



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution		DIBRUGARH H. S. KANOI COLLEGE
Name of the head of the Institution		Dr. Sashi Kanta Saikia
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03732324105
Mobile no.		9435030404
Registered Email		principal_dhsk@hotmail.com
Alternate Email		dhskiqac2015@gmail.com
Address		K. C. Gogoi Path
City/Town		Dibrugarh
State/UT		Assam
Pincode		786001
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr. Mridul Sarma
Phone no/Alternate Phone no.	03732324105
Mobile no.	8638232031
Registered Email	mridusmriti29@gmail.com
Alternate Email	mridulauthor@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://dhsk.org/wp-content/uploads/2021/08/aqar-2017-18.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://dhsk.org/college-prospectus/

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
2	B++	2.85	2017	02-May-2017	01-May-2022

6. Date of Establishment of IQAC	25-Jan-2005
-----------------------------------------	-------------

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
National Seminar on Academic and Administrative Audit	01-Feb-2019 2	26
Counselling Programme on	25-May-2019	64

Choice Based Credit System (CBCS)	1
-----------------------------------	---

[View File](#)

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
--------------------------------	--------	----------------	-----------------------------	--------

No Data Entered/Not Applicable!!!

[View File](#)

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

(i) Initial preparation for development of a Central Instrument Facility (NEC fund). (ii) Communication for initiation of a Museum. (iii) Introduction CBCS in all Courses. (iv) More Digitization of Class rooms. (v) Infrastructure for newly introduced BA in Sociology and BCA.

[View File](#)

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achievements/Outcomes
(i) New Buildings for Class Accommodation.	Achieved
(ii) Build a new Girls' Hostel (RUSA fund).	Processing

(iii) Development of Laboratories (RUSA fund).	Processing
(iv) Upgrade the 2nd floor of the Mathematical Science Building to class rooms.	Achieved
(v) A class room to be constructed attached to the Chemistry Department.	Achieved
(vi) Development of a Museum.	Processing
(vii) Renovation of the Auditorium.	Processing
(viii) Extension of the Computer Laboratory.	Processing
(ix) More Digitization of Class rooms.	Achieved
(x) Needful infrastructure for newly introduced BA in Sociology and BCA.	Achieved
View File	

14. Whether AQAR was placed before statutory body ?	Yes
------------------------------------------------------------	-----

Name of Statutory Body	Meeting Date
Governing Body	24-Dec-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
------------------------------------------------------------------------------------------------------------------------	----

16. Whether institutional data submitted to AISHE:	Yes
-----------------------------------------------------------	-----

Year of Submission	2019
--------------------	------

Date of Submission	22-Feb-2019
--------------------	-------------

17. Does the Institution have Management Information System ?	Yes
----------------------------------------------------------------------	-----

If yes, give a brief description and a list of modules currently operational (maximum 500 words)	Decentralization of power and Decentralization of power and participative management in decision making is a role of the college management. The college office is being run by a College Management System. All documents of the college are preserved online. Accounts are audited every year by the chartered accountant and
--------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

objection and suggestions are discussed in the Governing Body. The College is keen on networking and collaborating with other academic institutions in designing and teaching of curriculum for add-on courses, certificate courses. The College is working on introducing more relevant technologies and modern equipment to modernize learning-teaching process. The infrastructure allows for easier access to common facilities available in the College which are shared by different departments. The library is automated with SOUL software. The computers, Internet and WiFi facility easily accessible in College Campus. Classrooms are equipped with ICT for training and classroom lecturing purposes. Research facilities like Institutional Biotech hub, Language Lab, Mathematics laboratory can be used. Extension, arrangement and reorganization of space and renovation as per requirement in the old buildings. Medical First Aid is available in case of emergencies in the college. Drinking Water is provided by a recently installed Reverse Osmosis Plant. Considering the security and safety of the students and employees and to avoid unfair practices, the college is under CCTV coverage. Ramps are constructed for Differently able students and teachers. Introduction of counselling session for girlstudents of the college on the occasion of International Women's Day on 8th March every year. Ragging in all form has been abolished from the institution. Efforts are being made to extensively use ICT for various activities of the college like teachinglearning process, communication, admission and notification through the college website, and to encourage paperless communication within the college etc. teaching faculty with their research work. The college initiated formation of different committees like Hostel Management Committee, Students Affairs Committee, Library Committee, SC/ST, OBC/MOBC and Minority Cell, Literary Affairs Committee, Cultural Affairs Committee, Construction Committee, Development Committee, Women Studies and Development Cell, Information and Career Guidance Cell, Antiragging

Committee, Committee against Sexual Harassment, Grievance Redressal Cell, Coaching Center for Entrance Examination, Students Union Advisory Committee etc. The goal of the above mentioned Committees and Cells is to bring about a student friendly environment, increase the welfare of the students and to understand their problems and find possible solutions. The College has initiated steps towards achieving Green Campus and conducted Green Audit annually.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Curriculum of the Undergraduate and Post Graduate programmes (English) are designed by the affiliating university. Some faculty members of the college are also the members of the Board of Studies of affiliating university. All the departments of the college have Departmental Management Committees (DMC) headed by the Head of the department. The DMC discussed the syllabus and semester plans are shared with the students at the beginning of the semester. These plans hold important dates such as start and end of course works. Moreover, to make teaching and learning more participatory, each department organised quiz competitions, seminars, group discussions etc. Students are encouraged to use e-resource available in college archive as well as other sources. Remedial and tutorial classes are taken for the slow learners. Students are encouraged to publish in departmental wall magazines, newsletters, college magazine and participate in various competitions to enhance their skills. Field studies and educational tours are arranged by some departments for practical learning and holistic development. Also, the college provides Student's Diary to all the students for records of the academic activities. Students' feedback is collected and analysed annually in a structured questionnaire and remedial measures are taken. Results of each semester are monitored and analyzed by each department.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Nil	Nil	Nil	Nil	Nil	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	Nil	Nil
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	Nil	Nil

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Nil	Nil	Nil
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Geography Major	32
BSc	Anthropology Major	35
BSc	Anthropology General	24
BSc	Botany Major	37
BSc	Statistics Major	24
BSc	Zoology Major	36
No file uploaded.		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	No
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained
<p>Feedback is obtained for students during the final semester of the college. This feedback is subject to a qualitative analysis on six major domains (1) Regularaty in conducting ciasses, (2) Punctuality of the faculty members, (3) Approachability of the faculty members, (4) Competence to handle the subject, (5) Interaction with students and (6) Completion of the syllabus on time. Based on the feedback report necessary remedial measures were under taken after discussion with the Principal and concerned teachers. Strategic planning for the future session is also based on the feedback. The teachers are mandatorily asked to submit the semesterwise plans as indicated by the feedback. The feedback about individual teachers is shared with them to help them identity their strength and weakness as perceived by the students. They are also requested to submit a selfappraisal report of their own professional development. The Principal adviced the teachers to mentor each students,</p>

personally interact with them and help them for achieving goal for the next academic year. The feedback is analysed for the strengths and weakness, and the suggestions for improvement are taken into consideration for the next academic year in the strategic planning.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Major and Non Major	450	745	535
BSc	Major and Non Major	350	612	485
MA	English	20	56	22
BCA	BCA	30	35	24
No file uploaded.				

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	993	22	67	Nil	6

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
No Data Entered/Not Applicable !!!					
No file uploaded.					
No file uploaded.					

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

Faculties mentoring and counselling the students of the respective departments. The main objectives of mentoring is to supervise and guide the students academically. Professional and personal issues are also addressed. When students have issues, faculties guide the students to resolve the it. For instance, if a student has a grievance, faculties suggest that they may file a grievance with the cell and the appropriate steps are taken.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2732	67	1 : 41

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
79	67	12	Nil	34

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nil	Nil	Nil	Nil
No file uploaded.			

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
No Data Entered/Not Applicable !!!				
No file uploaded.				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The examination and evaluation systems of Dibrugarh University for undergraduate courses is done on a continuous basis. There are 20 marks for internal assessment and 80 marks for End-semester examination in each course during every semester. The 20 internal assessment marks in each course is distributed as under: 25 of marks allotted for internal assessment in sessional examination I (written) to be conducted and evaluated by respective department. 25 of marks allotted for internal assessment in sessional examination II (written) to be conducted and evaluated by respective department. 25 of marks allotted for internal assessment for seminar/group discussion etc.. 25 of marks allotted for internal assessment for attendance. Each sessional examination is conducted by the concerned department of the course. The setting of question paper, invigilation duty, evaluation of answer scripts for each paper is done by the concerned department as a part of his/her/their normal duty. The college fix the date of the sessional examination of each departments following the Academic Calendar of the University. After evaluation, the answer scripts are shown to the students and corrections are made if necessary. After this, the answer scripts are collected back from the students. The marks of internal assessment secured by a candidate is carried over to next legitimate chances. At the end of the semester (before the end-semester examinations begin) the the College submit the internal assessment marks to the University.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The College prepares annual calendar incorporating the affiliating universitys academic calender, detailing all important events including start and end of the semesters, submission deadlines, as well as co-curricular and extracurricular activities. The teachers prepare semester plans for each course based on this academic calendar which details the dates for various internal assessment activities. This is shared with the students and all teachers adhere

to this as closely as possible. In the event that any test or deadline is rescheduled due to unavoidable circumstances, students are given adequate notice in advance regarding the same.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://dhsk.org/programme-outcomes/>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
No Data Entered/Not Applicable !!!					
No file uploaded.					

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://feedback.dhsk.org/>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	Nil	Nil	Nil	Nil
No file uploaded.				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Nil		

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Nil	Nil	Nil	Nil
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
0	Nil	Nil	Nil	Nil	Nil
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NA	Nil

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
No Data Entered/Not Applicable !!!	
No file uploaded.	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Nil	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Thirteen Activities	NSS, DHSK College	101	1133
No file uploaded.			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Nil	Nil	Nil	Nil
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Nil	0	Nil	0
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Northeast Institute of Advanced Studies, Guwahati, Assam	14/09/2018	Coaching for Civil Service Examinations	115
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
200	193.84

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Laboratories	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Class rooms	Newly Added
Campus Area	Existing
No file uploaded.	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL	Partially	2.0	2012

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nil	Nil	Nil	Nil
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	92	25	25	7	24	11	0	17	0
Added	4	1	1	2	0	0	0	0	0
Total	96	26	26	9	24	11	0	17	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

17 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	Nil

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
65	51.41	200	193.84

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

DHSK College is committed to maintaining all its assets in the most cost effective manner possible while maximizing the utility of the assets and striving to provide the best service to both students and staff. The mission of the administrative body in charge of maintenance is to provide the necessary support services to all stakeholders and maintain the assets and buildings of the college in the best condition to enable the college to achieve its objectives. The policy distinguishes between planned maintenance, and repairs of building systems (such as electrical systems, sanitary systems, etc.), building exteriors (such as doors, walls, windows, roofs, fitting tiles etc.), Common areas (such as staircases, hallways, etc.), Property Site (such as grounds, parking, etc.). The procedures for and operationalization of the different types of maintenance are all documented in this policy. Moreover, (i) The IQAC has been playing a role to all the bodies constituted for students support. (ii) Information about students support services is available in the college Prospectus, and the website. (iii) The stakeholders of the college are informed by the IQAC about the students support services in its meetings. (iv) The efforts of the IQAC to enhance awareness about Students Support Services result in the development and progress of academic and other infrastructure. (v) The students are enjoying the support services of the Public Relation Cell, Disability Resource Centre, Information and Career Guidance Cell, Computer Laboratory, Smart Class Rooms, Library and Departmental libraries, Anti Ragging Committee, Women Cell and Grievance Redressal Cell etc. (vi) College library is equipped with Internet services viz. N-LIST/INFLIBNET. (vii) Activities are notified and communicated through Messenger software of the college. (viii) DHSK College puts efforts for tracking the progression of the students. (ix) All the departments of the college keep the record of their outgoing students each year. (x) The college has an Information Career Guidance Centre (ICGC) for organizing different coaching for competitive examinations. ICGC conducted career counselling programs and motivational workshops. Facilities like library, internet, photocopy, information bulletin etc. were also made available for the interested students.

<https://dhsk.org/procedures-and-policies/>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Alumni (Dept of Chemistry)	4	40000
Financial Support from Other Sources			
a) National	Ishan Uday (UGC)	140	Nil
b) International	Nil	Nil	Nil

No file uploaded.

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			
No file uploaded.			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Nil	Nil	Nil	Nil	Nil
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nil	Nil	Nil

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					
No file uploaded.					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
----------	-------	------------------------

No Data Entered/Not Applicable !!!

No file uploaded.

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	2nd	National	1	Nil	20TD5S18 733	Manab Mitra
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The Student Union of DHSK College is a very energetic and enthusiastic body. The student union is democratically elected by the students of the college in the beginning of each academic year. This body has a President, General Secretary, Assistant General Secretary, Cultural Secretary, Major Games, Minor Games, Common Room Secretary, and an Advisor and an in charges has been appointed in each of the portfolio by the Principal from a faculty member who is the coordinator. In addition to the office bearers, the union also comprises representatives of each class to ensure that all students have a voice in the decisions of the union. The student union carries out many regular activities. The union also conducts activities to observe Republic Day, Independence Day etc. Cultural programs are also organized. The IQAC has one student representative and through this representative, the IQAC is able to liaison with the students in the functioning of the college. In addition, students are consulted whenever important decisions that affect them are being made. Students are members of the Library Advisory Committee and contribute by attending meetings and determining which books or journals are to be purchased.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

No Data Entered/Not Applicable !!!

5.4.3 – Alumni contribution during the year (in Rupees) :

No Data Entered/Not Applicable !!!

5.4.4 – Meetings/activities organized by Alumni Association :

No Data Entered/Not Applicable !!!

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

DHSK college practices decentralized and participative management for all academic and extracurricular activities. Decision relating to all academic

activities is brought to the notice of the principal and the entire staff members meet together, discusses how decisions would affect the academic calendar and only then decisions are made. This is the regular practice of the College. The various committees are in place for Grievance Redressal, Anti Ragging, Sexual Harassment, Development, Admission, Examination Committee, etc. Which have their own policies and processes and the members in charge are able to make decisions pertinent to their activities. A democratically elected Student Union plans, organizes, and executes various cocurricular and extracurricular activities under the guidance of Advisor and incharge Professor. (i) Database in the college website. (ii) Data of the college has been managed by the software CMS (College Management System). (iii) Messenger software has been used for instant message service. (iv) All admission into the college has been converted to online mode. (v) Information and Career Guidance Centre also preserve and share information regarding Career of the students. (vi) IQAC formed a Documentation Cell for systematic preservation of the documents of the college.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
<p>Library, ICT and Physical Infrastructure / Instrumentation</p>	<p>(i) Library: (a) The college library is equipped with Internet services viz. N-LIST INFLIBNET and SOUL operating system. (b) The library has a number of 41551 Books, 3 National News Papers, 3 Journals and 12 periodical Magazines. (c) The library has 12 No. of computers, 1 Photocopy Machine, 1 Book Scanner, 1 Bar Code Scanner and 8 Close Circuit Cameras. (d) Bar Coding, Digitization of records as well as rare books has been take place. (e) Online Public Access Catalogue (OPAC) is also available which provides an online database of the collection of the library. (f) All the departments have departmental libraries. (ii) ICT: (a) ICT enabled Class Rooms. There are 4 No. of Digital Class Rooms. Maximum of the other Class Rooms also installed LCD projectors and internet connectivity. (b) Departments are equipped with Desktop/Laptop and internet connectivity. (c) The college has a Computer Laboratory with a No. of 70 Computers. (iii) Physical Infrastructure/Instrumentation: (a) The College has 48 class rooms including 4 galleries and. (b) The college has 1 spacious Auditorium and 2 Conference halls. (c) There are different laboratories for different practical subjects. (d) There are ramps for Differently Able students and teachers.</p>

	<p>(e) There is an Anthropological Museum. (f) There is a Nature Interpretation Centre. (g) The Disability Resource Centre of the college provides Wheel Chairs to the needy students. (h) College has an Institutional Level Biotechnology Hub.</p>
Research and Development	<p>(i) For Research and Development funding can be sought from different agencies like UGC, DST, ICSSR and the faculties are encouraged to undertake Research Projects. (ii) Students of some departments undertake various Field Studies and Project Works as partial fulfilment of their programme. (iii) College has an Institutional Level Biotechnology Hub. (iv) One faculty member of the Department of Political Science is research guide of Dibrugarh University.</p>
Examination and Evaluation	<p>Students are evaluated based on semester programmes. They are assessed on the basis of two sessional examinations in between a semester. Viva-voce, group discussion, seminar presentation, home assignment, and class attendance also some measures of assessment of the students.</p>
Teaching and Learning	<p>(i) Sophisticated teaching and Learning methods have been adopted. (ii) Stimulating teaching techniques like smart class rooms, LCD Projectors have been introduced. (iii) An e-learning zone also introduced in the college website for preserve and provides learning materials for the students.</p>
Curriculum Development	<p>(i) The college is affiliated to Dibrugarh University and as such curriculum is developed by the University. (ii) The University involves teachers of the College in Curriculum Development as members. (iii) One faculty of the college a member of University Board of Studies and one is a member of the University Academic Council.</p>

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Administration	Staff attendance is maintained through Bio-metric login.
Finance and Accounts	All financial transactions are carried out through different Committees.

Student Admission and Support	The college has attempted implementation of software to manage admissions, attendance, timetables, Diary, fees, Students Union Election etc.
-------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Nill	Nill	Nill	Nill
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Training Programme on College Management System	Training Programme on College Management System	13/02/2019	13/02/2019	49	17
2019	Counselling Programme on Choice Based Credit System	Nill	25/05/2019	25/05/2019	43	Nill
No file uploaded.						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Faculty Development Programme	10	10/12/2018	16/12/2018	7
Short Term Courses	1	14/03/2019	20/03/2019	7
Short Term Courses	1	09/02/2019	14/02/2019	7
Short Term	1	04/10/2018	10/10/2018	7

Courses				
Refresher Programme	1	18/03/2019	07/04/2019	21
Orientation Programme	Nil	Nil	Nil	Nil
No file uploaded.				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
1	7	Nil	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
(i) Quarters with water and electricity facility. (ii) Reservation in admission of ward of teachers. (iii) Two canteens. (iv) DSK College Thrift and Consumers' Society. (v) First Aid service.	(i) Quarters with water and electricity facility. (ii) Quota for admission of ward of staffs. (iii) Two canteens. (iv) DSK College Thrift and Consumers' Society. (v) First Aid service.	(i) Scholarships (internal and external). (ii) Awards for meritorious students. (iii) Two canteens. (iv) Hostels for Students. (v) Book bank facility for economically weak students. (vi) Field work and excursion. (vii) Academic and Career counselling. (viii) Gender Sensitization programme in the campus. (ix) Anti-ragging committee. (x) NCC, NSS and other extracurricular activities. (xi) Facility to participate in sports and extra co-curricular activities. (xii) DSK College Students' Union Society. (xiii) DSK College Alumni Association. (xiv) First Aid services.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

<p>The institution carries out an internal audit during the middle of the financial year by a firm appointed by the Governing Body of DSK College. The team communicates the observations of the internal audit to the Principal and necessary action is taken.</p>

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grants received in Rs.	Purpose
Nil	Nil	Nil

No file uploaded.

6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NA	No	NA
Administrative	No	NA	No	NA

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

(i) There is no Parents-Teacher Association as such. (ii) The departments organizes Parents and Teachers Meet in a regular basis. (iii) There is a provision of guardian representatives in the College Governing Body. (iv) Feedback collected from the parents.

6.5.3 – Development programmes for support staff (at least three)

Counseling program for the support staff is being organized regularly. Counseling program on use of Computer in Office Management for staff is being organized.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

(i) College has a Green Campus with lawns, trees, ponds and grassland. (ii) There is a team to look after the environmental aspects of the campus named Green Club. (iii) Campus is a Plastic-polythene free campus. (iv) Dustbins are segregated into biodegradable and non-biodegradable garbage is placed at convenient distance within the campus. (v) The Society for Environmental Conservation tries to arouse environmental awareness by organizing various programs on World Environmental Day. (vi) Plantation programs are also organized time to time.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	National Seminar on Academic and Administrative Audit	Nil	01/02/2019	02/02/2019	26
2019	Counselling Programme on Choice Based Credit	Nil	25/05/2019	25/05/2019	64

System
(CBCS)

No file uploaded.

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
No Data Entered/Not Applicable !!!				

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

No Data Entered/Not Applicable !!!

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
No Data Entered/Not Applicable !!!		

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							

No file uploaded.

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
No Data Entered/Not Applicable !!!		

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!			
No file uploaded.			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

No Data Entered/Not Applicable !!!

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

No Data Entered/Not Applicable !!!

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

No data entered !!!

8.Future Plans of Actions for Next Academic Year

(i) New Buildings for Class Accommodation. (ii) Construction of a new Girls' Hostel (RUSA fund). (iii) Development of Laboratories (RUSA fund). (vi) Development of a Museum. (vii) Renovation of the Auditorium. (viii) Extension of the Computer Laboratory. (ix) Complete Digitization of Class rooms. (x) To introduce a web portal for holding in-semester Examinations. (xi) Construction of a Toilet Block for outsiders.