



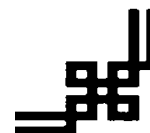
AQAR: 2017 - 2018

Date of submission: November 14, 2018

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, 2017- 2018

Part – A

1. Details of the Institution:

| | | |
|------|--------------------------------------|---|
| 1.1 | Name of the Institution | D.H.S.K. COLLEGE |
| 1.2 | Address Line 1 | K.C. GOGOI PATH |
| | Address Line 2 | DIBRUGARH |
| | City / Town | DIBRUGARH |
| | State | ASSAM |
| | Pin Code | 786001 |
| | Institution e-mail address | principal_dhsk@hotmail.com |
| | Contact Nos. | 0373 – 2324105 |
| | Name of the Head of the Institution: | Dr. 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: | NA |
| 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 | 1 st Cycle | B++ | - | 2003 | 2008 |
| 2 | 2 nd Cycle | - | - | - | - |
| 3 | 3 rd Cycle | - | - | - | - |
| 4 | 4 th Cycle | B++ | 2.85 | 2017 | 2022 |

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

1.8. AQAR for the year

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.
- (viii) AQAR 2016-17 uploaded in the website on 14.06.2018.

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

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (Specify)

UGC-COP Programmes

2. IQAC Composition and Activities:

| | |
|--|---------------------------------|
| 2.1. No. of Teachers: | <input type="text" value="7"/> |
| 2.2. No. of Administrative / Technical staff: | <input type="text" value="2"/> |
| 2.3. No. of students: | <input type="text" value="1"/> |
| 2.4. No. of Management representatives: | <input type="text" value="1"/> |
| 2.5. No. of Alumni: | <input type="text" value="1"/> |
| 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="1"/> |
| 2.8. No. of other External Experts: | <input type="text" value="0"/> |
| 2.9. Total No. of members: | <input type="text" value="14"/> |
| 2.10. No. of IQAC meetings held: | <input type="text" value="13"/> |

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

2.13. 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:

- (i) The IQAC motivates, stimulates and ensures quality improvement in teaching and learning.
- (ii) Smooth functioning of academic, administrative and financial aspects as well as proper monitoring of the efficiency and progress of the same.
- (iii) To keep an eye that every strata of the society is having an easy access to the education system.
- (iv) Efforts to optimize the procedures to bring the teaching and learning methods up to the mark.
- (v) Maintaining transparency in evaluation procedures.
- (vi) Monitoring the functioning of support structures and other services.

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 |
|---|----------------------------|
| (i) To install more smart class rooms. | (i) Achieved |
| (ii) To develop a playground in the college campus. | (ii) Under process |
| (iii) To constitute a Guardian-Teacher Association. | (iii) Not achieved |
| (iv) To start Skill-based programmes. | (iv) Started one programme |
| (v) To encourage departments to take extension activities as social responsibility. | (v) Achieved |

* 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 22.10.2018 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 |
|------------------------|-------------------------------|--|-------------------------------------|--|
| Ph. D. | 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 | 1 | 1 | 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 | 03 |
| 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.

Department of Sociology

Annexure I

Criterion – II

2. Teaching, Learning and Evaluation

2.1. Total No. of permanent faculty:

| Total | Asst. Professors | Associate Professors | Professors | Others |
|-------|------------------|----------------------|------------|--------|
| 72 | 41 | 33 | 0 | 00 |

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

33

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 |
| 01 | 07 | 0 | 0 | 0 | 0 | 0 | 0 | 01 | 07 |

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

0

01

07

2.5. Faculty participation in Conferences and Symposia:

| No. of Faculty | International level | National level | State level |
|------------------------------|---------------------|----------------|-------------|
| Attended Seminars /Workshops | 04 | 30 | 10 |
| Presented papers | 16 | 09 | 01 |
| Resource Persons | 0 | 05 | 01 |

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

- (i) To make teaching and learning more participatory, departmental quiz competitions, seminars, group discussions are organised.
- (ii) Students are encouraged to use authentic e-resource available in college archive as well as other sources for project works, seminars and working online for Bioinformatics. Lectures of eminent scholars available in you tube are shown to the students.
- (iii) Remedial and tutorial classes are taken for the slow learners.
- (iv) Students are encouraged to publish in departmental wall magazines, newsletters, college magazine and participate in various competitions to enhance their skills.
- (v) Field studies and educational tours are arranged for practical learning and holistic development.
- (vi) Students are prepared for various competitive examinations through multiple choice questionnaires.

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: 02 02 09

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. | 345 | 0.29 | 21.70 | 24.34 | 12.17 | 58.55 |
| B.Sc. | 242 | 0.41 | 52.06 | 7.43 | 1.23 | 61.15 |

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

- (i) Ensures providing Student's Diary to all the students for records of the academic activities.
- (ii) Students' feedback is collected annually in structured questionnaire and processed.
- (iii) Results of each semester are monitored and analyzed.
- (iv) Meetings are organised with the Head of the departments for quality improvement.
- (v) Seminars and workshops including faculty development programmes are organised.
- (vi) Guardians' meets are organised by the departments to collect feedback and suggestions for improvement.

2.13. Initiatives undertaken towards faculty development:

| Faculty / Staff Development Programmes | Number of faculty benefitted |
|--|------------------------------|
| Refresher courses | 07 |
| UGC-Faculty Improvement Programme | 02 |
| HRD programmes | 03 |
| Orientation programmes | 06 |
| Faculty exchange programme | 00 |
| Staff training conducted by the university | 00 |
| Staff training conducted by other institutions | 00 |
| Summer / Winter schools, Workshops, etc. | 07 |
| Others | 00 |

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 | 16 | 04 | Nil | Nil |
| Technical Staff | 14 | 05 | Nil | Nil |

Criterion – III

3. Research, Consultancy and Extension

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

- | |
|---|
| (i) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks. |
| (ii) The relevance and quality of academic and research programmes. |
| (iii) Equitable access to and affordability of academic programmes for various sections of society. |
| (iv) Optimization and integration of modern methods of teaching and learning. |
| (v) The credibility of evaluation procedures. |
| (vi) Ensuring the adequacy, maintenance and functioning of the support structure and services. |

3.2. Details regarding major projects:

| | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number | Nil | Nil | Nil | Nil |
| Outlay in Rs. Lakhs | Nil | Nil | Nil | Nil |

3.3. Details regarding minor projects:

| | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number | Nil | 01 | Nil | Nil |
| Outlay in Rs. Lakhs | Nil | 2.2 | Nil | Nil |

3.4. Details on research publications:

| | International | National | Others |
|--------------------------|---------------|----------|--------|
| Peer Review Journals | 08 | 02 | Nil |
| Non-Peer Review Journals | Nil | Nil | 11 |
| e-Journals | Nil | Nil | Nil |
| Conference proceedings | Nil | 03 | Nil |

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 | - | - | - | - |
| Minor Projects | 2015-17 | UGC | 2.2 Lakhs | - |
| Interdisciplinary Projects | - | - | - | - |
| Industry sponsored | - | - | - | - |
| Projects sponsored by the University / College | - | - | - | - |
| Students research projects (other than compulsory by the University) | - | - | - | - |
| Any other(DBT) | 2016-17 | - | 3.6 Lakhs | - |
| Total | - | - | 2.2 Lakhs | - |

3.7. No. of books published:

(i) With ISBN 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 | Nil | Nil | Nil | Nil | Nil |
| Sponsoring agencies | Nil | Nil | Nil | Nil | Nil |

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: Nil

| Type of Patent | | Number |
|----------------|---------|--------|
| National | Applied | Nil |
| | Granted | Nil |
| International | Applied | Nil |
| | Granted | Nil |
| Commercialised | Applied | Nil |
| | Granted | Nil |

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 |
|-------|---------------|----------|-------|------------|------|---------|
| 01 | Nil | Nil | Nil | 03 | Nil | Nil |

- 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) Extension Classes taken by some faculties in different schools.
 (ii) Awareness programme in different villages by students of Health and Sanitation Club under the Swachh Bharat Abhiyan.
 (iii) Flood Relief Camp in Maijan village, Dibrugarh by College Teachers' Association and NSS jointly.
 (iv) Lecture programme in foundation day of SOFEC.
 (v) Awareness programme by teachers from SOFEC unit to different schools on occasion of World Environment Day.
 (vi) Coaching classes for Competitive Examinations 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 | NIL | - | 47 |
| Laboratories | 15 | NIL | - | 15 |
| Seminar Halls | 2 | 0 | Govt. of Assam | 2 |
| No. of important equipments purchased (\geq 1-0 Lakh) during the current year. | 20 Computers 02 Projectors | Annexure II | - | - |
| Value of the equipment purchased during the year (Rs. in Lakhs) | 7,22,530/- | 11,23,674/- | - | - |
| Others | - | - | - | - |

4.2. Computerization of administration and library:

- (i) Administration is running on Digital Institute Mechanism (Admission process, Examination, Evaluation zone, University related works, computation of employees' salaries, messenger software for SMS service and regular updating the college website).
- (ii) The library uses OPAC and SOUL 2.0.
- (iii) N-LIST and INFLIBNET facility is available.

4.3. Library services:

| | Existing | | Newly added | | Total* | |
|------------------|-------------------------------|------------|-------------|----------|--------|----------|
| | No. | Value | No. | Value | No. | Value |
| Text Books | 39,042 | 5,85,201/- | | | | |
| Reference Books | 127 | 1,27,304/- | | | | |
| e-Books | Nil | Nil | Nil | Nil | Nil | Nil |
| Journals | 14 | 10,584/- | | | | |
| e-Journals | N-LIST facility is available. | | | | | |
| Digital Database | Nil | Nil | 1 | 15,000/- | 1 | 15,000/- |
| CD & Video | Nil | Nil | Nil | Nil | Nil | Nil |
| Others (specify) | 900 | 77,481/- | | | | |

*(some journals are discontinued).

4.4. Technology up gradation (overall):

| | Total Computers | Computer In Laboratory | Internet | Browsing Centre | Computer Centre | Office | Departments | Others |
|----------|-----------------|------------------------|----------|-----------------|-----------------|--------|-------------|--------|
| Existing | 81 | 24 | 25 | 06 | 24 | 11 | 30 | 10 |
| Added | 07 | 01 | 00 | 01 | 00 | 0 | 00 | 07 |
| Total | 88 | 25 | 25 | 07 | 24 | 11 | 30 | 17 |

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 | 24.34,075.00 |
| (ii) | Campus Infrastructure and facilities | 1,23,04,466.00 |
| (iii) | Equipments | 11,23,674.00 |
| (iv) | Others | 79,060.00 |
| | Total: | 1,59,41,275.00 |

Criterion – V

5. Student Support and Progression

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

- (i) The IQAC has been playing a role to all the bodies constituted for student support.
- (ii) Information about student support services is available in the college Prospectus, biannual Bulletin and the website.
- (iii) The stakeholders of the college are informed by the IQAC about the student support services in its meetings.
- (iv) The efforts of the IQAC to enhance awareness about Student Support Services result in the development and progress of academic and other infrastructure.
- (v) 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.
- (vi) Learning materials from the teachers are uploaded in the college website from time to time for better access to the subjects.
- (vii) College library is equipped with Internet services viz. N-LIST/INFLIBNET and Digital Library service.
- (viii) Activities are notified and communicated through Messenger software of the college.

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

- (i) DHSK College put efforts for tracking the progression of the students.
- (ii) All the departments of the college keep the record of their outgoing students each year.
- (iii) The IQAC have developed 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 |
|------|----|--------|--------|
| 2710 | 22 | NIL | 03 |

(b) No. of students outside the state

56

(c) No. of international students

NIL

| Men | No. | % |
|-----|------|------|
| | 1249 | 45.6 |

| Women | No. | % |
|-------|------|------|
| | 1483 | 54.4 |

| | General | SC | ST | OBC | Physically Challenged | Total |
|-------------------------|---------|-----|-----|------|-----------------------|-------|
| Last Year (2016 - 2017) | 749 | 192 | 396 | 1155 | 2 | 2494 |
| This year (2017 - 2018) | 770 | 199 | 454 | 1309 | 2 | 2732 |

Demand ratio 1 : 2.6

Dropout % 1.47

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

- | | |
|-------|---|
| (i) | Coaching classes on SSC and Bank examinations are organised |
| (ii) | Counselling session on APSC and UPSC are organised. |
| (iii) | Workshops on UPSC Examination are conducted. |

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 Career Guidance Cell (ICGC) for organizing different coaching for competitive examinations. During the period 2017-18, a few career counseling programmes, motivational workshops are organised. Facilities like library, internet, photocopy, information bulletin etc. are also made available for the interested students. |
|--|

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 |
| Nil | Nil | Nil | Nil |

5.8. Details of gender sensitization programmes:

- | | |
|------|--|
| (i) | Film show <i>Angry Indian Goddesses</i> and Discussion on different issues of the society reflected by the film. |
| (ii) | An awareness and sensitisation workshop on LGBTQ issue. |

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 | 742* | ** |
| Financial support from other sources | Alumni (Chemistry) contribution = 04 | Rs.10,000/-per students |
| Number of students who received International / National recognitions | UGC, Ishan Uday = 37 | Rs. 5,400/- per student per month for 3 years. |

* Govt. of Assam provides free admission to the BPL students.

**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 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:

- (i) Database in the college website.
- (ii) Data of the college has been managed by the software CMS (College Management System).
- (iii) Messenger software has been used for instant message service.
- (iv) All admission into the college has been converted to online mode.
- (v) Information and Career Guidance Cell also preserve and share information regarding Career of the students.
- (vi) IQAC formed a Documentation Cell for systematic preservation of the documents of the college.

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

6.3.1. Curriculum Development:

- (i) The college is affiliated to Dibrugarh University and as such curriculum is developed by the University.
- (ii) The University involves teachers of the College in Curriculum Development as members.
- (iii) 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:

Students are evaluated based on semester programmes. They are assessed on the basis of two sessional examinations in between a semester. Viva-voce, group discussion, seminar presentation, home assignment, and class attendance also some measures of assessment of the students.

6.3.3. Teaching and Learning:

- (i) Sophisticated teaching and Learning methods have been adopted.
- (ii) Stimulating teaching techniques like smart class rooms, LCD Projectors have been introduced.
- (iii) An e-learning zone also introduced in the college website for preserve and provides learning materials for the students.

6.3.4. Research and Development:

- (i) For Research and Development funding can be sought from different agencies like UGC, DST, ICSSR and the faculties are encouraged to undertake Research Projects.
- (ii) Students of some departments undertake various Field Studies and Project Works as partial fulfilment of their programme.
- (iii) College has an Institutional Level Biotechnology Hub.
- (iv) One faculty member of the Department of Political Science 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.
 - (f) All the departments have departmental libraries.
- (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 70 Computers.
- (iii) **Physical Infrastructure/Instrumentation:**
 - (a) The College has 48 class rooms including 4 galleries and.
 - (b) The college has 1 spacious Auditorium and 2 Conference halls.
 - (c) There are different laboratories for different practical subjects.
 - (d) There are ramps for Differently Able students and teachers.
 - (e) There is an Anthropological Museum.
 - (f) There is a Nature Interpretation Centre.
 - (g) The Disability Resource Centre of the college provides Wheel Chairs to the needy students.
 - (h) 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 etc.
 - (iii) Counselling and Monitoring Programmes for Employees.
 - (iv) Counselling and Mentoring Programmes for students.

6.3.7. Faculty and Staff recruitment:

As per Government Rule.

6.3.8. Industry Interaction / Collaboration:

NA

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.
- (iii) Talent in co-curricular activities also becomes a significant

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 | NA | Yes | Faculties |
| Administrative | No | NA | Yes | Faculties |

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.
- (d) An amount of Rs. 8,00,000.00 (Eight Lakh) was contributed by the family of Late Dimbeswar Chaliha, former principal of the college, for renovation of the DHSK College Boys' Hostel an amount of Rs. 4,00,000.00 (Four Lakh) by the family of Late. Binoy Kr. Chaliha, former faculty of the department of Mathematics for a smart class room in the college.

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

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

6.13. Development programmes for support staff:

Counseling programme for the support staff is being organised regularly.

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) There is a club to look after the environmental aspects of the campus named Green Club.
- (iii) Campus is a Plastic-polythene free campus.
- (iv) Dustbins are segregated into biodegradable and non-biodegradable garbage is placed at convenient distance within the campus.
- (v) The Society for Environmental Conservation 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:

| Agenda | Action |
|---|--------------|
| (i) To install more smart class rooms. | Achieved |
| (ii) To develop a playground in the college campus. | Completed |
| (iii) To institute a Guardian-Teacher Association. | Not achieved |
| (iv) To start Skill-based programmes. | Started |
| (v) To encourage departments to take extension activities as social responsibility. | Achieved |

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

- (i) Paper Free Communication System (Online Prospectus, Online Admission, Messenger Software etc.)
- (ii) e-learning Zone in the College Website for Students.
- (iii) Open Book Examination System (*To be introduced*).

- 7.4. Contribution to environmental awareness / protection:

- (i) Implementing Swacch Bharat Agenda.
- (ii) Regular Plantation.
- (iii) Plastic-Free Campus.

- 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:

- College has 4 smart class rooms.
- Study materials such as lectures, videos and PPTs are uploaded time to time to meet the greater need of the students through the e-learning zone in the college website.
- Self financed P.G. courses in English affiliated under Dibrugarh University.
- Existence of hostels for boys and girls students.

Weakness:

- Lesser number of minor and major research works as compared to the number of teachers.
- Student teacher ratio is too poor. Number of students too high in compare to the teachers
- Lack of up to date laboratories in science departments.

Opportunity:

Ample opportunity for the students to participate in extra-curricular activities, inter-college and inter-departmental competitions etc.

Threat:

Excess use of mobile phones by students may lead to the negative impact if not monitored properly.

8. Plans of institution for next year (2018 - 19):

- (i) New Buildings for Class Accommodation.
- (ii) Build a new Girls' Hostel (RUSA fund).
- (iii) Development of Laboratories (RUSA fund).
- (iv) Upgrade the 2nd floor of the Mathematical Science Building to class rooms.
- (v) A class room to be constructed attached to the Chemistry Department.
- (vi) Development of a Museum.
- (vii) Renovation of the Auditorium.
- (viii) Extension of the Computer Laboratory.
- (ix) Complete Digitization of Class rooms.
- (x) Needful infrastructure for newly introduced BA in Sociology and BCA.
- (xi) Preparation of an Annual Budget.
- (xii) To hold an Annual Academic Lecture titled IQAC Lecture from this academic session.



Dr. Mridul Sarma
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



1

OFFICE OF THE REGISTRAR :: DIBRUGARH UNIVERSITY :: DIBRUGARH
No. DU/RG/DCDC/Perm.B.A.(Socio-Hons. & Non. Hons.)/2018-2019/DHSK/10,243 Date 08.06.2018

ORDER

In pursuance of the **Resolution No. (03)** of the Affiliation Committee, D.U. in its meeting held on **27.04.2018** and under report to the Executive Council, D.U. the Hon'ble Vice-Chancellor, D.U. is pleased to grant **provisional permission** to the **D.H.S.K. College, K.C. Gogoi Path, P.O. & Dist. Dibrugarh, Assam, to introduce Sociology in B.A. (Major/Honours and General/Non Honours) Programme w.e.f. the academic session (2018-19)** subject to fulfillment of the conditions.

Conditions for Sociology:

- Text and reference books of at least (Three Hundred Titles) shall be procured before commencement of class, and also subscribe at least (04) four research journals i.e. UGC approved journals.
- The librarian shall immediately be appointed as per the latest UGC norms, and library shall be furnished.
- At least three regular faculties as per UGC norms (with Ph. D./NET/SET), shall have to be appointed through interview by a Committee consisting of at least two subject experts before commencement of the First Semester and one more before commencement of the Third Semester.
- The College shall not recruit teachers without Ph. D./NET/SET, and also recruit at least one faculty having expertise in ICT.
- The intake shall be 30 (Thirty)
- A distinguished Senior Teacher shall be engaged by the College in the Department of Sociology in addition to requisite regular teachers.

General Conditions

- The College shall constitute the Selection Committee for recruitment of the faculties with at least two subject experts in the concerned subject (at least of the level of Associate Professor)
- The College shall organize and orientation Session for the teachers by inviting experts from the University before commencement of the class. The College shall take adequate measures to improve teaching learning Culture.
- The Compliance report shall be submitted by the College before commencement of the academic session.

Registrar
Dibrugarh University

Contd. 2

| |
|--------------------|
| Annexure II |
|--------------------|

Laboratory Equipments purchased during July, 2017 to June, 2018 :

| | |
|---|--------|
| 1. Department of Chemistry: | |
| 1. NSWA Melting Point apparatus | 2 nos. |
| 2. Digital Balance | 1 no. |
| 3. Polari meter | 2 nos. |
| 4. Digital Conductivity meter | 2 nos. |
| 5. PH meter with glass electrode | 1 no. |
| 2. Department of Anthropology: | |
| 1. Spreading Caliper (Blunt End) | 1 |
| 2. Spreading Caliper (Pointed End) | 1 |
| 3. Osteometric Board | 1 |
| 4. Sahley's Haemoglobinometer | 1 |
| 5. Haemoglobin estimation machine | 1 |
| 6. Skin Fold caliper | 1 |
| 7. Anthropometer | 2 |
| 8. Cubic Carniophore with holder | 1 |
| 9. Diagraph | 2 |
| 10. Diaptograph | 1 |
| 11. Sliding Caliper | 2 |
| 3. Department of Zoology: | |
| 1. Hot air oven | 1 |
| 2. Microtome | 1 |
| 3. Compound microscope | 2 |
| 4. Advance Student Microscope | 1 |
| 4. Department of Physics: | |
| 1. Soldering Iron | 3 |
| 2. Soldering wire | 3 |
| 3. Multimeter Model p-3 | 2 |
| 4. Multimeter 3900 | 2 |
| 5. I C Bread Board | 10 |
| 6. PCB | 2 |
| 7. Copper Wire | 500m |
| 8. e/m Thomson Method apparatus | 1 |
| 9. Frank Hertz Experiment | 1 |
| 10. 8085 Micro processor Training Kit with inbuilt power supply | 2 |
| 11. 8086 Microprocessor Training Kit with inbuilt power supply | 2 |
| 12. Hall effect experimental set up | 1 |
| 13. Mercury lamp | 2 |

Annexure III

Welfare schemes for Teaching, Non-teaching Staff and Students

Teaching

- (i) Quarters with water and electricity facility.
- (ii) Reservation in admission of ward of teachers.
- (iii) Two canteens.
- (iv) Thrift and Consumers' society.
- (iv) First Aid service.

Non-Teaching

- (i) Quarters with water and electricity facility.
- (ii) Quota for admission of ward 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.
- (iv) Book bank facility for economically weak students.
- (v) Field work and excursion.
- (vi) 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.
- (vi) Alumni association.
- (vii) First Aid service.