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Office Of The Principal

# DEMOW COLLEGE

Demow – 785662  
Sivasagar, Assam

E-mail:- demowcollege@gmail.com  
collegedemow@ymail.com  
Mobile: - 9435055228

Ref. No. DC/NAAC/2018/04

Date: -20.12.2018

To

The Director  
National Assessment and Accreditation Council  
P.O. Box No. 1075  
Nagarbhavi, Bangalore, 560072

Sub: -Uploading of Annual Quality Assurance Report (2017-2018)

Respected Sir,

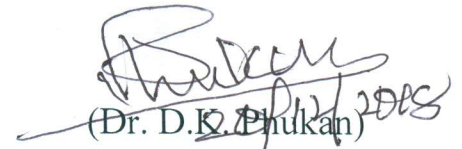
I have the honour to inform you that the AQAR covering session 2017-2018 of Demow College, Demow have been uploaded in the college website today, the 20<sup>th</sup> December, 2018.

This is for your kind information and perusal.

With regards

Enclosures:

1. One hard copy of AQAR

  
(Dr. D.K. Bhukan)

Principal  
Demow College, Demow  
Sivasagar, Assam

Principal  
Demow College



# The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

## Part – A

AQAR for the year (for example 2013-14)

2017-2018

### I. Details of the Institution

1.1 Name of the Institution

DEMOW COLLEGE

1.2 Address Line 1

P.O. DEMOW

Address Line 2

SIVASAGAR, ASSAM

City/Town

DEMOW

State

Assam

Pin Code

785662

Institution e-mail address

[collegedemow@ymail.com](mailto:collegedemow@ymail.com)

Contact Nos.

9435055228 (Principal-Office)

Name of the Head of the Institution:

DR. DEVA KANTA PHUKAN

Tel. No. with STD Code:

03772226604

Mobile:

9435055228 (Principal-Office)

Name of the IQAC Co-ordinator:

MR. TARUN CH. DUTTA

Mobile:

9435832282

IQAC e-mail address:

collegedemow@ymail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

ASCOGN10591

OR

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)

EC(SC)25/A&A/8.2

1.5 Website address:

www.demowcollege.org

Web-link of the AQAR:

http://www.demowcollege.org/AQAR%202017\_18.pdf

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	C <sup>++</sup>	68.00	2003	01/12/2008
2	2 <sup>nd</sup> Cycle	B	2.36	2017	08/06/2022

1.7 Date of Establishment of IQAC: DD/MM/YYYY

06/11/2003

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR \_\_\_\_\_ (DD/MM/YYYY)4
- ii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)

1.9 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B

Grant-in-aid + Self Financing  Totally Self-financing

1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys. Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

1.11 Name of the Affiliating University (for the Colleges)

Dibrugarh University, Assam

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

## 2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and  
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No.  Faculty   
 Non-Teaching Staff/Students  Alumni  Others

2.12 Has IQAC received any funding from UGC during the year? Yes  No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.  International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- i. The IQAC in collaboration with other departments has held parent-teacher meet departmentally and centrally
- ii. Issue of Teacher's Academic Diary for this Academic Session.
- iii. Proposal for organizing Popular Talks by all the Departments within September, 2018.
- iv. Organized Departmental Seminars by all the Departments.
- v. Popular Talk organized on the occasion of International Women's Day

2.15 Plan of Action by IQAC/Outcome

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 \*

Plan of Action	Achievements
i. To hold Career Counselling Programmes	i. Held
ii. To hold Parent-Teacher's Meet	ii. Held
iii. One Day Workshop on Structural Grammar and Composition	iii. Held
iv. To open Cine Club for disseminating knowledge and information along with entertainment	iv. Held

v. Popular Talk on Massive Open Online Course (MOOC) and Flipped Class Room under the aegis of Dept. of English	v. Held
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\* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

**The AQAR has been being prepared by a team of 2 (Two) members and would be uploaded in the institutional website.**

## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	01			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate			02 (CLP & SEC)	
Others	02 (KKHSOU)			
Total	03	Nil	02	
Interdisciplinary	--	--	--	--
Innovative	--	--	--	--

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	1 (B.A., Dibrugarh University)+1 (B.A., KKHSOU)

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students   
 (On all aspects)

Mode of feedback : Online  Manual  Co-operating schools (for PEI)

\*Please provide an analysis of the feedback in the Annexure

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Syllabus framed by the affiliating university for semester courses since 2011 has been transacted.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Nil

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
17	09	08	Nil	Nil

2.2 No. of permanent faculty with Ph.D.

02

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
03	---	---	02	---	---	---	---	---	---

2.4 No. of Guest and Visiting faculty and Temporary faculty

Nil  Nil

Temporary faculty

1. Contractual	=10
2. Non-sanctioned	=01
Total	=11

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	---	---	---
Presented papers	---	05	---
Resource Persons	---	---	---

2.6 Innovative processes adopted by the institution in Teaching and Learning:



- i. Continuation of Library Orientation Classes
- ii. ICT-based classes are taken up.
- iii. Flipped class room

2.7 Total No. of actual teaching days during this academic year 180 Days

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

As per university guidelines, evaluative reforms have been continued.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

---	---	---
-----	-----	-----

2.10 Average percentage of attendance of students 75%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A. 6 <sup>th</sup> Sem (M)	94	---	06	19	32	60
B.A. 6 <sup>th</sup> Sem (G)	66	---	---	---	12	18

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

The IQAC with the help of faculty members monitors the teaching-learning activities keeping in view the evaluative reforms of the affiliating university. Programmes on curriculum enrichment are held. The faculty members are asked to undertake vigorous learning exercises to contain drop-out rate.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	---
UGC – Faculty Improvement Programme	---

HRD programmes	---
Orientation programmes	02
Faculty exchange programme	---
Staff training conducted by the university	---
Staff training conducted by other institutions	---
Summer / Winter schools, Workshops, etc.	
Others	

#### 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	03	---	---	02
Technical Staff	02	02	---	04

### Criterion – III

### 3. Research, Consultancy and Extension

#### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

The IQAC takes initiatives in sensitising the faculty members about various research projects (minor and major) of the UGC and encourage them to take up research projects. The faculty members are also encouraged to attend national and international seminars in various higher educational institutions in and outside the state.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	---	---	---	---
Outlay in Rs. Lakhs	---	---	---	---

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	---	---	---	---
Outlay in Rs. Lakhs	---	---	---	---

3.4 Details on research publications

	International	National	Others
Peer Review Journals	---	---	---
Non-Peer Review Journals	---	02	---
e-Journals	---	---	---
Conference proceedings	---	---	---

3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	---	---	---	---
Minor Projects	---	---	---	---
Interdisciplinary Projects	---	---	---	---
Industry sponsored	---	---	---	---
Projects sponsored by the University/ College	---	---	---	---
Students research projects <i>(other than compulsory by the University)</i>	---	---	---	---
Any other(Specify)	---	---	---	---
Total	---	---	---	---

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

3.9 For colleges  
Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	---	---	---	---	---
Sponsoring agencies	---	---	---	---	---

3.12 No. of faculty served as experts, chairpersons or resource persons

01

3.13 No. of collaborations

International

---

National

---

Any other

01

3.14 No. of linkages created during this year

01

3.15 Total budget for research for current year in lakhs:

Nil

From Funding agency

---

From Management of University/College

---

Total

---

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	---
	Granted	---
International	Applied	---
	Granted	---
Commercialised	Applied	---
	Granted	---

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College
---	---	---	---	---	---	---

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

Nil

The Librarian acts as a Ph.D. guide

3.19 No. of Ph.D. awarded by faculty from the Institution

Nil

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF

---

SRF

---

Project Fellows

---

Any other

---

3.21 No. of students Participated in NSS events:

University level

10

State level

National level

International level

3.22 No. of students participated in NCC events:

University level  State level   
 National level  International level

3.23 No. of Awards won in NSS:

University level  State level   
 National level  International level

3.24 No. of Awards won in NCC:

University level  State level   
 National level  International level

3.25 No. of Extension activities organized

University forum  College forum   
 NCC  NSS  Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Survey works done by the major students of Assamese, Sociology, History and Economics.
- Field trip by the Department of History to historic Tezpur.

## Criterion – IV

### 4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	29431.68 sq.mt.	---	---	29431.68 sq.mt.
Class rooms	19	---	---	19
Laboratories	01	---	---	01
Seminar Halls	01	---	---	01
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.		i. Computer accessories ii. Projector iii. Furniture		

		iv.	Electrical goods		
Value of the equipment purchased during the year (Rs. in Lakhs)		i.	Rs. 330590/-		
		ii.	Rs. 92000/-		
		iii.	Rs. 453200/-		
		iv.	Rs. 220404/-		
Others					

#### 4.2 Computerization of administration and library

Administrative correspondences of the institution are carried out through online process. Documents relating to administrative functions have been done through computerization besides admission and examination works.

In the internet cum digital section of the library, 20 computer sets, one printer and one scanner are available. One computer has been used for preserving documents in digital format with the help of a scanner. Seven nos. of computers are used for internet browsing which are networked with Wi-Fi. Remaining computer sets are used for learning computers by students. The classes are being taught with the help of Smart Boards and Digital Visualizer. N-List service is also available in the section.

3 Photostat machines, one of which is a risograph, 1 coloured and the other is black and white are available in the reprographic section.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	10094	12,18,242/-	460	95893/-	10554	1314135/-
Reference Books	1333	558787/-	440	119382/-	1773	678169/-
e-Books	80409					
Journals (Electronic)	3828					
e-Journals (under N-List)						
Digital Database						
CD & Video						
Others (specify) Journal	13	11397/-				11397/-

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	38	01	1	2	1	8	7	
Added	02						2	
Total	40	01	1	2	1	8	9	

#### 4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

The faculty members have access to internet browsing in the library and the administrative office. The computer operator provides guidance and technical help to the users.

#### 4.6 Amount spent on maintenance in lakhs:

i) ICT	Rs. 486479/-
ii) Campus Infrastructure and facilities	Rs. 6170032/-
iii) Equipments	Rs. 545200/-
iv) Others	---
<b>Total:</b>	Rs. 7201711

### Criterion – V

## 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC in its first counseling session for the new entrants acquainted the students about the various student-support services that are being made available in the institution. The contributions of IQAC are as follows. 1. Updating and improving the information on support services in the prospectus. 2. Important announcements are given in the classrooms as well as in the college Notice Board.

#### 5.2 Efforts made by the institution for tracking the progression

**IQAC instructs the heads of each department to keep record of progression of outgoing students who are absorbed in various jobs. The departments also keep track of the passed out students who are pursuing higher education in different areas.**

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1084			

(b) No. of students outside the

state

**Nil**

(c) No. of international students

**Nil**

Men	No	%
	552	50.9

Women

No	%
532	49.07

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
58	24	117	679	---	878	64	27	150	843	---	1084

Demand ratio

Dropout %

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

**The college has yet to start coaching for competitive examinations.**

No. of students beneficiaries

**Nil**

5.5 No. of students qualified in these examinations

NET	<input type="text"/>	SET/SLET	<input type="text"/>	GATE	<input type="text"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	Others	<input type="text"/>

5.6 Details of student counselling and career guidance

The final end term students are provided counseling for future course of studies and employment avenues that are open for passed-out graduates by the IQAC with other faculty members.

No. of students benefitted

**70**



### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
---	---	---	15 (Defence and other allied services/Private Sector)

### 5.8 Details of gender sensitization programmes

International Women's Day observed on 8<sup>th</sup> March, 2018 on the theme 'Status of Women in North-East India.' Mr. L. Chetia Asstt. Professor delivered a lecture on the said topic along with inputs from other participants.

### 5.9 Students Activities

#### 5.9.1 No. of students participated in Sports, Games and other events

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

#### 5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level  National level  International level

Cultural: State/ University level  National level  International level

### 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	---	---

Financial support from government	468	Rs. 17,95,652/-
Financial support from other sources	---	---
Number of students who received International/ National recognitions	---	---

#### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

#### 5.13 Major grievances of students (if any) redressed:

- RO Purified Water Filter has been installed in the central drinking water system.
- Musical instruments bought for the use of the students.
- More books added in the library.

### Criterion – VI

## 6. Governance, Leadership and Management

### 6.1 State the Vision and Mission of the institution

#### **Vision:**

The stakeholders of the institution together with its management authority are visioning to build up Demow College as a centre of excellence and of academia for spreading of updated knowledge of the world and promoting capability of the student community for the well-being of the society and the nation.

#### **Mission:**

Demow College is committed to promote social harmony and to mould the students as responsible future citizens of the country by fostering an environment conducive to quality teaching-learning and upgrading the skills of the teachers through holding of seminars, workshops, group-discussions and arranging outreach programmes.

### 6.2 Does the Institution has a management Information System

Yes. The institution fosters and promotes participatory management. This has been maintained at the higher as well as at the lower level.

### 6.3 Quality improvement strategies adopted by the institution for each of the following:

#### 6.3.1 Curriculum Development

Implementation of curriculum of each discipline is reposed upon each respective department. The HoD, together with the faculty of the respective departments, prepares the action plan to complete the course in due time for each semester course, by timely holding internal exams for the students of the departments. This is done in conformity with the academic calendar prepared by the college and the affiliated university.

### 6.3.2 Teaching and Learning

The authority of the college makes every effort for providing the basic necessities of teaching-learning process and its improvement.

The Principal in consultation with the GB and faculty members ensures the effective transaction of the teaching-learning process by-

- i. Recruiting highly qualified and competent teaching staff.
- ii. Making the teaching-learning process more student-centric.
- iii. Encouraging the faculty members to undertake research projects and to take up M. Phil. Programme and Ph.D. research work.
- iv. Encouraging the teachers, for their academic development, to undergo refresher course, orientation programme, short-term training courses and to participate in workshops, seminar, symposia etc.
- v. Organizing regional, national and/or international seminar.
- vi. On the eve of each academic year, the IQAC informs the newcomers about the pattern of the course, its duration, resources and facilities available in the college which could be used by the students for the development of their merit and academic proficiency.
- vii. The HoDs of each department discuss in threadbare about the transaction of the programme, course, distribution of classes, departmental seminars, progression of the students of the concerned department. The Principal collects information regarding the teaching-learning process and progress of all departments. On the basis of the information gathered, the Principal holds meeting of the Teachers' Unit and suggests the corrective and/or necessary measures to be adopted.
- viii. The IQAC takes part in all academic programmes, seminar and workshops to enhance the teaching-learning quality and preservation of healthy academic environment.
- ix. The college develops its infrastructure in order to augment the teaching-learning facility.
- x. The basic needs of learning are improved by procuring books, journals, periodicals and the physical space of the library.
- xi. To sustain the teaching-learning environment, the class-room arrangement is made each year by renovation and replacement of black board, repairing desk-benches, ceiling and electrification of the classroom etc.

### 6.3.2 Examination and Evaluation

Two Sessional exams and term end exams under semester system has been introduced.

Evaluation reforms have been initiated by the affiliating Dibrugarh University together with implementation of the semester course at the undergraduate and PG level. As per guidelines of the affiliating university, evaluation reforms had been adopted by the college in the field of internal assessment, evaluation of scripts at zonal centre, scrutiny at the zone and examination administration.

Remedial classes are also taken up on a regular basis to address the learning gaps of the students and slow learners.

### 6.3.4 Research and Development

A research development and advisory cell of the college is devoted to build a favourable research atmosphere. The cell encourages and motivates to take major and minor research projects of various research organizations such as UGC, ICSSR etc.

The cell also encourages the faculty members to publish research-oriented articles and publications and participate in workshops and seminars.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

The library is equipped with internet cum digital library section consisting of 20 computer sets, one printer and one scanner is also available. One computer has been used for preserving document in the digital format with the help of a scanner. 07 numbers of computer sets are being used for internet browsing which are networked with Wi-Fi. N-List service is added to the library.

The main library section is stalled in the old Assam-type building. The ground floor of the two storied building is exclusively used for digital functions. The first floor of the digital section has been used as reading room.

Three xerox machines-one is a risograph, one coloured and the other is black and white photocopier are available in the reprographic section.

### 6.3.6 Human Resource Management

In managing of the available human resources of the college, both teaching faculty and non-teaching staff have always been given top priority.

- The staff recruitment, deployment in various activities, and monitoring for professional development are systematically done.
- The Governing Body, the supreme managing body of the college, takes utmost care in recruitment of quality teachers for the institution.
- The Principal details the work and responsibility of the administrative staff for smooth running of the college.
- The college authority encourages and allows the faculty to go in for faculty development programme, such as RC/OP and other short-term courses with a view to promoting the quality of the teachers.
- The authority entrust the faculty member, some special responsibilities to discharge as per her/his efficiency and quality which should be rendered in addition to normal transaction of the course curriculum.
- In order to promote human resources amongst the teaching faculty and the student community, the college organizes workshops, seminars, symposia and encourages the stakeholders to actively participate in such programmes.

### 6.3.7 Faculty and Staff recruitment

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### 6.3.8 Industry Interaction/Collaboration

The institution is located in rural area surrounded by a couple of tea gardens and it functions as feeder of educated employees to tea industries. Since the college is exposed to surrounding tea industries, a link up has developed between the tea management and the college leading to the donations of the following to the addition of the college infrastructure:

- i. Anand Prakash Memorial Building
- ii. Lahoty Hall
- iii. Girls' Common Room (ABITA)
- iv. ABITA Building
- v. Tea Board Building

□ There is a special reservation in the college for the tea garden students, for prosecuting their studies both at under-graduate level and higher secondary classes.

□ In order to sustain the link-up between local tea industry and the college, a representative of the tea garden management has been incorporated in the Governing Body of the college as Donor Member.

### 6.3.9 Admission of Students

- i. Advertisement is given in the leading news papers informing about issue of admission form, last date of submission of admission form and the date of admission.
- ii. The students are selected on merit basis and the list of selected students is displayed in the notice board for information of the candidates and the guardians. The reservation policy as directed by the state govt. is followed in admitting the students.

6.4 Welfare schemes for

Teaching	GIS, GPF, NPS
Non teaching	GIS, GPF, NPS
Students	Free Studentship, Govt. Scholarships. Fund to help students in need.

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done

Yes

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Dibrugarh University	Yes	College Authority
Administrative	Yes	Govt. of Assam	Yes	College Authority

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes

Yes

No

For PG Programmes

Yes

No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

The affiliating university has introduced semester system since 2011 and holding of 2 Sessional examinations in each semester. Internal Assessment system of 20 Marks against each paper has been introduced.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Nil

#### 6.11 Activities and support from the Alumni Association

Alumnae of the college are often invited to the college, by the college authority while seminars, workshops and other programmes are held in the college. The alumnae actively support the annual sports, freshmen social, conference, and popular talks and in extension works through their participation, discourse and financial help from time to time.

#### 6.12 Activities and support from the Parent – Teacher Association

Guardians and teacher representatives as members of Governing Body assist in college administration, planning and development of academic environment of the institution.

#### 6.13 Development programmes for support staff

Training in handling of technologies by the supplying firms is provided to the support staff.

#### 6.14 Initiatives taken by the institution to make the campus eco-friendly

Plantation and cleanliness drive is taken up. The institution has a pollution free environment.

### **Criterion – VII**

#### **7. Innovations and Best Practices**

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

1. Appropriate use of ICT in class-room transactions for the benefit of students.
2. Use of Social Media (Whatsapp etc.) to interact and disseminate information among the students.
3. Adoption of Flipped Class-room method to enhance learning and interaction.



7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

1. Identification of slow-learners and Remedial classes to fill gaps in teaching-learning.
2. Use of ICT to make class-rooms transactions more interactive and effective.
3. Extension activities taken up in neighbouring schools and colleges.

7.3 Give two Best Practices of the institution (please see the format in the NAAC Self-study Manuals)

1. Use of ICT in class-rooms transactions to enhance learning and retention.
2. Adoption of Flipped class-room as a method to encourage learning and interaction.

*\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

- i. Awareness programme on conservation of forests
- ii. Plantation drive
- iii. Awareness to minimize the carbon emission within the campus

7.5 Whether environmental audit was conducted? Yes  No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Nil

### 8. Plans of institution for next year

1. To make class-rooms transactions more interactive through extensive use of ICT.
2. To take up more Extension activities in neighbouring schools and colleges.
3. To organize Career Counselling Programmes for benefit of students.

Name \_\_\_\_\_

Name \_\_\_\_\_

Jarum Ch. Dulla

Signature of the Co-ordinator, IQAC

Demow College  
Demow, Sivasagar, Assam

[Signature]

Signature of the Chairperson, IQAC

**Abbreviations:**

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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