities.

Weakness:
(i) Lack of consistency in approach and practice.
(ii) Teacher-student ratio is far above that of prescribed limit.

Opportunity:
(i) College is situated in the heart of the town and near to the University.
(ii) College is having about eight educational institutions (three colleges, Two Higher Secondary institutes and three Middle English schools.

Threat:
(i) Over indulgence and no proper regulation regarding use of Mobile Phone by the students.
(ii) Attitude to 'No ownership' of responsibility.

8. Plans of institution for next year (2015 - 16):

(i)	To install more smart class rooms.
(ii)	To develop a playground in the college campus.
(iii)	To institute a Guardian-Teacher Association.
(iv)	To start Skill-based programmes.
(v)	To encourage departments to take extension activities as social responsibility.

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

ACADEMIC CALENDAR FOR THE GENERAL DEGREE COLLEGES/ INSTITUTES
AFFILIATED TO/ PERMITTED BY DIBRUGARH UNIVERSITY
(FROM JANUARY 2017 TO DECEMBER 2017)
(Notified Vide Memo No.DU/DR-A/APC/16/1784 dated 29.12.2016)

Date(s)	Events/ Activities
2nd January, 2017	1. Commencement of the Even Semester Classes 2. Notification of Class Routine (College & Departmental), Course Plans etc. in the Notice Boards
13th January, 2017 (Friday)	Last date for Submission of Evaluated Answer Scripts of the End Semester Examinations of the B.A./ B.Sc./ B.Com programmes with relevant documents by the Zonal Officers to the University
20th- 31st January, 2017	College Week (any seven days)
10th-15th February, 2017	Declaration of the results of the Odd Semester B.A./ B.Sc./ B.Com. Programmes
10th - 25th February, 2017	1st Sessional Examination of the 2nd & 4th and 6th Semester of the B.A./B.Sc./B.Com. Programmes (any four days)
25th – 28th February, 2017	Counseling for the Students of the BA/B.Sc./B.Com Programmes and Mid Semester Feedback Assessment (any one day)
1st March, 2017 (Wednesday)	Last date for notification of 1st Sessional Examination Marks of the 2nd, 4th and 6th Semester BA/ B.Sc./ B.Com Programmes in the Departmental Notice Boards
24th March, 2017 (Friday)	Last date for Form fill-up of the B.A./ B.Sc./ B.Com. End Semester Examinations at the colleges
1st – 8th April, 2017	2nd Sessional Examinations of the B.A./B.Sc./B.Com. Programmes (any four days)
4th April, 2016 (Tuesday)	Last date for submission of filled in Examination Forms of the B.A./ B.Sc./ B.Com. End Semester Examinations (2nd, 4th & 6th Semester) by the colleges at the University
20th April, 2017 (Thursday)	1. Last date for submission of Assignment by the students of BA/ B.Sc./ B.Com Programmes (if any) 2. Completion of the even semester classes of the BA/ B.Sc./ B.Com. Programmes 3. Last date for notification of 2nd Sessional Examination Marks of the BA/ B.Sc./ B.Com Programmes in the Departmental Notice Boards
2nd – 31st May 2017	End Semester Examinations of the BA/ B.Sc./ B.Com. Programmes
5th - 31st May, 2017	Evaluation of Answer Scripts of the B.A./ B.Sc./ B.Com. End Semester Examinations (2nd, 4th & 6th Semester) at the Zones
9th May, 2017 (Tuesday)	Last date for submission of Internal Assessment marks of the 2nd, 4th & 6th Semester Students of the BA/ B.Sc./ B.Com Programmes to the University
11th May -30th May, 2017	Admission Notice and Completion of the Admission Process in the BA/B.Sc./B.Com 1st Semester Classes
1st- 30th June, 2017	Admission to the BA/B.Sc./B.Com 3rd & 5th Semester Classes

Date	Activity
7th June, 2017 (Wednesday)	1. Commencement of the Odd Semester Classes of the BA/B.Sc./ B.Com. Programmes 2. Notification of Class Routine in the Colleges. 3. Notification of Course Plan/ Departmental Class Routine in the Dept. Notice Boards of the Colleges.
9th June, 2017 (Friday)	Last date for Submission of Evaluated Scripts of the End Semester Examinations of the BA/ B.Sc./ B.Com Programmes with relevant documents by the Zonal Officers to the University
1st- 31st July, 2017	Mid Semester Vacation for the teaching staff of the colleges
10th – 16th July, 2017	Declaration of the B.A./ B.Sc./B.Com. Even Semester Examination results
1st August, 2017 (Tuesday)	Re-commencement of the 1st, 3rd & 5th Semester Classes of the BA/ B.Sc./ B.Com Programmes
8th-14th August, 2017	1st Sessional Examination of the BA/ B.Sc./ B.Com programmes (any four days)
16th – 23rd August, 2017	Counseling for the BA/B.Sc./B.Com 1st Semester Students and Mid Semester Feedback Assessment (any one day)
16th - 25th August, 2017	Students' Union Election in the Degree Colleges (Any one day)
18th August, 2017 (Friday)	Last date for submission of Filled in Registration Forms of the BA/ B.Sc./ B.Com 1st Semester Students by the Colleges at the University
19th August, 2017 (Saturday)	Last date for notification of 1st Sessional Examination Marks of the BA/ B.Sc./ B.Com Programmes in the Departmental Notice Boards
1st - 10th September, 2017	Internal Assessment of the BA/ B.Sc./ B.Com Programmes through Seminar/ Group Discussion etc.
26th September, 2017 (Tuesday)	1. Last Date for Assignment Submission by the students (if any) of the BA/B.Sc./B.Com Programmes in the Semester System 2. Last date for Form Fill up of the B.A./ B.Sc./ B.Com End Semester Examinations
2nd – 10th October, 2017	2nd Sessional Examination of the BA/B.Sc./B.Com Programmes (any four days)
4th October, 2017 (Wednesday)	1. Last date for notification of 2nd Sessional (BA/ B.Sc./ B.Com Programmes in the Semester System) Examination Marks in the Departmental Notice Boards 2. Last date for Submission of the filled in Examination Forms of the BA/ B.Sc./ B.Com End Semester Examinations by the Colleges at the University 3. Completion of the Odd Semester Classes of the B.A./ B.Sc./B.Com Programmes
1st – 30th November, 2017	End Semester Examinations of the BA/ B.Sc./ B.Com Programmes
6th November, 2017 (Monday)	Last date for submission of Internal Assessment marks of the Students of the BA/ B.Sc./ B.Com Programmes to the University
11th Nov.- 9th Dec., 2017	Evaluation of End Semester Answer scripts of the B.A./ B.Sc./ B.Com. Programmes at the Zones
1st -31st December, 2017	Semester End vacation for the teaching staff of the Colleges conducting BA/ B.Sc./ B.Com Programmes

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 session 2016-17.

Sl No	Plan of Action (Resolutions in the meeting of IQAC 25.05.2016)	Result
1	Minimum 4 (four) Digital Classrooms will be constructed.	Achieved
2	One Digital Library will be started.	Achieved
3	Up grading the Computers of Computer Laboratory.	Achieved
4	Up grading the Computer tables of Computer Laboratory.	Achieved
5	Importance to be given on Up gradation of the Laboratories.	Achieved
6	Renovation of the Pond in the College Campus.	Achieved
7	Free internet facility in the Girls' Hostel.	Achieved
8	Pure Drinking Water facility is to be Launched.	Achieved
9	Building to be constructed for Examination Works separately.	Achieved
10	Department of Botany will started Vermi compost and Mass room Cultivation.	Not achieved
11	Establishment of Dr. J. R. Basu Museum in the College.	Under process

Annexure III

Teaching	(i) Quarters with water and electricity facility. (ii) Reservation in admission of children of employees. (iii) Two canteens. (iv) Thrift and Consumers' society. (v) First Aid service.	
Non-Teaching	(i) Quarters with water and electricity facility. (ii) Quota for admission of children of staffs. (iii) Canteens. (iv) Thrift and Consumers' Society. (v) First Aid service.	
Students	(i) Scholarships (internal and external). (ii) Awards for meritorious students. (iii) Hostel facility for girl students. (iv) Book bank facility for economically weak students. (v) Field work and excursion. (vi) Personal, academic and career counselling. (vii) Gender Sensitization programme in the campus. (viii) Anti-ragging committee. (ix) NCC, NSS and other extracurricular activities. (x) Facility to participate in sports and extra co-curricular activities. (xi) Students' Union body. (xii) Alumni association. (xiii) First Aid service.	