Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**DEMOW COLLEGE**
Name of the head of the Institution	**DR. DEVA KANTA PHUKAN**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**03772226604**
Mobile no.	**9435055228**
Registered Email	**demowcollege@gmail.com**
Alternate Email	**lengdon13@gmail.com**
Address	**DEMOW COLLEGE, P.O- DEMOW, DIST - SIVASAGAR ASSAM PIN - 785662**
City/Town	**DEMOW**
State/UT	**Assam**
Pincode	**785662**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Lengdon Chetia**
Phone no/Alternate Phone no.	**03772226604**
Mobile no.	**6000645265**
Registered Email	**demowcollege@gmail.com**
Alternate Email	**lengdon13@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	[https://www.demowcollege.org/AQAR%20 2017_18.pdf](https://www.demowcollege.org/AQAR%202017_18.pdf)

4. Whether Academic Calendar prepared during the year	**No**

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity Period From	Validity Period To
1	**C++**	**68.00**	**2003**	**02-Dec-2003**	**01-Dec-2008**
2	**B**	**2.36**	**2017**	**09-Jun-2017**	**08-Jun-2022**

6. Date of Establishment of IQAC	**06-Nov-2003**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Popular Talk	**28-Sep-2018** **1**	**190**
Popular Talk	**29-Sep-2018**	**250**

	1	
Students' Feedback B.A VI sem	06-Feb-2019 1	65
Meeting of the faculty members to discuss the various aspects of the implementation of the Choice Based Credit System (CBCS) from the new session.	26-Feb-2019 1	36
[View File](#)		

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Demow College	Free Admission for BPL students	State Govt.	2019 1	4059084
Eco-Club, Demow	Assam Science Technology and Environmental Council	State Govt	2019 2	5000
[View File](#)				

9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View File](#)
10. Number of IQAC meetings held during the year :	**2**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View File](#)
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

12. Significant contributions made by IQAC during the current year(maximum five bullets)

1. The IQAC was instrumental in urging the various departments of the college to organize popular talks on various relevant topics for the benefit of the students. 2. Village Adoption Programme was organized by IQAC, Demow College on 30/10/2018 at Rupahibam village, Demow Block to establish linkages with the local

community and act as a nodal agency for dissemination of best practices. 3. With the collaboration of IQAC, the Women's cell celebrated International Women's Day in the college premises. 4. Powerpoint presentation by faculty members of their respective departments regarding the new rules and regulations and distribution of courses under CBCS to be implemented from July 2019. 5. Faculty members asked to prepare LessonPlans on their respective courses to ensure smooth progress of the syllabus and facilitate the creation of a learnercentric environment.

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
v. Issue of Teacher's Academic Diary for this Academic Session.	Teachers' Academic diary has been issued.
iv. Proposal for organizing Popular Talks by all the Departments within September, 2018.	Popular talks organized by three departments (English, Pol. Sc. and Education)
iii. Organized Departmental Seminars by all the Departments.	Yes, Departmental seminars have been organized by all the departments.
ii. Popular Talk organized on the occasion of International Women's Day	Yes, Popular talk has been organized on the occasion of International Women's Day on the topic – Women and Administration, Responsibilities and Challenges.
i. Collect Students Feedback	Feedback collected from B.A.VI sem students
[View File](#)	

14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	24-Apr-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	Keeping in view the quality improvement and sustenance of varied plans, the

authority, the Principal of the institution, holds meetings with the teaching staff and receives inputs at the beginning of a new session. Each and every department puts proposals in the meeting pertaining to teachinglearning and evaluation issues. Suggestions are also received and these are placed in the Governing Body (GB) for necessary approval and further actions thereof. Each department enjoys full autonomy in designing class allotment as per central routine, courses to be transacted to design students' assignments, seminar presentations etc. As a tool for the enrichment of the curriculum, the respective departments organizegroup discussions, and student centric seminar presentations.To keep abreast with new areas of development in respective fields, the faculty members attend in various workshops, seminars, Refresher Course, Orientation Course, short term courses organizedby various universities. To keep informed about the crucial issues, the college has established Women's Study and Development Cell, Grievance Redressal Cell and Red Ribbon Club. The institute has a practice of collecting feedback and followup actions aretaken up on the basis of the inputs provided by the students. The curriculum of the B.A. Programme is designed by the affiliating University of Dibrugarh. Till introduction of Semester System there was three year degree course. Senior teachers and the librarian of the college are members of different committees. As the college imparts education in Arts faculty, we have very limited option for cooperation and collaboration with research bodies. Besides the regular undergraduate courses, the college is running higher secondary courses as per Assam government's regulation and undergraduate courses under K.K. Handiqui State Open University. Curriculums for the courses are designed by the concerned council and Open University respectively.Since its inception the college has been aiming at all round development of the student community. The institute is providing opportunities to the students to take part in various cocurricular and

extracurricular activities. The college maintains transparency in admissionand students' profile. Students are admitted on the basis of merit. Some departments arrange written tests for offering Major courses. Academic calendar prepared by the college on the basis of university's academic calendar and personal interactions provide the necessary information to the stakeholders. The college is well represented by students from different socioeconomic and cultural backgrounds. The respective departments encourage the students to take part in seminar presentation, group discussion, project writing, taking part in different literary competitions etc. Personal interactions with the slow learners are taken up by the departments concerned. The faculty members are encouraged to take part in various faculty development programmes, seminars, conferences, workshops organized by institutes/universities. The departments have been provided computers and the internet facility is available centrally in the Administrative Block and the Library.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

1. Teachers' Diary: Academic diaries are maintained by the teaching faculty wherein they enter records of their classes, topics discussed and projects and assignments given to the students. 2. Academic Audit: Academic audit is conducted by the College authorities every year to assess the teaching-learning environment of the college and to chalk out future strategies. 3. Lesson Plans: Lesson-Plans are prepared by the faculty members for smooth conduct of the classes. 4. Extension Programmes: All the various departments of the college visit nearby schools and villages to ensure equitable access to and affordability of academic programmes for various sections of society. 5. Community Involvement: there is community involvement in the form of parent-teachers meeting, alumni meet and trips to adopted village. 6. Student's Feedback: Students' feedback is taken and analyzed to create a learner-centric environment. 7. HOD's Diary: The HODs maintain departmental diaries in which they make entries on various aspects of the department. 8. Self Appraisal Reports: Self-Appraisal reports are annually filled up by the teaching faculty. 9. Departmental Profiles: All the departments prepare Departmental Profiles containing information about various aspects of the department. 10. Departmental Meeting: Departmental meetings are held on a regular basis to ensure proper planning and implementation of various policies to promote measures towards quality enhancement. 11. Use of ICT: Greater emphasis on the

use of smartboards, projectors, web resources, N-List etc.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Computer Learning Programme	nil	21/09/2018	180	This course will enhance the ability of the students to engage themselves in computer-related professions.	This course will enhance the skill of the students to seek employment in various sectors.

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	nil	01/06/2019
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Major and Pass Courses	01/06/2019

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	15	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Spoken English	01/08/2018	5
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Tourism and Travel Management	55
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes

Employers	No
Alumni	No
Parents	No

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
The feedback received from the students, Parents is analyzed and discussed among the stakeholders and the following steps have been taken up for overall development of the students: 1. To make classroom teaching-learning more interactive and fruitful. 2. To create an environment conducive to teaching-learning. 3. To conduct career-counselling sessions at the beginning of the course. 4. Use of various Audio-visual aids in teaching-learning. 5. Faculty members have been urged to take up various steps to contain drop-out among the students. 6. Students have been acquainted to some extent on the use of MOOCs and Flipped Classrooms. 7. Skill development programmes like Art and Crafts Exhibition, Wall-Magazine competition,Essay/ Quiz/ Poster making competitions have been held. 8. Students have been acquainted about the various student-support services available in the institution. 9. The faculty members hold group discussions amongst the degree students for developing a critical bent of mind which help them immensely to go for larger responsibilities of life. 10. The institution makes it a mission to help the feeder schools in the arena of academic upliftment. Each department of the college has undertaken Academic Extension Classes in the nearby high/higher secondary schools and junior colleges. 11. Library, as a resource centre, is a hub for knowledge seekers. The librarian organizes Library Orientation Classes for the students to make them aware of various knowledge information sources. As a part of extension activity of the library, the librarian is also organizing Library Orientation Classes in the nearby educational institutions.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Major and Pass courses	300	320	292
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	1164	0	17	0	0

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of	Number of	ICT Tools and	Number of ICT	Numberof smart	E-resources and

Teachers on Roll	teachers using ICT (LMS, e-Resources)	resources available	enabled Classrooms	classrooms	techniques used
29	20	25	3	3	4
View File of ICT Tools and resources					
View File of E-resources and techniques used					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Yes, each department mentors the students and a register is maintained monitoring their progress monthly. Remedial classes are taken up for slow learners and their progress is recorded. Books are lend to students both from the college library and the Department library. The college publishes its prospectus each year before the commencement of the course and admission of the students. The mission and vision of the college have been laid down in the prospectus the information about the institution and its commitment and responsibility are well-documented in it. The college website www.demowcollege.orgcarries updated information for students and other stakeholders. The institute provides facilities for economically weaker/ST/SC/OBC/Physically Challenged in matters of reservation, benefits of book bank and free studentship and scholarship. Students of the institute are taken to other institutions of higher learning, industrial site, bio-diversity area and for field trips. In matters of career counselling, resource persons provide guidance for academic and personal level. The teachers unit of the college also helps the students in choosing the right career. College magazine is published annually. Students of the college also contribute articles on different topics in the wall magazines published by the students' union of the college. Students that excel in sports arena are being provided special facilities such as organizing felicitation programmes, free admission and relaxation in attending regular classes. The annual college week provides students an exposure to co-curricular activities.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1164	17	1:68

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
0	17	4	0	0

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	nil	Assistant Professor	nil
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	601	B.A 6th Sem	22/05/2019	16/07/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

1. Weak students are identified through examinations and group-discussions. 2. Feedback forms are generated towards the end of the session. 3. Remedial classes are taken regularly. 4. Popular talks and departmental seminars are organized by bringing eminent persons from different fields. 5. Academic diaries are maintained by the teaching faculty wherein they enter records of their classes, topics discussed and projects and assignments given to the students. 6. Academic audit is conducted by the College authorities every year to assess the teaching-learning environment of the college and to chalk out future strategies. 7. Lesson-Plans are prepared by the faculty members for smooth conduct of the classes. 8. Students' feedback is taken and analyzed to create a learner-centric environment. 9. Question banks prepared by each of the departments to facilitate exam preparation. 10. Teachers urged to prepare Power-Point Presentations on their courses. 11. More emphasis on use of smart boards, LCDs and N-List facilities.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Yes, academic calendar is prepared each year by the college administration and examinations and other related matters are conducted according to the schedule fixed by the affiliating university. The curriculum of the B.A. Programme is designed by the affiliating University of Dibrugarh. Till introduction of Semester System there was three year degree course. Senior teachers and the librarian of the college are members of different committees. Besides the regular under-graduate courses, the college is running higher secondary courses as per Assam government's regulation and under-graduate courses under K.K. Handiqui State Open University. Curriculums for the courses are designed by the concerned council and Open University respectively. Academic diaries are maintained by the teaching faculty wherein they enter records of their classes, topics discussed and projects and assignments given to the students.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

http://demowcollege.org/Program%20outcomes.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
601	BA	Major and Pass Course	196	92	46.9
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

http://www.demowcollege.org/SSS.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Any Other (Specify)	**0**	**nil**	**0**	**0**
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
nil	**nil**	**11/09/2018**

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
nil	**nil**	**nil**	**12/11/2018**	**nil**
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
nil	**nil**	**nil**	**nil**	**nil**	**08/08/2018**
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	**0**	**0**

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
nil	**0**

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	**English**	**1**	**6.8**
[View File](#)			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
English	**1**
[View File](#)	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in	Number of citations excluding self

			the publication	citation
nil	nil	nil	2019	0	nil	0

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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
nil	nil	nil	2018	0	0	nil

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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	1	1	0
Presented papers	0	4	0	0

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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
CATC	10th Assam Battalion, Dibrugarh	1	45

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
nil	nil	nil	0

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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
International Yoga day	NCC Demow College	Yoga	4	85
Swachhata Hi Sewa	District Police Administration,Sivasagar	Cleanliness drive	27	250

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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
nil	0	nil	0

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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Community Participation	Village Adoption	Rupahibam High School	30/10/2018	30/10/2018	75

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
nil	08/08/2019	nil	0

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
3917400	1915000

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Seminar halls with ICT facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing

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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation

| SOUL | Fully | 02 | 2008 |

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	10554	1314135	725	79631	11279	1393766
Reference Books	1773	678169	47	54466	1820	732635
e-Books	80409	0	0	0	80409	0
Journals	13	0	0	0	13	0
e-Journals	3828	0	0	0	3828	0
Digital Database	20	0	0	0	20	0

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
nil	nil	nil	12/06/2019

No file uploaded.

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	38	1	1	2	1	1	7	150	0
Added	0	0	0	0	0	0	0	0	0
Total	38	1	1	2	1	1	7	150	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

150 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
(@CollegeDemow) Twitter	https://twitter.com/CollegeDemow?s=08

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical

facilities		facilites	
800000	915000	900000	1000000

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

> **1. There are Library Orientation Classes (LOC) for Higher Secondary students (Monday) and B.A Ist semester students (Friday) to acquaint the students with the different facilities available in the library and how they can use them. 2. Computer Learning Programs (CLP), a certificate course of 3 and 6 months duration. 3. The College Indoor Stadium is utilized for conducting various games and sports activities and also in imparting training to students and other sports enthusiasts. 4. CCTV installed in all the important rooms and in the campus with periodical maintenance.**

http://demowcollege.org/Procedures%20And%20Policies.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	**nil**	**0**	**0**
Financial Support from Other Sources			
a) National	**nil**	**0**	**0**
b)International	**nil**	**0**	**0**
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Wall Magazine Competition	**09/04/2019**	**45**	**7**
Quiz Competition/ Essay Writing	**08/09/2018**	**25**	**3**
Spoken English	**01/08/2018**	**5**	**1**
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2018	**nil**	**0**	**0**	**0**	**0**
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual

harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
3	3	5

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
nil	0	0	1	10	6

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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	2	B.A	English	Sibsagar College and IGNOU	M.A. in English

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	6

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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Inter-college Handball tournament	University Level	28

View File

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Ist position in National School Games, Wushu Boys	National	1	0	0	Khudra Panging

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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The College has an elected students' union i.e. the Demow College Students' Union. The recommendations of the Lyngdoh Commission have been strictly followed while electing the members of the union body. There are 13 portfolios of the Demow College Students' Union. They actively help the college authority while organizing different academic and administrative programmes. The college publishes its prospectus each year before the commencement of the course and admission of the students. The mission and vision of the college have been laid down in the prospectus the information about the institution and its commitment and responsibility are well-documented in it. The college website www.demowcollege.orgcarries updated information for students and other stakeholders. The institute provides facilities for economically weaker/ST/SC/OBC/Physically Challenged in matters of reservation, benefits of book bank and free studentship and scholarship. Students of the institute are taken to other institutions of higher learning, industrial site, bio-diversity area and for field trips. In matters of career counselling, resource persons provide guidance for academic and personal level. College magazine is published annually. Students of the college also contribute articles on different topics in the wall magazines published by the students' union of the college. Students that excel in sports arena are being provided special facilities such as organizing felicitation programmes, free admission and relaxation in attending regular classes. The annual college week provides students an exposure to extra-curricular activities.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

25

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

The Alumni Association participates actively in various college activities such as college week, inter-college tournaments, youth festivals, freshmen social etc.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

1. Keeping in view the quality improvement and sustenance of varied plans, the authority, the Principal of the institution, holds meetings with the teaching staff and receives inputs at the beginning of a new session. Each and every department puts proposals in the meeting pertaining to teaching-learning and evaluation issues. Suggestions are also received and these are placed in the Governing Body (GB) for necessary approval and further actions thereof. Each department enjoys full autonomy in designing class allotment as per central routine, courses to be transacted to design students' assignments, seminar presentations etc. As a tool for the enrichment of the curriculum, the

respective departments organize group discussions, and student centric seminar presentations. Two teachers are also members of the College Governing Body. .
2. The Students' Union Body of the college is instrumental in organizing various events of the institution like College week, Freshmen Social, Observing important Days of national significance, flood relief donations etc. The students are allowed to bring out Annual College Magazine and Wall Magazine to promote and develop their creative skill.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	The faculty members of the institution follow the curriculum developed and prescribed by the affiliating university.
Teaching and Learning	Many steps have been taken to create an environment conducive to teaching-learning so that educational goals are achieved like more emphasis on ICT based methods, blended learning, digital library and classrooms etc.
Examination and Evaluation	Semester-wise exams are held as scheduled by the affiliating university along with sessional exams, projects, group discussions, seminars etc.
Research and Development	Much emphasis is given on research and development. Teachers are constantly asked to carry out research and take up Major and Minor Research projects.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	o keep abreast with new areas of development in respective fields, the faculty members attend in various workshops, seminars, Refresher Course, Orientation Course, short term courses organizedby various universities. To keep informed about the crucial issues, the college has established Women's Study and Development Cell, Grievance Redressal Cell and Red Ribbon Club. The institute has a practice of collecting feedback and follow-up actions aretaken up on the basis of the inputs provided by the students. The curriculum of the B.A. Programme is designed by the affiliating University of Dibrugarh. Since its inception the college has been aiming at all round development of the student community. The institute is

	providing opportunities to the students to take part in various co-curricular and extra-curricular activities. The college maintains transparency in admissionand students' profile. Students are admitted on the basis of merit.
Administration	Keeping in view the quality improvement and sustenance of varied plans, the authority, the Principal of the institution, holds meetings with the teaching staff and receives inputs at the beginning of a new session. Each and every department puts proposals in the meeting pertaining to teaching-learning and evaluation issues. Suggestions are also received and these are placed in the Governing Body (GB) for necessary approval and further actions thereof. Each department enjoys full autonomy in designing class allotment as per central routine, courses to be transacted to design students' assignments, seminar presentations etc. As a tool for the enrichment of the curriculum, the respective departments organizegroup discussions, and student centric seminar presentations.
Finance and Accounts	The College has been developing adequate support system for the students. Besides scholarship grants to SC, ST, OBC and TGL students from the Government, the Institution offers free studentship in the form of admission fees to the meritorious students coming from poor economic backgrounds. One physically handicapped student is provided free studentship. One differentially abled student is also provided grant by the College received from the UGC. The institution conducts both Internal and External audits regularly.
Student Admission and Support	Since its inception the college has been aiming at all round development of the student community. The institute is providing opportunities to the students to take part in various co-curricular and extra-curricular activities. The college maintains transparency in admissionand students' profile. Students are admitted on the basis of merit. Some departments arrange written tests for offering Major courses. Academic calendar prepared by the college on the basis of university's

	academic calendar and personal interactions provide the necessary information to the stakeholders. The college is well represented by students from different socio-economic and cultural backgrounds. A ceremonial function is organized with teachers, senior students, ex students and invited dignitaries to welcome the freshers. The college has made a mission to inspire teachers/students in supplementing academic responsibilities with community services in the neighbouring locality. The institution encourages the faculty members and the students to devote time for community services to develop civic responsibility and to equip them with external socio-economic and socio-cultural environment. The programmes namely NCC, Red-Ribbon Club, Women Study and Development Cell provide opportunities to students to reach the society. The students are allowed to bring out Annual College Magazine and Wall Magazine to promote and develop their creative skill. The College has been developing adequate support system for the students. Besides scholarship grants to SC, ST, OBC and TGL students from the Government, the Institution offers free studentship in the form of admission fees to the meritorious students coming from poor economic backgrounds. One physically handicapped student is provided free studentship. he students are always inspired to join NCC and NSS as a measure of building their leadership quality. It is worth mentioning here that 45 NCC cadets got employment in various paramilitary and military services. Students are also encouraged to participate in various co-curricular and extra-curricular activities.
Examination	The curriculum of the B.A. programme is designed by the affiliating university of Dibrugarh. Till introduction of semester system, there was 3 year degree course. Now CBCS has been implemented from June 2019. Select senior teachers and librarian of the college are members of different academic committees of the Under-graduate Board of Studies of the university. Besides the regular under-graduate courses, the college is running higher secondary courses as per

	Assam government's regulation and under-graduate courses under K.K. Handiqui State Open University. Curriculums for the courses are designed by the concerned council and Open University respectively. The institute offers short-term courses on Spoken English and 3 Month Certificate Course in Computer Literacy Programme. The college authority deputes senior teachers for participation in curriculum related workshops, symposia etc.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 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	nil	nil	nil	0
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	nil	nil	06/08/2019	06/12/2019	0	0
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher	1	27/11/2019	10/12/2019	14

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
GIS GPF NPS	GIS GPF NPS	Free Admission for students belonging to BPL families, scholarships.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Two kinds of audits are held regularly in the college - State Government audit and audit by C.A. External Audit: External audit is conducted by the Government of Assam regularly. The audit of UGC funds is done through Chartered Accountants.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
nil	0	nil
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6.4.3 – Total corpus fund generated

1232969.65

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nill	Yes	college authority
Administrative	Yes	State Govt.	Yes	College Authority

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. Regular meetings of the Parent-Teacher Association to discuss various developmental activities of the institution. 2. Active support and participation during various activities of the institution like College Week, Sports activities, Swaach Bharat Abhiyaan etc. 3. Creating a pool of resources to help under-privileged students through contributions,donation of books etc. 4. One of the members of the Parent Teacher Association has been selected as Guardian Member to the College Governing Body.

6.5.3 – Development programmes for support staff (at least three)

i. Participated at training held on online exam and registration at Jorhat Kendriya Mahavidyalya. ii. Participated at training held on UGC Scholarship at

6.5.4 – Post Accreditation initiative(s) (mention at least three)

i. CC TV installed in all the classrooms. ii. Inter-college Handball Tournament under Dibrugarh University organized twice. iii. Emphasis on using ICT enabled classrooms to make teaching-learning more interactive. iv. Village Adoption Programme at Rupahibam Village High School. v. Popular Talks on various topics have been organised.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Village Adoption Programme	30/10/2018	30/10/2018	30/10/2018	75
2018	Popular Talks by various departments	28/09/2018	28/09/2018	29/09/2018	230
2019	Students Satisfaction Survey	06/02/2019	06/02/2019	06/02/2019	67
2019	Meeting on CBCS	26/02/2019	26/02/2019	26/02/2019	32
2019	Wall magazine competition	09/04/2019	09/04/2019	09/04/2019	42
2019	Power-Point Presentation on CBCS	01/06/2019	01/06/2019	01/06/2019	27
2019	Teachers Academic Diary	12/02/2019	12/02/2019	12/02/2019	29
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Women and	08/03/2019	08/03/2019	53	27

Administration : Responsibility Challenges				

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
Students are periodically made aware of the importance of environment protection and clean energy through cleanliness drive campaigns, plastic waste management, reduction of carbon waste etc.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Any other similar facility	No	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	30/10/2018	1	Village Adoption Programme	community participation	75

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
nil	14/05/2019	nil

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
International Yoga Day celebrated	21/06/2019	21/06/2019	85

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

• Plantation drive has been taken up • Awareness to minimize the carbon emission within the campus • Cleanliness drive within the campus • Awareness on plastic waste management • Use of eco-friendly materials within the campus

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. The college has made a mission to inspire teachers/students in supplementing academic responsibilities with community services in the neighbouring locality. The institution encourages the faculty members and the students to devote time for community services to develop civic responsibility. Various programmes namely Village Adoption Programme, NCC activities, Red-Ribbon Club, Women Study

and Development Cell and Extension Activities in nearby schools provide opportunities to students/teachers to reach out to the society. Teachers also render their services for the benefit of society in programmes sponsored by various NGOs. 2. The institution has provided ample scope to the students in the area of sports which has been stated in the vision document of the college.The college has achieved tremendous success in Inter-college Handball tournament and has emerged as champions on three occasions. The college has hosted the competition three times. Moreover, the institution has a good N.C.C outreach. Due to the active involvement in the arena of N.C.C, the students have been able to get absorbed in Indian Defense Service sector.Every year students from Demow College are selected for various jobs under Indian Army and Para-military force.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
http://www.demowcollege.org/Best%20Practices.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The institution has provided ample scope to the students in the area of sports which has been stated in the vision document of the college.The college has achieved tremendous success in Inter-college Handball tournament and has emerged as champions on three occasions. The college has hosted the competition three times. Moreover, the institution has a good N.C.C outreach. Due to the active involvement in the arena of N.C.C, the students have been able to get absorbed in Indian Defense Service sector.Every year students from Demow College are selected for various jobs under Indian Army and Para-military force.

Provide the weblink of the institution
http://www.demowcollege.org/performance%20of%20the%20institution.pdf

8.Future Plans of Actions for Next Academic Year

1) Mou to be signed with Sibsagar Polytechnic and other institutions of higher learning to facilitate students exchange and skill development of the students. 2) Stitching and Tailoring course to be introduced from next session. 3) A Post-Graduate Diploma in Computer Applications(PGDCA) Course has been proposed and initiatives in this regard are already under way. 4) A proposal has also been taken up to conduct a workshop on ICT for the professional development of the Teaching faculty. 5) Career-Counseling Programmes, Gender-Equity programmes, Extension Activities shall continue as before with active participation by the students and teachers. 6) More emphasis to be laid on using ICT enabled digital class-rooms, using E-learning and E-resources to make teaching-learning more interactive. 7) Utilizing various grants for developing the infrastructure of the institution. 8) To continue taking Students and parents feedback and analyzing them to develop the quality culture and output of the institution. 9) To continue to adopt new approaches like Flipped class-rooms, Blended learning etc. to ensure internalization of quality culture. 10) To ensure transparency and disseminate information on various quality parameters to all stakeholders. 11) To organize more awareness programmes on health, hygiene, gender and environmental awareness both at institutional level and in the nearby villages. 12) Construction plans for new Administrative block and Girls Common Room. 13) The institution makes it a mission to help the feeder schools in the arena of academic upliftment. Each department of the college therefore proposes to undertake Academic Extension Classes in the nearby high/higher secondary schools and junior colleges.