

Annual Quality Assurance Report (AQAR)

of

D. H. S. K. College, Dibrugarh

Assam – 786001



2004 – 2005

Prepared and Submitted by:

Internal Quality Assurance Cell (IQAC)
D. H. S. K. College, Dibrugarh
Assam – 786001

The Director,
National Assessment and Accreditation Council,
2/4 Dr. Rajkumar Road, P.O. Box No1075,
Rajajinagar, Bangalore-560010.

Subject: Submission of the Annual Quality Assurance Report (AQAR) of the DHSK
College, Dibrugarh.

Sir,

With reference to the subject cited above I have the honour to inform you
that we are sending the AQAR of the IQAC, DHSK College along with this letter
for the period of 2004-05.

This is for your kind information and necessary action.

Thanking you in anticipation.



Your sincerely,

B. Baruah
(B. Baruah),

Principal i/c & Chairman
IQAC,

DHSK College, Dibrugarh

Dibrugarh

D.H.S.K. College, Dibrugarh
Pin-786001 (Assam)

THE ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC

Name of the Institution: DHSK College, Dibrugarh

Year of the Report: 2004 - 2005

PART A

(A) The Plan of Action Chalked out by the IQAC:

The DHSK College was accredited by the NAAC on September 2003 and was awarded B++ grade on 3rd December 2003. But the letter from the NAAC, asking the formation of QAC and IQAC was received only on 23rd December 2004 and accordingly the IQAC was formed on 25th January 2005 and was sent to the academic consultant, NAAC on 28th April 2005. However, immediately after the peer team's at the college a Steering Committee was formed and that Steering Committee had gone through the various observations and recommendations mentioned in the Draft Report submitted by the Peer Team of NAAC and planned to materialize the recommendations forwarded by them for assuring quality education in the institution. In the mean time, the college received the letter from NAAC to form the QAC and IQAC and immediately the same was done by nominating Dr. J. K. Mahanta as the Coordinator.

The IQAC chalked out the following plan of action according to the various recommendations of the Peer Team of NAAC on the basis of priority and feasibility.

- a) The departments of the college are to be advised to organize seminars, symposia and lectures by visiting expertise to accelerate the present teaching-learning process.
- b) The Computer Centre of the college is to be upgraded by purchasing more advanced PCs.
- c) The various societies of the college are to be advised to organize more community oriented programmes like health, environment, energy conservation awareness etc. as their extension services.
- d) A master plan to upgrade the college playground with a full-fledged mini stadium to be prepared and submitted to concern departments for construction.
- e) Proper arrangement to be done to computerized the college library; required software package to be purchased for the same.
- f) A women cell is to be formed in the college to look after the various grievances of women in and outside the college.
- g) Necessary remedial classes to be arranged in certain subjects, particularly in English in order to improve the overall results of the college.

- h) Steps to be taken to introduce few certificate courses preferably, Spoken English, Yoga, Translation Proficiency, Entrepreneurship, Cinematography etc.
- i) Alumni Association of the college is to be requested to gear up its welfare activities for the greater interest of the students.
- j) The concerned departments of NCC and NSS are to be requested to take necessary steps to increase the involvement of the students in their trainings and services.
- k) Training programmes for non-teaching staff on computer programming and office management to be arranged to improve the efficiency of the staff.
- l) A research committee to be formed to encourage the teachers to apply for minor and major research projects to the UGC and other funding agencies like DST, CSIR, ICSSR, ICSR, ICRR etc.
- m) Some seminar/workshop/conference proposals on different relevant topics preferably inter-disciplinary to be prepared and sent to UGC, NAAC, ICSSR and any other funding agencies to organize in the college.

(B) The Outcome by the End of the Year :

According to the plan of action chalked out by the IQAC, by the end of the academic year, the college has reached to the following developments.

1. The various departments of the college have organized a good number of departmental seminars, symposia, and guest lectures. Different seminars and memorial lectures have been organized in the year with the help of the students and the teachers of the college. Inter departmental and inter disciplinary seminars on various topics have been organized along with two memorial lectures, one in the memory of late Dr. J. R. Basu, the noted Indologist with international repute, and the other in the memory of late Dr. L. P. Dutta, one of the founders of the college. In such eminent scholars or scientists are invited to deliver lectures for the benefit of the students and teachers. The teaching learning method is given priority throughout these seminars and lectures by extending active part of the students. The students are asked to present papers in these seminars on subjects of their respective discipline. They are also asked to interact if they have some doubts on the subject. The college expects that such academic activities must enhance the capabilities of the students in the fields of Higher Education.
2. The college library is going to upgrade with a fully computerized system. The college is taking plan to make the library staff fully literate in computer operation and also takes special plan to make the library of DHSK College as one of the modern libraries of Higher Education Institutes of North East. To materialized this aspiration the college desires that the librarian should be a trained one and therefore the college extends all

opportunities to the librarian to attend seminars and workshops held in different parts of India. The facilities of reading and lending books from the library are also extended in a developed way and brilliant and bright students are offered more facilities to lend books more than the prescribed rule. A wide reading room is opened for the students with all required chairs and tables.

3. The college has a computer centre with six PCs. The computer centre is conducted by an operator and a few members of the faculty who have a clear knowledge of it. There are four to five batches comprising of forty to fifty students in each group. The syllabus of the course is designed to be completed in three months and successful candidates are awarded a diploma along with a certificate in the name of the college. In view of the increasing number of students the college now takes a scheme to upgrade the computer centre into BCA. Communication with the university authority to this effect is in process and it is hoped that very shortly this may be achieved.
4. There are various societies and NGOs in the college and all these organizations are trying their hard to bring forth a sustainable development in and outside the college in the field of the quality enhancement. All these organizations are doing for a better development of the students and to broaden their social, mental, physical and academic outlook. Among these, the organizations like NCC and NSS serve as appropriate medium for the students to learn sharing and civic responsibilities. The college has an NCC wing and both girls and boys are given opportunity to attend the scout training under the leadership of a commander in charge opted by the college from the teaching staff. The NCC and NSS encourage the students to participate in various service oriented community development projects, there by offering them the avenue to inculcate leadership traits. Another organization 'SPICMACAY', Dibrugarh center, Assam, having its office at DHSK College, Dibrugarh, has working since 1993 and has extended the facility of introducing the students with the noted National artists of India in the different fields of Indian classical music, dance, drama, puppetry etc. This also helps a lot to develop the personality and social responsibility of the students. 'PILGRIMAGE' is another organization that holds seminars, quiz etc. among the students and teachers. 'SOFEC' (Society for Environmental Conservation) is an organization of the DHSK College and is working for the quality development of the teachers and students as well. This organization has convened different seminars and lecture programmes on social and environmental problems from time to time in the college and there by contributes a lot for the development of students.
5. The peer team during its visit to the college in 2003 has recommended for the development of a modern play ground so that the students can use the same for their physical and mental development. Accordingly the college has submitted a plan along with a detail estimate to the local M.P. for financial grant under the MP fund. In addition to this the college authority has taken a programme for renovation of the college

auditorium with all facilities. A plan and estimate for the same has also been submitted to the MP.

6. A women cell has been formed following the guidelines of the UGC in the DHSK College, Dibrugarh. The cell has organized a few seminars and lectures in the college and also takes programme to sensitize women in and outside the college regarding all round development of the women.
7. The college authority and the steering committee formed after the NAAC accreditation of the college has examined the results of the previous year and has tried to find out the weaknesses of the students for which the majority of the unsuccessful students are remaining under the mark. Scrutinizing the results of all the unsuccessful students the college has arranged to start remedial classes for the benefit of the weaker students during the college hour. Students from the backward community like S.C. and S.T. and other backward classes are given priority in availing this facility of remedial classes and a batch of efficient and brilliant teachers from different departments are selected to run the remedial classes. This programme has been introduced for the students without charging any fee and the faculties are given minimum remuneration from the fund provided by the UGC. In subjects like English in the Arts stream and Physics and Chemistry in the Science stream are given more importance as most of the students are found to be unsuccessful in these subjects.
8. Following the advice and suggestions recorded in the draft report of the Peer Team, the college authority takes necessary steps to introduce a few short term certificate courses and also some of the career oriented courses in the college for the benefit of the students which in turn will be a strong measure to solve unemployment problem in the North Eastern states. Keeping this in view the English Department of the college is asked to introduce 'Spoken English' and 'Translation Proficiency' as certificate courses and Sanskrit Department to introduce a certificate course in 'Yoga' initially. The college hopes that these certificate courses may gradually be upgraded to vocational courses if sufficient financial support can be obtained from the UGC. Necessary steps regarding correspondence with the UGC has also been taken up. The college cherished the hope of introducing certificate courses like 'Cinematography' and 'Fashion Design' within a short time. The college also entertains the desire to upgrade the present 'Computer Centre' to full-fledged BCA course if it can obtain adequate financial aid from the funding agencies like the UGC. In addition to this the Department of Economics is also asked to introduce a certificate course on 'Entrepreneurship' and the department is taking initiative in this regard.
9. The DHSK College Alumni association expresses it delight at the recent achievement of the college by obtaining B++ grade in NAAC accreditation and feels their increasing responsibility towards the all round development of the college. Many Alumni of this

college, working in different sectors, in and outside the country, congratulate the college for its remarkable achievements, assures the college to extend their active cooperation in all developmental activities. Mr. Sarbananda Sonowal, M.P. from Dibrugarh Parliamentary Constituency as well as one of the promising politicians in Indian Democracy, is an alumni of the college, asks the Master Plan of the college to be reviewed so that necessary and feasible steps can be taken on priority basis. Accordingly the college takes necessary measures to submit documents for up gradation of the college play ground along with mini stadium.

10. Following the recommendation of the Peer Team NAAC, the college is going to computerized the entire office of the college. In order to materialize the above objective, the Computer Centre of the college has been directed to capacitate the non-teaching staff with the basics of computer operation in free of cost. The training programme is going on in the centre. It is expected that, all official dealings including accounts and documentation will be computerized within a short time.
11. Although the college does not form a research committee, the steering committee constituted after the accreditation has been taking measures to encourage the faculties to take up the facilities and financial aid extended by the UGC and other funding agencies through major and minor research projects. Following this recommendations, some of the teachers applied for such projects and are waiting for the response from the concerned authorities.
12. The various departments of the college are advised by the steering committee to prepare proposals for Seminar/workshop/conference etc. on different relevant topics and to send to UGC, NAAC, ICSSR and any other funding agencies at their earliest possible.

PART B

1. Activities reflecting the goal and objective of the institution:

The DHSK College since its inception, has been trying to impart quality education through different modes like classroom lectures, tutorial and remedial measures, seminars, laboratory experiments, project and field works. This method has continually been supplemented by untiring review of annual results to redress the educationally disadvantaged students in the form of remedial guidance. The advanced learners are giving special attention so that they may be able to engage themselves in various academic activities and also they are asked to undertake different projects especially in the science stream. The college makes career opportunity easily available through the career counseling guidance centre to the students with all possible ways so that a student can try to avail the job opportunity in and outside the country. In addition to all these activities the college has introduced the method of a fortnightly review of the teaching plan so that highest applicability of the course can be offered for the benefit of the students. Test, unit test, and class test examinations are regularly held to enable the students to perform better results

in the final examinations. The college has also introduced the method of self appraisal of the faculties. Through this method the college authority is able to ascertain the strength and weaknesses of the faculties and also able to encourage them to rectify their weaknesses if any. This process of evaluation of proficiency and weakness of the faculty of the college helps the teaching learning method and enables the teachers to impart quality education. With an aim of better education and quality improvement the college authority is very keen in developing the abilities of faculty members and to materialize it the authority of the college is continually encouraging them to undertake various schemes of career development like major and minor research projects of the UGC. The college authority encourages the teachers to take up the objective of making a clear teaching plan for the whole session so that the students can be able to obtain an uninterrupted chain of teaching learning process. To facilitate this the departmental heads are entitled the duty to form a Departmental Management Committee (DMC) where a fortnightly scrutiny takes place to examine the progress the prescribed course of teaching and also to find out difficulties of the faculties in course of their imparting knowledge to the students. The DMC also examine the inconveniencies that may arise during the class room teaching and takes immediate measures to prevent any possible lapse in teaching learning method. The Head of the Department maintains a daily work register of the teachers and also takes stock of the progress of the syllabi.

In addition to these activities the college has introduced the method of student feedback on class room teaching through structured questionnaire recommended by NAAC. The response of the students is obtained without the presence of the teaching staff members to ensure objectives assessment. The measure to review and rectify the short comings of the concerned faculty members is speedily taken with all possible care and caution.

The college has a close association with the Association of its Alumni which is very keenly responsible to monitor the function of the institution in general and its academic progress in particular. The association is in constant review of the academic policies taken by the college to create a congenial atmosphere for imparting quality education to students.

The college has sponsored several societies to promote the best practices among the students through participation in literary activities, social awareness programmes, health camp organizations, village development programmes, etc. In addition to that through these voluntary organizations the students are extended the benefit of taking part in seminars and workshops like disaster management and the like. They are also given the opportunity to introducing themselves with the renowned personalities in the fields of culture and fine arts. Book fairs are regularly organized to make the students acquainted with the habit of reading books and journals. The library facilities are also extended to the students with addition of more new and advanced books along with the Xerox facility so that a student can get the study materials easily from the books that are not meant for lending. The college pays much importance in publishing the annual college journal so that the students can obtain a proper platform to establish themselves as a good and systematic writer of various articles of their choice. This is done exclusively with the

intention to make the students aware of the fact that they may be able to acquaint themselves with the current trends of new knowledge.

In addition to these objectives the college is establishing a Career Guidance Cell with a separate room and books and journal facilities so that the students can use all these materials for their benefit. Information regarding new jobs and vocations, new scholarships, new schemes of the UGC, and new policies of Higher Education and new news bulletins of NAAC and the UGC can be obtained by a student with special help of trained faculty members. These faculty members devote a considerable period of time in counseling and giving proper guidance to the students. Besides, the college has introduced the system of receiving the different complaints and suggestions from the students through the mechanism of the Grievance and Redressal Cell. The principal and a few senior faculty members are directly involved in this cell where a complaint, if found, is considered and judged within a week from the date on which it had been lodged. Through this system an indirect but effective participation of the students in the academic as well as in the administrative field is expected.

2. **New academic programme initiated (UG & PG):**

Proposals have been submitted to the UGC to sanction adequate grant to open career oriented courses like *Yoga, Entrepreneurship Development, Fashion Designing, Spoken English, Translation Proficiency*. At present the Department of English has initiated Spoken English course, which is open for students in and outside the college. Yoga is also initiated under the supervision of the Department of Sanskrit. For other courses the college is waiting for the official grant.

3. **Innovation in curricular design and transaction :**

The college is entirely dependent upon the university in this respect and the duty of the college is only to formulate the design and plan of the curriculum made by the University. However, the various departments of the college have chalked out a detailed teaching plan for each year including examinations, seminars and other academic activities to accelerate the pace of teaching learning programmes.

4. **Inter-disciplinary programmes started:**

Although the college has limited scopes for inter-disciplinary research activities, it is always trying to make good use of talents of the students by holding inter-disciplinary seminars, talks, workshops etc. The various organizations of the college are also trying to create a congenial atmosphere to promote awareness of different relevant issues amongst the students of the college.

5. **Examination reforms implemented:**

In this respect, The College is fully dependent upon the affiliating University.

6. **Candidates qualified: NET/SLET/GATE etc.:**

- (i) Mr. Dhaniram Boro, Dept. of Anthropology, NET
- (ii) Mrs. Didisha Bora Dutta, Dept. of English, SLET
- (iii) Mr. Ananta Teron, Dept. of Assamese, NET
- (iv) Mr. Mridul Sarma, Dept. of Assamese, NET
- (iv) Mr. L. DOUNGEL, Dept. of Political Science, NET, SLET

7. **Initiative towards faculty development programme:**

The college is very much responsible to the skill and career development programmes. Therefore, to attend these programmes the college initiates faculty members to take up such courses according to the need based criteria.

8. **Total number of seminars/ workshop conducted:**

Different departments of the college have organized a number of 20 seminars and 1 workshop on different occasions in their departments.

9. **Research projects:**
- | | |
|----------------------|-----|
| a) Newly implemented | One |
| b) Completed | One |

10. **Patent generated if any:** No

11. **New collaborative research programmes:** No

12. **Research grants received from various agencies:** No

13. **Details of research scholars:** No.

- (1) Deba Pallav Rajkhowa (Statistics)
- (2) Binod Ch. Bora (Political Science)
- (3) L. DOUNGEL (Political Science)
- (4) M. Sarma (Assamese)
- (5) J. P. Phukan (Physics)

(All these teachers are continuing their research works without availing fellowship from the UGC and other funding agencies and study leave for the college).

14. **Citation index of faculty members and impact factor:** Nil

15. **Honours/awards to the faculty:** Dr. (Mrs.) B. Dutta (Literary Award)
16. **Internal resource generated:** No
17. **Details of departments getting SAP, COSIST, DST, FIST etc.**
Assistance/recognition: No
18. **Community services:**
 The college, through its different extension activities has rendered services to the people of the local villages in fields. For example, groups of students and teachers use to go the local villages in order to sensitize the people regarding pure drinking water, AIDS awareness, health awareness, soil and forest conservation, disaster management, literacy campaign etc. The various organizations and forums of the college also rendered some remarkable services in the fields of personality development, entrepreneurship etc.
19. **Teachers and Officers newly recruited:** Nil
20. **Teaching non-teaching staff ratio:** 7:3 (Teaching 70, Non-teaching 30)
21. **Improvements in the library service:**
 Re-cataloged the entire books and journals of the library.
22. **New books/journals subscribed and their value :** Rs.14789.00
23. **Course in which student assessment and teachers is introduced and the action taken on student feed back :**
 The course in which students' feedback is taken is normally the UG Course. Therefore, the student assessment is made according to the Format I: Entry Questionnaire and the Student Feedback is taken by the Format IV: Exit Questionnaire.
24. **Unit cost of education:** Rs. 14,288/-
25. **Computerization of administration and the process of admission and examination results, issue of certificate:** No
26. **Increase in the infra-structural facilities:**
 A New building with four classroom provisions is under construction with financial assistance of Govt. of Assam under "Buniyaad Scheme". An extension of the college library is also under construction form the same fund.
27. **Technology upgradation:** No
28. **Computer and internet access and training to teachers and students:**

The computer Centre provided three month certificate courses to the teachers and students of the college. It was made mandatory to the non-teaching staffs to have a computer access and accordingly they were given computer training by the centre.

29. Financial aid to students:

The college authority has decided to exempt annual tuition fee to those students, who want to take up Sanskrit as one of the subjects in their UG courses. Along with this, the students securing highest marks in the final examinations amongst the students of the college will avail the facility of exemption of the annual tuition fee.

30. Activities and support from the Alumni Association:

The Alumni Association of the college continued to maintain the same relationship as it was prior to the accreditation of the NAAC. The representatives of the association were actively involved in all developmental as well as academic programmes of the college.

31. Activities and support from the Parent-Teacher association:

No

32. Health Services:

A few health camps have been organized by the college in and outside the college for the benefit of the local society. The college has been taking the opportunity to organize such type of programmes with the help of the faculties of the Assam Medical College, Dibrugarh.

33. Performance in activities:

The students of the college have been showing outstanding performances in the inter-college meet organized by Dibrugarh University.

34. Incentives to outstanding sports persons:

No

35. Student achievements and awards:

During the session 2004-2005, a total number of 136 students appeared in the BA final Examination and out of these 110 students passed with a brilliant pass percentage of 80.81. Among these three students got 1st Class. In the science stream, out of total of 80 students 77 came out successfully with a brilliant percentage of 96.25. 23 of them got First Class with distinction marks.

36. Activities of the Guidance and Counseling unit:

The Career Guidance Cell of the college organized a workshop on entrepreneurship with the assistance of IIE, Guwahati. It also served as an instant counseling unit to provide necessary information regarding career and higher studies.

37. **Placement services provided to students:**

As an institution of general under graduate course, the college has no any campus placement service.

38. **Development Programme for non-teaching staff:**

The Computer Education Centre of the college has provided a free of cost computer training programme to the non-teaching staffs, which was mandatory to all.

39. **Healthy practices in the institution:**

Apart from the regular teaching-learning programmes, the college was also engaged in different community service programmes as its extension services. Under the banner of different departments and organizations, the college organized various health awareness programmes, literacy campaigns, environment awareness programmes etc. for the greater interest of the society.

40. **Linkage developed with National/International, Academic/Research bodies:** Nil

41. **Any other relevant information the Institution wishes to add:**

PART C

Details of the Plan of the Institution for the next year:

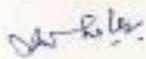
The DHSK College is trying earnestly to materialize its plans and visions chalked out for the session of 2004-2005, in the next session i.e. in the session 2005-2006 also. But instead of mere continuation of the said plans and visions, the college has chalked out some more renovations in terms of overall development of the students and also some plans to develop more congenial relations with all the stakeholders. Keeping in view all these, the college had decided to hold more seminars/workshops/conferences so that they can easily make their acquaintance with the changing scenario of the higher education and all round development of the college.

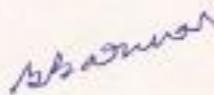
The college is taking necessary steps to make its offices computerized and to facilitate this; the college wants to start short term certificate courses in computer education especially for the office staff. Along with this, the college authority proposes to hold a workshop on office management to train up the office staff properly. It is expected that the office staffs of the local colleges will also be invited to participate in the workshop.

The college proposes to undertake some developmental activities with the help of the Alumni of the college and in this regard Alumni are being communicated. Immediately after accreditation of the college by NAAC, the college has opened a *Cell for Women Studies* so that the elite and professionally empowered women of the college will be able to render meaningful services to the society especially for the development and social justice of the economical and educationally

backward women of the locality. The college has also a proposal to open corner for *Women Study*

and *Career Development* in its central library, so that some books can be purchased for both the corners. The college authority is encouraging the faculty members to undertake research projects in their respective disciplines. In this regard, the college is communicating the UGC Regional office, Guwahati. The college has a proposal for the development of its playground with all kinds of modern facilities and a *Plan and Estimate* for the project has been submitted to the local M.P. for sanctioning necessary grants. The college is planning to develop a *Gymnasium Hall* with all gymnasium facilities and very shortly the equipments will be shifted to that room so that the students can use the facilities from the coming academic session.


Dr. Joy Krishna Mahanta
Name and signature
of the Coordinator, IQAC


Bhoban Baruah
Name and Signature
of the Chairman, IQAC

