



Yearly Status Report - 2017-2018

Part A

Data of the Institution

1. Name of the Institution		DULIAJAN COLLEGE
Name of the head of the Institution		Mr. Jyoti Prasad Chetia
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		Joyanagar
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	Dr. Lok Bikash Gogoi
Phone no/Alternate Phone no.	03742800356
Mobile no.	9435334284
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/1636536782.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/academic/1629288461.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	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
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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
Counselling for the Students of the	17-Aug-2017 3	1253

BA/B.Sc./B.Com Programmes and Mid Semester Feedback Assessment.		
Campus cleaning by the student volunteers of NSS	31-Jul-2017 1	57
Parents Teachers Meeting	16-Aug-2017 1	476
Induction programme for newly admitted students	21-Jun-2017 1	198
Second meeting of the I.Q.A.C.	07-May-2018 1	9
First meeting of the I.Q.A.C.	06-Jun-2017 1	10
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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
College	GDA	UGC	2017 730	2324000
College	Student excursion	DHE (Assam)	2017 365	100000
College	College magazine	DHE (Assam)	2017 365	100000
College	WiFi	DHE (Assam)	2017 365	50000
College	Development	RUSA	2017 730	8601011
IQAC	Quality Enhancement	Self	2017 365	259800
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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
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12. Significant contributions made by IQAC during the current year(maximum five bullets)

Organisation of National, seminars, workshop, symposia, quiz and popular talk programmes.
Organising Educational tour, Eco-camp and Field Study Programme.
Installation of potable water supply system for the students.
Installation of Departmental Notice Boards.
Financial support to student group attending a workshop on State Financial Budget Analysis at MDKG college, Dibrugarh.

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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

Plan of Action	Achivements/Outcomes
Renovation of Science Laboratories.	Completed
Renovation of students' toilet.	Completed
Renovation of Academic Building including classrooms	Completed
New digital class room	Completed
Construction of New Science Building	Partially completed
Upgradation of the Computer Laboratory	Completed
Installation of CC Camera Surveillance System	Completed
Installation of Video conferencing facility	Completed
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14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
Duliajan College Governing Body	20-Sep-2018

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to	No
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assess the functioning ?	
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2017
Date of Submission	30-Sep-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 employ ability/entrepreneurship	Skill Development
Nil	0	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	0	Nil
No file uploaded.		

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	0	Nil
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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 Projects / Internships
BSc	A Study of Physiochemical Parameters of Water in Duliajan and its nearby area (Department of Chemistry)	13
BA	A Study of Primary Education system (Tol System) of Majuli district of Assam with special reference to Kamalabari Satra (Department of Education)	10
BSc	A Comparative Study on the Stem anatomy of Cane and Patidoi (Department of Botany)	4
BSc	A Study on the effect of Gibberelic(GA3)Acid on growth of Gram Seedlings(Department of Botany)	4
BSc	A Study on the effect of Gibberelic Acid on the germination, seedlings growth in Radish (Department of Botany)	4
BSc	Field Study Report on Namsai (Alubari area) of Arunachal Pradesh (Department of Botany)	15
BSc	To Study the biodiversity of Kaziranga National Park (Department of Zoology)	18

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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 61.34 of B.A. 6th semester students given their feedback on syllabus is challenging and 30.77 of the students given adequate. 22.67 of students have opined that 85 to 100 syllabus was covered in the class whereas 38.66 of students rated it as 70 to 85. Nearly 44.13 of students opined that the teachers satisfactorily prepared for their class and according to 34.01 students the teachers thoroughly prepared for their class. 51.21 students opined that the teachers are always effectively communicated with students and 58.50 students told that the teachers always encourage students to participate in class. According to the students the teachers always provide feedback with helpful comment on their performance. According to the students internal assessment was always fair but only 14.78 students rated it as sometimes unfair. Nearly more than 77.94 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
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BSc	CHEMISTRY MAJOR	15	19	10
BSc	BOTANY MAJOR	15	16	14
BA	NON MAJOR	300	376	313
BA	SOCIOLOGY	30	47	33
BA	POLITICAL SCIENCE MAJOR	30	39	24
BA	HISTORY MAJOR	30	56	37
BA	ENGLISH MAJOR	30	23	13
BA	EDUCATION MAJOR	30	18	10
BA	ECONOMICS MAJOR	30	34	26
BA	ASSAMESE MAJOR	30	43	31

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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
2017	1596	30	44	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
45	30	118	8	3	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)

The mentoring process in Duliajan follows an actively involved process. The students are divided into different groups and each group is followed by faculty mentor. The mentoring process gives an immense encouragement to the students not only in the academic career but also helps in the development of personality, career counseling and psychological matters. It gives a good interaction development between mentors and the mentees. The mentors gives an orientation programme in the beginning of the session whereas it includes the details of the student mentees personal background along with the academic details. Each department of the college follows these criteria with good effort which gives the encouragement to all the students to overcome through any obstacles.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
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1626

45

1:36

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	45	9	1	13

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
PGDCA	PG	FINAL YEAR	17/08/2018	20/11/2018
BA	UG	6th Semester	31/05/2018	14/07/2018
BSc	UG	6th Semester	31/05/2018	14/07/2018
BCom	UG	6th Semester	31/05/2018	14/07/2018
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

As per the continuous evaluation system is concerned, the evaluation is carried out throughout the semester through academic activities such as class tests, seminar papers, paper presentation, group discussion, tutorial classes and so on. Open book test are conducted, appreciate by students analyses in a critical and creative way. 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	BSc	CHEMISTRY MAJOR	24	24	100
UG	BSc	BOTANY MAJOR	15	13	86.66
UG	BA	NON MAJOR	179	138	77.09
UG	BA	SOCIOLOGY MAJOR	29	28	96.55
UG	BA	POLITICAL SCIENCE MAJOR	40	39	97.5
UG	BA	HISTORY MAJOR	44	22	50
UG	BA	ENGLISH MAJOR	14	9	64.28
UG	BA	EDUCATION MAJOR	9	9	100
UG	BA	ECONOMICS MAJOR	13	9	69.23
UG	BA	ASSAMESE MAJOR	29	23	79.31

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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
Nil	0	Nil	0	0

No file uploaded.

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	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	0
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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
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
Nil	Nil	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	Sociology	1	Nil
National	Mathematics	3	Nil
National	Commerce	1	Nil
National	Physics	1	Nil
International	Physics	1	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
Botany	2
Mathematics	2
Commerce	1
Sociology	2
History	2
English	2
Education	3
Assamese	11

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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
All-optical tunable power splitter based on a surface plasmonic two-mode interference waveguide	Nilima Gogoi and Partha Pratim Sahu	Applied Optics	2018	3	Department of Physics, Duliajan College	5

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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
All-optical tunable power splitter based on a surface plasmonic two-mode interference waveguide	Nilima Gogoi and Partha Pratim Sahu	Applied Optics	2018	3	5	Department of Physics, Duliajan College

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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	10	Nil	Nil
Presented papers	Nil	9	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	Number of students participated in such
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		activities	activities
International Yoga Day	NSS	2	51
Environment awareness programme	NSS Assam Science Society, Duliajan Branch	2	32
Grooming and mentoring of High School students	Mathematics Facilitator of Tengakhat H.S. School, ASTEC DST, GoI	2	116
Awareness Programme entitled Save the Snakes	Assam Science Society, Duliajan Branch Deptt. of Botany, Duliajan College	4	34
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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
Nil	Nil	Nil	Nil	Nil
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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	0	0	0
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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	0
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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	0	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
54	53.69

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 partially)	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	11544	1367514	819	300092	12363	1667606
Reference Books	8645	1741898	671	413300	9316	2155198
e-Books	80000	2951	84300	2951	164300	5902
Journals	17	36112	1	1650	18	37762
e-Journals	3800	2951	2200	2951	6000	5902
Digital Database	1	Nil	Nil	Nil	1	Nil
CD & Video	56	Nil	Nil	Nil	56	Nil
Library Automation	Nil	Nil	Nil	Nil	Nil	Nil

Others(s pecify)	12	7425	2	18692	14	26117
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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
No file uploaded.			

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	63	32	59	4	1	14	17	50	0
Added	33	10	4	0	0	0	23	0	0
Total	96	42	63	4	1	14	40	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
21	20.7	23	22.5

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 fire 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 by his family	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 implemetation	Number of students enrolled	Agencies involved

Yoga and Fitness training	01/08/2017	82	Physical Education Instructor, 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
No file uploaded.					

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
6	6	2

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
2018	1	B.Com.	Commerce	Diphu B.Ed. College	B.Ed.
2018	1	B.Com.	Commerce	DODL, Dibrugarh University	M.Com.
2018	2	B.A.	Education	DODL, Dibrugarh University	M.A. (Education)
2018	1	B.A.	Education	Tezpur University	B.Ed.
2018	2	B.Sc.	Chemistry	University of Science & Technology	M.Sc. (Chemistry)

2018	1	B.Sc.	Chemistry	Kaziranga University	M.Sc. (Chemistry)
2018	1	B.Sc.	Chemistry	Royal Global University	M.Sc. (Chemistry)
2018	2	B.A.	Assamese	DODL, Dibrugarh University	M.A. (Assamese)
2018	2	B.A.	Assamese	J.B. College	M.A. (Assamese)
2018	2	B.A.	Assamese	Duliajan College	PGDCA
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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	11
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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	25
All Assam Inter-College Swahid Memorial Debate Competition	State	47
College Week (Sports, Cultural and Literary competitions)	Institutional	972
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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) :

35000

5.4.4 – Meetings/activities organized by Alumni Association :

2 nos. of Executive Body Meetings, Financial aid for Inter-College Football Competition (Rs. 15,000.00), Financial aid to an ex-student for her medical treatment (Rs. 10,000.00).

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 Students	The College maintains offline merit based admission process. The entire 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.

Industry Interaction / Collaboration

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.

Human Resource Management

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.

Library, ICT and Physical Infrastructure / Instrumentation

The college has a resourceful central library with 12363 text books and 9316 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.

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.

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
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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
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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	04/07/2017	25/07/2017	21
Refresher Course	1	22/06/2017	12/07/2017	21
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching	Non-teaching

Permanent	Full Time	Permanent	Full Time
1	1	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 2018 while the local/ Govt. auditor has verified the college accounts up to March, 2018.

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	Nil
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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, Duliajan College
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 and infrastructures have been improved through RUSA and DHE, Govt.

of Assam Funds. b. Development of ICT facilities are going on according to post accreditation initiative. c. Augmentation of games and sports facilities.

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
2017	Workshop on launching of C.B.C.S. in colleges affiliated to Dibrugarh University	22/07/2017	22/07/2017	22/07/2017	55
2017	Financial support to All Assam Debating Competition, Duliajan College	26/09/2017	26/09/2017	26/09/2017	118
2017	Organisation of Educational tour / Field Study Programme for Zoology Deptt. to Kaziranga National Park	10/11/2017	10/11/2017	11/11/2017	18
2018	Financial support for organizing national seminar entitled Problems prospects of industrialization in North East India	19/01/2018	19/01/2018	20/01/2018	46
2018	Financial support for organizing two day Eco-	27/02/2018	27/02/2018	28/02/2018	38

	camp at Dehing Patkai Rain Forest by Botany Zoology Deptt.				
2018	Workshop on the modalities of C.B.C.S.	29/03/2018	29/03/2018	29/03/2018	57
2018	Financial support to the student group attending Awareness Workshop on Govt. Budget	05/02/2018	05/02/2018	05/02/2018	30

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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
Nil	Nil	Nil	Nil	Nil

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)
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Nil	Nil	Nil
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7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
International Womens' Day	08/03/2018	08/03/2018	118
International Yoga Day	21/06/2018	21/06/2018	152
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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 local nursery. ? Special plantation drive as part of Govt. Directive to plant tree by fee-waived students. ? Regular cleaning drives at the initiative of NSS and Parivesh Karmi Dal. ? Special cleaning drives as part of Swach 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 1) Title: Office Automation and Computer Literacy of Duliajan College Office Staff 2) The Goal: a) A Step towards Digitization. b) To disseminate the knowledge of Computers amongst Office Staff. 3) The Context: In the present times, it is necessary for the College staff to be equipped with the knowledge of computers. This will not only make the official work less tedious but also will make it more accessible and upgraded at the same time. Keeping in mind that Computer literacy will pace up the status of work, this programme has been launched to bring in a shift from manual work to digital. 4) The Practice: As a part of this practice, College organises free computer classes for the office staff (both third and fourth grade). This was done for the first time in the year 2017, during summer vacation, that is, in the month of July. The programme was conducted by Computer Science Department of the college. The College staffs have been given rigorous training regarding the use of computers and its applications. The College staff took active participation in the cause with an optimistic aim in mind that alongside this being the need of the hour, it will also enable them to maintain records in one place and various objectives can be fulfilled at one go. 5) Evidence of Success: This practice has definitely brought in positive results. Firstly, manual work has been replaced by machine learning. As a result, data entry regarding all students of various classes and semesters and maintenance of files-of the College faculties and staff has become effortless. This has been a major step towards automation. Computer literacy has definitely boosted up storing of data and its manipulation as and when necessary. 6) Problems Encountered and Resources Required: There are no significant problems encountered while implementing this practice. Resources required are office staffs, computer laboratory with Desktop PCs. 7) Notes: The Office staffs have been enthusiastic enough to adopt this noble step of integrating technology in their every day work. This has led to access, preservation and search ability of data in much faster pace. **BEST PRACTICE II** 1) Title: Swachh Bharat Abhiyan – A Campaign with College Environment. 2) Goal: a) To make each member of the college understand the importance of sanitation. b) To promote waste management techniques. c) To contribute towards a healthy, clean and green environment. 3) The Context: Our environment is a reflection of our being. It creates a large impact on our existence. The surrounding environment creates an impact not only on our physical status but also influences our mental state. A clean environment can

contribute towards a positive outlook to life and work. It becomes almost mandatory therefore that the College takes necessary steps to take proper care of the environment. 4) The Practice: Students, who are the torchbearers of the nation and the world in the long run, are taken to be the chief target for the implementation of this practice. As a part of this decent practice, necessary instructions have been provided to the students regarding a clean and green environment. On the other hand, the students have participated in the Swachh Bharat Abhiyan Mission understanding the need of the practice and its implication using low cost and user friendly technologies. The students therefore understood the necessity of sanitation and waste management procedures. 5) Evidence of Success: This practice has undoubtedly brought in positive changes not only inside the college campus but also the area surrounding it. Once the members have understood the necessity of a clean environment and the impact it can create in the long run, a greater engagement is observed. 6) Problems Encountered and Resources Required: There are no significant problems encountered while implementing this practice. Resources required are students along with some user friendly technologies for the promotion of a healthy environment. 7) Notes: From time to time members of the College as well as Duliajan Science society (Duliajan College Unit) take necessary steps to promote cleanliness within the campus and in the nearby areas as well.

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/1630038668.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, Assam Sience Technology Environment Council, 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 and commissioning of the New Science Building. • Preparation for the induction of C.B.C.S.