

Annual Quality Assurance Report (AQAR)

of

D. H. S. K. College, Dibrugarh

Assam – 786001



2006 – 2007

Prepared and Submitted by:

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

2006-2007

PART – A

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

In connection with the previous year report (i.e., 2005-06) and based on the details of the plan of the institution for the forthcoming year (i.e. 2006-07) mentioned, the IQAC D.H.S.K. College has prepared the following action plans with modifications for the overall development of the college community.

- 1) To keep abreast of the changing scenario of higher education and to initiate intellectual upgradation, the departments would submit proposals for holding seminars/workshops/conferences etc.
- 2) The departments would organise students' seminar, symposia and group discussion for academic and holistic progress.
- 3) In connection with the proposed plan of computerization of College office, the office staff would be computer trained.
- 4) A separate space would be allotted for Women's Studies books purchased by the Cell for Women's Studies and Development and Information and Career Guidance Cell.
- 5) More Research journals and periodicals would be subscribed for facilitating interest and awareness amongst faculty.
- 6) The College play ground would be upgraded.
- 7) The College would open a fully equipped Gym for students
- 8) College computer centre would be upgraded by purchasing more advanced PCs and installing software packages like MATLAB, MINITAB, SPSS etc.
- 9) Societies of the College would organise different community programmes as a part of their extension services.
- 10) Emphasis to be placed on computerization of college library and purchasing of related software(s)/for the same.
- 11) Arrangement of remedial/ tutorial classes for the improvement of overall results of students in certain subjects.
- 12) Steps to be taken to introduce a few certificate courses like Entrepreneurship, Cinematography, Fashion Designing, Translation Proficiency, Computer Hardware Maintenance etc.
- 13) Alumni association would gear up its welfare activities for the greater interest of the society,
- 14) A research committee would be framed to encourage the teachers to carry out their career development activities with the help of different funding agencies.

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

By the end of the academic year and based on the plan of the action prepared by the IQAC, the College has achieved the following.

1) Seminars etc (including students seminar)

- a. Department of Zoology organised the UGC sponsored national seminar on “Ornamental Fish of NE Region-Its Culture and Maintenance”.
 - b. National level workshop on “Capacity Building of Women Managers in Higher Education” has been organised under the banner of Cell for” Women Study and Development.”
- 2) Computer education for office staff, library staff including librarian (as a process of computerization of library) with reprographic and computer facility.
- 3) Successful completion of short term certificate course on computer literacy made for the students, office staff and teachers.

4) Activities of societies including NCC, NSS.

- State level Chemistry and Mathematics Olympiad conducted by the department of Chemistry and Mathematics respectively.
- 5) Remedial classes have been taken in the subject’s Physics, Chemistry, Mathematics and English.
- 6) A certificate course of yoga has been introduced under the jurisdiction of Sanskrit department.
- 7) Being an alumnus of the College Mr S. Sonowal, local M.P. rowed to take necessary action for sanctioning amount to the College for developing college play ground.
- 8) Two teachers have been awarded with Ph D. Degree and four are pursuing Ph D programme and one has submitted his Ph D thesis.

PART-B

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

DHSK College since its inception, has been trying to impart quality education through different modes like classroom lectures, tutorial and remedial classes, seminars, laboratory experiments, projects and field work. The advance learners are given special attention to make them ready to compete with the contemporary. Knowledge and skills of the students have been assessed through regular class tests, questioning during class hours, home assignments, holding seminars and viva-voice

test. This is done with an intention to enable the students to perform better results in the exams. Remedial and tutorial classes were conducted for the benefit of students as and when required.

The Departmental Management Committee (DMC) at the beginning of each academic session allocates various topics of the syllabus to the faculty members taking into account their areas of interest and according teaching plan is prepared. Importance has been given by the faculty members to complete the allotted courses within the time frame according to the academic calendar. DMCs review the progress of courses taken by the teachers from time to time. Lecture method is primarily adopted by the faculty members in support of the modern teaching aids like OHP, computer and LCD projector and modern laboratory equipments. Compulsory field surveys and excursions are also parts of teaching activities in many departments. The Environment Science course also enables students to visit nearby areas and prepare a report on the surveyed area. Seminars, GDs, visit to other institutions of academic interest are the parts of learner centred teaching method of the institution.

Through self appraisal the faculty conducts regular SWOT analysis to upgrade themselves. In addition to this, the College has introduced the method of student's feedback on classroom teaching through a structured questionnaire. Required measures to review and rectify the shortcomings of the concerned faculty are taken with all possible care and caution.

Various organisations such as NCC, NSS serve as a medium to teach students civic responsibilities, personality development, managerial concepts etc. The institution also provides the opportunity through a number of academic and non academic activities to the students. The students are allowed to interact with environmental activist groups Natures' Beacon, Aryanyak, Irab-Kirab etc for raising awareness regarding environmental issue. Faculty members are also associated with these NGOs and other NGOs like SPICMACAY, PILGRIMAGE, SOFEC, Manthan, SEWA(Socio Educational Welfare Association), Dibrugarh Sahitya Sabha, Sadou Asom Lekhika Samaroh, Assam Science Society, Indian Science Congress etc through which student community of the College get acquainted with finest Indian Art and culture, literature etc.

The College authority extends financial help and moral support to the departments so that the faculty and the students can create an atmosphere of academic pursuit through creativity in the field of literature and the like. To promote atmosphere of academic excellence through activities like publishing of books, journals, bulletins, newsletters etc, the College authority is continually engaged in

encouraging the departments. Wall magazines of the different departments and the students' magazine *Kanoian* provide students an opportunity to recognize their potential and showcase their creativity.

The College has a fully equipped career guidance cell where students can avail the facilities of information regarding new jobs and vocations, scholarships, new schemes of the UGC and new policies of HE.

The grievance redressal cell addresses complaints and suggestions from students thus encouraging participation of students in the academic and administrative matters.

2. New academic programmes initiated (UG and PG)

- a) The department of English has initiated spoken English course open for students in and outside the College.
- b) Short term course in yoga has been initiated under the supervision of the department of Sanskrit.

3. Innovation in curricular design and transaction:

In spite of its dependence upon the University in this aspect, 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. Internal Assessment marks are given to the 1st and 2nd year students of B.A. and B.Sc. on the basis of special unit tests, seminar assessment and viva-voce test as per the curriculum fixed by the University from the academic session 2005-06.

4. Inter-disciplinary programmes started:

Inter-disciplinary seminars, talks, workshops etc. were organised by the College to promote awareness on relevant issues amongst the students by inviting subject experts and resource persons from different organizations.

5. Examination reforms Implemented:

Apart from the steps taken by the University for Examination Reforms, the College has introduced the system of unit test examination and viva-voce test for internal evaluation. The details of evaluation norms as lay down by Dibrugarh University, university's regulations for various examinations; number of papers, marks allotted to each paper and such other information are communicated to the students. After the declaration of the results of the university exam, the department

concerned make close scrutiny of the results of the students and provide the necessary counselling for better results in future. The College also takes the measure to inform the guardians of the students regarding the performances of their ward for a necessary action on their part.

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

- a. Ms. Nitumoni Saikia (NET) – Anthropology
- b. Ms. Sunanda Sahu (NET) – Anthropology
- c. Mr. Vedanta Vikash Baruah (SLET) – English
- d. Ms. Lulu Mariam Buragohain (SLET) – English
- e. Ms. Swati Kiron (NET) – Assamese

7. Initiative towards faculty development programme:

The College encourages faculty members to undertake advanced research. The teachers of different departments have attended two RCs, one OC, nine National workshops, one regional seminar, twenty five national seminars, one international conference. Fifteen research papers in national seminars have been presented by the faculty members of different departments and one is published in the form of proceedings. Two faculty members received Ph D degree. One completed a post doctoral research at the School of Biological and Environmental Sciences, University of Sterling, Scotland.

8. Total number of seminars/ workshops conducted:

- a) The Cell for Women's Studies and Development of the College has organised a five days' national level workshop on Capacity Building of Women Managers in Higher Education.
- b) The department of Zoology organized the UGC sponsored national seminar on "Ornamental Fish of NE Region – its Culture and Maintenance".

9. Research Project:

- a) "UK Royal Society Incoming Short Visit Fellowship" for a period of four months has been offered to one of the teacher who carried out a project on the "River Dolphin of the Brahmaputra" at the University of Sterling, Scotland.
- b) A faculty of the department of Zoology undertook the project on river basin training named as BRAHMATWIN sponsored by Asian Partner of European Commission.

10. Patent Generation if any: No

11. New Collaborative research programmes: No

12. Research grants received from various agencies: Two numbers.

13. Details of Research Scholars:

- i) Binud Ch. Bora (Political Science)
- ii) L. DOUNGEL (Political Science)
- iii) Mridul Sarma (Assamese)
- iv) Jyoti Prasad Phukan (Physics)
- v) Deba Pallav Rajkhowa (Statistics, Thesis submitted)

(All these teachers are pursuing research works without availing fellowship from the UGC and other funding agencies and study leave from the College).

14. Citation Index of the faculty member and Impact factor: NIL

15. Honours/Awards to the faculty: None

16. Internal Resource generated:

Through the self financing certificate courses on Spoken English and Yoga.

17. Details of departments getting SAP, COSIST/DST.FIST etc. Assistance/reorganisation:

Financial assistance of Rs 1,00,000/- from Oil, Duliajan to the department of Mathematics as Educational Aid.

18. Community Services:

As a part of its extension activities, the College and its different organisations rendered services to the local community through the programmes like blood donation, birth registration, tree plantation, sensitisation of pure drinking water, AIDS awareness, health awareness, soil and forest conservation, disaster management, literacy campaign, women's health and hygiene, legal rights of women, environmental awareness, personality development, entrepreneurship etc. Lecture series on popularisation of mathematics in different school of the district, awareness for wildlife conservation, consumer awareness are some of the group or individual activities of faculties of the College.

19. Teachers and officers newly recruited:

The College recruited only one faculty in the department of Zoology.

20. Teaching- nonteaching staff ratio: 3:1 (i.e., Teaching 68 and Non teaching 25)

21. Improvements in the library service: Computer digitalisation.

22. New books/journals subscribed and their value: 405 numbers amounting to Rs.58, 547/-

23. Courses in which student assessment and teachers is introduced and the action taken on student feedback:

Being the part of UG courses, student's assessment and feedback are taken through entry and exit questionnaire and present action is taken on the basis of their feedback.

24. Unit cost of education: Rs.56899328./1517=Rs.37508.

25. Computerization of the process of admission and examination results, issue of certificates. Not undertaken.

26. Increase in the infra structural facilities:

Extension of College library and new building with four classroom facilities sponsored by govt of Assam under "Buniyaad scheme" is near completion.

27. Technology upgradation: Proposal has been submitted to Governing Body.

28. Computer and internet access and training to teachers and students:

Through the certificate course of 3 months duration overwhelming response has been found from teachers and students.

29. Financial aid to students:

- a) Exemption of annual tuition fee to the students who take Sanskrit as one of the subject.
- b) Exemption of annual tuition fee for the students securing highest marks in the final examination in their respective subjects.
- c) Exemption of major enrolment fee to the economically backward meritorious students in some of the departments.

30. Activities and support from the Alumni association:

Representations of the association are actively involved in all round developmental activities of the College.

31. Activities and support from the parent-teacher association: Does not arise.

32. Health services:

In association with the faculty of AMC Dibrugarh and ICMR Lahoal various health camps has been organised by the College.

33. Performance in sports activities:

Outstanding performance of the College students is observed in the Dibrugarh University inter college meet.

34. Incentives to outstanding sports persons:

Proposal has been given to the Governing Body to give incentive to the College student(s) representing state level sports.

35. Student achievements and awards: Students achievements in the form of their performance of final year University Examination is summarised below:

Category of Degree	Total students appeared	Total students passed	Pass percentage	1 st Class with distinction	1 st Class without distinction
B.Sc.	100	73	73%	21	04
B.A.	115	93	80.86%	04	02

*: Mr. Bidyut Bikash Gogoi with major in Mathematics is declared as the best graduate amongst B.Sc. candidates of the University.

36. Activities of the Guidance and Counselling Unit:

- a) Subsidised coaching to students appearing in competitive exams like Banks, Indian Railway, SSB, Treasure, LIC etc.
- b) Provides faculty as resource persons for counselling services to various public and private sector organisations.
- c) Collaborates with district administration Air Force, NIIT, Frank Finn Aviation & Management Training Institute and NGOs for conducting training programmes.
- d) Provides career related books from its own library beneficial for the students community.
- e) Gives career guidance to the students.

37. Placement Services provided to students: No campus placement service.

38. Development programme for non-teaching staff:

Computer training programmes are arranged for office staff.

39. Healthy practices of the institution:

- a) Regular unit tests and session examination conducted.
- b) Mandatory seminars/group discussions.
- c) Self appraisal reports by teachers and students feedback obtained.
- d) DMC's held and overall monitoring of the departments by the Head of the Institution.
- e) Academic calendar of the College.
- f) Monthly progress report as per the workload of the faculties and office staffs.
- g) Computer exams for and with corporate sectors like Banks, Indian Railways, SSB, LIC etc.
- h) Providing faculty as resource persons for counselling services to various public and private sector organizations.
- i) Proposals submitted to corporate sectors like ONGC, OIL, AOD, ABITA etc seeking infrastructural support.

j) Consulting services.

40. Linkage developed with National/ International, academic/Research bodies:

a) UK Royal Society

b) Asian Partner of European Commission.

41. Any other relevant information the institution wishes to add: Does not arise.

PART-C

Details of the plan of the institution for the next year:

Based on the changing scenario of the higher education, the College is planning to act accordingly in the forthcoming secession 07-08 for its all round development by giving emphasis on:

- a) Holding more seminars/workshops/conferences/symposia etc.
- b) Computerisation of office as well as the central library.
- c) Opening a separate corner for Women Studies Cell at the Central library.
- d) Inviting other institutions to open their branch at the College under distance mode of education for both UG and PG courses.
- e) Giving necessary steps for the development of College playground and gymnasium hall.
- f) The use of modern teaching aid.
- g) Educational excursions.
- h) Industry linkage for infrastructural development.
- i) Offering subsidised coaching to students appearing in competitive exam for Banks, Indian Railway, SSB, Treasury, LIC etc.
- j) Submitting research project/proposals.
- k) Proper use of newly constructed Assam Govt-sponsored Buniyaad Building.
- l) Initiating major courses in Statistics and Computer Science as core subject.

Sd/-

(Dr. D.P. Rajkhowa)
Coordinator, IQAC
DHSK College
Dibrugarh
Assam

Sd/-

(Dr. J.K. Mahanta)
Principal, DHSK College
Chairman, IQAC
DHSK College
Dibrugarh, Assam