OFFICE OF THE PRINCIPAL
DHING COLLEGE, P.O- DHING, DIST- NAGAON: ASSAM
Website: www.dhingcollege.in, Email: dhingcollege@gmail.com
Phone No-03672260500 (Off),9435068591(M), 9435162662 (M)

To,

TheDirector,
National Assessment and Accreditation
Council,Post Box No-1075.Opp:NLSIU
Nagarbhavi Bangalore-560072
Karnataka(India)

Subject: **Submission of Annual Quality Assurance Report (AQAR) by IQAC Dhing College, Nagaon (Assam)** | **2015-16**

Sir,

I have the honour to submit herewith the *ANNUAL QUALITY ASSURANCE REPORT* (AQAR) of Dhing College, Dhing, Nagaon (Assam) for the Session **2015 – 2016** for your kind perusal and necessary action.

With regards

Yours faithfully

Dr. Manoj Kr. Saikia
Coordinator, IQAC

Dr. Sarat Kr. Dutta
Principal, Dhing College
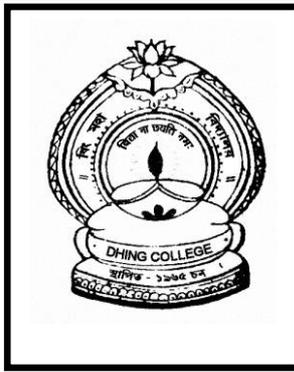
The Annual Quality Assurance Report (AQAR) of IQAC.
Session 2015-16

DHING COLLEGE: P.O-DHING, P.S-DHING, DIST-NAGAON,

ASSAM, PIN-782123, Email: dhingcollege@gmail.com,

website:www.dhingcollege.in

Part – A

1] . Details of the Institution:

1.1 Name of the Institution	**DHING COLLEGE**
1.2 Address Line 1	P.O.DHING
Address Line 2	P.S. DHING
City/Town	Dist- NAGAON
State	ASSAM
Pin Code	782123
Institution e-mail address	**www.dhingcollege.in**
Contact Nos.	9435068591 (M) 03672260500(Off)

Name of the Head of the Institution:	Dr. Sarat Kr. Dutta

Tel. No. with STD Code:	03672-260500(Office)

Mobile:	**9435068591**

Name of the IQAC Co-ordinator:	Dr. Manoj Kr. Saikia

Mobile:	9435162662(M)

IQAC e-mail address:	**iqacdhingcollege@gmail.com** **dhingcollege@gnail.com**

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

ASCOGN11961

1.4 **NAAC Executive Committee No. & Date:**
   (For Example EC/32/A&A/143 dated 3-5-2004.
   This EC no. is available in the right corner- bottom
   of your institution's Accreditation Certificate)

EC/34/096 dated 04/11/2004 [1st cycle] & EC (Sc)/189/A&A/68.2)dated 5/11/2016 (2nd Cycle)

1.5 Website address:

www.dhingcollege.in

Web-link of the AQAR:

www.dhingcollege.in /IQAC/AQAR pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	**1st Cycle**	**C++**	**65.00**	**2004**	**2009**

2	2nd Cycle	B++	2.82	2016	2021
3	3rd Cycle				

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

14/02/2004 [Reconstituted on 13/03/2014]

1.8 AQAR for the year *(2015-16)*   **Period from 1st July/2015 to 30th June/2016**

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*(for example AQAR 2010-11submitted to NAAC on 12-10-2011)*

Not submitted earlier

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 ☑

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education ☑   Men ☐   Women ☐

Urban ☐   Rural ☑   Tribal ☐

Financial Status   Grant-in-aid ☑   UGC 2(f) ☑   UGC 12B ☐

Grant-in-aid + Self Financing ☐   Totally Self-financing ☐

1.11 Type of Faculty/Programme

Arts ☑   Science ☑   Commerce ☐   Law ☐   PEI (Phys Edu) ☐

TEI (Edu) ☐   Engineering ☐   Health Science ☐   Management ☐

Others   (Specify)   . **Nil**

1.12 Name of the Affiliating University *(for the Colleges)*   **GAUHATI UNIVERSITY, Assam**

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   **√ UGC Career Oriented Programme.**

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   **2**

2.5 No. of Alumni   **2**

2. 6 No. of any other stakeholder and   **1**

    community representatives   **1**

2.7 No. of Employers/ Industrialists   **NIL**

2.8 No. of other External Experts   1

2.9 Total No. of members   **17**

2.10 No. of IQAC meetings held | **3** |

2.11 No. of meetings with various stakeholders: No. | **7** | Faculty | **4** |

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

2.12 Has IQAC received any funding from UGC during the year?   Yes | | No | **√** |

If yes, mention the amount | |

2.13 Seminars and Conferences (only quality related)

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

Total Nos. | **1** | International | - | National | - | State | | Institution Level | **1** |

(ii) Themes | **"A Workshop on NAAC accreditation& assessment for colleges"** |

2.14 Significant Activities and contributions made by IQAC

- Prepared action plan for the year 2015-16
- Prepared AQAR & SSR for NAAC assessment in 2016 [*19/09/2016*] [**2nd Cycle]**
- Organized meeting with various stakeholders**.**

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 2016**

Plan of Action	**Achievements**
- **Teaching & Research**: Formulated plans for conducting research cum projects by faculties and students.	- No research projects for faculty have been sanctioned during 2015-16. Only student's projects were carried out with the help of teachers.

Attach the Academic Calendar of the year as Annexure. (**Annexure-I**)

Plan of Action	Achievements
. • **Early completion of Sports Complex:** Plan of action was chalk out for early completion of outdoor and indoor sports complex for students. • **Construction of New Library:** plan of action was taken to early construction of College central library. • **Construction of New RCC Science Lab:** plan of action was taken at the beginning of the year to submit a proposal to Govt. for construction of RCC Science lab . • **To undertake / organise seminar and workshop** of state and national level. • **Scholar ships & Financial support**: Plan of action was chalk out to provide financial support to poor students/SC/ST in the form of scholarship. • **New Courses**: Plan of action was chalk out to B.Com in curriculim. Proposal submitted to GU . Also a proposal submitted to UGC for community college scheme in Food processing and Textile Desiging. • **Construction of New Class Room**& Healh Care Centre.	• The Construction of outdoor and indoor sports complex was almost completed. • The construction work of new RCC central library was almost completed and ready for use. . • The construction of RRC science lab G floor was already completed . The Assam Govt. sanctioned and released **Rs. 99.5** Lakh for Science Lab. • The College has received sanction letter from UGC to organise two seminar/workshop. But fund is not yet released. • Special importance was given to poor students and financial support was extended to **86** numbers of students in the form of Scholarship under Govt. Scheme. An amount of **Rs.2, 96,980**/-was sanctioned and disbursed for the same. • No new courses were sanctioned/ introduced during 2015-16. A proposal to introduce B.Com was submitted to the University for Consideration. • Received **Rs. 5 lakh** from UGC. The construction of Health care room is going to be completed.

2.16 Whether the AQAR was placed in statutory body   Yes | √ | No | |

Management | √ | Syndicate | | Any other body | |

<div align="center">**Part – B**</div>

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				
PG				
UG	**2**	**1**	**0**	**5 (Continued from the year 2009-13)**
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	**1**	**0**	0	0
Others				
Total	**3**	**1**	**0**	**5**

Interdisciplinary	0			
Innovative	0			

1.2 (i) Flexibility of the Curriculum: CBCS/Core/**Elective option** / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	**BA & B.Sc [Pass & Major course]**
Trimester	**-**
Annual	**-**

1.3 Feedback from stakeholders*   Alumni [√] Parents [ ] Employers [ ] Students [√]
   (On all aspects)

Mode of feedback   :   Online [ ] Manual [√] Co-operating schools (for PEI) [ ]

*Please provide an analysis of the feedback in the Annexure(Annexure-II)

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

> *Our College is affiliated to Gauhati University, Assam and bound to follow the university Syllabus.*

1.5 Any new Department/Centre introduced during the year. If yes, give details.

> **No**

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
49	**9**	**40**	**0**	**0**

2.2 No. of permanent faculty with Ph.D. as on Academic **Year 2015-16**   **15**

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
3	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**3**	**0**

2.4 No. of Guest and Visiting faculty and Temporary faculty   **0**   **0**   **0**

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	**0**	**2**	**5**
Presented papers	**0**	**1**	**1**
Resource Persons	**0**	**0**	**3**

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

- For the improvement of result of students' preliminary/test/ Sessional examination was conducted with known and unknown question papers based on syllabus.
- Unit tests were conducted after the completion of units /topics.
- Educational trips / excursions were arranged for students to provide a plate form for direct exposure to techniques adopted in the divers' fields.[**All are regular programme annually conducted**]

2.7 Total No. of actual teaching days

during this academic **year2015-16**   **197**

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

As the college is affiliated to Gauhati University examinations were conducted as per directives of the Gauhati university in respective programme. Photocopy of assessed answer scripts were given to students on demand.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development   **1**   0   0
as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students in **2015-16**   **79%**

2.11 Course/Programme wise distribution of pass percentage **in 2015-16**

*Total enrolment in Science 361, Total enrolment in Arts=846, G. Total=1207
Boys=632, Girls=575, SC=69, ST=32,OBC=209**

Title of the Programme	Total no. of students Enrolled for final year examination	Total no. of students passed	Division/GPA				
			Distinction	I	II	III	Pass %
B.A (Pass& Major)	**240 (110M+130 G)**	**214**					**89%**
B.Sc (Pass & Major)	**63 (45M+18G)**	**59**					**93%**

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

> The IQAC plays an important role in the development of teaching and learning processes. In this context, IQAC has taken the following efforts for students and teachers.
>
> - **For faculty**: Encourage and help faculty to develop teaching skill. Prepared an academic calendar to convey the examination schedule, teaching days, celebrations, results, holidays, vacations, etc. to the faculty, students and parents. Carried out evaluation of the faculties from respective students with the help of questionnaire and students feed backs.
>
> - **For students**: ☐ The progress of students was monitored through *regular unit tests, Departmental seminars, students feedbacks* etc. For the development of students, IQAC has taken efforts to continue the career oriented courses (COP) for benefits of students in UG Classes. Student's Internal/External marks are analysed and measures are taken to improve the performance of the students by providing special guidance. Student grievances are redressed by holding meeting with class representatives as well as concerned students and guardian concerned.

2.13 Initiatives undertaken towards faculty development:

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses/ Orientation Course/ STC	**3**
UGC – Faculty Improvement Programme	**0**

HRD programmes	**0**
Orientation programmes	**0**
Faculty exchange programme	**0**
Staff training conducted by the university	**0**
Staff training conducted by other institutions	**0**
Summer / Winter schools, Workshops, Seminars etc.	**11**
Others	**1**

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	**22**	**2**	**0**	**0**
Technical Staff	**1**	**0**	**0**	**0**

Criterion – III

3. Research, Consultancy and Extension

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

To enhance the activity of research, college has constituted a research cell under the Chairman ship of Dr. S.K. Dutta, Principal of the college. The main objective of this committee is to encourage and help the faculty and the students to undertake the research projects. As a result during the period of **2015-16** the college has been able to to publish a good number of research paper in referred journals.

3.2   Details regarding major projects:

	Completed	Ongoing	Sanctioned	Submitted
Number	**3**	**3**	**-**	**3**
Outlay in Rs. Lakhs	**Rs. 2280000/**	**Approx. Rs. 27,00000/-**	**0**	**-**

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	**11**	**4**	**1**	**3**
Outlay in Rs. Lakhs	**-**	**564000/**	**0**	**-**

3.4   Details on research publications

	International	National	Others
Peer Review Journals	**-**	**3**	**5**
Non-Peer Review Journals	**-**	**-**	**-**
e-Journals	**-**	**-**	**-**
Conference proceedings	**-**	**-**	**-**

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 organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects (**3 Nos**)	**3- 5**	**DBT/UGC**	**27.92 Lakh**	**27.92 Lakh**
Minor Projects (**Total=0**)	**0**	**-**	**-**	**-**
Interdisciplinary Projects	**.**	**-**	-	-
Industry sponsored	**-**	**-**	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)	-	-	-	
Total			**27. 92 Lakh**	**27.92 Lakhs**

3.7 No. of books published   i) With ISBN No.   ⬚ **2**   Chapters in Edited Books ⬚ -

ii) Without ISBN No.   ⬚ -

3.8 No. of University Departments receiving funds from

UGC-SAP ⬚   CAS ⬚   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   = | **Nil** |

3.11 No. of conferences

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

organized by the
Institution

3.12 No. of faculty served as experts, chairpersons or resource persons | **3** |

3.13 No. of collaborations   International | _ | National | _ | Any other | **3** |

3.14 No. of linkages created during this year | - |

3.15 Total budget for research for current year (**2015-16**) in lakhs: **Rs. 16, 00000/-**

From Funding agency | **5.92 Lakh-** | From Management of University/College | - |

Total | **592000/ [DBT Grant]** |

3.16 No. of patents received this year

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

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
-	-	-	-	-	-	-

3.18 No. of faculty from the Institution | **3** |
    who are Ph. D. Guides
    and students registered under them | 3 |

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

3.20 No. of Research scholars receiving the Fellowships

JRF | **1** | SRF | - | Project Fellows | **1** | Any other | |

3.21 No. of students Participated in NSS events:

University level | - | State level | 1

National level | - | International level | -

3.22 No. of students participated in NCC events:

University level | - | State level | 20

National level | 06 | International level | -

3.23 No. of Awards won in NSS:

University level | - | State level | -

National level | - | International level | -

3.24 No. of Awards won in NCC:

University level | - | State level | -

National level | 2 | International level | -

3.25 No. of Extension activities organized

University forum | - | College forum | 3

NCC | 4 | NSS | 2 | Any other | -

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

Every year a group of NCC cadets participated in the centrally organised Independence Day and Republic Day celebration at Circle Office Campus of Dhing. More over the women cell of the college had organised meeting on gender sensitization issued. The science forum and Biotech Hub of the college had organised orientation programme for participation to National Science Olympiad Examination/2015-16

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	*25 hector Land*	*-*	*-*	*25 hector*

				Land
Class rooms	*Hall-3, Class Room-27 Conference R-1*	*4*	*UGC*	*Class-27 Hall-3 Conference R-1*
Laboratories	*6*	*1 RCC Science Lab*	*-*	*7*
Seminar Halls/ Health Care Room	*1+1=2*	*-*	*-*	*2*
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	*-*	*-*	*-*	*-*
Value of the equipment purchased during the year (Rs. in Lakhs)	*-*	*-*	*-*	*-*
Others	*-*	*-*	*-*	*-*

4.2 Computerization of administration and library

The Construction of RCC Central Library started in the month of August/2012. The Govt. of Assam released a sum of Rs. 24.50Lakhs for construction purpose. The Assam type old library building partially equipped with facilities to cater the needs of UG students & faculties is functioning well. The administration and library transactions are partially computerized. All the books in the library are bar coded. [The new RCC library contruction has been completed]

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	*4965*	*973937*	*230*	*66045*	*14134*	*2725593*
Reference Books	*8602*	*1592452*	*337*	*93159*		
e-Books	*97000+*	*-*	*-*	*-*	*97000+*	*-*
Journals	*21*	*24144*	*1*	*384*	*22*	*24528*
e-Journals	*6000+*	*-*	*-*	*-*	*6000+*	*-*
Digital Database	*SOUL2.0 -*					
CD & Video	*-*	*-*			*-*	*-*
Others (specify)	*Laptop*	*Compu..*	*Printers*	*Xerox*	*Server/wi fi*	*etc.*

4.4 Technology up gradation (overall):

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	**23**	**1**	**1 Broad Band WiFi**	**-**	**1**	**4**	**14**	**-**

Added	**3**	**0**	**0**	**-**	**-**	**5**	**1**	**-**
Total	**26**	**1**	**1**	**-**	**1**	**9**	**15**	**-**

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

> **Students were given compulsory training on computers by the computer faculty as well as by the invited lecturer. Certificates also issued to them by college authority.**

4.6 Amount spent on maintenance in lakhs :

  i) ICT   *4 Lakhs*

  ii) Campus Infrastructure and facilities   *1.20 Crore*

  iii) Equipments   *23Lakh*

  iv) Others   -

Total :   1.47 Crore

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Receiving the feedback from the students on the utility of support services.
- Provide guidance to the needy students.
- Provide guidance for higher education/ vocation

5.2 Efforts made by the institution for tracking the progression

- Continuation of career added courses started in previous year [period from 2009-14] in "*Information & Computer Technology*", "*Fish & Fishery Products*", *Poultry farming, Herbal Medicinal Plant Processing* to make the students skill /job oriented. No new COP course was add in curriculum for the academic session **2015-16**
- Computer education was made available with minimum of cost on first come basis.
- Previous year Sample question papers are made available on library on free of cost for the benefit of students.

5.3 (a) Total Number of students (**2015-16**)

UG	PG	Ph. D.	Others
1207	-	-	-

  (b) No. of students outside the state   -

(c) No. of international students   -

	No	%			No	%
Men	632	52.36%	Women		575	47.63%

Last Year 2014-15						**This Year 2015-16**					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
852	54	28	68	-	1002	896	69	32	209	1	1207

Demand ratio   1:1   Dropout %   **3.00%**

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

- *Career based Competitive examinations coaching were provided to students under UGC sponsored Remedial Course.*
- *Books available in the library for Competitive exam.*
- Interview techniques and Career based counselling

No. of students beneficiaries   **23 students were provided coaching for CE.**

5.5 No. 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

No activity was undertaken

No. of students benefitted   [ ]

5.7 Details of campus placement

	On campus			*Off Campus*
Number of Organizations Visited	Number of Students Participated	Number of Students Placed		Number of Students Placed
-	-	-	-	

5.8 Details of gender sensitization programmes

The Women Cell in collaboration with IBTHub of the college had organised "Youga Camp" in 2015-16.

5.9 Students Activities

   5.9.1   No. of students participated in Sports, Games and other events

State/ University level | **6** | National level | - | International level | -

No. of students participated in cultural events

State/ University level | **6** | National level | - | International level | -

   5.9.2   No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level | - | National level | - | International level | -

Cultural: State/ University level | **3** | National level | - | International level | -

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	**153**	**80,400/-**
Financial support from government	**Applied For**	**-**
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11   Student organised / initiatives

Fairs   : State/ University level | - | National level | - | International level | -

Exhibition: State/ University level | - | National level | - | International level | -

5.12   No. 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

> **Vision:** *Enlightened Students for being responsible democratic citizen and making eligible for accepting the challenges of modern civilization.*
>
> **Mission:** *The mission of the Dhing College is to make the college an ever-growing and ever-illuminating centre of higher education in Humanities, science and vocational subjects and radiate the knowledge through length and breadth of the vast locality.*

6.2 Does the Institution has a management Information System: **Yes**

> **1 Administrative procedures:[regular activity]**
> .
> - Quarterly administrative feedback meetings.
> - IQAC and Governing Body meetings for feedback and decision making.
> - Periodic meetings of various committees and decision making therein.
> - Departmental meetings on syllabus completion and correction feedback.
>
> **2 Student admissions:[regular activity]**
> - Uniform admission procedure on merit basis.
> - Students reservation as per govt. Guidelines.
> - Compulsory parent meetings for student's feedbacks.
> - Year wise maintaining students' record.
> - Monthly attendance record and feedback of defaulter students.
> - Record of fees in instalments and its recovery.
>
> **3 Evaluation and examination procedures:[regular activity]**
> - Existence of full-fledged examination committee and updated maintenance of Concerned records.
> - Quarterly meetings of examination committee.
> - Exam evaluation and declaration of results
>
> **.4 Other**
> - Documentation and preservation of old records for decision making.

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

      6.3.1   Curriculum Development

> - **Arranged discussion on Curriculum by faculty members including academic committee.**

      6.3.2   Teaching and Learning

- *Preparing academic calendar/2015-16*
- *Using advanced methods of teaching.*
- *Conducting unit tests, sessional exam, test exam with known and unknown option etc.*
- *Exposing students for outdoor learning through educational trips, excursions, camps etc.*

6.3.3   Examination and Evaluation

Te examination schedule is organised as directions given by university concerned. The examination committee conducts and monitor the examination procedure. Cumulative evaluation of each student through various types of examinations. · Results of examinations in stipulated time. · Double valuation. · Grievance re - dressal for evaluation.

6.3.4   Research and Development

Teachers and students are encouraged to undertake research tropic and project works relevant to local needs and multidisciplinary in nature.

6.3.5   Library, ICT and physical infrastructure / instrumentation

Institution has an adequate number of books, computer labs, scientific instruments, classrooms and playgrounds. · MoU with INFLIBNET had signed. Most of the functions of library are computerised. Books are bar-coded. Broad Band WiFi connectivity available.

6.3.6   Human Resource Management

A student being as a prime Human Resource , the college aims to develop this resource through variety of activities like, N.S.S., N.C.C., social and Cultural activities etc. Also staffs were encouraged to participate in *orientation courses, refresher courses, faculty programme, workshops, training etc.*

6.3.7   Faculty and Staff recruitment.

Faculty and Staff recruitment are done as per UGC and State Goverment Guideline.

6.3.8   Industry Interaction / Collaboration

Nil

6.3.9 Admission of Students

Admission is purely on merit basis and done in transparent procedure. · All admission information is placed on College notice board · Reservations are strictly followed as per state government guideline.

6.4 Welfare schemes for

Teaching	-
Non teaching	-
Students	**Student poor fund exist in the college**

6.5 Total corpus fund generated   **15, 00000/-**

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	Authority
Academic	**No**	**No**	**Yes**	**Principal& IQAC**
Administrative	**No**	**No**	**Yes**	**Principal**

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes   Yes | | No | √ |

For PG Programmes   Yes | | No | √ |

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

The affiliating Gauhati University, had introduced 3 year degree courses (semester system). Our college has implemented the system proactively. The system includes in all 6 semester in a span of three years for evaluation of the degree in Arts and Science.

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

Our university has introduced option of acquiring autonomous status. Few colleges have opted the status. Our college does not include in autonomous status.

6.11 Activities and support from the Alumni Association

The past students of the college working in different fields and occupying key positions in the society are the members of alumni association. Some of the alumni represent Governing Council of the college and some are teaching and non-teaching staff of the college.

6.12 Activities and support from the Parent – Teacher Association

The college has introduced the concept of a '**parent- teacher'**. A teacher assigned with the parent-ship of a group of about 100 students to maintain a two way rapport with the group in following student related aspects: *Attendance of the students · Discipline in the campus, Dress code and Academic results.*

6.13 Development programmes for support staff

The support staffs play an important role in the development and activities of the college. Keeping in view the support staff was given proper time table of work as well as their remuneration. More over the authority provides proper residential space for them in campus.

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

The College is located in a rural area naturally crowded with variety of trees and vegetation. The college has covered an acre of 25 acre land open land with mini botanical and medicinal plant garden. Besides these two aqua fish ponds are also available in the campus. The Solid waste is disposed off properly. Drainage lines are covered. This makes the institution eco-friendly. Dust bins are properly placed.

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.

Introduced Carer oriented [COP] courses to enhance the skill of students. Allotting wing-wise responsibilities to the staff for holistic development of the college. Best practices Like Students Poor Aid and Holding of National Science Olympiad is another achievement of the college.

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

Plan of Action	Achievements
• .**Teaching & Research**: Formulated plans for conducting research cum projects by faculties and students.	• 1 (one) Minor research projects for faculty have been sanctioned during 2015-16. Only student's projects were carried out with the help of teachers.
• **Early completion of Sports Complex:** Plan of action was chalk out for early completion of outdoor and indoor sports complex for students.	• The Construction of outdoor and indoor sports complex was almost completed.
• **Construction of New Library:** plan of action was taken to early construction of College central library.	• The construction work of new RCC central library was almost completed. .
• **Construction of New RCC Science Lab:** plan of action was taken at the beginning of the year to complete RCC Science lab .	• The construction of RRC science lab completed (G Floor). The Assam Govt. sanctioned and released **Rs. 99.5** Lakh for Science Lab.
• **To undertake / organise seminar and workshop** of state and national level.	• The College has organised 2(two) seminars and another 2(two) has been sanctioned by UGC during 2015-16.
• **Scholar ships & Financial support**: Plan of action was chalk out to provide financial support to poor students/SC/ST in the form of scholarship.	• Special importance was given to poor students and financial support was extended to **83** numbers of students. An amount of **Rs.80,400**/- was disbursed for the same.
• **New Courses**: Plan of action was chalk to introduce Commerce Stream in the College. Proposal submitted to Gauhati University the same.	• Planning to introduce B.Com from academic session 2016-17
• Planning to construct one Permanant Health care Room in the College.	• Contruction almost going completion
• **Construction of New Class Room**:	• Received **Rs. 20 Lakh** from UGC. The construction of 4 (four) class room was started.

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

- **Pre-exam test (Compulsory):** In order to improve the results of students, a preliminary examination (Unit Test/Test Exam) is conducted with the board level standard of question papers. This enhanced a positive impact on students in final examination.
- **Students Publication (Compulsory)** : The college authority insist a regular publication of *college magazine* to give scope to students for their creative artistic work

*Provide the details in annexure (annexure need to be numbered as i, ii,iii)

7.4 Contribution to environmental awareness / protection

Every year the College had organised plantation programme around the college campus. College had organised *NEAP* in association with Assam Science Society& MOEF in order to create environmental awareness among students and invites public of entire locality.

7.5 Whether environmental audit was conducted?   Yes [   ]   **No** [√]

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

SWOT analysis was done to find out the advantage and weakness of COP courses.

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

- *To encourage the faculty to participate in FIP programme.*
- *To increase research activity among teachers and students in the form of MRP and Students Project.*
- *To organise workshop and seminar relevant to present day and multidisciplinary in nature.*
- *Procurement of new volumes for the Library and equipments for the Lab.*
- *Introduction of New Vocational Subjects.*
- *Introduction of Commerce stream (B.Com) at Undergraduate Level.*

Dr. Manoj Kr. Saikia

Dr. Sarat Kr. Dutta, Principal

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

Annexure I
Academic calendar - 2015-16

	Activity	Date/Month
A]	Admission	May/ June
B]	Semester I/III/V Classes	Julyt- December
	Sessional Examination 1	September
	Sessional Examination 2	November
	Final Semester Examination(including preparation for examination)	December
	Announcement of Results	By January
C]	Semester Break	January 1- June 30
	Sessional Examination 2	April
	Final Semester Examination(including preparation for examination)	To be completed by June 30
	Announcement of Results	First week of July

✓ **NB: Holidays are as per University and Govt. Guidelines.**

Annexure II
As per point no. 1.3 of Part B of AQAR about students feedback analysis (2015-16)

- It is mandatory for the part of college to regular exercise of collecting the feedback from the students of all the programs, on teaching- learning process and curriculum through *students-parent-teacher scheme*. This valuable feedback helps the teachers to upgrade their techniques of teaching. Secondly, students convey their difficulties about syllabus, the availability of facilities and even the required essential facility to their needs. This facilitates the college to understand the present and the demand of the future. The feedback from students is taken periodically. The feedback from the students has been analyzed based on following points shared with IQAC for action taking & future reference.

- *Timely Completion of Syllabus by the faculty members.*

- *Designing of curriculum*.

- *Innovative teaching methods adopted*.

- *E-learning/ library resources provided to the students by the college*.

- *Test and evaluation process adopted by the College*.

- *Timely declaration of results*.

- *Uniform admission process adopted*.

Reconstituted IQAC
Dhing College
Dated: 13/03/2014

- **Chairperson:**   Dr. Sarat Kr. Dutta (Principal)
- Administrative officers;   Mrs. Manju Neog (Vice-Principal)
                                                             Sri. B.C. Bora

- Teacher Representatives: Prof. B.C. Nayak
                                                             Prof. S. K. Sarma

                                                             Dr. N.K. Borthakur

                                                             Prof. Gobin Ch. Bharali

                                                             Dr. R. Nath

                                                             Dr. S.K. Nath

                                                             Dr. S. Bhagawati

- Members from Management :   Sri. Hamen Saikia
- Nominee from Local; Society/alumni :   Sri. Bimal Ch. Das
                                                             Sri Kumar Duke Deb

- Members from Stake Holders   :Sri. Parag Hajarika
                                                             Md. Sirajuddin Ahmed

- **Coordinator**   : **Dr. M.K. Saikia**

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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