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(M), 9435162662 (M)

To,

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

Subject: **Submission of Annual Quality Assurance Report (AQAR) by IQAC Dhing College, Nagaon (Assam)** | **2017-18** |

Sir,

I have the honour to submit herewith the *ANNUAL QUALITY ASSURANCE REPORT* (AQAR) of Dhing College, Dhing, Nagaon (Assam) for the Session **2017 – 2018** for your kind perusal and necessary action.

With regards

Yours faithfully

Dr. Manoj Kr. Saikia
Coordinator, IQAC

Dr. Sarat Kr. Dutta
Principal, Dhing College

The Annual Quality Assurance Report (AQAR) of IQAC.
Session 2017-18
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	Dist- NAGAON
State	ASSAM
Pin Code	782123
Institution e-mail address	**www.dhingcollege.in**
Contact Nos.	9435068591 (M) 03672260500(Off)/9435162662

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:	**iqacdhingcollege@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 (Sc)/189/A&A/68.2)dated 5/11/2016 (2nd Cycle)

1.5 Website address:

www.dhingcollege.in

Web-link of the AQAR:

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**	**2009**

2	2nd Cycle	B++	2.82	2016	2021
3	3rd 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 *(2017-18)*

Period from 1st July/2017 to 30 June/2018

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2017-18 submitted to NAAC.*

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

√ UGC Career Oriented Programme.

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	**17**

2.10 No. of IQAC meetings held

| 3 |

2.11 No. of meetings with various stakeholders: No. | 2 | Faculty | 2 |

Non-Teaching Staff Students | - | Alumni | 1 | Others | 0 |

2.12 Has IQAC received any funding from UGC during the year 2017-18 ?   Yes | | No | √ |

If yes, mention the amount | **Nil** |

2.13 Seminars and Conferences (only quality related)

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

Total Nos. | 0 | International | - | National | - | State | - | Institution Level | 0 |

(ii) Themes | - |

2.14 Significant Activities and contributions made by IQAC

- Prepared action plan for the year 2017-18
- Prepared AQAR for 2017-18
- Organized regular meeting with various stakeholders**.**

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 2017-18**

Plan of Action	Achievements
• **Teaching & Research**: Formulated plans for Teaching & research projects by faculties and students.	• 01 Numbers of UGC Minor Research Projects has been sanctioned for faculty during 2017-18.

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

Plan of Action	Achievements
. • **Formulated Plan to upgrade the institutional weakness (as per recommendation of NAAC Peer Team)** in the field of Class Room, MIS, PG Classes, faculty position & Teacher –Student ratio. . • **Construction of New Building:** plan of action was taken for construction of College New Building	• Technical proposal has been prepared and submitted to RUSA for approval. As regards to MIS, Library & Office automation has been upgraded. A databases of enrolment & passed out has been created. • Technical proposal has been prepared and submitted to RUSA for approval. The construction of Examination Control Room has already completed.
• **Renovation:** plan of action was taken at the beginning of the year to renovate the existing Adm. Building, Academic building, campus development, class room development,hostel development, lab & Auditorium development. This entire proposal has been submitted to RUSA/ State Govt. MoHRD for approval. .	• Technical proposal has been approved and 1st instalment of grant has been received. The construction & renovation work started. .
• **To undertake / organise seminar & workshop/ Adoption of Villages / Publication of research Papers** of state and national level.	• The College has not been able to organised seminars/workshops during 2017-18 due to not receive of fund from funding agencies. But we have organised 6 workshops/ training and awareness programme in association with BThub, Women Cell, , NSS, NCC of the college. More over the faculty members of the college has published 18 research papers in various journals of repute.
• **Scholar ships & Financial support**: Plan of action was chalk out to provide financial support to poor students/SC/ST in the form of scholarship.	• Special importance was given to poor students. An amount of Rs.78522/- was disbursed as financial support to **45** numbers of students. More over 114 number students availed scholarship from under Govt. Scheme for SC/ST/OBC.
• **New Courses**: Plan of action was chalk out to introduce new skill oriented courses in the curriculum.	• New courses like vermicomposting technology & SWM, was introduced from 2017-18 as

	certificate course in BTHub under due intimation to DBT –NER-BMPC for maximum utilization of infrastructure created in the Biotech Hub. .
• **Construction of permanent building for Commerce stream**: • **Procurement of sophisticate equipments for Lab and books& Journal for Library**.	• Construction work/class room already completed for commerce stream. • Procured 10 fast grade quality equipments by Institutional Biotech Hub of Dhing College established under DBT of Govt. The college also procured good number of books and journal for the library.

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	**3**	**0**	**0**	**0**
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	**1**	**2**	0	0
Others				
Total	**4**	**2**	**0**	**0**

Interdisciplinary	EVS [common]			
Innovative	0			

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	**BA & B.Sc & B.Com [Pass & Major course]**
Trimester	-
Annual	-

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, Assam and bound to follow the university Syllabus.*

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

> **Bachelor of Commerce (B.Com) entered for II semester**

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
49	**9**	**40**	**0**	**0**

2.2 No. of permanent faculty with Ph.D. as on Academic **Year 2017-18**   **17**

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year 2016-17

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
0	**3**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**3**

2.4 No. of Guest and Visiting faculty and Temporary faculty   **5**   **0**   **0**

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	**0**	**6**	**5**
Presented papers	**0**	**6**	**4**
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 plate form for direct exposure to techniques adopted in the divers' fields.[**All are regular programme annually conducted]**
- **ICT based Seminar presentation was made compulsory for major students at UG level.**

2.7 Total No. of actual teaching days

during this academic **year2017-18**

198

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 examinations were conducted as per directives of the Gauhati university in respective programme. Photocopy of assessed answer scripts were given to students on demand. The College believes firmly in continuous evaluation of the students for their sustained performance in college examination both internal as well as external. Hence a structured evaluation process has been designed and implemented. The tests/internal examination/ sessional examination are prepared and conducted as per the University examination pattern. To prepare students for practical and oral examinations, college conducts mock Oral/Practical exams. The college conducts two unit tests, Prelim Exam appropriately as per the requirement of the concerned syllabi of different classes. All those evaluation copies and marks are preserved by concerning department till declaration of final results. No students are allowed to sit in final examination without appearing in internal /sessional exam conducted by the college, except on medical ground.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development

2	0		0

as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students in **2017-18**

84%

2.11 Course/Programme wise distribution of pass percentage **in 2017-18**

*Total enrolment in Science 386, Arts=717, Commerce =114   G. Total=1275

Title of the Programme	Total no. of students Enrolled for final year examination	Total no. of students passed	Division/GPA				
			Distinction	I	II	III	Pass %
B.A (Pass& Major)	**292**	**238**	**0**	**15**	**165**	**58**	**81%**
B.Sc (Pass &	**193**	**181**	**0**	**17**	**108**	**56**	**93.%**

Major)						
B.Com (Pass & Major)	103	86	-	20	52	14

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 feed backs.
- **For students**: ☐ The progress of students was monitored through *regular unit tests, Departmental seminars, students feedbacks* etc. For the skill development of students, IQAC has taken efforts to introduce the skill oriented courses for benefits of students in UG Classes. 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 and guardian concerned.

2.13 Initiatives undertaken towards faculty development:

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	**3**
UGC – Faculty Improvement Programme	**0**
HRD programmes	**0**
Orientation programmes	**4**
Faculty exchange programme	**0**
Staff training conducted by the university	**0**
Staff training conducted by other institutions	**2**
Summer / Winter schools, Workshops, Seminars etc.	**10**
Others	**02**

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled	Number of positions filled temporarily

			during the Year	
Administrative Staff	**22**	**5**	**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 activity of research, college has constituted a research cell under the Chairman ship 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. As a result during the period of **2017-18** the college has been able to conduct research in association with the Biotech Hub of the College. The JRF/SRF/RA of Biotech hub actively engaged with research and published paper related to their work.

3.2 Details regarding major projects sanctioned during 2017-18 : No Major Research was sanctioned during 2017-18 . Only Biotech Hub was continuing with the fund sanctioned by DBT .

	Completed	Ongoing	Sanctioned	Submitted
Number	-	**1**	-	-
Outlay in Rs. Lakhs		**25.00 Lakhs**	-	-

3.3   Details regarding minor projects 2017-18

	Completed	Ongoing	Sanctioned	Submitted
Number	**-**	**02**	**0**	**-**
Outlay in Rs. Lakhs	**-**	**-**	**0**	**-**

3.4   Details on research publications

	International	National	Others
Peer Review Journals	-	**2**	**15**
Non-Peer Review Journals	-	-	**-**
e-Journals	-	-	**02**
Conference proceedings	-	-	**03**

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 during 2017-18

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	8	**DBT**	**25.00 Lakhs**	**25.00 Lakhs**
Minor Projects (**Total=0**)	2	**UGC -NERO**	-	-
Interdisciplinary Projects	.	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)	-	-	-	-
Total			**25.00 Lakhs**	**25.00 lakhs**

3.7 No. of books published   i) With ISBN No.   **10**   Chapters in Edited Books   07

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		**-**	**02**	-	02
Sponsoring agencies		**-**	**-**		

3.12 No. of faculty served as experts, chairpersons or resource persons   **03**

3.13 No. of collaborations   International   -   National   -   Any other   **3**

3.14 No. of linkages created during this year   -

3.15 Total budget for research for current year **(2017-17)** in lakhs: **Rs. 25.00 Lakhs**

From Funding agency   **25.00**   From Management of University/College   [ ]

Total   **25.00 Lakhs**

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 year2017-18

Total	International	National	State	University	Dist	College
-	-	**01**	-	-	-	-

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

3   1

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

3.20 No. of Research scholars receiving the Fellowships

JRF/SRF   **02**   RA   2   Project Fellows   **1**   Any other   1

3.21 No. of students Participated in NSS events 2017-18:

University level   _   State level   -

National level   _   Institutional level   **91**

3.22 No. Of students participated in NCC events 2017-18:

University level   _   State level   **11**

National level   -   Institutional level   **50**

3.23 No. of Awards won in NSS:

University level   -   State level   -

National level   -   International level   -

3.24 No. Of Awards won in NCC 2017-18:

University level [-]   State level [-]

National level [-]   International level [-]

3.25 No. of Extension activities organized during 2017-18

University forum [-]   College forum [2]

NCC [2]   NSS [17]   Any other [10]

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. During 2017 NCC wing of the college had organised 2(two) extension activity on Yoza & Swacheta & Cleanliness abhijan.*
- *More over the women cell of the college regularly organised meeting on gender sensitization issued.*
- *The Biotech Hub of the college had organised 4(four) events/workshop/training in Techniques in Molecular biology for UG& HS students of the college. Also conducted students orientation programme for participation to National Science Olympiad Examination*/2016 in association with SOF , New Delhi
- *The NSS wing of the college had organised 17 swacheta camp in the college during 2017 covering 91 NSS volunteers.*
- The NSS wing of the college also adopted a village " Borbheti Gaon" in revenue circle of Dhing, The sociometric survey of adopted village is undergoing under programme In charge Md. Abdul Rasid, Assoc.Professor, Dept. Of Geograpgy, Dhing College.

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 hector Land*	*-*	*-*	*25 hector Land*
Class rooms	*Hall-3, Class Room-27+4 (Commerce) =31 Conference R-1*	*2*	*UGC/GDA*	*Class-31 Hall-3 Conference R-1*
Laboratories	*6+1=7*	*-*	*-*	*7*
Seminar Halls	*1*	*-*	*-*	*1*
No. of important equipments purchased (≥ 1-0 lakh) during	*-*	*09*	*-*	*09*

	Current year			
the current year.				
Value of the equipment purchased during the year2017-18 (Rs. in Lakhs)	*-*	*10.00*	*-*	*10.00*
Others	*-*	*Examination Control Room-1 Health Care Room-2*	*-*	*02*

4.2 Computerization of administration and library

> *The administration and library transactions are partially computerized. All the books in the library are bar coded. The MIS in progress as per recommendation of MAAC Peer Team. The Upgradation of Language Lab also in progress.*
>
> 1**. Admission Management**: The entire admission is linked to online application registration and admission modules (where the admission life cycle of the students is captured in a single database in the college website [http://dhingcollegeonline.co.in/]. This has been done and supervises through an admission committee consisting of faculty members and IT experts of the college headed by the principal.
>
> 2. **Fees management**: The fees collection is made manually as well as electronically. Timely alerts are given to the students in their registered mobile number. The alerts and notifications are also sent to parents regarding the upcoming fee collections. Parents are provided with the option to pay the fee online/offline from their mobile phones without the need to visit the campus. As regards to BPL card holders fees are waived as per government notification.
>
> 3. **Attendance management**: One of the most used functionalities of the college management system is the attendance management module which is used to record the subject-wise or daily attendance of a student. Students attendance is done through manually ,but introduction of online attendance system is under process .Teacher's attendance is done through biometric hardware integrations available to minimize the manual intervention required in attendance taking for both teaching and non-teaching staff of the college.
>
> 4. **Timetable management**: Students and teachers can access the timetable from common notice board. But a master time table *Exit/Entry* for the principal and teachers are done digitally through biometric device.
>
> **7. Library management:** All the data in the library are digitally arranged. All books are bar coded. The librarian takes care and supervise   all library-related activities from searching for books, issuing books, tracking of books, etc. Library management with barcode integration is one of the most required modules in our college.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value

Text Books	*8852*	*973937*	*-*	*-*	*8852*	*973937+*
Reference Books	*8602*	*1592452*	*-*	*-*	*8602*	*1592452*
e-Books	*97000+*	*-*	*-*	*-*	*97000+*	*-*
Journals	*22*	*24528*	*-*	*-*	*22*	*24528*
e-Journals	*6000+*	*-*	*-*	*-*	*6000+*	*-*
Digital Database	*SOUL2.0* *-*					
CD & Video	*VDO confere ncing Room 01*	*-*	*05 CCTV*		*05*	*60000.00*
Others (specify)	*Laptop 2Nos*	*Compu. 30 Nos*	*Printers 3Nos*	*Xerox 01Nos*		*.*

4.4 Technology up gradation (overall)[*Excluding Library*] :

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart -ments	Others BTHub
Existing	**26**	**1**	**1**	**-**	**1**	**09**	**18**	**04**
Added	**08**	**1**	**0**	**-**	**-**	**-**		**01**
Total	**34**	**02**	**01**	**-**	**1**	**09**	**18**	**05**

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

Students were given compulsory training on Basics of computers by the computer faculty of the college as well as by the invited lecturer. Certificates also issued to them by college authority. The Biotech Hub of the college established under DBT of Goverment of India regularly conduct in-house training bioinformatics, uses of soft ware for data handling like SPSS, genius pro, blast etc for UG science students. This training is provided by the JRF/SRF/RA of the Hub.

4.6 Amount spent on maintenance in lakhs in 2017-18 :

   i) ICT   *04 Lakhs*

  ii) Campus Infrastructure and facilities   *15 Lakhs*

  iii) Equipments   *15 Lakh [including BTHub]*

  iv) Others(Chemicals)   5.0 Lakhs

                  Total :   **39 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& remedial classes.
- Provide guidance for higher education/ vocation
- Provide health care, sanitation & drinking water services.
- Provide guidance to comply with the college dress code& uniform
- Provide hygiene& cleanlinees drive to students.
- Provide proper meals through Canteen services.
- Provide democratic autonomy to Students Self Goverment as per guideline of Government.

5.2 Efforts made by the institution for tracking the progression

- No new COP course was added in curriculum for the academic session 2017-18 . **But two skill based courses in vermicomposting & Solid Waste management is introduced from 2017-18 under the Biotech Hub of Dhing College with due intimation to NER-BPMC of DBT, GOI.**
- Computer education was made available with free of cost on first come basis.
- Previous year Sample question papers are made available on library on free of cost for the benefit of students.

5.3 (a) Total Number of students (**2017-18**)

UG	PG	Ph. D.	Others (**HS Arts & Science**)
1217	-	-	**436**

(b) No. of students outside the state

-

(c) No. of international students

-

Men

No	%
654	**53**

Women

No	%
563	**47**

Last Year 2016-17						**This Year 2017-18**					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
951	**92**	**33**	**256**	**-**	**1332**	**910**	**75**	**26**	**206**	**-**	**1217**

Demand ratio: | 1:1 | Dropout % | **3.02%** |

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

- *Career based Competitive examinations coaching were provided to students under ICGC Cell of the college..*
- *A good number of books are available in the library for Competitive exam.*

No. of students beneficiaries

87 number of students were provided coaching for CE by Information and Carrer Guidance Cell(ICGC).

5.5 No. of students qualified in these examinations

NET	-	SET/SLET	-	GATE	-	CAT	-
IAS/IPS etc	-	State PSC	02	UPSC	-	Others	15

5.6 Details of student counselling and career guidance

The ICGS is in existence and provide guidance to near about 87 students for career guidance.

No. of students benefitted   87

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

The Women Cell of the college regularly organised awareness cam / sensitization programme "Gender Issues". Also organised "Yoga Camp" in 2017-18 in association with local NGO& BTHu & NCC wing of the college. In 2017-18 Pad Man Movie was demonstrated to girl's students by the women cell in order to create health hygine among women students.

5.9 Students Activities

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

State/ University level **05**   National level 01   International level **01**

No. of students participated in cultural events

| State/ University level | 08 | 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 | 01 | International level | 01 |

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

5.10 Scholarships and Financial Support 2017-18:

	Number of students	Amount
Financial support from institution (**Poor Aid Fund**)	45	Rs. 78522.00
Financial support from government	**104**	**Paid to beneficiary A/C directly by the government**
Financial support from other sources	-	-
Number of students who received International/ National recognitions	01	-

5.11   Student organised / initiatives

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

| Exhibition: State/ University level | - | National level | - | Institutional level | 02 |

5.12   No. of social initiatives undertaken by the students   22

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,Commerce and vocational subjects and radiate the knowledge through length and breadth of the vast locality.*

6.2 Does the Institution have a management Information System: **Yes, MIS has been adopted as per NAAC recommendation during 2nd Cycle in 2016.**

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1. <u>Admission Management</u>: The entire admission is linked to online application registration and admission modules (where the admission life cycle of the students is captured in a single database in the college website [http://dhingcollegeonline.co.in/]. This has been done and supervises through an admission committee consisting of faculty members and IT experts of the college headed by the principal. 2. **<u>Fees management</u>**: The fees collection is made manually as well as electronically. Timely alerts are given to the students in their registered mobile number. The alerts and notifications are also sent to parents regarding the upcoming fee collections. Parents are provided with the option to pay the fee online/offline from their mobile phones without the need to visit the campus. As regards to BPL card holders fees are waived as per government notification. **3. <u>Attendance management</u>**: One of the most used functionalities of the college management system is the attendance management module which is used to record the subject-wise or daily attendance of a student. Students attendance is done through manually ,but introduction of online attendance system is under process .Teacher's attendance is done through biometric hardware integrations available to minimize the manual intervention required in attendance taking for both teaching and non-teaching staff of the college. **4. <u>Timetable management</u>**: Students and teachers can access the timetable from common notice board. But a master time table *Exit/Entry* for the principal and teachers are done digitally through biometric device. **5. <u>Examination management</u>**: All external examinations form fill up are done though online in the GU portal. Students were provided guidance and counseling to generate their own user ID & password by the admission/examination help desk of the college. Internal examinations are done manually. Students grade book reports are maintained logically in College data bank. 6. **<u>Library management</u>**: All the data in the library are digitally arranged. All books are bar coded. The librarian takes care and supervise   all library-related activities from searching for books, issuing books, tracking of books, etc. Library management with barcode integration is one of the most required modules in our college. **7. <u>Financial Management</u>:** College does not have Accounting Information System (AIS). But all financial data are stored in a computer-based system as well as in *CASH BOOK*. The authority regularly processes and analyzes   store financial data and called upon it to retrieve and report such data to its users, namely accountants, auditors, government tax authorities etc. as and when required. As regards to RUSA and some of UGC Scheme PFMS is in well practice.

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

      6.3.1 Curriculum Development

- **The college regularly arranged discussion on Curriculum with faculty members including the academic committee. The institution follows the syllabus prescribed by affiliating Gauhati University, Assam. The. Syllabus undergoes revision from time to time. Few faculty members are encouraged to participate in the syllabus framing process done by the university. However for skill based/ certificate/COP courses curriculum has been framed by the board of Study of college in consultation with respective department.**

      6.3.2 Teaching and Learning

- *Preparing Routine plan for /2017-18*
- *Conducting unit tests, sessional exam, test exam with known and unknown option etc.*
- *Exposing students for outdoor learning through educational trips, excursions, camps etc.*
- *Use of ICT, Teachers' study materials are shared with students.*
- *Regular assignments projects are given to the students.*
- *Remedial classes and student counselling are conducted for slow learners by organising student's seminars in respective subjects by respective departments.*

6.3.3 Examination and Evaluation

Te 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. · Double valuation. · Grievance re - dressal for evaluation.

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. Faculty members are encouraged to register for PhD and FDP programme as per guidelines of UGC. Interested faculty members are motivated to apply and obtain research grants from various government and non-government research funding agencies such as UGC/ ICMR/DBT/ICSSR etc. Faculty members are encouraged to publish their research contributions in various State, National and International Journals.

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 had signed. Most of the functions of library are computerised. Books are bar-coded. ICT enabled video conferencing facilities are also exist. In addition college library has E journals, digital databases, softwares and SOUL.

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. Also staffs were encouraged to participate   in *orientation courses, refresher courses, faculty programme, workshops, training etc.*

6.3.7 Faculty and Staff recruitment.

Faculty and Staff recruitment are done as per UGC and State Goverment Guideline.

6.3.8 Industry Interaction / Collaboration

The college has signed MOU with NER-BPMC for establishment of BTHub through which students were provided training to develop their skills on bioinformatics & laboratory Technology. Also provided scope for out reached programme to visit R&D lab & Industries.

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 guideline. Student counselling is done at the time of admission by the faculty. Special poor aid is provided to economically backward students subject to production of valid income certificate /BPL holders..

6.4 Welfare schemes for

Teaching	Teacher's Mutual welfare Scheme exist.
Non teaching	Non Teaching Staff Welfare Scheme also exist.
Students	Student poor fund exist in the college

6.5 Total corpus fund generated   **1600000/-**

6.6 Whether annual financial audit has been done   Yes | √ | No | |

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

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

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 Gauhati University, had introduced 3 year degree courses (semester system). Our college has implemented the system proactively. The system includes in all 6 semester in a span of three years for evaluation of the degree in Arts , Science& Commerce

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. Our college does not include in autonomous status. **Neither have we submitted such type of proposal to the university concerned.**

6.11 Activities and support from the Alumni Association

The college has a duly constituted Alumni Association. Few past students of the college has been working in different fields and occupying key positions in the society. Some of the alumni represent Governing Body /IQAC of the college and some are teaching and non-teaching staff of the college. The alumni association regularly convene meeting with various stake holders of the college vice versa. When any major situation arises in the college the Governing Body invite alumni office bearer for discussion/suggestion.

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 the following student related issues namely *Attendance of the students , Discipline in the campus, Dress code , Academic results , Ragging& Mobile phone uses in the campus.*

6.13 Development programmes for support staff

The support staffs play 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 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 acre of 25 acre land 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 for 2017-18.

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

- Introduced MIS in Admission, Administration, Financial and library services of the college as per recommendation of NAAC Peer team.
- Adopted a village by the NSS wing of the College.
- Provide Scholar ships to SC/ST/OBC/Minority community through verifying& validating online application in scholarship's portal.
- Provide Seed money to Poor Students from "Poor Aid Fund"
- Student's orientation programme conducted by BTHub for NSO examination.
- Regular feedbacks collection for SWOC analysis.
- Conservation of greening atmosphere & Environmental consciousness.
- The college is declared as 'No Tobacco Zone'.
- Conservation of Electricity & Use of Solar energy.
- The College has made arrangements for the parking of the vehicles of the students and staff near the entrance. This helps in keeping the campus as much clean as possible.
- DISASTER MANAGEMENT: NCC cadets and NSS volunteers are active in all time for Disaster preparedness & Management exercises.
- A central Instrumentation Centre in the name & style as "Biotech Hub" is fully active to provide mentoring, laboratory & extension support to students & faculty of the college.
- Library service is fully automated and allows access for e – resources.
- For physical & extracurricular development indoor, outdoor & Gym are fully utilised by students.
- Our indoor stadium is also open for Alumni & public during some gap period.
- A well coordination always exists among all departments under the leadership of Principal.

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
Teaching & Research: Formulated plans for Teaching & research projects by faculties and students. **Formulated Plan to upgrade the institutional weakness (as per recommendation of NAAC Peer Team)** in the field of Class Room, MIS, PG Classes, faculty position & Teacher –Student ratio. . **Construction of New Building:** plan of action was taken for construction of College New Building **Renovation:** plan of action was taken at the beginning of the year to renovate the existing Adm. Building, Academic building, campus development, class room development,hostel development, lab & Auditorium development. All these proposal has been submitted to RUSA/ State Govt. Mo HRD for approval . . **To undertake / organise seminar & workshop/ Adoption of Villages / Publication of research Papers** of state and national level. **Scholar ships & Financial support**: Plan of action was chalk out to provide financial support to poor students/SC/ST in the form of scholarship. **New Courses**: Plan of action was chalk out to introduce new skill oriented courses in curriculim. **Construction of permanent building for Commerce stream**: Procurement of sophisticate equipments for Lab and books& Journal for Library.	01 Numbers of UGC Minor Research Projects has been sanctioned for faculty during 2017-18. - Technical proposal has been prepared and submitted to RUSA for approval. - Technical proposal has been prepared and submitted to RUSA for approval. The construction of Examination Control Room has already started. - Technical proposal has been prepared and submitted to RUSA for approval. - The College has not been able to organised seminars/workshops during 2016-16 due to not receive of fund from funding agencies. But we have organised 4 workshops and awareness programme in association with BThub, Women Cell, ICGC, NSS, NCC of the college. More over the faculty members of the college has published 12 research papers in various journals of repute. - Special importance was given to poor students and financial support was extended to **90** numbers of students in the form of Scholarship under Govt. Scheme. An amount of **Rs.3, 10,980**/- was sanctioned and disbursed for the same. - No new courses like vermicomposting technology & SWM, Laboratory Technology will be introduced from 2017-18 . - Construction work already started for commerce stream - The Advance level Institutional Biotech Hub of Dhing College established under DBT of Govt. Of India Received **Rs. 20 Lakh** under recurring heads for procurement of high grade equipments .

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals) for the session 2017-18.*

<u>**Best Practice: I :: Practices of decentralization.**</u>

Dhing College adopts the practices of decentralization and participative management. Because the success of an depends on the combined efforts of all stake holders who work towards attaining the vision& mission of the institution. Right from the President of the Management Committee to the staff and students, all the stakeholders have a role to play in building of the college. Their involvement and cooperation in devising and implementing decision making policies for academic and administrative affairs through various bodies and committees have contributed to the growth of the college. College focuses keen on decentralization by intending equal opportunity & responsibility to each and every committee for all round development. The Governing body takes sole responsibility which provides freehand to the head of the Institution to carry out the activities in order to reach the expected maximum standard in turn to motivate the teaching and non teaching faculty to work according to the goal set. The Principal, Heads of the departments, teaching and non teaching faculty along with student union members, class student representatives together concentrate on fostering the progress of institution by sharing the responsibilities and participate growth of institution and to act according to the aims and objectives of the Institution.

1. **Principal Level:** Principal is the member secretary of the governing body and chairperson of the IQAC. The Principal in consultation with the Teachers of different committees for planning and implementation of different academic, student administration and related policies. All academic and operational policies are based on the unanimous decision of the governing body, the IQAC and the teachers of the college.

2. **Faculty Level**: Faculty members are given representation in various committees/cells nominated by the principal and the Governing body, in the IQAC and other committees. Every year, the composition of different committees is changed to ensure a uniform exposure of duties for academic and professional development of faculty members.

3 **Student Level**: For the development of students, various cells and clubs are established at college level. Students are empowered to play important role in different activities. Functioning of different roles and responsibilities at various clubs and committees for further reinforces decentralization.

4. **Non-Teaching Staff Level:** Non teaching staffs also represents in the governing body and the IQAC. Suggestion of non-teaching staff are considered while framing policies or taking important decisions.

Best Practice: II : Participative Management:

The institution promotes the culture of participative management at the strategic level, functional level and operational level.

1. **Strategic level-:** The Principal, governing body, Teachers' and the IQAC are involved in defining policies & procedures, framing guidelines and rules & regulations pertaining to admission, examination, code of conduct-discipline, grievance, support services, finance etc

2. **Functional level:** Faculty members share knowledge among themselves, students and staff members while working for a committee. Principal and faculty members are involved in joint research and have published papers.

3. **Operational level:** The Principal and faculty members interact with government and external agencies & faculty members maintain interactions with the concerned departments of affiliating university. Students and office staff join hands with the Principal and faculty for the execution of different academic, administrative, extension related, co-curricular and extracurricular activities.

7.4 Contribution to environmental awareness / protection

> Every year the College had organised plantation programme around the college campus. College had organised ***NEAP/world Env.day*** in association with Assam Science Society& MOEF in order to create environmental awareness among students and invited public of entire locality. More over regular plantation camp was also organised during the year 2016-17 in association with NCC & Women Cell of the college.

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

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

> **SWOT analysis was done to find out the strength and weakness of the college in terms of teaching learning and other support services provided to the stake holders.**

8. Plans of institution for next year: **2018-19**

> - *To insist the faculty to participate in FIP programme.*
> - *To increase research activity among teachers and students in the form of MRP and Students Project.*
> - *To organise workshop and seminar relevant to present day and multidisciplinary in nature.*
> - *Further upgradation of library service in terms of ICT and linkage with the community.*
> - *Procurement of new volumes for the Library and equipments for the Lab.*
> - *A plan of action is prepared to introduce new courses under NSQF from the academic session 18-19.*
> - *Mobilization of resources from agricultural land & Fishery of the college.*
> - *A proposal has been submitted to DBT for construction of aqua cultural project.*
> - *Development of Sports complex for Athletics.*

Dr. Manoj Kr. Saikia

Signature of the Coordinator, IQAC

Dr. Sarat Kr. Dutta, Principal

Signature of the Chairperson, IQAC

Annexure I
Academic calendar - 2017-18

	Activity	Date/Month
A]	Admission	June
B]	Semester I/III/V Classes	July- December
	Sessional Examination 1	September
	Sessional Examination 2	November
	Final Semester Examination(including preparation for examination)	December
	Announcement of Results	By January
C]	Semester Break	January 1- June 30
	Sessional Examination 2	April
	Final Semester Examination(including preparation for examination)	To be completed by June 30
	Announcement of Results	First week of July

- ✓ **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 (2017-18)

- It is mandatory for the part of college to regular exercise of collecting the feedback from the students of all the programs, on teaching- learning process and curriculum through *students-parent-teacher scheme*. This valuable feedback helps the teachers to upgrade their techniques of teaching. Secondly, students convey their difficulties about syllabus, the availability of facilities and even the required essential facility to their needs. This facilitates the college to understand the present and the demand of the future. The feedback from students is taken periodically. The feedback from the students has been analyzed based on following points shared with IQAC for action taking & future reference.

- *Timely Completion of Syllabus by the faculty members.*

- *Designing of curriculum.*

- *Innovative teaching methods adopted.*

- *E-learning/ library resources provided to the students by the college.*

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

- *Timely declaration of results.*

- *Uniform admission process adopted.*

Reconstituted IQAC
Dhing College
Dated: 13/03/2014

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

  Sri. B.C. Bora

- Teacher Representatives: Prof. B.C. Nayak

  Prof. S. K. Sarma

  Dr. N.K. Borthakur

  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 Hajarika

  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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