



**OFFICE OF THE PRINCIPAL
DIBRUGARH H.S. KANOI COLLEGE
P.O.: DIBRUGARH – 786001**

Ref No: DHSK/

Date:

To

The Director,
National Assessment and Accreditation Council,
2/4 Dr. Rajkumar Road, P.O. Box No. 1075
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 2010 – 2011.

This is for your kind information and necessary action.

Thanking you in anticipation.

Sincerely yours,



(Dr. Rajee Konwar)
Principal and Chairman
IQAC,
DHSK College, Dibrugarh

Annual Quality Assurance Report (AQAR)

of

D. H. S. K. College, Dibrugarh

Assam – 786001



2010 – 2011

Prepared and Submitted by:

Internal Quality Assurance Cell (IQAC)

D. H. S. K. College, Dibrugarh

Assam – 786001

Annual Quality Assurance Report

D.H.S.K. COLLEGE (PROVINCIALISED)

Part A

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year.

The NAAC Peer Team visited DHSK College on September 2003. The College was accredited with B++ Grade on 3rd December 2004.

The Internal Quality Assurance Cell (IQAC) was constituted on 25th January 2005.

To fulfill the requirements of the NAAC for the overall sustenance and enhancement of the quality of the Institution during the post NAAC accreditation period the following Objectives were identified for the year 2010-2011.

These objectives were to be implemented through the General and Specific Tasks outlined below. To facilitate the achievement of these Objectives, Committees according to criterion were formed, each being entrusted with specific tasks which were to be accomplished together with the general tasks mentioned. In addition, the faculty of each department would work towards documentation and maintenance of records of departmental as well as individual activities and achievements to facilitate data collection and analysis by the Criterion Committees.

OBJECTIVES:

- i) To establish procedures and modalities for collecting data and information on various aspects of institutional functioning.
- ii) To evolve well defined and feasible work plans for:
 - a) Strengthening the grey areas of the College as identified by the 1st Peer Team of NAAC
 - b) Monitoring the ongoing efforts to maintain the standard of the strong areas of the College identified by the 1st Peer Team of NAAC for e.g. proposal to be submitted for starting regular PG courses.
 - c) Future strategies to be adopted for the continuous sustenance and enhancement of the institutional quality
- iii) Review and specify periodically, the various quality control measures and assess the degree of accomplishment of the tasks identified in (ii a, b, c)
- iv) Ensure the efficient and effective execution of all measures adopted for the healthy growth of the institution.
- v) To prepare the Annual Quality Assurance Report (AQAR) to be submitted to the NAAC at the end of each Academic Year
- vi) To prepare any other reports as may be decided by NAAC from time to time

General Tasks:

Each member of the IQAC will implement and monitor the following activities.

Current Plans/Activities:

1. To initiate Departmental Meetings regularly and to review and identify the strong and weak areas in their respective Departments. Adopt appropriate steps to eliminate/ reduce these.

2. Resume Departmental Activities such as:

- a) Lectures by eminent experts in the subject
- b) Student Seminars
- c) Quizzes
- d) Departmental Magazines/ Newsletters/ Bulletin Boards
- e) Departmental publications
- f) Study Trips/ Tours (Tours maybe organized with related Depts.)
- g) Class Tests, Tutorials
- h) Remedial Classes
- i) Other Interactive Teaching – Learning Methods
- j) Updating the list of Alumni (Name, Year of passing, present status, Achievements)

Any other Activities thought to be useful for the Departments to be started immediately.

- a) Introducing M.A. semester in Political Science and Sociology under distance mode of education.
- b) Giving emphasis for the development of sports.
- c) Gradual upgradation of class rooms with modern teaching aids.
- d) Continuation of the process of offering subsidised coaching to students appearing in competitive exam for Banks, Indian Railway, SSB, Treasury, LIC etc.
- e) Continuing efforts for campus recruitment.

Part B

The outcome by the End of the Year:

- (a) Coaching Classes for entry of services has continued and 7 training Programmes have, since then, been undertaken.
- (b) Continuing efforts to upgrade the Wi-Fi System in the college, computerisation of the office and library and lanning of computers completed.
- (c) Accounting package installed partially.
- (d) KKHSOU classes and exams conducted regularly.

- (e) Reprographic and Book Bank facilities initiated in the library.
- (f) Remedial classes for students
- (g) Self Financing Certificate Courses in Computer Hardware and Maintenance & Fashion Designing initiated.
- (h) Departmental Study Circles and Societies of the college
- (i) Talk by Padmashree Patricia Mukhim organised by the Cell for Women's Studies and Development of the college.
- (j) Talk by Sri Imran Shah organised by the ACTA (Assam College Teachers' Association) unit of the college.
- (h) National Conference on Laser optics by Dept of Physics
- (i) P.N.Singh Memorial Quiz by Dept. of English.
- (j) Diamond Jubilee concluding Programme.
- (h) Publications VAK, Kanoian, Hirakdyuti
- (k) Annual Conference, ACTA Zone held in the college.
- (l) Chemistry Olympiad
- (m) Maths Olympiad

8. Total number of seminars/workshops conducted:

Seminars- 6 (Departmental Seminars) and 1 UGC. Sponsored Seminar

9. Research projects

- a) DST sponsored major research project amounting Rs. 9, 91,000/- entitled "Survey of Certain Biological Parameters of Two Wet Lands of Dibrugarh District"--Continuing
- b) UGC sponsored minor research project amounting Rs. 65,000/- entitled "Study of Correlation between Ichthyo-avian Species Diversity and their Impact on Wetland Environment: NE Region of India—Continuing
- c) UGC sponsored minor research project amounting Rs. 90,000/- carried out by a faculty member of the department of Mathematics—Continuing

10. Patents generated, if any: NIL

11. New collaborative research programmes: -----Nil-----

12. Research grants received from various agencies: DST, UGC, and ICSSR

13. Details of research scholars:

- i) Uttam Mohan—Dept of Chemistry
- ii) Dipankoj Gogoi—Dept of Chemistry
- iii) Rajib Lochan Bora—Dept. of Botany
- iv) Moromi Talukdar—Dept. of Anthropology
- v) Nitumoni Saikia-- Dept. of Anthropology
- vi) Sunanda Sahu—Dept. of Anthropology
- vii) Nazimuddin Ahmed—Dept. of Statistics
- viii) Trishna Duarah—Dept. of English
- ix) Lulu Mariam Borgohain—Dept. of English
- x) Henreiata Huda Hussain—Dept. of English

14. Citation index of faculty members and impact factor: Research Papers were published in referred journals: 4

15. Honors/Awards to the faculty: One—Dept. of Zoology

16. Internal Resource generated: Through ICGC.

17. Details of departments getting SAP, COSIST/DST.FIST etc. Assistance/ reorganization: DST assistance for renovation of teaching laboratory in the science departments and computer laboratory.

18. Community services:

As a part of its extension activities, the College and different organisations of the College rendered services to the local community through the programmes like blood donation, birth registration, tree plantation, sensitisation programme 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, bringing peace among the adivasi militants of Assam, awareness for wildlife conservation, consumer awareness are some of the group or individual activities of faculties of the College on regular basis.

19. Teachers and officers newly recruited: 1. Teacher (01) 2. Non-Teaching - None

20. Teaching – Non-teaching staff ratio: 2.92:1 (i.e., Teaching 76 and Non teaching 26)

21. Improvements in the library services:

Re-catalogued the books and journals with computerized record.

22. New books/journals subscribed and their value:

Sl. No.	Category	Quantity	Amount
1.	Purchased (Titles & Copies)	301	29736 INR
2.	Gift	200	22089 INR
3.	Reference	2	2550 INR

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

Feedback from students of all Honours Depts. and General Stream candidates in the College are routinely collected at the end of their 3rd year in the College, and Faculty Members informed accordingly to take adequate steps towards improvement.

24. Unit cost of education: i) With Salary: 39155.77 INR/student
ii) Without Salary: 9064.70 INR/student

25. Computerization of administration and the process of admissions and examination results, issue of certificates:

College administration is fully computerized with office automation software. Process of admission will be automated in near future.

26. Increase in the infrastructural facilities:

- (a) Upgradation of Conference Hall 'Sankardev Sabha Kakshya'.
- (b) Women's Toilet renovated
- (c) Renovation of the Department of Geography.
- (d) Renovation of Girls' Hostel of the College.
- (e) Approach road to the college constructed
- (f) Approach road to Girls' Hostel constructed
- (g) Aqua Guard supplied to 14 departments and Teachers' Common Room
- (h) Renovation of Teachers' Common Room
- (i) Renovation of the Office Block

27. Technology up gradation:

New software upgraded in the library and the Computer Centre.

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

Provision for easy accessibility of computer and internet round the day in the computer laboratory, the career guidance cell and in the departmental computers. Training on the

use of computer basics is provided to all through the certificate course of 3 months duration with nominal registration fee.

29. Financial aid to students:

- a) Free studentship is given to the poor students of this college in every academic year. Moreover some financially under privileged students were provided with books from the BOOK BANK.
- b) Exemption of annual tuition fee to the students who take Sanskrit as one of the subject.
- c) Exemption of annual tuition fee for the students securing highest mark in the final examination in their respective subjects.
- d) Exemption of major enrolment fee to the economically backward meritorious students in some of the departments.
- e) Free admission to the students at the entry level who have represented the state, the field of sports and cultural activities

30. Activities and support from the Alumni association:

Active representation of the association is always found in all round developmental activities of the College.

31. Activities and support from the parent-teacher association:

Through the guardian representative in the College Governing Body.

32. Health services:

In association with the faculties of AMC Dibrugarh and ICMR Lahoal, various health camps has been organised by the college on regular basis. NSS unit of the College takes active part in this regard.

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: Reservation in admission & TA provided to participate in Sports Activities.

35. 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.	68	54	79.41%	15	07
B.A.	232	167	71.98%	07	04

36. Activities of the Guidance and Counselling Unit:

- a) The ICGC gives subsidised coaching to students appearing in competitive exams like Banks, Indian Railway, SSB, Treasure, LIC etc.
- b) The ICGC provides faculty as resource persons for counselling services to various public and private sector organisations.
- c) The ICGC collaborates with district administration Air Force, NIIT and NGOs for conducting training programmes.
- d) The ICGC provides career related books from its own library for the benefit of students community
- e) Internet and reprographic facilities are also available in the cell.
- f) The ICGC gives guidance to the students so far their career opportunity is concerned.

37. Placement Services provided to students:

The ICGC is planning to introduce campus recruitment procedure with the help of different sectors of the country.

38. Development programme for non-teaching staff:

The newly appointed staff is involved actively in the computer training programme which is mandatory for them.

39. Healthy practices of the institution:

- a) Regular session unit tests
- b) Mandatory seminars/group discussion.
- c) Mock interviews.
- d) Self appraisal questionnaires, students' feedback.
- e) DMC's for overall monitoring of the department's.
- f) Academic calendar of the College.
- g) The monthly progress report as per the workload of the faculties and office staffs.
- h) Hosting the computer exams for and with corporate sectors like Banks, Indian Railways, SSB, LIC etc.
- i) Providing faculty as resource persons for counselling services to various public and private sector organizations.
- j) The proposal submitted to corporate sector like ONGC, OIL, AOD, ABITA etc seeking infrastructural support.
- k) Consultancy services.

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

- a) Asian Partner of European Commission.
- b) Indian Science Congress.
- c) International Society for Probability and Statistics.

41. Any other relevant information the institution wishes to add: None

42. Healthy practices of the institution:

Internal quality checks regarding Academic Activities for improving the quality of teaching, maintaining the academic level of students continue to be adopted. Other continuing practices are enlisted below:

- ✓ Regular meetings of the Departmental Committees
- ✓ Strict monitoring of attendance of students
- ✓ Monitoring the progress of students through Tutorial Assignments and Class Tests in every Term
- ✓ Regular Parent – Teacher Meetings

- ✓ Monitoring of the performance of Teachers by Final (Third Year) Students at the end of their third year Term
- ✓ Easy accessibility of the Principal to the students
- ✓ Maintenance of a daily log of their Academic activity by Teachers
- ✓ Maintenance of a Grievance Redressal Box for students and periodical review of the complaints submitted
- ✓ Adoption of the concepts of strategic planning, team-work, decision making and computerization in organizing academic and administrative functions of the College.
- ✓ Encouraging and motivating students in their learning process through, Seminars, Quizzes, Debates, Group Discussions, and Special Lectures.
- ✓ Encouraging and motivating students to expand their athletic and cultural horizons by organizing sports and cultural events at the College.

Part C

Plan of Action for the forthcoming year (2011-12): In view of the fact that AQAR reports are expected to be submitted online from the next year and the new structure of the report, a restructuring of the documentation and procedure of analysis would have to be worked out. The Criterion Committees would be coordinated by a Core Committee consisting of six to seven members headed by the Coordinator, who would be responsible for submission of the online report. Envisioning changes in the modus operandi of the Quality Assurance Cell and in continuation of ongoing efforts of the college towards quality enhancement of education imparted, the following plan was laid for implementation during 2011-12:

1. Stepping up of following ongoing activities as a part of a ceaseless process of upgradation, development and enhancement of existing state would be continued:
 - a) Holding regular seminars/workshops/conferences/symposia etc.
 - b) Computerisation of office and digitalisation of the central library,
 - c) Introducing PG courses in Sociology and Political science under distance mode of education Giving necessary steps for the development of college playground and gym hall. Increased emphasis on the development of sports.
 - d) Regular use of modern teaching aids.
 - e) Educational excursions.
 - f) Industry linkage for infrastructural development.

- g) Offering subsidised coaching to students appearing in competitive exam for Banks, Indian Railway, SSB, Treasury, LIC etc.
 - h) Bringing minor and major research projects.
 - i) Proper use of newly constructed Assam Govt-sponsored 'Bunniyaad Building'.
 - j) Maintenance and regular use Wi – Fi system in the college.
 - k) Providing College Girls' Hostel with better facilities.
 - l) Using College Canteen solely for the college community with quality food at subsidised rates.
2. The IQAC Core Committee would coordinate with Heads and Faculty of each department to implement the following:
- a) To form a departmental Work Group (DWG), which shall prepare a six-monthly (semester) report of the departmental activities, achievements of faculty, student performance, student feedback, teaching-learning, publication, research and all other details specified as required for the submission of the online report next year.
 - b) The compiled data shall have to be submitted to the IQAC Coordinator on given dates, well ahead of submission.
 - c) Soft copies of the document must be made available to the – i) Principal ii) IQAC Coordinator iii) Members of the Core Committee iv) Faculty of department.
 - d) Emphasis on Local Area Network to facilitate computer sharing.
 - e) Encouraging the use of the API software package (purchased by the college)) in calculating individual API score by faculty. To facilitate this, faculty to acquire personal Account Id number and upload personal data on website, which shall be verified annually on given dates by the IQAC Coordinator and his team. The faculty shall have to appear, when requested, with their original certificates for the verification. No upgradation shall be possible after final verification and locking of account by Principal, without prior permission. Annual API scores of individual faculty shall be uploaded for viewing by the Directorate of Higher Education.
 - f) Computer listing of Departmental Libraries to be strongly recommended.
 - g) Departments to be motivated to publish newsletters with students' initiative.
 - h) The IQAC team shall have periodic meetings with the Student's Union to chalk out Student's Initiative Programmes.

- i) The Cell for Women's Studies and Development of the College shall undertake sensitization programmes for students. It plans to submit a proposal to UGC for a first-phase centre.
- j) The Career Guidance Cell of the college plans to step up the drive for motivating students by organising frequent Counselling programmes & Career Guidance training.
- k) The literature departments plan to organise symposia for faculty and creative writing and translation workshops for students to enhance the quality of their creative output and writing skills, which is, in turn, expected to improve the quality of the students' magazine of the college that showcases their potential and talent.

Sd/-

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