



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)

2016-17

Sir,

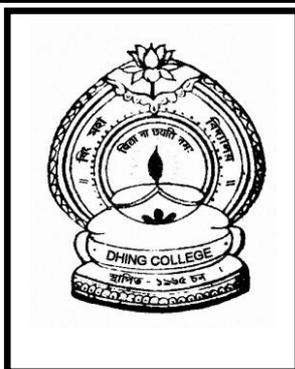
I have the honour to submit herewith the *ANNUAL QUALITY ASSURANCE REPORT* (AQAR) of Dhing College, Dhing, Nagaon (Assam) for the Session 2016 – 2017 for your kind perusal and necessary action.

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 2016-17

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)/9435162662

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. MHC0GN 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 (Sc)/189/A&A/68.2)date5/11/2016
(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	1 st Cycle	C++	65.00	2004	2009

2	2 nd Cycle	B++	2.82	2016	2021
3	3 rd 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 (2016-17)

Period from 1st July/2016 to 30 June/2017

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*for example AQAR 2016-17 submitted to NAAC*).

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

2

2.11 No. of meetings with various stakeholders:

No.

5

Faculty

3

Non-Teaching Staff Students

-

Alumni

2

Others

0

2.12 Has IQAC received any funding from UGC during the year 2016-17 ?

Yes

No

If yes, mention the amount

Nil

2.13 Seminars and Conferences (only quality related)

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

Total Nos.

0

International

-

National

-

State

-

Institution Level

0

(ii) Themes

-

2.14 Significant Activities and contributions made by IQAC

- Prepared action plan for the year 2016-17
- Prepared AQAR for 2016-17
- Organized regular 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 2015-16

Plan of Action	Achievements
<ul style="list-style-type: none">• Teaching & Research: Formulated plans for Teaching & research projects by faculties and students.	<ul style="list-style-type: none">• 3 Numbers of UGC Minor Research Projects has been sanctioned for faculty during 2016-17 an amounting to Rs. 3.85 Lakhs.

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

Plan of Action	Achievements
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<ul style="list-style-type: none"> • Formulated Plan to upgrade the institutional weakness (as per recommendation of NAAC Peer Team) in the field of Class Room, MIS, PG Classes, faculty position & Teacher –Student ratio. . • Construction of New Building: plan of action was taken for construction of College New Building • Renovation: plan of action was taken at the beginning of the year to renovate the existing Adm. Building, Academic building, campus development, class room development, hostel development, lab & Auditorium development. All these proposal has been submitted to RUSA/ State Govt. Mo HRD for approval . . • To undertake / organise seminar & workshop/ Adoption of Villages / Publication of research Papers 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 skill oriented courses in curriculum. • Construction of permanent 	<ul style="list-style-type: none"> • Technical proposal has been prepared and submitted to RUSA for approval. • Technical proposal has been prepared and submitted to RUSA for approval. The construction of Examination Control Room has already started. • Technical proposal has been prepared and submitted to RUSA for approval. • The College has not been able to organised seminars/workshops during 2016-16 due to not receive of fund from funding agencies. But we have organised 4 workshops and awareness programme in association with BThub, Women Cell, ICGC, NSS, NCC of the college. More over the faculty members of the college has published 12 research papers in various journals of repute. • Special importance was given to poor students and financial support was extended to 90 numbers of students in the form of Scholarship under Govt. Scheme. An amount of Rs.3, 10,980/- was sanctioned and disbursed for the same. • No new courses like vermicomposting technology & SWM, Laboratory Technology will be introduced from 2017-18 . • Construction work already started
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<p>building for Commerce stream:</p> <ul style="list-style-type: none"> • Procurement of sophisticate equipments for Lab and books& Journal for Library. 	<p>for commerce stream</p> <ul style="list-style-type: none"> • The Advance level Institutional Biotech Hub of Dhing College established under DBT of Govt. Of India Received Rs. 20 Lakh under recurring heads for procurement of high grade equipments and the process of procurement of the same is in process. As regards to the procurement of books and journals a separate proposal submitted to RUSA.
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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	3	0	0	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	1	0	0	0
Others				
Total	4	0	0	
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 & B.Com [Pass & Major course]
Trimester	-
Annual	-

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

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 2016-17 **16**

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year 2016-17	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	0	3	0	0	0	0	0	0	0	3

2.4 No. of Guest and Visiting faculty and Temporary faculty **3** **0** **0**

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	0	2	2
Presented papers	0	0	0
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 **2016-17**

196

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 **2016-17**

83%

2.11 Course/Programme wise distribution of pass percentage in **2016-17**

***Total enrolment in Science 413, Arts=869, Commerce =50 G. Total=1332**

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)	241	227	0	30	139	58	94%
B.Sc (Pass & Major)	98	92	0	12	45	35	93%
B.Com (Pass & Major)	-	-	-	-	-	-	

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	1
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.	06
Others	-

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	3	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 **2016-17** the college has been able to conduct research in association with the Biotech Hub of the College. The JRF/SRF/RA of Biotech hub actively engaged with research and publish paper related to their work.

3.2 Details regarding major projects sanctioned during 2016-17 : No Major Research was sanctioned during 2016-17 . But our earlier Biotech Hub was continuing with the fund sanctioned by DBT .

	Completed	Ongoing	Sanctioned	Submitted
Number	-	1	-	-
Outlay in Rs. Lakhs		29.00 Lakhs	-	-

3.3 Details regarding minor projects 2016-17

	Completed	Ongoing	Sanctioned	Submitted
Number	-	4	3	-
Outlay in Rs. Lakhs	-	3.85 Lakhs	0	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	-	2	10
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 during 2016-17

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	8	DBT	29.00 Lakhs	29.00 Lakhs
Minor Projects (Total=0)	2	UGC -NERO	3.85 Lakhs	-
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			32.85 Lakhs	29.00 lakhs

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		-	-	-	-
Sponsoring agencies		-	-		

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 (2016-17) in lakhs: **Rs. 40.00 Lakhs**

From Funding agency From Management of University/College

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 2016-17

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/RA Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events 2016-17:

University level State level
National level 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 International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

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 regularly organised meeting on gender sensitization issued. The Biotech Hub of the college had organised four events/workshop/training in Techniques in Molecular biology for students of entire locality. Also conducted students orientation programme for participation to National Science Olympiad Examination/2016 in association with SOF

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+4 (Commerce) =31 Conference R-1</i>	-	UGC	<i>Class-31 Hall-3 Conference R-1</i>
Laboratories	<i>6+1=7</i>	-	-	<i>7</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	-	<i>Examination Control Room-1</i>	-	<i>01</i>

4.2 Computerization of administration and library

The administration and library transactions are partially computerized. All the books in the library are bar coded. The MIS in progress as per recommendation of MAAC Peer Team. The Upgradation of Language Lab also in progress.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	4965	973937	3887	-	8852	973937+
Reference Books	8602	1592452	-	-	8602	1592452
e-Books	97000+	-	-	-	97000+	-
Journals	22	24528	-	-	22	24528
e-Journals	6000+	-	-	-	6000+	-
Digital Database	SOUL2.0					
	-					
CD & Video	-	-			-	-
Others (specify)	Laptop	Compu..	Printers	Xerox	Server	etc.

4.4 Technology up gradation (overall):

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	26	1	1	-	1	09	15	-
Added	-	0	0	-	-	-	03	-
Total	26	1	1	-	1	9	18	-

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 in 2016-17 :

i) ICT

1Lakhs

ii) Campus Infrastructure and facilities

10 Lakhs

iii) Equipments

10 Lakh [BTHub]

iv) Others

-

Total :

21 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

- No new COP course was added in curriculum for the academic session 2016-17. **But two skill based courses will be introduced from 2017-18. courses**
- 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 (2016-17)

UG	PG	Ph. D.	Others
1332	-	-	-

(b) No. of students outside the state

(c) No. of international students

Men	No	%	Women	No	%
	693	52		639	48

Last Year 2015-16						This Year 2016-17					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
896	69	32	209	-	1207	951	92	33	256		1332

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.*
- *Interview techniques and Career based counselling*

No. of students beneficiaries

36 students were provided coaching for CE.

5.5 No. of students qualified in these examinations

NET	<input type="text" value="-"/>	SET/SLET	<input type="text" value="-"/>	GATE	<input type="text" value="-"/>	CAT	<input type="text" value="-"/>
IAS/IPS etc	<input type="text" value="-"/>	State PSC	<input type="text" value="-"/>	UPSC	<input type="text" value="-"/>	Others	<input type="text" value="-"/>

5.6 Details of student counselling and career guidance

The ICGS is in existence and provide guidance to near about 82 students for career guidance .

No. of students benefitted 82

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 seminar on “Gender Issues”. Also organised “Youga Camp” in 2016-17 in association with local NGO.

5.9 Students Activities

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

State/ University level 12 National level - International level -

No. of students participated in cultural events

State/ University level 7 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	90	Rs. 310980.00
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/2016-17*
- *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

1500000/-

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 regular feedback system*
- *Allotting wing-wise responsibilities to the staff for holistic development of the college.*
- *Provide free orientation programme for Science Olympiad Examination*
- *Planning to adopt a nearby villages from academic session 2017-18*
- *Poor aid fund adopted*

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 Teaching & research projects by faculties and students. • Formulated Plan to upgrade the institutional weakness (as per recommendation of NAAC Peer Team) in the field of Class Room, MIS, PG Classes, faculty position & Teacher –Student ratio. . • Construction of New Building: plan of action was taken for construction of College New Building • Renovation: plan of action was taken at the beginning of the year to renovate the existing Adm. Building, Academic building, campus development, class room development, hostel development, lab & Auditorium development. All these proposal has been submitted to RUSA/ State Govt. Mo HRD for approval . . • To undertake / organise seminar & workshop/ Adoption of Villages / Publication of research Papers 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 skill oriented courses in curriculim. • Construction of permanent building for Commerce stream: Procurement of sophisticate equipments for Lab and books& Journal for Library. 	<ul style="list-style-type: none"> • 3 Numbers of UGC Minor Research Projects has been sanctioned for faculty during 2016-17 an amounting to Rs. 3.85 Lakhs. • Technical proposal has been prepared and submitted to RUSA for approval. • Technical proposal has been prepared and submitted to RUSA for approval. The construction of Examination Control Room has already started. • Technical proposal has been prepared and submitted to RUSA for approval. • The College has not been able to organised seminars/workshops during 2016-16 due to not receive of fund from funding agencies. But we have organised 4 workshops and awareness programme in association with BThub, Women Cell, ICGC, NSS, NCC of the college. More over the faculty members of the college has published 12 research papers in various journals of repute. • Special importance was given to poor students and financial support was extended to 90 numbers of students in the form of Scholarship under Govt. Scheme. An amount of Rs.3, 10,980/- was sanctioned and disbursed for the same. • No new courses like vermicomposting technology & SWM, Laboratory Technology will be introduced from 2017-18 . • Construction work already started for commerce stream • The Advance level Institutional Biotech Hub of Dhing College established under DBT of Govt. Of India Received Rs. 20 Lakh under recurring heads for procurement of high grade equipments .

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/world Env.day* in association with Assam Science Society & MOEF in order to create environmental awareness among students and invited public of entire locality. More over regular plantation camp was also organised during the year 2016-17 in association with NCC & Women Cell of the college.

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 regular major courses and other add on courses.

8. Plans of institution for next year: 2017-18

- *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.*
- *Installation of ICT in Library Servicess.*
- *Procurement of new volumes for the Library and equipments for the Lab.*
- *Introduction of MIS .*
- *Formulation of Institutional Plan for RUSA Grant.*



Dr. Manoj Kr. Saikia

Signature of the Coordinator, IQAC



Dr. Sarat Kr. Dutta, Principal

Signature of the Chairperson, IQAC

Annexure I
Academic calendar - 2016-17

Activity		Date/Month
A]	Admission	June
B]	Semester I/III/V Classes	July - 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 (2016-17)

- 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
