



Office Of The Principal
DEMOW COLLEGE

Demow - 785662
Sivasagar, Assam

Estd-1970

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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

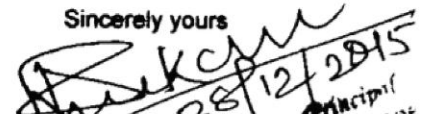
Respected sir,

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
Principal
Demow College

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

Annual Quality Assurance Report of the IQAC
Demow College, Demow
Year of Report
2012-2013

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:

- Infrastructure development
- Organization of Seminars and Workshops
- Increase of activities of Career Guidance and Counseling Cell
- To encourage research activity
- Modernization of library
- Continuous quality improvement of teaching-learning

Part-B

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

1	Dr. Deva Kanta Phukan, Principal	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 established in 1970 that has been working as one of the premier degree colleges for the last 42 years in surrounding rural area, is looking forward with a vision and in tune with the national 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 and introduction of professional courses under K.K. Handique state open University.
- vi. With a country wide 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 areas.
- vii. Computerization of admission process, record keeping and the departmental works.

2. New academic programmes initiated (UG & PG)

- i. Programme of BPP course has been introduced under the contact centre of K.K. Handique State Open University.

3. Innovation in Curricular Design and Transaction

Dr. Bipul Gogoi, Associate Professor in the department of Sociology of the college is actively involved as member in the Academic Council of Dibrugarh University and in the Undergraduate Board of Dibrugarh University. In previous year he contributed in curricular design of under graduate course in the department of Sociology. Dr. Gogoi is also involved in contributing chapters (SLM) under Dibrugarh University in Sociology department.

Ms. Hamida Begum of the Dept. of Sociology, contributed two units of SLM for BA 1st Year (1st Paper) and one unit for BA 2nd Year under Distance Education Council, Dibrugarh University.

4. Interdisciplinary Programmes Started

The evaluation including taking up of theoretical classes & field study and project reports on the paper 'Environmental Studies' has been continued.

5. Examination Reforms Implemented

The sessional and final examinations under the semester system have been organized strictly following the time schedule of the academic calendar.

6. Candidates Qualified NET/SLET/GATE etc.

The following teacher has been SLET qualified

Sl. No.	Name of Teacher	Department	Qualification
01	Ms. Gunamoni Gogoi	Assamese	SLET

7. Initiatives towards faculty development programme

- (a) Number of departmental seminars/workshops/survey/awareness programme

Sl. No.	Department	Theme of Seminar/Workshop/Survey/Awareness Programme
01	Economics	Protection and Destruction of Environment by Tea Industry
02	Economics	Harmful Effects of Narcotics and allied Tobacco Products

- (b) Teachers attended Refresher Course

Sl. No.	Department	Name of Teacher	Sponsoring Agency	Place
01	Assamese	Gitanjali Borah	UGC (Short Term Course)	ASC, Gauhati University

02	History	Kusum Handique	UGC (Short Term Course)	ASC, Gauhati University
03	Assamese	Dr. Ranu Gogoi	UGC (Short Term Course)	ASC, Gauhati University

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

9. Research projects

(i) Newly implemented :

Sl. No.	Name of the Faculty	Title of the Project (Major)	Funding Agency	Amount(Rs)
01	Dr. Prafulla Hazarika	Reproductive Health of Tribal Women with Reference to Deori and Mishing Tribes in Assam.	UGC, New Delhi	6, 72,000/-

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	Robin Borgohain	History	Minor	1,20,000/-	80,000/-	UGC, NERO, Guwahati

13. Details of Research Scholars

Books (written/edited/translated):

- Dr. Mamoni Gogoi Borgohain, HOD, English
Globalization in the North East India (edited) Purbanchal Prakashan, Guwahati, ISBN: 978-81-7213-154-8.
- Biren Baruah, Dept. of Economics
Ekoish Satikat Vigyan aru Prajuktibidyar Gati aru Pragati, Unika Prakashan, Jorhat.

All the faculty members including Librarian of the college have been involved with research activities.

Sl. No.	Name of Faculty	Type of Seminar/Workshop / Conference	No. of Papers Presented	Nos. of Paper Published
01	Dr. Mamoni Gogoi Borgohain	International National As Resource person As Keynote addressee	01 01 01 01	
02	Dr. Wakidur Rohman	National	02	02 i. ISSN:2278-0-106 ii. ISBN : 978-81-7213-154-8
03	Gitanjali Borah	National	04	02 i. ISBN : 978-81-7213-163-0 ii.
04	Juri Kotoky	National Seminar	01	
05	Hamida Begum	National Workshop National Seminar	01 03	03 i. ISBN:978-81-

				7213-154-8 ii. ISBN : 978-93-5087-054-9 iii. ISBN :978-81-22324-9-2
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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	2012-13 (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

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) Under the Women's Studies and Development Cell, as many as 8 awareness programmes have been organized on safety and security of women, role of women to prevent global warming, diabetes-a global hazard, health nutrition and cancer care, conflict, peace and the role of women, women and decision making, English communicative skill in the present-day context and disaster management.

Resource Persons in these programmes were-

- Ms. Monika Saikia, Retd. Vice Principal, Sibsagar College, Joysagar
- Dr. Sanjib Borgohain, Principal, HCDG College, Nitaipukhuri
- Dr. R. Borpujari, Medicine Specialist, Sibsagar Civil Hospital
- Dr. R. Changmai, Obstetrician and Gynecologist, Sibsagar Civil Hospital
- Dr. Anmona Borah, HoD, Department of English, J.B. College, Jorhat
- Dr. Rajee Konwarh, Principal, DHSK College, Dibrugarh
- Dr. Kamala Borgohain, Reader, Department of Education, Dibrugarh University
- Dr. Mamoni Gogoi Borgohain, HoD, Department of English, Demow College
- Mr. Sanjib Barwati, Assistant Engineer, Town and Country Planning, Jorhat

(ii) HIV awareness programme on International Aids Day has been organized and Dr. Tayubur Rahman, Deputy Superintendent, Demow Referral Hospital acted as the Resource Person.

(iii) As part of National Environment Awareness Campaign, an awareness programme on 'Conservation of Forest for Sustainable Livelihood' has been organized on 4th June, 2012 at Athabari Higher Secondary School from fund received from the Ministry of Environment and Forest, Govt. of India.

(iv) A state-level seminar was organized on September 2nd, 2012 by Micro force (A Multi Dimensional NGO) in collaboration with Demow College with financial assistance from National Commission for Women on the topic 'Indian Women in the 21st Century with Special Reference to NE India'.

19. Teachers and officers newly recruited

- Two numbers of teachers in the Department of Assamese and History have been appointed in sanctioned post.

ii. Two numbers of Grade IV staff have been appointed in sanctioned post.

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 Demow College library achieved its separate identity after shifting it from an attached room to an Assam-typed building newly constructed with the aid of MP fund in the year 2000. The size of the library at its initial stage was not enough to render adequate services. Now, the size is growing up and the process of computerization has been done partially. Along with usual services, the library has been imparting knowledge in different areas to students through extension activities.

Updating of data entry work has been continued and it has been planned to expand the modernization of the library services by digitalizing pertinent documents.

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

Sl. No	Item Purchased	Quantity	Amount (in Rs.)
1	Books	1(set)+183	38,083/-
2	Journals & Magazines	12	3,185/-
3	Library Equipments	----	10,071/-

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

The teachers hold departmental meetings from time to time to understand the problems of the students. Self-appraisals of the teachers are done. Students are generally assessed in their different academic and extracurricular aspects by the concerned teachers. The Principal monitors the performance of the teachers and suggests measures for remedying any academic issues raised by the students. For remedying difficulties of the students in comprehending the courses taught based on feedback the authority motivates the teachers, to equip with the new methods of teaching. Teachers are advised to attend Refresher Courses/Orientation Courses, Seminars and other academic activities.

On the basis of students' feedback, the following actions are taken-

- Toilet in the boys' common room with modern facility has been constructed
- To Facilitate continuous electric supply two generators with 10 and 20 kv have been purchased

The teachers are motivated by the Principal to utilize the college library, to equip with the new methods of teaching for remedying difficulties of the students in comprehending the courses taught based on feedback

24. Unit cost of education

Including the salary component	Rs. 65,181/-
Excluding the salary component	Rs. 2,517/-

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

Examination process of higher secondary first year has been fully computerized.

26. Increase in the Infrastructural Facilities

- i. Continued construction of departmental building
- ii. Continued construction of women hostel
- iii. Started construction of indoor stadium
- iv. Installation of biometric machine
- v. Installation of the generator (10+20 kv) for continuous power supply
- vi. Procurement of fax and Xerox machine

vii. Started construction of day care centre.

27. Technology upgradation

- (i) Photocopier added in the principal's room
- (ii) Bio-metric time attendance system installed
- (iii) Language-lab has been started
- (i) Processes are on for starting digital library
- (ii) Photocopier at library has been added
- (iii) Processes are on for up gradation of all the existing teaching departments and library by incorporating new technologies and instruments

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

Teachers have been provided training on computer literacy and browsing of internet.

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. Scholarship amount of Rs.1, 29,410/- has been released to the S/T students sanctioned by the Govt. of Assam. Free studentship for eight students amounting to Rs.22, 690/- has been sanctioned on the basis of merit.

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 incorporated into 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.

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.

A HIV awareness programme has been held. Dr. Tayabur Rahman, Dy. Superintendent, Demow FRU with his team has acted as the resource person. Special programmes of health awareness on 'Diabetes-A Health Hazard' and 'Health, Nutrition and Cancer care' have been organized in the college campus.

College organized Blood Testing Camp in collaboration with Sibsagar district NCD cell under NRHM. A vaccination camp for encephalitis for students and staff of the college has been held.

33. Performance in sports activities

For promotion of and encouraging the student community a 10(ten) day coaching camp for volleyball has been organized in the college campus from 19th to 28th January, 2013.

Another 10(ten) days handball coaching camp has also been organized by the college from 3rd to 12th February under the guidance and supervision of Mr. Manjur Ali, NIS Coach and ex-student of the college.

- (i) 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.
- (ii) **Kailash Chowra** participated as player in the 17th East Zone Handball Championship Agartala (Tripura) held from 25to 28 September, 2012.

34. Incentives to outstanding sports persons

The college fraternity and the student community as a whole make financial contribution to the outstanding sportspersons to participate in inter-college tournament/ state level sports events and national level games.

35. Students' Achievements and Awards

The following students of the college achieved recognition in their final BA and IGNOU exams

Sl. No	Name of the student	Type of achievement/ Participation in National Events	Year/ Class
01	Porinita Raidongia	1 st class in Economics	B.A. Final Exam
02	Monalisa Kalita	1 st class in Economics	B.A. Final Exam
03	Jyotish Khanikar	1 st Class in Sociology	B.A. Final Exam
04	Jitu Kalita	1 st Class in Political Science	B.A. Final Exam
05	Aruna Hazarika	1 st Class in MPS (under P/I of IGNOU)	
06	Mayuri Baruah	1 st Class in MPS (under P/I of IGNOU)	
07	Pragyashree Phukan	Participated in All Assam State Sub Junior Kabaddi Championship	

36. Activities of the Guidance and Counseling Unit

The college career guidance and counselling unit run by a few faculty members arrange various programmes related to career oriented and academic issues as well as personal counselling of the students. Students are specifically counselled 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 counselling 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 counselling 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.

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

The college provides computer training facility to the non- teaching staff through computer and software supplying agencies. The non- teaching staff is also trained by the treasury branch of the district administration. One of the sons of a deceased fourth grade employee is recruited by the college authority. The software firm provides training to the non- teaching staff for smooth rendering of services at the college premises.

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

The audit officer from local accounts provided spot training on accounts keeping.

39. Healthy Practices of the Institution

- (i) Increase in infrastructure to cope with the need of students
- (ii) Promoting sports facility
- (iii) Educational excursion
- (iv) Free of cost Internet access to students
- (v) Extending financial assistance for students wall-magazine
- (vi) The college enjoys absence of student unrest
- (vii) The college is not infected by the malady of ragging
- (viii) Arranging book fair
- (ix) Grievance Redressal through feedback
- (x) Under the supervision of Lt. Colonel Pabitra Gogoi, 105 NCC cadets have attended S/B, S/W camps in this year.
- (xi) Four (4) NCC cadets attended National Integration Camp (NIC) at Barauni.

40. Linkages developed with National/International academic research bodies

Most of the faculty members are engaged themselves with a number of state/regional/national level academic bodies and NGOs.

- The Dept. of English has made linkages with-
 - i. Indian Red Cross Society
 - ii. Asom Sahitya Sabha
 - iii. Trustee, Disha, a National level trust (Regd. No. 5192/IV)
 - iv. Sreemanta Sankardev Sangha
 - v. Assam Science Society
- The Dept. of Assamese has made linkages with-
 - i. Asom Sahitya Sabha
 - ii. Asom Lekhika Samaroh
- The Dept. of Economics has made linkages with-
 - i. Indian Society of Labour Economics
 - ii. North East Economic Association
 - iii. Assam Science Society
- The Dept. of History has made linkages with-
 - i. North East India History Association
- The Dept. of Political Science has made linkages with-
 - i. North East India Political Science Association
- The Dept. of Sociology has made linkages with-
 - i. Indian Sociological Society
 - ii. Assam Science Society
 - iii. Karuna Circle, a regional level NGO.

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.

Dr. Bipul Gogoi, Associate Professor, Dept. of Sociology acted as resource person in the 37th All India sociological Conference hosted by Mohanlal Sukhadia University, Udaipur, Rajasthan.

Some of the faculties have been working as M. Phil and Ph. D research guide under different recognized universities of India.

Dr. Wakidur Rohman, Librarian has guided the following research scholar for Ph.D. programme.

Sl. No.	Name of the Researcher	Name of the University	Degree	Research Pursuing/Submitted
01	Binita Saikia	Singhanian University	Ph.D.	Submitted

Part-C

Outcome achieved

- Construction of departmental building is completed.
- Continued the construction of virtual classroom and digital library.
- More thrust is given on teaching-learning activities.

Explain the plans of the institution for the next year

- Convergence of modern ICT in teaching-learning process
- Sustenance quality education
- Organization of Seminars and Workshops
- Increase of activity of Counseling Cell
- To encourage research activity
- Facilitate for automation in the library
- Digitization of library
- Facilitate awareness to students on library resources and its usages through classes at regular intervals
- Provision for more sports facilities
- Continuous health care services
- Introduction of interdisciplinary programme
- Enhance of co-curricular and extension activities in and outside the college
- Strengthening of every cell/unit under IQAC/governance
- Continuance of construction of indoor stadium

Tarun Ch. Dutta

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

Phukan
28/12/2015
Principal
Demow College

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