



Yearly Status Report - 2016-2017

Part A

Data of the Institution

1. Name of the Institution		DULIAJAN COLLEGE
Name of the head of the Institution	Dr. Surendra Nath Gogoi	
Designation	Principal (in-charge)	
Does the Institution function from own campus	Yes	
Phone no/Alternate Phone no.	03742800356	
Mobile no.	9435992575	
Registered Email	duliajancollege@yahoo.com	
Alternate Email	duliajancollege@gmail.com	
Address	Jayanagar	
City/Town	Duliajan	
State/UT	Assam	

Pincode	786602				
2. Institutional Status					
Affiliated / Constituent	Affiliated				
Type of Institution	Co-education				
Location	Semi-urban				
Financial Status	Self financed and grant-in-aid				
Name of the IQAC co-ordinator/Director	Mr. Jyoti Prasad Chetia				
Phone no/Alternate Phone no.	03742800356				
Mobile no.	9707043895				
Registered Email	duliajancollege@yahoo.com				
Alternate Email	duliajancollege@gmail.com				
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)	http://www.duliajancollege.in/upload/aqar/1629288706.pdf				
4. Whether Academic Calendar prepared during the year	Yes				
if yes, whether it is uploaded in the institutional website: Weblink :	http://www.duliajancollege.in/upload/acalender/1629288477.pdf				
5. Accrediation Details					
	Cycle	Grade	CGPA	Year of Accrediation	Validity

				Period From	Period To
1	B+	76	2005	28-Feb-2005	27-Feb-2010
2	B	2.81	2011	08-Jan-2011	07-Jan-2016

6. Date of Establishment of IQAC

29-Mar-2005

7. Internal Quality Assurance System**Quality initiatives by IQAC during the year for promoting quality culture**

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
First meeting of the I.Q.A.C.	04-May-2016 1	11
Second meeting of the I.Q.A.C.	29-Apr-2017 1	10
Induction programme for newly admitted students	21-Jun-2016 1	223
Parent Teachers Meet	13-Aug-2016 1	611
Career counseling programme for th Semester students	08-Dec-2016 1	103
Counseling and mid-semester feedback assessment for the BA/BSC/BCOM students	25-Aug-2016 5	626

[View File](#)**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	GDA	DHE, Assam	2016 730	2324000
Institution	GDA	UGC	2016 730	68750
Faculty	MRP	UGC	2015 730	570000
Department	Seminar	UGC	2016 365	80000
Institution	Student Excursion	DHE, Assam	2016 365	100000
Institution	Swacha Bharat Mission	Dibrugarh University	2016 365	50000
Institution	Quality enhancement	Self	2016 365	345780

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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	2
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No												
12. Significant contributions made by IQAC during the current year(maximum five bullets)													
Organisation of popular talk programme													
Organisation of Career Counseling programme													
Organisation of Educational tour / Field Study Programme													
College website upgradation and launching of students' Identity Card software													
Financial support for organising National Seminar by English Department													
View File													
13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year													
<table border="1"> <thead> <tr> <th data-bbox="88 911 1619 987">Plan of Action</th> <th data-bbox="1619 911 1995 987">Achivements/Outcomes</th> </tr> </thead> <tbody> <tr> <td data-bbox="88 987 1619 1037">Construction of science building</td> <td data-bbox="1619 987 1995 1037">Initiated</td> </tr> <tr> <td data-bbox="88 1037 1619 1128">Construction of approach road from the main gate to the administrative building</td> <td data-bbox="1619 1037 1995 1128">Completed</td> </tr> <tr> <td data-bbox="88 1128 1619 1179">Construction of additional ramps for physically handicapped students</td> <td data-bbox="1619 1128 1995 1179">Completed</td> </tr> <tr> <td data-bbox="88 1179 1619 1229">Organisation of alumni meet</td> <td data-bbox="1619 1179 1995 1229">Completed</td> </tr> <tr> <td data-bbox="88 1229 1619 1284">Construction of footpaths interlinking different departments and buildings</td> <td data-bbox="1619 1229 1995 1284">Completed</td> </tr> </tbody> </table>		Plan of Action	Achivements/Outcomes	Construction of science building	Initiated	Construction of approach road from the main gate to the administrative building	Completed	Construction of additional ramps for physically handicapped students	Completed	Organisation of alumni meet	Completed	Construction of footpaths interlinking different departments and buildings	Completed
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View File													
14. Whether AQAR was placed before statutory body ?	Yes												

Name of Statutory Body	Meeting Date
Duliajan College Governing Body	06-Oct-2017
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2017
Date of Submission	27-Mar-2017
17. Does the Institution have Management Information System ?	No

Part B

CRITERION I - CURRICULAR ASPECTS

1.1 - Curriculum Planning and Implementation

1.1.1 - Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Curriculum delivery and documentation are planned in advance before the start of an academic session and utmost care is taken for successful implementation: a) Before the start of new semester classes, the academic committee prepares the daily class routine and the academic calendar incorporating working and teaching days. b) The authority holds a general meeting involving the academic committee and all faculty members to chalk out a plan for curriculum delivery at the start of new semester. c) The faculty members prepare the teaching and lesson plan for the session in advance and submit a copy to the academic committee. d) The daily class routine is displayed in the notice board and distributed among all departments, faculty members and students a week before the start of the classes. d) Courses and units are distributed on rotation basis among the faculties taking into account their expertise. e) Course progression is recorded on daily basis by the faculty members in the Teacher's Diary which is examined monthly by the academic committee and then signed by the Principal.

f) Records of seminar, assignments, field studies are kept by the department. g) The academic committee meets every last working day of the month to discuss about the progress of the curriculum.

1.1.2 - Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship	Skill Development
Nil	Nil	Nil	0	0	0

1.2 - Academic Flexibility

1.2.1 - New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	Nil	Nil

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1.2.2 - Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	Nil	Nil

1.2.3 - Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 - Curriculum Enrichment

1.3.1 - Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Nil	Nil	Nil

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1.3.2 - Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field
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		Projects / Internships
BA	A Comparative Study on the attitude of Parents: Assamese Rural Parents and Tea Community, Education with Special reference to Duliajan Area (Department of Education)	11
BSc	Ornamental Plants found in Assam Gas Company, Duliajan (Department of Botany)	4
BSc	A Study of Flora at Dibru Saikhuwa National Park (Department of Botany)	12
BSc	To Study the Bio diversity of Dibru Saikhuwa National Park (Department of Zoology)	11

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1.4 - Feedback System

1.4.1 - Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	No
Parents	No

1.4.2 - How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

The IQAC conducts students' feedback on various aspects of teaching learning process. The process includes feedback on teachers, course and teaching. The purpose of the feedback is to make the institution more accountable, efficient and transparent. The result of the feedback is expected to help in the SWOC analysis of the institution. After the analysis of the feedback result, the principal conveys it to each faculty members. The College has obtained feedback from students on teachers and courses on various parameters related to teaching and learning, overall environment, infrastructure. The feedback was analyzed at college and department level. The students recorded their views on printed format. The format is divided into two parts: part-I consist of 10 parameters to evaluate the faculties of the college and part -II consists of 16 parameters regarding the course and teaching of

the college. The feedback form provided a grade scale (very good to very poor) to the students to evaluate the feedback parameters. For an impartial analysis on feedback, the data was collected from fourteen departments of the college from the different semesters including Science, Arts and Commerce stream. Basic statistical tools are used to analyse each criterion and are presented in charts. Nearly 28.57 of B.A. 6th semester students has given their feedback on syllabus is challenging and 42.45 of the students given adequate and 17.14 found it inadequate. 34.29 of students have opined that 85 to 100 syllabus was covered in the class whereas 39.18 of students rated it as 70 to 85. Nearly 29.39 of students opined that the teachers thoroughly prepared for their classes and according to 9.8 students the teachers satisfactorily prepared for their classes. 67.76 students opined that the teachers are always effectively communicated with students and 39.18 students told that the teachers always encourage students to participate in class. According to 35.5 of the students the teachers always provide feedback with helpful comment on their performance. According 52.24 of the students stated that internal assessment was always fair but only 8.57 students rated it as sometimes unfair. Nearly more than 42.45 students opined that internal assessment will improve their course grade. The students' feedback is obtained on teachers of Arts, Science and Commerce stream on the following aspects: communication skills. Interest generated by the teachers. Ability to integrate course material with environment/ other issues to provide a broader perspective, Ability to integrate across the course / draw upon other courses. Accessibility of the teacher in and out of the class (includes availability of the teacher to motivate outside class discussion). Ability to design quizzes/examinations/assignments/projects to test understanding of the course. Provision of sufficient timely feedback. Knowledge base of the teacher.

CRITERION II - TEACHING- LEARNING AND EVALUATION

2.1 - Student Enrolment and Profile

2.1.1 - Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
PGDCA	General	30	38	30
BA	ASSAMESE MAJOR	30	112	31
BA	ECONOMICS MAJOR	30	39	21
BA	EDUCATION MAJOR	30	56	21
BA	ENGLISH MAJOR	30	47	13
BA	HISTORY MAJOR	30	89	37

BA	MATHEMATICS MAJOR	30	1	1
BA	POLITICAL SCIENCE MAJOR	30	103	26
BA	SOCIOLOGY MAJOR	30	142	32
BA	NON MAJOR	300	427	255

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2.2 - Catering to Student Diversity

2.2.1 - Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2016	1440	30	45	Nil	1

2.3 - Teaching - Learning Process

2.3.1 - Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
46	21	78	6	2	2

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 - Students mentoring system available in the institution? Give details. (maximum 500 words)

Dulajjan College follows a strong mentoring process. The names of the mentors are divided among the student mentees and displayed on the Department notice board. The faculty mentors are attached with the respective students for better guidance, career advancement, academic development as well as psychological well - beings of their mentees. Each faculty members is expected to create rapport with the student mentee, encourage each one of them to clarify their doubts without any hesitation. They help them by counseling on different issues along with the academic doubts. In the beginning of the academic session, the

faculty mentors conduct an orientation programme to understand the upcoming academic session. They collect the student mentees personal details which includes educational background. In the mentoring process all the faculty mentors actively participate, encourage the students' mentees educationally, professionally and from the careers point of view. Thus it aids to the overall development of the students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1470	46	1 : 32

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
54	46	8	3	9

2.4.2 - Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nil	Nil	Nil	NIL

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2.5 - Evaluation Process and Reforms

2.5.1 - Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	UG	6TH SEMESTER	31/05/2017	10/07/2017
BCom	UG	6TH SEMESTER	31/05/2017	10/07/2017
BSc	UG	6TH SEMESTER	31/05/2017	10/07/2017
PGDCA	PG	FINAL YEAR	21/08/2017	23/11/2017

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2.5.2 - Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

For continuous evaluation system, the evaluation is carried out throughout the semester through academic activities such as class tests, seminar papers, paper presentation, group discussion, tutorial classes and viva voce. Open book tests are conducted which involves self evaluation by the students followed by critical analyses by the teachers. Group discussion is conducted by the faculty members for more clarification regarding academic related topics. From the presentation and seminar point of view, the students are encouraged to prepare and learn how to prepare a seminar paper. In some of the departments the tutorial system used to conduct for personal and career counseling.

2.5.3 - Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

A general academic calendar based on the academic calendar published by Dibrugarh University for its affiliated colleges, is prepared by IQAC. Based on this general academic calendar every department of Duliajan College prepares the departmental academic calendar. The academic calendar includes the detailed schedules with dates of Sessional examinations, seminars and end - semester examination. In addition, the calendar includes the list of interactive session, orientation and innovative programmes to be conducted by the respective departments. It also carries the extracurricular activities like Group Discussion, Tutorial classes, Home Assignments that are conducted from time to time.

2.6 - Student Performance and Learning Outcomes

2.6.1 - Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://www.duliajancollege.in/upload/courseoutcome/1629708509.pdf>

2.6.2 - Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
UG	BA	ASSAMESE MAJOR	29	26	89.65
UG	BA	ECONOMICS MAJOR	7	6	71.42
UG	BA	EDUCATION	10	10	100

		MAJOR			
UG	BA	ENGLISH MAJOR	14	9	64.28
UG	BA	HISTORY MAJOR	28	12	42.85
UG	BA	POLITICAL SCIENCE MAJOR	25	23	92
UG	BA	SOCIOLOGY MAJOR	28	26	92.85
UG	BA	NON MAJOR	84	34	40.47
UG	BSc	BOTANY MAJOR	12	12	100
UG	BSc	CHEMISTRY MAJOR	13	9	69.23

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2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

[Not done](#)

CRITERION III - RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	730	UGC	5.7	0.28

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3.2 - Innovation Ecosystem

3.2.1 - Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Nil		

3.2.2 - Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Nil	Nil	Nil	Nil

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3.2.3 - No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	Nil	Nil

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3.3 - Research Publications and Awards

3.3.1 - Incentive to the teachers who receive recognition/awards

State	National	International
Nil		

3.3.2 - Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Nil	Nil

3.3.3 - Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	ASSAMESE	1	Nil
International	MATHEMATICS	2	Nil

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3.3.4 - Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
PHYSICS	2

SOCIOLOGY**1****ECONOMICS****2**[View File](#)

3.3.5 - Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Nil	Nil	Nil	Nil	Nil	Nil	Nil

No file uploaded.

3.3.6 - h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	Nil	Nil	Nil	Nil

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3.3.7 - Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nil	25	1	1
Presented papers	Nil	8	Nil	Nil

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3.4 - Extension Activities

3.4.1 - Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities

International Yoga Day	NSS	3	56
Construction of Linkage road from Botanical garden to Duliajan College	NSS	7	50
Environment Awareness Program	Duliajan College Assam Science Society, Duliajan Branch	5	Nil

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3.4.2 - Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Nil	Nil	Nil	Nil

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3.4.3 - Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Swacha Bharat Abhiyan	I.Q.A.C., Duliajan College P.W.E. Deptt., Govt. Of Assam	Awareness campaign	10	55
Gender issue	I.Q.A.C. Women Cell, Duliajan College	'Community Development and Gender Sensitization'	5	210

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3.5 - Collaborations

3.5.1 - Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Nil	Nil	Nil	Nil

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3.5.2 - Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Nil	Nil	Nil	Nil	Nil	Nil

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3.5.3 - MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Nil	Nil	Nil	Nil

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CRITERION IV - INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
6.5	6.09

4.1.2 - Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with LCD facilities	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing

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4.2 - Library as a Learning Resource

4.2.1 - Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SOUL 1.0	Partially	1.0	2008
SOUL 2.0	Partially	2.0	2015

4.2.2 - Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	11457	1352399	87	15115	11544	1367514
Reference Books	8542	1720989	103	20909	8645	1741898
e-Books	80000	2951	Nil	Nil	80000	2951
Journals	16	28509	1	1803	17	30312
e-Journals	3800	951	Nil	Nil	3800	951
Digital Database	1	2000	Nil	Nil	1	2000
CD & Video	56	Nil	Nil	Nil	56	Nil
Library Automation	1	Nil	Nil	Nil	1	Nil
Others (specify)	12	7425	Nil	Nil	12	7425

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4.2.3 - E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nil	Nil	Nil	Nil

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4.3 - IT Infrastructure

4.3.1 - Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others

Existing	59	32	59	4	1	14	13	50	0
Added	4	0	0	0	0	0	4	0	0
Total	63	32	59	4	1	14	17	50	0

4.3.2 - Bandwidth available of internet connection in the Institution (Leased line)

50 MBPS/ GBPS

4.3.3 - Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	Nil

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
1.7	1.69	1.25	1.21

4.4.2 - Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

• Duliajan College possesses several physical and academic facilities of wide and varied nature consisting of Laboratory, Library, Digitally equipped Classrooms, Indoor Stadium, Auditorium, Gymnasium and several other essential infrastructures. • The College is well equipped with Computer Laboratory and Science Laboratory. The College has two computer laboratories and laboratories in the entire Departments of Science stream. Besides, all the other Departments (Arts and Commerce) along with the office have computer and Internet facilities. The College laboratories are efficiently managed and regularly monitored by the authorized Laboratories Assistants under the supervision of the Department in -charge. All laboratories are regularly updated with software packages, installed with antivirus packages. The laboratories enable the users to work effectively as they are provided with power back up arrangements. • The College is further furnished with classrooms with digital facilities including projectors, LCDs and white boards. Besides, the classrooms have micro-phones, furniture and electrical supplies. • The College has a well designed indoor stadium which serves as a strong platform for hosting State Level and District Level Sports. The College has provisions of a Gymnasium, enabling to maintain the physical fitness of the students and the staff. • The College also has fire extinguishers that are maintained and

placed properly with safety norms. The College is efficient enough to combat any situation of fore outrage. • The College Auditorium facilities as a powerful platform for upholding significant seminar and workshops and boosting up the cultural scenario of the college. • The Library of the college is partially automated with software SOUL 2.0. The library have more than 22,000 print books along with Journals, Magazines, Newspaper etc. The library is also well equipped with computers, printers, photocopy machine and BSNL LAN (Local Area Network) facility. Moreover, it possesses internet connections allowing the users to search e-resources. The library has a convenient reading room. The library has a Advisory Committee for maintaining the smooth functioning of the library. • The College houses a well maintained Botanical garden containing several species of valuable plants. It helps to promote environmental awareness among the students as well as the surrounding locality. The college has an active body "Parivekh Karmi Dal" that maintain the gardening in the college campus. Beside, the College conducts regular and specific cleanliness drives and contributes to keep the college campus clean.

<http://www.duliajancollege.in/upload/miscellaneous/1629864807.pdf>

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	1. Poor funds of Arts forum, Duliajan College 2. Kiran Bala Devi Memorial Merit Award for Best Commerce Graduate 3. Late Indra Prasad Buragohain Memorial award to Best Science graduate	52	60000
Financial Support from Other Sources			
a) National	Nil	Nil	0
b) International	Nil	Nil	0

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5.1.2 - Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Mentoring by Dr Amarjyoti Chowdhury (Former VC, Gauhati University)	09/01/2017	226	Arts Forum, Duliajan College
Carreer Counselling by Manuj Tamuly, Placement Officer of Dibrugarh University	24/03/2017	186	Arts Forum, Duliajan College

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5.1.3 - Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
Nil	Nil	Nil	Nil	Nil	Nil

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5.1.4 - Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
3	3	3

5.2 - Student Progression

5.2.1 - Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Nil	Nil	Nil	Nil	Nil	Nil

No file uploaded.

5.2.2 - Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2017	2	B.Sc.	Physics	Guwahati University & IIT, Guwahati, Assam	M.Sc. (Physics)
2017	1	B.Sc.	Mathematics	Tezpur University	M.Sc. (Maths)
2017	1	B.A.	Education	Mahendra Mohan Choudhury Hospital, Guwahati, Assam	Diploma (Nursing)
2017	1	B.A.	Education	SIRD, Duliajan	Diploma (Fashion Designing)
2017	1	B.A.	Education	Dibrugarh University	Diploma (Applied Psychology)
2017	1	B.A.	Education	Dibrugarh University	M.A. (Mass Com)
2017	2	B.A.	Education	DIET, Assam	D.El.Ed.
2017	1	B.Sc.	Chemistry	Dibrugarh University, Assam	D.El.Ed.
2017	6	B.Sc.	Chemistry	Royal Global University & University of Science & Technology, Guwahati, Assam & Assam University, Silchar, Assam	M.Sc. (Chemistry)
2017	1	B.A.	Assamese	Assam Down Town University, Guwahati, Assam	MSW

[View File](#)

5.2.3 - Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	12

[View File](#)**5.2.4 - Sports and cultural activities / competitions organised at the institution level during the year**

Activity	Level	Number of Participants
Dibrugarh University Intercollege Youth Festival	State	26
All Assam Inter-College Swahid Memorial Debate Competition	State	39
College Week (Sports, Cultural and Literary competitions)	Institutional	1049

[View File](#)**5.3 - Student Participation and Activities****5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)**

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nil	Nil	Nil	Nil	Nil	Nil	Nil

No file uploaded.

5.3.2 - Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Duliajan College has a democratically elected and very active Student Union named Duliajan College Students Union. This student body performs the under mentioned activities: • Organizes and conducts the annual college week involving games sports, cultural and literary competitions under the supervision of faculty members. • Organizes and conducts Freshers' Social and Parting Social for newly admitted and outgoing students respectively with the help of faculty members. • Holds Saraswati Puja. • Supports IQAC in decision making. • Helps the college authority in maintaining discipline in the college.

5.4 - Alumni Engagement**5.4.1 - Whether the institution has registered Alumni Association?**

Yes

Duliajan College has an alumni association namely Prakton Satra Satri Sanstha. The alumnus of Duliajan College has an alumni association. The alumni association comprises 32 executive

members with Chandra Saikia as president, Hitesh Phukan as working president, Dr.Satyakum Borthakur, Associate Professor of Assamese Department, Dibrugarh University, Dr.Ajit Saikia, subject teacher of Assamese, Oil India Higher Secodary School and Prasanta Dutta, Associate Professor of Political Science, Naharkatia College as joint vice-presidents, Amal Pathok as general secretary and Paban Borah as treasurer.

5.4.2 - No. of enrolled Alumni:

229

5.4.3 - Alumni contribution during the year (in Rupees) :

175657

5.4.4 - Meetings/activities organized by Alumni Association :

2 numbers of meetings, Financial aid of Rs. 10000 given to the Organizing Committee for Inter-College Badminton Competition.

CRITERION VI - GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - Mention two practices of decentralization and participative management during the last year (maximum 500 words)

1. An Academic Committee has been set up with all the Head of the Departments as the members and the Principal as the Chairperson and the Vice-Principal as the Deputy Chairperson. The academic Committee sits every last working day of the month. The committee discusses various matters relating to academic interest of the college which forms the academic policies to be followed implemented. The policies so designed are shared with the teachers and correction/modification, if any are accepted on the basis of merit. 2. The college constitutes different committees for academic co-ordination. It comprises members from the Management, Teachers, Office Staff, Library Staff and Students. The purpose of this kind of decentralization is to ensure the practice of participative management in its fullest sense.

6.1.2 - Does the institution have a Management Information System (MIS)?

Partial

6.2 - Strategy Development and Deployment

6.2.1 - Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of	The College maintains offline merit based admission process. The entire

<p>Students</p>	<p>admission process is based on the reservation policy of the State Government. The students can download the admission form from the college website or they can collect it from the college office. All the fees for the admission collected through Bank Challan and Debit Cards and no amount of cash is accepted from the students for getting admitted into a particular programme.</p>
<p>Industry Interaction / Collaboration</p>	<p>The process of maintaining Industry Interaction/ Collaboration is on. The Management is leaving no stone unturned to sign MoU with industry and organisations. The college is making efforts to sign MoU with different colleges and universities for the academic benefit.</p>
<p>Human Resource Management</p>	<p>The Management takes every possible measure for HRM. The faculty members are motivated to participate in the Refresher Courses/ Orientation Programmes organised by different university. Seminars and Workshops on relevant topics including Sexual Harassment at Workplace are organised and the faculty members are allowed to participate in the Faculty Development Programmers organised by other universities and colleges. The College also organises different motivational programmes, Career oriented programmes, Anti-Ragging Campaign etc are organised for building up of sound Human Resource.</p>
<p>Library, ICT and Physical Infrastructure / Instrumentation</p>	<p>The college has a resourceful central library with 11544 text books and 8645 reference books. Besides each and every department also has a departmental library with a number of text books, reference books, etc .Day to day library business is monitored by the librarian. The Library Committee is the apex body in this regard. The infrastructure required for the library are purchased, installed made available for its users after due approval of the Library Committee headed by the Principal. Moreover, Library is partially automated, equipped with Soul 2.0 Software. The indoor sports complex of the college is maintained by the officer- in-charge of outdoor games and the support staff. The officer- in- charge of the outdoor games maintains a log register of the various instruments of the sports complex the entire stock is monitored by him from time to time. Any shortfall of the instruments/equipments is intimated to the management the same are supplied. The college computers and the generator are maintained through AMC while the maintenance of the computer lab is the responsibility of the instructor. The items required to run the computer lab are supplied by the administration, the anticipated amount of which has been allocated through budgetary provision. Similarly, the classrooms, campus cleaning sanitation ground and running water facility etc are maintained by the management by appointing casual labourers.</p>

Research and Development	The works of two minor research projects undertaken by two faculty members of Sociology Department funded by UGC is going on.
Examination and Evaluation	The College follows the examination and evaluation system of the affiliating university. The external examinations and the Sessional examinations are conducted as per the directions of the affiliating university and the students are evaluated accordingly. Besides, the college also conducts Terminal examinations and Class tests to evaluate student's performance. The answer scripts of such examinations are returned to the students with corrective notes, if any and the marks obtained in such examinations are displayed in the departmental notice board.
Teaching and Learning	The College follows traditional as well as ICT based methods in teaching and learning. Field Study, Industrial Visit, Seminar Presentation by the students on prescribed topics and Group Discussion are the tools adopted to enhance ability in teaching and learning. The college has made available E-Books and E-Journals for the students to improve learning skills of the students.
Curriculum Development	The College follows the curriculum developed by its affiliating university and hence, it does not enjoy the power to design and modify the existing syllabus of the UG programmes of Arts, Science and Commerce stream. The syllabus of the Self financing Courses such as Montessori Teachers' Training Course and various Certificate Course on Computer have been designed by the faculty members of our institution in consultation with various experts of the relevant field.

6.2.2 - Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	Tenders and quotations for construction and supply are invited online.
Administration	Administrative information is uploaded on the College Website.
Finance and Accounts	Some of the financial transactions like collection of student fees, payment of remuneration, etc. are done by online mode.
Student Admission and Support	Provision for online submission of fees by the students has been made.
Examination	Submission of marks of internal assessment, final examinations are done through online mode.

6.3 - Faculty Empowerment Strategies

6.3.1 - Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nil	Nil	Nil	Nil	Nil

No file uploaded.

6.3.2 - Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nil	Nil	Nil	Nil	Nil	Nil	Nil

No file uploaded.

6.3.3 - No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Course	1	01/12/2016	21/12/2016	21
Refresher Course	1	01/11/2016	21/11/2016	21
Refresher Course	1	08/12/2016	28/12/2017	21
Short Term Course	3	15/09/2016	21/09/2016	7

[View File](#)

6.3.4 - Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
3	3	Nil	Nil

6.3.5 - Welfare schemes for

Teaching	Non-teaching	Students
Teachers' Welfare Fund , Duliajan College	Duliajan College Employee's Association	Student Aid Fund

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly (with in 100 words each)

Internal external Financial Audit: All the Accounts of the institution are verified and audited by the GB appointed internal auditors the Govt. Auditor of Department of Accounts and Treasury, Government of Assam. The audited statement of income and expenditures along with the Audit Report is placed before the G. B. for its approval. The CA Audit is done up to March 2016 while the local/ Govt. auditor has verified the college accounts up to March, 2017.

6.4.2 - Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	0

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6.4.3 - Total corpus fund generated

0

6.5 - Internal Quality Assurance System

6.5.1 - Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	Yes	Principal
Administrative	Yes	Govt. Auditor	No	Nil

6.5.2 - Activities and support from the Parent - Teacher Association (at least three)

a. The DHE has appointed one guardian members in the Governing Body of the college who take part in college management decision making. b. The college holds Parent-Teacher Meet at

regular intervals. c. The college invites suggestions from the guardians for the all-round development of the institution.

6.5.3 - Development programmes for support staff (at least three)

a. Duliajan College Employee's Association is maintained for the support staff of the college. b. The college has provided ICT training to the select office staff to handle RUSA Fund, PFMS Accounts, Office Accounts, etc. c. Provision of residence to certain non-teaching staff. d. Enhancement of salary for non-teaching adhoc /temporary staff.

6.5.4 - Post Accreditation initiative(s) (mention at least three)

a. Physical Academic infrastructures have been improved through RUSA and State Government Fund. b. Development of I.C.T. facilities has been undergoing according to post accreditation initiatives. c.

6.5.5 - Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 - Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2016	Financial support for organising National Seminar by English Department	23/09/2016	23/09/2016	24/09/2016	112
2016	Organisation of Career Counseling programme for 5th Sem students	01/12/2016	01/12/2016	02/12/2016	224
2017	Organisation of Educational tour / Field Study Programme for Education Deptt.	17/02/2017	17/02/2017	18/02/2017	34
Nil	Organisation of popular talk programme on Mathematics	15/02/2017	15/02/2017	15/02/2017	96
Nil	College website upgradation and launching of students' Identity Card software	25/02/2017	25/02/2017	25/02/2017	Nil

[View File](#)**CRITERION VII - INSTITUTIONAL VALUES AND BEST PRACTICES****7.1 - Institutional Values and Social Responsibilities****7.1.1 - Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)**

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Community Development and Gender Sensitization	29/06/2016	29/06/2016	126	89

7.1.2 - Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

Nil

7.1.3 - Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	2

7.1.4 - Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil

No file uploaded.

7.1.5 - Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Nil	Nil	Nil

7.1.6 - Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
International Womens' Day	08/03/2017	08/03/2017	120

International Yoga Day	21/06/2017	21/06/2017	89
Talk on Adolescent Health	29/06/2017	29/06/2017	100

[View File](#)

7.1.7 - Initiatives taken by the institution to make the campus eco-friendly (at least five)

Plantation programme to make the campus eco-friendly. Saplings are collected from the nursery of the Forest Department, Joypur. Special plantation drive as part of Govt. Directive to plant tree by fee-waived students. Regular cleaning drives at the initiative of NSS. Special cleaning drives as part of Swachh Bharat Mission. Appointment of gardener and sweeper to maintain the plantation and keep the campus ecofriendly.

7.2 - Best Practices

7.2.1 - Describe at least two institutional best practices

Best Practice - I

- Title of the practice:-** Free coaching on Computer literacy to school students.
- Goal:-**
 - To serve the society as a part of our social responsibility.
 - To provide helping hand to the nearby schools having shortage IT teachers.
 - To uplift the academic competency of the beneficiary school students by providing them the knowledge of the basics of computer education.
- The context:-** The college since its inception has tried to reach out to the poor and needy of the society in the best possible way. Computer literacy is one of the emerging and demanding needs for the student community. Although school students hailing from private schools and from families with sound financial condition manage to get the computer education right from the school level, it is difficult for the poorer students to acquire such skills for lack of facilities in the schools as well as their households. So, it is necessary to provide support to such deprived sections of the student community to bring their skills at par to the other students. This effort will help them pursue higher education with absolute confidence.
- The practice:-** As a part of this effort, the college organises free computer classes for the students of nearby schools from time to time. This was done for the first time in the year 2017. A total of 70 students from two local schools, viz. Tipam Phake High School and Duliajan Balika Vidyapith attended the classes organized during summer vacation, that is, in the month of July. The programme was conducted by Computer Science Department of the college in several shifts in which the basics of computer were taught to the students.
- Evidence of Success:-** The practice has brought about a good understanding between the college and beneficiary schools and students, and that way the society of the locality. The college has come to understand the strengths and weaknesses of the students of the feeder school.
- Problems Encountered and Resources Required:-** There are no significant problems encountered while implementing this practice.

Resources required are faculty, computer laboratory with Desktop PCs and teaching learning materials. 7. Notes:- School students are noticed to be very much enthusiastic to attend these coaching classes. The school authority expressed their thankfulness for this effort as they were unable to impart computer skill to their students for lack of equipments and trained teachers. Best practice - II 1. Title of the Practice:- Financial support to poor and distressed students 2. Goal:- The college is situated in a semirural area and many of the students hail from nearby villages, specially from families with poor financial background. For them higher education is not affordable. So, it was observed that although, many of these poor students somehow managed to get the admission in the first year but fail to continue their study due to poor financial support. Keeping in view of this problem the college decided to start a special provision for assisting the meritorious students of poor economic background. 3. The context:- The college since its inception has tried to reach out to the poor and needy students in the best possible way. It was observed that the principal reason for college dropout students is poor financial background of their families. So, it is a moral duty and responsibility of the college to assist these students financially so as to enable them to complete their study courses. 4. The Practice:- The college has created an "Poor Fund" by collecting a very nominal amount from the newly admitted students annually. From this poor fund a needy student can get concession on the fee that he/she has to pay at the time of admission. There is, however, a procedure for which a needy student has to apply and submit valid documents to avail the benefit of this scheme. After proper scrutiny of the documents, the college authority finalises and shortlists the names of the beneficiary students. 5. Evidence of success:- Due to this noble practice many poor students are able to pursue and continue higher studies. More significantly this practice has a positive outcome in the way of reducing the number of dropout students. 6. Problems encountered and Resources Required:- As the number of students coming from lower income group is quite high, so it is really very difficult to address the problem as desired. Especially when the number of applicants is very high, the amount granted per applicant has to be minimised due to paucity of the fund. Under such a condition the quantum of support may not be sufficient to fulfil the need of the beneficiary students. 7. Notes:- Financial support to the needy poor students has a positive impact on reducing the dropout rates and also helps such students to acquire their degrees.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://www.duliajancollege.in/upload/bestpractices/1629789784.pdf>

7.3 - Institutional Distinctiveness

7.3.1 - Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more

than 500 words

The college has a vision of imparting value based quality education to the learners. Being situated in a semi-urban locality, about 80 of the students hail from rural areas with very weak financial and academic background as well as poor academic base. So, the college undertakes all possible measures to uplift academic as well as extra academic performance of such students. The institution ensures quality education through the following steps Faculty members are encouraged to get themselves updated and upgraded by attending refresher courses, orientation courses, seminars, conferences and workshops. The IQAC conducts students' feedback on various aspects of teaching learning process. The process includes feedback on administration, teachers, course and teaching. After the analysis of the feedback result, the principal conveys it to each faculty members, so as to enable them to take any corrective measures and improvement if needed. In addition to classroom teaching, students are encouraged to take part in seminar presentation, group discussions and project preparation which urges them to acquire in-depth knowledge on relevant topics. The college ensures all round development of the students by organizing cultural, literary and sports activities and encourages students to participate in such activities at Local, District, State and National level. The College inculcates social responsibility and good citizenship amongst the students by encouraging and allowing them to participate in various types of extension activities undertaken by various in-house bodies like NSS, Science Council, Arts Forum, Commerce Forum and IQAC as well as other organizations like Assam Science Society, Assam Xahitya Xabha, etc.

Provide the weblink of the institution

http://www.duliajancollege.in/mission_vision.php

8.Future Plans of Actions for Next Academic Year

- Arrangement of National seminars and workshops.
- Arrangement of career counselling programmes for the students.
- Arrangement of field study programmes for students.
- Organisation of Alumni meet.
- Enhancement of extension activities as institutional social responsibility.
- Completion of construction of new science building.
- Installation of C.C. Camera Surveillance System.
- Installation of Video Conferencing Facility
- Renovation of Academic Building.
- Renovation of Science Laboratory.
- New digital classroom.