



Estd-1970

Office Of The Principal
DEMOW COLLEGE

Demow - 785662
Sivasagar, Assam

Ph-03772-226604

Ref. No. DC/NAAC/2015/01

Date: -28.12.2015

To

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

Sub: - Uploading of Annual Quality Assurance Report (2009-13) for Re-accreditation

Respected sir,

I have the honour to inform you that the Annual Quality Assurance Report (from 2009 to 2013) for Re-Accreditation of Demow College is uploaded in the college Website today on 28.12.2015.

This is for your kind information and perusal.

With regards

Sincerely yours

Handwritten signature of Dr. D. K. Phukan, dated 28/12/2015.

(Dr. D. K. Phukan)
Principal
Demow College, Demow
Sivasagar, Assam

**The Annual Quality Assurance Report of the
Internal Quality Assurance Cell (IQAC)
Demow College, Demow
Report Covering Session
2009-2010**

- 1. Name and Address of the College:** Demow College, Demow, Sivasagar, Pin-785662
2. For Communication:

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Annual Quality Assurance Report of the IQAC
Demow College, Demow
Year of Report
2009-2010

Part A

What is the Plan of Action chalked out by the IQAC in the beginning of the year towards Quality Enhancement and what is the outcome by end of the year?

- To hold departmental seminars/workshops/popular talk
- Maintain the spirit of academic exercises
- To hold regular remedial classes
- Neem plantation at Barua Changmai village
- Increase in number of faculty
- Enhancement of guidance and counseling activity
- Plan for construction of indoor stadium
- Improvement of extension activity
- Construction of campus wall
- Construction of bike and cycle stand
- Strengthening of office infrastructure technologically

Part -B

1. Composition of the IQAC

The IQAC of Demow College was formed with the following members to adopt various steps and measures regarding its proper functioning for the session 2008-2010.

Chairman: Mr. Mohendra Nath Dutta
Principal in-charge

Coordinator: Dr. Bipul Gogoi
Mr. Tarun Chandra Dutta

Senior Administrative Officers

- (i) Circle Officer, Demow Revenue Circle
- (ii) BDO, Demow Development Block

Members from Management

- (i) Dr. Hemanta Phukan
Principal, Sibsagar Girls' College
- (ii) Mr. Dulu Konwar
UDA, Demow College

Members of Teaching Staff

- (i) Dr. Mamoni Borgohain
- (ii) Dr. Ranu Gogoi
- (iii) Mr. Tarun Chandra Dutta
- (iv) Dr. Wakidur Rohman
- (v) Mr. Biren Baruah
- (vi) Mr. Pabitra Gogoi

Members from Local Society

- (i) Mr. Purandar Gogoi
Retd. Principal i/c, Sibsagar College, Joysagar
- (ii) Mr. Mohendra Nath Phukan
Retd. Principal i/c, Demow HS School

For the year 2009-2010, the Sub-Committees of IQAC has been constituted with the following members of the college:

1	Mr. Mohendra Nath Dutta, Principal i/c	Chairman	IQAC
2	Dr. Bipul Gogoi Mr. Tarun Chandra Dutta	Coordinators	IQAC
3	Dr. Prafulla Hazarika	Convenor	Research, Consultancy and Extension
5	Mr. Tarun Ch. Dutta	Convenor	Infrastructure and Learning Resources
6	Mr. Biren Baruah	Convenor	Student Support & Progression
8	Dr. Mamoni Gogoi Borgohain	Convenor	Research & Advisory
9	Dr. Wakidur Rohman	Convenor	Library Advisory Committee
10	Mr. Pabitra Gogoi	Convenor	Career Guidance Committee
11	Ms. Hamida Begum	Convenor	Teaching, Learning and Evaluation

1. **Activities reflecting the Goals and Objectives of the Institution**

Demow College was established long back in 1970. It has been working as the seat of higher learning in the region imparting higher education at undergraduate level with the objectives of bringing about improvement of the students generating in them the employable quality to fulfill the personal, social and national needs. While producing the graduates in Arts, the college functions with a countrywide outlook.

Through Partner Institution under Convergence Scheme of IGNOU, the college has committed to provide profession-oriented knowledge and skill to its students community.

The college has targeted its objectives of social change and development to be achieved through involvement of the college fraternity and the student community by organizing seminars for academic development, awareness programmes and popular talks for spreading of knowledge and NSS camps in the surrounding rural areas to orient the students devoting their labour for social benefit.

The institution also keeps its stake for upgrading the human values and cultures incorporating scientific outlook in holding outreach activities, games and sports, cultural events apart from classroom instruction. The college stands to maintain social harmony, eradication of communal conflicts and religious fanaticism by holding meetings and interaction with people at the affected areas of the region.

The college is tuning its academic activities of teaching and learning and other extracurricular performance of the students with national goals of higher education.

Development of infrastructural facility to meet the growing need of the institution, the challenges of time at best by effective teaching-learning process and encouraging the students to participate in quality improvement programmes are the visions of the college authority.

(i) Activities of NCC Wing:

The NCC wing of the college has persisted in fostering the sense of national integration amongst the students' community.

Pabitra Gogoi, Asstt. Prof. and CTO, NCC wing has participated in a ten days Civil Defence Training at National Civil Defence College, Nagpur.

Four cadets have participated in NIC camp held at Kakinada (Kerala) and Arunachal Pradesh, two cadets of the wing participated in Rock Climbing Camp at Madhya Pradesh and during the year fifteen cadets have obtained 'C' certificate and 40 cadets have got 'B' certificate. Number of cadets of the wing absorbed in Defence / Paramilitary forces is -

- 4 (four) cadets joined in Indian Army

- 2(two) cadets joined in fire services
- 1(one) cadet joined in BSF
- 1 (one) cadet joined in APBN

(ii)Activities of Partner Institution under the Convergence Scheme of IGNOU:

The earlier programmes under the Convergence Scheme of IGNOU have been continued. Additional 66 numbers of students have been enrolled under these programmes.

2. New Academic Programmes Initiated (UG & PG)

- P.G. Courses under distance education mode have been introduced.
- New programmes added under convergence scheme of IGNOU have been added (MLIS, CIT, BCA, B.Com, MPS, MES, MSO and BSW) and courses introduced earlier have been carried on.

3. Innovation in Curricular Design and Transaction

In Departmental Board of Studies meeting convened by the affiliating university, selective college teachers take part in curriculum design and preparation of syllabi.

Besides transaction of set curriculum designed in the university for Under-graduate Courses, the concerned departments usually hold a session of discussion informing the students about the suggested books of reading and courses.

4. Interdisciplinary Programmes Started

- In executing the programme of ‘Environmental Studies’ which fall in the domain of interdisciplinary course the faculty of different departments contribute by taking up the theoretical classes, field study and evaluating the project reports.
- The faculty members of different departments extend their services for running up the courses under convergence scheme of IGNOU.

5. Examination Reforms Implemented

The institution follows the University guidelines as regards examination reforms and the regulations made by the University from time to time. The internal assessment system has been introduced following the instructions of the university in 1+1+1 system. While conducting the examination strict vigilance, systematic arrangement and record keeping system have been introduced.

The concerned departments follow the guidelines formulated by the Dibrugarh University as regards holding of unit test and preparation of internal assessment marks for degree level.

6. Candidates Qualified NET/SLET/GATE etc.

Nil

7. Initiatives towards faculty development programme

The college takes up a few initiatives for faculty development as follows-

- Permitting faculty members to participate in RC/ OP
 - Inspiring teachers to take up research projects and to attend seminars, workshops and conferences.
 - Organizes seminars to update knowledge and exchange of views
 - Encourages faculty members to express their views and thoughts by publishing articles and other writings.
 - Inspiring teachers to involve in development works of the college.
- (a) Number of departmental seminars/workshops /talk etc.

Sl. No.	Department	Theme of Seminar/Workshop
01	English	(i) Seminar on Indian English Poetry (ii) Talk on ‘the stream of consciousness in the novels of Virginia Woolf’

(b) Teachers attended Refresher Course/Orientation Programme

Sl. No.	Department	Name of Teacher	Sponsoring Agency	Place
01	History	Kusum Handique	UGC	Academic Staff College, Gauhati University
02	Library	Dr. Wakidur Rohman	UGC	Academic Staff College, Gauhati University

8. **Total no of seminars/workshops conducted by the institution**

Nil

9. **Research projects**

Nil

10. **Patents generated**

Patent has not been generated by the institution.

11. **New collaborative research programmes**

Collaborative research programme in the institution has not been able to initiate.

12. **Total Research Grant Received from various Agencies**

Nil

13. **Details of Research Scholars**

Books (written/edited/translated):

- Dr. Mamoni Gogoi Borgohain, HoD, English
 - *Life and Times of Michael K*, translated into Assamese from J.M.Coetzee, Koustubh Prakashan, Dibrugarh.
- Biren Baruah, Dept. of Economics
 - *Ekoish Satikat Uccha Sikshar Gati aru Pragati*, Unika Prakashan, Jorhat.

The faculty members including the Librarian of the college have been involved in research activities. The following members have presented papers in national seminars/workshops/symposium etc.

Sl. No.	Name of Faculty	Type of Seminar/Workshop / Conference/Symposium	No. of Papers Presented
01	Dr. Prafulla Hazarika	Symposium National Seminar	01 01
02	Dr. Mamoni Gogoi Borgohain	National Seminar	02
03	Dr. Wakidur Rohman, Librarian	National Seminar	01

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

Nil

15. **Honors/Awards to the faculty**

The following faculty members have been awarded M. Phil degrees -

Sl. No.	Name of the Scholar	Title of Research work	M. Phil/ Ph. D
01	Dulu Rani Phukon	Tea Garden Labourers : Sepon Tea Estate	M. Phil
02	Juri Kotoky	Rong Bong Terangar Rongmilir Hanhi: Ek Bishlesanatmok Adhyayan	M. Phil.
03	Mondira Mohan	Growth and development of Primary education in Bakata Mouza of Sivasagar district of Assam after Independence	M. Phil
04	Pankaj Luchan Gogoi	Europe's Africa-in <i>Conrad's Heart of Darkness</i>	M. Phil
05	Palash Sarma	Origin and Development of Tea Industry in the Erstwhile Sibsagar Sub-Division of Sibsagar District: A Study in	M. Phil

	Historical Perspective	
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16. Internal resources generated

Source of Internal Fund	2009-2010 (in Rs.)
Fees collection from the students	14,98,240/-
Selling of Forms and prospectus	53,050/-

17. Details of departments getting SAP, COSIST/DST, FIST, assistance/ recognition

The financial assistance under such programmes has yet not been made available to the college.

18. Community Services

Following activities are performed as part of community services:

- (i) The IQAC cell has organized National Awareness Programme on 'Bio-diversity' sanctioned by the Ministry of Environment and Forest, Govt. of India at Barua-Changmai village on 17/05/2010.
- (ii) 100 numbers of NSS volunteers have rendered cleanliness drive in and outside the college campus.
- (iii) A programme on art of living by *The Art of Living* in collaboration with IQAC of the college was held from 3rd to 10th July.

19. Teachers and officers newly recruited

One Grade-IV employee has been recruited in non-sanctioned basis as Night Chowkider to take care of the Women's Hostel complex.

20. Teaching non-teaching staff ratio

Teaching Staff (TS)	Non Teaching Staff (NTS)	Ratio of TS and NTS
29	14	2.07:1

21. Improvement in the library services

'SOUL' software provided by 'INFLIBNET' has been installed in the library to make compatible automation of library services.

In addition to usual services, the library has been imparting knowledge to students in different areas through extension activities.

22. Number of new books/journals subscribed and their value

Sl. No	Item Purchased	Quantity	Amount (in Rs.)
1	Books	54	11,690/-
2	Journals & Magazines	11	14,225/-
3	Library Equipments	----	49,018/-

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

A mechanism on students' feedback relating to the academic performance of teachers has been introduced for the outgoing students of degree courses only.

The feedbacks received are analyzed by IQAC and the suggestions, if any, in improvement in teaching quality of the concerned faculty are forwarded to the authority. Accordingly, the principal takes necessary measure and suggests the incumbent teacher (s) to develop her/his teaching quality and appreciates those who are found to be sincere and up to the mark.

The HoDs of different departments are entrusted with the responsibility of assessing the students' progress and their response to the students' reaction. The HoDs and the faculty of the respective departments are asked about their opinion on the progress of their courses and the way of delivering their services to the students.

24. Unit cost of education

- (a) Including the salary component= Rs. 33, 597/-
- (b) Excluding the salary component= Rs. 10, 702/-

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

Automated admission process has been started for higher secondary programme.

26. Increase in the Infrastructural Facilities

- (i) Completion of construction of northern side of campus wall
- (ii) Construction of new cycle/bike stand
- (iii) Started construction of women's hostel (ground floor) = 2863 sqft.
- (iv) Construction of Hostel super quarter (MLA fund) = 960 sqft.

27. Technology upgradation

- (i) Fax machine installed at office
- (ii) Procurement of audio system for classroom deliberation

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

Access to internet (broad band connection) to faculty members and students has been provided at the office as well as in the college library.

29. Financial aid to students

Poor and meritorious students are allowed cost free admission in to the courses by the college authority. In certain cases poor and meritorious students are provided financial support both collectively and individually by the teaching faculty.

- (i) Free studentship to 6 (six) number of students have been provided amounting to Rs 13,470/-.
- (ii) Scholarship of Rs.3, 020/- has been distributed to the ST students provided by the Govt. of Assam.

30. Activities and support from the alumnae Association

Alumnae are often invited to the college by the college authority while seminars, workshops and other programmes are held in the College.

The alumnae support the annual sports, freshmen social, conference, cultural and other programmes of the college.

31. Activities and supports from the Parent-Teacher Association

Three guardian members have been co-opted into the college's Governing Body. Leading personalities who are the guardians too are invited to the college from time to time for deliberations on academic and institutional development of the college and they extend their support in achieving the objectives.

32. Health Services

Demow College maintains health awareness programmes from time to time. Demow Referral Hospital is situated at a distance of 300 meters from the Demow College and provision of 108 ambulance facility which is a govt. medical service, are at the doorstep, so such readily available facility are availed , if and when required.

33. Performance in sports activities

The college has provided the game facilities for the physical development of the students. Game facilities such as table tennis, badminton, handball, carom, volleyball and cricket are made available for the students.

The college authority encourages the student community to participate in various sports activities in and outside the state. Nonetheless, no competent sports person is found in this year.

34. Incentives to outstanding sports persons

For participation in inter-college tournaments, the college authority bears the expense. The college fraternity and the student community as a whole provide financial support to the outstanding sportspersons to participate in state level sports events and national level games.

35. Students' Achievements and Awards

Four NCC cadets joined in Indian Army, two cadets joined in fire services, one cadet joined in BSF and one cadet joined in APBN.

36. **Activities of the Guidance and Counseling Unit**

The college career guidance and counseling unit run by a few faculty members arrange the career counseling programmes for the students. Students are specifically counseled to opt for courses according to their ability and affordability for the courses run by the college and for progression. At the beginning of a new academic session, the college authority together with the teaching staff holds the counseling sessions about the courses and course related matters.

Similar programmes are held in the college for outgoing students for their subsequent progression.

- (i) As a part of career counseling, 18 students have been sent to Sibsagar College, Joysagar to attend a workshop on environment and waste material uses on 8th October, 2010.
- (ii) Academic career counseling has been held for the TDC 1st year students (new entrants).

37. **Placement Services Provided to Students**

The college does not have any employment cell and thus can't provide placement services to students. Instead, the faculty members motivate the students for self-employment and progression. Many of our alumni are self-employed and many others are rendering services in different departments in various capacities.

38. **Healthy Practices of the Institution**

- (i) Encouraging research activities
- (ii) Increase in activity of career guidance
- (iii) Providing better facility to students by extending the infrastructure
- (iv) Organizing seminar / lecture programmes
- (v) Encouraging teachers to attend refresher and orientation courses
- (vi) Using transparent admission system based on marks

39. **Linkages developed with National/International academic research bodies**

Such linkages have not so far been made.

40. **Any other relevant information the institution wishes to add**

- Dr. Wakidur Rohman, Librarian, has acted as VC nominee/subject expert under Dibrugarh University for appointment and promotional committees for librarians. Under the guide ship of Dr. Wakidur Rohman the following scholars have obtained M. Phil.

Sl. No.	Name Researcher	Name of the University	Degree Awarded	Research Pursuing/Submitted
01	Sandhani Dutta	Vinayaka Missions University, Tamilnadu	M. Phil	Submitted
02	Bulbul Khanikar	do	M. Phil	Submitted
03	Nijumani Changmai	do	M. Phil	Submitted
04	Jyotikona Devi	do	M. Phil	Submitted
05	Jitumoni Das	do	M. Phil	Submitted

Outcome achieved at the end of the year

- Six NCC cadets joined in defence services
- Programmes under the Convergence Scheme of IGNOU have been continued with increasing enrolment.
- New programmes under convergence scheme of IGNOU have been added.
- PG courses under distance education mode have been introduced.
- 'Environment Studies program' has been continued.

- Workshop held on 'Indian English Poetry'.
- Under Faculty Development Programme five teachers have been awarded M. Phil. degree.

Part-C

Plans of the institution for the next year

- To introduce distance mode of education under K.K. Handique State Open University
- Under take research project
- To promote academic activity of faculty members
- To continue the activities of the IQAC and career counseling
- To develop the infrastructure
- To enhance extension activities
- To organize a memorial lecture
- Enhancement of healthy practices
- Workshop on rice production

Tarun Ch. Dutta

(Tarun Chandra Dutta)
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IQAC
Demow College, Demow
Sivasagar, Assam

Dr. Deva Kanta Phukan
28/12/2015
Principal
Demow College

(Dr. Deva Kanta Phukan)
Principal
Demow College, Demow &
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