

Annual Quality Assurance Report (AQAR)

IQAC, Digboi College, Digboi

Year of report - 2006-07

Name of the Institution: Digboi College, Digboi

Name of the head of the Institution: Sri D.R. Deb, M. Sc., M. Phil.

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PART – A

Action plan drawn out in 2005-06 was a long term one and some of the points are continuous in nature. Hence the partially executed/uninitiated action plans are continued for the current reporting year, keeping the objective unaltered.

Proposed plan of action	Outcome achieved by the end of the year
Enhancement of the Temporary Staff Salary (Peer Team Recommendation)	G. B. Meeting held on 06.12.2006 decided to enhance the salaries of ad-hoc teachers.
Computerization of Library activities and introduction of digital library. (Peer Team Recommendation)	Data entry operation with SOUL software is going on. However, setting up of a Digital Library is an ambitious project with an involvement of huge capital. The college fund did not permit to take up such a project at present.
Establishment of language laboratory. (Peer Team Recommendation)	The college is at present not in a position financially to afford setting up of Language Laboratory.
Addition of Boys' Hostel.	One block of the proposed Boys' Hostel has been

(Peer Team Recommendation)	constructed during 2005-06. Construction work for the second block is in progress.
Enhancing Gymnasium facility by setting up a Multigym. (Peer Team Recommendation and IQAC Recommendation)	Budget allocation for this project could not be done during the session for paucity of fund.
Networking of college administration through LAN with an aim to make administrative process ICT enabled. (IQAC Recommendation)	Networking of college administration has been completed in a modest way by connecting the Principal's Chamber with Cash Counter and College Office, making the LAN operational.
Face lifting of college campus through gardening and massive plantation of trees, particularly of local variety. (IQAC Recommendation)	Digboi College Women Welfare Centre (DCWWC) remained actively engaged in the beautification of the college campus through gardening activities. Moreover, saplings of assorted varieties, courtesy Divisional Forest Office, Digboi Forest Division, Digboi, has been planted in the college campus on World Environment Day (5 th June 2006) and Vanmahotsava (1 – 7 July 2006) of Govt. of Assam.
Extension work in massive scale to be adopted in the nearby villages especially those inhabited by SC, ST, Tribal etc. people living below poverty line for raising awareness on environment, women health care, sanitation, AIDS awareness etc. (IQAC Recommendation)	DCWWC organized two health camps on 06-04-2006 and 04-12-2006 at Navajyoti Prathamik Vidyalaya, Baliyan, situated in the vicinity of Digboi College. The area is resided by the people of economically weaker section mostly belonging to SC, ST, OBC, MOBC etc. categories. Both the health camps were held under the supervision of Dr. Gita Devi and Dr. Sonali Chetia (an alumnus of Digboi College). Free medicines, courtesy IOCL (AOD) Hospital, Digboi, were distributed among the ailing students. Both the health camps had been grand success.
Development of entrepreneurial spirit among the students.	Career Counselling and Guidance Cell of Digboi College regularly displayed the career and employment

(IQAC Recommendation and also a proposed project in the Vision Document)	<p>opportunities and various scopes available in entrepreneurship as published in the various dailies for information of the students of the college.</p> <p>Employment oriented UGC sponsored certificate courses on Sericulture, Data Care Management, and Bio informatics have been introduced from the current academic session.</p>
<p>Construction of a Vermicomposting pit with fallen leaves, kitchen wastes from girls' hostel etc., for preparation of organic manure, setting up of a demonstration and training unit for organic farming.</p> <p>(IQAC Recommendation)</p>	<p>The project could not be taken up in the college budget due to paucity of fund during the financial year.</p>
<p>In order to create water literacy and water conservation awareness, a Roof Top Rain Water Harvesting Plant is to be set up in Digboi College. The water collected can be safely used in laboratories, toilets and for gardening.</p> <p>(IQAC Recommendation and also a proposed project in the Vision Document)</p>	<p>Rs. 8000.00 collected through public donation during 2003-04 is lying in college fund under this head. However as the amount is insufficient, the project could not be undertaken due to paucity of fund to complement the existing amount.</p>
<p>Some add-on courses befitting to the modern day needs are to be introduced.</p> <p>(IQAC suggestion)</p>	<p>UGC-aided certificate courses in Sericulture, Data-care management and Bio-informatics has been introduced from this session.</p>
<p>Holding of National Seminar/Workshop in the college</p>	<p>National seminar / Workshop could not be organised in this session for paucity of fund.</p>

(IQAC vision)	
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Accrued balance in the Grants-in-Aid from Govt. of Assam amounting to Rs. 37,22,683/- (spread across F/Y 2001-02 to F/Y 2004-05) is yet to be released by Govt. of Assam. This huge deficit prohibits taking up of any capital intensive ambitious project.

PART – B

1. Activities reflecting the goals and objectives of the institution:-

Activities were carried out in conformity with vision and mission of Digboi College with focus on core values as reflected in the 2005-06 AQAR.

(i) Digboi College Women Welfare Centre has undertaken the initiative to improve health scenario of the surrounding area by conducting a “Health Camp” on 06-04-2006 at Navajyoti Prathamik Vidyalaya, Balijan, rendering compassionate services to forty poor school children under the supervision of medical practioners Dr. (Mrs) Geeta Devi and Dr. (Mrs) Sonali Chetia. A healing touch for these under-nourished children provided by the female teachers of Digboi College narrowed the doctor-patient communication gap and was useful in reinforcing medical advice and instructions to their parents. Further, sweets, biscuits and medicines were distributed to the children emphasizing on the need to concentrate on prevention of diseases.

(ii) A day long workshop on “Trends of Bioinformatics and Employment Prospects” was organized and held at Digboi College on 12.08.2006 in collaboration with DOEACC Centre, Guwahati (an autonomous body under the Ministry of Communication, Govt. of India). Dr. Alak Buragohain, Reader, Department of Biotechnology, Tezpur University, Tezpur, conducted the Workshop as an Expert. Dr. P. K. Saikia, DGM, IOC (AOD)Ltd. Hospital was the Chief Guest of the programme. Students and teachers from various institutions of Tinsukia District of Assam participated in the workshop.

At the end of the Workshop, Er. Krishnacharya Baruah, Director, DOEACC Centre, Guwahati, (also an alumnus of Digboi College) formally announced the launching of UGC Approved Certificate Course in Bioinformatics (CCBio) at Digboi College, in collaboration with DOEACC.

(iii) “Digboi College Women Welfare Centre” (DCWWC) has successfully implemented its second phase of “Healthcare programme” at “Navajyoti Balijan Prathamik Vidyalaya”, Digboi on 4th December 2006. With a gamut of health care providers including doctors (Dr. Gita Devi and Dr. Sonali Chetia), the female teachers of Digboi College and pharmacist, the programme was useful in reinforcing medical advice and instructions to the under privileged children of the school. The focus is on bringing about an awareness regarding the threats to health like malnutrition, skin diseases and viral infection among growing children. Regular physical examinations were advised to the school children to maintain immunization

schedules and height, weight measurements and nutritional status was checked. Free medicines and sweets were distributed among the children; and doctors communicated diagnosis and treatment options to their parents. The outcome was definitely positive as there was general improvement of the students health and elimination of the common diseases. Hence, by promoting such health care camps, Digboi College Women Welfare centre has provided a new vision: a judicious use of health awareness therapy.

(iv) In a solemn function held on 06.12.2006, an amount of Rs. 50000.00 (Rupees Fifty thousand) was formally received by the Principal of Digboi College from Mr. Heramba Baruah of Jorhat as per the last wishes of his elder brother of late Dr. Rajendra Nath Baruah, an eminent doctor of Digboi, as a donation to Digboi College library for purchase of books. The Governing Body of Digboi College later has expressed its gratitude to the family of late Dr. Baruah for the aid to Digboi College.

(v) On the occasion of “Women’s Day”, Digboi College Women Welfare Centre has conducted a comprehensive workshop on “Legal Rights of Women” on 08-03-2007 at Itabhata primary School, Digboi. Senior advocate, Ms Arati Sarmah with her illuminating legal acumen enlightened the faculty members and guests asserting the significance of legal rights. Referring to the present exploitation against women, she stressed on the various Acts under Section 498, Section 195, Section 376 and future amendments which will favour tortured and destitute women. These acts, if utilized properly, would be able to restore the dignity of women and create a new paradigm. In the final analysis, Advocate Sharma opined that the Indian Women, with legal awareness along with their resilience and intellect will be able to redefine traditional mindsets and carve a niche for women kind.

(vi) A financial grant of Rs. 50000.00 (Rupees Fifty thousand) was given to Digboi College by NAAC for launching of College Web site and purchase of computer set. The fund was fully utilized and the utilization report to that effect was sent to NAAC. The college launched its functional web site carrying information regarding courses available, faculties and various activities. The IQAC have been made completely ICT enabled.

(vii) UGC sponsored add-on courses on Bio-informatics, Sericulture and Data Care Management have been introduced from this academic session and one batch from each course successfully completed the courses. Moreover, in collaboration with DOEACC, CCBio (Certificate Course in Bio-informatics) was also introduced and the batch with seven students has successfully qualified in the examination and received certificates from DOEACC.

In addition to activities mentioned above, the following programmes of regular nature had been held:

- (i) Plantation programme in the college campus on World Environment Day (5.6.2006).
- (ii) Meeting of the Principal with the faculty members and the non-teaching employees at the beginning of the year.
- (iii) College 'Foundation Day' celebration (15.7.2006).
- (iv) Freshers' Social
- (v) Independence Day celebration (15.8.2006).
- (vi) Viswa Karma Puja celebration (17.9.2006).
- (vii) College Week celebration.
- (viii) Republic Day celebration (26.1.2007).
- (ix) Saraswati Puja Celebration
- (x) Observation of 'Women's Day' by DCWWC (8.3.2007).

2. New academic programmes initiated (UG/PG):

In the backdrop of rapid changes in the education scenario, Digboi College has introduced new academic programmes in the form of Add-on Courses in Bioinformatics, Sericulture and data Care Management from the session 2006-07.

3. Innovation in curricular design and transaction:

The College is affiliated to Dibrugarh University, Dibrugarh. It has to follow the syllabi prescribed by the university.

However, the college has designed syllabus for three UGC approved career oriented courses in (i) Bioinformatics (ii) Sericulture and (iii) Data Care management in 2006-07. The syllabus of Bioinformatics was designed in collaboration with DOEACC, Guwahati Centre. Approval to this effect has been obtained vide UGC Letter No DO No. F.1-1/2005(Policy)/COP dated. April.2006)

A letter (No. Dig/Col/Cop(I) 2006/02 dated 24.07.06) was sent to Vice Chancellor, Dibrugarh University for approval of the syllabi. The college has received a permission letter (vide memo No. DU/DR-A/8 1/08/1330 dated 22.12.06) for conducting the courses from the university. However the syllabi stand approved as per UGC letter No. (DO No. F-1-1/2005(policy)/COP dated April, 2006. The courses were transacted from 6.9.2006 with an

inaugural function. In the first batch 20 students got admitted and classes were held on the syllabi with the help of our own faculty member, guest teachers and DOEACC faculty.

4. Interdisciplinary programmes started:

Interdisciplinary programmes on (i) Bioinformatics (ii) Sericulture and (iii) Data Care Management started on 6.9.2006 with an inaugural function. Dr. T.C. Dutta, Coordinator Bioinformatics and Sri P.P. Singha, Coordinator, Data Care Management, took part in teachers training programme held at DOEACC, Guwahati.

5. Examination reforms implemented:

Regarding implementation of university examination reforms, the college follows the university guidelines totally.

6. Candidates qualified (NET/SLET/GATE etc):

Being a general degree college, the question of student appearing NET/SLET/GATE does not arise.

7. Initiative towards faculty development programme:

The college authority sanctioned leave to the following faculty members.

For Refresher Course:

(i) Dr. J. Lahakar (Mathematics)

(ii) Sri P. Bharali (English)

For Orientation Course:

(i) Banjit Das (Political Science)

For M.Phil:

(i) Mrs. D. Sarmah Barthakur (Assamese) Under FIP for one year.

For Ph.D.:

(i) Dr. M.K. Gogoi (Assamese)

8. Number of Seminars/Workshop Conducted:

Workshop-1 (Workshop on Bioinformatics on 12.08.2006)

9. Research Projects:

Dr. (Ms) A. Neog (History) and Sri M. K. Gogoi (Assamese) are continuing with their UGC funded Research Projects which were sanctioned during 2005-2006 (Details in AQAR 2005-2006)

Dr. B. K. Boruah completed his research project sanctioned in 2005-2006.

10. Patents Generated:

Nil

11. New Collaborative research programmes:

Nil

12. Research grants received from various agencies:

Nil

13. Details of research scholars:

In addition to the Research Scholars as detailed in Point No. 9, the following faculty members got their Research Proposals registered with Dibrugarh University during 2006-2007.

(i) Sri Achyut saikia (Assamese)

(ii) Sri J. Changmai (Mathematics).

(iii) Mrs. M. Sharma (Economics).

(iv) Mrs. R. Patowary (Physics).

14. Citation Index of faculty members and impact factor:

Dr. T.C. Dutta.

15. Honours/Awards to the faculty:

Sri M. K. Gogoi (Assamese) was awarded Ph. D. degree by the Gauhati University, Guwahati.

16. Internal Resource Generated:

(a) Collected through college fees under different heads - Rs. 16,66,402/-

(b) Donation from Late Dr. Ranjan Baruah's family for purchase of books for college library – Rs. 50,000/-

17. Details of departments getting SAP, COSIST (ASSIST)/DST, FIST etc.:

Nil.

18. Community services:

- 06.04.06 – A Health Checkup camp organized by Digboi College Women Welfare Centre (DCWWC).
- 05.06.06 – World Environment day, Plantation of trees.
- 04.07.06- Induction meeting.
- 15.07.06 – Foundation Day Celebration.
- 05.08.06 – Celebration of freshers' Social, Chief Guest- S.S. Roychoudhury, Retd. Principal i/c, Digboi College.
- 15.08.06 – Independence Day celebration.
- 05.09.06 – Teachers' day celebration.
- 17.09.06 – Viswa Karma Puja Celebration.
- 23-24.09.06 – National Children Science Congress organized by Digboi Science Society (DSS).
- 11.12.06 – Cricket Match Digboi College vs. Doom Dooma College, organized by TSK Zone, ACTA, Hosted by Digboi College.
- 15.12.06 – Digboi College Students' Union (DCSU) Election.
- 18.12.06 – Cricket Match – Doom Dooma College vs TSK College (Final), Hosted by Digboi College.
- 30.12.06 to 04.01.07 - College Week celebration.
- 05.01.07 – Prize distribution and cultural function of college week.
- 23.01.07 – Swaraswati Puja.
- 26.01.07 – Republic day celebration.
- 30.01.07 – Farewell to final year students.
- 28.02.07 – National Science day celebration.

- 08.03.07 – Women’s Day celebration by Digboi College Women Welfare Centre (DCWWC).

19. Teachers and officers newly recruited:

NIL

20. Teaching-Non-teaching staff ratio:

11:4

21. Improvements in Library services:

- Data Entry operation using SOUL Software in the college library is in progress.
- New Books have been purchased.

22. New books/journals subscribed and their cost:

<u>Items</u>	<u>Numbers</u>	<u>Cost</u>
Books	330	Rs. 68,253/-
Periodicals	4	Rs. 2,160/-

23. Courses in which student assessment of teachers is introduced and the action taken on student feedback:

- Student assessment of all teachers belonging to all the three streams of BA, B.Sc and B.Com and also for add-on courses on Bioinformatics, sericulture, data care management and spoken English has been carried out.
- Based on feedback from students, teachers have been advised to improve academic performance by (i) using suitable teaching methodology, (ii) attending refresher courses, orientation courses, workshops etc.

24. Unit cost of education:

Unit Cost	For H.S & degree	Only for degree students
	Rs. 17,856.00	Rs. 29,740.00

25. Computerization of administration and the process of admissions and examinations results, issue of certificates:

Extensive use of computers, Softwares and Internet has been made in the following respect-

- Admission Process – Selection list computerized
- Salary - Salary of employees computerized by using M. S. Office.
- Preparation of Question papers for Unit test/Sessional examinations etc.
- Internet facility to ITES and Bioinformatics students.
- For various official correspondences.

26. Increase in the infrastructural facilities:

- Exhaust Fans installed in the Administrative Building and Chemistry Laboratory
- Many Departments have received furnitures, books etc.
- The office of the college has acquired Monitor (Acer) -1, Dot Matrix Printer (1), Floppy Drive (1).
- Construction works of first floor of Commerce Building is in progress.

The following teaching departments were provided with equipments and facilities as mentioned in the list.

SI No	Department	Equipment acquired
1	CoC Deptt. (a) Bioinformatics (Botany Deptt)	Acer Computer (5), Zenith PC (5), UPS (10), with all other accessories Furniture, Steel Almirah etc.
	(b) Sericulture (Zoology Deptt.)	Steel Almirah.(1), Computer set (1).
	(c) Data Care management (Computer Deptt)	Steel Almirah (1)
	(d) Principal's Chamber (General Purpose)	LCD Projector (1), Computer system (2), Laser Printer (1), UPS (1).
	(e) Library	Book Rack and Books.
2	Geography	Levelling staff (1), Fortin's Barometer (1) Maxi-Mini Thermometer (1), Room Thermometer (1), Altimeter (1), Direction Compass (1).

3	ITES (Under Deptt. of English)	Head Phones
4	Electronics	AF/RF Generator (1), Sine & Square Wave Generator (1)
5	Zoology	Medical Microscope (1), PH Meter (1), Electronic Balance (1), Trinocular Research Microscope (1), Computer set (1), Distillation set (1), Microphone Machine (1)

27. Technology upgradation:

- Computer is used for Administrative and Learning Purposes.
- College Office networked through LAN.
- LCD is used in career oriented courses (add-on courses) and in Workshops viz Bioinformatics workshop (12.08.06) and also for some classroom teaching.
- Internet facility is provided to COC students.
- Admission process computerised.
- Data entry operation is going on in college library using SOUL software.

28. Computer and internet access and training to teachers and students:

- Computer Department extends training to students and staff.
- Teachers and students got access to internet facility on request.

29. Financial aid to students:

- Scholarship to SC/ST students – 18 Nos.
- Scholarship to OBC/MOBC students – 18 Nos.
- The college granted financial aid to 44 students @ Rs. 1000/- from Digboi College Students' Aid Fund.

30. Support from the Alumni Association and its activities:

- Sri S. Phukan, a technical officer of IOCL (AOD) and an alumnus of Digboi College helped in different construction activities as a member of UGC Building Committee.
- Dr. D. Barthakur, an alumnus of the college extends regular medical help to the students and staff.

- A few alumni help in organizing different sports and cultural activities of the college.
- Many alumni help in medical checkup camp organised by Digboi College.
- A few alumni help the college authority by their valuable suggestions when sought for.

31. Support from the Parent-Teacher Association and its activities:

- A parent member help in the development works of the college as a member of Governing Body and also as a member of different sub-committees.
- A few parents help the college authority by their valuable suggestions when required.
- Many parents help in organizing different sports and cultural activities of the college.

32. Health services:

- A medical officer Dr. D. Barthakur (alumnus of Digboi College) visits the permanent health centre of the college when requested for.
- The aforesaid medical officer resides in the Women's Hostel campus and extends health service to the boarders of Women's Hostel.
- A health Camp has been organized on 06.04.2006 by Digboi College Women Welfare Centre (DCWWC) at Navajyoti Prathamik Vidyalaya, Baliyan Village under the supervision of two lady doctors.

33. Performance in sports activities:

Sl No	Level	Sports	Performance
1	College Week (30-12-06 to 05-01-07)	Cricket, Football, Volleyball, Athletics, Badminton, Table Tennis, Carom, Chess, Weightlifting, Arm wrestling etc.	Many students participated, 1 st , 2 nd , 3 rd position holder, Best athlete, Man of the Match (Cricket) were awarded prizes.
2	Inter College competition	Football, Cricket, Athletics etc.	Participated

34. Incentives to outstanding sports persons:

NIL

35. Student achievements and awards:

- **Academic Achievements**

a) Pass Percentage

<u>Major</u>	<u>Core</u>
Arts – 40 %	62.5 %
Science-71 %	57.1 %
Commerce-29 %	75 %

b) **First Class holder**

Department	No. of First Class	No. of First Class with Distinction
Physics	--	2
Botany	1	1

- **Achievements of NCC Cadets**

a) Five NCC Cadets participated in Republic Day Parade in New Delhi. They are-

1. S.U.O. Lekhan Konwar – TDC II yr Arts.
2. U.O. Dhiraj Pandey - H.S. II yr Arts
3. U.O. Ajit Bhujal - TDC 1st Yr Arts
4. SGT Nikeraj Newar- ”
5. SGT Vikey Newar - ”

b) Two NCC cadets awarded “BIR CHILARAI AWARD”

- i) ASD/03/CGF/34200
SUO Lekhan Konwar
- ii) ASD/05/CGF/34339
SGT Dheeraj Pandey

36. Activities of the Guidance and Counseling Cell:

- Displaying of all informations in Notice Board regarding opportunities available in education, employment and entrepreneurial field.
- Counseling by Admission Committee at the time of admission.

37. Placement services provided to students:

NIL

38. Development programmes for Non-Teaching staff:

- At the instance of the Principal, computer experts from the teaching departments regularly help the non-teaching staff in their administrative functioning.
- Financial year-ending accounting works of non-teaching staff is being assisted and supervised by faculty members with expertise in financial-accounting.
- College authority sits together with non-teaching staff regularly and discuss about developments of office works.

39. Best practices of the institution:

- Induction meeting by the Principal at the beginning of academic session.
- Preparation of academic calendar.
- The principal convene meeting with HODs.
- Continuation of shared administration by constructing various sub-committees.
- Book bank for poor students.
- Financial help to poor but academically strong students.
- Provision of first aid to students and staff.
- Fresher's and Parting Social celebration.
- Election of Digboi College students' Union (DCSU).
- Publication of Annual magazine and a wall magazine by DCSU.
- Preparation of wall magazine by few departments.
- Shuttle badminton, volleyball, football and cricket court have been established for students and staff.
- A few teaching staff rendered their service as a resource persons, judges and experts by various organizations on being invited.
- Various medicinal plants are planted in the garden.
- Group discussion and paper presentation in the departmental seminars were made compulsory.
- In some department, classes were taken in Gurukul-style.
- Field works, project works, assignment have been conducted by some departments.
- A few teaching staff published papers, articles, books etc.

- Organisation of Tinsukia Dist. Zonal College Teachers' Cricket match by Digboi College Teacher' Council and participation.
- Celebration of College week, Prizes distribution and cultural function attended by students, artists and alumni.
- Flower gardens of the college are maintained under the supervision of DCWWC.

40. Linkages developed with National/International Academic/Research Bodies:

- Linkage has been developed with DOACC Centre, Guwahati, in the matter of collaboration in running CCBIO-Course of DOEACC.

41. Any other relevant information:

- 41. A few teaching staff have published research papers in National and International journals.
- Several staff members have presented papers/ participated in various state and national level conferences, seminars, workshops etc. organized by various institutions.
- A few members of the staff are life members of some organizations.
- Several staff members participated national level orientation and refresher courses.
- Sri M. K. Gogoi, Lecturer, Dept. of Assamese obtained his Ph. D. degree from Gauhati University.

Part – C

Details of the plans of the institution for the next year:

- The unexecuted and partly executed plans of action together with such plans of action which are continuous in nature will constitute the plans of the institution for the next academic year (2007-08).
- Higher stress is to be laid on improvement of overall performance of students in the University Examinations.
- Holding of National Seminar/Workshop in the college.

Name and signature of the Coordinator,
IQAC

Name and signature of the Chairperson
IQAC

