Ref. No. DC/NAAC/2016/06   *Date: -21.11.2016*

To

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

Sub: -Uploading of Annual Quality Assurance Reports (2013-2016)

Respected Sir,

  I have the honour to inform you that the AQARs covering sessions from 2013-14, 2014-15 and 2015-16 of Demow College, Demow have been uploaded in the college website today, the 21st November, 2016.

  This is for your kind information and perusal.

                                                        With regards

Enclosures:
  1. Five hard copies of AQARs

                                                        21.11.2016
                                                (Dr. D.K. Phukan)
                                                    Principal
                                            Demow College, Demow
                                                Sivasagar, Assam

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)*   2013-14

1. 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

Contact Nos.   9435055228 (Principal)

Name of the Head of the Institution: DR. DEVA KANTA PHUKAN

Tel. No. with STD Code: 03772-226604 (Office)

Mobile: **9435055228 (Principal)**

Name of the IQAC Co-ordinator: **MR. TARUN CH. DUTTA**

Mobile: **i. 9435832282**
              ii. 8472096850

IQAC e-mail address: **collegedemow@ymail.com**

1.3 NAAC Track ID *(For ex. MHCOGN 18879)*   **ASCOGN10591**

Or

1.4 NAAC Executive Committee No. & Date: **NAAC/AXA/OUTCOME/**
(For Example EC/32/A&A/143 dated 3-5-2004.   **2003/20787 Dt. Dec.3, 2003**

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

1.5 Website address: **www.demowcollege.org**

Web-link of the AQAR: http://www.demowcollege.org/AQAR%202013

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	1st Cycle	C++	68.00	2003	01/12/2008

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 2010-11submitted to NAAC on 12-10-2011)*

  i.   AQAR :   2004-2008 (04/06/2014)
 ii.   AQAR :   2009-2013 (28/12/2015)
iii.   AQAR: 2013-14, 2014-15, 2015-16 (21/11/2016)

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)

.BPP and BA Programme under KKHSOU

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.-   NONE

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   **07 (Seven)**

4

2.2 No. of Administrative/Technical staff   **03 (Three)**

2.3 No. of students   **Nil**

2.4 No. of Management representatives   **01 (One)**

2.5 No. of Alumni   **Nil**

2. 6 No. of any other stakeholder and community representatives   **Nil**

2.7 No. of Employers/ Industrialists   **Nil**

2.8 No. of other External Experts   **Nil**

2.9 Total No. of members   **11 (Eleven)**

2.10 No. of IQAC meetings held   **02**

2.11 No. of meetings with various stakeholders: No. **02** Faculty **01**

Non-Teaching Staff Students **01** Alumni ---- Others ----

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

If yes, mention the amount **Rs. 3, 00,000/-**

2.13 Seminars and Conferences (only quality related)

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

Total Nos. **06** International — National **01** State —

Institution Level **05**

(ii) Themes

Environmental Issues (National), Self-help Groups in Economic Development, Population Growth, Electronic Media, Post-colonial Literature, Status of Women (Institutional)

2.14 Significant Activities and contributions made by IQAC

Enthused academic spirit and upgradation of quality.

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. Sustenance quality education	i. B.P.P. Course continued under K.K. Handiqui State Open University/B.A. Course under K.K. H. S. O. U. started.
ii. Automation and digitization of library	ii. Infrastructure facilities increased.
iii. To organize seminar/workshops	iii. National Seminar and symposia were held.
iv. To construct indoor stadium	iv. Construction of indoor stadium continued.

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

> **IQAC has prepared AQAR for the period with coordination of faculty members and office staff.**

Part – B

Criterion – I

1. 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	2 (Sem &1+1+1)	01(KKHSOU)	01	
PG Diploma				
Advanced				

Diploma			
Diploma			
Certificate			
Others		01 (BPP under KKHSOU)	01	
Total	02	02	02	

Interdisciplinary	---	---	---	---
Innovative	---	---	---	---

1.2   (i) Flexibility of the Curriculum: **Core/Elective option**
      (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	1+1 (KKHSOU)
Trimester	---
Annual	1 (B.A., Old)+1 (BPP)

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.

> **Course for B.A. Programme updated by Board of Studies of the affiliating university & Semester system has been introduced.**
>
> i.   **Continuous & internal assessment of stakeholders**
> ii. **Continuous updating of the course curricula.**
> iii. **Completion of academic schedule on time.**

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

Nil

7

Criterion – II

2. Teaching, Learning and Evaluation

Total	Asst. Professors	Associate Professors	Professors	Others
20	07	13	Nil	07

2.1 Total No. of permanent faculty: 20

2.2 No. of permanent faculty with Ph.D.   **04**

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
---	01	---	---	---	---	---	---	---	01

2.4 No. of Guest and Visiting faculty and Temporary faculty

Guest Faculty: Nil   **Visiting Faculty: Nil**

Temporary faculty
  i.   **Non-sanctioned   = 04**
  ii.   **Temporary   = 01**
       Total   = 05

2.5 Faculty participation in conferences/symposia/workshop/seminar:

No. of Faculty	International level	National level	State level
Attended	02	23	01
Presented	02	13	--
Resource Persons	--	03	--

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

  i.   **Original answer scripts of internal exams are shown to the students.**
  ii. **Marks secured by individual students in each subject are displayed in the college Notice Board.**

2.7 Total No. of actual teaching days during this academic year   **186**

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

Block system introduced for examinees for Term End exam.

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

		01

2.10 Average percentage of attendance of students | **76%** |

2.11 Course/Programme wise distribution of pass percentage (2013-14):

Title of the Programme	Total no. of students appeared	Total no. of students passed	Division/Class								
			Distinction	%	I	%	II	%	III	%	Pass %
B.A. Major	40	25	--	--	13	52	12	48	--	--	60.5
B.A. Core	10	01	--	--	--	--	01	10	--	--	10
B.P.P. (KKHSOU)	13	08	--	--	--	--	--	--	--	--	61.53

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:
   i. Encourages and helps faculty members to use ICT.
   ii. Prepares the Academic Calendar informing teaching days, examination schedule, holidays and vacations.
   iii. Group discussions are held. Home assignments are given, holding of unit test, guest lectures are arranged, wall magazines are published, LAN & Lab is used to improve communication skills of the students.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	01
UGC – Faculty Improvement Programme	---
HRD programmes	---
Orientation programmes	---
Faculty exchange programme	---
Staff training conducted by the university	---

Staff training conducted by other institutions	---
Summer / Winter schools, Workshops, etc.	---
Others (UGC Short Term Course)	02

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	Number of positions filled temporarily during this year
Administrative Staff	03	---	---	---	---
Technical Staff	04	---	---	06	01

Criterion – III

3. Research, Consultancy and Extension

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

> **IQAC sensitizes the faculty members to undertake research projects, such as Major and Minor Research Projects etc. inclusive of M. Phil. and Ph.D. works.**

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	----	01	----	---
Outlay in Rs. Lakhs	---	---	6, 25,900/-	---

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	---	01	01	---
Outlay in Rs. Lakhs	---	---	1, 40,000/-	---

3.4 Details on research publications

	International	National	Others
Peer Review Journals	---	---	---

Non-Peer Review Journals	---	---	---
e-Journals	---	---	---
Conference/Seminar proceedings	02	13	---

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	Already Received	Received during this year
Major projects	---	---	---	---	---
Minor Projects	---	---	---	---	---
Interdisciplinary Projects	----	----	----	----	---
Industry sponsored	----	----	----	----	---
Projects sponsored by the University/ College	----	----	----	----	---
Students research projects *(other than compulsory by the University)*	----	----	----	----	---
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

Scheme/funds

UGC-SAP | --- | CAS | --- | DST-FIST | --- |

DPE | --- | DBT | --- |

3.9 For colleges   Autonomy | --- | CPE | --- | DBT Star Scheme | --- |

INSPIRE | --- | CE | --- | Any Other (specify) | --- |

Nil

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 **02**

3.13 No. of collaborations   International **---**   National **---**

Any other **01**

3.14 No. of linkages created during this year **Nil**

3.15 Total budget for research for current year in lakhs: (Research grants received this year)

Rs. 4, 81,400/-

From funding agency **UGC** From Management of University/College

Total **Rs. 4, 81,400/-**

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 fellow 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 **01**
and students registered under them **01**

The Librarian of the Institution
who is a Ph. D. Guide **---**
and students registered under him

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

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 ⬚ --- State level ⬚ ---

National level ⬚ --- International level ⬚ ---

3.22 No. of students participated in NCC events:

University level ⬚ --- State level ⬚ 104

National level ⬚ 10 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 ⬚ **07** International level ⬚ ---

3.25 No. of Extension activities organized

University forum ⬚ --- College forum ⬚ **01**

NCC ⬚ **01** NSS ⬚ --- Any other ⬚ ---

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

- Awareness campaign by the NCC unit has been organized on the occasion of the World Heart Day on 29th September 2013.
- World Environment Day observed on 5th June, 2014.

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	16	---	---	16
Laboratories	---	01	UGC	01
Seminar Halls	---	---	---	---
No. of important	---	40	Govt. of Assam+UGC	---

equipments purchased (≥ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)	---	---	Govt. of Assam+UGC	13, 05,333/-
Others	---	---	---	---

4.2 Computerization of administration and library

> **All the correspondences made to Director of Higher Education, NAAC peer team UGC and RUSA have been preserved in the software of the college computers. The admission process of degree courses has been computerized in addition to higher secondary courses.**
>
> **Examination process of higher secondary first year has been fully computerized. The marks of internal assessments of the degree course are supplied through the software provided by the affiliating university, the University of Dibrugarh.**
>
> **For convenience and upgrading the efficiency, the library services have been developed. A separate circulation counter has been installed for computerised charging and discharging of books. The book entry services have almost been completed.**
>
> **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.**

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	8587	898621/-	201	32861/-	8788	931482/-
Reference Books	1126	461248/-	10	2200/-	1136	463448/-
e-Books	Nil	----	Nil	----		
Journals	11	16070/-	Nil	----	11	16070/-
e-Journals	Nil	----	Nil	----		
Digital Database	Nil	----	Nil	----		
CD & Video	Nil	----	Nil	----		

| | Others (specify) | Nil | ---- | Nil | ---- | | |

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments
Existing	18	---	01	---	---	11	07
Added	22	20	---	---	---	02	---
Total	40	---	01	---	---	---	---

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

> **The supplying firms provide training to the computer operator and the computer operator provides training to teachers in matters of knowledge for internet access.**

4.6 Amount spent on procurement and maintenance in lakhs:

   i) ICT   15, 21,000/-

   ii) Campus Infrastructure, maintenance and facilities (Departmental building, Indoor Stadium, Women's Hostel, Class room, renovation of library, renovation of A.P. Building, renovation of Day Care building, Digital and Virtual class room)   82, 81, 748/-

   iii) Equipments   13, 05,333/-

   iv) Others   ---

             Total: 1, 11, 08, 081/-

(Source: UGC+State Govt. Grant)

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> **Induction classes are taken up by the senior faculty members explaining the course curriculum, facilities available in the campus and the services they could avail from various departments, offices and library.**

5.2 Efforts made by the institution for tracking the progression

> **IQAC instructs the heads of each department as to keep record of progression of outgoing students.**

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
422	---	---	---

(b) No. of students outside the state **Nil**

(c) No. of international students **Nil**

No	%
197	46.68

Men

No	%
225	53.32

Women

Last Year (2012-13)						This Year (2013-14)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
36	14	47	294	01	392	38	14	62	307	01	422

Demand ratio =   Dropout %=22

(Dropout rate is calculated on the basis of students sent up and passed in the BA Final exam.)

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

No. of students beneficiaries **Nil**

5.5 No. of students qualified in these examinations

NET `----` SET/SLET `----` GATE `----` CAT `----`

IAS/IPS etc `----` State PSC `----` UPSC `----` Others `----`

5.6 Details of student counselling and career guidance

> **It is done at the induction meetings and the faculty members organize counseling programmes time to time.**

No. of students benefitted **150**

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
----	----	----	10

5.8 Details of gender sensitization programmes

> - **Gender free toilets are made available.**
> - **The Women's Studies and Development Cell of the institution takes up programmes occasionally.**

5.9 Students Activities

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

State/ University level | 24 | National level | 02 | 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 | 02 | 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	07	22, 715/-
Financial support from government	01	5, 990/-
Financial support from other sources (Teacher sponsored)	01	2700/-
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: | Nil |

5.13 Major grievances of students (if any) redressed:

> **i.   Created ragging-free environment**
> **ii.   Classroom construction**
> **iii.   Toilet construction in student union office**
> **iv.   New benches and desks supplied in the classrooms.**

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 the 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 surrounding society and the nation.
Mission:
With that vision, the college sets its befitting mission in the multi-cultural and multi-ethnic setting to promote social harmony and of the quality of the learners and teaching faculty while imparting class-room teaching and 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 the 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 undergo 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, he (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.

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.

6.3.3 Examination and Evaluation

Together with 2 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 under-graduate 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.

6.3.4 Research and Development

The management has been encouraging the faculty members for undertaking research activities. The college does not have any fund to support any research programme. Yet, research works have been undertaken by some faculty members at their own expenses. The major and minor research projects have been continued with financial support from the UGC, and reported in the AQARs of different years.

i. The Principal, four faculty members and the Librarian have been awarded Ph. D, other six faculty numbers have been awarded M Phil degree, two faculty members have completed PGDHE course, two have done LL. B and one B. Ed. Degree.

ii. The authority provides incentives for pursuing research work in terms of academic leave, special leave and duty leave to attend refresher/ orientation course, national and international seminars.

iii. The college authority encourages the faculties to submit the research proposals to various funding agencies to avail financial support. The latter is prompt in according consent to forward the properly submitted research proposals. In the current year a few MRPs have been submitted to the UGC and awaiting for its response.

iv. The college authority also sponsors to publish the volumes of seminar papers in book form. Since 2010-till now three volumes of seminar paper have been published by the institution.

6.3.5 Library, ICT and physical infrastructure/instrumentation

The college authority has been trying its best to equip the library as a resource centre. Text books and reference books have been added annually. Photocopier and internet browsing facility is available both for teacher and students. Processes are on for digitization of the library with grants received from the Govt. of Assam. The process of bar coding of the books has been continuing.

The process of computerization of the office and networking process has been started. Construction of digital and virtual classroom is in near completion. Processes are on for procuring important equipments for digital section. Projectors with screens are available which can be used by faculty members for selected classrooms. Each department has been provided with a desk top computer set for the use of the faculty members.

The old library building has been fully renovated. Processes are going on for completion of two storied building with digital and

reading room facility.

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 entrusts 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

> i. **After obtaining permission from the Director of Higher Education, Assam for recruitment of teachers, the college authority publishes advertisements in leading newspapers and interview for selection of faculty members are held by the Governing Body in presence of subject experts, Vice-Chancellor's nominees so appointed by the affiliating university and the HoD of the concerned department and the final list of the selection is placed before the G.B. for proposal and the same is forwarded to the Govt. of Assam for according approval of appointment.**
> ii. **In the case of staff recruitment, the candidates are required to get their names registered in the local employment exchanges of the Govt. of Assam and the govt. procedure to appoint staff in provincialised colleges of Assam is applied for holding interview and**

according approval of appointment by the govt.

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 followings 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

6.5 Total corpus fund generated   **Rs.**

6.6 Whether annual financial audit has been done: Yes ✔ No ☐

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

Audit Type	External	Internal

	Yes/No	Agency		Yes/No
Academic	Yes	Dibrugarh University	Academic	College Authority
Administrative	Yes	Govt. of Assam	Administrative	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

> **Alumni actively support in the cultural and sports functions and seminars/workshops organized by the college.**

6.12 Activities and support 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.**

6.13 Development programmes for support staff

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

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.

> **Participatory management and transparency system is maintained that help in smooth administration.**

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

> **One national seminar is held, construction of digital library and virtual classroom started, sports complex is under construction in addition to other quality enhancement efforts.**

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

> **i. Participatory Management**
> **ii. Healthy Environment**

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) **No**

8. Plans of institution for next year

> **i. Continuation of digitization of library**
>
> **ii. Continuation of construction of women hostel and sports complex**

iii. Library automation

iv. Holding of national seminars

---xxx---

Name: Mr. Tarun Ch. Dutta   *Name:* Dr. Deva Kanta Phukan

_____   _____
Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

BEST PRACTICE-I

1. Title of the Practice: Healthy Environment Preservation

2. Goal:

    i. To make the people aware of environmental problems

    ii. Preservation of healthy environment and bio-diversity

3. The Context:

For sustainable livelihood, growth and challenges encountered by present generation, these goals have been set.

4. The Practice:

To achieve the goals, National Awareness Programme on 'Bio-diversity' and 'Conservation of Forests for Sustainable Livelihood' has been organized from the funds received from Govt. of India (Dept. of Environment and Forest). Continuing its effort, the Institution organized National Seminar on 'Environmental Issues and their Solutions in the North East India'.

5. Evidence of Success:

    i. People in the surrounding area have stepped up in preserving trees and plants.

    ii. Forestation and plantation have been started by NGOs and the general public.

    iii. The surrounding area is greener than other places.

6. Problems Encountered and Resources Required:

    i. Development efforts have wrought damage to social forestry and plantation areas.

    ii. Preservation (such as fencing) is costlier.

7. Notes (optional)

Despite the efforts of the teaching faculty, due mainly to absence of regular vigilance, the desired result in preservation of environment have not been achieved.

BEST PRACTICE-II

1. Title of the Practice: Encouraging Group Discussion amongst students

2. Goal:

     i. To improve the critical faculty of their minds

     ii. To improve their communicative skills and vocabulary

3. The Context: This has been done keeping in view the competitive nature of today's world.

4. The Practice: Students have been divided into groups of 8-10 and a topic of current relevance is given for discussion.

5. Evidence of Success:

     i. Students develop confidence

     ii. Improvement of communicative skills

6. Problems Encountered:

     i. Lack of vocabulary

     ii. Lack of knowledge on important topics

     iii. More such discussions required

     iv. Time allotted not sufficient

     v. Many students display lack of confidence

7. Resources Required:

     i. Digital classrooms

     ii. Experts/guest lecturers

     iii. Field trips

     iv. Internet facilities

8. Notes (optional)

9. Contact Details:

Academic Calendar of Demow College

Academic Calender, 2013-14
July -2013

Day & Date	Routine Day	Contents	Teaching Day	Working Day	Remarks
Tuseday 16.07.13		16th july, 2013 i) Commencement of the 1st, 3rd & 5th semester classes ii) Notification of the class routine	1	1	Notification of Class Routine/ Course Plan
Wednesday 17.07.13			2	2	17th-22nd july, 2013 Freshers' Social (one day)
Thursday 18.07.13			3	3	
Friday 19.07.13		17th-22nd july, 2013 Interaction with the 1st semester students	4	4	
Saturday 20.07.13			5	5	
Sunday 21.07.13			-	-	
Monday 22.07.13			6	6	
Tuesday 23.07.13			7	7	
Wednesday 24.07.13			8	8	
Thursday 25.07.13			9	9	
Friday 26.07.13			10	10	
Saturday 27.07.13			11	11	
Sunday 28.07.13			-	-	
Monday 29.07.13			12	12	
Tuesday 30.07.13			13	13	
Wednesday 31.07.13			14	14	

August -2013

Day & Date	Routine Day	Contents	Teaching Day	Working Day	Remarks
Thursday 01.08.13			15	15	
Friday 02.08.13			16	16	
Saturday 03.08.13			17	17	
Sunday 04.08.13			-	-	
Monday 05.08.13			18	18	
Tuesday 06.08.13			19	19	
Wednesday 07.08.13			20	20	
Thursday 08.08.13		Id-ul-Fitre			
Friday 9.08.13			21	21	
Saturday 10.08.13			22	22	
Sunday 11.08.13			-	-	
Monday 12.08.13			23	23	
Tuesday 13.08.13			24	24	
Wednesday 14.08.13			25	25	
Thursday 15.08.13		Observation of Independance Day	-	26	Celebration of Independance Day

Day & Date	Routine Day	Contents	Teaching Day	Working Day	Remarks
Friday 16.08.13			26	27	
Saturday 17.08.13			27	28	
Sunday 18.08.13			-	-	
Monday 19.08.13			28	29	
Tuesday 20.08.13			29	30	
Wednesday 21.08.13			30	31	
Thursday 22.08.13			31	32	
Friday 23.08.13			32	33	
Saturday 24.08.13		Last date of submission of filled in Registration forms of BA 1st semester students to the University	33	34	
Sunday 25.08.13		Madhavdeva Tithi	-	-	
Monday 26.08.13		1st Sessional Examination Programme of Semester System	34	35	
Tuesday 27.08.13			35	36	
Wednesday 28.08.13		Janmastomi		37	
Thursday 29.08.13		Mid Semester Feedback Assessment (One Day)	36	38	
Friday 30.08.13		Election	37	39	
Saturday 31.08.13			38	40	

September -2013

Day & Date	Routine Day	Contents	Teaching Day	Working Day	Remarks
Sunday 01-09-13		~	-	-	
Monday 02.09.13			39	41	
Tuesday 03.09.13			40	42	
Wednesday 04.09.13			-	-	
Thursday 05.09.13			41	43	Celbration of Teachers' day
Friday 06.09.13		6th-9th Sept., 2013 Student's Union Election (one day)	42	44	
Saturday 07.09.13		Srimanta Sankardeva Tithi	-	-	
Sunday 08.09.13			-	-	
Monday 9.09.13		6th-11th Sept., 2013 Counselling for the BA 1st Semester Student's and Mid Semester Feed-back Assessment	43	45	
Tuesday 10.09.13			44	46	
Wednesday 11.09.13			45	47	
Thursday 12.09.13			46	48	
Friday 13.09.13			47	49	
Saturday 14.09.13			48	50	
Sunday 15.09.12			-	-	

September -2013

Day & Date	Routine Day	Contents	Teaching Day	Working Day	Remarks
Monday 16.09.13			49	51	
Tuesday 17.09.13			50	52	
Wednesday 18.09.13			51	53	
Thursday 19.09.13			52	54	
Friday 20.09.13			53	55	
Saturday 21.09.13			54	56	Observation of World Peace day
Sunday 22.09.13			-	-	
Monday 23.09.13		23rd to 28th September Internal Assessment of the B.A. Programmes through Seminar/Group Discussion	55	57	
Tuesday 24.09.13			56	58	
Wednesday 25.09.13		26th August to 4th September 1st Sessional Exam. of the BA Semester system	57	59	
Thursday 26.09.13			58	60	
Friday 27.09.13		Notification of 1st Sessional marks on the Notice Board	59	61	
Saturday 28.09.13			60	62	
Sunday 29.09.13			-	-	
Monday 30.09.13			61	63	

October-2013

Day & Date	Routine Day	Contents	Teaching Day	Working Day	Remarks
Tuesday 01.10.13			62	64	
Wednesday 02.10.13		Gandhi Jayanti	-	-	
Thursday 03.10.13			63	65	
Friday 04.10.13			64	66	
Saturday 05.10.13			65	67	
Sunday 06.10.13			-	-	
Monday 07.10.13			66	68	
Tuesday 08.10.13			67	69	
Wednesday 09.10.13			68	70	
Thursday 10.10.13			69	71	
Friday 11.10.13		11, 12, 13, 14 Oct. Durga Puja & Janmotsav of Srimanta Sankardeva			
Saturday 12.10.13					
Sunday 13.10.13					Observation of World disaster day
Monday 14.10.13					
Tuesday 15.10.13		Kati Bihu	-	-	

Day & Date	Routine Day	Contents	Teaching Day	Working Day	Remarks
Wednesday 16.10.13		Id-Uz-Zuha	-	-	
Thursday 17.10.13			70	72	
Friday 18.10.13		Kati Bihu, Lakhi Puja & Bezbarua Divas	-	-	
Saturday 19.10.13			71	73	
Sunday 20.10.13			-	-	
Monday 21.10.13		21st-26th Oct., 2013 2nd Sessional Exam. programme in the semester system	72	74	
Tuesday 22.10.13			73	75	
Wednesday 23.10.13		Last Date of Submission of IA marks of the 1st Semester students to the University	74	76	
Thursday 24.10.13			75	77	UNO Day
Friday 25.10.13		25th Oct., 2013 Last Date for Form fill up of BA End Semester Exam.	76	78	
Saturday 26.10.13			77	79	
Sunday 27.10.13			-	-	
Monday 28.10.13			78	80	
Tuesday 29.10.13			79	81	
Wednesday 30.10.13			80	82	
Thursday 31.10.13			81	83	

November -2013

Day & Date	Routine Day	Contents	Teaching Day	Working Day	Remarks
Friday 01.11.13			82	84	
Saturday 02.11.13		Kali Puja			
Sunday 03.11.13			-	-	
Monday 04.11.13			83	85	
Tuesday 05.11.13			84	86	Observation of Death Anniversery of Dr. Bhupen Hazarika
Wednesday 06.11.13			85	87	
Thursday 07.11.13			86	88	
Friday 08.11.13		Last date of submission of IA marks to the University 8th Nov., 2013	87	89	
Saturday 09.11.13		Last date of submission of fill in Exam. Forms of BA End Semester Examination	88	90	
Sunday 10.11.13			-	-	
Monday 11.11.13		i) 11th Nov., 2013 Notification of 2nd Sessional Exam., marks on the Dept. Notice Board. ii) Completion of odd Semester classes	89	91	
Tuesday 12.11.13			90	92	
Wednesday 13.11.13			91	93	
Thursday 14.11.13			92	94	
Friday 15.11.13			93	95	

November -2013

Day & Date	Routine Day	Contents	Teaching Day	Working Day	Remarks
Saturday 16.11.13			94	96	
Sunday 17.11.13		Birthday of Guru Nanak	-	-	
Monday 18.11.13			95	97	
Tuesday 19.11.13			96	98	
Wednesday 20.11.13		20th Nov. to 21th Dec., 2013 End Semester Exam.	97	99	
Thursday 21.11.13			98	100	
Friday 22.11.13			99	101	
Saturday 23.11.13			-	-	
Sunday 24.11.13		Lachit Divas	-	-	
Monday 25.11.13			100	102	
Tuesday 26.11.13			101	103	
Wednesday 27.11.13			102	104	
Thursday 28.11.13			103	105	
Friday 29.11.13			104	106	
Saturday 30.11.13			105	107	

December -2013

Day & Date	Routine Day	Contents	Teaching Day	Working Day	Remarks
Sunday 01.12.13			-	-	
Monday 02.12.13		Lachit Divas/Asom Divas	-	-	
Tuesday 03.12.13			106	108	
Wednesday 04.12.13			107	109	
Thursday 05.12.13			108	110	
Friday 06.12.13			109	111	
Saturday 07.12.13			110	112	
Sunday 08.12.13			-	-	
Monday 09.12.13			111	113	
Tuesday 10.12.13			112	114	
Wednesday 11.12.13			113	115	
Thursday 12.12.13			114	116	
Friday 13.12.13			115	117	
Saturday 14.12.13			116	118	
Sunday 15.12.13			-	-	

Day & Date	Routine Day	Contents	Teaching Day	Working Day	Remarks
Monday 16.12.13		16th Dec., 2013 to 15th January, 2014 End Semester vacation			
Tuesday 17.12.13					
Wednesday 18.12.13		17th Dec., 2013 to 31st Dec., College Week			
Thursday 19.12.13					
Friday 20.12.13					
Saturday 21.12.13					
Sunday 22.12.13			-	-	
Monday 23.12.13					
Tuesday 24.12.13					
Wednesday 25.12.13		Christmas			
Thursday 26.12.13					
Friday 27.12.13					
Saturday 28.12.13					
Sunday 29.12.13			-	-	
Monday 30.12.13					
Tuesday 31.12.13					

January -2014

Day & Date	Routine Day	Contents	Teaching Day	Working Day	Remarks
Wednesday 01.01.14					Welcoming the New Year
Thursday 02.01.14					
Friday 03.01.14					
Saturday 04.01.14					
Sunday 05.01.14			-	-	
Monday 06.01.14					
Tuesday 07.01.14					
Wednesday 08.01.14					
Thursday 09.01.14					
Friday 10.01.14					
Saturday 11.01.14					
Sunday 12.01.14			-	-	
Monday 13.01.14					
Tuesday 14.01.14					
Wednesday 15.01.14					

Day & Date	Routine Day	Contents	Teaching Day	Working Day	Remarks
Thursday 16.01.14		16th Jan., Commencement of Even Semester Classes & Notification of Class Routine	117	119	
Friday 17.01.14			118	120	
Saturday 18.01.14			119	121	
Sunday 19.01.14			-	-	
Monday 20.01.14			120	122	
Tuesday 21.01.14			121	123	
Wednesday 22.01.14			122	124	
Thursday 23.01.14			123	125	
Friday 24.01.14			124	126	
Saturday 25.01.14			125	127	
Sunday 26.01.14			-	-	
Monday 27.01.14			126	128	
Tuesday 28.01.14			127	129	
Wednesday 29.01.14			128	130	
Thursday 30.01.14			129	131	
Friday 31.01.14			130	132	

February -2014

Day & Date	Routine Day	Contents	Teaching Day	Working Day	Remarks
Saturday 01.02.14			131	133	
Sunday 02.02.14			-	-	
Monday 03.02.14			132	134	
Tuesday 04.02.14			133	135	
Wednesday 05.02.14			134	136	
Thursday 06.02.14			135	137	
Friday 07.02.14			136	138	
Saturday 08.02.14			137	139	
Sunday 09.02.14			-	-	
Monday 10.02.14			138	140	
Tuesday 11.02.14			139	141	
Wednesday 12.02.14			140	142	
Thursday 13.02.14			141	143	
Friday 14.02.14			142	144	

Day & Date	Routine Day	Contents	Teaching Day	Working Day	Remarks
Saturday 15.02.14			143	145	
Sunday 16.02.14			-	-	
Monday 17.02.14			144	146	
Tuesday 18.02.14			145	147	
Wednesday 19.02.14			146	148	
Thursday 20.02.14		20th Feb. to 5th March, 2014 1st Sessional exam. of 2nd, 4th and 6th Semester	147	149	
Friday 21.02.14			148	150	
Saturday 22.02.14			149	151	
Sunday 23.02.14			-	-	
Monday 24.02.14			150	152	
Tuesday 25.02.14			151	153	
Wednesday 26.02.14			152	154	
Thursday 27.02.14			153	155	
Friday 28.02.14			154	156	

March -2014

Day & Date	Routine Day	Contents	Teaching Day	Working Day	Remarks
Saturday 01.03.14		1ˢᵗ March to 6ᵗʰ March, 2014 student counselling	155	157	
Sunday 02.03.14			-	-	
Monday 03.03.14			156	158	
Tuesday 04.03.14			157	159	
Wednesday 05.03.14			158	160	
Thursday 06.03.14			159	161	
Friday 07.03.14			160	162	
Saturday 08.03.14			161	163	
Sunday 09.03.14			-	-	
Monday 10.03.14			162	164	
Tuesday 11.03.14			163	165	
Wednesday 12.03.14			164	166	
Thursday 13.03.14			165	167	
Friday 14.03.14			166	168	
Saturday 15.03.14			167	169	

43

Day & Date	Routine Day	Contents	Teaching Day	Working Day	Remarks
Sunday 16.03.14			-	-	
Monday 17.03.14			168	170	
Tuesday 18.03.14			169	171	
Wednesday 19.03.14			170	172	
Thursday 20.03.14			171	173	
Friday 21.03.14		i) 20th-26th March, 2014 Notification of Semester marks on the Notice Board	172	174	
Saturday 22.03.14			173	175	
Sunday 23.03.14		ii) Internal Assessment/ Group Dicussion of 2nd, 4th & 6th Semester	-	-	
Monday 24.03.14			174	176	
Tuesday 25.03.14			175	177	
Wednesday 26.03.14			176	178	
Thursday 27.03.14			177	179	
Friday 28.03.14			178	180	
Saturday 29.03.14			179	181	
Sunday 30.03.14			-	-	
Monday 31.03.14			180	182	

April-2014

Day & Date	Routine Day	Contents	Teaching Day	Working Day	Remarks
Tuesday 01.04.14			181	183	
Wednesday 02.04.14			182	184	
Thursday 03.04.14			183	185	
Friday 04.04.14			184	186	
Saturday 05.04.14			185	187	
Sunday 06.04.14			-	-	
Monday 07.04.14			186	188	
Tuesday 08.04.14			187	189	
Wednesday 09.04.14			188	190	
Thursday 10.04.14			189	191	
Friday 11.04.14			190	192	
Saturday 12.04.14			191	193	
Sunday 13.04.14			-	-	
Monday 14.04.14			192	194	

Day & Date	Routine Day	Contents	Teaching Day	Working Day	Remarks
Tuesday 15..04.14			193	195	
Wednesday 16.04.14			194	196	
Thursday 17.04.14			195	197	
Friday 18.04.14		18th-30th April, 2014 2nd Sessional Examination	196	198	
Saturday 19.04.14			197	199	
Sunday 20.04.14			-	-	
Monday 21.04.14			198	200	
Tuesday 22.04.14			199	201	
Wednesday 23.04.14			200	202	
Thursday 24.04.14			201	203	
Friday 25.04.14		i) 25th April, 2014 Last date of submission of Assignment by student	202	204	
Saturday 26.04.14		ii) Last date of submission of forms of End semester examination	203	205	
Sunday 27.04.14			-	-	
Monday 28.04.14			204	206	
Tuesday 29.04.14			205	207	
Wednesday 30.04.14			206	208	

May -2014

Day & Date	Routine Day	Contents	Teaching Day	Working Day	Remarks
Thursday 01.05.14			207	209	
Friday 02.05.14			208	210	
Saturday 03.05.14			209	211	
Sunday 04.05.14			-	-	
Monday 05.05.14			210	212	
Tuesday 06.05.14			211	213	
Wednesday 07.05.14		i) 7th May, 2014 Last Date of submission of filled in Exam. Forms of End Semester Exam. of 2nd, 4th & 6th Semester ii) last date submission of assesment marks to the University	212	214	
Thursday 08.05.14			213	215	
Friday 09.05.14			214	216	
Saturday 10.05.14		10th May, 2014 Notification of Semester, Marks on the Notice Board & Completion of Even Semester Classes	215	217	
Sunday 11.05.14			-	-	
Monday 12.05.14		i) 12th May, 2014 last date of submission of filled in exam. forms to the University ii) last date of submission IA marks to the University	216	218	
Tuesday 13.05.14			217	219	
Wednesday 14.05.14			218	220	
Thursday 15.05.14			219	221	

Day & Date	Routine Day	Contents	Teaching Day	Working Day	Remarks
Friday 16.05.14			220	222	
Saturday 17.05.14			221	223	
Sunday 18.05.14			-	-	
Monday 19.05.14		19th May, 2014 End Semester Exam. Programme	222	224	
Tuesday 20.05.14			223	225	
Wednesday 21.05.14			224	226	
Thursday 22.05.14		End Semester Examinations 2nd, 4th & 6th	225	227	
Friday 23.05.14			226	228	
Saturday 24.05.14			227	229	
Sunday 25.05.14			-	-	
Monday 26.05.14			228	230	
Tuesday 27.05.14			229	231	
Wednesday 28.05.14			230	232	
Thursday 29.05.14			231	233	
Friday 30.05.14			232	234	
Saturday 31.05.14		i) Completition of Admission Process to the 1st Semester ii) Admission to the 3rd & 5th Semester Classes	233	235	

June -2014

Day & Date	Routine Day	Contents	Teaching Day	Working Day	Remarks
Sunday 01.06.14			-	-	
Monday 02.06.14			234	236	
Tuesday 03.06.14			235	237	
Wednesday 04.06.14			236	238	
Thursday 05.06.14			237	239	
Friday 06.06.14			238	240	
Saturday 07.06.14			239	241	
Sunday 08.06.14			-	-	
Monday 09.06.14			240	242	
Tuesday 10.06.14			241	243	
Wednesday 11.06.14			242	244	
Thursday 12.06.14			243	245	
Friday 13.06.14			244	246	
Saturday 14.06.14			245	247	

Day & Date	Routine Day	Contents	Teaching Day	Working Day	Remarks
Sunday 15.06.14					
Monday 16.06.14					
Tuesday 17.06.14					
Wednesday 18.06.14					
Thursday 19.06.14					
Friday 20.06.14		16th June			
Saturday 21.06.14		to			
Sunday 22.06.14		15th July.			
Monday 23.06.14		Semester Vaccation.			
Tuesday 24.06.14					
Wednesday 25.06.14					
Thursday 26.06.14					
Friday 27.06.14					
Saturday 28.06.14					
Sunday 29.06.14					
Monday 30.06.14					