



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,

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
(AQAR) by IQAC Dhing College, Nagaon (Assam)

2011-12

Sir,

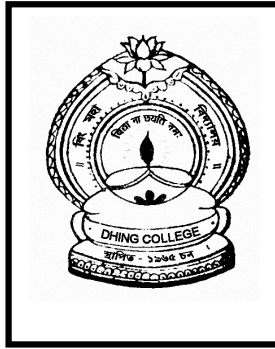
I have the honour to submit herewith the *ANNUAL QUALITY ASSURANCE REPORT* (AQAR) of Dhing College, Dhing, Nagaon (Assam) for the Session **2011 – 2012** for your kind perusal and necessary action.

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 2011-12

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

ASSAM, PIN-782123, Email: dhingcollege@gmail.com,

website:www.dhingcollege.in

Part – A

I] . 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)

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/34/096 dated 04/11/2004

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	1 st Cycle	C++	65.00	2004	2011

2	2 nd Cycle				
3	3 rd Cycle				
4	4 th 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 (2011-12)

Period from 1st July/2011 to 30 June/2012

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

✓ 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
community representatives

1

2.7 No. of Employers/ Industrialists

NIL

2.8 No. of other External Experts

1

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders:

No.	<input type="text"/>	Faculty	<input type="text" value="2"/>
Non-Teaching Staff	<input type="text" value="1"/>	Students	<input type="text"/>
Alumni	<input type="text" value="1"/>	Others	<input type="text" value="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. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- Prepared action plan for the year 2011-12
- Organized 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 2012

Plan of Action	Achievements
<ul style="list-style-type: none"> • Teaching & Research: Formulated plans for conducting research cum projects by faculties and students. 	<ul style="list-style-type: none"> • 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 / has been received for conducting research from funding agencies.

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

Plan of Action	Achievements
<ul style="list-style-type: none"> • Infrastructure Development: Plan of action was chalk out at the beginning of the year for construction of more numbers of class rooms, renovation of existing seminar cum lecture hall for students. • To undertake / organise seminar and workshop 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. • Add on new Courses: Plan of action was chalk out to introduce new carer oriented courses(COP). 	<ul style="list-style-type: none"> • Foundation laying of 7 (seven) class rooms and part renovation of seminar hall was done under the UGC merged scheme. An amount of Rs.22 lakhs has been received from UGC. • The College has been able to organised 7(Seven) State level Seminars/workshop of various discipline under the sponsorship by UGC. An amount of Rs.7, 17000/ has been received from UGC. • Special importance was given to poor students and financial support was extended to them in the form of Scholarship under Govt. Scheme. An amount of Rs.2, 90,795/-was sanctioned and disbursed for the same. • 1 (One) UGC sponsored Career Oriented Courses (COP) in “Poultry Farming” was introduced in curriculum for the benefit of undergraduate students as per UGC –Add on Courses under 11th Plan period.

2.16 Whether the AQAR was placed in statutory body

Yes

No

Management

Syndicate

Any other body

Part – B

Criterion – I

I. 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	1	0	1 (new)+2 (Continued from the year 2009-10) =3
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	1	0	0	0
Others				
Total	3	1	0	3
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	BA & B.Sc [Pass & Major]
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.

Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	49	24	25	0	0

2.2 No. of permanent faculty with Ph.D. as on Academic Year 2010-11

7

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	15	10
Presented papers	0	6	7
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 techniques adopted in the divers' fields.

2.7 Total No. of actual teaching days

during this academic year 2011-12

197

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 is conducted as per directives of the university in respective programme. Photocopy of assessed 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

1	0	0
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2.10 Average percentage of attendance of students in 2011-12

78%

2.11 Course/Programme wise distribution of pass percentage in 2011-12

***Total enrolment in Science 92, Total enrolment in Arts=609**

Title of the Programme	Total no. of students Enrolled for final year examination	Total no. of students passed	Division				Pass %
			Distinction	I	II	III	
B.A (Pass& Major)	130	99	0	3	73	23	76%
B.Sc (Pass & Major)	22	21	0	5	16	-	100%

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 development of students, IQAC has taken efforts to continue the career oriented courses for benefits of students. 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:

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
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Refresher courses	6
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	0
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	1
Summer / Winter schools, Workshops, etc.	138
Others	2

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 activity 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. As a result during the period of **2011-12** the college has been able to achieve the followings:

- 7(Seven) 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 UGC.
- An additional grant of Rs. 600000/ has been received from DBT. Govt. of India for procurement of laboratory chemicals for IBTHub.
- The faculty has been able to publish **44 Nos research paper, 5 books, 15 proceedings** based on their research findings.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	1	-	5
Outlay in Rs. Lakhs	-	27,00000/	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	9	5+1	7	2
Outlay in Rs. Lakhs	-	872000+270000 0/=35,72,000/	14,58,200/	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	-	25	14
Non-Peer Review Journals	-	-	-
e-Journals	-	5	-
Conference proceedings	-	-	15

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	-	-	-	-
Minor Projects (Total=9)	2	UGC	8,72,000/-	5,32000/
Interdisciplinary Projects	.	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total			8,72,000/	5,32,000/-

3.7 No. of books published i) With ISBN No. 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		2	5	-	-
Sponsoring agencies		UGC	UGC		

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

3

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 (2011-12) in lakhs: **Rs. 10,00000/-**

From Funding agency

872000/-

From Management of University/College

-

Total

872000/

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

JRF 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
National level 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 NSS 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 <i>hector Land</i>	-	-	25 <i>hector Land</i>
Class rooms	Hall-3, Class Room-20	Class Room-7 Conference R-1	UGC	Class-27 Hall-3 Conference R-1
Laboratories	6	-	-	6
Seminar Halls	1	-	-	1
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	-
Others	-	-	-	-

4.2 Computerization of administration and library

Due to not release of fund from the state govt, the construction of proposed central library delayed. 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 partially computerized. All the books in the library are bar coded.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	2783	722800	1047	98336	3830	821136
Reference Books	4144	1180625	1945	182625	6089	1363250
e-Books	-	-	-	-	-	-
Journals	17	15504	3	6480	20	21984
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall):

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	10	1	1	-	1	3	13	-
Added		0	0	-	-	-	-	-
Total	10	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 students were given compulsory training on computers by the computer faculty as well as by the invited lecturer. .

4.6 Amount spent on maintenance in lakhs :

i) ICT

3 Lakhs

ii) Campus Infrastructure and facilities

22 Lakhs

iii) Equipments

6 Lakh

iv) Others

-

Total :

31 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.
- Provide guidance for higher education

5.2 Efforts made by the institution for tracking the progression

- Continuation of career added courses started from 2009-10 in “*Information & Computer Technology*” and “*Fish & Fishery Products*” to make the students skill /job oriented. A new courses in “*Poultry farming*” was add in curriculum from the academic session **2011-12**
- 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.

5.3 (a) Total Number of students (2011-12)

UG	PG	Ph. D.	Others
701	-	-	-

(b) No. of students outside the state

(c) No. of international students

Men	No	%	Women	No	%
	395	56.35%		306	43.65%

Last Year 2010-11						This Year 2011-12					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
445	48	16	-	-	509	608	56	13	24	-	701

Demand ratio Dropout %

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

- *Career 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

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

No activity was undertaken

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
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 had organised a workshop on “Protection of women and legal aid to them” .

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	116	Rs. 2,90,795/-
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 procedures:[regular activity]

- 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:[regular activity]

- Uniform admission procedure on merit basis.
- Students 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:[regular activity]

- Existence of full-fledged examination committee and updated maintenance of Concerned records.
- Quarterly meetings of examination committee.
- Exam evaluation and declaration of results

.4 Other

- 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

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 topic and project works relevant to local needs and multidisciplinary in nature.

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. Partial 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. Also staffs were encouraged to participate through *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 Government Guideline.

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 guideline.

6.4 Welfare schemes for

Teaching	-
Non teaching	-
Students	Student poor fund exist in the college

6.5 Total corpus fund generated

15,00000/-

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 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 the degree in Arts and Science.

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.

6.11 Activities and support from the Alumni Association

The past students of the college working in different fields and occupying key positions in the society are the members of alumni association. Some of the alumni represent Governing Council of the college and some are teaching and non-teaching staff of the college..

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 and Academic results.*

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

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

Introduced Carer oriented COP courses to enhance the skill of students. Allotting wing-wise responsibilities to the staff for holistic development of the college.

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
<ul style="list-style-type: none"> • Teaching & Research: Formulated plans for conducting research cum projects by faculties and students. • Infrastructure Development: Plan of action was chalk out at the beginning of the year for construction of more numbers of class rooms, renovation of existing seminar cum lecture hall for students. • To undertake / organise seminar and workshop 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. • Add on new Courses: Plan of action was chalk out to introduce new carer oriented courses(COP). 	<ul style="list-style-type: none"> • 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 / has been received for conducting research from funding agencies • Foundation laying of 7 (seven) class rooms and part renovation of seminar hall was done under the UGC merged scheme. An amount of Rs.22 lakhs has been received from UGC. • The College has been able to organised 7(Seven) State level Seminars/workshop of various discipline under the sponsorship by UGC. An amount of Rs.7, 17000/ has been received from UGC. • Special importance was given to poor students and financial support was extended to them in the form of Scholarship under Govt. Scheme. An amount of Rs.2, 90,795/-was sanctioned and disbursed for the same. • 1 (One) UGC sponsored Career Oriented Courses (COP) in “Poultry Farming” was introduced in curriculum for the benefit of undergraduate students as per UGC –Add on Courses under 11th Plan period.

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

- **Pre-exam test (Compulsory):** In order to improve the results of students, a preliminary examination (Unit Test/Test Exam) is conducted with the board level standard of question papers. This enhanced a positive impact on students in final examination.
- **Students Publication (Compulsory) :** The college authority insist a regular publication of *college magazine* to give scope to students for their creative 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/2012* in association with Assam Science Society & MOEF in order to create 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 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.*
- *To construct five more class room.*
- *Construction of Conference room .*
- *Opening of new COP add on courses.*
- *Installation of 50 KV Solar plant (SPV) as substitute to frequent power shortage.*



Dr. Manoj Kr. Saikia

Signature of the Coordinator, IQAC



Dr. Sarat Kr. Dutta, Principal

Signature of the Chairperson, IQAC

Annexure I
Academic calendar - 2011-12

Activity		Date/Month
A]	Admission	June
B]	Semester I/III/V Classes	August- 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- July 31
D]	Semester II/IV/VI Classes	Jan-June
	Sessional Examination 1	February
	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.

Annexure II

As per point no. 1.3 of Part B of AQAR about students feedback analysis (2011-12)

- 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 and also for 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.*

**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
