

**ANNUAL REPORT
OF
DISPUR COLLEGE
2014-15**



**PREPARED FOR
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
BANGALORE**



***PREPARED BY*
INTERNAL QUALITY ASSURANCE CELL (IQAC)
DISPUR COLLEGE, GUWAHATI-781006**

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

I. Details of the Institution

1.1 Name of the Institution

DISPUR COLLEGE

1.2 Address Line 1

DISPUR

Address Line 2

GANESHGURI

City/Town

GUWAHATI

State

ASSAM

Pin Code

781006

Institution e-mail address

dispur_college@yahoo.co.in

Contact Nos.

0361-2340530

Name of the Head of the Institution:

DR AMAR SAIKIA

Tel. No. with STD Code:

0361-2340530

Mobile:

98640-39859

Name of the IQAC Co-ordinator:

DR RANI MUDIAR DEKA

Mobile:

98640-26797

IQAC e-mail address:

ranimdeka@gmail.com

1.3 NAAC Track ID

ASCOGN11786

1.4 NAAC Executive Committee No. & Date:

EC/33/364 dated 16-09-2004

1.5 Website address:

www.dispurcollege.org

Web-link of the AQAR:

www.dispurcollege.org/images/docs/IQAC-REPORT-2014-15.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	72	2004	2009
2	2 nd Cycle	----	----	----	---
3	3 rd Cycle	-----	-----	-----	----
4	4 th Cycle	-----	-----	----	-----

1.7 Date of Establishment of IQAC :

05/03/2003

1.8 AQAR for the year

2014-15

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC .

- i. AQAR 2013-14 Submitted on 21-11-2014
- ii. AQAR 2012-13 Submitted on 26-11-2013
- iii. AQAR 2011-12 Submitted on 04-07-2013
- iv. AQAR 2010-11 Submitted on 08-08-2012
- v. AQAR 2009-10 Submitted on 20-05-2011
- vi. AQAR 2008-09 Submitted on 02-05-2011
- vii. AQAR 2007-08 Submitted on 08-09-2009
- viii. AQAR 2006-07 Submitted on 12-08-2008
- ix. AQAR 2005-06 Submitted on 28-11-2007
- x. AQAR 2004-05 submitted on 31-07-2007

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**

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution **Co-education** **Men** **Women**

Urban **Rural** **Tribal**

Financial Status **Grant-in-aid** **UGC 2(f)** **UGC 12B**

Grant-in-aid + Self Financing **Totally Self-financing**
(Provincialised)

1.11 Type of Faculty/Programme

Arts **Science** **Commerce** **Law** **PEI (Phys Edu)**

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

Others (Specify)

Self Financing – BBA, BCA, IT Courses
Distance Education – KKHSOU, IDOL
Add on Course – Child Education

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

GAUHATI UNIVERSITY (GU)

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*)

No

UGC-COP Programmes

No

2. IQAC Composition and Activities

2.1 No. of Teachers

8

2.2 No. of Administrative/Technical staff

3

2.3 No. of students

1

2.4 No. of Management representatives

1

2.5 No. of Alumni

2

2.6 No. of any other stakeholder and
community representatives

1

2.7 No. of Employers/ Industrialists

0

2.8 No. of other External Experts

1

2.9 Total No. of members

17

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. Faculty
Non-Teaching Staff Students Alumni Others

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

**Lecture: 1. Environmental Problems & Management, 2. English Literature,
3. Ethnic Medicine
Symposium: Quality Enhancement**

2.14 Significant Activities and contributions made by IQAC

- i) Preparation of Self Study Report (Cycle 2) and submission of the same to the NAAC, Bangalore**
- ii) Preparation of Annual Academic Plan-Programme with the Academic Committee and Admission Committee.**
- iii) Look into the matter of Class Routine and put suggestion if necessary.**
- iv) Preparation of Feedback Format for the Major Students of 1st, 2nd, 3rd, 4th and 5th Semester, Alumni and Guardian.**
- v) Motivating the students for co-curricular and community activities.**
- vi) Encouraging the teachers and students for research.**
- vii) Reviewed the Self-assessment and SWOC of the Teachers by a reputed academician.**
- viii) Organizing monthly lecture for faculty development.**
- ix) Organizing activity for non-teaching staffs through Yoga Cell**
- x) Organizing competition and other activities for the students.**
- xi) Looking into the matter of infrastructural need for academic development.**

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
<p>a) Decided to form a Cultural Forum</p> <p>b) Decided to take feedback from students of each and every semester after end semester examination.</p> <p>c) Decided to take feedback from Alumni and Guardian.</p> <p>d) Planned to prepare SSR of the College and accordingly to send it to NAAC.</p> <p>e) Decided to provide Teaching Diary for documenting student related activities.</p>	<p>a) Could not realise therefore, kept the plan for the session 2015-16</p> <p>b) Format prepared by IQAC and Implemented.</p> <p>c) Format prepared and feedback taken.</p> <p>d) SSR Prepared and send to NAAC on 19-11-2014.</p> <p>e) Teacher Diray supplied to the Teachers.</p>

** Attach the Academic Calendar of the year 2014-15 of GU in Annexure 1*

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body **Academic Committee**

Provide the details of the action taken

After approval of the Academic Committee, the AQAR is sent to the NAAC and displayed on the college website.

Part – B

Criterion – I

I. 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	4	----	2	----
PG Diploma	----	----	----	1
Advanced Diploma	----	----	----	----
Diploma	----	----	----	1
Certificate	----	----	4	---
Others	----	----	----	----
Total	4	Nil	6	2
Interdisciplinary	----	----	----	----
Innovative	----	----	----	----

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	6
Trimester	5 (IT Courses)
Annual	1

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

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

**An analysis of the feedback in the Annexure2*

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

Revised regulation and syllabi during 2011-12 by the GU for all affiliated colleges

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

Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others (Self Financing Course)
	43	16	20	Nil	7

2.2 No. of permanent faculty with Ph.D.

20

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
10	3	3	1	Nil	Nil	9	Nil	22	4

2.4 No. of Guest and Visiting faculty and Temporary faculty

1

Nil

9

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	1	10	10
Presented papers	4	10	2
Resource Persons	0	1	1

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

English: Use of Audio-Visual aids / **Accountancy, Management and Finance:** Field survey and study / **Political Science, History, Philosophy:** Study Tour / **Economics and Finance:** Use of TV for watching Budget Live followed by discussions

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

183

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

Evaluation done by GU.
No internal reform done

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

1

1

1

* Economics, Management, Finance

2.10 Average percentage of attendance of students

86%

2.11 Course/Programme wise distribution of pass percentage:

2014-2015 [Under semester system Second Batch of 2012 Passed Out in 2015]

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A. (Major)	140	---	30.9%	60.4%	8.7%	87.9%
B.A. (General)	117	---	---	68.8%	14.2%	76.7%
B.Com. (Major)	169	---	7.14%	87.50%	5.36%	99.4%
B.Com. (General)	47	---	---	82.2%	7.8%	77.6%
BBA (2014)	09	---	25.5%	32.7%	11.2%	81.2%
BCA (2014)	12	---	14.2%	50.4%	7.8%	91.0%

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

The IQAC works with the Academic Committee and contribute to the process of admission and implementing plan-programmes relating to academic matters.

The IQAC monitors TLE by taking the following steps:

- Feedback from students
- Self appraisal from the faculty
- Analysing the results of final examination with the departments

2.13 Initiatives undertaken towards faculty development:- (2014-15)

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	----
UGC – Faculty Improvement Programme	1
HRD programmes	1
Orientation programmes	6
Faculty exchange programme (Assamese Department with AG Office, Govt. of Assam)	5-
Staff training conducted by the university	----
Staff training conducted by other institutions	1
Summer / Winter schools, Workshops, etc. (Workshop attended by the teachers during the period)	28
Others (Number of Research papers presented in the Seminar by the teachers during the period)	43

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	14	3	---	3
Technical Staff	1	--	----	---

Criterion – III

3. Research, Consultancy and Extension

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

- The IQAC organizes monthly lecture to develop a climate of research among the faculty.
- Every department publishes annual departmental journal as per initiative taken by the IQAC.
- The IQAC motivates the faculty members for undergoing research by providing necessary information / circular issued by the UGC and other institution.

3.2 Details regarding major projects:

	Completed	Ongoing	Sanctioned	Submitted
Number	----	----	----	1
Outlay in Rs. Lakhs	----	----	----	10 Lakhs

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	----	----	----	----
Outlay in Rs. Lakhs	----	----	----	----

3.4 Details on research publications

	International	National	Others
Peer Review Journals	1	1	----
Non-Peer Review Journals	----	----	9
e-Journals	----	----	----
Conference proceedings	----	1	----

3.5 Details on Impact factor of publications: **One**

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	----	----	----	----
Minor Projects	----	----	----	----
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	----	----	----	----

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: Not Applicable

UGC-SAP CAS DST-FIST
 DPE DBT Scheme/funds

3.9 For colleges
 Autonomy CPE DBT Star Scheme
 INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences
 organized by the Institution

Level	International	National	State	University	College
Number	----	1	----	----	----
Sponsoring agencies	----	UGC	----	----	----

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs : NA

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
----	----	----	----	----	----	----

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

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	<input type="text" value="0"/>	College forum	<input type="text" value="1"/>		
NCC	<input type="text" value="0"/>	NSS	<input type="text" value="3"/>	Any other	<input type="text" value="0"/>

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

- Activities done under NSS for village development at Borpathar village
- Blood donation camp organised by the Red Ribbon Club of the college
- Relief materials for Flood victims by the Welfare Cell of the college

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	5673 SM	----	----	----
Class rooms	19	----	----	----
Laboratories	02	---	---	---
Seminar Halls	01	---	--	----
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	43	05	Own	3,81,600
Value of the equipment purchased during the year (Rs. in Lakhs)	12,88,115	New	Own	3,81,600
Others (Electrification and Panel Board, Sports)	3,42,210	New	Own	1,38,972

4.2 Computerization of administration and library

Both are already computerized

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	9763	4357608	306	171425	10,069	4529033
Reference Books	6935		240		7175	
e-Books	----	---	---	---	---	---
Journals	12	19,402	3	16,242	15	
e-Journals	----	---	---	---	---	---
Digital Database	----	---	---	---	---	---
CD & Video	----	---	---	---	---	---
Others (specify)	----	---	---	---	---	---

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	41	27	11	01	01	04	05	05
Added	01	---	01	---	---	01	--	--
Total	42	27	12	01	01	05	05	05

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

The College has 43 computers including the possessions of IT Centre. Internet is accessible as the campus is Wi-Fi enabled. Teachers, staff and students are given the facility of IT training at the college centre at concessional rate.

4.6 Amount spent on maintenance in lakhs :

i) ICT	95,736
ii) Campus Infrastructure and facilities	16,86,204
iii) Equipments	3,81,600
iv) Others	15,18,363
Total :	36,81,903

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC motivates the faculty convener to prepare plan and submit to the authority. After discussion with IQAC, the authority provides necessary support / funds for execution of such plan.

5.2 Efforts made by the institution for tracking the progression

- Students' attendance is recorded by the department and monitored by the Academic Head.
- Merit Registers are maintained by each Department and feedback are given along with suggestions.
- Records of extra-curricular activities are maintained and feedback are given for improvement in all front and motivated to participate in outside competitions.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1581	06	-----	41

(b) No. of students outside the state

16

(c) No. of international students

NA

Men		<table border="1"> <thead> <tr> <th>No</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>833</td> <td>51</td> </tr> </tbody> </table>	No	%	833	51	Women		<table border="1"> <thead> <tr> <th>No</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>795</td> <td>49</td> </tr> </tbody> </table>	No	%	795	49
No	%												
833	51												
No	%												
795	49												

Last Year (2013-14)						This Year (2014-15)					
General	SC	ST	OBC	Others (Minority)	Total	General	SC	ST	OBC	Others (Minority)	Total
923	120	123	375	221	1762	894	108	116	304	206	1628

Demand ratio

BA – 1:1.42 / BCOM – 1:2.05

Dropout %

21.8%

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

NIL

No. of students beneficiaries

NA

5.5 No. of students qualified in these examinations

NET	<input type="text" value="0"/>	SET/SLET	<input type="text" value="0"/>	GATE	<input type="text" value="0"/>	CAT	<input type="text" value="0"/>
IAS/IPS etc	<input type="text" value="0"/>	State PSC	<input type="text" value="0"/>	UPSC	<input type="text" value="0"/>	Others	<input type="text" value="0"/>

5.6 Details of student counselling and career guidance:

Dispur College CDPC organized the following:

- A programme on talent hunt activity by Red FM titled as “College ka Tashan Baaz” held on 2nd September, 2014. Niku Das from the college selected upto the final round.
- Students Participated in the Carrier Guidance Programme of FICCI Ladies Organisation, organised by Counseling and Guidance Cell, Dispur College as on 27th September 2014.
- Students Participated in the Carrier Counseling Programme of Pragati Institute of Management, organised by Counseling and Guidance Cell, Dispur College as on 21st October, 2014.
- Students participated in the programme “College Campus” organised by All india Radio for group discussion, self composed recitation, storytelling and singing as on 18th May 2015.
- Awareness Campaign on Employment Opportunities through Staff Selection Committee organised by SSC in association with department of Personal Training, GOI on 28th November 2014 at District Library, Guwahati. A group of students along with the Convenor attended the programme and took part in the interactive session.

No. of students benefitted

5.7 Details of campus placement **NIL**

	<i>On campus</i>		<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
---	----	---	----

5.8 Details of gender sensitization programmes

- *Beti Bachao* Campaign Jan.'15
- Observed International Women Day on 8th March 2014

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

	Number of students	Amount
Financial support from institution		
Financial support from government	78	6,34,570/-
Financial support from other sources	---	---
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: _____NIL_____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: “To attain and ensure quality enhancement in higher education to produce qualitative, productive and expert human capital for an excellent economic and social life of the state in particular and nation as a whole”.

Mission: We are committed to the upliftment of the economically disadvantaged section through dissemination of learning and the uniform expansion of their mental, physical and moral aspects thereby generating an effective workforce.

6.2 Does the Institution has a management Information System

Yes, MIS introduced for accounting job. But, it was not properly implemented.

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

6.3.1 Curriculum Development

Continuation of Add on Courses, professional courses, IT and ODL courses along with the Affiliated University prescribed regular curriculum. Participation of faculty representative in syllabus committees in some subject.

6.3.2 Teaching and Learning

With the traditional class room activities, learning by doing mode of teaching such as participating in seminar, group discussion, problem solving, etc. is continued. Besides, co-curricular activities are carried out in regular manner. More emphasis put in feedback to improve teaching.

6.3.3 Examination and Evaluation

Done as per university rules and regulation.

6.3.4 Research and Development

Encouraging the students for research based activities through their project works.

6.3.5 Library, ICT and physical infrastructure / instrumentation

New books have been purchased to enrich the stock.

6.3.6 Human Resource Management

Faculties are entrusted with several committees along with their regular duties to ensure equal participation of all in all spheres. Office works are specified by the Principal so as the works of the grade-4.

6.3.7 Faculty and Staff recruitment

Temporary faculty and staff are recruited as per need and renewed after 90 days.

6.3.8 Industry Interaction / Collaboration

Nil

6.3.9 Admission of Students

Admissions are done in a transparent manner as per the rule of GU and the Govt. of Assam.

6.4 Welfare schemes for

Teaching	
Non teaching	
Students	

6.5 Total corpus fund generated

--

6.6 Whether annual financial audit has been done

Audit Work in Progress

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	yes	MHRD	Yes	IQAC, Academic Committee
Administrative	yes	MHRD	Yes	GB

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

For UG Programmes --- **No**

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

Reforms are done along with the introduction of semester system by the GU. The new system includes 6 semester ending examination (6th semester being the final sem). In each semester, there is sessional examination of 20/15 marks for each paper in each subject. Reforms also made in evaluation process. Now answer scripts correction is doen in Zone and grades are awarded in result-sheets.

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

Not Applicable.

6.11 Activities and support from the Alumni Association

- Alumni activities and supports are formed to be meager.

6.12 Activities and support from the Parent – Teacher Association

Only interaction held. No specific contribution made so far.

6.13 Development programmes for support staff

- Indira Gogoi and Prasanta Sarma attended a Workshop on Record Keeping at K.H.S. College for 2 days during August 2014.
- A lecture session on Yoga by A. Sarma organised by Yoga Meditation Club for non-teaching staff.

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

The college organises several activities including plantation by the Nature Club. Awareness has been made for not using plastic bags. Cleanliness drives made under NCC. Lecture on environmental issues organised in the college, this year both by the IQAC and Nature Club.

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.

- Doing orientation by visiting the classes of new comers by the Principal, Vice-Principal, NSS officer and IQAC coordinator created positive impact on the students' behavior.
- Essay Competition organized among the new comers motivated the students in involving co curricular activities.

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

As per decision taken by the IQAC and approved by the GB, the SSR sent to the NAAC during the month of November, 2014. The NAAC accepted the and decided to send Peer Team on 31st August, 1st and 2nd September for Reaccreditation (Cycle 2)

For other ATR please see answer to the question no. 2.15.

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

1. Students' Feedback
2. Self-Assessment by teachers to be reviewed by academician.

**Details are in Annexure no. IV & V*

7.4 Contribution to environmental awareness / protection

- Environment Day observed every year to bring awareness among the students.
- Talk, lectures are organized, i.e. a lecture delivered by Dr N. Bordoloi on Environment Problems
- Lecture also delivered by Dr. S. Agarwalla and Mrs A. B. Saikia on 5th June 2015.

7.5 Whether environmental audit was conducted?

NO

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

SWOT:

S: * The college is centrally located.

- * Transparent, decentralized and participatory way of working within the college.
- * Increasing demand from the students.

W: * Terrain- bottleneck being situated at the foot of the Narakasur Hill that constraints horizontal expansion.

- Inadequate physical infrastructure
- Weak alumni-base.

O : * The college has Students from diverse culture, therefore, gives an opportunity to develop better understanding of the society and develops fraternity.

- The college has a dynamic and competent work-force.
- Modern technology is available at the college campus.

T: * To bring the students as well as the institution at par with the other best.

- To improve the other stakeholders' (alumni, parent, guardian) participation in all round development of the college.
- To enrich the research culture of the institution.

8. Plans of institution for next year

In continuation of the overall perspective plan of the college has decided to implement the following short-run plan:

- To form a cross-cultural forum to boost the colorful culture of the region.
- To enhance infrastructural facilities as per need on preferential basis.
- To start digital class room and digitalization of library.
- To start Skill Development Programme

Name: **DR. RANI MUDIAR DEKA**



Signature of the Coordinator, IQAC

Coordinator,
IQAC
Dispur College,
Dispur, Guwahati-78

Name: **DR AMAR SAIKIA**



Signature of the Chairperson, IQAC

Principal and Secretary
Dispur College
Dispur, Guwahati-06

Dated- 29-08-2015

Annexure I – Institutional Academic Calendar, Gauhati University 2014-15

Annexure II – Analysis of Students Feedback

Annexure I – Best Practice A (Students’ Feedback)

Annexure I – Best Practice B (Self Assessment of the Faculty reviewed by an Academician)

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

DISPUR COLLEGE
 INSTITUTIONAL ACADEMIC CALENDAR 2014-2015
 (JULY 2014 TO JUNE 2015)
 ODD SEMESTER (1ST / 3RD / 5TH)

Month / Year	Date	Class days/Working Days/Exam. Days/Holiday	Academic & other Activities
July, 2014	1-5	<i>Working Days</i>	Admission to 1st Semester Classes be completed by 31st July, 2014 Summer Vacation 1st July to 31st July 2014
	6	<i>Sunday</i>	
	7-12	<i>Working Days</i>	
	13	<i>Sunday</i>	
	14-19	<i>Working Days</i>	
	20	<i>Sunday</i>	
	21-26	<i>Working Days</i>	
	27	<i>Sunday</i>	
	28	<i>Working Days</i>	
	29-30	<i>Id-UI-Fitre (Holiday)</i>	
August, 2014	1-2	<i>Working / Class Days</i>	Commencement of Odd Semester Classes from 1st August College Foundation Day on 28th August
	3	<i>Sunday</i>	
	4-9	<i>Working / Class Days</i>	
	10	<i>Sunday</i>	
	11-14	<i>Working / Class Days</i>	
	15	<i>Independence Day (Holiday)</i>	
	16	<i>Working / Class Days</i>	
	17	<i>Sunday</i>	
	18	<i>Janmastami (Holiday)</i>	
	19-23	<i>Working / Class Days</i>	
	24	<i>Sunday</i>	
	25-26	<i>Working / Class Days</i>	
	27	<i>Tithi of SrimantaSankardeva (Holiday)</i>	
	28	<i>Working Days</i>	
	29-30	<i>Working / Class Days</i>	
	31	<i>Sunday</i>	
September, 2014	1-6	<i>Working / Class Days</i>	Students Union Election of the college within two months of completion of the admission Sessional Exam be completed before Puja Holidays.
	7	<i>Sunday</i>	
	8-12	<i>Working / Class Days</i>	
	13	<i>Tithi of Sri Sri Madhav Dev (Holiday)</i>	
	14	<i>Sunday</i>	
	15-20	<i>Working / Class Days</i>	
	21	<i>Sunday</i>	
	22-27	<i>Working / Class Days</i>	
	28	<i>Sunday</i>	
	29-30	<i>Working / Class Days</i>	

Month / Year	Date	Class days/Working Days/Exam. Days/Holiday	Academic & other Activities
October, 2014	1-7	<i>Durga Puja, Birthday of Mahatma Gandhi, Vijaya Dashami, Janmotsav of Srimanta Sankar Dev, Id-Ud-Zuha, & Lakhmi Puja. (Holidays)</i>	Educational Field Trip be arranged in the first half of October.
	8-11	<i>Working / Class Days</i>	Publication of College Magazine be made before Puja Holidays.
	12	<i>Sunday</i>	
	13-18	<i>Working / Class Days</i>	
	19	<i>Sunday</i>	
	20-22	<i>Working / Class Days</i>	
	23-24	Kali Puja & Dewali (Holiday)	
	25	<i>Working / Class Days</i>	
	26	<i>Sunday</i>	
27-31	<i>Working / Class Days</i>		
November, 2014	1	<i>Working / Class Days</i>	End Semester Exam for Odd Semester
	2	<i>Sunday</i>	
	3-5	<i>Working / Class Days</i>	
	6	Guru Nanak Birth Day (Holiday)	
	7-8	<i>Working / Class Days</i>	
	9	<i>Sunday</i>	
	10-15	<i>Working / Class Days</i>	
	16	<i>Sunday</i>	
	17-22	<i>Working / Class Days</i>	
	23	<i>Sunday</i>	
	24-29	<i>Working / Class Days</i>	
	30	<i>Sunday</i>	
December, 2014	1-6	<i>Working / Class Days</i>	End Semester Exam for Odd Semester be completed by 15th December and it Will be followed by evaluation.
	7	<i>Sunday</i>	
	8-13	<i>Working / Class Days</i>	
	14	<i>Sunday</i>	
	15-20	<i>Working / Class Days</i>	
	21	<i>Sunday</i>	
	22-24	<i>Working / Class Days</i>	
	25	Christmas (Holiday)	
	26-27	<i>Working / Class Days</i>	
	28	<i>Sunday</i>	
29-31	<i>Working / Class Days</i>		



Note:

1. The Department should organize academic activities such as Seminar / Group Discussion etc. for the students and for the teachers, suitably during the year
2. The Sessional Examinations in the colleges should be designed in such a way that the other normal classes are running smoothly.
3. Different Cell should organise activities without hampering normal classes.

Principal
Dispur College
Guwahati – 6

EVEN SEMESTER (2ND / 4TH / 6TH)

Month / Year	Date	Class days/Working Days/Exam. Days/Holiday	Academic & other Activities
January, 2015	1-3	<i>Working Days/ Semester Break</i>	Semester Break from 1st January to 10th January, 2016 Commencement of Even Semester Classes from 12th January, 2016. Annual College Week be held in the last part of January, 2016.
	4	<i>Sunday</i>	
	5-10	<i>Working Days/ Semester Break</i>	
	11	<i>Sunday</i>	
	12-13	<i>Working / Class Days</i>	
	14-15	<i>Magh Bihu / Silpi Divas (Holiday)</i>	
	16-17	<i>Working / Class Days</i>	
	18	<i>Sunday</i>	
	19-24	<i>Working / Class Days</i>	
	25	<i>Sunday</i>	
	26	<i>Republic day/University Foundation day (Holiday)</i>	
	27-31	<i>Working / Class Days</i>	
February, 2015	1	<i>Sunday</i>	
	2-7	<i>Working / Class Days</i>	
	8	<i>Sunday</i>	
	9-14	<i>Working / Class Days</i>	
	15	<i>Sunday</i>	
	16	<i>Working / Class Days</i>	
	17	<i>Shivratri (Holiday)</i>	
	18-21	<i>Working / Class Days</i>	
	22	<i>Sunday</i>	
	23-28	<i>Working / Class Days</i>	
March, 2015	1	<i>Sunday</i>	
	2-4	<i>Working / Class Days</i>	
	5-6	<i>Dol - Yatra (Holiday)</i>	
	7	<i>Working / Class Days</i>	
	8	<i>Sunday</i>	
	9-14	<i>Working / Class Days</i>	
	15	<i>Sunday</i>	
	16-21	<i>Working / Class Days</i>	
	22	<i>Sunday</i>	
	23-28	<i>Working / Class Days</i>	
	29	<i>Sunday</i>	
	30-31	<i>Working / Class Days</i>	

Month / Year	Date	Class days/Working Days/Exam. Days/Holiday	Academic & other Activities
April, 2015	1-2	Working / Class Days	Sessional Exam. for Even Semester be completed by 1st week of April, 2015
	3	Good Friday (Holidays)	
	4	Working / Class Days	
	5	Sunday	
	6-11	Working / Class Days	
	12	Sunday	
	13	Working / Class Days	
	14-16	Bahag Bihu (Holiday)	
	17-18	Working / Class Days	
	19	Sunday	
	20-25	Working / Class Days	
	26	Sunday	
	27-31	Working / Class Days	
May, 2015	1	May Day	End Semester Exam. for Even Semester
	2	Working / Class Days	
	3	Sunday	
	4-9	Working / Class Days	
	10	Sunday	
	11-16	Working / Class Days	
	17	Sunday	
	18-23	Working / Class Days	
	24	Sunday	
	25-30	Working / Class Days	
31	Sunday		
June, 2015	1-6	Working / Class Days	End Semester Exam. for Even Semester be completed by 15th June and will be followed by 15 days Evaluation period.
	7	Sunday	
	8-13	Working / Class Days	
	14	Sunday	
	15	Working / Class Days	
	16-20	Working Days	
	21	Sunday	
	22-27	Working Days	
	28	Sunday	
29-30	Working Days		

Note:

1. The Department should organize academic activities such as Seminar / Group Discussion etc. for the students and for the teachers, suitably during the year
2. The Sessional Examinations in the colleges should be designed in such a way that the other normal classes are running smoothly.
3. Different Cell should organise activities without hampering normal classes.

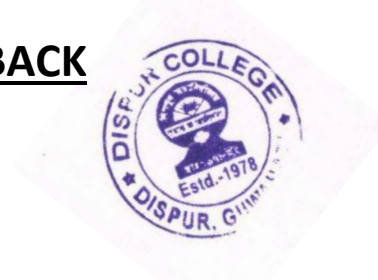


Principal
 Dispur College
 Guwahati-6
 Principal Secretary
 Dispur College
 Dispur, Guwahati-06

A REPORT ON TEACHERS' PERFORMANCE REPORT

BASED ON STUDENTS' FEEDBACK

Session: 2014-15



It is a tradition at Dispur College to take feedback on Teachers' Performance from the final year students. The purpose is to monitor the quality of the teacher and to trace the trend of quality enhancement. It helps the teachers to test and realize their own performance and subsequently contributes in improving the teaching –learning process.

The feedback given by the final year students are outsourced for analysis. The students award score to each teacher individually and on various aspects. The scores are evaluated by using Standard Deviation.

The IQAC found that out of 10, among all the teachers the highest score is found to be 8.37, where as the lowest one is 5.44. Significantly, these two points of high and low are found to be in the same department, which provides a very logical pattern to compare the performance of the teachers.

There were 9 teachers scoring above 8, however only 2 teachers scored below 6.

In the department of History, out of four teachers, one attained above 8 and two got above 7. The lowest score is found to be 6.25. In Management, all the four teachers remained in the range of 7.22 to 7.67. In Economics too, the score ranged between 7.26 and 7.81. In the department of Assamese, four teachers scored above 8 out of five, the remaining teacher scored 7.00. In Accountancy, out of four, one scored below 7, whereas the other three remained in between 7.39 and 7.79. In Finance, one got 7.67, three attained in the range of 6 , while one scored 5.77. In Political Science, two teachers got above 8, one remained in the range of 7 and the remaining one scored 6.86. The department of Education, out of four, one scored 8.33, while other three remained in the range of 7. In English, for six teachers, the score remained in between 8.37 and 5.44.

The Principal, as the head of IQAC, conveyed the scores to the teacher concern and suggested to accept the score as the base for their future performance.

Teacher's Performance Report

Department : EDUCATION

Performance Year

2014

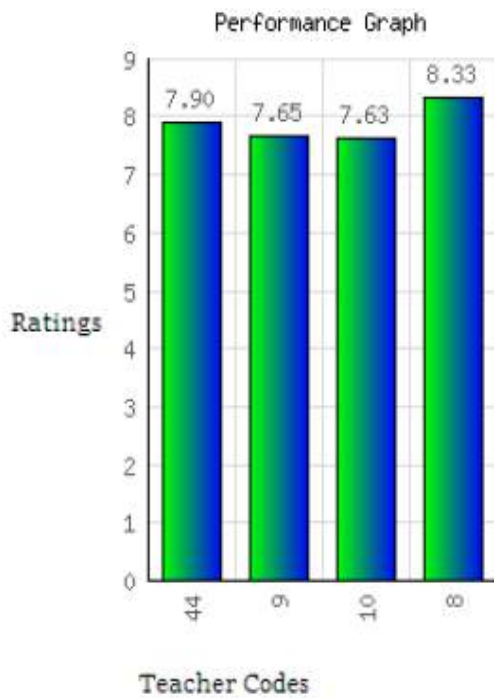
Code	Teacher Name
44	AMIT ROY CHOUDHURY
9	BABI BARUAH
10	BHASWATI BARUAH DAS
8	SUNITA AGARWALLA

Department : ENGLISH

Performance Year

2014

Code	Teacher Name
46	BANDITA BARUAH
2	MANJURI SHARMA
60	MONMITA SHARMA
4	NANDINI BARUAH
33	SANJEEV KR SARMAH
3	ZABIN AKHTAR



Department : BANKING

Performance Year

2014

Code	Teacher Name
61	AJAY MITRA
65	BANAJIT CHOUDHURY
64	BARNALI DAS
25	MATHUR BARMAN
62	TRISHA PALL

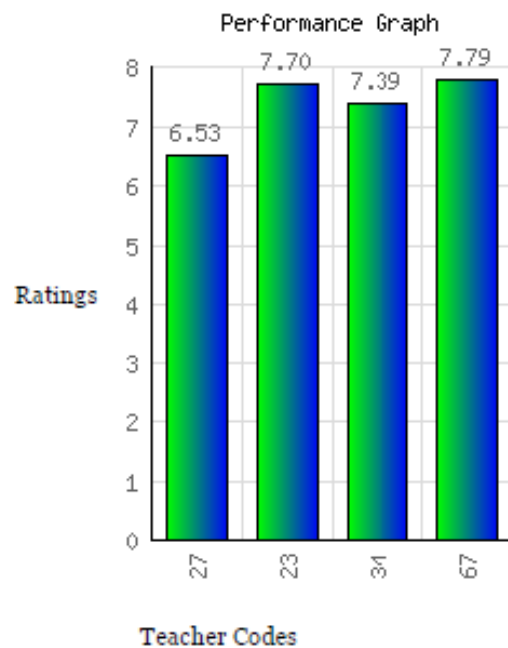


Department : ACCOUNTANCY

Performance Year

2014

Code	Teacher Name
27	AJAY DEKA
23	DR JYOTISH GOSWAMI
34	KULADHAR PATOWARY
67	TRIDIB MEDHI

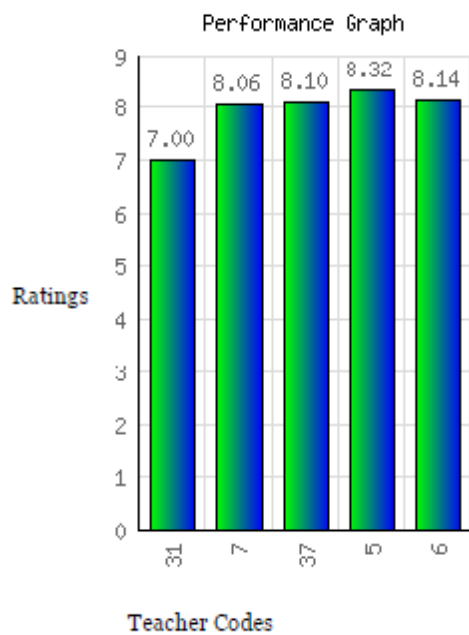


Department : ASSAMESE

Performance Year

2014

Code	Teacher Name
31	AJIT PRASAD SARMA
7	JALJYOTI GOSWAMI
37	MALABIKA BHATTACHARYA
5	NAMITA DEKA
6	REENA CHAUDHURI

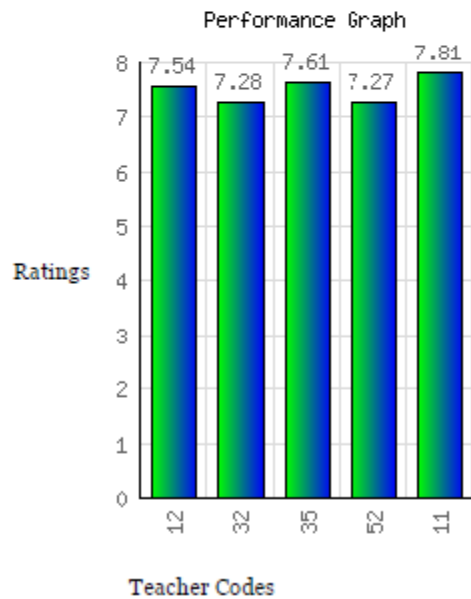


Department : ECONOMICS

Performance Year

2014

Code	Teacher Name
12	ANURADHA BARUA
32	HIMANSHU KALITA
35	MONALISA BHATTACHARYA
52	PORAG DUTTA
11	RANI MUDIAR DEKA

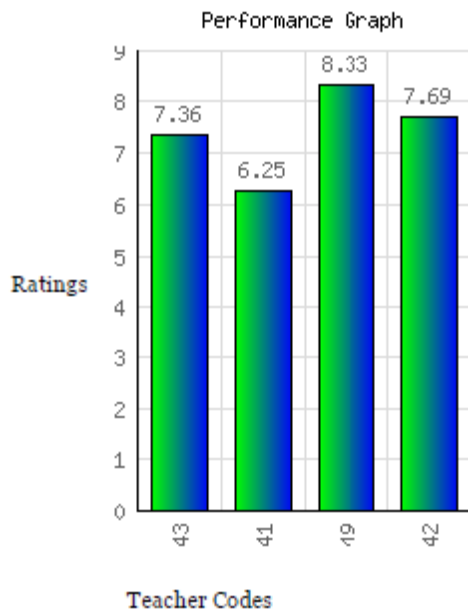


Department : HISTORY

Performance Year

2014

Code	Teacher Name
43	KARABI DAS
41	N.A RAHMAN
49	PANKAJ KUMAR KATHAR
42	RATUL BORAH

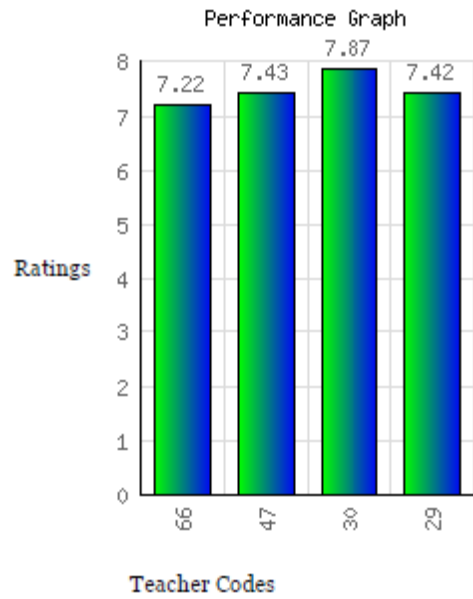


Department : MANAGEMENT

Performance Year

2014

Code	Teacher Name
66	BARNALI DAS
47	MANALISA CHOUDHURY
30	MOUSHUMI DEVI
29	TRIBEDI BARKOTOKY

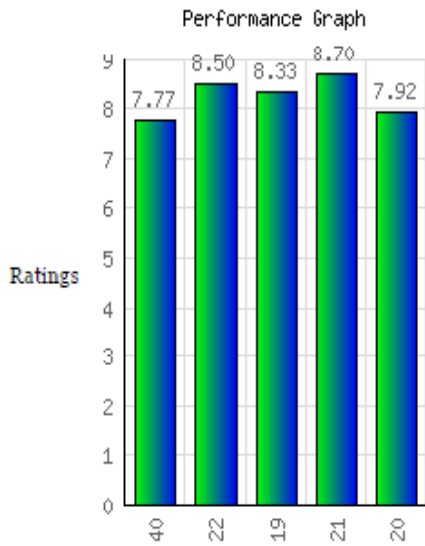


Department : PHILOSOPHY

Performance Year

2014

Code	Teacher Name
40	DR. SUMITRA CHOWDHURY
22	MAMONI KALITA
19	PRANITA SHARMA
21	SASHI MOHAN DAS
20	SUNITA CHOUDHURY

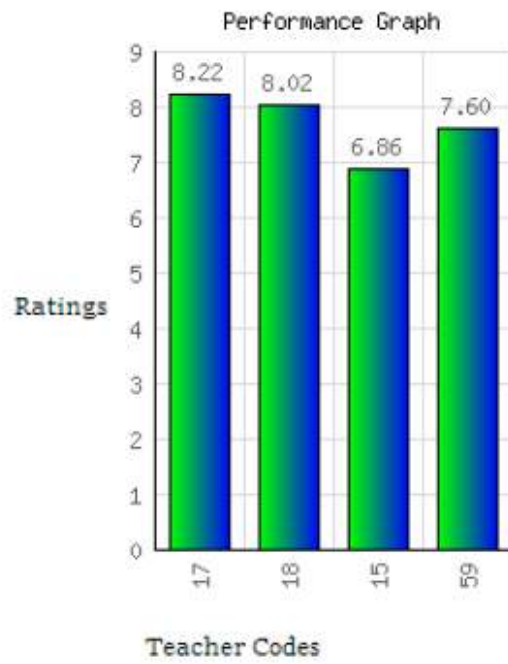


Department : POLITICAL SCIENCE

Performance Year

2014

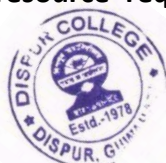
Code	Teacher Name
17	DHARITRI THAKURIA
18	INDRANI CHOUDHURY
15	K.C. BORO
59	RAJKAMAL DUTTA





Principal and Secretary
Dispur College
Dispur, Guwahati-06

Best Practice: A

1. **Title of the Practice:** Students' Feedback (Feedback Formats to be included here.)
2. **Goal:** the prime goal of taking students' feedback is to realize the shortcomings of the teaching-learning process followed by the college.
3. **The Context:** teaching-learning is a two-way process. There exists less scope for the students to perform their role as our traditional system is pro-teacher. In other words, the teacher plays the key role in teaching –learning process. As a result, students' understandings or feelings remain detached. In that context, it is believed that taking feedback can help to bring an improvement to the existing parrot-learning system.
4. **The Practice:** Earlier the college used to take feedback from the final year students. The format was designed with the questions covering both the course syllabus and teachers' performance. The feedbacks were analyzed and discussed by the principal along with the senior members of the IQAC. Later on, the format was redesigned putting more emphasis on teaches and teaching. The IQAC decided to outsource the feedback for analysis. Such analyses are reviewed by the Principal. After discussing with the vice-principal and coordinator of the IQAC, the Principal calls upon each and every teacher to inform about the feedback given by the students for him/her. It helps the teacher to adjust himself/herself as per the need of the students and brings improvement to the teaching –learning process.
5. **Evidence of Success:** the success of the practice is reflected in the interest generated among the teachers in knowing the report of their feedback. Again, increasing improvement in the result of the students can also be accepted as a result of implementation of feedback both by the authority and teachers themselves.
6. **Problems Encountered and Resource required:** No problem has been encountered, rather, the IQAC having impressed by the positive result of the practice, started taking feedback from students of each semester after their end-semester examination. The financial resource required for the practice is provided by the authority.

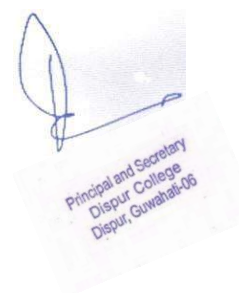



Principal and Secretary
Dispur College
Dispur, Guwahati-06

Best Practice: B

1. **Title of the Practice:** Self Assessment of the faculty reviewed by an Academician.
2. **Goal:** to help the teachers in self realization and thereby enhance quality in teaching.
3. **The Context:** The changes brought by globalization in the field of higher education demand changes in the mindset of the teachers too. In that context, Dispur College IQAC distributed a set of questionnaire covering several questions for the teachers relating to teaching-learning-evaluation-research and other aspects of higher education that has closely associated with the mindset of the teachers.
4. **The Practice:** The data collected through the questionnaire filled up by the teachers were analysed by the IQAC and prepared a detailed report both on individual and departmental basis. Finally, the report has been sent to Dr. Nirmal Kumar Choudhury, former Vice-Chancellor, Gauhati University and Ex-GB President of Dispur College for a thorough review. Subsequently, the view along with suggestions for necessary improvement has been conveyed to the faculty members.
5. **Evidence of Success:** The teachers expressed their eagerness to know the comment and suggestion put forwarded by Dr. N. Choudhury. They accepted the suggestion with positive attitude in order to bring change for effective teaching. Besides, the practice seems to perform the function of academic audit too though in a little narrow manner. It said to be performed the duty of testing the academic fitness of the faculty members in the context of changing global scenario.
6. **Problems Encountered and Resource required:** No problem has been faced in doing the practice. The financial resource required for the practice was borne by the IQAC.





Dated – 29-08-2015