

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/11-18

Date: 31/12/2018

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 2017-18 (File name – ASCOGN12022-Dhakuakhana College-Assam) for your kind information and needful action.

With sincere regards,

Yours faithfully,


(Mr. Chitra Kumar Konch)
Principal I/C
Chairperson, IQAC
Dhakuakhana College


Principal i/c
Dhakuakhana College
Dhakuakhana


(Jamini Kumar Saikia)
Coordinator, IQAC
Dhakuakhana College

Co-Ordinator
Internal Quality Assurance Cell
Dhakuakhana Coll'ge
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.

9435278712

Name of the Head of the Institution:

Mr. Chitra Kumar Konch

Tel. No. with STD Code:

03752254734

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:

(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)

EC(SC)/18/A&A/171.2 Dated 5-11-2016

1.5 Website address:

www.dhakuakhanacollege.org

Web-link of the AQAR:

www.dhakuakhanacollege.org/AQAR2017-18

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	C ⁺⁺	-	2004	-
2	2 nd 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)

2017-18

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

i. AQAR 2016-17 submitted to NAAC on 05-06-2017

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

Others (Specify)

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

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 (<i>Specify</i>)	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		
2.7 No. of Employers/ Industrialists	1		
2.8 No. of other External Experts	0		
2.9 Total No. of members	19		
2.10 No. of IQAC meetings held	7		
2.11 No. of meetings with various stakeholders:	No.	0	Faculty 0
Non-Teaching Staff	0	Alumni 0	Others 0
Students			

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. International National State Institution Level

(ii) Themes

- Workshops/Symposia
 - (i) Archaeological importance
 - (ii) Human Rights specially Women Human Rights
 - (iii) Vector Calculus
 - (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 two workshops and two lectures
- Voters' Awareness Programme by NSS
- Awareness program on early marriage, motor vehicle act use of ICT, toxic drugs
- Awareness program on My Govt. Assam
- Conducted five Counselling Programmes for students
- Observation of Significant Days/Occasions:
 - a) World Environment Day
 - b) International Yoga Day
 - c) College Foundation Day
 - d) Independence Day
 - e) Teachers' Day
 - f) NSS Day
 - g) Birth Anniversary of Dr. Bhupen Hazarika
 - h) National Science Day
 - i) International Women's Day
- Conducted Outreach Programmes:
 - a) Awareness program on sanitation and health in the adopted village "Konwarhatia" of Dhakuakhana organized by Women Cell of Dhakuakahana College
 - b) Gender Sensitization Programme on Women's Human Rights

- c) Awareness Programme on Women's Rights
- Organized one sports competition:
 - Sub-Division Level Badminton Championship
- Conducted Social Welfare Programme:
 - a) Program called "Maa" organized for mother safety, superstitions, bad impact of drugs and other intoxicated materials along with felicitation of the aged different old persons of the vicinity.
- Organized Prahlad Gohain Memorial Inter College Debate Competition
- Organized Sub Divisional Inter Schools and Colleges Quiz Competition on the occasion of Assam Quiz Day

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
To conduct Internal Annual Administrative and Academic Audit	Steps have been taken to conduct Internal Annual administrative and Academic Audit.
To organize programs on personality Development of non-teaching staff and students.	Awareness Programs such as on early marriage, witch hunting, sexual abuse, use of ICT, yoga, avoiding toxic drugs, use of motor vehicle act, archaeology as career avenue were conducted.
To establish a Language Lab.	Proposal has been submitted to RUSA, Assam under Equity Initiatives.
Construction of New Boys Hostel.	The construction of New Boys Hostel is going on (funded by MAC) and students will be allotted to the hostel from the next academic session.
Publication of college Bulletin.	Plan and draft of the bulletin has been prepared.
Adoption of schools under organic linkage scheme of Government of Assam.	Three schools of the vicinity have been adopted and periodic works have been carried out.
Adoption of villages as per the directives of Government of Assam.	Two villages have been adopted and awareness programs have been carried out.
Establishment of an NCC unit in the College.	Proposal has been submitted to the concerned authority.

Complete the computerization of administrative and examination branch.	Steps of computerization have been carried out.
Formation of Academic Monitoring Cell for upgrading the Teaching-Learning and Evaluation	Formation of Academic Monitoring Cell has been formed and steps are carried out for upgrading Teaching-Learning and evaluation.

* Academic Calendar of the year 2017-18 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
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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) With Major:

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.

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
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	1	19	10
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

233

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, and 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+	-	-
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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)	124	-	15.32	33.87	12.09	61.29
B.A. (General)	-	-	-	-	-	-
B.Sc. (Major)	99	-	24.24	5.05	2.02	31.31
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

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	02
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	01

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	On going	Sanctioned	Submitted
Number	0	3	3	0
Outlay in Rs. Lakhs	0	3.35	5.1	0

3.4 Details on research publications

	International	National	Others
Peer Review Journals			

Non-Peer Review Journals			
e-Journals	1		
Conference proceedings	1		

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 <i>(other than compulsory by the University)</i>				
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

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 From Management of University/College
Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	Nil
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution who are Ph. D. Guides
and students registered under them

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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 20/6/2017	Observation of Rabha Divas
	IQAC & Assam Science Society, Dhakuakhana	At Dhakuakhana Town Chariali	Street play on witch Hunting
	IQAC	At Dhakuakhana College on 25/07/2017	Observation of College Foundation Day
	IQAC	At Dhakuakhana College on 9/9/2017	Observation of Birth anniversary of Bhupen Hazarika
	IQAC & Press Guild Dhakuakhana	At Dhakuakhana College on 16/9/2017	Awareness program on early marriage, motor vehicle act use of ICT, toxic drugs
	IQAC & Dept. of Archaeology, Govt. of Assam	At Dhakuakhana College on 23/9/2017	Awareness program on Archaeology
	IQAC & Assam Talks, a news Channel of Assam	At Dhakuakhana College on 24/9/2017	Conduct program, "Aalap"
	IQAC & Assam Science Society, Dhakuakhana	At Dhakuakhana Town Chariali on 24/11/2017	Street play on Child labour and Sexual Abuse
	IQAC & CM Office, Govt. of Assam	At Dhakuakhana College on 29/3/2018	Awareness program, My Govt. Assam"
2	NSS	At Dhakuakhana College on 5/6/2017	World Environment Day
		At Dhakuakhana College on 21/6/2017	International Yoga Day
		At Dhakuakhana College on 24/06/2017	Blood Donation Camp
		24/9/2017	Observation of NSS Day
		At Dhakuakhana College on 8/10/2017	Program called "Maa" organized for mother safety, superstitions, bad impact of drugs and other intoxicated materials along with felicitation of the aged different old persons of the vicinity.
		At Dhakuakhana College on 25/1/2017	Observation of Voters day
3	Women Cell	At Dhakuakhana College on	Observation of International Women's Day

		8/3/2018	
		At Dhakuakhana College on 23/2/2018	Special Lecture on Human Rights Specially Women Rights Resource Person –Dr. Chandan Sarmah Tezpur University
		At Konwarhatia, Dhakuakhana on 16/2/2018	Awareness program on Health and Sanitation
4	Central Library, Dhakuakhana College	At College Library on 6/3/2018	Email Drive to Degree students: Steps towards Digital India

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 (\geq 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

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
	ILMS	<ul style="list-style-type: none"> 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

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	14,896	14,48095	449	92355	15345	1540450
Reference Books	270	110390	210	119480	480	229870
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.)	55+	Gratis Item	5+	Gratis Item	60+	Gratis Item

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	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	1.03
ii) Campus Infrastructure and facilities	4.5
iii) Equipments	2.85
iv) Others	1.5
Total :	9.88

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. is taken so that their progression can be tracked.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
965	-	-	-

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men	No	%	Women	No	%
	518	53.67		447	46.33

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
110	68	347	413	2	940	80	41	366	476	2	965

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 been conducting various counselling sessions during this year. Apart from the counselling from the faculty members, a session was conducted on 23/09/2017 in collaboration with Department of Archaeology, Govt. of Assam to open the avenues of archaeology to the students.

No. of students benefitted

300

5.7 Details of campus placement

	<i>On campus</i>		<i>Off Campus</i>
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 program various gender sensitization programs were conducted. A camp on health and sanitation was conducted in Konwarhatia gaon. A special lecture was organized on Human Rights specially Women's Rights. International Women's Day was also observed. Street play was organized on early marriage and sexual abuse.

5.9 Students Activities

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

State/ University level 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	733	-
	Scholarship	413	-
Financial support from other sources	Ishan Uday Scholarship (UGC)	6	-
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.
- c. Awakening of sense of unity, national integrity and environmental awareness.
- d. Promotion of games and sports and creative activities.
- e. Promoting extension activities through different forums and means.

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.
- Teachers are encouraged for participation in Faculty Development Programmes.
- Teacher-Orientation programs are arranged for updating ICT knowledge.

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:

Biometric attendance system, Non-polluting Digital Generator system, Close Circuit TV surveillance system, Video camera, online UPS

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

6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"> • Dhakuakhana College Employees' Mutual Benefit Fund
Non teaching	<ul style="list-style-type: none"> • Dhakuakhana College Employees' Mutual Benefit Fund
Students	<ul style="list-style-type: none"> • Book Bank facilities to economically disadvantaged students • Students' Aid Fund for financial assistance to economically disadvantaged students

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done

Yes No

6.7 Whether Academic and Administrative Audit (AAA) 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

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 beginning of the year is ensured to a notable extent. Administrative and cooperative 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)

8. Plans of institution for next year

1. To start students mentoring.
2. Construction of New Science Academic Building.
3. To renovate the Old Academic Building.
4. To use solar light in the campus.
5. To renovate the existing toilets.
6. To extend the sports facilities.
7. To purchase books, e journals and e-resources for the central library of Dhakuakhana College.
8. Extension of ICT facilities.
9. Preparation to implement the CBCS in effective way from the academic session 2019-20.
10. Establishment of an NCC unit in the College.

Name: Mr. Chitra Kumar Konch

Name: Jamini Kumar Saikia


31/12/18
(Mr. Chitra Kumar Konch)
Principal I/C
Chairperson, IQAC
Dhakuakhana College

Principal i/c
Dhakuakhana College
Dhakuakhana


31/12/18
(Jamini Kumar Saikia)
Coordinator, IQAC
Dhakuakhana College

Co-Ordinator
Internal Quality Assurance
Dhakuakhana College
Date: _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Annexure I

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

ANNEXURE-I

Academic Calendar for the Session 2017-18	
Date(s)	Events/Programme
2 nd -31 st May, 2017	End Semester Examinations of B.A. & B.Sc. Programmes
8 th May, 2017 (Monday)	Commencement of H.S. Second Year (Arts & Science) Classes
9 th May, 2017 (Tuesday)	Last date of submission of IA Marks of the B.A. & B.Sc. 2 nd , 4 th & 6 th Semester Examinations
30 th May, 2017 (Tuesday)	Admission of H.S. Second Year (Science) Class
1 st June, 2017 (Thursday)	Admission of H.S. Second Year (Arts) Class
1 st - 30 th June, 2017	Admission to the B.A. & B.Sc. 3 rd & 5 th Semester Classes
1 st - 14 th June, 2017	a) Admission to the B.A. & B.Sc. 1 st Semester Classes b) Admission to the HS 1 st Year (Arts and Science) Classes
7 th June, 2017 (Wednesday)	a) Commencement of B.A. & B.Sc. 3 rd & 5 th Semester Classes b) Notification of Class Routine & Course Plane in the Departmental Notice Boards of the College
15 th June, 2017 (Thursday)	a) Commencement of B.A. & B.Sc. 1 st Semester Classes b) Commencement of H.S. First Year (Arts & Science) Classes c) Notification of Class Routine & Course Plane in the Departmental Notice Boards of the College
24 th June, 2017 (Saturday)	Freshmen Social
1 st - 31 st July, 2017	Mid Semester Vacation for the Teaching Staff of the College
10 th - 16 th July, 2017	Declaration of the Results of B.A. & B.Sc. Even Semester Examinations
25 th July, 2017 (Tuesday)	College Foundation Day
1 st August, 2017 (Tuesday)	a) Re- Commencement of B.A. & B.Sc. 1 st , 3 rd & 5 th Semester Classes b) Re-Commencement of HS 1 st & 2 nd year (Arts & Science) Classes
8 th - 14 th August, 2017	1 st Sessional Examination of the B.A. & B.Sc. Programme (any four days)
15 th August, 2017 (Tuesday)	Independence Day
17 th August, 2017 (Thursday)	Counseling for the B.A. & B.Sc. 1 st Semester Students and Mid Semester Feedback Assessment
18 th August, 2017 (Friday)	Last Date for Submission of Filled-in Registration Form of the B.A. & B.Sc. 1 st Semester Students by the college at the University
19 th August, 2017 (Saturday)	Last Date for Notification of 1 st Sessional Examination Marks of the BA & B.Sc. Programme in the Departmental Notice Boards
25 th August, 2017 (Friday)	Election to Students' Union
1 st -10 th Sept., 2017	Internal Assessment of the B.A. & B.Sc. Programme through Seminar/Group Discussion etc. (any one day)
11 th Sept., 2017 (Monday)	P.G . Memorial All Assam Debate Competition
26 th Sept., 2017 (Tuesday)	a) Last Date for Assignment Submission by the students of the B.A. & B.Sc. Programmes b) Last Date for Form Fill up of the B.A. & B.Sc. End Semester Examinations

4 th October,2017 (Wednesday)	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 B.A. & B.Sc. Programmes
6 th - 10 th October,2017	a) 2 nd Sessional Examination of B.A./B.Sc. Odd Semesters (any four days) b) Terminal Examination of the HS Classes
12 th October,2017 (Thursday)	Last Date for Notification of 2 nd Sessional Examination Marks of the B.A.& B.Sc. Programmes in the Departmental Notice Boards
1 st -30 th Nov.,2017	End Semester Examinations of B.A. & B.Sc. Programmes
6 th November,2017 (Monday)	Last date of submission of IA Marks of the Students of B.A. & B.Sc. Programmes
1 st - 31 st Dec.,2017	Semester End Vacation for the Teaching Staff of the College
1 st January,2018 (Monday)	a) Commencement of Even Semester Classes b) Re-Commencement of H.S. First Year (Arts & Science)Classes c) Notification of Class Routine & Course Plane in the Departmental Notice Boards of the College for B.A. & B.Sc. Programme
6 th – 11 th Jan., 2018	College Week
20 th - 24 th Feb., 2018	1 st Sessional Examination of the B.A.& B.Sc. 2 nd , 4 th & 6 th Semester Students (any four days)
26 th - 24 th Feb., 2018	Counseling for the Students of the B.A.& B.Sc. Programme and Mid Semester Feedback Assessment (any one day)
28 th Feb.,2018(Wednesday)	Last date for Notification of 1 st Sessional Examination Marks of B.A. & B.Sc. Programme in the Departmental Notice Board
23 rd March,2018 (Friday)	Last Date for Form Fill- up of the B.A.& B.Sc. End semester Examination at the College
2 nd – 7 th April,2018	2 nd Sessional Examination of the B.A.& B.Sc. 2 nd , 4 th & 6 th Semester Students (any four days)
20 th April,2018 (Friday)	a) Last Date for Submission of Assignment by the Even Semester Students b) Completion of Even Semester Classes of B.A.& B.Sc. Programmes c) Last date for Notification of 2 nd Sessional Examination Marks of B.A. & B.Sc. Programme in the Departmental Notice Board
1 st -31 st May, 2018	End Semester Examinations of B.A. & B.Sc. Programmes

Holiday List: 2017-18

Month	Date	Day	Occasion	No of Day(s)
May,2017	1	Monday	May Day	1
	10	Wednesday	Buddha Purnima	1
June,2017	26	Monday	Id-UI-Fitre	1
August,2017	15	Tuesday	Independence Day	1
	23	Wednesday	Tithi of Sri Sri Sankardeva	1
September, 2017	2	Saturday	Id-Ud-Zuha	1
	10	Sunday	Tithi of Sri Sri Madhavdeva	1
	13	Wednesday	Janmastami	1
	27, 28 & 29	Wednesday to Friday	Durga Puja	3
	30	Saturday	Vijoya Dashami & Janmotsav of Sri Sri Sankardeva	1
October, 2017	2	Monday	Gandhi Jayanti	1
	5	Thursday	Lakshmi Puja	1
	18	Wednesday	Kati Bihu	1
	19	Thursday	Kali Puja & Dewali	1
November, 2017	4	Saturday	Birth Day of Guru Nanak	1
	24	Friday	Lachit Divas	1
December, 2017	2	Saturday	Asom Divas (Su-Ka-Pha Divas)	1
	25	Monday	Christmas Day	1
January, 2018	13 & 14	Saturday & Sunday	Magh Bihu	2
	17	Wednesday	Bir Chilarai Divas	1
	22	Monday	Saraswati Puja	1
	26	Friday	Republic Day	1
	31	Wednesday	Me-Dam-Me-Fe	1
March,2018	1	Thursday	Holi, Dolyatra (Fakua)	1
	30	Friday	Good Friday	1
April,2018	13, 14 & 15	Friday to Sunday	Rongali Bihu	3

NB: Holidays are subject to change, where necessary, as per guidelines of Dibrugarh University and other regulatory bodies.

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. Teacher's name & 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				
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:
Name of teachers:

Semester:

- A.
- B.
- C.
- D.
- E.

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.

Parameters	Rating on 10 point scale (A, B, C, D etc. are the Code number of teachers as given by you alongside their names).				
	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					

- 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' awareness, 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. 2016-17)

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 :

S L N o		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.

Coordinator,

IQAC,

Dhakuakhana College

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.	