



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

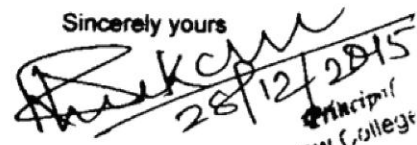
Respected sir,

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


28/12/2015

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

Annual Quality Assurance Report of the IQAC
Demow College, Demow
Year of Report
2011-2012

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?

The IQAC chalked out the following Plan of Action to be carried out, in addition to imparting instructions on the set of syllabi prescribed by the Dibrugarh University. These have been detailed below:

- Generate quality product
- Technology up gradation
- 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

Part-B

The IQAC Cell has been reconstituted for this session as given below-

1	i. Mr. Mohendra Nath Dutta Principal i/c ii. Dr. Prafulla Hazarika Principal i/c (from 23-07-2011 to 18-01-2012)	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

Nonetheless, other members of the teaching and non-teaching staff have also been assigned responsibility to the respective committees.

1. Activities reflecting the Goals and Objectives of the Institution

Demow College established in 1970 that has been working as one of the premier degree colleges for the last 41 years in a rural area, is looking forward with a vision and in tune with the objectives of higher education.

The activities of the institution are reflecting its goals and objectives of qualitative improvement in education at undergraduate level infusing social and human values in teaching and career building of the students.

The goals and objectives of personality development of the students has been strived to be achieved in the institution upgrading the human values and cultures incorporating scientific outlook in holding outreach activities, games and sports, cultural events apart from classroom instruction.

The College with the 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 its various activities.

- i. In its multi-cultural and multi-ethnic setting of the society, the college plans to promote the social harmony, eradication of narrow communal and religious fanaticism by holding meetings, interaction with people at the affected areas.
- ii. Quality improvement of the student community and teaching faculty by holding seminar, workshop and group discussion from time to time.
- iii. Increase in infrastructural facility to meet the growing need of the institution.
- iv. Meeting the challenges of time at best by improved and effective teaching learning process encouraging the students' involvement in project work, field studies, and surveys for expanding of their knowledge.
- v. Providing profession-oriented course and skill in its Partner Institution under Convergence Scheme of IGNOU for capacity building in addition to continuation of general traditional academic programs.
- vi. With a countrywide outlook, the college sets its objectives of social change and development to be achieved through social involvement of the college fraternity and student community by organizing awareness programmes and popular talks and holding NSS camps in the surrounding rural areas.

- **Activities of Partner Institution under Convergence Scheme of IGNOU:** Various programmes introduced under the Convergence Scheme of IGNOU have been continued. This year additional 101 numbers of students have been enrolled. Out of 350 students enrolled under this institution 287 numbers have successfully completed their degrees, diplomas and certificate programmes in different areas.

2. New academic programmes initiated (UG & PG)

- (i) Contact centre of K.K. Handique Distance Education recognized by the K.K. Handique State Open University, Guwahati has been introduced in the year 2012 and the Bachelor of Arts (B.A.) programme has been started.
- (ii) The courses under IGNOU as introduced in previous year have been continued.

3. Innovation in Curricular Design and Transaction

A select number of teaching faculties of the college actively involved in curricular design in their respective subjects as member of the Board of Studies, Dibrugarh Universities in curricular design under newly introduced semester system. Thus, courses under Semester system have been started in the college.

Dr. Mamoni Gogoi Borgohain of the Dept. of English contributed SLM for BA English general course under Dibrugarh University.

4. Interdisciplinary Programmes Started

Faculty members of all the departments are extending their services in the programme of 'Environmental Studies' by taking up the theoretical classes, leading in field study and evaluating the project reports.

Counselling sessions for different courses of IGNOU under convergence scheme have been conducted by faculty members of different departments.

5. Examination Reforms Implemented

As per instruction from the Dibrugarh university 2(two) sessional examinations are to be held by the concerned departments for awarding internal assessment marks in each subject. Accordingly, each department holds 2 (two) sessional examinations unit wise.

6. Candidates Qualified NET/SLET/GATE etc.

The following ex-students of the Dept. of English have SLET/NET qualified.

Sl. No.	Name of Teacher	Department	Qualification
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01	Mr. Pankaj Luchan Gogoi	English	SLET
02	Mr. Surjya Kumar Chetia	Mass Comm.	NET

7. Initiatives towards faculty development programme

(a) Number of departmental seminars/workshops/popular talks/speech etc.

Sl. No.	Department	Theme of Seminar
01	Economics	i. Assam Budget, 2011-12 22 nd September, 2011 ii. Banking Service as a Career 30 th September, 2011
02	English	Impact of Globalization in the Culture and Society of West Bengal, 17 th October, 2011
03	History	History: Its Social Value, 25 th October, 2011

(b) Teachers attended Refresher Course/Orientation programme

Sl. No.	Department	Name of Teacher	Sponsoring Agency	Place
01	Assamese	Meena Baruah	University Grants Commission	Academic Staff College, Gauhati University

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

Nil

9. Research projects

(i) Newly implemented : 01

Sl. No.	Name of the faculty	Title of the Project	Funding Agency	Amount (Rs.)
01	Dr. P. Hazarika	Reproductive Health of Tribal Women with Reference to Deori and Mishing Tribes in Assam.	UGC, New Delhi	Rs. 6, 25,900/-

(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	Dr. Mamoni Gogoi Borgohain	English	Minor	1,50,000/-	1,50,000/-	UGC, NERO, Guwahati
02	Dr. P. Hazarika	Economics	Major	6,25,900/-	3,76,400/-	UGC, New Delhi

13. Details of Research Scholars

Books (written/edited/translated):

- Biren Baruah, Dept. of Economics

(i) *Ekoish Satikat Arthanitir Gati aru Pragati*, Unika prakashan, Jorhat.

(ii) *Smritir Samfura*, Bhabani offset and Imagery Systems, Rajgarh

All the faculty members including Librarian of the college have been involved with research activities. Hamida Begum of the Dept. of Sociology has been recognized as a ToT under the UGC project on Capacity Building of Women Managers in higher education by Networking and Information Dissemination Cell SNDT Women's University Library.

The following faculty members have presented papers in national/international seminars:

Sl. No.	Name of Faculty	Type of Seminar/Workshop / Conference	No. of Papers Presented	Nos. of Paper Published
01	Dr. Mamoni Gogoi	International	01	

	Borgohain	National Workshop	01	
02	Biren Boruah	National Seminar	01	
03	Dr. Wakidur Rohman, Librarian			02 i. ISSN: 2230-911X ii. ISSN: 2250 3706
04	Gitanjali Borah	National Seminar	01	
05	Dipa Sarmah	National Seminar	01	
06	Hamida Begum	National Seminar Orientation Workshop	03 01	
07	Meena Baruah	National Workshop	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	2011-12 (in Rs)
Fees collection from the students	19,86,995/-
Selling of Forms and prospectus	70,120/-

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

Nil

18. Community Services: Following activities are performed as part of community services:

- (i) Under the Women's Studies and Development Cell, a popular talk on 'Economic Empowerment of Rural Women' has been organized at Barua-Changmai village in collaboration with local Mahila Samittee on 28/05/2011.
- (ii) The Red Ribbon Club is formed in the college.
- (iii) The extension cell has organized a field visit with the faculty members to Attabarie Chetia Gaon on 27/08/2011 with Resource Person Mr. Arup Kumar Dutta from Assam Science Society on harmful effect of using pesticides and chemical fertilizers in agricultural productions.
- (iv) The IQAC cell in collaboration with NEST Foundation has organized an awareness camp against the anti-social practices of 'witch hunting' at Bakulduba, 10 kilometers away from the institution.

19. Teachers and officers newly recruited

One teacher has been appointed in non-sanctioned basis in the Department of English.

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

The data entry work updated and rendering the usual services including extension services.

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

Sl. No	Item purchased	Quantity	Amount (in Rs.)
1	Books	338	92,236/-
2	Journals & Magazines	11	18,586/-
3	Library Equipments	---	32,255/-

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= 33, 906/-
- (b) Excluding the salary component= 6, 099/-

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

New computers have been added for facilitating administrative record keeping activities.

26. Increase in the Infrastructural Facilities

- (i) Completed construction of first floor of language-lab building (ABITA fund)-60x13=780 sqft.
- (ii) Started construction of departmental building (Govt. grant) = 2560 sqft.
- (iii) Construction of women hostel continued.

27. Technology up gradation

- (i) New desktop computers to the departments
- (ii) Two High power generators installed (10+20 KV)

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

Computer facilities have been provided to the faculty members in the departments.

29. Financial aid to students

Scholarship amount to the tune of Rs. 1, 71,770/- has been released to the S/T students from ITDP Sivasagar.

30. Activities and support from the alumni Association

The unregistered alumni association contributes significantly in the maintenance of healthy academic atmosphere in the institution. The alumnae are associated by the institution in implementing various programmes. They keep a close touch with the college in organizing seminars, popular talks, symposia, conferences, sports events cultural and other programmes from time to time. Their presence in various programmes inspires and educates the current batches of students and exchange views and ideas.

31. Activities and supports from the Parent-Teacher Association

In the absence of Parent-Teacher Association, three guardian members are co-opted to the college governing body that play a major part in the development of academic development. The leading personalities who are also guardians are invited to the college from time to time to participate in the development process of the institute.

32. Health Services

For eradication and awareness of HIV/AIDS a unit of Red Ribbon Club has been formed in the college. The wing has organized awareness programme on HIV/AIDS with medical experts as resource persons.

33. Performance in sports activities

The college authority encourages the student community to participate in various sports activities within and outside the state. The college participates in inter college cricket and football tournament organized by the university.

- (i) **Dipak Tanti** participated in the 4th National Level Rural Tournament organized by Sports Authority of India, NS NIS, at Patiala (Punjab).
- (ii) **Deepak Gogoi**, an ex student of the college has been conferred the title of **Mr. India** at Villai, Chhattisgarh during 2011.

33. Incentives to outstanding sports persons

The college fraternity and the student community contribute generously to the outstanding sports persons of the institute to participate in state-level sports events and national-level games as and when approached.

34. Students' Achievements and Awards

Sl. No	Name of the Student	Type of Achievement/ Participation in National Events	Year/ Class
01	Runjun Nath	1 st Class in MPS (under P/I of IGNOU)	2011
02	Dipak Tanti	National Level Rural Tournament, Govt. of India, Patiala, Punjab	2011

35. Activities of the Guidance and Counseling Unit

The Guidance and Counseling Cell of the institute arranges various programmes related to career oriented and academic issues as well as personal counseling of the students. The students are counseled at the beginning of the new session about the courses and course related matters. The Cell also invites resource persons in various disciplines for the benefit of the students and faculty members. Career related information from various agencies is displayed in the college notice board at different places within the campus.

36. Placement Services Provided to Students

In the absence of any placement cell, the faculty members constantly encourage and motivate the students for self-employment. Many of our alumni are self-employed in various activities.

37. Development programmes for non- teaching staff

The computer assistant extends help to the other assistants for acquiring more knowledge on LAN system, browsing internet etc.

38. Healthy Practices of the Institution

- (i) Providing career counseling and career planning to students
- (ii) Encouraging team-spirit in implementing the academic work
- (iii) Observing strictness in students attendance
- (iv) Instituting compulsion on using college uniform
- (v) Imbibing a spirit of competitiveness in the minds of students through class- room teaching
- (vi) Arranging book fair in the college campus for encouraging reading habit

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

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

Dr. Prafulla Hazarika acted as resource person in UGC sponsored national seminar held at Gargaon College, Gargaon.

Some of the faculties have been working as M. Phil and Ph. D Research Guide under different recognized universities of India. The year wise break up has been shown below-

- (i) Name of the faculty and Guide: Dr. Wakidur Rohman (Subject: Library and Information Science), 2011-20112.

Sl. No.	Name of the Researcher	Name of the University	Degree	Research Pursuing/Submitted
01	Madhumita Handique	Singhania University	Ph.D.	Submitted
02	Arunima Gogoi	Singhania University	Ph.D.	Submitted
03	Robin Phukan	Singhania University	Ph.D.	Submitted
04	Nijumoni Changmai	Singhania University	Ph.D.	Submitted

Part-C

Outcome achieved

- i. Research grant received from UGC.
- ii. Infrastructure development activity continued.
- iii. State level seminar with Microforce has been organized.
- iv. More thrust on teaching-learning activities.

Plan of Action Chalked Out to the End of the Year

- i. Continuous quality improvement of teaching-learning
- ii. Encourage research activity
- iii. Organization of seminars and workshops
- iv. Infrastructure development including women hostel, sports complex and departmental buildings.

Tarun Ch. Dutta

(Tarun Chandra Dutta)
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IQAC
Demow College, Demow
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Phukan
25/12/2015
Principal
Demow College

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