

**Annual Quality Assurance Report (AQAR)
of the IQAC**

2015-16

(1st July 2015 – 30th June 2016)

DULIAJAN COLLEGE, DULIAJAN-786602, ASSAM

Part – A

Data of the Institution

1. Name of the Institution

- 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.: **0374-2800356**
- Mobile no.: **9435992575**
- Registered e-mail: **duliajancollege@yahoo.com**
- Alternate e-mail :
- Address : **JAYANAGAR**
- Town : **DULIAJAN**
- State : **ASSAM**
- Pin Code : **786602**

2. Institutional status:

- Affiliated / Constituent: **AFFILIATED**
- Type of Institution: **CO-EDUCATION**
- Location : **SEMI-URBAN**
- Financial Status: **UGC 2F AND 12 (B)**
- Name of the Affiliating University: **DIBRUGARH UNIVERSITY**

• Name of the IQAC Co-ordinator :

MR. JYOTI PRASAD CHETIA

• Phone no. :

0374-2800356

Alternate phone no.

• Mobile:

+919707043895

• IQAC e-mail address:

duliajancollege@yahoo.com

• Alternate Email address:

3. Website address:

<http://www.duliajancollege.in>

Web-link of the AQAR: (Previous Academic Year):

4. Whether Academic Calendar prepared during the year?

Yes/No....., if yes, whether it is uploaded in the Institutional website:

Yes

Weblink:

<http://www.duliajancollege.in/upload/acalender/1629288489.pdf>

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 st	B ⁺	76	2005	from:28/02/2005 to: 27/02/2010
2 nd	B	2.81	2011	from:08/01/2011 to: 07/01/2016

6. Date of Establishment of IQAC: DD/MM/YYYY:

29/03/2005

7. Internal Quality Assurance System

7.1 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
1. Regular holding of the meeting of the I.Q.A.C.	03/06/2015 04/04/2016	12 11
2. Induction programme for newly admitted students	23/06/1915	276
3. Parents Teachers Meeting	14/08/2015	552
4. Campus cleaning by the student volunteers of NSS	05/06/2015, 31/12/2015,	50
5. Counseling for the Students of the BA/B.Sc./B.Com Programmes and Mid Semester Feedback Assessment.	15/02/2016 to 20/02/2016	1622

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	2015-16	19,84,000.00
Faculty	MRP	UGC	2015-16	2,82, 00.00
College	Development	RUSA	2015-16	25,00,000.00
IQAC	Quality enhancement	Self	2015-16	2,93,650.00

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: **Yes**

WEBLINK *upload latest notification of formation of IQAC

<http://www.duliajancollege.in/upload/iqacnotification/1639200006.pdf>

10. No. of IQAC meetings held during the year: **2 (two)**

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website..... **Yes**

WEBLINK http://www.duliajancollege.in/upload/iqac_meetings/1639806669.pdf

11. Whether IQAC received funding from any of the funding agency to support its

activities during the year? **Yes** **No** ✓

If yes, mention the amount: **Year:**

12. Significant contributions made by IQAC during the current year (maximum five bullets)

* **Organising National, Regional seminars, workshop, symposia, quiz, talk.**

* **Organising Career Counseling programme**

* **Organising Educational tour / Field Study Programme.**

* **Conduction of extension teaching programme**

* **Financial support to organising Symposium by Education Department**

13. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
<ul style="list-style-type: none"> • Installation of Video conferencing facility • Installation of CC Camera Surveillance System • Upgradation of the Computer Laboratory • Construction of approach road to the Administrative building • Construction of a conference hall 	<ul style="list-style-type: none"> • Completed • Completed • Completed • Initiated • Could not be initiated due to paucity of fund.

14. Whether the AQAR was placed before statutory body? **Yes**

Name of the Statutory body: **Governing Body, Duliajan College, Date of meeting(s): 06/09/2016**

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?

No

Date:

16. Whether institutional data submitted to AISHE: Yes

Year: **2015-16**

Date of Submission: **06-02-2016**

17. Does the Institution have Management Information System?

No

If yes, give a brief description and a list of modules currently operational.
(Maximum 500 words)

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 -2015-16					
Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development	
Nil					
1.2 Academic Flexibility					
1.2.1 New programmes/courses introduced during the Academic year					
Programme with Code	Date of Introduction		Course with Code	Date of Introduction	
Nil					
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	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
Nil					
Already adopted (mention the year)					
1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year					
	Certificate		Diploma Courses		
No 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					
1.3.2 Field Projects / Internships under taken during the year – 2015-16					
Project/Programme Title				No. of students enrolled for Field	

	Projects / Internships
Cultural Study(Tezpur) (Department of Assamese)	26 (B.A. 6 th Semeater)
To Convert Non-biodegradable Polymers to biodegradable polymers (Department of Chemistry)	11 (B.A. 6 th Semeater)
Problems of Visually impaired children and existing educational facilities in Assam with special reference to Janamangal Adarsh Andha Vidyalaya (Department of Education)	21 (B.A. 6 th Semeater)
A Study on the exotic weeds of Duliajan Oil Township (Department of Botany)	06 (B.A. 6 th Semeater)
Field Study of Wet Land of Merbil (Department of Botany)	12 (B.A. 4 th Semeater)
To Study the biodiversity of Dibru Saikhuwa National Park (Department of Zoology)	10 (B.A. 5 th Semeater)

1.4 Feedback System

1.4.1 Whether structured feedback received from all the stakeholders.

1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
Yes	Yes	No	No	No

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

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 56% of B.A. 6th semester students given their feedback on syllabus is challenging and 36.68% of the students given adequate. 45.85% of students have opined that 85 to 100% syllabus was covered in the class whereas 27.94% of students rated it as 70 to 85%. Nearly 49.34% of students opined that the teachers satisfactorily prepared for their class and according to 37.55 % students the teachers thoroughly prepared for their class. 69.43% students opined that the teachers are always effectively communicated with students and 76.41% 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 13.97% students rated it as sometimes unfair. Nearly more than 85% 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.

Sincerity/commitment of the teacher. Overall performance of the teacher. The department also obtains feedback from the parents regarding the functioning of the department and the college during the parent teacher meets (PTM).

CRITERION II -TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1.1 Demand Ratio during the year

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
BA	650	553	390
B.Sc	350	178	77
B.Com	150	135	77
PGDCA	30	10	7

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 full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2015-16	544	NIL	42	NIL	NO

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 (<i>LMS, e-Resources</i>)	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
42	18	OSP Projector (7), Computer (77) smart board (2), Podium (6)	05	02	E-journals E-books. Using internet.

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

Duliajan College follows a strong mentoring process. The names of the mentors are divided among the student mentees and displayed on the Department notice board. The faculty mentors are attached with the respective students for better guidance, career advancement, academic development as well as psychological well - beings of their mentees. Each faculty members is expected to create rapport with the student mentee, encourage each one of them to clarify their doubts without any hesitation. They help them by counseling on different issues along with the academic doubts. In the beginning of the academic session, the faculty mentors conduct an orientation programme to understand the upcoming academic session. They collect the student mentee's 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
551	42	13:1

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
52	45	07	04	09

2.4.2 Honours and recognitions 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
2015-2016	Dr.Chitrajit Saikia	Assistant Professor	Kamaleswar Deka memorial Award

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, B.Sc B.Com	-	2015-2016	30/05/2016	14/07/2016

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)

Display in the College website

Weblink: <https://www.duliajancollege.in/FINAL%20RESULT%202016.pdf>

2.6.2 Pass percentage of students

Program Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
	BA	120	66	55.00
	B.Sc	39	29	74.36
	B.Com	41	19	46.34
	PGDCA	7	5	71.43

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 Academic year
Major projects	Nil	Nil	Nil	Nil
Minor Projects	2014-16	UGC-NERO	Rs.2,90,000/-	Rs.2,70,000/-
Sociology:		UGC-NERO	Rs.2,80,000/-	Rs.12,000/-
Interdisciplinary Projects	Nil	Nil	Nil	Nil
Industry sponsored Projects	Nil	Nil	Nil	Nil
Projects sponsored by the University/ College	Nil	Nil	Nil	Nil
Students Research Projects (other than compulsory by the College)	Nil	Nil	Nil	Nil
International Projects	Nil	Nil	Nil	Nil
Any other(Specify) Installation of Automatic Weather Station in Collaboration with ISRO		Science and Technology Department, Government of Assam	Rs 2,96,531/- (One time Investment)	Rs 2,96,531/-
Total			Rs.8,66,531/-	Rs.5,78,531/-
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(s)	
None				
3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year				
Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
None				
3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year				
Incubation Centre	Name		Sponsored by	

None						
Name of the Start-up		Nature of Start-up	Date of commencement			
None						
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 (<i>applicable for PG College, Research Center</i>)						
Name of the Department		No. of Ph. Ds Awarded				
NA		NA				
3.3.3 Research Publications in the Journals notified on UGC website during the year						
	Department	No. of Publication	Average Impact Factor, if any			
National	Commerce	1	3.860			
International	Physics	1	2.610			
	Mathematics	2	Peer reviewed			
3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year						
Department		No. of publication				
Assamese		3				
Physics		2				
Mathematics		1				
3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index						
Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
Lateral density and arrival time distributions of Cherenkov photons in extensive air showers: A simulation study	P.Hazarika et. al.	Astroparticle Physics	2015	1.5	Dibrugarh University	3
3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)						
Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication

Lateral density and arrival time distributions of Cherenkov photons in extensive air showers: A simulation study	P.Hazarika et. al.	Astroparticle Physics	2015	1	3	Dibrugarh University
--	--------------------	-----------------------	------	---	---	----------------------

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

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	NIL	Workshop-11 Seminar-3 Conference-2	NIL	Workshop-1
Presented papers	1	Seminar - 3	Nil	Nil
Resource Persons	Nil	Nil	Nil	Nil

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 co-ordinated such activities	Number of students participated in such activities
Caring of Botanical garden	NSS	05	30
Aids Awerness Program	NSS	02	24
Street Drama	NSS in collaboration with Pather Natya Gusthi	02	15
Cleanliness Program	NSS	12	50

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	No. of Students benefited
Nil			

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 coordinated such activities	Number of students participated in such activities
Nil				

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			

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-To)	participant
Nil						
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 and Activities		Number of students/teachers participated under MoUs	
Nil						
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			
1,06,50,000.00			1,06,43,376.00			
4.1.2 Details of augmentation in infrastructure facilities during the year						
Facilities				Existing	Newly added	
Campus area				7.6 acre	-	
Class rooms				37	6	
Laboratories				7	1	
Seminar Halls				Nil	Nil	
Classrooms with LCD facilities				7	Nil	
Classrooms with Wi-Fi/ LAN				Nil	Nil	
Seminar halls with ICT facilities				Nil	Nil	
Video Centre				Nil	Nil	
No. of important equipments purchased (\geq 1-0 lakh) during the current year.				Nil	Nil	
Value of the equipment purchased during the year (Rs. in Lakhs)					Rs.53,880.00	
Others: Furniture					Rs.3,48,217.00	
Sports					Rs.20,100.00	
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		SOUL 1.0	2008	
SOUL 2.0		Partially		SOUL 2.0	2015	
4.2.1 Library Services:						
	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	10062	8,51,216.77	1395	5,01,183.00	11457	13,52,399.77
Reference Books	7526	13,27,934.00	993	3,93,055.00	8519	17,20,989.00
e-Books	300000+	-	-	-	-	2,951.50
Journals	14	26,492.00	2	1,181.00	16	27,673.00
e-Journals	6000	-	-	-	-	2,951.50

Digital Database	1 (N-LIST)	-	-	-	-	*
CD & Video	56	-	-	-	-	Donated
Library automation	yes	10,070.00	yes	3,008.00	-	13,078.00
Weeding (Hard & Soft)	-	-	-	-	-	-
Others (specify) Newspaper & Magazine	Newspaper-7 Magazine-6	-	-	-	-	35,479.00

Note: 1 E-BOOK AND E-JOURNAL from NLIST programme under INFLIBNET, Ahmadabad at yearly cost of Rs.5,903.00 which is equally divided between e-book and e-journal

Note: 2 *The payment for e-book and e-journal has already been entered in respective column, hence amount for the same i.e., digital database not entered.

Note: 3 News paper-1.Dainik Janambhumi 2. Aamar Asom 3. The Assam Tribune 4. The Telegraph 5. Purbanchal Prahori 6. Ananda Bazar Patrika 7. The Sentinel Magazine: 1. Prantik 2. Gariyashi 3. India Today 4. Desh 5. Competition Refresher 6. Career Guide

Note: 4 Number of Books mentioned above excluded donation from others.

4.3 IT Infrastructure

4.3.1 Technology Upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others
Existing	58	32	58	0	0	14	12	0	
Added	1	0	1	0	0	0	1	0	Hard drive=1 UPS Battery=3 Scanner=1 Printer=1
Total	59	32	59	0	0	14	13	0	

* Department include library

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	

4.3.4 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			

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
10,30,000.00	10,22,619.00	2,50,000.00	2,42,066.00

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 farther 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.

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	Poor funds of Arts forum, Duliajan College	50	50000/-

Financial support from other sources

a) National	Nil		
b) International	Nil		

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
1. Workshop on Debating	4th September, 2015	80	Department of English and Arts forum
2. Mental health counselling	15th March, 2016	294	Department of

					Education
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 by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
Nil					
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		No. of grievances redressed		Average number of days for grievance redressal	
31		31		2-3 days	
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					
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
2016	02	BA	Assamese	Dibrugarh University	MA (Assamese)
2016	01	BA	Assamese	Dibrugarh University	MA (Performing Arts)
2016	02	BA	Education	Dibrugarh University	M.A. (Sociology)
2016	01	BA	Education	Dibrugarh University	PGDCA
2016	01	BA	English	Institute of Computer Accountant	Certified Industrial Course of Accountant
2016	01	BA	Pol. Science	Dibrugarh University	MA (Pol. Science)
2016	01	BA	Pol. Science	D.O.D.L., Dibrugarh University	MA (Pol. Science)
2016	01	BA	Pol. Science	Arunachal University	MA (Pol. Science)
2016	01	BA	Pol. Science	Women University	Mass Com.
2016	01	B.Sc.	Zoology	AVC College, Tamil Nadu	M.Sc. (Zoology)
2016	02	B.Sc.	Physics	Dibrugarh University, Digboi College	M.Sc. (Physics)
2016	01	B.Sc.	Chemistry	Assam University	M.S.c. (Chemistry)
2016	02	B.Sc.	Chemistry	Dibrugarh University	B.Ed.
2016	05	B.A.	Sociology	Dibrugarh University	M.A. (Sociology)
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		No. of Students selected/		Registration number/roll	

	qualifying	number for the exam
NET	Nil	
SET	Nil	
SLET	Nil	
GATE	Nil	
GMAT	Nil	
CAT	Nil	
GRE	Nil	
TOFEL	Nil	
Civil Services	Nil	
State Government Services	Nil	
Any Other		-
Lecturer at DHSK College	01	
Head Cashier, Bank of Baroda, Duliajan	01	
Portfolio Manager, Emar GCC	01	
Owner of Asha Art Academy, Duliajan	01	
Asst. Manager, Axis Bank, Duliajan	01	

5.2.4 Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Participants
College Week (Sports, Cultural and Literary competitions)	Institutional	1015
All Assam Inter-College Swahid Memorial Debate Competition	State	42
Dibrugarh University Intercollege Youth Festival	State	28

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/ International	Sports	Cultural	Student ID number	Name of the student
Nil						

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.

5.3 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):

Nil

5.3.2 No. of registered/enrolled Alumni:

5.3.3 Alumni contribution during the year (in Rupees) :

5.3.4 Meetings/activities organized by Alumni Association :
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)
<p>1. All the Head of the Departments are inducted to the Academic Committee of the college. 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.</p> <p>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.</p>
6.1.2 Does the institution have a Management Information System (MIS)?
No
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):
<p>❖ 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.</p>
<p>❖ 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.</p>
<p>❖ 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.</p>
<p>❖ Research and Development The works of two minor research projects undertaken by two faculty members of Sociology Department funded by UGC is going on.</p>
<p>❖ Library, ICT and Physical Infrastructure / Instrumentation The college has a resourceful central library with 10062 text books and 7526 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</p>

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.

❖ 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 Programmes 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 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.

❖ 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.

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

❖ Planning and Development: Nil

❖ Administration: Nil

❖ Finance and Accounts

The account branch is fully computerised. The CA appointed by the Governing Body audits the Accounts of the college at regular intervals. All the Accounts of the institution are verified and audited by the GB appointed auditors & the Internal Auditor, Department of Accounts and Treasury, Government of Assam. The fees are collected through Bank Challan & Debit Cards and records for the same are maintained through Bank Statement.

❖ Student Admission and Support: Nil

❖ Examination : 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	Name of the professional body for	Amount of support
------	-----------------	---	-----------------------------------	-------------------

		support provided	which membership fee is provided	
	Nil			

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	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
	Nil				

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	Date and Duration (from – to)
UGC Sponsored National Workshop on APPLICATION ON MATLAB AND MATHEMATICA at Bahana College	01	27/04/2015 to 03/05/2015
OP at HRDC Burdwan University	01	05/01/2016 to 01/02/2016
UGC Sponsored Second National Conference, Rajiv Gandhi University	01	06/11/2015 to 07/11/2015
UGC Sponsored National Workshop on Application on Matlab and Mathematica	01	27/04/2016 to 03/05/2016
Workshop on Development of Self Learning Materials organized by Directorate of Distance Education, Dibrugarh University.	02	15/06/2015 to 21/06/2015
41th All India Sociological Conference, KIIT University, Bhubaneswar	01	27/12/2015 to 29/12/2015

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

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
4	Nil	Nil	Nil

6.3.5 Welfare schemes for

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

6.4 Financial Management and Resource Mobilization

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

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

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/ Grants received in Rs.	Purpose
Nil	Nil	NA

6.4.2 Total corpus fund generated **Nil**

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	-	NO	-
Administrative	No	-	No	-

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

- The DHE has appointed one guardian members in the Governing Body of the college who take part in college management & decision making.**
- The college holds Parent-Teacher Meet at regular intervals.**
- 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)

- Duliajan College Employee's Association is maintained for the support staff of the college.**
- The college has provided ICT training to the select office staff to handle RUSA Fund, PFMS Accounts, Office Accounts, etc.**

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

- College website has been improved & redesigned.**
- NSS Unit has been made functional.**
- Physical & Academic infrastructures have been improved through RUSA & State Government Fund.**
- The process of Library automation & installation of Campus Wi-Fi has been initiated.**

6.5.5

- Submission of Data for AISHE portal : Yes**
- Participation in NIRF : No**
- ISO Certification : No**
- 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 activity	Duration (from-- ---to-----)	Number of participants
	* Financial support for Educational Tour to the Historical Places of Tezpur for Field	04/10/2015 to 06/10/2015	Three days	27

<p>Study by the students of Assamese Department.</p> <p>* Financial support for conversation with Eminent Assamese Poet Anis-Uz-Zaman by the students of Assamese Department.</p> <p>* Financial support for Educational tour by Political Science department to Kaziranga National Park.</p> <p>* Financial support for Educational tour by Sociology department to Tezpur.</p> <p>* Financial support for organising Symposium by Education Department.</p> <p>* Financial support for organising workshop on debating by English Department.</p> <p>* Organisation of Workshop on hygiene and cleanliness, plantation programme and conduction of classes at Tipam Phake High Scool, Tipam in association with NSS group.</p>	07/10/2015	One day	41
	06/12/2015 to 07/12/2015	Two days	43
	07/12/2015	One day	27
	15/03/2016	One day	294
	04/09/2015	One day	80
	27/5/2015 to 30/5/2015	Four days	30

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-to)	Participants	
		Female	Male
Self-defense Training Programme	27th & 28th June,2018	70	30
Workshop on Jewellery Making	12th – 18th Sept, 2018	40	10

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:
Percentage of power requirement of the College met by the renewable energy sources
Nil

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	No	Nil
Provision for lift	No	Nil
Ramp/ Rails	Yes	2
Braille Software/facilities	No	Nil
Rest Rooms	No	Nil
Scribes for examination	No	Nil
Special skill development for differently abled students	No	Nil
Any other similar facility	No	Nil

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational	Number of initiatives taken to engage with and contribute	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff

	advantages and disadvantages	to local community				
Nil						

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (maximum 100 words each)
Nil		

7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-----to-----)	Number of participants
Nil		

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

- ❖ **Steps to make the campus polythene free.**
- ❖ **Regular cleaning drives at the initiative of NSS.**
- ❖ **Special cleaning drives as part of Swach Bharat Mission.**
- ❖ **Sensitisation for cleanliness through signboards.**
- ❖ **Installation of dustbins/waste-bins wherever required in the campus.**
- ❖ **Declaration of the campus as tobacco-free zone.**

7.2 Best Practices

Describe at least two institutional best practices

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

BEST PRACTICE-I

- 1. Title of the practice:** Decentralization of administrative works.
- 2. Goal:** The reputation and reliability of an institution is the transparency of Financial Management. In view of this, college authority constitutes several sub-committees to look after the specified functions of these committees independently.
- 3. The context:** The sub-committees are formally approved by the Governing Body (Management Committee) of the college and hence fully authorized and supported. As a result, no interference is to be faced from any corner.
- 4. The Practice:** The Principal constitutes the sub-committees in consultation with teaching and non-teaching staff. Each sub-committee is comprised of a few members of the staff including a convener. The Governing Body approves these committees subsequently for a period of two years. The Principal is the ex-officio chairman. The convener convenes the meetings and discusses the related issues in detail and executes the decisions.
- 5. Evidence of success:** Due to performance of the sub-committees like Building Construction, general purchases, the college has saved a handsome amount than estimated or targeted for the purpose.
- 6. Problems encountered and Resources required:** The sub-committees are principle making bodies and utilize the allocated fund of the college and hence problems are not encountered. However, the concerned committees prepare budgets, plan and estimates and make ready for placement in UGC or Govt. schemes.
- 7. Notes:** Decentralization of the administrative works to the efficient and collective body results in clean and transparent administrative system with much reliability. The stake holder specially the staff members get the opportunity for direct involvement in all round development of the college.

7.3 Institutional Distinctiveness

Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust
Provide the weblink of the institution in not more than 500 words

The college has a vision of imparting value based quality education to the learners. Being situated in a semi-urban locality, about 80% of the students hail from rural areas with very weak financial and academic background as well as poor academic base. So, the college undertakes all possible measures to uplift academic as well as extra academic performance of such students.

The institution ensures quality education through the following steps;

- * Faculty members are encouraged to get themselves updated and upgraded by attending refresher courses, orientation courses, seminars, conferences and workshops.**
- * The IQAC conducts students' feedback on various aspects of teaching learning process. The process includes feedback on administration, teachers, course and teaching. After the analysis of the feedback result, the principal conveys it to each faculty members, so as to enable them to take any corrective measures and improvement if needed.**
- * In addition to classroom teaching, students are encouraged to take part in seminar presentation, group discussions and project preparation which urges them to acquire in-depth knowledge on relevant topics.**
- * The college ensures all round development of the students by organizing cultural, literary and sports activities and encourages students to participate in such activities at Local, District, State and National level.**
- * The College inculcates social responsibility and good citizenship amongst the students by encouraging and allowing them to participate in various types of extension activities undertaken by various in-house bodies like NSS, Science Council, Arts Forum, Commerce Forum and IQAC as well as other organizations like Assam Science Society, Assam Xahitya Xabha, etc.**

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

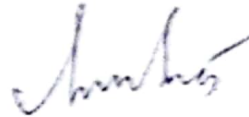
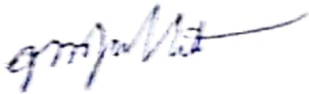
B. Future Plans of action for next academic year (500 words)

The IQAC has taken up the following plans for the next 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.
- Construction of footpaths interlinking different buildings.
- Construction of additional ramps.

Name Mr. Jyoti Prasad Chetia

Name Dr. Surendra Nath Gogoi



Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Co-ordinator
I.Q.A.C.
Duliagan College

Principal (i/c)
Duliagan College
