



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,

The Director,
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)

2013-14

Sir,

I have the honour to submit herewith the *ANNUAL QUALITY ASSURANCE REPORT* (AQAR) of Dhing College, Dhing, Nagaon (Assam) for the Session **2013 – 2014** 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 2013-14

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

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

website: www.dhingcollege.in

Part – A

I] . 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

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

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	1 st Cycle	C++	65.00	2004	2011

2	2 nd Cycle				
3	3 rd Cycle				
4	4 th 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 (2012-13)

Period from 1st July/2013 to 30 June/2014

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted 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
community representatives

1

2.7 No. of Employers/ Industrialists

NIL

2.8 No. of other External Experts

1

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders:

No.	<input type="text" value="3"/>	Faculty	<input type="text" value="2"/>
Non-Teaching Staff	<input type="text" value="-"/>	Alumni	<input type="text" value="1"/>
Students		Others	<input type="text" value="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. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- Prepared action plan for the year 2013-14
- 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 **2013**

Plan of Action	Achievements
<ul style="list-style-type: none"> • Teaching & Research: Formulated plans for conducting research cum projects by faculties and students. 	<ul style="list-style-type: none"> • 1(one) Major Research Project (MRP) has been awarded to one faculty member of the college by UGC. An amount of Rs. 1130800 / has been sanctioned for conducting research.

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

Plan of Action	Achievements
<ul style="list-style-type: none"> • 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 Science 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 introduce new courses in curriculim.Proposal submitted to UGC 	<ul style="list-style-type: none"> • Construction of outdoor and indoor sports complex was done under the sponsorship by UGC. • The construction work of new RCC central library was done and under process. • The Assam govt. accepted the proposal and gave their consent to release the fund . • The College has been able to organised 3(Three) State level Seminars/workshop of various discipline under the sponsorship of UGC. An amount of Rs.3,50,000/ has been sanctioned . • Special importance was given to poor students and financial support was extended to 66 numbers of students in the form of Scholarship under Govt. Scheme. An amount of Rs.1,79,050/-was sanctioned and disbursed for the same. • No new courses were introduced during 2013-14.

2.16 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Part – B

Criterion – I

I. 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	4 (Continued from the year 2009-12)
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	1	0	0	0
Others				
Total	3	1	0	4
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.

Nil

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 2013-14 13

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
	0	0	0	0	0	0	0	0	0	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	5	7
Presented papers	0	2	2
Resource Persons	0	0	0

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 platform 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 year 2013-14 197

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 as member of Board of Study/Faculty/Curriculum Development workshop 1 0 0

2.10 Average percentage of attendance of students in 2013-14 79%

2.11 Course/Programme wise distribution of pass percentage in 2013-14

***Total enrolment in Science 131, Total enrolment in Arts=746, G. Total=877**

Title of the Programme	Total no. of students Enrolled for final year examination	Total no. of students passed	Division				Pass %
			Distinction	I	II	III	
B.A (Pass & Major)	149	131	0	6	87	38	87.9%
B.Sc (Pass & Major)	21	18	0	7	11	-	85.7%

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:

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	2
UGC – Faculty Improvement Programme	0
HRD programmes	0

Orientation programmes	2
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, Seminars etc.	59
Others	2

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	1	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 Chairmanship 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 **2013-14** the college has been able to achieve the followings:

- 1 (one) Major Research Project (MRP) has been awarded to faculty member of the college by UGC. An amount of **Rs. 1130800 /** has been sanctioned for conducting research.
- The faculty has been able to organise **3(three)** seminars and able to publish **21 Nos research paper, 3 books as proceedings with ISBN** based on research findings.

3.2 Details regarding major projects:

	Completed	Ongoing	Sanctioned	Submitted
Number	2	2	1	3
Outlay in Rs. Lakhs	1045200/-	3824800/	11,30,800/-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	9	6+1	0	2
Outlay in Rs. Lakhs	-	872000+270000 0/=36,82,000/	0	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	-	9	12
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	-	-	6

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	1	UGC	1130800/-	741000/-
Minor Projects (Total=0)	0	-	-	-
Interdisciplinary Projects	.	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total			1130800/-	741000/

3.7 No. of books published i) With ISBN No. 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

3.11 No. of conferences organized by the Institution	Level	International	National	State	University	College
	Number		-	3	-	-
	Sponsoring agencies		-	UGC		

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 (2013-14) in lakhs: **Rs. 20, 00000/-**

From Funding agency From Management of University/College From DBT

Total

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 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
JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level	<input type="text" value="-"/>	State level	<input type="text" value="4"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.22 No. of students participated in NCC events:

University level	<input type="text" value="-"/>	State level	<input type="text" value="31"/>
National level	<input type="text" value="07"/>	International level	<input type="text" value="-"/>

3.23 No. of Awards won in NSS:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="1"/>	International level	<input type="text" value="-"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="1"/>
NCC	<input type="text" value="2"/>	NSS	<input type="text" value="1"/>
		Any other	<input type="text" value="-"/>

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 3(three) events/workshop/training in Tools and Techniques in Molecular biology for science teacher of entire locality. Also conducted students orientation programme for participation to National Science Olympiad Examination/2014

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	<i>25 hector Land</i>	-	-	<i>25 hector Land</i>
Class rooms	<i>Hall-3, Class Room-27 Conference R-1</i>	-	<i>UGC</i>	<i>Class-27 Hall-3 Conference R-1</i>
Laboratories	<i>6</i>	-	-	<i>6</i>
Seminar Halls	<i>1</i>	-	-	<i>1</i>
No. of important equipments purchased (\geq 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.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	<i>4678</i>	<i>926332</i>	<i>287</i>	<i>47605</i>	<i>4965</i>	<i>973937</i>
Reference Books	<i>8069</i>	<i>1521045</i>	<i>533</i>	<i>71407</i>	<i>8602</i>	<i>1592452</i>
e-Books	<i>97000+</i>	-	-	-	<i>97000+</i>	-
Journals	<i>21</i>	<i>24144</i>	<i>1</i>	<i>384</i>	<i>22</i>	<i>24528</i>
e-Journals	<i>6000+</i>	-	-	-	<i>6000+</i>	-
Digital Database	<i>SOUL2.0</i>					
CD & Video	-	-			-	-
Others (specify)	<i>Laptop</i>	<i>Compu..</i>	<i>Printers</i>	<i>Xerox</i>	<i>Server</i>	<i>etc.</i>

4.4 Technology up gradation (overall):

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	15	1	1	-	1	3	14	-
Added	8	0	0	-	-	1	-	-
Total	23	1	1	-	1	4	14	-

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

2.Lakhs

ii) Campus Infrastructure and facilities

44.5 Lakhs [continued from previous year.

iii) Equipments

2 Lakh

iv) Others

-

Total :

48.5 Lakhs

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 [from 2009-12] 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 **2013-14**
- Computer education was made available with free 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 (2013-14)

UG	PG	Ph. D.	Others
877	-	-	-

(b) No. of students outside the state

(c) No. of international students

Men	No	%	Women	No	%
	425	48.46%		452	51.53%

Last Year 2012-13						This Year 2013-14					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
650	38	27	36	-	751	718	62	39	58		877

Demand ratio Dropout %

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.*

No. of students beneficiaries

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

<i>On campus</i>			<i>Off Campus</i>
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 of the college had organised world Environmental Day/14 and World Girl Child day/2014 in College Campus.

5.9 Students Activities

5.9.1 No. 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 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 National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	66	Rs. 179050/-
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/2013-14*
- *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 topic 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.

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 Government 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

25,00000/-

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.

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
<ul style="list-style-type: none"> • Teaching & Research: Formulated plans for conducting research cum projects by faculties and students. • 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 Science 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 introduce new courses in curriculim.Proposal submitted to UGC 	<ul style="list-style-type: none"> • 1(one) Major Research Project (MRP) has been awarded to one faculty member of the college by UGC. An amount of Rs. 1130800 / has been sanctioned for conducting research. • Construction of outdoor and indoor sports complex was done under the sponsorship by UGC. • The construction work of new RCC central library was done and under process. • The Assam govt. accepted the proposal and gave their consent to release the fund . • The College has been able to organised 3(Three) State level Seminars/workshop of various discipline under the sponsorship of UGC. An amount of Rs.3,50,000/ has been sanctioned . • Special importance was given to poor students and financial support was extended to 66 numbers of students in the form of Scholarship under Govt. Scheme. An amount of Rs.1,79,050/-was sanctioned and disbursed for the same. • No new courses were introduced during 2013-14.

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

7.4 Contribution to environmental awareness / protection

Every year the College had organised plantation programme around the college campus. College had organised *NEAP/2014* in association with Assam Science Society & MOEF in order to create environmental awareness among students and invited public of entire locality. More over plantation camp was also organised in the year 2013-14

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: **2014-15**

- *To insist 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.*
- *Completion digital Library for the college.*
- *Procurement of new volumes for the Library and equipments for the Lab.*
- *Early completion of RCC Science lab [New]*



Dr. Manoj Kr. Saikia

Signature of the Coordinator, IQAC



Dr. Sarat Kr. Dutta, Principal

Signature of the Chairperson, IQAC

Annexure I
Academic calendar - 2013-14

Activity		Date/Month
A]	Admission	June
B]	Semester I/III/V Classes	August- 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- July 31
	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 (2013-14)

- 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
