

## The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

### Part – A

AQAR for the year (for example 2013-14)

2013-2014

#### I. Details of the Institution

1.1 Name of the Institution

Dibrugarh University

1.2 Address Line 1

Dibrugarh, Assam

Address Line 2

City/Town

Dibrugarh

State

Assam

Pin Code

786004

Institution e-mail address

lqacdu2013@gmail.com

Contact Nos.

0373-2370231

Name of the Head of the Institution:

Prof. Alak Kr. Buragohain

Tel. No. with STD Code: (0373) 2370239, 2370231

Mobile: 9954115220

Name of the IQAC Co-ordinator: Dr. Sarat C. Kakaty

Mobile: 9435131993

IQAC e-mail address: lqacdu2013@gmail.com

1.3 NAAC Track ID (For ex. MHCOCN 18879)

OR

1.4 NAAC Executive Committee No. & Date: EC/49/RAR/04  
(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)

1.5 Website address: www.dibru.ac.in

Web-link of the AQAR: <http://www.dibru.ac.in/AQAR-2013-2014.doc>

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 <sup>st</sup> Cycle	B		2002	2007
2	2 <sup>nd</sup> Cycle	B	2.83	2009	June14, 2014
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC :DD/MM/YYYY 01/01/2002

1.8 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 18/07/2013 (DD/MM/YYYY)
- ii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)

1.9 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

1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

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

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

Autonomy by State/Central Govt. / University	State		
University with Potential for Excellence		UGC-CPE	
DST Star Scheme		UGC-CE	
UGC-Special Assistance Programme	09 departments are UGC SAP assisted / sponsored	DST-FIST	06 departments are DST-FIST assisted / sponsored
UGC-Innovative PG programmes	03 Innovative programmes	Any other ( <i>Specify</i> )	03 DBT Schemes & Several Projects under ISRO, DRDO, B.R.N.S., AICTE, ONGC, SAMEER, OIL, ICMR, Ministry of Culture, DIT – all are in process.
UGC-COP Programmes			

## 2. IQAC Composition and Activities

2.1 No. of Teachers	7
2.2 No. of Administrative/Technical staff	3
2.3 No. of students	0
2.4 No. of Management representatives	1
2.5 No. of Alumni	1
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	0
2.9 Total No. of members	13

2.10 No. of IQAC meetings held 6

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

**Semesterization and CBCS In Higher Learning Institutions: In Quest of Quality Education**

2.14 Significant Activities and contributions made by IQAC

- IQAC conducted this year one state level NAAC supported Workshop, title **“SEMESTERIZATION AND CBCS IN HIGHER LEARNING INSTITUTIONS: IN QUEST OF QUALITY EDUCATION”**.
- Dibrugarh University colloquium cell in collaboration with IQAC conducted 12 colloquia during the year. Resource persons invited include Academics, intellectuals from reputed institutions, plus experienced personnel from administrative services.
- External Academic and Administrative Audit (AAA) was carried through during the year.
- Several disquisitions among experts (invited for Ph.D Viva-Voice and matters) and Research scholars and teachers took place during the year.
- Teachers, students and Research scholars and administrative personnel are benefited.
- Recommendation and outcome of AAA and the disquisition are being studied.

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	Achievement
To conduct AAA.	Observations / recommendations are being analysed and these await to be implemented.
To conduct a workshop on CBCS system which is in vogue in our university.	The workshop has been successfully completed and recommendation drawn are forwarded to the administration for its approval and implementation.
To Carry out SWOT analysis	Data have been collected while analysis is in process.
A workshop on “ Assessment and Accreditation of Higher Education Institution (HEIs): Its Practicalities and Needs” was mooted and the same was approved of by the NAAC and now it is scheduled to be hold in January, 2015.	

*\* Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body      Yes       No

Management       Syndicate       Any other body

Provide the details of the action taken

It's a new on-line format provided by the NAAC. From this time onward AQAR would be placed in Executive Council for approval. Earlier AQAR's were approved and counter-signed by the Hon'ble Vice-Chancellor.

## 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	24			
PG	43		4	
UG	12		21	
PG Diploma	12		3	
Advanced Diploma	3			
Diploma	5		10	
Certificate	4			
Others	2			
<b>Total</b>	105		37	
Interdisciplinary				
Innovative				

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

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	70
Trimester	
Annual	

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students

(On all aspects)

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

\*Please provide an analysis of the feedback in the Annexure

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

Restructuring and revision of syllabi both in P.G. and U.G. classes are done periodically in the University by strictly adhering to the norms and regulations of the UGC. Semester System in U.G. classes has been in operation since 2011 and C.B.C.S. has been in vogue in the University since 2009. Continuous and comprehensive evaluation is an integral component both in semester and C.B.C.S. system. Ph.D. Regulation for Ph.D. course work has been restructured as per UGC guidelines.

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

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## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
290	120	25 (CAS + Regular)	45 (CAS + Regular)	60 (contract)

2.2 No. of permanent faculty with Ph.D.

126
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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
4	18		33	2	17				

2.4 No. of Guest and Visiting faculty and Temporary faculty

		88
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	10	101	
Presented papers	10	253	
Resource Persons	10	115	

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

University runs under Choice Base Credit System (CBCS) wherein continuous and comprehensive evaluation of students is embodied. Teaching learning continues it with chalk-pencil-board system along with ICT applications in most of the departments. Teaching departments are engaged in regularly organizing seminars, discussions, colloquia, doubt clearing sessions in the teaching learning system. University continues with enhancing women empowerment through Women studies centre (which was established in 1998 while E.C. approval was given in 2004), ameliorating students by providing career counselling and conducting colloquia in a regular mode. Students are also encouraged to participate in the seminars which are organized by the University and University departments. Scholarship are provided to the students.

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

180
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2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Photocopy of RTI

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

		204
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2.10 Average percentage of attendance of students

87%
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2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
UG	30874					74
PG	1196					81
M.Phil	60					80
Ph.D	66					100
Diploma	33					100
PG Diploma	353					67

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

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	24
UGC – Faculty Improvement Programme	1
HRD programmes	
Orientation programmes	24
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	18
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	645	8	51	
Technical Staff	13	1	12	

## Criterion – III

### 3. Research, Consultancy and Extension

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

- Periodic talks/seminars/interfaces are being organized towards sensitizing and promoting research climate in the University.
- Visiting Professors to the departments and Experts invited for Ph.D and M.Phil Viva-voice and practical examinations are usually engaged in delivering lectures of topical interests.
- Research scholars of the University are encouraged to participate in the seminars/debates and to interface with the visiting - scholarly professors.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	21	48	14	
Outlay in Rs. Lakhs	1,68,92,046/-	4,70,12,325/-	2,59,45,900/-	

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		8	8	4
Outlay in Rs. Lakhs		8,85,000/-	12,80,000/-	

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	63	312	
Non-Peer Review Journals	18	85	
e-Journals			
Conference proceedings		276	

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	3	UGC, ICSSR, DBT, SAMEER, AICTE, DST, SERB, IRMA	2,79,92,460/-	1,07,80,748/-
Minor Projects	2	UGC	12,80,000/-	8,85,000/-
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				

3.7 No. of books published i) With ISBN No.

28

Chapters in Edited Books

1

ii) Without ISBN No.

5

3.8 No. of University Departments receiving funds from

UGC-SAP 9

CAS

DST-FIST 6

DPE

DBT Scheme/funds 3

3.9 For colleges

Autonomy

CPE

DBT Star Scheme

INSPIRE

CE

Any Other (specify)

3.10 Revenue generated through consultancy

Rs. 27,900.00

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number		9			
Sponsoring agencies		UGC			

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

550 sessions (Workshop, Seminar, BOS , Ph.D & M.Phil Viva Voice

3.13 No. of collaborations

International

National 12

Any other

3.14 No. of linkages created during this year

11

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	3 (B. Pharm.)
	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
10	2	8				

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

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## 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	500 acre		UGC, State Govt.	500
Class rooms	68 Nos.	20	UGC, State Govt.	88
Laboratories	82 Nos.	12	UGC, State Govt.	94
Seminar Halls	13 Nos.	4		17
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

The University administration is fully computerized.

The modules implemented under Management Information System (MIS) in Dibrugarh University are :-

Accounts and finance Module, Employee Information System, Students Information System, College Development Council Module, Health Centre Module, Sports Board Module, Curriculum Module, document Flow Module, Library Information Module, Store Management Module, asset & Inventory Module, Payroll and leave Management Module.

Beside these MIS system , the Dibrugarh University process various examination of the University through Examination Date processing software (EDPS)

The LNB Library is partially computerized. All housekeeping activities including cataloguing accessioning and circulation have been computerized. Web OPAC facility is also available. The library uses SOUL package.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	190402		867	700783	191269	
Reference Books	4110		209	238867	4319	
e-Books			243	1000000	243	
Journals	98		42	293810	140	
e-Journals	8000		530		8530	
Digital Database	11		0		11	
CD & Video	723		0		723	
Others (specify)	16932		0		16932	

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	501							
Added	57							
Total	558							

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

Computer/Internet access is available at the university Library, Departmental Labs and to individual teachers. Wi-fi is accessed in the Dibrugarh University Institute of Engineering and Technology (DUIET). Entire University Administration is connected with LAN.

4.6 Amount spent on maintenance in lakhs :

i) ICT	Rs. 60,15,183.00
ii) Campus Infrastructure and facilities	Rs. 20,63,339.00
iii) Equipments	Rs. 102,53,456.00
iv) Others	
<b>Total :</b>	

## Criterion – V

### 5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Anti Ragging Cell is constituted
- Anti Ragging campaign.

5.2 Efforts made by the institution for tracking the progression

- Student feedback system is vogue.
- Academic Audit is carried out.

5.3 (a) Total Number of students  
(current year)

UG	PG	Ph. D.	Others
30874 (inclusive of DU campus)	1196	66	386

(b) No. of students outside the state

(c) No. of international students

Men

No	%
717	40.9
830	45.4

Women

No	%
1036	59.1
996	54.6

Current year

Previous year

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
621	130	276	797	2	1826	583	108	233	826	3	1753

Demand ratio 1:4      Dropout % 1.1%

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

Career and counselling cell (CCC) supports the students for their own development in all directions and provides mechanism for competitive examinations. Dibrugarh University constituted a career and

Career and Counselling Cell will be useful for over all development of students viz:

- Development of Soft Skills.
- Development of Communication ability to face the challenge in competitive tests on job training in add-on or vocational courses.
- For thinking independently for carrying our social responsibilities.
- Resource centre of information and guidance.
- Exchange of information on professional placements.
- To gather information on job avenues and placement in different institutions.
- To analyze the information at local, regional and national level.
- To organize seminar, workshop and seek guidance for students.
- To promote discipline, healthy outlook and positive attitudes.

No. of students beneficiaries

164

#### 5.5 No. of students qualified in these examinations

NET	128	SET/SLET	101	GATE	4	CAT	
IAS/IPS etc	01	State PSC		UPSC		Others	

#### 5.6 Details of student counselling and career guidance

University has so far organized five workshops on Soft Skill Development and Physical Education under Student Counselling and Career Guidance Cell.

- The Training and Placement Cell conducted workshop on Motivation and Employability Skill on 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> of February, 2014. The Workshop was conducted by Dr. Gulshan Sharma which was attended by more than 1000 students.
- Brigadier Biswajit Mukherjee conducted a workshop on Motivations to join armed forces on 12<sup>th</sup> of March, 2014.
- Air Force and Army conducted joint workshop on Employment Opportunities in Army on 20<sup>th</sup> March, 2014.
- Soft Skill training by Dr. Chetan Srivastava is scheduled to take place on 22<sup>nd</sup> of May, 2014 for all departments of Dibrugarh University.
- Sports Education Development India Ltd. conduct a campus recruitment drive for Department of Physical Education on 4<sup>th</sup> and 5<sup>th</sup> of June, 2014.

No. of students benefitted

1000 +

### 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
23	617	140	

### 5.8 Details of gender sensitization programmes

Dibrugarh University is committed to providing a place of work and study free of sexual harassment intimidation and exploitation. University framed rules and procedures for the Gender Sensitization and complaint committee to combat Sexual Harassment, abbreviated as GSCCCSH and as approved by Executive Council, Dibrugarh University in its 321<sup>st</sup> meeting held on 20/12/2013, vide Resolution No. 34. So far three cases of Sexual Harassment has been identified and addressed. The University is planning to organize one programme on Gender Sensitization shortly.

### 5.9 Students Activities

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

State/ University level

About 500

National level

International level

No. of students participated in cultural events

State/ University level

About 500

National level

International level

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

Sports : State/ University level

130 (events & sub events  
(1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup>)

National level

International level

Cultural: State/ University level

75 (events & sub events  
(1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup>)

National level

International level

### 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	49	Rs. 2,63,000.00
Financial support from government	94	Rs. 11,89,920.00
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: \_\_\_\_\_

## Criterion – VI

### **6. Governance, Leadership and Management**

#### 6.1 State the Vision and Mission of the institution

Dibrugarh University, the easternmost University of India was set up in 1965 under the provisions of the Dibrugarh University Act, 1965 enacted by the Assam Legislative Assembly. It is a teaching-cum-affiliating University with limited residential facilities. The University is situated at Rajabheta at a distance of about five kilometres to the south of the premier town of Dibrugarh in the eastern part of Assam as well as India. Dibrugarh, a commercially and industrially advanced town in the entire northeastern region also enjoys a unique place in the fields of Art, Literature and Culture. The district of Dibrugarh is well known for its vast treasure of minerals (including oil and natural gas and coal), flora and fauna and largest concentration of tea plantations. The diverse tribes with their distinct dialects, customs, traditions and culture form a polychromatic ethnic mosaic, which becomes a paradise for the study of Anthropology and Sociology, besides art and culture. The Dibrugarh University Campus is well linked by roads, rails, air and waterways. The National Highway No.37 passes through the University Campus. The territorial jurisdiction of Dibrugarh University covers seven districts of Upper Assam, viz, Dibrugarh, Tinsukia, Sivasagar, Jorhat, Golaghat, Dhemaji and Lakhimpur. The University Campus extends over an area of more than 500 acres of which 60 acres are still covered under tea plantation. The University is accredited by National Assessment and Accreditation Council (NAAC) with an institutional score of 71% (B grade). The Re-accreditation has also been done in March 2009. Dibrugarh University is a member of the Association of Indian Universities (AIU) and recognised by all Universities in India and abroad on reciprocal basis.

Vision : The Dibrugarh University shall motivate and strive for the creation of innovative, competent and compassionate human resources for sustainable and holistic development, for achieving social harmony and ensuring quality living so that the University remains as a centre of excellence and continues to generate, disseminate and apply new knowledge and techniques through state of the art education and research in consonance with societal relevance and changing paradigms.

## 6.2 Does the Institution has a management Information System

Yes, Dibrugarh University has Management Information System (MIS).

The modules implemented under Management Information System (MIS) in Dibrugarh University are :-

Accounts and finance Module, Employee Information System, Students Information System, College Development Council Module, Health Centre Module, Sports Board Module, Curriculum Module, document Flow Module, Library Information Module, Store Management Module, asset & Inventory Module, Payroll and leave Management Module.

Beside these MIS system , the Dibrugarh University process various examination of the University through Examination Date processing software (EDPS)

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

### 6.3.1 Curriculum Development

Employability, Innovation and Research aspects are extremely important and are adhered strictly while designing the course. An utmost care is taken to incorporate Inquiry-oriented and cash-study-based syllabi in most of the course curricula. Contemporary and frontier issues and problems are tried to be included to the syllabi.

Also, the curricula are designed in a way that they lead to the development of knowledge and skill-based personality of the student

### 6.3.2 Teaching and Learning

Learning is made students-centered by adopting learning activities like class seminars, doubt clearing sessions, assignments, field trips, preparing dissertations, visiting lectures. ICT tools are also used. Students feedback mechanism is involved and every year feedback are analyzed and report is given to the teachers for corrective measures for improvements.

### 6.3.3 Examination and Evaluation

The important examination and evaluation reforms initiates go as :

- Comprehensive and continuous evaluation is in vogue (in PG & UG classes of the University and Colleges affiliated to the University).
- Pre and post examination works are computerized.
- Online declaration of results for under graduate courses (Colleges affiliated to the University)
- Zonal System in the UG exams .
- Spot evaluation in Exam Zones (UG).
- RTI application in University exams.
- Results of the exams of PG and UG course are declared in stipulated time.
- Confidentiality of the answer booklets, and in scrutiny and tabulation levels are strictly adhered to.

Online enrolment of students, issuance of admit cards and submission of exam forms are in the offing in the PG classes.

### 6.3.4 Research and Development

- That the teachers, researchers are engaged in attending seminars, workshops, conferences, symposia (State, National and International level) is a regular feature in the university. Expenditures incurred are, to a fault, defrayed by the university.
- Faculty Improvement Programme (FIP) is facilitated for pursuing Ph.D.
- University and the departments/centres are constantly engaged in establishing linkages with industries and other academic institutions.
- University faculty members are engaged in running major and minor projects funded by UGC, DST, DBT, ISRO, ICMR and some other funding agencies.
- University periodically organizes seminars, workshops, conferences and invites scholarly professors of institutions of repute for interface with the faculty members and researchers with a view to motivating them engaged in research.
- University sets forth a proposal of independent research for the scholars.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

The LNB Library (Central Library) of Dibrugarh University provides following services

**Book Loan Service:** All regular categories of members i.e. students, research scholars, teachers, and employees of Dibrugarh University get book loan from the Library for certain period, as specified by the Library Committee.

**Reference Service:** Reference Section is at the Central Library and this service is provided by as per users need some selected reference sources, rare books. Theses and dissertations are also available in the central library.

**Reprography/Scanning Service:** The central library provides reprographic facilities to the library users of all categories. The Scanning Service is also being provided on demand and in extraordinary situations.

**Inter-library Loan Service:** The inter-library loan facility is also provided on demand.

**Information Deployment and Notification:** University notices, student's related forthcoming events or any other information related to students are normally displayed on notice board and also disseminated through mass mail with the help of internet.

**OPAC:** Users may search library collection through Online Public Access Catalogue (OPAC) from the computer node placed in the library as well as from any node of the campus LAN using WebOPAC. The Central Library provides assistance for such services through user orientation program to each and every user while using the OPAC or webOPAC for the first time. The Library staff are ready to guide users for such services whenever required.

**Bibliographic services of the Library Collection to the users are provided through SOUL2.0 and IndCat facilities.**

**Internet Access:** Central library provides internet, e-resources and e-mail service to the users.

**Downloads :** Users can access downloading the research papers, articles, e-resources etc. and also take printouts as and when required.

**User Orientation:** Users are registered under different categories of membership throughout the year. New members visit the library and the library staff make them enable to use the library facilities optimally. Users training / orientation program is arranged for students every year in central library. Library provides assistance in searching databases and INFLIBNET facilities as and when required. Moreover, time to time, special talks or lectures on utility of e-resources are also arranged from e-resources publishers in the campus.

**Library Automation:** The following areas are covered under library automation –

Cataloguing, Circulation, Serial Control, Enquires, Reports, Record Keeping, OPAC, WebOPAC

- † Total number of computers for general access – 2 nos.
- † Total Number of printers for general access –01 no.
- † Internet band width speed – 1GBPS
- † Institutional repository – Not available
- † Content management system for e-learning- Not available
- † Participation in resource sharing networks/consortia – The Central Library is a member of UGC-Infonet Digital Library Consortium initiated by INFLIBNET Centre.

#### **Library Area**

- Total area of the library (in Sq. Mts.) : 2729.139 Sq. Mtr.
- Total seating Capacity : 136 nos.

#### **Working Hours of Central Library**

- Office hours : 9.30 a.m. to 5.30 p.m. ( on all working days)
- Library hours : 8.30 a.m. to 7.30 p.m. (on all working days excluding Holidays)  
9.30 a.m. to 5.30 p.m. (Saturday)

**Lay out of the Library** ( Individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources)

- Area of Library (Sq. Mts.) : 2729.139 Sq. Mts.
- Carpet area for stock room : 1560.32 Sq. Mts.
- IT zone for accessing : 175.584 Sq. Mts.

- † Clear and prominent display of floor plan, adequate sign boards; fire alarms and mode of access to collection through Indexes.

### 6.3.6 Human Resource Management

Human Recourse management of the University is taken care of by the Registrar, Dibrugarh University. The activities and functions are delegated to and devolved to several branches – Establishment, Provident Fund and Pension branch under the supervision of Deputy Registrar (Administration). The grievances of the employees, officers and teachers of the University are redressed by the Office of the Registrar and sometimes by Committees constituted for the purposes.

### 6.3.7 Faculty and Staff recruitment

Appointment of faculty members and staffs of the university are made strictly by adhering to the norms /rules and regulations laid down by the UGC and Government(s).

### 6.3.8 Industry Interaction / Collaboration

University has developed a good number of interfaces/Interactions with the neighbouring Industries – OIL, ONGC, Tea gardens, RMRC (ICMR) and other industries. Departments of Applied Geology, Chemistry, Life Sciences, Dibrugarh University Institute of Engineering and Technology (**DUIET**) and Petroleum Technology have a good number of collaborative engagements.

- Dibrugarh University has Tea plantation of 360 bighas ( = 48 acres ) on its campus. To bring the professionalism, the University has signed an MoU with professional Tea company and formed a joint venture company named “ New Rajabheta Tea Company”.
- Centre for Tea and Agro Studies of our University is extending consultancy services to Tea companies and small Tea growers and winter-crop cultivators located in the peripheral areas of the University. Dibrugarh district is well known for its large number of Tea gardens and small Tea growers. Small Tea growers are self-employed youths who cannot afford to go for consultancy from professional agencies. The centre, in addition to its regular service, is extending all sorts of consultancy facility in the form of soil testing, Agronomical and entomological tests. Nearly four thousand small Tea growers are benefited from this centre.
- University collaborates with National and International Institutes of repute, and agencies and reaps the benefits thereof. Benefits are:
  - Visits of eminent scholars from India and abroad and provide academic exposure to PG and Research scholars.
  - Quality publication are being bought out.
  - Placement opportunities get enhanced.
  - Funding agencies are used to provide research grants.

### 6.3.9 Admission of Students

Details of admission are publicized by advertisement in the leading dailies and university website. There is an admission committee for each teaching Department/Centre. The committee consists of Head of the Department who works as a chairman and members of the Departmental Management Committee (DMC). The merit list of all the received applicants is displayed on the notice board and subsequently, opportunity is given to raise the objection, if any. Later, the list of selected students on the basis of merit is displayed on the notice board. The statutory policies of reservation are strictly adhered during the process. The seats fallen vacant are filled in from the waiting list. The entire process is completed within stipulated time.

- Admission to all PG courses is based on merit of the candidate at graduate examination. Minimum educational qualifications are prescribed for each course with certain relaxations in case of SC/ST/PH candidates complying with the National Policy as per guidelines of the UGC/MHRD. The admissions are granted to the candidates who fulfill these qualifications.
- Admission to Ph.D. course is based on Entrance test and interview (presentation) as per UGC guidelines.
- MBA : Based on CAT/MAT/CMAT/CMSDU test followed by group discussion and personal interview (GDPI)
- Physical Education : Entrance test or merit based.
- Social works : Entrance followed by group discussion.
- Bio-technology : Entrance followed by group discussion.
- M. Pharm : Graduate Pharma Admission Test (GPAT)
- Behavioural Science : Admission test.
- Juridical Studies : Common admission test conducted by Dibrugarh University.
- Tea and Agro Studies : Admission test followed by group discussion and personal interview.
- DUIET : JEE and CEE (Combine Entrance Examination for engineering and medical, conducted by Government of Assam)

### 6.4 Welfare schemes for

Teaching	(Free) Annual Health Check-up. LTC had been in force for a good number of years, but presently, it is dysfunctional thanks to fund crunch.
Non teaching	(Free) Annual Health Check-up, Festival advances LTC had been in force for a good number of years, but

	presently, it is dysfunctional thanks to fund crunch.
Students	Students aid fund is generated and distributed among the disadvantaged.  Scholarship provided : Merit cum Means and scholarship for SC/ST/OBC/MOBC/Single Girl Child.  Students Insurance scheme for all students.

6.5 Total corpus fund generated

Internal revenue :

- Revenue generated from tea garden :
- Revenue generated by conducting CEE :

25% of internal revenue generated is considered as resource mobilization and the very amount is sanctioned by UGC to create corpus fund together with internal revenue generated. So far university has Rs. 60 lakhs under the head of resource mobilization. In addition university has created a reserve fund of amount Rs. 6.23 crores.

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	Yes	Agency constituted for includes academics from A. ISI Kolkata, B. NEHU, C. G.U., D. Tezpur University, E. NEIST		
Administrative	Yes			

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

For UG Programmes    Yes     No     UG exam results are declared within 45 days.

For PG Programmes    Yes     No

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

The important examination and evaluation reforms initiates go as :

- Comprehensive and continuous evaluation is in vogue (in PG & UG classes of the University and Colleges affiliated to the University).
- Pre and post examination works are computerized.
- Online declaration of results for under graduate courses (Colleges affiliated to the University)
- Zonal System in the UG exams .
- Spot evaluation in Exam Zones (UG).
- RTI application in University exams.
- Results of the exams of PG and UG course are declared in stipulated time.
- Confidentiality of the answer booklets, and in scrutiny and tabulation levels are strictly adhered to.
- Online enrolment of students, issuance of admit cards and submission of exam forms are in the offing in the PG classes.

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

- Affiliated colleges under the university are governed by their respective Governing Bodies which are statutory in nature. Colleges are not under the administrative surveillance of the university. It does not interfere with the functioning of the college administration, except academic matters.
- University policies and policy decisions that are to be implemented in her affiliated colleges are adopted through total participation, disquisition and deliberation by the teachers and principals representing the colleges as members of the statutory bodies – Court, Executive Council, Academic Council, Post Graduate Board and Under Graduate Board. University provides academic guidelines and supports to the colleges. Matters to be mooted and discoursed, if they opine for, are resolved in Statutory Bodies and thereby it provides sufficient room for autonomy.
- Micro Management and its implementation in the college education under Dibrugarh University (Details : **ANNEXURE – III**)

#### 6.11 Activities and support from the Alumni Association

The University Departments have Alumni association at departmental level, which conduct activities from time to time this helps to improve standards of the departments.

#### 6.12 Activities and support from the Parent – Teacher Association

There is no permanent Parent-Teacher Association. But meetings of teachers and parents are held in the departments as and when these are called for.

#### 6.13 Development programmes for support staff

The support staffs are frequently given orientation/training about computer awareness/ soft skills through the academic staff college/MHRD/NUPA training programmes and workshops organised by the university.

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

Initiatives taken by the University to make the campus eco-friendly go as :

- University has a huge botanical garden including some important medicinal plants.
- Entire University enclave is replete with a planned plantation of tree.
- University takes care of maintenance of trees, landscapes, plantation and overall greenery on the University campus. Every year plantation is done in collaboration with government bodies, NGOs and NSS units.
- University has three tea gardens of which two are on campus and one is off campus.
- University has an educational-cum-recreational park together with a fishery.

In order to conserve energy, the following are stepped into :

- University has installed two solar power generators – one in the Dibrugarh University Institute of Engineering and Technology (DUIET) workshop and second in University Administrative Building.
- University Adm. Building and all the departments are equipped with silent generators of which few are with on-line UPS.
- Aluminium chokes are replaced with electronic chokes.
- Streets lights are equipped with LED bulbs.
- The lights of the University buildings and departments are equipped with CFL bulbs and tubes in phases. Incandescent bulb and fluorescent tubes are being replaced with CFL in phases.
- University hostels, laboratories of the science departments and quarters have been connected with pipe gas facility.
- Chemical and biological hazardous waste (solid and liquid) are disposed off regularly with necessary precautions.
- Litters / rubbishes / trashes, scraps, solid and e-wastes are properly managed and disposed off.

## 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.

Innovation approaches that have been introduced & practiced by the University in teaching, research, administration & extension activities go as:

#### **Innovative courses & programs**

- The University has instituted a Centre for Technology Incubation and Innovation.
- The University offers several academic programs under distance mode.
- The University is going to institute a Department of Sports Science.
- A Community Radio Station is in the final stage of operation.
- EMRC (Educational Multimedia Research Centre) financed by the Directorate of Distance Education is in the final stage of operation. A MoU is awaiting.
- An astronomical observatory in Physics with one eight - inch telescope (for popular view) and one fourteen-inch telescope (for observatory class). Operation of the observatory is in the offing.

#### **Innovative practices**

- Ethics policy is in place.
- The Women study centre in the University has been functioning since 2004/2006 and enhancing women empowerment.
- The University has created *Student Aid Fund* for students of disadvantaged group
- The University has instituted *Students Insurance Scheme*.
- The University provides *free annual health check-up* of faculty members, students, research scholars and staff.
- Career counselling and guidance for students is an integral scheme of the University.
- For the self development of the students, University promotes activities through NSS, Students Welfare branch and Career & counselling cell.
- Gender Sensitization and Complaint Committee to Combat Sexual Harassment (GSCCCSH) is constituted and is in operation. Three cases so far have been addressed and resolved.
- University provides scholarship : Merit cum means, Scholarships to students (OBC/SC/ST/MOBC/Single Girl Child)
- Centre for Tea and Agro Studies provides consultancy facilities in the form of soil testing, Agronomical and entomological tests to small tea growers of Assam. About four thousand small tea growers are benefited so far.
- University students, teachers and staff are engaged in providing flood relief, relief in disturbance area and cleanliness programs. In addition, they donate blood and are engaged in various outreach activities.
- A crèche has been in operation in the University since 2008.

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

- Academic and Administrative Audit has been carried out. Outcome is analyzed and recommendations are suggested to be implemented.
- School System in the University is instituted. There are seven Deans of schools – (a) Science and Engineering, (b) Humanities, (c) Education, (d) Commerce and Managements, (e) Earth Sciences, (f) Research and Developments and (g) Students Affairs.

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

- (i) Students Safety Insurance Scheme
- (ii) Consultancy Service provided to small tea growers and agricultural entrepreneurs  
(Details in appendage)

***\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)***

7.4 Contribution to environmental awareness / protection

University is contemplating to install a system for controlling pollution of all types.

7.5 Whether environmental audit was conducted?    Yes     No

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

- A Community Radio Station is in the final stage of operation.
- EMRC (Educational Multimedia Research Centre) financed by the Directorate of Distance Education is in the final stage of operation. A MoU is awaiting.
- An astronomical observatory in Physics with one eight - inch telescope (for popular view) and one fourteen-inch telescope (for observatory class). Operation of the observatory is in the offing.
- Data for SWOT analysis have been collected. Analysis is in the process.

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

1. Establishment of Sports-Science, Department in the University under the financial assistance and support (one time) of Skill Development Ministry, GoI.
2. Review of UG syllabi of UG courses in colleges affiliated to Dibrugarh University .
3. Review of CBCS that is vogue in Dibrugarh University.
4. Dibrugarh University plans to introduce Skill-Orientated, Short term Academic Programmes in Consultation with neighbouring Industries.
5. Introduction of New Vocational Courses under National Vocational Education Qualification Framework (NVEQF), initiated by the AICTE.
6. Introduction of Schools System (the scheme being implemented in the month of October, 2014). A thrust would be given for integrated and cross-disciplinary research.
7. Community Radio Station is in the final stage of operation.
8. EMRC (Educational Multimedia Research Centre) financed by the Directorate of Distance Education is in the final stage of operation. A MoU is awaiting.
9. An astronomical observatory in Physics with one eight - inch telescope (for popular view) and one fourteen-inch telescope (for observatory class). Operation of the observatory is in the offing.

S. C. Kakaty  
*Sd./*  
Director i/c, IQAC  
Dibrugarh University

A.K. Buragohain  
*Sd./*  
Chairperson, IQAC  
Dibrugarh University

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**BEST PRACTICE - I**

**STUDENTS SAFETY INSURANCE SCHEME**

**OBJECTIVE:** This scheme is instituted by the University with a view to providing insurance to the students-community of the University as a safety measure.

**CONTEXT:** Students Safety Insurance Scheme was instituted in 2008 and has been in vogue. It's a component of umbrella insurance i.e. social insurance. It is under 'the New India Assurance Company Limited, Dibrugarh Branch Office.' Yearly subscription is Rs 35.00 a student. Yearly premiums have been deposited continually. Premium structure is given below:-

<b>Session</b>	<b>No. of students</b>	<b>Amount of premium deposited (in Rupees)</b>
24.10.2008 – 23.10.2009	996	Rs. 34,860.00
16.11.2009 – 15.11.2010	2869	Rs. 1,10,415.00
23.02.2011 – 22.02.2012	3171	Rs. 1,10,985.00
23.02.2012 – 22.02.2013	3713	Rs. 1,29,955.00
23.02.2013 – 22.02.2014	3237	Rs. 1,13,295.00
23.02.2014 – 22.02.2015	3649	Rs. 1,27,715.00

**EVIDENCE OF SUCCESS**

Few students falling to suffer from accidents are benefited from this safety insurance scheme.

**BEST PRACTICE – II**

**CONSULTANCY SERVICE PROVIDED TO SMALL TEA GROWERS AND AGRICULTURAL ENTREPRENEURS**

**OBJECTIVE:** The basic objective of this programme is to provide counselling and consultancy to the young agricultural entrepreneurs, small tea growers and winter-crop cultivators located in the peripheral areas of the University.

**CONTEXT:** Centre for Tea and Agro Studies provides consultancy facilities in the form of soil testing, Agronomical and entomological tests to small tea growers of Assam. The centre profile of the department is given below:-

**Centre Profile : Centre for Tea and Agro Studies**

1.	Name of the Department/ Centre	Centre for Tea and Agro Studies
2.	Year of Establishment	2007
3.	Courses / Programmes and subject combinations offered	Post Graduate Diploma in Tea Technology and Plantation Management(PGDTPM)
4.	Number of Teaching posts sanctioned and filled	Two (One filled up on contract basis)
5.	Number of administrative Staff	One (Director I/c)
6.	Number of Technical Staff	One (Office Assistant)
7.	Number of Students (Men/Women) Give details course-wise	14(Men) & 2(Women)
8.	Ratio of Teacher to students	1+12 Part time faculties : 16 (20)
9.	Ratio of Teachers to Research scholars	Not yet
10.	Latest revision of the curriculum (year)	2012
11.	Demand Ratio (No. of seats : No. of applications)	16:80

**SESSION-WISE DETAIL OF THE CENTRE FOR TEA AND AGRO STUDIES,  
DIBRUGARH UNIVERSITY ESTABLISHED IN 2007**

Session	No. of students passed (%)		No. of students got placement (%)		Budget	
	No.	%	No.	%	Receipt (Rupees in thousand)	Expenditure (Rupees in thousand)
2007-2008	15	93.7	14	93.3	7,97.50	6,36.00
2008-2009	10	90.0	9	90.0	4,61.00	6,41.00
2009-2010	15	93.7	13	86.6	8,24.00	6,96.00
2010-2011	12	92.3	7	58.3	8,26.00	8,05.00
2011-2012	13	86.6	13	100	7,36.00	9,11.00
2012-2013	20	100	19	95.0	12,00.00	12,45.00
2013-2014	18	90.0	13	72.2 (till date)	12,55.80	12,13.00
2014-2015	-	-	-	-	12,55.80	12,13.00 (proposed)

Note : Intake capacity:  
16 upto 2011-2012  
20 from 2012-2013

**EVIDENCE OF SUCCESS**

Centre for Tea and Agro Studies of our University is extending consultancy services to Tea companies and small Tea growers and winter-crop cultivators located in the peripheral areas of the University. Dibrugarh district is well known for its large number of Tea gardens and small Tea growers. Small Tea growers are self-employed youths who cannot afford to go for consultancy from professional agencies. The centre, in addition to its regular service, is extending all sorts of consultancy facility in the form of soil testing, Agronomical and entomological tests. About six thousand small tea growers, agricultural entrepreneurs and tea companies are benefited so far.

**MICRO MANAGEMENT AND ITS IMPLEMENTATION IN THE COLLEGE  
EDUCATION UNDER DIBRUGARH UNIVERSITY**

**OBJECTIVE:** Micro Management its implementation in the college.

**CONTEXT:** Two interface sessions with the Principals of the colleges of the Dibrugarh University were at North Lakhimpur College, which is an autonomous one and Gargaron College, under the directive of the Hon'ble Vice Chancellor, Dibrugarh University by the Director, College Development Council.

The focus of the sessions was the semester system at the undergraduate level and the Vice Chancellor highlighted the scope for exercising the autonomy by the colleges within the regulatory framework for implementation of the semester in the true spirit. The teaching, learning and evaluation being three main planks of the semester, the Principals discussed, deliberated and shared their experiences in conducting the semester system in an emphatic manner.

The deficiency of mandatory ratio of the teachers and students, revision of the syllabus, conduct of continuous assessment and interval evaluation were some of the core areas which dominated the sessions.

The use of ICT in the teaching, learning and evaluation and extension of adequate space to the students for sharing creativity and innovations in the academic activities were also highlighted. The integration of skills with education was also highlighted and colleges were acquainted with the scope for starting the skilled based courses under the existing system.

**EVIDENCE OF SUCCESS**

Semester system introduced in the colleges affiliated to the Dibrugarh University has been in vogue since 2011. First batch of students has been enrolled in the P.G. classes in the university in 2014. System has so far run satisfactorily. Grievances, Lacunae and pit falls that have been found tangible would be redressed in phased manner.