

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

2013-14

DULIAJAN COLLEGE, DULIAJAN-786602, ASSAM

Part – A

Data of the Institution

(data may be captured from IIQA)

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.:

0374-2800356

• Mobile no.:

9435992575

• Registered e-mail:

duliajancollege@yahoo.com

• Alternate e-mail :

duliajancollege@gmail.com

• 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. HEMANTA DAS

• Phone no. :

0374-2800356

Alternate phone no.

9435137934

• Mobile:

duliajancollege@yahoo.com

• IQAC e-mail address:

duliajancollege@gmail.com

• Alternate Email address:

<http://www.duliajancollege.in>

3. Website address:

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

<http://www.duliajancollege.in/upload/aqar/1640149004.pdf>

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/1638937645.pdf>

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1st	B⁺	76	2005	from:28/02/2005 to: 27/02/2010
2nd	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
1st meeting of the I.Q.A.C.	08/06/2013	13
2nd meeting of the I.Q.A.C.	09/05/2014	11
Induction Programme of newly admitted students	19/07/2013	361

Parent Teacher Meeting	02/09/2013	158
Arrangement of coaching programme for entry into service	10/09/2013 – 16/09/2013	129
Arrangement of Remedial Coaching Classes	15/10/2013 – 08/11/2013	187

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
Institution	GDA	DHE	2014	18,22,000.00
Faculty	MRP	UGC	2013	98,000.00
Institution	Development	DHE, Govt. Of Assam	2013	99,50,000.00
IQAC	Quality enhancement	Self	2013-14	1,57,500.00

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

*upload latest notification of formation of IQAC

<http://www.duliajancollege.in/upload/igacnotification/1639811213.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**

(Please upload, minutes of meetings and action taken report)

http://www.duliajancollege.in/upload/igac_meetings/1639812876.pdf

11. Whether IQAC received funding from any of the funding agency to support its activities during the year? **No ✓**

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

- * **Organisation of popular talk programme.**
- * **Organisation of Career counseling programme**
- * **Organisation of Educational tour / Field Study Programme.**
- * **Financial support to poor students from various agencies.**

*** Financial support to faculty members for attending Annual Conference of IIPA**

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">• Construction of Indoor Stadium• Construction of Library Building• Renovation of the boundary wall of the college campus• Arrangement of Coaching programme for Entry into Service.• Arrangement for Remedial Coaching classes	<ul style="list-style-type: none">• Completed• Completed• Completed• Completed• Completed

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

Name of the Statutory body: **Governing Body, Duliajan College,**

Date of meeting(s): **06/09/2014**

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: **2013-14**

Date of Submission: **25/11/2014**

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					
<p>Curriculum delivery and documentation are planned in advance before the start of an academic session and utmost care is taken for successful implementation:</p> <p>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.</p> <p>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.</p> <p>c) The faculty members prepare the teaching and lesson plan for the session in advance and submit a copy to the academic committee.</p> <p>d) Courses and units are distributed on rotation basis among the faculties taking into account their expertise.</p> <p>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.</p> <p>f) Records of seminar, assignments, field studies are kept by the department.</p>					
1.1.2 Certificate/ Diploma Courses introduced during the Academic year -2013-14					
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	
Cosmetology		01/08/2013		24	
Montessory Teacher Training Course		01/03/2013		11	
1.3.2 Field Projects / Internships under taken during the year – 2013-14					
Project/Programme Title			No. of students enrolled for Field Projects / Internships		

To Study the Bio diversity of Dibru-Saikhuwa National Park (Department of Zoology)	12 (B.Sc. 1st Semeater, Major)
A Study of Economic and Tourism prospect of Dibru-Saikhuwa National Park. (Department of Commerce)	37 (B. Com Final Year)
To Study of Historicial importance of Dhola sadia area (Department of History)	20 (B. A 3rd Year)
Ethnobotanical Study of Nepali Community of Duliajan area (Department of Botany)	4 (B.Sc Major Students)
A Project report on Phytoremediation (Department of Botany)	4 (B.Sc, Major Students)
A Study on Bio-diversity of Deomali in Arunachal Pradesh (Department of Botany)	20 (B.Sc , Major Students(All))
A Study of Awarness Programme regarding Women's Right within surrendering villages of Duliajan area. (Department of Education)	6th Semester Major Students

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	No	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 analyses each criterion and are presented in charts.

Nearly 49% of B.A. 6th semester students given their feedback on syllabus is challenging and 31.6% of the students given adequate. 29.45% of students have opined that 85 to 100% syllabus was covered in the class whereas 32% of students rated it as 70 to 85%. Nearly half of the students opined that the teachers satisfactorily prepared for their class and according to 35 % students the teachers thoroughly prepared for their

class. 42% students opined that the teachers are always effectively communicated with students and 72% 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. Again considering internal assessment maximum students stated that it always a fair judgment but only 15% students rated it as sometimes unfair. Nearly more than 78% 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 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

CRITERION II -TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1. 1 Demand Ratio during the year

NAME OF THE PROGRAM ME	PROGRAMME SPECIALIZATION	NUMBER OF SEATS AVAILABLE	NUMBER OF APPLICATION RECEIVED	STUDENTS ENROLLED
BA (MAJOR COURSES)	ASSAMESE MAJOR	30	60	40
	ECONOMICS MAJOR	30	35	8
	EDUCATION MAJOR	30	30	12
	ENGLISH MAJOR	30	43	8
	HISTORY MAJOR	30	31	18
	MATHEMATICS MAJOR	15	5	0
	POLITICAL SCIENCE MAJOR	30	89	35
	SOCIOLOGY MAJOR	30	110	21
	TOTAL	225	403	138
BA (GENERAL COURSES)	ENGLISH, MIL, ECONOMICS, EDUCATION	300	350	108
	ENGLISH, MIL, ECONOMICS, SOCIOLOGY			
	ENGLISH, MIL, ECONOMICS, POLITICAL SCIENCE			
	ENGLISH, MIL, EDUCATION, POLITICAL SCIENCE			
	ENGLISH, MIL, EDUCATION, SOCIOLOGY			
	ENGLISH, MIL, EDUCATION, HISTORY			
	ENGLISH, MIL, POLITICAL SCIENCE, SOCIOLOGY			
	ENGLISH, MIL, POLITICAL SCIENCE, HISTORY			
	ENGLISH, MIL, SOCIOLOGY, HISTORY			
	TOTAL			
GRAND TOTAL	525	753	246	
BSC (MAJOR COURSES)	BOTANY MAJOR	15	30	9
	CHEMISTRY MAJOR	15	50	18
	MATHEMATICS MAJOR	15	15	1

	PHYSICS MAJOR	15	65	9
	ZOOLOGY MAJOR	15	34	12
	TOTAL	75	194	49
BSC (GENERAL COURSES)	ENGLISH, PHYSICS, CHEMISTRY, MATHEMATICS	100	55	9
	TOTAL			9
	GRAND TOTAL	175	249	58
BCOM (MAJOR COURSES)	ACCOUNTING & FINANCE MAJOR	20	44	9
	MARKETING MANAGEMENT MAJOR	20	56	7
	TOTAL	40	100	16
BCOM(GENE RAL COURSES)	BUSINESS COMMUNICATION, FINANCIAL ACCOUNTING, BUSINESS ENVIRONMENT, BUSINESS LAW	130	99	28
	TOTAL	130		28
	GRAND TOTAL	170	199	44
PGDCA (DIPLOMA COURSE)	COMPUTER APPLICATION	25	30	21
TOTAL NEW ENROLLMENT				369

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
2013-2014	348	21	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	20	OHP Projector(05), Computer(51) and smart board (02), Podium(07)	02	01	E-journals E-books. Using internet.

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

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

different issues along with the academic doubts. In the beginning of the academic session, the faculty mentors conduct an orientation programme to understand the upcoming academic session. They collect the student 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
1211	50	1:24

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	50	2	0	9

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
2013-14	NIL		

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	14/06/2014	17/07/2014
B.Sc	UG	Part-III	14/06/2014	17/07/2014
B.Com	UG	Part-III	14/06/2014	17/07/2014
PGDCA	PG (Diploma)	Final Year	25/07/2014	22/11/2014

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

2.6.2 Pass percentage of students

NAME OF THE PROGRAMME	PROGRAMME SPECIALIZATION	NUMBER OF STUDENTS APPEARED IN THE FINAL (PART-III YEAR EXAMINATION	NUMBER OF STUDENTS PASSED IN THE FINAL (PART –III) YEAR EXAMINATION	PASS PERCENTAGE
B. A. (MAJOR COURSES)	ASSAMESE MAJOR	20	18	90
	ECONOMICS MAJOR	29	21	72.41
	EDUCATION MAJOR	05	03	60
	ENGLISH MAJOR	14	05	35.71
	HISTORY MAJOR	05	04	80
	POLITICAL SCIENCE MAJOR	23	18	78.26
	SOCIOLOGY MAJOR	17	11	64.70
	TOTAL	113	80	70.79
B.A. (GENERAL	ENGLISH, MIL, ECONOMICS, EDUCATION	06	06	100
	ENGLISH, MIL, ECONOMICS, SOCIOLOGY	08	04	50
	ENGLISH, MIL, ECONOMICS, POLITICAL SCIENCE	08	07	87.5

COURSES)	ENGLISH, MIL, EDUCATION, POLITICAL SCIENCE	18	16	88.89
	ENGLISH, MIL, EDUCATION, SOCIOLOGY	20	10	50
	ENGLISH, MIL, EDUCATION, HISTORY			
	ENGLISH, MIL, POLITICAL SCIENCE, SOCIOLOGY	14	09	64.28
	ENGLISH, MIL, POLITICAL SCIENCE, HISTORY	01	01	100
	ENGLISH, MIL, SOCIOLOGY, HISTORY			
	TOTAL	75	53	70.66
	GRAND TOTAL	188	133	70.74
B.SC. (MAJOR COURSES)	BOTANY MAJOR	01	01	100
	CHEMISTRY MAJOR	20	16	80
	MATHEMATICS MAJOR	01		0
	PHYSICS MAJOR	09	04	44.44
	ZOOLOGY MAJOR	07	05	71.42
	TOTAL	38	26	68.42
B.SC. (GENERAL COURSES)	ENGLISH, PHYSICS, CHEMISTRY, MATHEMATICS	07	01	14.28
	TOTAL	07	01	14.28
	GRAND TOTAL	45	27	60
B.COM. (MAJOR COURSES)	ACCOUNTING & FINANCE MAJOR	18	17	94.45
	MARKETING MANAGEMENT MAJOR	02	02	100
	TOTAL	20	19	95
B.COM. (GENERAL COURSES)	BUSINESS COMMUNICATION, FINANCIAL ACCOUNTING, BUSINESS ENVIRONMENT, BUSINESS LAW	33	24	72.72
	TOTAL			
	GRAND TOTAL	53	43	81.13
PGDCA (DIPLOMA)	COMPUTER APPLICATION	21	21	100

COURSE)				
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	0	0	0	0
Minor Projects:	730	UGC	2.80 lakh	98,000.00
Interdisciplinary Projects	0	0	0	0
Industry sponsored Projects	0	0	0	0
Projects sponsored by the University/ College	0	0	0	0
Students Research Projects (other than compulsory by the College)	0	0	0	0
International Projects	0	0	0	0
Any other(Specify):	0	0	0	0
Total	0	0	0	98,000.00
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)	
Nil				
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
Nil				
3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year :				
Incubation Centre	Name		Sponsored by	
Nil				
Name of the Start-up				
Nature of Start-up		Date of commencement		
Nil				

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			
N/A						
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	Assamese	1			0	
	Education	2			0	
	Sociology	1			0	
International	Mathematics	2			0	
	Sociology	2			0	
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			
Sociology			3			
Education			2			
English			1			
Physics			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
Nil						
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
Nil						
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:				
Mathematics	Nil	1	Nil	Nil
Total	0	1	0	0
Presented papers:				
Assamese	Nil	3	Nil	Nil
Education	Nil	1	Nil	2
Mathematics	Nil	1	Nil	Nil
Commerce	Nil	Nil	1	Nil
Botany	Nil	Nil	2	Nil
Total	0	5	3	2
Resource Persons	0	0	0	0

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
5th June, 2013: World Enviromental Day (Plantation Programme) Environment Awareness Programme	NSS	15	40
03/08/2013) College campus cleanliness programme	NSS	17	60
On 15th August, 2013: Celebration of Independence Day with parades, patriotic songs, Dance etc.	NSS	30	109
On 2nd October, 2013: Celebration of Gandhi Jayanti at our College campus with Quiz Competition among the students.	NSS	12	100
6th June,2013, Free Health Check up with the dwellers of CHOLAKOTOKI village	NSS in collaboration with Oil India Hospital	7	20
10/07/2013) AIDS/HIV Awarness programme, Street Drama	NSS in collaboration with PATHAR (A Drame Group)	10	30

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	Name of the activity	Number of teachers coordinated such	Number of students participated in such activities

	agency		activities	
Gender issue	I.Q.A.C. & Women Cell, Duliajan College	'Community Development and Gender Sensitization'	6	79

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
48,00,000.00	47,01,690.00

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	7.6 Hector	-
Class rooms	40	-
Laboratories	5	-
Seminar Halls	Nil	Nil
Classrooms with LCD facilities	2	-
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.	56	1
Value of the equipment purchased during the year (Rs. in Lakhs)	-	12,38,280.00
Others: 1. Furniture	-	90,411.00
2. Sports	-	38,500.00

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	1.0	2008

4.2.1 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	11,519	10,22,944.00	200	88,514.00	11719	11,11,458.00
Reference Books	5,639	10,49,381.00	77	35,429.00	5716	10,84,810.00
e-Books	100619+	-	-	-	-	-
Journals	11	14,795.50	01	8,615.00	12	23,410.50
e-Journals	6134+	-	-	-	-	-
Digital Database	1(NLIST)	-	-	-	-	*
CD & Video	68	1500.00	-	-	68	1500.00
Library automation	yes	-	-	-	-	-
Weeding (Hard & Soft)	-	-	-	-	-	-
Others (specify) Newspaper & Magazine	Newspaper-7 Magazine-5	-	-	-	-	18,793.00 *

Note:

- E-BOOK AND E-JOURNAL from NLIST programme under INFLIBNET, Ahmedabad was free of cost.

- News paper-1.Dainik Janambhumi 2. Niyamiya Barta 3. The Assam Tribune 4. The Telegraph 5. Purbanchal Prahori 6. Ananda Bazar Patrika Magazine, 7. The Hindu: 1.Prantik 2. Gariyashi 3. India Today 4.Desh 5. Competition Refresher
- Number of Books mentioned above included donation from others. (Value of such donation books is excluded in total amount)

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	55	22	42	0	0	9	24	50	
Added	1	0	0	0	0	0	1	0	Copier machine = 1 printer=8 ROS Printer =1
Total	56	22	42	0	0	9	25	50	
* 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
3,00,000.00	2,42,917.00	4,00,000.00	3,12,864.00

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, 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 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 have more than 11,000 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. 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	1. Poor funds of Arts forum, Duliajan College	20	20,000.00
	2. Poor funds of Commerce forum, Duliajan College	5	10,000.00
	3. Post Matric Scholarship for SC and ST Students	10	44,875.00

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
Carreer Counselling by MSME office, Dibrugarh		16th November, 2013	79		Duliajan College Commerce Forum
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		
6		5	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
2014	2	B. Sc	Physics	Kaziranga University, Biswanath College of Education	M.Sc. (Physics) & B. Ed.
2014	3	B. Com	Commerce	Dibrugarh University & DODL	M. Com
2014	8	B.A.	Assamese	Dibrugarh University, KKHSOU, DODL, SIRD & EPITOM Duliajan	M. A. in Assamese & Computer Study
2014	5	B. A.	Sociology	Dibrugarh University, Kaziranga University and KKHSOU.	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	0	
SET	0	
SLET	0	
GATE	0	
GMAT	0	
CAT	0	
GRE	0	
TOFEL	0	
Civil Services	0	
State Government Services	36	
Any Other		
Assam Teacher's Eligibility Test	29	
Joint Admission Test for M.Sc.	8	

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	809
All Assam Inter-College Swahid Memorial Debate Competition	State	44
Dibrugarh University Intercollege Youth Festival	State	23

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.**
- **Celebration of Sri Sri Shankardeo Tithi.**
- **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):

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.

5.3.2 No. of registered/enrolled Alumni:

251

5.3.3 Alumni contribution during the year (in Rupees) : 53,000.00
5.3.4 Meetings/activities organized by Alumni Association : 2 executive body 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)
<p>1. A new Admission Committee has been constituted with the Principal as the Chairperson and Vice-Principal along with one senior faculty member from all the departments as the members to supervise the admission process.</p> <p>2. The college constitutes different committees for administrative services. 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)? Yes/No/Partial:
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):
<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. However, syllabus of the Self financing Courses such as Montessori Teachers’ Training Course and Cosmetology 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.</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.</p>
<p>❖ Research and Development The works of one minor research projects is going on by a faculty members.</p>
<p>❖ Library, ICT and Physical Infrastructure / Instrumentation The college has a resourceful central library with 11719 text books and 7516 reference books. Besides each and every department also has a departmental library with a number of text</p>

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 Soul1.0 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 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. 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 support provided	Name of the professional body for which membership fee is provided	Amount of support
2013	Dr. Surendra Nath Gogoi	IIPA	DHE, Govt. Of Assam	Rs.2000/-

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)
Refresher Course	1	07.02.2014 – 27.02.2014 (21 days)
Refresher Course	1	03.12.2013 – 23.12.2013 (21 days)
Refresher Course	1	24.06.2013 – 14.07.2013 (21 days)
Refresher Course	1	08.11.2013 – 29.11.2013 (21 days)
Orientation Course	1	03.12.2013 – 26.12.2013 (24 days)

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

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
0	0	0	0

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 2014 while the local/ Govt. auditor has verified the college accounts up to March, 2014.

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		
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	NIL	Yes	Principal
Administrative	Yes	Govt. Auditor	No	Nil
6.5.2 Activities and support from the Parent – Teacher Association (at least three)				
<p>a. The DHE has appointed one guardian members in the Governing Body of the college who take part in college management & decision making.</p> <p>b. The college holds Parent-Teacher Meet at regular intervals.</p> <p>c. The college invites suggestions from the guardians for the all-round development of the institution.</p>				
6.5.3 Development programmes for support staff (at least three)				
<p>a. Duliajan College Employee’s Association is maintained for the support staff of the college.</p> <p>b.The college has provided ICT training to the select office staff to handle Office Accounts, admission records, etc.</p> <p>c. The college authority provides living quarters for a number of office staff.</p>				
6.5.4 Post Accreditation initiative(s) (mention at least three)				
6.5.5				
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 activity	Duration (from-----to-----)	Number of participants
2013	Crash course on entry into service	16/10/2013	16/10/2013 – 21/10/2013	88
2013	Remedial coaching classes	24/10/2013	24/10/2013 – 31/10/2013	173
2013	Financial support for educational tour by Zoology Department	03/11/2013	03/11/2013 - 03/11/2013	36
2013	Financial assistance to organize popular talk programme	01/08/2013	01/08/2013 - 01/08/2013	721

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	
Community Development and Gender Sensitization		23/05/2014		58	21	
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		0	
Provision for lift			No		0	
Ramp/ Rails			Yes		1	
Braille Software/facilities			No		0	
Rest Rooms			No		0	
Scribes for examination			No		0	
Special skill development for differently abled students			No		0	
Any other similar facility			No		0	
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 advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
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		
International Womens' Day		8th March, 2014		87		
International Yoga Day		21st June, 2013		53		
7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)						

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

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:** Declaration of College Campus as Polythene free Zone
2. **Goal:** a) To make the college campus clean and hygienic.
b) In order to make the college an ideal place for students.
3. **The context:** Govt. of India took initiative to ban use of plastic or polythene first in the year 2002. Many govt. departments related to the environment protection raised the issue of banning plastic in different times. In order to actively participate in this polythene banning movement Duliajan College also has taken the initiative to make the college campus polythene free Zone.
4. **The Practice:** a) Both teachers and students take initiative not to throw plastic everywhere and to dispose the polythene bags properly.
b) The college has NSS group and they also dynamically participate in this mission of plastic free college campus.
5. **Evidence of success:** the college campus itself reflects cleanliness and least use of polythene. There are also some banners inside the college campus to remind everyone of the college the vision of making the college polythene free.
6. **Problems encountered and resources required:** the main problem is excessive use of polythene or plastic for different purposes. It will be easier for the college if the higher authorities of the nation or the govt. can make less use of plastic. Resources required are active involvement of faculty members, office staff and students.
7. **Notes:** Everyone of the college has shown positive response in this mission and they actively join in making Duliajan College a polythene free zone.

Best Practice - II

1. **Title:** Segregation of various Departments of the College to different locations of the College.
2. **Goal:** a) To provide new rooms to each departments of the College within the campus.
b) To provide a new personal space for each departments to carry out their respective works in the College.
c) To establish one departmental staff room and at least one departmental classroom in the College.
d) To establish a departmental library in the departmental staff rooms.
3. **Context:** The College since the day of inception has had a single common staff room which is provided to all the faculty members. Besides providing a space to rest and relax, the Teachers' Common Room also provides the scope for all the teachers to come together in one space and share ideas regarding various happenings. However, it has been felt at times that a separate space must be provided to all the departments of the College and the faculty members to carry out their tasks in

the personal space. This in turn ushered the idea of segregating various departments of the College to different locations of the College so that the works can be carried out more efficiently in the respective departments. However, the Teachers' Common Room still remains in the College and various meetings are held therein from time to time.

4. **The Practice:** For bringing this matter into practice, the College authorities have decided that there should be different departmental staff rooms, spread across the entire college so that the teachers can keep monitoring what goes on around the four corners of the College from time to time. New staff rooms for the departments are thus opened up where every faculty member has a space of their own. Not only this, the departmental staff rooms also have Departmental Libraries which provides library facilities to the students to get access to valuable resources within the department. The resources gathered by the Departmental Libraries are often done with the help of the three forums which support the flourishing of the libraries from time to time by providing economic assistance.
5. **Evidence of Success:** This initiative has contributed towards the smooth functioning of various works in the College along with conducting the departmental affairs. Even the students now have a better accessibility with regards to meeting the faculty members in the department and discuss matters in the personal space.
6. **Problems encountered and resources required:** There are no major problems encountered in this matter. Resource required are infrastructure which can house the departments and some other add on resources such as separate tables and chairs for the faculty members and cupboards, almirahs to house the library books.
7. **Notes:** The establishment of new departments has been a major achievement not only as it provides a new space to carry out the departmental activities but also provides ample amount of space to the students to interact with the teachers and avail benefits from the departmental libraries.

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, Assam Sience Technology Environment Council, etc.

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

8. 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.
- Enhancement of extension activities as institutional social responsibility.
- Construction of a new science building.
- Commissioning of the Indoor Stadium.

Name Hemanta Das

Name Dr. Arjit Kumar Gogoi

Hemanta Das

Dr. Arjit Kumar Gogoi

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

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

PRINCIPAL
Duliajan College
