

Ref. No. DC/NAAC/2016/06

Ph-03772-226604 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

(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*)

Academic Year. For example, July 1, 2	2012 to June 30, 2013)	
Pa	art-A	
AQAR for the year (for example 20	<i>2013-14)</i> 2015-16	
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 Institutio	n: DR. DEVA KANTA PHUKAN	

03772-226604 (Office)

Tel. No. with STD Code:

Mobile:	94350552	228 (P	rincipal)	
Name of the IQAC Co-ordinator:	MR. TAI	RUN (CH. DUTTA]
Mobile:	94358322	282, 84	172096850	1
IQAC e-mail address:	collegede	mow(@ymail.com	
1.3 NAAC Track ID (For ex. MHCOGN 18879) ASCOGN10			XOGN10591	
This EC no. is available in the right corner- bottom C			NAAC/AXA/ OME/2003/20 Dec.3, 2003	
1.5 Website address: www.demowcollege.org				
Web-link of the AQAR: <u>http://www.demowcollege.org/AQAR%202015_16.pdf</u>				
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	1 st Cycle	C^{++}	68.00	2003	01/12/2008

1.7 Date of Establishment of IQAC:

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)

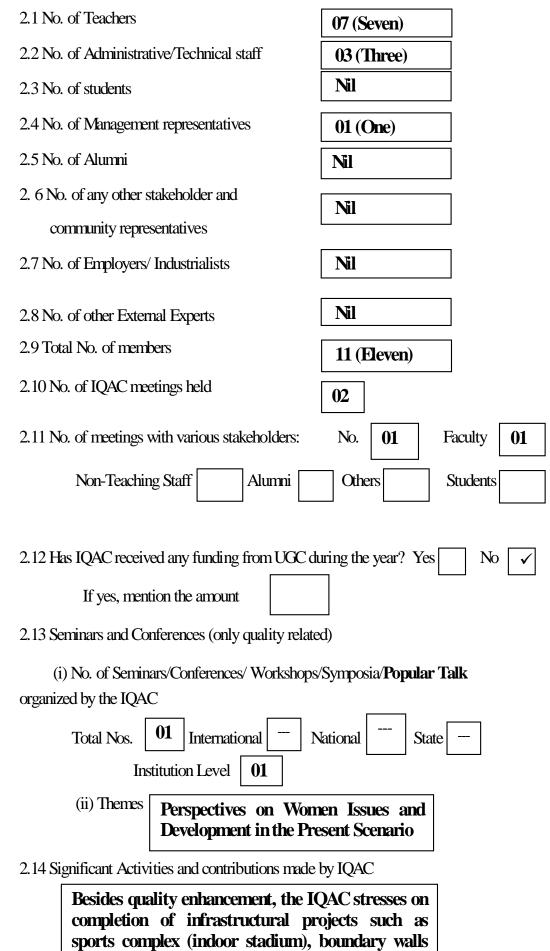
i. AQAR:	2004-2008 (04/06/2014)
ii. AQAR:	2009-2013 (28/12/2015)
iii. AQAR:	2013-14, 2014-15, 2015-16 (21/11/2016)

1.9 Institutional Status

University	State 🖌 Central 🗌 Deemed
	Private
Affiliated College	Yes V 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 & BA Programme under Krishna Kanta Hondiqui State Open University		
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 etcNONE Autonomy by State/Central Govt. / University University with Potential for Excellence UST Star Scheme		
UGC-Special Assistance Programme DST-FIST		
UGC-Innovative PG programmes Any other (<i>Specify</i>)		
UGC-COP Programmes		

2. IQAC Composition and Activities



and more thrust on teaching-learning activities.

2.15 Plan of Action by IQAC/Outcome

Plan of Action	Achievements
i. To complete infrastructural projects	 i. Sports complex (indoor stadium) completed. ii. A portion of the boundary wall (departmental boundary side) has been heightened
ii. To undertake extension programmes by the departments	i. 6 (six) numbers of extension programmes by the concerning departments held in neighbouring high and higher secondary schools.

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 *

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No

Management

Any other body

Provide the details of the action taken

Syndicate

The AQAR has been prepared by a team of 4 (four) members and uploaded the same in the college website i.e. www.collegedemow.org

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
Ph.D	-	-	-	-
PG	-	-	-	-
UG	1+1	-	1 (KKHSOU)	-

PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	1 (KKHSOU)	-
Total	03	Nil	02	-

Interdisciplinary	 	
Innovative	 	

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

Pattern	Number of programmes
Semester	1 (B.A., Dibrugarh University) +1 (B.A., KKHSOU)
Trimester	00
Annual	1 (BPP)

1.3 Feedback from stakeholders*	Alumni Parents Employers
(On all aspects)	Students 🗸
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.

Syllabus framed by affiliating university has been transacted.

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

Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty: 20

]	Fotal	Asst. Professors	Associate Professors	Professors	Others
	20	06	14	Nil	08

2.2 No. of permanent faculty with Ph.D.

2.3 No. of Faculty	Asst. Profes	sors	Associa Profess		Profes	sors	Others	•	Total	
Positions Recruited	R	V	R	V	R	V	R	V	R	V
Neuruneu										
(R) and	02	00	00	01	00	00	00	00	02	01
X 7										

Vacant

(V) during the year

2.4 No. of Guest and Visiting faculty and Temporary faculty

Temporary faculty	
1. Contractual	=04
2. Non-sanctioned	=04
Total	=08

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

No. of Faculty	International level	National level	State level
Attended		04	
Presented papers		04	
Resource Persons		01	

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

- i. Revisionary classes are held by the faculty members in concerning departments when required.
- ii. Library, with its digital section, has been upgraded to a resource centre.
- iii. Field visits are undertaken to acquaint the historical and biodiversity spots.

2.7 Total No. of actual teaching days during this academic year 185

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

Evaluative reforms of the affiliating university have been continued.

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

Nil

2.10 Average percentage of attendance of students

75%	

		0			<u> </u>					
Title of the	Total no.				Div	ision/Cla	ISS			
	of students	Distinction	%	Ι	%	II	%	III %	Passed	Pass %
Programme	appeared									
B.A. Major	48			6	24%	19	76%		25	52.08%
Ŭ										
B.A. Core	24					04	16.67%		04	16.67%
B.P.P.	15								15	100%
(KKHSOU)										

2.11 Course/Programme wise distribution of pass percentage:

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

- i. IQAC with the help of the Academic Committee monitors the teaching-learning activities by holding meetings with the faculty as soon as the results of the term-end exams are declared and on the basis of the results, the IQAC asks the faculty members to undertake tutorial/revisionary classes to reduce dropout rate.
- ii. IQAC helps the Prospectus Preparation Committee to prepare Annual Prospectus and Academic Calendar of the college keeping in view the Academic Calendar of the affiliating university.
- 2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	
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	

2.13 Details of Administrative and Technical staff

Category	Number of Permanent Employees	of Vacant	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	03			06	01

Criterion – III

3. Research, Consultancy and Extension

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

The IQAC takes initiatives in sensitising the faculty members about various research projects (minor and major) of the UGC and encourage them to take up research projects. The faculty members are also sensitised about the holding of national and international seminars in various higher educational institutions in and outside the state.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals			
Non-Peer Review Journals			
e-Journals			
Conference/Seminar		04	
proceedings			

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	2012-2014	UGC	Rs. 6, 25, 900/-	Rs. 5,76, 000/-	
Minor Projects	i. 2012-13 ii.2011-12	UGC UGC	Rs. 1,40, 000/- Rs. 1,50, 000/-	Rs. 1,0, 5000/- Rs. 1,10, 000/-	Rs. 35, 000/- Rs. 40, 000/-
Interdisciplinary Projects	-	-	-	-	
Industry sponsored	-	-	-	-	

Projects sponsored by the University/ College	-	-	-	-	
Students research projects (other than conpulsory by the University)	-	-	-	-	
Any other(Specify) Total			Rs. 9,15, 900/-	Rs. 7,91, 000/-	Rs. 75, 000/-

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 UGC-SAP CAS DST-FIST DPE DBT Scheme/funds 3.9 For colleges DBT Star Scheme Autonomy CPE Any Other (specify) INSPIRE CE 3.10 Revenue generated through consultancy Nil 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 01
3.13 No. of collaborations: International ____ National ____ Any other ____
3.14 No. of linkages created during this year Nil
3.15 Total budget for research for current year in lakhs: Nil
From funding agency Nil From Management of University/College Nil
Total Nil

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 fellows 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 and students registered under them

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

01
Nil

01

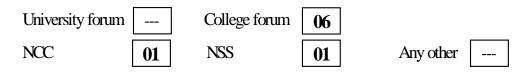
3.19 No. of Ph.D. awarded by faculty from the Institution

Nil	
01 (Librarian)	

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 80 State level 07 National level 03
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 05 State level 04
National level 02 International level

3.25 No. of Extension activities organized



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

- As part of institutional social responsibility, six numbers of extension activities are organized by the institution in three nearby high and higher secondary schools under IQAC.
- International Yoga Day has been observed under NCC on 21st June, 2016.
- The World Environment Day has been observed by the NSS wing on 5th June, 2016.

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.		<u></u>	29431.68 sq.mt.
Class rooms	16	03	College Fund	19
Laboratories	01			01
Seminar Halls/Conference Hall cum Virtual Classroom	01			01
No. of important equipments purchased (\geq 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

All administrative correspondences of the institution are carried out through online. Documents relating to administrative function have also been recorded through computerization besides other admission and examination works.

In the internet cum digital library section, 20 computer sets, 1 printer and 1 scanner are available. 1 computer has been used for preserving document in the digital format with the help of a scanner. 7 nos of computers are being used for internet browsing which are networked with Wi-Fi. Remaining computer sets are used for learning computers by students as well as teachers. The classes are being taught with the help of smart board and digital visualizer. N-List service is also available in the section.

3 Photostat machines, one of which is a risograph, 1 coloured and the other is black and white are available in the reprographic section.

2015-16	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	8944	960859/-	37	9721/-	8981	970580/-
Reference Books	1156	475909/-	40	27379/-	1196	503288
e-Books	Nil		Nil			
Journals	08	5040/-+	Nil		08	5040/-+
e-Journals	Nil		Nil		Nil	
Digital Database	Nil		Nil		Nil	
CD & Video	Nil		Nil		Nil	
Others (specify)	N-List	5725/-	Nil		N-List	5725/-
	(Regn. Fee)				(Regn. Fee)	

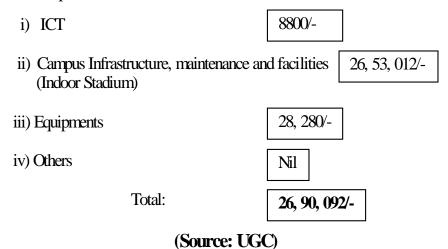
4.3 Library services:

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments
Existing	42	20	04			15	07
Added							
Total	42						

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

The faculty members have access to internet browsing in the library and the administrative office. The computer operator provides guidance and technical help to the users. 4.6 Amount spent on maintenance in lakhs:



Criterion-V

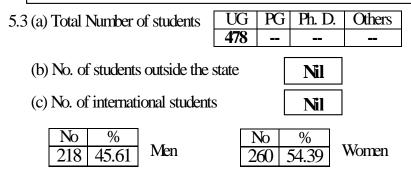
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC in its first counseling session for the new entrants has made aware about various student-support services that are being made available in the institution. The contributions of IQAC are as follows. 1. Updating and improving the information on support services in the prospectus. 2. Important announcements are given in the classrooms as well as in the college notice 3. The IQAC takes care of those financially weak but meritorious students for free admission at the consent of faculty members and to guide them accordingly.

5.2 Efforts made by the institution for tracking the progression

IQAC instructs the heads of each department to keep record of progression of outgoing students who are absorbed in various jobs. The departments also take care of the passed out students who are pursuing higher education in different arena.



Last Year (2014-15)								This Year	(2015-16))			
General	SC	ST	OBC /MO BC	Tea Tribes	Physically Challenged	Total	General	SC	ST	OBC/M OBC		Physically Challenged	Total
31	23	65	276	33	Nil	428	30	18	69	345	16	Nil	478

Demand ratio = Dropout %=79.09

(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)

The college has yet to start coaching for competitive examinations.

No. of students beneficiaries NI

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

The final end term students are provided counseling for future course of studies and employment avenues that are open for passed-out graduates by the IQAC with other faculty members.

Nos. 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
			20

5.8 Details of gender sensitization programmes

The Women's Studies and Development Cell of the institution organized a Popular Talk on 'Perspectives on Women Issues and Development in the Present Scenario' by invited Resource Person. 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	5
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 (2015-16)

	Number of students	Amount
Financial support from institution	07	Rs. 22, 715/-
Financial support from government	01	Rs.5, 990/-
Financial support from other sources		
Number of students who received International/National recognitions		

5.11 Student organised/ initiatives

Fairs	: State/ Un	iversity level	 National level	 International level	
Exhibition	: State/ Uni	iversity level	 National level	 International level	
5 40 3 3			 	_]	

5.12 No. of social initiatives undertaken by the students **NI**

5.13 Major grievances of students (if any) redressed:

i. More furniture has been provided to the Boys' Common Room.

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 teachinglearning process by-

- i. Recruiting highly qualified and competent teaching staff.
- ii. Making the teaching-learning process more studentcentric.
- 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 teachinglearning 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.
- xi. 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

Two 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.

The authority in consultation with the faculty members asks to take up remedial classes for decreasing failed rate in final term-end exams. 6.3.4 Research and Development

A research development and advisory cell of the college is devoted to build a favourable research atmosphere. The cell encourages and motivates to take major and minor research projects of various research organizations such as UGC, ICSSR etc.

The cell also encourages the faculty members to publish research-oriented articles and publications.

6.3.5 Library, ICT and physical infrastructure/instrumentation

The library is equipped with internet cum digital library section consisting of 20 computer sets, one printer and one scanner is also available. One computer has been used for preserving document in the digital format with the help of a scanner. 07 numbers of computer sets are being used for internet browsing which are networked with Wi-Fi. N-List service is added to the library.

The main library section is stalled in the old Assam-type building. The ground floor of the two storied building is exclusively used for digital functions. The first floor of the digital section has been used as reading room.

Three xerox machines-one is a risograph, one coloured and the other is black and white photocopier are available in the reprographic section.

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 entrust 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 advt. in two leading newspapers and interview for selection of faculty members are held by the Governing Body in presence of subject experts and Vice Chancellor's nominees so appointed by the affiliating university and the HoD of concerned department and the final list of 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.
- iii. For filling up emergency need of faculty and staff, the college authority appoints part-time and contractual personnel.

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 and the college website 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.

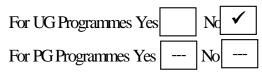
No

6.6 Whether annual financial audit has been done Yes \checkmark

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

Audit Type	I	External	Internal		
	Yes/No	Agency	Yes/No	Authority	
Academic	Yes	Dibrugarh University	Yes	College Authority	
Administrative	Yes	Govt. of Assam	Yes	College Authority	

6.8 Does the University/ Autonomous College declare results within 30 days?



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?

6.11 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.

6.12 Activities and support from the Parent - Teacher Association

Guardians and teacher representatives as members of Governing Body assist in college administration, planning and development of academic environment of the institution.

6.13 Development programmes for support staff

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

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

Construction of digital library building and virtual classroom completed, 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. Extension Programmes in Nearby High and Higher Secondary Schools
- ii. Library Orientation Class

*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



7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

8. Plans of institution for next year

- i. Continuation of digitization of library
- ii. Construction of boundary wall (circle office side)
- iii. To organize extension classes in the neighbouring high and higher secondary schools
- iv. Face-lifting of old college campus
- v. To check drop-out rate

Name: Mr. Tarun Ch. Dutta Jarun Ch. Ante

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Name: Dr. Deva Kanta Phukan

Kon

Best Practice-I

1. Title of the practice: Extension Programmes in Nearby High and Higher Secondary Schools

- 2. Goal:
 - i. To extend the expertise acquired by faculty members to high and higher secondary schools in the locality.
 - ii. To encourage the senior secondary school students to interact with the faculty members of the institution with manifold problems encountered by them in pursuing their course curricula.
 - iii. To imbibe a spirit of advancement amongst the students.
- 3. The Context:

Demow College has a galaxy of talented faculty members pursuing various research activities. They have been engaged in under graduate course curricula and discharge the academic findings amongst the students.

- To encourage the faculty, to extend their expertise to the future generation
- To make the faculty members aware of institutional social responsibility
- 4. The Practice:

The IQAC makes arrangements with the faculty members of each department to go for extension services in the nearby high and higher secondary schools.

- i. The IQAC contacts the Principals/Headmasters of the schools and consent letter is received for holding the programme on a date fixed by the school authorities.
- ii. The faculty members of a particular department with 2 or 3 teachers are despatched to deliver lectures.
- iii. The faculty members take up the subject on the basis of units divided and the members deliver their speeches one by one.

- iv. This helps in active participation of all the faculty members in that subject.
- 5. Evidence of Success:

The evidence of success can be best illustrated that the concerning schools communicate with the parent institution for holding such extension programmes at regular intervals for orientation of the students as well as the teachers of the concerned subjects.

- 6. Problems Encountered and Resource Required:
 - i. Shortage of time to spend for extension activities besides discharging normal teaching-learning activities.
 - Non availability of financial resources for the cause and the faculty members have to spend on their own behalf to make the programme a success.
- 7. Notes (Optional):

With limited resources, the college authority makes utmost care to make the programme successful and asks the departments to carry on the extension activities once in a month by each department.

Best Practice-II

- 1. Title of the practice: Library Orientation Class
- 2. Goal:
 - i. To enhance information literacy amongst students
 - ii. To increase readers at library
 - iii. To acquaint the students with ICT
- 3. The Context:

To impart library education through library orientation class.

4. The Practice:

For increasing interest and motivation, the 1st semester class students are specially imparted library education through LOC. They have been motivated to seek library information, its location and the means to find it.

5. Evidence of Success:

Numbers of students in the library have been considerably increased.

- 6. Problems Encountered and Resource Required:
 - i. Lack of interest amongst some students to use the library
 - ii. There is need to increase the number of books and journals
 - iii. Lack of knowledge in using ICT
- 7. Notes (Optional):

Annexure II

of Demow College, Demow 1 st January, 2015 to 31 st December, 2015								
Day and Date	Routine Day	Contents	Teaching Day	Working Day	Remarks			
01-01-2015 Thursday		Welcoming of the New Year, Semester End Vacation.		01	Semester End Vacation (Continues from 16 th December, 2014)			
14-01-2015 Wednesday 15-01-2015 Thursday 16-01-2015 Friday		14 th – 16 th January, Magh Bihu			Semester End Vacation (continues from 16 th December, 2014), Festival for Magh Bihu			
17-01-2015 Saturday			01	02	Commencement of the Even Semester Classes and Notification of Class Routine, Course Plans etc. in the Notice Board			
18-01-2015 Sunday	Sunday	4 ALL STREET	-	9.00	Holiday			
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21-01-2015 Wednesday			04	05				
22-01-2015 Thursday			05	06				
23-01-2015 Friday		1 - Carlos	06	07				
24-01-2015 Saturday		N. C. DOM BRANC	07	08				
25-01-2015 Sunday	Sunday	Saraswati Puja		09	Festival			
26-01-2015 Monday	201	Republic Day	-	10	Holiday			
27-01-2015 Tuesday	-	in the second	08	11				

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31-01-2015		Me-dam-Me-Fe	-		Festival
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		Dir Cimarai Divas			Tonday
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01-07-2015		1#31#July, Mid			
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Saturday			1000	NUT OF	the 1st, 3rd & 5th
1					Semester classes of
					the B.A. Programmes
02-08-2015	Sunday		-	_	Holiday
Sunday	Sunday		a sense of		
03-08-2015			132	135	
Monday			102	100	
04-08-2015			133	136	
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Wednesday			125	138	
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07-08-2015			136	139	
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11-08-2015		ior	- Vert	-	142	11th-14th August:
Tuesday		-				Students' Union
	olidny					Election (Any One Day)
12-08-2015		158	154	139	143	48-2015
Wednesday			-PGL -			
13-08-2015	o for	0.5.4	155	140	144	00-2015
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14-08-2015		-		141	145	
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15-08-2015	near guar	Independe	nce Day	-		Holiday
Saturday	roup Disc	2		-	1.0	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2
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Sunday			Coart	V3	CI Chilling	2115.01
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Wednesday		200	1.5.1			VEL VEL
20-08-2015	- rehile		5.1	145	149	
Thursday				110		(SQ)
21-08-2015		162	821	146	150	
Friday					100	Vilda
22-08-2015		163	021	147	151	22 nd -29 th August:
			1	14/	151	Counseling for the B.A.
Saturday		164	160			1 [#] Semester students
		1	4			and Mid Semester
1 14	-	165				Feedback Assessment
						(any one day)
22.00.2015	Cur day	166	532	-		Holiday
23-08-2015	Sunday		a strange	-	_	Holiday
Sunday		162	1.61	148	152	216.0
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30-08-2015	Sunday		-	-	Holiday
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Monday		and the second			
01-09-2015			155	159	1 st -10 th September:
Tuesday					internal Assessment of the B.A. Programme through Seminar, Group Discussions etc
02-09-2015		Tithi of Sri Sri		-	Holiday
Wednesday		Madhab Dev			
03-09-2015			156	160	
Thursday					
04-09-2015			157	161	
Friday			and the line of		Can the state
05-09-2015		Janmastami		_	Holiday
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06-09-2015	Sunday			-	Holiday
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Saturday					XX. U.I.
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16-09-2015	1	I	165	169	
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24-09-2015		Shi Salikarueva	171	175	
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30-09-2015	-1-1-5-819		175	179	
Wednesday		14 100 0 1 0 01	187	100	11 and 1 an Eve
01-10-2015	Column 1	1st-10th October: 2nd	176	180	i.Last date for
Thursday		Sessional Examination of the B.A. Programme			Assignment submission by the students (if any) ii. Last date for form fill up of the B.A. End Semester Examinations iii. 1st-10 th October: 2 nd
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Friday		Birth Day of Mahatma Gandhi	204	100	Honday
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Tuesday to	Semester End
31-12-2015	vacation
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