



Yearly Status Report - 2011-2012

Part A

Data of the Institution

1. Name of the Institution		DULIAJAN COLLEGE
Name of the head of the Institution		Dr Amrit Kumar Gogoi
Designation		Principal
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		Duliajan College P. O. Duliajan
City/Town		Duliajan
State/UT		Assam
Pincode		786602
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr Niranjan Boruah
Phone no/Alternate Phone no.	03742800356
Mobile no.	9435992575
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/1638937857.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/academiccalendar/1639108038.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

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
Birth registration campaign by NSS unit in a	12-Sep-2011 3	28

number of villages nearby Duliajan		
Induction Programme of newly admitted students	21-Jun-2011 1	396
Parent Teacher Meeting	22-Jul-2011 1	173
7th meeting of the I.Q.A.C.	14-May-2012 1	12
6th meeting of the I.Q.A.C.	22-Mar-2012 1	11
5th meeting of the I.Q.A.C.	19-Sep-2011 1	10
4th meeting of the I.Q.A.C.	06-Sep-2011 1	12
3rd meeting of the I.Q.A.C.	23-Aug-2011 1	15
2nd meeting of the I.Q.A.C.	09-Aug-2011 1	11
1st meeting of the I.Q.A.C.	28-Jul-2011 1	9
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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
Institution	Development (2nd instalment for construction of Women's Hostel)	UGC	2011 760	1490000
Institution	Sports Infrastructure (1st instalment for construction of Indoor Stadium)	UGC	2011 760	3984000
Faculty	MRP	UGC	2011 760	675000
Faculty	Travel Grant	UGC	2011 365	102026
Institution	Seminar	UGC	2011 365	92500
Institution	Development (1st instalment for Library building)	UGC	2011 760	2258900
Institution	Development	UGC	2011	1490000

	(construction of Girls' Hostel building)		760	
Institution	Quality enhancement	Self	2011 365	264772
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
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Upload latest notification of formation of IQAC	View File
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10. Number of IQAC meetings held during the year :	7
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The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
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Upload the minutes of meeting and action taken report	View File
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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)

The I.Q.A.C. initiated the reconstitution of Parent - Teacher Association, Duliajan College.

Arrangement of Career Counselling programme.

Adoption of a venture high school (Chaolung Sukapha High School, Tipam)

Arrangement of Remedial Coaching Classes.

Setting up of Semester Monitoring Committee (SMC).

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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
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Plan of Action	Achivements/Outcomes
8. Construction of Indoor Stadium	Initiated
7. Renovation of Science Laboratories	Completed

6. Construction of the Approach Road to the new Girls' Hostel.	Completed
5. Construction of the Office of the Directorate of Distance Education.	Completed
4. Construction of IT building	Partially completed
3. Construction of Staff Quarters	Not yet started due to lack of fund
2. Construction of Science Block	Not yet started due to lack of fund
1. Construction of Library Building	Partially completed
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Governing Body, Duliajan College	06-Oct-2012

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

2011

Date of Submission

30-Sep-2011

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

Our institution has a well-planned curriculum delivery and documentation mechanism: a) Before the start of new semester classes, the academic committee prepares the daily class routine along with the academic calendar which are then displayed in the notice board and distributed among all departments/faculties and students b) Academic calendar is prepared based on the academic calendar notified by Dibrugarh University. Working days, holidays and days of different events / activities are sorted out and incorporated in the academic calendar for smooth planning and delivery of curriculum. c) The faculty members prepare the teaching plan and submit it to the academic committee at the start of new academic year. d) The Head of the Department of each department distribute and assign the papers and units of courses to be taught by the faculty members. The records of different academic activities like seminars, group discussion, unit test / class test performance, projects,

etc. are maintained by the HoD of each department with the help of the faculty members. e) The academic committee along with the HoDs of each Department monitor the progress of the curriculum delivery monthly.

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	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
BCom	BCom General	16/06/2011
BCom	Bcom Speciality	16/06/2011
BSc	BSc General	16/06/2011
BSc	BSc Major	16/06/2011
BA	BA General	16/06/2011
BA	BA Major	16/06/2011
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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
Cosmetology	01/08/2011	34
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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	To Study the Bio diversity of Dibru Saikhuwa National Park (Department of Zoology)	8
BCom	A Study of Industrial activity relating to the Production function of Hindustan Lever Ltd. (Department of Commerce)	46

BA	To Study the of Dibru Saikhuwa National Park (Department of History)	20
BSc	To Study the Bio diversity of Kamlang Wildlife Sacctury of Arunachal Pradesh (Department of Botany) To Study the Bio diversity of Kamlang Wildlife Sacctury of Arunachal P	15
BSc	A Project of Tissue Culture	6
BSc	A Study of GA3 effect on Germination and growth of Raphanus Sativa (Department of Botany)	6
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
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)

<p>Feedback Obtained</p> <p>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 49 of B.A. 6th semester students given their feedback on syllabus is challenging and 38.23 of the students given adequate. 58.26 of students have opined that 85 to 100 syllabus was covered in the class whereas 26.14 of students rated it as 70 to 85. Nearly 52.43 of students opined that the teachers satisfactorily prepared for their class and according to 39.47 students the teachers thoroughly prepared for their class. 70.26 students opined that the teachers are always effectively</p>

communicated with students and 73.54 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 12.33 students rated it as sometimes unfair. 78028 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.

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
BA	ASSAMESE MAJOR	30	45	27
BA	ECONOMICS MAJOR	30	35	30
BA	EDUCATION MAJOR	30	36	11
BA	ENGLISH MAJOR	30	45	13
BA	HISTORY MAJOR	30	31	8
BA	POLITICAL SCIENCE MAJOR	30	103	37
BA	SOCIOLOGY MAJOR	30	142	29
BA	GENERAL COURSE	300	427	146
BSc	BOTANY MAJOR	15	44	4
BSc	CHEMISTRY MAJOR	15	78	21

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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
2011	443	18	50	Nil	2

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
50	10	70	2	Nil	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)

Duliajan College maintains 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
1254	50	1 : 25

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	50	10	1	4

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	Part-III (3rd Year)	26/04/2012	17/07/2012
BSc	UG	Part-III (3rd Year)	26/04/2012	17/07/2012
BCom	UG	Part-III (3rd Year)	26/04/2012	17/07/2012

BA	UG	Semester-II	15/05/2012	20/07/2012
BSc	UG	Semester-II	15/05/2012	20/07/2012
BCom	UG	Semester-II	15/05/2012	20/07/2012
PGDCA	PG (Diploma)	Final Year	20/08/2012	23/11/2012
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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	10	4	40
UG	BA	ECONOMICS MAJOR	30	22	73.33
UG	BA	EDUCATION MAJOR	7	6	85.71
UG	BA	ENGLISH MAJOR	9	9	100
UG	BA	HISTORY MAJOR	4	2	50
UG	BA	POLITICAL	41	31	75.6

		SCIENCE MAJOR			
UG	BA	SOCIOLOGY MAJOR	22	17	77.27
UG	BA	NON MAJOR	101	54	53.46
UG	BSc	BOTANY MAJOR	6	5	83.33
UG	BSc	CHEMISTRY MAJOR	3	3	100
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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)

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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
Major Projects	1080	UGC	14	1.4
Minor Projects	760	UGC	24	3.95

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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
Nill	Nill	

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
Nill	Nill	Nill	Nill	Nill

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nill	Nill	Nill	Nill	Nill	Nill

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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	2	0
National	Sociology	2	0

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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
Sociology	2
Assamese	8

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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
0	0	0	Nil	0	0	Nil

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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
0	0	0	Nil	Nil	Nil	0

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

Number of Faculty	International	National	State	Local
Presented papers	Nil	16	4	1

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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
Medical Camp at Tipling Nagaon	NSS, Duliajan College Oil India	15	30

	Hospital		
Collage Campus Cleanliness Programme	NSS, Duliajan College	5	100
HIV awareness programme	NSS, Duliajan College	5	70
Blood Donation Camp	NSS, Duliajan College	5	60
5th June - World Enviromental Day (Plantation Programme) Environment Awareness Programme	NSS, Duliajan College	10	30
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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
0	0	0	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 activites	Number of students participated in such activites
Gender issue	I.Q.A.C. Women Cell, Duliajan College	Community Development and Gender Sensitization	5	162
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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
0	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
0	0	0	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
Chaolung Sukafa High School, Tipam	16/09/2011	Academic support	47
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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
9	8.68

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	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	SOUL 1.0	2008

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	10500	851716	714	101178	11214	952894
Reference Books	5016	927988	423	89000	5439	1016988
e-Books	54619	Nill	Nill	Nill	54619	Nill
Journals	10	8391	10	8391	20	16782
e-Journals	2134	Nill	Nill	Nill	2134	Nill
Digital	1	Nill	Nill	Nill	1	Nill

Database						
CD & Video	56	Nil	Nil	Nil	56	Nil
Library Automation	1	Nil	Nil	Nil	1	Nil
Others (specify)	12	Nil	Nil	Nil	12	Nil
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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
0	0	0	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	50	22	42	0	0	9	19	50	9
Added	1	0	0	0	0	0	1	0	1
Total	51	22	42	0	0	9	20	50	10

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
3	2.64	1	0.96

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, Auditorium and several other essential infrastructures.
- The College is well equipped with Computer Laboratory and Science Laboratory. The College has one computer laboratory and

science laboratories in all the Departments of Science stream along with Education department of Arts stream. Besides, all the other Departments (Arts and Commerce) along with the office has 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 enables the users to work effectively as they are provided with power back up arrangements. • The College is farther furnished with classrooms with digital facilities including overhead projectors and green boards. Besides, the classrooms have micro-phones, furniture and electrical supplies. • The College has a well maintained playing ground which serves as a strong platform for hosting State Level and District Level outdoor Sports events. • 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 1.0. The library has more than 16,653 print books along with Journals, Magazines, and 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/1639373180.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. Poor Fund of Commerce Forum, Duliajan College	23	32000
Financial Support from Other Sources			
a) National	PMS (for ST, SC students)	170	403865
b) International	0	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
Remedial coaching	06/09/2011	256	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	0	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
5	5	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
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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
2012	1	B.Sc. MAJOR	MATHEMATICS	Dibrugarh University	M.Sc. (Maths)
2012	1	BA MAJOR	EDUCATION	Dibrugarh University	B.Ed
2012	3	BA MAJOR	ENGLISH	DODL, Dibrugarh University	M.A. (English)
2012	2	BA MAJOR	SOCIOLOGY	Dibrugarh University	M.A. (Sociology)
2012	10	BA MAJOR	ASSAMESE	KKHSOU, DODL Dibrugarh University	M.A. (in Assamese)

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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
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Any Other	28
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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
College Week	Institutional	771
All Assam Inter-College Swahid Memorial Debate Competition	State	73
Dibrugarh University Intercollege Youth Festival	State	26
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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
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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 one president, one working president, one General Secretary, one Assistant General Secretary and one Treasurer.

5.4.2 – No. of enrolled Alumni:

204

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

89000

5.4.4 – Meetings/activities organized by Alumni Association :

2 executive committee meetings

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. A special "Semester Monitoring Committee" has been constituted to monitor the flawless implementation of the newly inducted Semester system from the academic session 2011-12. The SMC is constituted with Principal as the president, Vice-Principal and all HoDs as the members. 2. Separate Examination Committee for TDC Part-II, III and newly inducted TDC Semester-I has been constituted with selected experienced faculty members and office staff for smooth running of examinations.

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
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 have been designed by the faculty members of our institution in consultation with various experts of the relevant field.
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.
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.
Research and Development	The works of one major research project undertaken by one faculty members of Physics Department and 8 minor projects by 8 faculty members from Assamese, Mathematics, Zoology, History, Education and Commerce Department funded by UGC is going on.
Library, ICT and Physical Infrastructure / Instrumentation	The college has a resourceful central library with 11214 text books and 5439 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 1.0 Software. The sports activities 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 activities 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.
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.
Industry Interaction / Collaboration	The college regularly avails assistance from two industrial institutions of Duliajan, viz. Oil India Limited and Assam Gas Company Limited for organising different types of events from time to time.
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 collect the admission form from the college office. All the fees for the admission collected through Bank Challan and no amount of cash is accepted from the students for getting admitted into a particular programme.

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

E-governance area	Details
Nill	Nil

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
Nill	Nill	Nill	Nill	Nill
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)
Nill	Nill	Nill	Nill	Nill	Nill	Nill
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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	Number of teachers	From Date	To date	Duration
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professional development programme	who attended			
Short term course	1	28/11/2011	03/12/2011	7
Refresher Course	1	24/02/2011	16/03/2011	21
Refresher Course	1	15/07/2011	14/08/2011	30
Refresher Course	1	01/05/2012	19/05/2012	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 2012 while the local/ Govt. auditor has verified the college accounts up to March, 2012.

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, 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 Office Accounts, Admission records, etc. c. Provision of residence to certain non-teaching staff. d. Enhancement of salary for nonteaching adhoc /temporary staff.

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

a. Physical Academic infrastructures have been improved through UGC Fund. b. Signing of MoU with a venture high school, Chaolung Sukapha High School, Tipam for adoption, c. Strengthening of remedial and career counseling programmes for the students.

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
2012	Remedial coaching for PGDCA students	15/02/2012	01/03/2012	30/04/2012	18
2011	Career counselling programme	21/09/2011	20/10/2011	20/10/2011	203
2012	Career counselling programme for commerce students	22/11/2011	05/01/2012	12/01/2012	58
2012	Crash course on entry into service	22/11/2011	17/02/2012	24/02/2012	116
2012	Financial support for educational tour by Education Department	02/02/2012	29/02/2012	02/03/2012	31
2012	Financial	18/01/2012	19/01/2012	19/01/2012	36

	support for educational tour by Botany Department				
2011	Financial support to run the value added course - Cosmetology by Education Department	09/05/2011	01/08/2011	31/10/2011	24
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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
'Community Development and Gender Sensitization'	10/10/2011	10/10/2011	123	44

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
0

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	1

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
'Community Development and Gender Sensitization'	10/10/2011	10/10/2011	167
HIV/AIDS Awareness Programme	07/09/2011	07/09/2011	75
International Womens' Day	08/03/2012	08/03/2012	118
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

- 1.Plantation programme to make the campus eco-friendly.
- 2.Regular cleaning drives at the initiative of NSS and Parivesh Karmi Dal.
- 3.Appointment of gardener and sweeper to maintain the plantation and keep the campus ecofriendly.
- 4.Maintenance of the Botanical garden of the college.
- 5.Arrangement of environment awareness programmes for the students.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BEST PRACTICE-I

1. Title: Adoption of a venture (non-provincialised) high school (Chaolung Sukapha High School, Tipam).
2. Goal: a) In order to provide required knowledge and guidance to the students of the school situated in that rural village. b) To engage the teachers in social service.
3. The context: learning that some of the schools in nearby villages are deprived of proper govt. facilities and are lacking adequate number of teachers Duliajan College took the initiative to adopt one of such schools for the academic well being of the students and the school. In the year 2011 Duliajan College adopted Chaolung Sukapha High School, Tipam and till the present day the faculties of the college are sincerely taking classes whenever possible.
4. The practice: a) The teachers of Duliajan College take Mathematics, General Science and English class in Chaolung Sukapha High School. b) Based on the need of the students the teachers take exam oriented special classes.
5. Evidence of success: Duliajan College has kept the record of taking classes in that school. During the lock down period due to the pandemic in the year 2020 and also in the year 2021 from May to August in spite of having plans to take classes it could not be continued.
6. Problems Encountered and Resources Required: There are no major problems in taking classes except the lock down. The students are from poor back ground so it was not possible to continue classes in online mode. Primary resources for this purpose are the teachers of the college and in this regard we are not lagging behind.
7. Notes: The faculty members are enthusiastic to take classes for the betterment of the students.

BEST PRACTICE-II

- i) Title: Establishment of IT centre.
- ii) Goal: a) To integrate technology in education as well as other works of the College. b) To promote digital citizenship.
- iii) The Context: In today's world, it becomes almost a necessity that the members of an organization remain equipped and updated with the developments in the field of technology and the allied services it has to offer. One should not only know about how technology works, but should also be knowledgeable enough to use them in their day to day activities. Keeping this aim in mind, the College has taken a decision and a novel initiative to establish an IT Centre in the College premise for teaching and promoting information with regards to technology, its knowhow and usage.
- iv) The Practice: As a part of the practice, a new infrastructure- a new building has been constructed which gives a new space for the IT department to flourish. Since the department is now ready to offer courses to students, therefore, the department is providing Self Funding

Courses (SFCs) to the students. This in turn has been providing fresh opportunities to students and is facilitating the quality of education thereby promoting the importance of technology in education. v) Evidence of Success: The use of technology is the need of the hour to promote quick accessibility to information, enhance learning and integrate technology in education. Since the IT Centre has been offering various SFCs to students, therefore new opportunities are emerging for the learners which are definitely a positive take in this field. vi) 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. vii) Notes: It has been observed that the opening up of the IT centre has been a significant step not only for the College but also for students willing to enroll in the courses. It has been able to create new avenues for students.

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/1639373329.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 Science 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 seminars and workshops.
- Arrangement of career counselling programmes for the students.
- Arrangement of field study programmes for students.
- Completion of Library building construction.
- Enhancement of extension activities as institutional social responsibility.
- Completion of construction of the IT Building.
- Completion of construction of the Indoor Stadium.

