INTERNAL QUALITY ASSURANCE CELL

DHAKUAKHANA COLLEGE

DHAKUAKHANA – 787055 (ASSAM)

Website: www.dhakuakhanacollege.org
E-Mail : Principal@dhakuakhanacollege.org
iqac@dhakuakhanacollege.org

Mobile : 09401120216
09854069461

Ref. No: IQAC/AQAR/08-17

Date: 05 /06/2017

To

The Honorable Director, NAAC,
Nagarbhavi, Bangalore-56007
Karnataka, India

From: IQAC, Dhakuakhana College.
Track ID-ASCOGN12022

Subject: Submission of AQAR.

Respected Sir,

We have the honour to submit herewith the AQAR for the year 2016-17 (File name – ASCOGN12022-Dhakuakhana College-Assam) for your kind information and needful action.

With sincere regards.

Yours faithfully,

(Dr. Jugananda Sut)
Chairperson, IQAC
Dhakuakhana College
Principal
Dhakuakhana College
Dhakuakhana

(Jamini Kumar Saikia)
Coordinator, IQAC
Dhakuakhana College

Co-Ordinator
Internal Quality Assuranc
Dhakuakhana Coll
Date

The Annual Quality Assurance Report (AQAR) of the IQAC
Dhakuakhana College, Lakhimpur, Assam

Part – A

1. Details of the Institution

1.1 Name of the Institution

> Dhakuakhana College

1.2 Address Line 1

> Dhakuakhana College

Address Line 2

> Nabakatharbari

City/Town

> Dhakuakhana

State

> Assam

Pin Code

> 787055

Institution e-mail address

> principal@dhakuakhanacollege.org

Contact Nos.

> 9854069461

Name of the Head of the Institution:

> Dr. Jugananda Sut

Tel. No. with STD Code:

Mobile: 9854069461

Name of the IQAC Co-ordinator: Jamini Kumar Saikia

Mobile: 9435534789

IQAC e-mail address: iqac@dhakuakhanacollege.org

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*   ASCOGN12022

1.4 **NAAC Executive Committee No. & Date:**   EC(SC)/18/A&A/171.2 Dated 5-11-2016
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address: www.dhakuakhanacollege.org

Web-link of the AQAR: www.dhakuakhanacollege.org/AQAR2016-17

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	C++	-	2004	-
2	2nd Cycle	B	2.32	2016	5-11-2016 to 4-11-2021

1.7 Date of Establishment of IQAC :   DD/MM/YYYY   30/12/2004

1.8 AQAR for the year *(for example 2010-11)*

2016-17

1.9 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 2015-16 submitted to NAAC on 23-05-2017

1.10 Institutional Status

University   State ☐ Central ☐ Deemed ☐ Private ☐

Affiliated College   Yes [√] No ☐

Constituent College   Yes ☐ No [√]

Autonomous college of UGC Yes ☐ No [√]

Regulatory Agency approved Institution   Yes [√]   No ☐

(e.g. 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 ☐

1.11 Type of Faculty/Programme

Arts [√] Science [√] Commerce ☐ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

- Bio-tech Hub
- Computer Literacy Programme
- Course under Krishna Kanta Handique State Open University

Others   (Specify)

1.12 Name of the Affiliating University *(for the Colleges)*

Dibrugarh University

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

No

University with Potential for Excellence

No

UGC-CPE

No

DST Star Scheme

No

UGC-CE

No

UGC-Special Assistance Programme

No

DST-FIST

No

UGC-Innovative PG programmes

No

Any other (*Specify*)

Bio-tech Hub under DBT

UGC-COP Programmes

No

2. IQAC Composition and Activities

2.1 No. of Teachers

9

2.2 No. of Administrative/Technical staff

3

2.3 No. of students

2

2.4 No. of Management representatives

1

2.5 No. of Alumni

1

2. 6 No. of any other stakeholder and

community representatives

2

1

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts | 0 |

2.9 Total No. of members | 19 |

2.10 No. of IQAC meetings held | 3 |

2.11 No. of meetings with various stakeholders: No. | 0 | Faculty | 0 |

Non-Teaching Staff Students | 0 | Alumni | 0 | Others | 0 |

2.12 Has IQAC received any funding from UGC during the year?   Yes [ ]   No [√]

If yes, mention the amount | - |

2.13 Seminars and Conferences (only quality related)

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

Total Nos. | 5 | International | 0 | National | 1 | State | 4 | Institution Level | 0 |

(ii) Themes

- One two day UGC Sponsored National Seminar on Development of Weaker Section in North East India
- Workshops
  (i) Effective use of Muga Geographical Indication (GI) Status for Community Benefit of Stakeholders
  (ii) Capacity Building Program for Scholars engaged in Social Sciences
  (iii) Capacity Building Program on Library Automation and e-resources for the college libraries of Assam
  (iv) Drama and Drama Enactment

2.14 Significant Activities and contributions made by IQAC

- Collection of the reports of different internal committees and cells and their analysis for preparation of AQAR
- Distribution and collection of self-appraisal reports of faculties for updating of records

- Organized four workshops, one National seminar and two lectures
- Voters' Awareness Programme by NSS
- Organized career counselling programme as a part of activity of NSS unit
- Gender Sensitization programme on 'Gender Discrimination and Women's Rights' in collaboration with North East Network (NEN), Guwahati
- Conducted five Counselling Programmes for students
- Implementation of organic linkage scheme by adoption of three schools, namely *Dhakuakhana Collegiate High School*, *Dhakuakhana Kendriya Adarsha High School* and *Dhakuakhana Girls' High School*
- Memorandum of understanding (MOU) have been signed with *Omeo Kumar Das Institute of Social Change and Development, Guwahati* and *North East Network (NEN), Guwahati* as part of academic linkage and collaboration with research institutes
- Observation of Significant Days/Occasions:
    a) *Kavi Sammelan* (Poet Conference) titled as '*Bahagar Ek Shandhiya*'
    b) World Environment Day
    c) International Yoga Day
    d) International Day Against Drug Abuse and Illicit Trafficking
    e) College Foundation Day
    f) Death Anniversary of Dr. A. P. J. Abdul Kalam
    g) Independence Day
    h) Teachers' Day
    i) NSS Day
    j) Death Anniversary of Dr. Bhupen Hazarika
    k) Constitution Day
    l) National Science Day
    m) International Women's Day
- Organized Closing Ceremony of yearlong celebration of Golden Jubilee of the College
- Conducted Outreach Programmes:
    a) Poster Making Competition for the school students of Dhakuakhana (theme- Freedom Struggle)
    b) Gender Sensitization Programme on Gender Discrimination and Women's Rights
    c) Awareness Programme on Women's Rights
- Organized two sports competitions:
    a) Sub-Division Level Badminton Championship
    b) Dibrugarh University Inter College Volleyball Competition
- Conducted Social Welfare Programme:
    a) Cloth Donation for the poor people in collaboration with *'Gramyabandhu'*, an NGO
- Organized Prahlad Gohain Memorial Inter College Debate Competition

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
Closing Ceremony of Year Long Celebration of Golden Jubilee of the College	Organized Closing Ceremony on 28 To 30 January, 2017
Assessment of the College by NAAC	Assessed by NAAC Peer Team on 23 to 25 October, 2016
Construction of New Boys' Hostel	Proposal submitted to MAC and accepted for execution
Introduction of a few Skill-based courses	Proposals for the following Diploma Courses have been submitted to UGC (i) Advanced Diploma in Computer Application (ii) Food Processing and Preservation (iii) Performing Art (Classical Dance, Drama, Recitation)
Academic linkage and collaboration with research institutes	• MOU with Omeo Kumar Das Institute of Social Change and Development, Guwahati • MOU with North East Network (NEN), Guwahati

* Academic Calendar of the year 2016-17 is attached as Annexure I

2.16 Whether the AQAR was placed in statutory body   Yes √   No ☐

Management √   Syndicate ☐   Any other body ☐

Provide the details of the action taken

AQAR has been approved by the Governing Body

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	-	-	-	-
UG	2	-	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	2	-	2	-
Others	-	-	-	-
Total	4	-	2	-

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

1.2   (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options:

Flexibility in choosing combination of subjects as per the following tables:

(a) Bachelor of Science (B.Sc.)

(i) <u>With Major:</u>
Compulsory subjects: English, Computer Application, Environmental Studies

Serial No	Major subject	General subjects (any two)
1	Anthropology	Chemistry, Botany, Zoology
2	Botany	Chemistry, Zoology, Anthropology
3	Chemistry	Physics, Mathematics
4	Mathematics	Physics, Chemistry
5	Physics	Chemistry, Mathematics, Electronics
6	Zoology	Chemistry, Botany, Anthropology

(ii) Without Major:

Compulsory subjects: English, Computer Application, Environmental Studies

Serial No	Combination of General subjects
1	Physics, Chemistry, Mathematics
2	Botany, Chemistry, Zoology
3	Anthropology, Botany, Zoology

(b) Bachelor of Arts (B.A.)

(i) With Major:

Compulsory subjects: English, Modern Indian Language (Assamese)/Alternative English, Computer Skill/Communicative Skill, Multi-Disciplinary Course, Environmental Studies

Serial No	Major subject	General subjects (any one)
1	Anthropology	Political Science, History, Mathematics, Economics, Education, Philosophy
2	Assamese	Political Science, History, Mathematics, Economics, Education, Philosophy, Anthropology, Sociology
3	Economics	Political Science, History, Mathematics, Education, Philosophy, Anthropology, Sociology
4	English	Political Science, History, Mathematics, Economics, Education, Philosophy, Anthropology, Sociology
5	History	Political Science, Mathematics, Economics, Education, Philosophy, Anthropology, Sociology
6	Mathematics	Political Science, History, Economics, Education, Philosophy, Anthropology, Sociology
7	Political Science	History, Mathematics, Economics, Education, Philosophy, Anthropology, Sociology
8	Sociology	Political Science, History, Mathematics, Economics, Education, Philosophy

(ii) Without Major:

Compulsory subjects: English, Modern Indian Language (Assamese)/Alternative English, Computer Skill/Communicative Skill, Multi-Disciplinary Course, Environmental Studies

Serial No	Any two of the following General Subjects
1	Political Science, History/Mathematics, Economics, Education, Philosophy, Anthropology/Sociology

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	2
Trimester	-
Annual	-

1.3 Feedback from stakeholders*   Alumni ☐   Parents ☐   Employers ☐   Students √
(On all aspects)

    Mode of feedback   :   Online ☐   Manual √   Co-operating schools (for PEI) ☐

*Feedback formats and analysis of the feedback are attached as Annexure II

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

> There were no revision or updating of rules and regulations of B.A./B.Sc. programmes which are implemented by the affiliating university.

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

> No, as there was no proposal in the previous year to introduce any new Department/Course.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
44	19	25	-	-

2.2 No. of permanent faculty with Ph.D. | 7 |

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
0	3	-	-	-	-	-	-	0	3

2.4 No. of Guest and Visiting faculty and Temporary faculty | - | | - | | 6 |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	0	1	46
Presented papers	0	7	0
Resource Persons	0	1	1

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

- Introduction of *Teacher's Diary* to note all the activities done by the faculties including teaching, seminar participation, extension activities, etc., and to be verified by the Head of the Departments daily and by the Principal monthly.
- Teaching plans submitted by the faculties are analysed and suggested necessary modifications if any at the beginning of the session.
- Teaching faculty and students are encouraged to use latest technology such as LCD, internet, etc., in the teaching learning process.
- Institution conducts remedial classes and diagnostic tests for slow learners based on that it adopts teaching strategies to improve the level of learning.
- For advanced learners, the institution encourages them to take part in research projects and presentation of papers at various levels.

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

221

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

- Introduction of multiple choice questions in sessional examination in some subjects

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

01+	-	-

2.10 Average percentage of attendance of students

85

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A. (Major)	106	-	28.3	28.3	3.7	60.37
B.A. (General)	8	-	-	25	25	50
B.Sc. (Major)	82	-	17.07	2.43	-	19.5
B.Sc. (General)	-	-	-	-	-	-

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

- IQAC prepare academic calendar for the year
- Departments are advised to prepare teaching plan for the course of the academic session
- Faculties are supplied with a *Teacher's Diary* to note all the activities done in the college and verified by the concerned HODs in daily basis and by Principal in monthly basis
- The IQAC invite feedback from students as a measure of monitoring of the progress of the teaching learning process

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	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	12	-	-	2
Technical Staff	12	1	-	4

Criterion – III

3. Research, Consultancy and Extension

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

- Establishing linkages with institution / organizations for R & D
- IQAC plays a key role in organizing guest lectures by eminent scientists, prominent academicians and entrepreneurs in different fields.

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	0	3	3	0
Outlay in Rs. Lakhs	0	5.1	5.1	0

3.4   Details on research publications

	International	National	Others
Peer Review Journals			

Non-Peer Review Journals			
e-Journals			
Conference proceedings			

3.5 Details on Impact factor of publications:

Range [　　] Average [　　] h-index [　　] Nos. in SCOPU [　　]

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 (Rs.)	Received (Rs.)
Major projects				
Minor Projects	24 months	NERO, UGC	5,10,000	3,35,000
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total			5,10,000	3,35,000

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   Autonomy [-]   CPE [-]   DBT Star Scheme [-]

INSPIRE [-]   CE [-]   DBT Biotech Hub [1]

3.10 Revenue generated through consultancy [-]

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number					
Sponsoring agencies					

3.12 No. of faculty served as experts, chairpersons or resource persons

Category	Expert	Chairpersons	Resource persons	Total
Number			01	

3.13 No. of collaborations: International   National   Any other

3.14 No. of linkages created during this year   01

3.15 Total budget for research for current year in lakhs :

From Funding agency   UGC   From Management of University/College   -

Total   5.1

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	Nil
	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

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

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF | - | SRF | - | Project Fellows | - | Any other | - |

3.21 No. of students Participated in NSS events**:**

University level | 0 | State level | 100 |

National level | 0 | International level | 0 |

3.22 No. of students participated in NCC events:

University level | 0 | State level | 0 |

National level | 0 | International level | 0 |

3.23 No. of Awards won in NSS:

University level | 0 | State level | 1 |

National level | 0 | International level | 0 |

3.24 No. of Awards won in NCC:

University level | 0 | State level | 0 |

National level | 0 | International level | 0 |

3.25 No. of Extension activities organized

University forum | - | College forum | 0 |

NCC | - | NSS | 05 | Any other | 05 |

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

Serial no	Organizing Body /Cell/Department	Venue and Day	Name of the Activity
1	IQAC	At Dhakuakhana College on 11/5/2016	Cloth donation Camp
		At Dhakuakhana College on 19/9/ 2016	Gender Sensitization Programme with NEN A street play on the menace of early marriage and student dropout
		At Dhakuakhana College on 16/3/ 2017	Special lecture on human right
2	NSS	At Dhakuakhana College on 01/04/2016	Career Counselling
		At Dhakuakhana College on 21/6/2016	International Yoga Day
		At Dhakuakhana College on 26/06/2016	Drug Abuse Day
		At Dhakuakhana College on 5/6/2016	World Environment Day
		At different schools of Dhakuakhana on 13/8/2016	Poster making competition on theme 'Freedom Movement'
3	Women Cell (in association with NSS, Dhakuakhana College)	At Mornoi Bebejia Girls' High School on 8/3/2017	Observation of International Women's Day
4	Department of Anthropology	At Dhakuakhana College, during 28, 29 and 30 January, 2017 as part of Golden Jubilee Celebration of Dhakuakhana College	Blood Grouping, Random Blood Sugar, Blood Pressure measurement
5	Biotech Hub	At Dhakuakhana College on 28 February, 2017	Programme on Science Awareness for school students
		At Dhakuakhana College on 21-13 March, 2017	Training programme on 'Techniques used for separation of Genomics DNA in laboratory' for under graduate science students

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Infrastructure Facilities	Existing	Newly created	Source of Fund	Total
Campus area	14.95 acre	0	-	14.95 acre
Class rooms	25	02	College Fund	27
Laboratories	08	0	-	08
Seminar Halls	01	0	-	01
No. of important equipments purchased (≥ 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

Section	Computerization Facility	Function
Administration	College Automation Software	Fees collection are maintained with College Automation Software
	Payroll Preparation	Payroll has been prepared with Microsoft Excel software
	Wi-Fi Communication	Wi-Fi facility is available under the bandwidth of NME-ICT
	Biometric Attendance	The attendance of the employees are recorded by using a Biometric Attendance Machine
	Examination Management	Most of the examination processes have been operated with the Microsoft Office software
Library	ILMS	• SOUL 2.0 is used for automated circulation, administration and other library works • Bar-coding technology is used for issue/return process • OPAC facility is available for browsing the library collections
	Institutional Repository	Open source software D-Space 4.2 is used for archiving and accessing of digital collections like institutional

		publications, local history collection, question papers etc.
	Digitization	Library has Book Eye Scanner model for scanning of analog documents
	NLIST	E-books and E-journals facility is available under the Sodhsindhu programme of MHRD (INFLIBNET)
	Automated Gate Register	Library is using the ILMS feature for automated tracing of library uses through its gate register which is fully automated through help of automatic Barcode Scanner

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value(Rs)	No.	Value(Rs)	No.	Value(Rs)
Text Books	14,827	14,03,627	69	44,468	14,896	14,48,095
Reference Books	234	87107	36	23,283	270	110390
Bound Volumes	53	-	5	-	58	-
e-Books	Under INFLIBNET N-LIST facility					
Journals	12	10,050	0	0	12	10,050
e-Journals	Under INFLIBNET N-LIST facility					
Digital Database	120	-	40	-	160	-
CD & Video	25	-	0	-	25	-
News Paper and Magazines	13		0		13	
Local History Collection (Books, Souvenirs etc.)	50	Gratis Item	10	Gratis Item	60	Gratis Item

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	77	40	10 access points	4	-	5	16	11
Added								
Total								

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

- Workshop on library automation and e-resource
- Orientation programme on application of ICT

4.6 Amount spent on maintenance in lakhs :

i) ICT

4.58

8.5

ii) Campus Infrastructure and facilities

iii) Equipments | 2.59 |

iv) Others | 1.89 |

Total : | 17.56 |

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- College prospectus with all the information including student support services is published before the admission to first semester
- Student orientation programme organised by IQAC at the beginning of odd semesters for newly admitted students to aware them about student support services
- Freshmen's Social is organized for new comers that make aware them about different student support services
- Student members of IQAC liaise between students and the institution to disseminate information relating student support services and others
- Counselling Cell organize different programmes for awareness of students
- Regular notification made in the notice board display about any alteration of services and also circulate among students through departments

5.2 Efforts made by the institution for tracking the progression

IQAC takes the initiative to maintain a database of the outgoing students. The students are asked to submit their future plan at the time of leaving the institution. Within the institutional level, feedback through various modules such as examination and personal contact, etc. i s taken so that their progression can be tracked.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
940	-	-	-

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

(c) No. of international students | Nil |

	No	%
Men	510	54.25

	No	%
Women	430	45.74

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
185	40	280	328	02	835	110	68	347	413	2	940

Demand ratio: 10:9   Dropout %:

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

> Nil

No. of students beneficiaries | - |

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 Information and Counselling Cell has conducted 5 counselling sessions during this year. These are:
>
> a) Counselling session on 1st April, 2016 in collaboration with the University of Science and Technology, Meghalaya
> b) Counselling session on 10th July, 2016
> c) Counselling session on 20th January, 2017 on the theme of 'Life after Graduation in Corporate Sector'
> d) Counselling session on 20th January, 2017 on the theme of 'Digital Payment System'
> e) Counselling session on 24th March, 2017 on the theme of 'Personality Development' in

No. of students benefitted

| 300 |

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
Nil	Nil	Nil	Nil

5.8 Details of gender sensitization programmes

- As a part of academic collaboration with reputed research organization and non-governmental organizations of Assam, the IQAC of Dhakuakhana College has invited the North East Network (NEN), Guwahati, a women NGO and research organization of Northeast India, for a Gender Sensitization Programme on "Gender Discrimination and Women's Rights". The workshop was held on 19th September, 2016 in association with Dhakuakhana Girls College. It was meant for awareness among the budding students as well as the women of the locality about the burning social problem related to the women. Approximately, 300 students and a few members of the civil society organizations of Dhakuakhana participated in the programme.
- A street play on 'the menace of early marriage and student dropout' was organized by the students and teachers of Dhakuakhana College on 19th September, 2016 at Dhakuakhana Girls' College and at the Dhakuakhana Chariali. A large number of audiences present at the venue appreciated the effort of Dhakuakhana College community to curb the problem of student dropout.

5.9 Students Activities

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

State/ University level | 13 | National level | | International level | |

No. of students participated in cultural events

State/ University level ☐ National level ☐ International level ☐

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level ☐ National level ☐ International level ☐

Cultural: State/ University level ☐ National level ☐ International level ☐

5.10 Scholarships and Financial Support

	Support Scheme	Number of students	Amount
Financial support from institution	Free admission	2	5,830
Financial support from government	Free admission to BPL students	287	7,45,446
	Scholarship	450	27,04,940
Financial support from other sources	Ishan Uday Scholarship (UGC)	7	4,53,600
Number of students who received International/ National recognitions	-	-	-

5.11 Student organised / initiatives

Fairs : State/ University level ☐ National level ☐ International level ☐

Exhibition: State/ University level ☐ National level ☐ International level ☐

5.12 No. of social initiatives undertaken by the students ☐

5.13 Major grievances of students (if any) redressed: _____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

Dhakuakhana College envisages socio-cultural upliftment through higher education and shall strive for academic excellence, community mobilization and empowerment of unprivileged sections, upholding local culture and heritage and deepening democratic and national ideas.

Mission

a. Learner Centric Programme for development of literary and cultural activities along with the meaningful exercise of curricular activities.

b. Promotion of leadership quality.

6.2 Does the Institution has a management Information System

Automated Administration

The administrative section is automated with College Administration Software which maintains all information on students' admission, fees payment, etc.

Finance Section

The Finance Section is automated which maintains the details of staff salary, tax deducted at source, etc.

Automated library

Library is fully automated. All information regarding books and journals, issue and receipt details, attendance in reading hall, accessing of N-List e-journal, etc. are maintained through automated system.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

There is limited scope of curriculum development and modification for an affiliated college, which is under the jurisdiction of the affiliating university. The college takes feedback regularly from students and IQAC analyse their assessment to make necessary suggestions to convey to the affiliating University.

6.3.2 Teaching and Learning

- For effective teaching and learning, an academic calendar is prepared by a committee at the beginning of the session in concordance with that of the affiliating university and the departments prepare teaching plan as per guidelines by IQAC for every semester.
- Departments conduct sessional examinations, take home assignments, arrange group discussions, student seminars, etc as per the provision of the syllabus.
- Arrange educational trips, field trips and camps for the exposure of students to outdoor learning.
- Provision of tutorial and remedial classes in the routine for advanced and poor learners.
- Use of interactive smart board and LCD projector in class rooms.
- Arrangement of classes in Digital Class Room facilitated with online learning.

6.3.3 Examination and Evaluation

- A Centre Committee conducts external examinations and Internal Examination Committee conducts internal examinations.
- Per semester two sessional examinations are conducted.
- Continuous evaluation through class tests, written examination, seminars, group discussion, home assignments and project works.
- Displayed marks of sessional examinations on the departmental notice board after the end of the examination.

6.3.4 Research and Development

The management through the Research Committee

- Searches for research funding from various agencies and the same information have been passed to the faculty members for submission of proposals
- Keeps records of all the research and project works
- Encourages the faculty members for organization of seminar, workshop etc.
- Encourages the faculty members to avail FDP and pursue research
- Prepares and approves research proposals for placement in funding agencies
- Encourages and guides the students to carry on research related works, to prepare research papers etc.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library:

Library Committee, SOUL, Bar Coding, OPAC, NLIST, Text Books, Reference books, journals, news papers, magazines, e-resources, collection of QPs,

ICT:

Biometric attendance system, LCD projector, Computer Centre, WI-Fi facility, College Website

Physical Infrastructure:

Indoor Stadium, Auditorium, Hostel (boys and girls), Digital Class Room, Conference Hall, LCD projector, Class room with SMART board, Canteen, Students' common room (Boys' and Girls'), Playground, Central Library (fully automated) with browsing centre, Computer Centre, Office of Students' Union,

Separate departmental compartments with internet facility, WI-Fi facility, Departmental libraries, Parking zone with sheds, Administrative building, Guest house, Orchidarium, Vermicompost unit, Botanical Garden, Fruit garden, Tailoring & Embroidery centre, Weaving centre, Centralized cold drinking water system, Biotech Hub, Departmental laboratories

Instrumentation:

6.3.6 Human Resource Management

- Recruitment-staff, teacher,
- admission,
- skill(staff, teacher, student) & responsibility
- leadership

6.3.7 Faculty and Staff recruitment

- Advertisement for faculty and staff recruitment are published in leading daily newspaper
- Recruitment is done as per UGC and state government guidelines
- Temporary faculty and staff are recruited by publishing advertisement locally, holding interview as per the direction of the Governing Body

6.3.8 Industry Interaction / Collaboration

The College is yet to start interaction and collaboration with industry.

6.3.9 Admission of Students

- Advertisements for student admission are published in two daily newspapers and in College Website
- For the purpose a prospectus has been prepared.
- Admission Committee sorts out the applications and accordingly a merit list has been prepared.
- In preparing the merit list, the reservation policy of Government and affiliating University/Council is being followed
- Also free admission to poor students of the section below poverty line (BPL) has been given as per the state government policy

Teaching	• Dhakuakhana College Employees' Mutual Benefit Fund

Non teaching	• Dhakuakhana College Employees' Mutual Benefit Fund
Students	• Book Bank facilities to economically disadvantaged students • Students' Aid Fund for financial assistance to economically disadvantaged students

6.4 Welfare schemes for

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done   Yes √   No ☐

6.7 Whether Academic and Administ[...](A) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	-	Yes	The Governing Body (through Internal Academic Assessment Board)
Administrative	No	-	No	-

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

For UG Programmes   Yes ☐ No ☐

For PG Programmes   Yes ☐ No ☐

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

- University organized workshops for Principals, Custodians to train them about reforms in examination.
- Centralized valuation and initiation for quick declaration of results
- University appointed a sitting squad to keep the daily accounts of question papers, answer scripts, additional sheets and recoding of any irregularities including malpractice cases.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

- University organized workshops on highlighting the significance of autonomy in affiliated colleges.

6.11 Activities and support from the Alumni Association

Activities:

- Alumni meet are conducted every year.
- Cash prize of Rs. 5000 is awarded to best graduate of the college.
- Donated a Permanent open stage of worth Rs. 4.5 Lacs.

Support:

- Financial support provided during Golden Jubilee celebration
- Donated fifty feet boundary wall
- Donated furniture

6.12 Activities and support from the Parent – Teacher Association

- Parent Teacher meetings are organized regularly
- Yearly feedback from parents
- Parent representative at Governing Body

6.13 Development programmes for support staff

- One day special training for handling the Open Source software using Linux

6.14 Initiatives taken by the institution to make the campus eco-friendly

- Plastic free zone
- No tobacco zone
- Periodical Green Audit
- Periodical Energy Audit
- Use of CFL bulb
- Plantation and environmental awareness programmes among students
- Carbon neutrality

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.

- Paperless (Automated Gate Register) Entry Register in library.
- With automated gate system of the library, the students are motivated towards the computer system
- Participatory type of management

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

Implementation of the plan of action chalk out at the begging of the year is ensured to a notable extent. Administrative and cooperate activities have contributed towards the achievements of the institutional goal.

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

1. Social Bonding through Community Reach out Programs
2. Participatory type of management

The details of the best practices are attached as annexure III.

7.4 Contribution to environmental awareness / protection

Green audit is done. A committee named Green Brigade is formed. Health and Sanitation Club also takes the initiatives regarding environment upgradation. NSS also takes initiatives in this regard.

7.5 Whether environmental audit was conducted?   Yes √   No ☐

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

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8. **Plans of institution for next year**

1. To conduct Internal Annual Administrative and Academic Audit
2. To organize programs on personality Development of non-teaching staff and students.
3. To establish a Language Lab.
4. Construction of New Boys Hostel.
5. Publication of college Bulletin.
6. Adoption of schools under organic linkage scheme of Government of Assam.
7. Adoption of villages as per the directives of Government of Assam.
8. Establishment of an NCC unit in the College.
9. Complete the computerization of administrative and examination branch.
10. Formation of Academic Monitoring Cell for upgrading the Teaching-Learning and Evaluation

Name: Jamini Kumar Saikia   *Name: Dr. Jugananda Sut*

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

_____***_____

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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ANNEXURE-I

Academic Calendar for the Session 2016-2017

Sl. No.	Date(s)	Events/Activities
01	2nd May-31st May,2016	End Semester Examination of B.A. & B.Sc. Programme
02	5th May-31st May,2016	Evaluation of Answer Script of the B.A. & B.Sc. End Semester Examination at the Zones
03	6th May,2016	Commencement of H.S. Second Year Classes Arts & Science)
04	9th May,2016	Last date of submission of IA Marks of the 2nd , 4th& 6th Semester Students of B.A. & B.Sc. Programme
05	30th May,2016	Admission of H.S. Second Year Classes (Science)
06	1st June,2016	Admission of H.S. Second Year Classes (Arts)
07	1st June- 30th June,2016	Admission to the B.A. & B.Sc. 3rd& 5th Semester Classes
08	1st June- 14th June,2016	a) Admission to the B.A. & B.Sc. 1st Semester Classes b) Admission to the HS 1st Year Classes(Arts and Science)
09	6th June,2016	Commencement of BA 3rd& 5th Semester Classes
10	10th June,2016	Last Date for Submission of Evaluated Scripts of the End Semester Examination of B.A. & B.Sc. Programme with Relevant Documents by the Zonal Officers to the University
11	13th June,2016	Commencement of B.Sc. 3rd& 5th Semester Classes
12	15th June,2016	a) Commencement of BA & B.Sc. 1st Semester Classes b) Commencement of H.S. First Year Classes (Arts & Science) c) Notification of Class Routine & Course Plane in the departmental Notice Boards of the College
13	25th June,2016	Freshmen Social
14	1st July- 31st July,2016	Mid Semester Vacation of the Teaching Staff of the College
15	10th July- 16th July,2016	Declaration of the B.A. & B.Sc. Even Semester Result
16	25th July,2016	College Foundation Day
17	1st August,2016	a) Re- Commencement of BA & B.Sc. 1st ,3rd& 5th Semester Classes

		b) Re-Commencement of HS 1st & 2nd year Classes (Arts & Science)
18	8th August-13thAugust,2016	1st Sessional Examination of the BA & B.Sc. Programme(any four days)
19	15thAugust,2016	Independence Day
20	16thAugust,2016	Counseling for the BA & B.Sc.1st Semester Students and Mid Semester Feedback Assessment
21	19thAugust,2016	Last Date for Submission of Filled in Registration Form of the BA & B.Sc. 1stSemester Students by the college at the University
22	20thAugust,2016	Last Date for Notification of 1st Sessional Examination Marks of the BA & B.Sc. Programme in the departmental Notice Boards
23	24thAugust,2016	Students' Union Election
24	1st Sept.-10th Sept.,2016	Internal Assessment of the B.A. & B.Sc. Programme through Seminar/Group Discussion etc.(any one day)
25	10th September, 2016	P.G Memorial all Assam Debate Competition
26	28th September, 2016	a) Last Date for Assessment Submission by the students of the B.A. & B.Sc. Programme b) Last Date for Form Fill- up of the B.A. & B.Sc. End Semester Examination
27	3rd Oct.- 7th Oct., 2016	a) 2nd Sessional Examination of Odd Semester (any four Days) b) Terminal Examination of the HS Classes
28	5th October, 2016	a) Last Date for Submission of Filled in Examination Forms of the B.A. & B.Sc. End semester Examination by the college at the University b) Completion of the Odd Semester Classes of BA. & B.Sc. Programme
29	13th October, 2016	Last Date for Notification of 2nd Sessional Examination Marks of the BA & B.Sc. Programme in the departmental Notice Boards
30	1st Nov.-30th Nov., 2016	End Semester Examination of B.A. & B.Sc. Programme
31	5th November, 2016	Last Date of Submission of IA Marks of the Students of B.A. & B.Sc. Programme
32	12th Nov.- 10th Dec., 2016	Evaluation of Answer Script of the B.A. & B.Sc. End Semester Examination at the Zones
33	1st Dec. - 31st Dec.,2016	Semester End Vacation for the Teaching Staff of the College
34	1st January, 2017	a) Commencement of Even Semester Classes b) Re-Commencement of H.S. First Year Classes (Arts & Science) c) Notification of Class Routine & Course Plane in the departmental Notice Boards of the College for B.A. & B.Sc. Programme
35	7th Jan – 12th Jan., 2017	College Week
36	20th Feb - 24th Feb., 2017	1st Sessional Examination of the BA & B.Sc. 2nd , 4th& 6th Semester Students (any four days)
37	28th Feb., 2017	Last date for Notification of 1st Sessional Examination Marks of B.A. & B.Sc. Programme in the Departmental Notice Board
38	24th March, 2017	Last Date for Form Fill- up of the BA & B.Sc. End semester Examination at the College
39	3rdApril – 8th April, 2017	2nd Sessional Examination of the BA & B.Sc. 2nd , 4th& 6th Semester Students (any four days)

40	22nd April, 2017	a) Last Date for Submission of Assignment by the Even Semester Students	
		b) Completion of Even Semester Classes of BA & B.Sc. Program	
		c) Last date for Notification of 2nd Sessional Examination Marks of BA & B.Sc. Programme in the Departmental Notice Board	

Holiday List: 2016-2017

Month	Date	Day	Occasion	No. of Day(s)
May,2016	1	Sunday	May Day	01
	21	Saturday	Buddha Purnima	01
July,2016	6	Wednesday	Id- Ul- Fitre	01
August,2016	15	Monday	Independence Day	01
	22	Monday	Tithi of Sri Sri Madhab Deva	01
	25	Thursday	Janmastami	01
September,2016	3	Saturday	Tithi of Sri Sri Sankar Deva	01
	12	Monday	Id-Ud-Zuha	01
October,2016	2	Sunday	Birth Day of Mahatma Gandhi	01
	8,9 & 10	Saturday to Monday	Durga Puja &Vijaya Dashami	03
	11	Tuesday	Janmutsav of Sri Sri Sankar Deva	01
	15	Saturday	Lakshmi Puja	01
	17	Monday	Kati Bihu	01
	29	Saturday	Kali Puja & Deepawali	01
November,2016	14	Monday	Birth Day of Guru Nanak	01
	24	Thursday	Lachit Divas	01
December,2016	2	Friday	Asom Divas	01
	25	Sunday	Christmas	01
January,2017	13 & 14	Friday & Saturday	Magh Bihu	02
	26	Thursday	Republic Day	01
	31	Tuesday	Me-Dam-Me-Fe	01
February,2017	1	Wednesday	Saraswati Puja	01
	10	Friday	Bir Chilarai Divas	01
March,2017	12	Sunday	Holi & Dol Yatra (Fakua)	01
April,2017	13,14 & 15	Thursday to Saturday	Rangali Bihu	03

N.B. : Subject to change where necessary as per guidelines of the affiliating University and other Regulatory Bodies.

<u>Restricted Holiday</u> (Each employee may avail only Two Days of the following)

Month	Date	Day	Occasion	No. of Day(s)
May, 2016			Sabebarat	01
June, 2016	20	Monday	Rabha Divas	01
September, 2016	13	Tuesday	Karam Puja	01
October, 2016	12	Wednesday	Moharram	01
December, 2016	12	Monday	Fateha-E-Duaz Daham	01
December, 2016	24	Saturday	Christmas Eve	01
January, 2017	17	Tuesday	Silpi Divas	01
February,2017	15	Wednesday	Ali-Aye-Ligang	01
	25	Saturday	Sivarati	01
April, 2017	9	Sunday	Mahabir Jayanti	01
	15	Saturday	Easter Saturday	01
	19	Wednesday	Deori Bihu	01
	21	Friday	Sati Sadhani Divas	01

ANNEXURE-II

Questionnaire - I

DHAKUAKHANA COLLEGE, DHAKUAKHANA

Students' overall Evaluation of the Programme and Teaching

(The Feedback mechanism is an effort on the part of the Institution for improvement of quality)

Students need not disclose their names if they do not wish to do so.

The Questionnaire and its analysis

1. Name of the Course: 2. <u>Teacher's name</u> & Department:

Course and Teaching	Students' response in percentage (%)			
	a	b	c	d
1.The syllabus of each course was: a) adequate b) inadequate c) challenging d) dull				
2. Background for benefitting from the course was: a) more than adequate b) adequate c) inadequate d)cannot say				
3. Was the course easy or difficult to understand?				

a) easy b) manageable c) difficult d) very difficult				
4. What is your opinion about the library material and facilities for the course? a)more than adequate b) adequate c) inadequate d) very poor				
5. To what extent were you able to get material for the prescribed reading? a) easily b) with some difficulty c) not available at all d) with great difficulty				
6. Were you provided with a course contributory lecture too at the beginning? a) yes b) no c) yes & helpful d) yes but not helpful				
7. How well did the teacher prepare for the class? a) thoroughly b) satisfactorily c) poorly d) indifferently				
1				
2				
3				
4				
5				
8. How well was the teacher able to communicate? a) always effective b) sometimes effectively c) just satisfactorily d) generally ineffective				
1				
2				
3				
4				
5				
9. How far the teacher encourages students' participation in class? a) mostly yes b) sometimes c) not at all d) always				
1				
2				
3				
4				
5				
10. If yes, which of the following methods were used? a) Encourage to raise questions b) get involved in discussion in the class c) encourage discussion outside class d) did not encourage				
1				
2				
3				
4				
5				
11. How helpful was the teacher in advising? a) mostly yes b) sometimes helpful c) not at all helpful d) did not advise				
1				
2				
3				
4				
5				

12. How much of the syllabus was covered in the class? a) 80to 100% b) 70 to 85% c) 55 to 70% d) less than 55%				
1				
2				
3				
4				
5				
13. Were your assignments discussed with you? a) yes, fully b) yes, partly c) not discussed at all d) sometimes discussed				
1				
2				
3				
4				
5				
14. How often did the teacher provide feedback on your performance? a) regularly /in time b) with helpful comment c) often /late d) without comment				
1				
2				
3				
4				
5				
15. The teacher's approach can best be described as: a) always courteous b) sometimes rude c) always indifferent d) cannot say				
1				
2				
3				
4				
5				
16. Internal assessment was : a) always fair b) sometimes unfair c) usually unfair d) sometimes fair				
17. What effect do you think the internal assessment will have on your course grade? a) Helps to improve b) discouraging c) not special effect d) sometimes effective				
18. Do you feel students' feedbacks are seriously taken? a)agree b) disagree c) cannot say d)partially agree				
19. Innovative and learner-centric methods are used meaningfully- a)agree b) partially agree c)strongly disagree d) disagree				
20. Were you given the exposure to external environment by the department? a)agree b) disagree c) cannot say d)partially agree				
20. Do you feel that your talents have been nurtured properly? a)agree b) disagree c) cannot say d)partially agree				
21. Do you feel yourself to be a confident and transformed personality after attending your courses? a)agree b) disagree c) cannot say d)partially agree				

Parameters	Rating on 10 point scale (A, B, C, D etc. are the Code number of teachers as given by you alongside their names).
22. If you have other comments to offer on the course and suggestions for the teacher_you may do so in the backside of this questionnaire or on a separate sheet	

Questionnaire No.2
Student Feedback on Teachers
Dhakuakhana College

(Please rate your teachers on the following attributes using **the 10 point scale ranging from 1 to 10**. This effort is exercised for improvement in quality in teaching and learning).

Teaching Department: Semester:
Name of teachers:

     A.
     B.
     C.
     D.
     E.

	A	B	C	D	E
1. Knowledge base of the teacher (as perceived by you)					
2. Communication skill in terms articulation and comprehensibility.					
3. Sincerity/commitment of the teacher.					
4. Interest generated by the teacher.					
5. Ability to integrate course material with the environment/other issues, to provide a broader perspective.					
6. Ability to integrate content with other courses.					
7. Ability of the teacher to use modern teaching tools.					
8. Ability of the teacher to design quiz/tests/assignments/projects to evaluate students' understanding of the course.					
9. Accessibility of the teacher in and out of the class (to facilitate further study and discussion outside the class).					
10. Motivation by the teachers in co curricular and community reach out programs.					
11. Overall rating					

ANNEXURE-III

Title of the Practice: **Social Bonding through community reach out programmes**.

The Goal:

- Inculcating the sense of belongingness towards the society.
- Community mobilization through awareness and sensitization pogrammes.
- Community Work.
- Students empowerment and growth of leadership.
- To mould students as socially sensitive individuals and responsible agents of social transformation.

The context:

This practice is in conformity with the aims and objectives of the Institution. Students can learn and absorb the real life situation, the life struggle of the underprivileged sections and enrich their knowledge base. The community activities help students in fostering their leadership and service mindedness. Healthy rapport between the Institution and community can only be beneficial. Social relevance of the institution is always important.

The Practice:

Programmes are planned according to the need of the local community especially the marginalized groups and also the need of the hour. Adopts a nearby village.

Awareness programmes on diverse issues such as environment, health & nutrition, women empowerment, voters'awerness, disaster management etc. are arranged.

NSS unit takes the lead in carrying out various community works.

Resources:

Dedicated Staff and willing students. Support from the management.

Outcome:

Positive response from the society. Some programs are collaborated by Local NGOs and concerning departments. Students participation is increasing day by day.

Challenges:

Tight academic schedule and financial constraints.

Opportunities:

To contribute towards the social upliftment and transformation.

Title of the Practice: Participatory Management& Transparency.

The Goal:

To achieve decentralized administration, more efficiency and institutional growth.

The context:

Decentralization and functional efficiency is a necessity for institutional growth. Motivational aspects are also meaningful and it requires to be come from within the stakeholders. Participatory type of management enhances this aspects and encourages the involvement of stakeholders in the corporate activities.

The Practice:

Institutional activities are discharged through various committees comprising the representatives of stakeholders. Area of responsibility including the delegation of specific powers and functional autonomy are assigned to these committees. Respective committees can formulate policy and decisions within the frame work of the guidelines of the government, the UGC, the affiliating University and other statutory bodies and in conformity with the vision and mission of the college and forward the same to the Governing Body for final approval and execution.

Outcome:

Efficiency enhanced.
Planning becomes more effective.
Growth of managerial skill amongst the faculty and staff.
Satisfaction and sense of belongingness.

Feedback Questionnaire No. 3

TEACHERS' SELF EVALUATION ON INSTITUTIONAL ACTIVITIES

(for the previous academic year i.e. 2015-16)

Note: This Questionnaire is a soul searching exercise and the feedback mechanism is an effort on the part of
the Institution for improvement of its quality. Please rate yourself on the 10 point scale by placing the tick mark on the appropriate box.

Name   :
Department :

SL No		Rating Points									
		1	2	3	4	5	6	7	8	9	10
1	I was regular and punctual										
2	I did my preparation well ahead										
3	I helped the students in co curricular and outreach activities										
4	I did my corporate assignments well										
5	I am satisfied with my effort										
6.	Overall rating										

Signature :

Analysis on
Questionnaire No.2
Dhakuakhana College

(Students have rated their teachers on the following attributes using the 10 point scale ranging from 1 to 10. This effort is exercised for improvement in quality in teaching and learning).
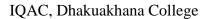
Teaching Department: Semester:

Name of teachers: A.
                       B.
                       C.
                       D.
                       E.

Parameters	Teacher Code	% of Students who have rated the teachers on the 10 point scale									
		1	2	3	4	5	6	7	8	9	10
1. Knowledge base of the teacher (as perceived by students).	A										
	B										
	C										
	D										
	E										
2. Communication skill in terms articulation and Comprehensibility.	A										
	B										
	C										
	D										
	E										
3. Sincerity/commitment of the teacher.	A										
	B										
	C										
	D										
	E										
4. Interest generated by the teacher.	A										
	B										
	C										
	D										
	E										
5. Ability to integrate course material with the environment/other issues, to provide a broader perspective.	A										
	B										
	C										
	D										

	E												
6. Ability to integrate content with other courses.	A												
	B												
	C												
	D												
	E												
7. Ability of the teacher to use modern teaching tools.	A												
	B												
	C												
	D												
	E												
8. Ability of the teacher to design quiz/tests/assignments/projects to evaluate students' understanding of the course.	A												
	B												
	C												
	D												
	E												
9. Accessibility of the teacher in and out of the class (to facilitate further study and discussion outside the class).	A												
	B												
	C												
	D												
	E												
10. Motivation by the teachers in co curricular and community reach out programs.	A												
	B												
	C												
	D												
	E												
11. Overall rating	A												
	B												
	C												
	D												
	E												

Coordinator,

IQAC, Dhakuakhana College

Institutional Response on Feedback Analysis

Dear Dr./Mr./Ms.

Department of ………………………………….

The following is a reflection of what your students have said about the course and how they have assessed you. Please take it in the spirit of the feedback for improvement.

Coordinato

r,

<u>IQAC,</u>

<u>Dhakuakhana College</u>

Parameters	Points to be improved
1. knowledge base : satisfactory/not satisfactory	
2. Communication skill: satisfactory/not satisfactory	
3. Teaching : poor/average/ good	
4. You have been: strict & punctual/strict but not punctual.	
5. Your Classes are: interesting/not interesting.	
6. Percentage of syllabus completed: ……..%	
7. Ability to integrate course with other courses /real life situations: Satisfactory/not satisfactory.	
8. Ability to use modern teaching tools : Satisfactory/not satisfactory	
9. Accessibility to facilitate further study and discussion outside the class: Satisfactory/not satisfactory.	
10. Motivation provided by you in co curricular and community reach out programs: Satisfactory/not satisfactory.	
12. While dealing with student you have often been: harsh/inspiring.	
13. Your sincerity and commitment to the Institutional cause : Satisfactory/not satisfactory.	