

NAAC

IQAC - AQAR 2011-12

Instructions

This questionnaire is designed to make a survey of the basic processes related to quality management efforts in your institution. The survey consists of five sections.

1. General Profile
2. IQAC Activities
3. Academic and Research Outputs
4. Student Mentoring and Support System
5. Governance and Innovation

The activities of the institution in the above five sections or in other relevant areas are being surveyed to create a quality profile for the year in relation to institutional vision and goals. The survey results would enable the institution and IQAC to create a quality index profile, which would be a self learning exercise. Apart from the responses to the online survey, in case the NAAC requests for any further evidence, the information may be sent by hard copy. This would enable NAAC to make a diagnostic survey of national higher education scenario and the feedback will be provided to each participating institution. No judgment or categorization on institutional quality is intended.

IMPORTANT

In order to enable institution to have a preview of the questionnaire, the PDF version is available on the NAAC website.

When answering this questionnaire, please ensure that no question is omitted in order to have a holistic analysis.

This survey does not allow you to have access to the filled-up form, i.e., once the 'done' button is clicked, the information will automatically reach NAAC

In case you wish to retain printouts of the filled –up questionnaire, please take a printout of each completed page proceeding further.

1. Kindly provide the details of the institution

Name of the Institution:	D.H.S.K. COLLEGE
Year of Establishment of the Institution:	1945
Address Line 1:	K. C. GOGOI PATH
Address Line 2:	DIBRUGARH
City/Town:	DIBRUGARH
State:	ASSAM
Postal Code:	786001
Email Address:	principal_dhsk@hotmail.com

2. NAAC Accreditation/ Reaccreditation Details

Year of Accreditation / Reaccreditation:	2003
Current Grade:	B++
CGPA:	0

3. Institutional Status

Affiliated permanent

4. Contact Person Details

Name of Head of Institution:	Dr. Rajee Konwarh
Contact Phone:	0373-2324105
Email:	principal_dhsk@hotmail.com
Website URL:	www.dhsk.edu.in
Name of IQAC Co-ordinator:	Dr. Partha Ganguli
Email:	agnipath_111@yahoo.co.in

Section I

This section is related to institutional goals, vision and mission, academic programmes and activities, strategies and action plans for institution building.

5. Number of academic programmes existing (Enter a number; 0 for nil)

Undergraduate (B.A./B.Sc./B.Com. etc.)	<input type="text" value="3"/>
Post Graduate (M.A./M.Sc./M.Com. etc)	<input type="text" value="0"/>
Research Programmes (M.Phil./ Ph.D.)	<input type="text" value="0"/>
Certificate Programmes	<input type="text" value="2"/>
Professional Programmes	<input type="text" value="0"/>
Other value added programmes	<input type="text" value="0"/>
Any other programme offered (Specify)	<input type="text" value="0"/>

6. Details on Programme Development (Enter a number; 0 for nil)

New programmes added during the year	<input type="text" value="1"/>
New programmes designed	<input type="text" value="3"/>
Programmes under revision	<input type="text" value="0"/>
Interdepartmental collaborative programmes	<input type="text" value="1"/>
Inter institutional collaborative programmes	<input type="text" value="5"/>
Number of review committee recommendations Implemented (Total)	<input type="text" value="0"/>
Number of NAAC peer team recommendations implemented	<input type="text" value="10"/>
Number of UGC/any other expert committee Recommendations implemented	<input type="text" value="0"/>
Number of review committee recommendations under implementation	<input type="text" value="0"/>
Number of NAAC peer team recommendations under implementation	<input type="text" value="1"/>

Number of UGC/any other expert committee recommendations under implementation

7. Faculty Details (Enter a number; 0 for nil)
(Based on the data collected from Registrar Section)

Total faculty strength required as per norms for all programmes

Total faculty on rolls

Faculty added during the year

Faculty positions vacant

Faculty left during the year

Total number of visiting faculty

Total number of guest faculty

8. Qualification of Faculty

Ph.D. and Above

M.Phil.

Masters

Any other (Specify)

9. Faculty qualification improvement

Ph.D. awarded to existing faculty

M.Phil. awarded to existing

Any other degree awarded to existing faculty

10. Administrative Staff Details (Enter a number; 0 for nil)

Administrative staff (total sanctioned)

Administrative staff (Actual Strength)

Added during the year of reporting	<input type="text" value="3"/>
Left during the year	<input type="text" value="3"/>
Number of posts vacant	<input type="text" value="1"/>

11. Technical Support Staff Details (Enter a number; 0 for nil)
(Based on the data collected from Registrar Section)

Technical Support Staff (Total sanctioned Strength)	<input type="text" value="1"/>
Technical Support Staff (Actual Strength)	<input type="text" value="2"/>
Added during the year of reporting	<input type="text" value="1"/>
Left during the year	<input type="text" value="0"/>
Number of posts vacant	<input type="text" value="0"/>

12. Establishment details

Year of establishment of IQAC	<input type="text" value="25"/>	/	<input type="text" value="01"/>	/	<input type="text" value="2005"/>
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Section II

In this section the events, activities, and outputs of IQAC being surveyed.

13. Composition of IQAC (Enter a number; 0 fir nil)

Number of IQAC members	<input type="text" value="21"/>
Number of Alumni in IQAC	<input type="text" value="0"/>
Number of Students in IQAC	<input type="text" value="0"/>
Number of Faculty in IQAC	<input type="text" value="6"/>
Number of Administrative Staff in IQAC	<input type="text" value="9"/>
Number of Technical Staff in IQAC	<input type="text" value="0"/>
Number of Management Representatives	<input type="text" value="2"/>
Number of External experts in IQAC	<input type="text" value="2"/>
Number of any other stakeholders and Community representatives	<input type="text" value="2"/>

14. IQAC Meetings

Number of IQAC meetings held during the year

15. Whether Calendar of activities of IQAC formulated for the academic year

16. IQAC Plans for Development (Enter a number; 0 fir nil)

Number of academic programmes proposed

Number of value added programmes proposed

Number of skill oriented programmes proposed

Number of faculty competence and development Programmes proposed

Number of other staff development programmes Proposed

Number of student mentoring programmes proposed

Number of co-curricular activities proposed

Number of inter departmental cooperative schemes Proposed

Number of community extension programmes proposed

Any other programmes proposed

17. IQAC Plans for development & Implementation (Enter a number; 0 fir nil)

Number of academic programmes implemented

Number of value added programmes implemented

Number of skill oriented programmes implemented

Number of faculty competence and development Programmes implemented

Number of other staff development programmes Implemented

Number of student mentoring programmes Implemented	<input type="text" value="1"/>
Number of co-curricular activities implemented	<input type="text" value="5"/>
Number of inter departmental cooperative schemes Implemented	<input type="text" value="0"/>
Number of community extension programmes implemented	<input type="text" value="1"/>
Any other programmes suggested that are implemented (Specify)	<input type="text" value="0"/>

18. IQAC Seminars and Conferences (Enter a number; 0 for nil)

Number of seminars/ conferences/ workshops Organized by IQAC within the institution	<input type="text" value="0"/>
Number of participants from the institution	<input type="text" value="0"/>
Number of participants from the outside	<input type="text" value="0"/>
Number of external experts invited	<input type="text" value="0"/>
Number of external conferences/ seminars/ Workshops on institutional quality attended	<input type="text" value="0"/>
Number of events conducted with IQACs of other Institution as collaborative programs	<input type="text" value="0"/>

19. Did IQAC receive any funding from UGC during the year?

- Yes
- No

20. If the response to Qn. 18 is Yes, please provide the amount received from UGC(Input 0 – if NA/Nil-) Any other source including

Amount Received from UGC	<input type="text" value="0"/>
Amount Received from any other source Including the college management (University fund)	<input type="text" value="0"/>

**21. Any significant contribution made by IQAC on quality enhancement during current year
(Please provide details in bullet format)**

- For effective learning, the IQAC initiated the procurement and installation of interactive devices in the departments.
- The college the management was requested to install two silent generators.
- Science laboratories were upgraded according to the requirements of the new syllabus.

Section III

In this section the events, activities, and outputs in the field of research and academic areas are being surveyed.

22. Academic Programmes

Number of new academic programs Developed or designed by faculty	<input type="text" value="3"/>
Number of faculty members involved in curriculum Restructuring/ revision/syllabus development	<input type="text" value="21"/>
Number of programs in which evaluation process Reformation taken up and implemented	<input type="text" value="0"/>
Number of active teaching days during the Current academic year	<input type="text" value="244"/>
Average percentage of attendance of students	<input type="text" value="79"/>
Percentage of classes engaged by guest faculty And temporary teachers	<input type="text" value="3"/>
Number of self financed programmes offered	<input type="text" value="0"/>
Number of aided programmes offered	<input type="text" value="0"/>
Number of programmes discontinued during the year	<input type="text" value="0"/>

23. Whether any systematic student feedback mechanism is in place?

24. Feedback Details (If answer to Question 23 is Yes)

Percentage of courses where student feedback is taken

25. Is feedback for improvement provided to the faculty?

26. Faculty Research, Projects, and Publication details for the year

Number of major research projects undertaken during the year	0
Number of minor research projects undertaken during the year	0
Number of major ongoing projects	1
Number of minor ongoing projects	1
Number of major projects completed	0
Number of minor projects completed	2
Number of major project proposals submitted for external funding	2
Number of minor project proposals submitted for external funding	2
Number of research publications in peer reviewed journals	26
Number of research publications in international peer reviewed journals	11
Number of research publications in national peer reviewed journals	19
Number of research papers accepted for publications in international peer reviewed journals	1
Number of research papers accepted for publications in national peer reviewed journals	2
Average of impact factor of publications reported	0
Number of books published	13
Number of edited books published	6
Number of books (single authored) published	9
Number of books (Coauthored) published	1
Number of conferences attended by faculty	34
Number of international conferences attended by faculty	13
Number of national conferences attended by faculty	24

Number of papers presented in conference	28
Number of papers presented in international conferences	20
Number of papers presented in national conferences	7
Number of conferences organized by the institution	0
Number of faculty acted as experts resources persons	8
Number of faculty acted as expert's resource persons – International	1
Number of faculty acted as expert's resource persons – national	4
Number of collaborations with international institutions	0
Number of collaborations with national institutions	1
Number of linkages created during the year	1
Total budget for research for current year as a Percentage of total institution budget	0
Amount of external research funding received In the year	0
Number of patents received in the year	0
Number of patents applied for in the year	3
Number of research awards/ recognitions Received by faculty and research by faculty And research fellows of the institute in the year	1
Number of Ph.D.s awarded during the year	3
Percentage of faculty members invited as external experts/ resource persons/reviewers/ references or any other significant research activities	11

Section IV

This section deals with student mentoring and support system existing in the institution. This includes student activities, mentoring, and opportunities for development and inclusive practices.

27. Student Details and Support Mechanisms

The total intake of students for various courses (Sanctioned)	620
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Actual enrollment during the year	519
Student dropout percentage during the year	15
Success percentage in the final examination across the courses	77
Number of academic distinctions in the final examination and percentage	11
Number of students who got admitted to institutions of national importance	0
Number of students admitted to institutions abroad	0
Number of students qualified in UGC NET/ SET	0
Number of students qualified GATE/CAT/other Examination (Specify)	0
28. Does student support mechanism exist for coaching for competitive examinations?	Yes
29. Student participation, if response is yes to Qn.28 Number of students participated	226
30. Does student counseling and guidance service exist?	Yes
31. Student participation, if answer to Qn.29 is yes Number of students participated	204
32. Career Guidance (Based on the data collected from Career Guidance Cell)	3
Number of career guidance programmes organized	18
Percentage of students participated in career Guidance programmes	Yes
33. Is there provision for campus placement?	
34. If yes to Qn.32 (Based on the data collected from Placement Cell)	
Number of students participated in campus Selection programmes	84
Number of students selected for placement During the year	1

35. Does gender sensitization program exist?	Yes
36. If Answer is Yes to Qn.35	
Number of programmes organized	2
37. Students activities	
Number of students participated in external Cultural events	20
Number of prizes won by students in external Cultural events	4
Number of cultural events conducted by the Institute for the students	1
Number of students participated in international sports and games events	0
Number of students participated in national level Sports and games events	0
Number of students participated in state level Sports and games events	0
Number of students participated in university level Sports and games events	31
Number of prizes won by students in international Sports and games events	0
Number of prizes won by students in national Sports and games events	0
Number of prizes won by students in state Sports and games events	0
Number of prizes won by students in university Sports and games events	0
Number of sports ad games events conducted By the institute for the students	9
38. Composition of students	
Percentage of Scheduled Caste	6

Percentage of Scheduled Tribe	19
Percentage of other backward communities	51
Percentage of women students	57
Percentage of physically challenged	0.08
Percentage of rural students	30
Percentage of urban students	70

39. Scholarships and Financial Support

Number of students availing financial support From the institution (BC/MBC/DNC/SC/ST Scholarships)	83
Amount disbursed as financial support From the institution (BC/MBC/DNC/SC/ST Scholarships)	Rs. 3,20,864.00
Number of students awarded scholarship from The institution	0
Number of students received notable national/ international achievements/recognition	0

40. Student initiatives

Number of community upliftment programmes Initiated by students	1
Number of literary programmes initiated by students	3
Number of social action initiatives based on science / environment initiated by students	0
Number of student research initiatives	0

Section V

This section surveys the Governance and Innovation at the related to quality management. The educational management strategies adopted and in practice for achieving the objectives are focused.

41. Whether perspective plan for overall developmental activities is created?

Yes No

42. If the answer for Qn.41 is Yes, is the plan implemented and monitored?

Yes

No

43. Whether benchmarking is created for institutional quality management efforts?

Yes

No

44. If the answer to Question 43 is Yes, please list the benchmarking in various areas of development in bullet format

Not Applicable

45. Is a Management Information System (MIS) in place?

Yes

No

46. If answer to question 44 is Yes, please provide details of MIS applied to

- | | |
|--|--|
| 1. Administrative procedures including finance | Partly Computerized |
| 2. Student admission | Fully Computerized |
| 3. Student records | Fully Computerized |
| 4. Evaluation and examination procedures | Partly Computerized |
| 5. Research administration | Not Computerized |
| 6. Others | Campus -wide Wifi, (INFLIBNET, SOUL 2) |

(enter the respective details corresponding to the serial numbers)

47. Existence of learning resource management

	Yes	No
e-database in library	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ICT and smart class room	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e-learning sources (e-Books, e-Journals)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Production of teaching modules	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Interactive learning facilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>

48. Internal resource mobilization: Kindly provide the amount contributed

Research

0

Consultancy and training

0

Student contribution

Rs.7565982.00

(Total Fee Collection from the Students)

Alumni contribution

Well-wishers
(Endowments)

49. Infrastructure and welfare spending: Please specify the amount

Amount spent for infrastructure development

Amount spent for student welfare

Amount spent for staff welfare

50. Is delegation of authority practiced

Yes

No

51. Does grievance redressal cell exist?

	Yes	No
Faculty	<input type="text" value="✓"/>	<input type="text"/>
Students	<input type="text" value="✓"/>	<input type="text"/>
Staff	<input type="text" value="✓"/>	<input type="text"/>

52. Grievances received from faculty and resolved (Enter a number; 0 for nil)

(Based on the data collected from Registrar Section)

Number of grievances received

Number of grievances resolved

53. Number of grievances received from students and resolved (Enter a number ; 0 for nil)

(Based on the data collected from Registrar Section)

Number of grievances received

Number of grievances resolved

54. Number of grievances received from other staff members and resolved (Enter a number ; 0 for nil) (Based on the data collected from Registrar Section)

Number of grievances received

Number of grievances resolved

55. Has the institution conducted any SWOT analysis during the year?

Yes

No

56. The SWOT analysis was done by internal or by external agency

Internal

External

57. Kindly provide three identified strengths from SWOT Analysis (in bullet format)

- Committed teaching staff.
- College is located at the heart of the city.
- Scope for future expansion of the College.

58. Kindly provide three identified weakness from the SWOT analysis (in bullet format)

- Optimum utilization of space and infrastructure not achieved.
- Limited research activity.
- Lack of visible performance of students in sports at all level

59. Kindly provide two opportunities identified from the SWOT analysis (in bullet format)

- Development of sports infrastructure for development of sports culture in the college.
- Tie-up with industry for training & experience gathering.

60. Kindly provide two identified challenges/threats from the SWOT analysis (in bullet format)

- Introduction of new courses in the emerging areas.
- Diversity of student profile.

61. Identify any significant progress made by the institution towards achieving the goals and objectives during the year (List below in bullet format)

- To develop the infrastructure and to renovate the heritage building, plans and proposals were prepared and submitted to the Govt., DONER Ministry and to the founder doner family of the college.
- Two Minor Projects have been completed worth Rs. 1,15,000.00 & Rs. 1,10,000.00
- Two of the faculty members have been awarded the Ph. D. Degree during the year.
- Renovation of College campus including the College canteen.
- Renovation of Zoology Laboratory.

62. How do you perceive the role of NAAC in the quality development of your institution (Suggestions in bullet format to be given below)

- NAAC puts us in the right path to move forward and to achieve our goals and objectives.
- NAAC assessment helps us to discover our strength and weaknesses.
- Recommendations of NAAC help us to improve our quality of teaching learning and research.

CONCLUDING REMARKS

This exercise is intended to make a self analysis of the quality development of the institution during the year. The perspective plan and implementation for every year is to be documented a analyses to get a cumulative index for the period of accreditation and reaccreditation. Any substantial changes / initiative in this direction is to be separately listed. The best practices in various areas can be listed as separate annexure. The data will be used to create a quality profile based on the total score index arrived at and this would help to map the institutions strengths and areas of improvement.

NAAC will provide feedback and a quality profile based on analysis of your inputs if you desire so.

Thank you for your participation.

Name Dr. Partha Ganguli
IQAC, Coordinator, D.H.S.K.
College, Dibrugarh, Assam.



Signature of the Coordinator, IQAC

Name Dr. Rajee Konwarh
Chairperson, IQAC, D.H.S.K.
College, Dibrugarh, Assam.



Signature of the Chairperson, IQAC