



Office Of The Principal
DEMOW COLLEGE

Demow - 785662
Sivasagar, Assam

Estd-1970

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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

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

Annual Quality Assurance Report of the IQAC
Demow College, Demow
Year of Report
2010-2011

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?

- (i) To facilitate additional courses of distance mode under K.K. Handique Open State University
- (ii) To hold national seminar/workshop/popular talk/memorial lecture
- (iii) Undertake research project
- (iv) Promote the academic activities of faculty members
- (v) To continue the activities of the IQAC and career counseling
- (vi) To develop the basic infrastructure
- (vii) To enhance extension activities
- (viii) To enhance the activities of NCC

Part B

To revamp the teaching-learning practices, the IQAC has been reconstituted as detailed below-

1	Mr. Mohendra Nath Dutta, Principal i/c	Chairman	IQAC
2	Mr. Tarun Chandra Dutta	Coordinator	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, in addition to Higher Secondary level programme, with the objectives of bringing about improvement of the students generating in them the employable quality to fulfill the personal, social and national needs.

The goals and objectives of personality development of the students have been strived to be achieved upgrading the human values and cultures, incorporating scientific outlook organizing outreach activities, games and sports and cultural events. The college in tune with national goals of higher education has been striving for promoting the academic standard in teaching and learning and in other extracurricular activities of the students.

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.

The college authority visions the 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.

To meet the visions in a multi-cultural and multi-ethnic setting for promoting the social harmony, eradication of narrow communal and religious fanaticism the college holds meetings, and attempts at quality improvement of the student community and teaching faculty by holding seminar, workshop and group discussion from time to time.

i. Activities of NCC Wing:

Pabitra Gogoi, Asstt. Prof. and CTO of NCC wing has been promoted and ranked ANO (Associate NCC Officer) as per Indian Gazette Notification 2010.

Four cadets of the NCC wing participated in National Integration Camp held at Wardha (Nagpur) and Itanagar (Arunachal Pradesh). Cadets of the wing also participated in National Shooting Training Camp held Asansol (West Bengal). Out of the total cadets, 20 cadets were qualified for 'C' certificate and 30 cadets were qualified for 'B' certificate.

ii. Activities of Partner Institution under Convergence Scheme of IGNOU:

With a countrywide outlook, the college has committed to provide profession-oriented knowledge and skill in its Partner Institution under Convergence Scheme of IGNOU in addition to continuation of general traditional academic programs. It has been resolved to serve the society by continuing various courses of IGNOU under its Convergence Scheme. Additional 66 numbers of students have been enrolled under these programmes.

iii. NSS Activities:

Apart from imparting the formal education in the undergraduate and Higher Secondary programmes, college fraternity and student community involve in organizing awareness programmes, popular talks and NSS camps in the surrounding rural areas for social change and development of the society.

2. New academic programmes initiated (UG & PG)

(i) Programmes introduced under convergence scheme of IGNOU.

(ii) It has been planned to introduce distance mode of education under K.K. Handique State Open University.

3. Innovation in Curricular Design and Transaction

As the affiliating university plans to introduce semester system in the next year, the curriculum for each department of the respective discipline has been newly designed in consultation with the affiliated college teachers. Most of the teachers of the college actively participated in discourse of the curriculum design for the concerned subjects. Dr. Prafulla Hazarika, Head, in the department of Economics, acted as Board of Studies Member in the department of Economics.

4. Interdisciplinary Programmes Started

No new interdisciplinary programme has been introduced yet.

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

A major reform has been initiated with the adoption of semester examination following the direction of the affiliating university.

6. Candidates Qualified NET/SLET/GATE etc.

Nil

7. Initiatives towards faculty development programme

(a) Number of departmental seminars/workshops/symposium

Sl. No	Department	Theme of seminar/workshop/symposium
01	English	Symposium on 'Teaching of NCERT courses at HS level in Assam' , Resource person-Prof. Kamala Borgohain, Dibrugarh University and Dr. Prabin Gogoi, Dibrugarh University

(b) Teachers attended Refresher Course

Sl. No.	Department	Name of Teacher	Sponsoring Agency	Place
01	Sociology	Hamida Begum	UGC	ASC, Jamia Milia Islamia University, Delhi
02	Political Science	Pabitra Gogoi	UGC	ASC, Gauhati University, Guwahati
03	Political Science	Anil Borgohain	UGC	ASC, Gauhati University, Guwahati

8. Total no. of seminars/workshops/symposium/ memorial lecture conducted by the institution

Sl. No.	Type	Theme of the Seminar/Symposium/Memorial Lecture/Workshop	Source of Fund	Date of Holding
01	National	Emerging Issues of Globalization in the North-East India	UGC	6 th -7 th November, 2010
02	Memorial Lecture	Globalization and Indian Culture (by Prof. Amarjyoti Choudhury, the Pro-VC, Tezpur University)	Tarun Chandra Dutta, Dept. of English, Demow College and his Family members	14 th October, 2010
03	Symposium	Rural Development: Its Meaning and Significance	College Fund	31 st August, 2010

9. Research projects

(i) Newly implemented : 01

Sl. No.	Name of the faculty	Title of the Project	Funding Agency	Amount (Rs.)
01	Dr. Mamoni Gogoi Borgohain	English word, phrases and idioms used in Assamese : a historical survey (1826-2010)	UGC, NERO, Guwahati	Rs. 1,50,000/-

(ii) Completed : 01

10. Patents generated

No patent has been generated by the institution.

11. New collaborative research programmes

The institution has not been able to initiate new collaborative research programmes so far.

12. Total Research Grant Received from various Agencies

Sl. No.	Name of the Teacher	Department	Type of Research	Grants Sanctioned (Rs.)	Grants Received (Rs.)	Funding Agency
01	Biren Boruah	Economics	Minor	1,50,000/-	1,05,000/-	UGC, NERO, Guwahati
02	Dr. Mamoni Gogoi Borgohain	English	Minor	1,50,000/-	1,50,000/-	UGC, NERO, Guwahati

13. Details of Research Scholars**Books (written/edited/translated):**

- Dr. Prafulla Hazarika, HOD, Economics Dept.
 - (i) *Economic development and ecological balance in Assam: problems and prospects*, DVS, Guwahati. 2009 (Entry made in British Library of Congress in 2010)
 - (ii) *Consumers' cooperatives in Assam*, Tushar publishing, Delhi, 2010, ISBN : 81 7680 049X

Following faculty members including Librarian of the college have attended seminars-

Sl. No.	Name of Faculty	Type of Seminar/Workshop / Conference	No. of Papers Presented
01	Dr. Mamoni Gogoi Borgohain	National Seminar	01
02	Dr. Ranu Gogoi	National Seminar	02
03	Dr. Wakidur Rohman, Librarian	International Seminar National Seminar	01 02
04	Gitanjali Borah	National Seminar	02
05	Dr. Prafulla Hazarika	National Seminar	02
06	Dr. Bipul Gogoi	National Seminar	01
07	Juri Kotoky	National Seminar	02
08	Gunamoni Gogoi	National Seminar	03
09	Dipa Sarmah	National Seminar	02
10	Mondira Mohan	National Seminar	01
11	Jasmine Boruah	National Seminar	01
12	Hamida Begum	National Seminar	02
13	Palash Sarma	National Seminar	01

14. Citation index of faculty members and impact factor

Nil

15. Honors/Awards to the faculty

Nil

16. Internal resources generated

Source of Internal Fund	2010-11 (in Rs.)
Fees collection from the students	18,19,101/-
Selling of Forms and prospectus	1,26,200/-

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 Asom Divas' is celebrated on 02/12/2010 under the aegis of IQAC. Dr. Makitul Hussain, Prof. (Retd.) Dibrugarh University and Banamali Gohain, an educationist of the locality acted as resource person.

19. Teachers and officers newly recruited

One Grade IV employee has been recruited in non-sanctioned basis as Night Chowkider to look after Women Hostel complex.

20. Teaching non-teaching staff ratio

Teaching non-teaching staff ratio

Teaching Staff (TS)	Non Teaching Staff (NTS)	Ratio of TS and NTS
28	14	2:1

21. Improvement in the library services

The data entry work has been continued with the help of 'SOUL' software. Information service has been provided to student and faculty members when and thus required.

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

Sl. No	Item purchased	Quantity	Amount (in Rs.)
1	Books	214	19,262/-
2	Journals & Magazines	11	3,394/-
3	Library Equipments	---	28,061/-

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

Feedback of the outgoing students is taken up by the IQAC in recorded form and the same is considered in the IQAC meeting and the same is placed before the Principal for necessary action.

The HoDs of different departments are entrusted with the responsibility of assessing the students' progress, completion of course and consideration of the students' response.

As regards the progression of the course, the HoDs of the respective departments take stock of verbal feedback and necessary measures for the same.

24. Unit cost of education

- (a) Including the salary component=55, 604/-
 (b) Excluding the salary component=16, 203/-

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

Automated admission process has been introduced in degree programmes of the college. The same has been continued for higher secondary programme. Updating of software for office work and LAN system has been installed.

26. Increase in the Infrastructural Facilities

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

27. Technology up gradation

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

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

Nil

29. Financial aid to students

Poor and meritorious students are allowed cost free admission in to the courses by the college authority and sometimes such students are both collectively and individually assisted by the teaching faculty. Seven students are given free studentship amounting to Rs. 15,480/-.

30. 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.

31. Activities and supports from the Parent-Teacher Association

Parents/guardians are major players in the development of academic environment; and hence three guardian members have been co-opted to the college governing body in the absence of Parent-Teacher Association. Leading personalities who are the guardians too are invited to the college from time to time to discuss about academic and institutional development of the college and they extend their support in achieving the objectives. The college has planned to form a Parent-Teacher Association in future course.

32. Health Services

Demow College maintains health awareness programmes from time to time. The programmes include blood-group testing and cost free health check-up.

33. Performance in sports activities

The college has provided indoor and outdoor 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 handball team of the college has played a pivotal role in the national level tournaments. The handball team is trained by a national level coach Md. Manjur Ali, an ex-student of the college. A selective group of students participated in various events such as inter college football tournament/youth festival under Dibrugarh University.

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 make financial contribution to the outstanding sportspersons to participate in state level sports events and national level games. This year, no such incentives have been provided to outstanding sports persons.

35. Students' Achievements and Awards

Sl. No	Name of the Student	Type of Achievement/ Participation in National Events	Class/ Year
01	Daisy Dutta	1 st class in Assamese	B.A. Final Exam
02	Gitamoni Phukan	1 st class in Assamese	B.A. Final Exam

03	Durlabh Sensua	1 st class in Assamese	B.A. Final Exam
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36. **Activities of the Guidance and Counseling Unit**

The college career guidance and counseling unit run by a few faculty members arrange various programmes related to career oriented and academic issues as well as personal counseling of 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. The students can have the chance to exchange their views with the teachers about their course curriculum. The counseling unit invites medical officers of specialty in various disciplines for the benefit of the students and faculty members. Career related information from various agencies is displayed in the notice board at different places within the campus.

- (i) 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. But, the faculty members constantly encourage and motivate the students for self employment. Many of our alumni are self employed in various activities.

38. **Development programmes for non- teaching staff**

More computers installed for better functioning of the office. The software providers provide technical knowhow to the non-teaching staff about using software installed in the college.

39. **Healthy Practices of the Institution**

- (i) Counseling of students on career planning
- (ii) Purchasing of teaching aids
- (iii) Encouraging the students for NCC and NSS activities
- (iv) Transparency in admission system based on marks
- (v) Observing strictness in students attendance
- (vi) Publication of college/wall magazine
- (vii) Organizing memorial lecture
- (viii) The college authority sits together with the non-teaching staff to discuss about the development of office work.

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

Such linkages have not so far been made.

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

The college aims at computerizing the admission processes/library and administrative office and installation of internet facility.

- (i) Dr. Mamoni Gogoi Borgohain, HoD, department of English has acted as VC nominee/subject expert under Dibrugarh University for appointment and promotional committees for college teachers.
- (ii) Dr. Bipul Gogoi, HoD, Department of Sociology, has acted as VC nominee/subject expert under Dibrugarh University for appointment and promotional committees.
- (iii) Dr. Wakidur Rohman has acted as VC nominee/subject expert under Dibrugarh University for appointment and promotional committees for librarians.

Outcome achieved at the end of the year

- Faculties joined in the development programme for academic refreshment
- Held national seminar/workshop/symposium

- Sustenance of quality product
- Extension services held and target people benefited
- Healthy practices continued in renewed form
- Out of the total cadets, 20 cadets were qualified for 'C' certificate and 30 cadets were qualified for 'B' certificate
- Literary activities sustained
- Infrastructure development achieved

Part-C

Plans of the institution for the next year

- Generate quality product
- Technology upgradation
- Continuation of extension services
- To promote counseling
- Planning for additional courses under distance mode of IGNOU
- To encourage research activity of the faculty
- Development of departmental libraries
- Maintenance and up-gradation of infrastructure

Tarun Ch. Dutta

(Tarun Chandra Dutta)
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IQAC
Demow College, Demow
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Phukan
28/12/2015
Principal
Demow College

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