OFFICE OF THE PRINCIPAL

DHING COLLEGE, P.O- DHING, DIST- NAGAON: ASSAM

Website: www.dhingcollege.in, Email: dhingcollege@gmail.com
Phone No-03672260500 (Off), 9435068591, 9435162662 (M)

To

The Director,
National Assessment and Accreditation
Council, Post Box No-1075.Opp:NLSIU
Nagarbhavi Bangalore-560072
Karnataka (India)

Subject: **Submission of Annual Quality Assurance Report** | 2009-10
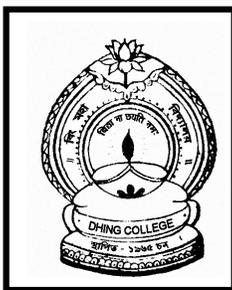**(AQAR) by IQAC of Dhing College, Dhing, Nagaon: Assam.**

Sir,

I have the honour to submit herewith the "*ANNUAL QUALITY ASSURANCE REPORT* **(AQAR)"** prepared by *IQAC* of Dhing College, Dhing, Nagaon (Assam) for the Session **2009 – 2010** for your kind perusal and necessary action. This report has been prepared as per NAAC guidelines to reflect the goals and objectives of the IQAC.

With regards

Yours faithfully

Dr. Manoj Kr. Saikia
Coordinator, IQAC

Dr. Sarat Kr. Dutta
Principal, Dhing College

The Annual Quality Assurance Report (AQAR) of the IQAC.
Session 2009-10
DHING COLLEGE: P.O-DHING, P.S-DHING, DIST-NAGAON,
ASSAM, PIN-782123, Email: dhingcollege@gmail.com, website: www.dhingcollege.in

Part – A

1]. Details of the Institution:

1.1 Name of the Institution	**DHING COLLEGE**
1.2 Address Line 1	**P.O-DHING**
Address Line 2	**P.S-DHING**
City/Town	**DHING**
State	**ASSAM**
Pin Code	**782123**
Institution e-mail address	**www.dhingcollege.in**
Contact Nos.	**9435068591 (M) 03672260500(Off)**

Name of the Head of the Institution:	Dr. Sarat Kr. Dutta

Tel. No. with STD Code:	03672-260500(Office)

Mobile:	9435068591

Name of the IQAC Co-ordinator:	Dr. Manoj Kr. Saikia

Mobile:	9435162662(M)

IQAC e-mail address:	iqacdc@gmail.com

1.3 **NAAC Track ID** (*For ex. MHCOGN 18879*) | ASCOGN11961

1.4 **NAAC Executive Committee No. & Date:**
(*For Example EC/32/A&A/143 dated 3-5-2004.*
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

EC/34/096 dated 04/11/2004

1.5 Website address: | www.dhingcollege.in

Web-link of the AQAR: | http://www.dhingcollege.in /IQAC/AQAR pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	C++	65.00	2004	2011

2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC: DD/MM/YYYY

14/02/2004 [Reconstituted on 13/03/2014]

1.8 AQAR for the year *(2009-10)*

Period from 1st July/2009 to 30 June/2010

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011)*

Not submitted earlier

1.10 Institutional Status

University   State ☐ Central ☐ Deemed ☐ Private ☐

Affiliated College   Yes **√**   No ☐

Constituent College   Yes ☐   No **√**

Autonomous college of UGC   Yes ☐   No **√**

Regulatory Agency approved Institution   Yes ☐   No **√**

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education **√**   Men ☐   Women ☐

Urban ☐   Rural **√** Tribal ☐

Financial Status   Grant-in-aid **√**   UGC 2(f) **√**   UGC 12B ☐

Grant-in-aid + Self Financing ☐   Totally Self-financing ☐

1.11 Type of Faculty/Programme

Arts **√**   Science **√** Commerce ☐   Law ☐   PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others (Specify)
. **Nil**

1.12 Name of the Affiliating University *(for the Colleges)*
GAUHATI UNIVERSITY, ASSAM

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University   -

University with Potential for Excellence   -   UGC-CPE   -

DST Star Scheme   -   UGC-CE   -

UGC-Special Assistance Programme   -   DST-FIST   -

UGC-Innovative PG programmes   -   Any other (*Specify*)   -

UGC-COP Programmes   √

2. IQAC Composition and Activities

2.1 No. of Teachers   **7**

2.2 No. of Administrative/Technical staff   **2**

2.3 No. of students   **1**

2.4 No. of Management representatives   **2**

2.5 No. of Alumni   **2**

2. 6 No. of any other stakeholder and   **1**

     community representatives   **1**

2.7 No. of Employers/ Industrialists

NIL

2.8 No. of other External Experts

1

2.9 Total No. of members

16

2.10 No. of IQAC meetings held

2

2.11 No. of meetings with various stakeholders: No. [   ]   Faculty [**2**]

Non-Teaching Staff Students [**2**]   Alumni [**1**]   Others [0]

2.12 Has IQAC received any funding from UGC during the year?   Yes [   ]   No [**√**]

If yes, mention the amount [-]

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. [**1**]   International [   ]   National [   ]   State [   ]   Institution Level [**√**]

(ii) Themes

Work shop on Teachers Orientation for API.

2.14 Significant Activities and contributions made by IQAC

- Formulation of Action Plan for the year 2009-10.
- Organized remedial classes for undergraduates.
- Faculty Orientation programme for API
- Organised short term computer courses for office and teaching staff.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality

Enhancement and the outcome achieved by the end of the year 2010 *

Plan of Action	Achievements
• **Teaching & Research**: Planned to organised research activities among teachers of various faculties.	• 9(Nine) Minor Research Projects (MRP) has been awarded to various faculty members of the college by UGC. An amount of Rs. 8, 72,000 / was received for conducting research from funding agencies.

*Attach the Academic Calendar of the year as Annexure. (**Annexure-I**)

Plan of Action	Achievements
• **Laboratory Infrastructure**: To develop science laboratory and procurement of equipments.	• The College has established "Institutional Biotech Hub" with the fund received from DBT. Govt. of India. An amount of Rs. 19 Lakh received from NER-BPMC of DBT, Govt. of India for research and project works.
• **Development of Class Room**: Infrastructure development for class room building & hostels for girls and women.	• College has started construction of women hostel for accommodation of girl's students and women faculty of the college. This fund has been received from UGC.
• **Organisation of Seminar**: The IQAC planned to undertake / organise seminar and workshop of state and national level in association with participating deptt.	• 3(Three) National Seminars were conducted by the various department of the college under the sponsorship by UGC.
• **Students Scholarship**: Financial support to poor students in the form of scholarship.	• Special importance was given to poor students and financial support was extended to them by the management body.
• **Add of new Courses**: Introduction of skilled based and carer oriented courses (COP).	• 2 (Two) UGC sponsored Career Oriented Courses (COP) was introduced in curriculum for the benefit of undergraduate students as UGC –Add on Courses under 11th Plan.
• **Extension activity/Outreached Programme**: Planned to organised extension and outreached activity among neighbouring schools.	• Organised Science Camps/ Science Workshop among Science Teachers/DNA Club members/ Eco-club members of entire Locality.
• **Students Visit to R&D Centre**	• A number of Educational Trips to R&D Centre/University etc. was organised.

2.16 Whether the AQAR was placed in statutory body   Yes √   No ☐

Management √   Syndicate ☐   Any other body ☐

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	**2**	**0**	**0**	**2**
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	**1**	**0**	0	0
Others				
Total	**3**	**0**	**0**	**2**

Interdisciplinary	0			
Innovative	0			

1.2 (i) Flexibility of the Curriculum: CBCS/Core**/Elective option** / Open options
(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	**0**
Trimester	**0**
Annual	**2 (Arts and Science)**

1.3 Feedback from stakeholders*   Alumni √   Parents ☐   Employers ☐   Students √
    (On all aspects)

    Mode of feedback   :   Online ☐   Manual √   Co-operating schools (for PEI) ☐

*Please provide an analysis of the feedback in the Annexure (Annexure-II)

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

> Our College is affiliated to Gauhati University, Guwahati, Assam. The college has to follow GU syllabus.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

> **No**

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
49	**28**	**21**	**0**	**0**

2.2 No. of permanent faculty with Ph.D. as on Academic **Year 2009-10**   **2**

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
0	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

2.4 No. of Guest and Visiting faculty and Temporary faculty   **0**   **0**   **0**

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	**0**	**7**	**Sem-56,W-17,Con-11**
Presented papers	**0**	**0**	**0**
Resource Persons	**0**	**0**	**0**

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- For the improvement of result of students' *preliminary/test/ Sessional examination* was conducted with known and unknown question papers based on syllabus.
- *Unit tests* were conducted after the completion of units /topics.
- *Educational trips / excursions* were arranged for students to provide a platform for direct exposure to environments & techniques adopted in the diverse fields.

2.7 Total No. of actual teaching days

During this academic **year2009-10**   **182**

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

As the college is affiliated to Gauhati University and examinations are conducted as per directives of the university in respective programme. Photocopy of evaluated answer scripts were given to students on demand.

2.9 No. of faculty members involved in curriculum
restructuring/revision/syllabus development
as member of Board of Study/Faculty/Curriculum Development workshop

0	0	0

2.10 Average percentage of attendance of students in **2009-10**

72%

2.11 Course/Programme wise distribution of pass percentage **in 2009-10**

*Total enrolment in Science (Iyr+IIyr+IIIyr) =66, Total enrolment in Arts=427

Title of the Programme	Total no. of students Enrolled for final year examination	Total no. of students passed	Division				
			Distinction	I	II	III	Pass %
B.A (Pass& Major)	**107**	**83**	**0**	**0**	**46**	**37**	**78%**
B.Sc (Pass & Major)	**19**	**16**	**0**	**0**	**16**	**0**	**84%**

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

The IQAC plays an important role in the development of teaching and learning processes. In this context, IQAC has taken the following efforts for students and teachers.

- **For faculty**: Encourage and help faculty to develop teaching skill. Prepared an academic calendar to convey the examination schedule, teaching days, celebrations, results, holidays, vacations, etc. to the faculty, students and parents. Carried out evaluation of the faculties from respective students with the help of questionnaire and students feedbacks.

- **For students**: ☐ The progress of students was monitored through unit tests, home assignments, seminars, students feedbacks etc. For the development of students, IQAC has taken the efforts to add two value added certificate course in computers & fashion designing. Student's Internal/External marks are analysed and measures are taken to improve the performance of the students by providing special guidance. Student grievances are redressed by holding meeting with class representatives as well as concerned students.

2.13 Initiatives undertaken towards faculty development: Faculty members were allowed to participate in various faculty development programme organised in time to time.

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	**10**
UGC – Faculty Improvement Programme	**3**
HRD programmes	**0**
Orientation programmes	**-**
Faculty exchange programme	**0**
Staff training conducted by the university	**0**
Staff training conducted by other institutions	**0**
Summer / Winter schools, **Workshops**, etc.	**17**
Others	**0**

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	**22**	**0**	**0**	**0**
Technical Staff	**1**	**0**	**0**	**0**

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

To enhance the climate of research, college has constituted a "***Research Cell'*** under the Chairmanship of Dr. S. K. Dutta, Principal of the college. The main objective of this committee is to encourage and help the faculty and the students to undertake the research projects both minor and major in mature. As a result during the period of 2009-10 the college has been able to achieve the followings:

- 9 (Nine) Minor Research Projects (MRP) have been awarded to various faculty members of the college by UGC. An amount of Rs. 8, 72,000 / was received for conducting research from various funding agencies.
- The College has been able to establish "Institutional Biotech Hub" facility with the fund received from DBT. Govt. of India. An amount of Rs. 19 Lakh received from NER-BPMC of DBT, Govt.of India.
- The faculty has been able to publish **18 (Eighteen)** research papers & **5 (Five)** proceedings in peer reviewed journals of different disciplines.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	**-**	**-**	**1**	**2**
Outlay in Rs. Lakhs	**-**	**-**	**27000000/-**	**0**

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	**-**	**9**	**5**
Outlay in Rs. Lakhs	-	**-**	**872000/-**	**-**

3.4   Details on research publications

	International	National	Others
Peer Review Journals	**-**	**10**	**8**
Non-Peer Review Journals	**-**	**-**	**-**
e-Journals	**-**	**0**	**-**
Conference proceedings	**-**	**5**	**-**

3.5 Details on Impact factor of publications:

Range [-]   Average [-]   h-index [-]   Nos. in SCOPUS [-]

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	3	DBT	2700000/-	1900000/-
Minor Projects(**Total: 9**)	2	UGC	872000/-	650000/-
Interdisciplinary Projects	.	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)	-	-	-	-
Total			**35,72000/**	**25,50000/-**

3.7 No. of books published   i) With ISBN No.   [**5**]   Chapters in Edited Books   [-]

                                    ii) Without ISBN No.   [   ]

3.8 No. of University Departments receiving funds from

UGC-SAP [   ]   CAS [   ]   DST-FIST [   ]

DPE [   ]   DBT Scheme/funds [√]

3.9 For colleges   Autonomy [ ]   CPE [ ]   DBT Star Scheme [ ]

INSPIRE [ ]   CE [ ]   Any Other (specify) [ ]

3.10 Revenue generated through consultancy   **Nil**

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number		**1**	**2**	-	-
Sponsoring agencies		**UGC**	**UGC**		

3.12 No. of faculty served as experts, chairpersons or resource persons   [-]

3.13 No. of collaborations   International [-]   National [-]   Any other [**2**]

3.14 No. of linkages created during this year   [-]

3.15 Total budget for research for current year **(2009-10)** in lakhs **: Rs. 50,00,000/-**

From Funding agency   **UGC+DBT**   From Management of University/College [-]

Total   **Rs. 35, 72,000/-**

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	**-**
	Granted	**-**
International	Applied	**-**
	Granted	**-**
Commercialised	Applied	**-**
	Granted	**-**

3.17 No. of research awards/ recognitions   received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

3.18 No. of faculty from the Institution   [-]
who are Ph. D. Guides
and students registered under them   [-]

3.19 No. of Ph.D. awarded by faculty from the Institution   [-]

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF [1]   SRF [-]   Project Fellows [-]   Any other [-]

3.21 No. of students Participated in NSS events:

University level [-]   State level [-]

National level [-]   International level [ ]

3.22 No. of students participated in NCC events:

University level [-]   State level [18]

National level [02]   International level [-]

3.23 No. of Awards won in NSS:

University level [-]   State level [-]

National level [-]   International level [-]

3.24 No. of Awards won in NCC:

University level [-]   State level [-]

National level [-]   International level [-]

3.25 No. of Extension activities organized

University forum [-]   College forum [-]

NCC [2]   NSS [2]   Any other [-]

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

Every year a group of NCC cadets participated in the centrally organised Independence day and Republic day celebration at Circle Office Campus of Dhing.

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	25 acres Land	-	Govt land	25 acresLand
Class rooms	Hall-3, Class Room-15	Class -2	UGC	Class-17 Hall-3
Laboratories	6	1 Biotech Hub	DBT	7
Seminar Halls	-	1	-	1
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.	-	19	DBT	19
Value of the equipment purchased during the year (Rs. in Lakhs)	-	12 Lakhs	DBT	12 Lakhs
Others	-	-	-	-

4.2 Computerization of administration and library

Proposal to construct a *New Central library*, at the   heart of the college, is under process and waiting for approval from the authority concerned. The Assam type old library building is partially equipped with facilities to cater the needs of UG students, faculties and the members of the library. The library transactions are not computerized and operated with manually. All the books in the library are to be bar coded in a phased manner.

4.3   Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	1446	269988	588	107423	2034	377411
Reference Books	1827	501407	881	161135	2753	662542
e-Books	-	-	-	-	-	-
Journals	15	11184	-	-	15	11184
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall):

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	**7**	**-**	**-**	**-**	**1**	**3**	**13**	**-**
Added	**1**	**1**	**1**	**-**	**-**	**-**	**-**	**-**
Total	**8**	**1**	**1**	**-**	**1**	**3**	**13**	**-**

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

> To enhance the computer skills, Office staff and faculties was given training by the experts of college computer centre**.**

4.6 Amount spent on maintenance in lakhs :

  i) ICT   `-`

  ii) Campus Infrastructure and facilities   `5 Lakhs`

  iii) Equipments   `12 Lakh`

  iv) Others   `-`

              Total :   `17 Lakhs`

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> - Receiving the feedback from the students on the utility of support services.
> - Provide guidance to the needy students.

5.2 Efforts made by the institution for tracking the progression

> Started Value added courses namely Information & Computer Technology and Fish and Fishery Products to make the students skill oriented on add on courses.
> - Computer education was made available with free of cost on first come first served basis.
> - Sample question papers are made available on library on free of cost.
> - Students are guided to participate in arranged educational excursion / field trips.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
493	-	-	-

(b) No. of students outside the state | - |

(c) No. of international students | - |

Men
No	%
257	**52%**

Women
No	%
236	**48%**

Last Year 2008-09						This Year 2009-10					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
-	-	-	-	-	**460**	**342**	**54**	**09**	**87**	**01**	**493**

Demand ratio | 1:1 | Dropout % | **2.43%**

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

- Carrier based Competitive examinations coaching were provided to students under UGC sponsored Remedial Course.
- Books available in the library for Competitive exam.

No. of students beneficiaries | **30**

5.5 No. of students qualified in these examinations

NET | - | SET/SLET | - | GATE | - | CAT | - |

IAS/IPS etc | - | State PSC | - | UPSC | - | Others | - |

5.6 Details of student counselling and career guidance

The career guidance& counselling cell of the college organised 2 days entrepreneur training programme for students.

No. of students benefitted | - |

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
-	-	-	-

5.8 Details of gender sensitization programmes

For the empowerment of girl and women, the "*Women Cell*" of the college has been constituted. The women cell of the college had organised 2 ESSAY COMPETITION on the theme" *Role of women in freedom movement*" and" *Importance of Women*

5.9 Students Activities

5.9.1   No. of students participated in Sports, Games and other events

State/ University level | - | National level | - | International level | - |

No. of students participated in cultural events

State/ University level | - | National level | - | International level | - |

5.9.2   No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level | - | National level | - | International level | - |

Cultural: State/ University level | - | National level | - | International level | - |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	**136**	**Rs. 186246/-**
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11   Student organised / initiatives

Fairs   : State/ University level [-]   National level [-]   International level [-]

Exhibition: State/ University level [-]   National level [-]   International level [-]

5.12   No. of social initiatives undertaken by the students   [-]

5.13 Major grievances of students (if any) redressed: [-]

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> **Vision:**   Enlightened Students for being responsible democratic citizen and making eligible for accepting the challenges of modern civilization.
>
> **Mission:** The mission of the Dhing College is to make the college an ever-growing and ever-illuminating centre of higher education in Humanities, science and vocational subjects and radiate the knowledge through length and breadth of the vast locality.

6.2 Does the Institution has a management Information System : **Yes**

> **1 Administrative procedure:**
> .
> - Quarterly administrative feedback meetings.
> - IQAC and Governing Body meetings for feedback and decision making.
> - Periodic meetings of various committees and decision making therein.
> - Departmental meetings on syllabus completion and correction feedback.
>
> **2 Student admissions:**
> - Uniform admission procedure on merit basis.
> - Student reservation as per govt. Guidelines.
> - Compulsory parent meetings for student's feedbacks.
> - Year wise maintaining students' record.
> - Monthly attendance record and feedback of defaulter students.
> - Record of fees in instalments and its recovery.
>
> **3 Evaluation and examination procedures:**
> - Existence of full-fledged examination committee and updated maintenance of Concerned records.
> - Quarterly meetings of examination committee.
> - Exam evaluation and declaration of results
>
> **.4 Others:**
> - Documentation and preservation of old records for decision making.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

- Arranged discussion on Curriculum by faculty members including academic committee.

6.3.2 Teaching and Learning

- Preparing academic calendar.
- Using advanced methods of teaching.
- Conducting unit tests, sessional exam, test exam with known and unknown option etc.
- Exposing students for outdoor learning through educational trips, excursions, camps etc.

6.3.3 Examination and Evaluation

The examination schedule is organised as directions given by university concerned. The examination committee conducts and monitor the examination procedure. Cumulative evaluation of each student through various types of examinations. Results of examinations in stipulated time. Conducts Grievance re-dressal for re-evaluation. The College also conducted University Zonal Examination Evaluation Centre for TDC Part-II (General Course).

6.3.4 Research and Development

Teachers and students are encouraged to undertake research tropic and project works relevant to local needs and multidisciplinary in nature. The Research Committee of the College monitors various research projects.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Institution has an adequate number of books, computer labs, scientific instruments, Classrooms and playgrounds. MoU with INFLIBNET is under process. Most of the functions of library are done manually. The future up gradation and computerization of library is under process.

6.3.6 Human Resource Management

A student being as a prime Human Resource, the college aims to develop this resource through variety of activities like, N.S.S., N.C.C., social and Cultural activities etc. The Faculty members are encouraged to participate in refresher courses, faculty programme, workshops, training etc.

6.3.7   Faculty and Staff recruitment.

Faculty and Staff recruitment are made as per UGC and State Government Guidelines**.**

6.3.8   Industry Interaction / Collaboration

Nil

6.3.9   Admission of Students

Admission is purely on merit basis and done in transparent procedure. All admission information is placed on College notice board · Reservations are strictly followed as per state government guidelines.

6.4 Welfare schemes for	Teaching	Dhing College Teachers & Employees MBS & Dhing College Science Employees Fund
	Non teaching	Do
	Students	Student poor fund exist

6.5 Total corpus fund generated   **1000000/-**

6.6 Whether annual financial audit has been done   Yes [√]   No [ ]

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	**No**	**No**	**Yes**	**Principal & IQAC**
Administrative	**No**	**No**	**Yes**	**Principal**

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes   Yes [ ]   No [√]

For PG Programmes   Yes [ ]   No [√]

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

The affiliating university has introduced 3 year degree courses (without semester). Our college has implemented the system proactively. The system includes in all 3 annual tests in a span of three years for evaluation.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

> Our university has introduced option of acquiring autonomous status. Few colleges have opted the status.

6.11 Activities and support from the Alumni Association

> The alumnus of the college has been working in different fields and occupying key positions in the society. Some of the alumni represent Governing Body of the college and some are teaching and non-teaching staff of the college. The boundary wall construction has been completed with a substantial share from alumni in the form of money and expertise.

6.12 Activities and support from the Parent – Teacher Association

> The college has introduced the concept of a 'parent teacher'. A teacher assigned with the parent-ship of a group of about 100 students to maintain a two way rapport with the group in following student related aspects. □ Attendance of the students □ Discipline in the campus □ Dress code □ Academic results

6.13 Development programmes for support staff

> The support staffs plays an important role in the development and activities of the college. Keeping in view the support staff was given proper time table of work as well as their remuneration. More over the authority provides proper residential space for them in the campus.

6.14 Initiatives taken by the institution to make the campus eco-friendly

> The College is located in a rural area naturally crowded with variety of trees and vegetation. The college has covered an area of 25 acres open land with mini botanical and medicinal plant garden. Besides these two aqua fish ponds are also available in the campus. The Solid waste is disposed off properly. Drainage lines are covered. This makes the institution eco-friendly. Dust bins are properly placed.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

> Introduced two Career Oriented (COP) courses to enhance the students for self-employment generation through entrepreneurship. Moreover competent guest faculty are engaged for conducting the programme effectively.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Plan of Action	Achievements
- Planned to organised research activities among teachers of various faculties. - To develop science laboratory and procurement of equipments. - Infrastructure development for class building & hostels. - To undertake / organise seminar and workshop of state and national level - Financial support to poor students in the form of scholarship. - Introduction of skilled based and career oriented courses (COP).	9(Nine) Minor Research Projects (MRP) has been awarded to various faculty members of the college by UGC. An amount of Rs. 8, 72,000 / was received for conducting research from funding agencies - The College has established "Institutional Biotech Hub" with the fund received from DBT. Govt. of India. An amount of Rs. 19 Lakhs received from NER-BPMC of DBT, Govt.of India. - College has established Women Hostel for accommodation of girl's students and women faculty of the college. This fund has been received from UGC. 3(Three) National/State Level Seminars were conducted by the various department of the college under the sponsorship by UGC. - Special importance was given to poor students and financial support was extended to them by the management body. 2 (Two) UGC sponsored Career Oriented Courses (COP) were introduced in curriculum for the benefit of undergraduate students.

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

- **Pre-exam Test:** In order to improve the results of students, a preliminary examination (*unit test/test exam*) is conducted with the board/university level standard of question papers. This enhanced a positive impact on students in final examination.
- **Students Publication**: The college authority insist a regular publication of college magazine to give scope to students for their creative and artistic work

7.4 Contribution to environmental awareness / protection

Every year the College had organised plantation programme around the college campus. College had also organised NEAP in association with Assam Science Society& MOEF in order to create an environmental awareness among students and invited public of entire locality.

7.5 Whether environmental audit was conducted?   Yes [ ]   No [√]

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

No

8. Plans of institution for next year

- To increase faculty participation programme.
- To promote research activity among teachers and students in the form of MRP and Students Project Work (SPW).
- To organise multidisciplinary workshops and seminars relevant to present day.
- To construct indoor sports complex and facility for students
- Modernisation of Science Laboratory.
- Opening of new Career Oriented (COP) courses.

Name : Dr. Manoj Kr. Saikia   *Name : Dr. Sarat Kr. Dutta, Principal*

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

Annexure I
Academic calendar - 2009-10

	Activity	Date/Month
A]	Admission	June
B]	Part 1 & II& III Classes	July - November
	Terminal Exam Part I&II&III	November
	Test Exam Part 1 & Part II&III	December
	Final Exam Part 1& Part II&III	Feb-April
	Announcement of result	By May

NB : Holidays are as per University and Govt . Guidelines.

<u>**Annexure II**</u>
As per point no. 1.3 of Part B of AQAR about students feedback analysis (2009-10)

It is mandatory for the part of college to exercise collecting the feedbacks from the students of all the programs. This valuable feedback helps the teachers to upgrade their techniques of teaching. Secondly, students convey their difficulties about syllabus and the availability of facilities. This facilitates the college to understand the present scenario and the demand of the future. The feedback from students is taken periodically. The feedbacks are analysed based on the following points and also shared with IQAC for action taking & future reference.

- *Drafting & Completion of Syllabus by the faculty of the college.*

- *Designing of curriculum.*

- *Innovative teaching methods.*

- *Library resources provided to the students by the college.*

- *Test and evaluation process adopted by the College.*

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Reconstituted IQAC
Dhing College
Dated: 13/03/2014

- **Chairperson:**   Dr. Sarat Kr. Dutta, Principal
- Administrative officers;   Mrs. Manju Neog

                                        Sri. B. C. Bora

- Teacher Representatives: Prof. B. C. Nayak

                                        Prof. S. K. Sarma

                                        Dr. N. K. Barthakur

                                        Prof. Gobin Ch. Bharali

                                        Dr. R. Nath

                                        Dr. S. K. Nath

                                        Dr. S. Bhagawati

- Members from Management :   Sri. Hamen Saikia
- Nominee from Local; Society/alumni :   Sri. Bimal Ch. Das

                                        Sri Kumar Duke Deb

- Members from Stake Holders :   Sri. Parag Hazarika

                                        Md. Sirajuddin Ahmed

- **Coordinator :**   **Dr. M.K. Saikia**

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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