



OFFICE OF THE PRINCIPAL
DIBRUGARH H.S. KANOI COLLEGE
P.O.: DIBRUGARH - 786001

Ref No: DHSK/

Date:

To

The Director,
National Assessment and Accreditation Council,
2/4 Dr. Rajkumar Road, P.O. Box No. 1075
Rajajinagar, Bangalore – 560010.

Subject: Submission of the Annual Quality Assurance Report (AQAR) of the DHSK
College, Dibrugarh

Sir,

With reference to the subject cited above I have the honour to inform you that we are sending the AQAR of the IQAC, DHSK College along with this letter for the period of 2009 – 2010.

This is for your kind information and necessary action.

Thanking you in anticipation.

Sincerely yours,

Sd/-

(Dr. J.K. Mahanta)
Principal and Chairman
IQAC,
DHSK College, Dibrugarh

Annual Quality Assurance Report (AQAR)

of

D. H. S. K. College, Dibrugarh

Assam – 786001



2009 – 2010

Prepared and Submitted by:

Internal Quality Assurance Cell (IQAC)

D. H. S. K. College, Dibrugarh

Assam – 786001

2009-2010

PART – A

(A) The Plan of Action Chalked out by the IQAC:

The IQAC of the College has chalked out following action plans in connection with the plans given in 2008–2009 Annual Quality Assurance Report for the academic year 2009 – 2010.

- a) Initiative to be taken to hold more seminars/workshops/conferences/symposia etc.
- b) To renovate the office building and the central library with provide them with state of the art facilities. To provide computer with printing facility to all the departments of the College.
- c) To invite other institutions to open their branch at the college under distance mode of education for both UG and PG courses. Already existing KKHSOU to introduce M.A. in Sociology and Political Science in the college centre under semester mode of distance education.
- d) To take necessary steps for the development of College playground and gymnasium hall. Two badminton clay courts to be constructed. A proposal is to be sent for a full fledged mini ‘Indoor Stadium’ at the College campus.
- e) Top priority is to be given to the provision and use of Modern Teaching Aids in the class rooms.
- f) Educational excursion for students to be organized annually.
- g) Recognising the necessity of industry linkage for infrastructural development of the College, initiatives for the same would be taken through its alumni who are in various industrial sectors like OIL, ONGC, BVFC, Coal India etc.
- h) To offer/provide subsidised coaching to students appearing in competitive examinations for Banks, Indian Railway, SSB, Treasury, LIC etc. through the Information and Career Guidance Cell.
- i) Faculty to be encouraged to apply for bringing minor and major research projects with the objective of inculcating a rich research culture.
- j) Proper utilization of newly constructed Assam Govt-sponsored ‘Buniyaad Building’.
- k) To introduce Wi-Fi system in the College.
- l) Proposal to start BCA has been sent to the Dibrugarh University. Approval is awaited. IQAC has to take initiative in this regard for necessary inspection of

University authority in the College to verify the infrastructural facilities to open the same in the College.

- m) To renovate of College Girls' Hostel with provision of better facilities.
- n) College Canteen to be made available solely for the College community with quality food at subsidised rate.

(B) The Outcome by the End of the Year:

By the end of the year the academic year, the College has reached the following outcomes:

- a) B.C.A. in the three year degree course has been introduced in the College and students were enrolled accordingly. Supervision of the programme has been entrusted to a senior faculty member of the department of Mathematics.
- b) Proposal has been sent to the KKHSOU for introducing M.A. in Sociology and Political Science in the College centre under semester mode of distance education.
- c) Renovation of College Girls' Hostel and Office Building is going on and it is expected that it will be equipped with modern facilities by the end of the session or at the beginning of the next session. College has received a grant Rs. 40 lakhs from the UGC for this renovation.
- d) A modern conference hall with Govt. Aid of Rs. 30 lakhs has been constructed kind courtesy of M.L.A. (Lahoal Assembly Constituency), President of the Governing Body and alumni of the College Mr. Prithivi Majhi. The conference hall has been named as 'Sankardev Sabha Kakshya'.
- e) A few quarters have been constructed inside the College campus to provide residential facility to the teachers of the College.
- f) The College canteen has been developed as recommended by NAAC after its first visit.
- g) Wi-Fi system has been introduced in the College.
- h) A special grant of Rs. 50 lakhs from DST has been received for renovation of laboratories and to purchase modern equipments for the laboratories. The renovation work has already started with its first instalment.
- i) All the departments have been provided computers with printing facility.
- j) Two badminton clay courts have been construction.
- k) A special grant of Rs. 5 lakhs has been received from the Govt. of Assam. Out of that Rs. 2 lakhs has been spent for Library Networking and furniture and Rs. 3 lakhs has been spent to purchase books for the library.

- l) One UGC (NERO) sponsored minor research project amounting Rs. 45,000/- has been submitted after its successful completion to the UGC (NERO).
- m) The students of the College under the guidance of faculty have actively participated in different community development programmes through their compulsory field study included in Environmental Studies. Departments are strictly following College routine for holding students seminars, group discussion etc. in the department on regular basis. Many departments organised educational excursion during the vacation period to different parts of the country based on the subject curriculum.
- n) Besides community development and awareness activities of the College societies including NSS and NCC unit of the College, the department of Chemistry and Mathematics conducted examinations on Chemistry Olympiad and Mathematics Olympiad like the previous year(s).
- o) Apart from the regular session unit tests, mandatory seminars, GDs and interactive sessions with the learners, a few faculties are involved in guiding scholars to their Ph. D. and M. Phil programmes, consultancy services, many act as resource persons for Distance Education, Refresher Courses, National Children Science Congress, Translation workshop, National Fishery Day and Matsya Mohotsav etc. round the academic year like the previous year(s).

PART-B

1. Activities reflecting the goal and objective of the Institution:

Emphasising holistic education in all aspects towards the path of value, like the previous year, DHSK College has been trying to bring the same through different measures like classroom teaching, tutorial and remedial classes, seminar, group discussions, laboratory works, project and field works, quizzing, micro teaching etc. Student's progress is measured through class tests, assignments GD/seminar performance, annual examinations, mock interview training etc. Teacher's proficiency and weaknesses are also taken into consideration with the help of self appraisal and feedback reports. If rectification is needed on teachers or students parts, authority takes every possible necessary step with the help and advice of different committees and senior faculties of the College. The College is strictly following its academic calendar. It has its own admission process and admission committees of the College look after the entire admission process. A 'Complaint Cell' to acquire student's

complain in different matters of the College with prompt action has been newly constituted.

Full support has been given by the College authority to the faculties who are engaged in popularizing their subjects as a part of their community services.

The most active cell of the College the “Cell For Women Studies and Development” with new thoughts and plans, has organised various awareness programmes related to women’s health and hygiene, legal rights, prevention of sexual harassment at workplace, capacity building of women managers, counselling women, training SEWA karmi’s to help the aged and ailing.

For providing a platform of career opportunities to the students of the College and in absence of the provision for in campus recruitment, the College held various career developments and counselling programme under the banner of Information and Career Guidance Cell (CGC). The cell is planning to start campus recruitment with the help of different sectors and the Coordinator of the cell has already initiated the process for the same.

Different societies of the college constituted by the faculty are engaged with their different educational and community development programmes in support of the NCC and NSS units of the college throughout the year. The members of students union are also actively involved in such programmes. For holistic developmental, this is a regular practice of the College community.

College allows the faculty to extend their expertise and services to G.Os and N.G.Os for their activities which are beneficial for the society. The College premises are occasionally lent out to different service providers in lieu of a nominal fee which goes to the college fund and enhances the financial resource of the college.

For judging and evaluating students’ knowledge, the college emphasises on students’ seminars and group discussions.

For its infrastructural development, the college has attempted to establish the industry linkage. In this connection the help of alumni has encouraged the authority.

Being a part of FDP, two minor and one major research project are going on in the College which is being carried out by the faculty members of the College.

Extension activities like consultancy services are carried out by many teachers of the College and a few are guiding the scholars for their Ph. D and M. Phil programmes.

The College is rendering service towards educational innovations and examination reforms of the University through its faculties as AZOs, examiners, head

examiners, scrutinizers, paper setters, moderators, tabulators and member of BOS etc. Like the previous year, this year also the TDC Exam Zone has been set up by DU in the College.

New books, journals and periodicals has been provided for the students and faculties in the College library. Students are benefited with the provision of reprographic facility in the central library.

Proposal for financial assistance during the 11th plan are sent to the UGC.

- (a) Books and journals, equipments.
- (b) Construction and renovation of old building.
- (c) Extension of class rooms.
- (d) Examination reform.
- (e) Field work and study tours.
- (f) Establishment of UGC Network research centre.
- (g) Remedial coaching for SC/ST.
- (h) Restructuring of career counselling cell
- (i) Common room and toilet facility for women.

2. New academic programmes initiated (UG and PG)

- a) B.C.A. has been initiated in T.D.C. level.
- b) Proposal has been sent to the KKHSOU for acquiring permission to introduce M.A. in Sociology and Political Science in the College centre under semester mode of distance education.

3. Innovation in curricular design and transaction:

In spite of its dependence upon the University in this aspect, the various departments of the College have chalked out a detailed teaching plan for each year including examinations, seminars and other academic activities to accelerate the pace of teaching-learning programmes. Internal Assessment marks are given to the students of B.A. and B.Sc. on the basis of special unit tests, seminar assessment and viva-voce test as per the curriculum fixed by the University from the academic session 2005-06.

4. Inter-disciplinary programmes started:

To make utmost use of proper talents with its limited scope, the College holds inter-disciplinary seminars, talks, workshops etc. with the help of experts and other organisation promote awareness of different relevant issues amongst the students of the College.

5. Examination reforms Implemented:

So far the aspect of examination reforms is concerned; the College has its own system of unit test examination and viva-voce test for internal evaluation. The details of evaluation norms as laid down by Dibrugarh University, university's regulations for various examinations, number of papers, marks allotted to each paper and such other information are communicated to the students. After the declaration of the results of the University examination, the department concerned make close scrutiny of the results of the students and provide the necessary counselling for better results in future. The College also takes the measure to inform the guardians of the students regarding the performances of their ward for a necessary action on their part.

6. Candidates qualified NET/SLET/GATE etc.:

Ms. Aradhana Priyomboda Bhuyan (SLET) – Zoology

7. Initiative towards faculty development programme:

During the academic year, the teachers of different departments have attended fifteen RCs, four OCs, four international and 23 numbers of national seminars. Four research papers in international seminars and 18 in the national level have been presented by the faculty members of different departments. One faculty member receives M. Phil degree. Total numbers of ongoing and near completion minor and major research projects during the report period are three.

8. Total number of seminars/ workshops conducted:

UGC SAM workshop on Capacity Building of Women Managers in Higher Education from 15th to 19th December, 2009.

9. Research Project:

- a) DST sponsored major research project amounting Rs. 9, 91,000/- entitled "Survey of Certain Biological Parameters of Two Wet Lands of Dibrugarh District".
- b) UGC sponsored minor research project amounting Rs. 65,000/- entitled "Study of Correlation between Ichthyo-avian Species Diversity and their Impact on Wetland Environment: NE Region of India.
- c) UGC sponsored minor research project amounting Rs. 90,000/- carried out by a faculty member of the department of Mathematics.

10. Patent Generation if any: None

11. New Collaborative research programmes: None

12. Research grants received from various agencies: three nos.

13. Details of Research Scholars:

- i) Binud Ch. Bora (Political Science)
- ii) L. DOUNGEL (Political Science)

- iii) Mridul Sarma (Assamese)
- iv) N. Ahmed (Statistics)
- v) Dinalisa Bora (Botany)
- vi) Rajib Lochan Borah (Botany)
- vii) Sobha Dutta Deka (Statistics)

(All these teachers are pursuing research work without availing fellowship from the UGC and other funding agencies and study leave from the College).

14. Citation Index of the faculty member and Impact factor: Nil

15. Honours/Awards to the faculty: Nil

16. Internal Resource generated:

Through the self financing courses and ICGC.

17. Details of departments getting SAP, COSIST/DST.FIST etc. Assistance/reorganisation:

DST assistance for renovation of teaching laboratory in the science departments and computer laboratory.

18. Community Services:

As a part of its extension activities, the College and different organisations of the College rendered services to the local community through the programmes like blood donation, birth registration, tree plantation, sensitisation programme of pure drinking water, AIDS awareness, health awareness, soil and forest conservation, disaster management, literacy campaign, women's health and hygiene, legal rights of women, environmental awareness, personality development, entrepreneurship etc. Lecture series on popularisation of mathematics in different school of the district, bringing peace among the adivasi militants of Assam, awareness for wildlife conservation, consumer awareness are some of the group or individual activities of faculties of the College on regular basis.

19. Teachers and officers newly recruited: Nil

20. Teaching- nonteaching staff ratio: 2.92:1 (i.e., Teaching 76 and Non teaching 26)

21. Improvements in the library service: Re-catalogued the books and journals with computerized record.

22. New books/journals subscribed and their value: 784 numbers amounting Rs. 1, 78, 491/-

23. Courses in which student assessment and teachers is introduced and the action taken on student feedback:

UG courses: student's assessment and feedback are taken through entry and exit questionnaire and necessary action is taken on the basis of their feedback.

24. Unit cost of education: Rs. 31,085/- (5,39,01,297.60 / 1734)

25. Computerization of administration and the process of admission and examination results, issue of certificate: Process is going on after the approval of higher authority (Governing Body) of the College and will be implemented just after the completion of the construction of office building.

26. Increase in the infra structural facilities:

- (a) The new Conference Hall 'Sankardev Sabha Kakshya'.
- (b) A well equipped computer laboratory with 12 numbers of advanced computer with network facility round the day.
- (c) Renovation of the Department of Physics, Chemistry and Geography.
- (d) Renovation of Girls' Hostel of the College.
- (e) Renovation of the main office building.

27. Technology upgradation:

- (a) Wi-Fi system in the College has been introduced.
- (b) Computerised record of the library book stock initiated.
- (c) Process of library automation is going on.
- (d) Reprographic facility in the library is available.
- (e) All departments are provided with computers and printers.
- (f) Internet facility is available in the computer laboratory and ICGC.
- (g) Modern teaching aids are given in the classrooms on priority basis.

28. Computer and internet access and training to teachers and students:

Provision for easy accessibility of computer and internet round the day in the computer laboratory, the career guidance cell and in the departmental computers. Training on the use of computer basics is provided to all through the certificate course of 3 months duration with nominal registration fee.

29. Financial aid to students:

- a) Exemption of annual tuition fee to the students who take Sanskrit as one of the subject.
- b) Exemption of annual tuition fee for the students securing highest mark in the final examination in their respective subjects.

- c) Exemption of major enrolment fee to the economically backward meritorious students in some of the departments.
- d) Free admission to the students at the entry level who have represented the state, the field of sports and cultural activities

30. Activities and support from the Alumni association:

Active representation of the association is always found in all round developmental activities of the College.

31. Activities and support from the parent-teacher association: Through the guardian representative in the College Governing Body.

32. Health services:

In association with the faculties of AMC Dibrugarh and ICMR Lahoal, various health camps has been organised by the college on regular basis. NSS unit of the College takes active part in this regard.

33. Performance in sports activities:

Outstanding performance of the college students is observed in the Dibrugarh University inter college meet.

34. Incentives to outstanding sports persons:

35. Student achievement and awards: Students achievements in the form of their performance of final year University Examination is summarised below:

Category of Degree	Total students appeared	Total students passed	Pass percentage	1 st Class with distinction	1 st Class without distinction
B.Sc.	79	72	91.14%	19	15
B.A.	162	124	76.54%	05	04

36. Activities of the Guidance and Counselling Unit:

- a) The ICGC gives subsidised coaching to students appearing in competitive exams like Banks, Indian Railway, SSB, Treasure, LIC etc.
- b) The ICGC provides faculty as resource persons for counselling services to various public and private sector organisations.
- c) The ICGC collaborates with district administration Air Force, NIIT and NGOs for conducting training programmes.
- d) The ICGC provides career related books from its own library for the benefit of students community
- e) Internet and reprographic facilities are also available in the cell.

f) The ICGC gives guidance to the students so far their career opportunity is concerned.

37. Placement Services provided to students: The ICGC is planning to introduce campus recruitment procedure with the help of different sectors of the country.

38. Development programme for non-teaching staff:

The newly appointed staff is involved actively in the computer training programme which is mandatory for them.

39. Healthy practices of the institution:

- a) Regular session unit tests
- b) Mandatory seminars/group discussion.
- c) Mock interviews.
- d) Self appraisal questionnaires, students' feedback.
- e) DMC's for overall monitoring of the department's.
- f) Academic calendar of the College.
- g) The monthly progress report as per the workload of the faculties and office staffs.
- h) Hosting the computer exams for and with corporate sectors like Banks, Indian Railways, SSB, LIC etc.
- i) Providing faculty as resource persons for counselling services to various public and private sector organizations.
- j) The proposal submitted to corporate sector like ONGC, OIL, AOD, ABITA etc seeking infrastructural support.
- k) Consultancy services.

40. Linkage developed with National/ International, academic/Research bodies:

- a) Asian Partner of European Commission.
- b) Indian Science Congress.
- c) International Society for Probability and Statistics.

41. Any other relevant information the institution wishes to add: None

PART-C

Details of the plan of the institution for the next year:

Giving emphasis on the value based education; in the forthcoming secession 2010-2011, the College is planning to act as follows:

- a) Holding regular seminars/workshops/conferences/symposia/educational tour etc. like the previous year(s) being a continuous process of value based education
- b) Computerisation of office
- c) Library automation.
- d) Introducing M.A. semester in Political Science and Sociology under distance mode of education.
- e) Giving emphasis for development of sports.
- f) Submitting proposal to the GB to upgrade the existing Lal Chand Kanoi auditorium of the College.
- g) Sustained up-gradation of class rooms with modern teaching aids.
- h) Continuing industry linkage for infrastructural development.
- i) Ongoing process of offering subsidised coaching to students appearing in competitive exam for Banks, Indian Railway, SSB, Treasury, LIC etc.
- j) Applying for minor and major research projects.
- k) Initiating effort for the campus recruitment.

Sd/-

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