

The Annual Quality Assurance Report (AQAR) of the IQAC

2010-2011

DIGBOI COLLEGE, DIGBOI, ASSAM

Part – A

I. Details of the Institution

1.1 Name of the Institution

DIGBOI COLLEGE

1.2 Address Line 1

ITAVATA

Address Line 2

City/Town

DIGBOI

State

ASSAM

Pin Code

786171

Institution e-mail address

digboicollege@yahoo.com

Contact Nos.

03751-264416

Name of the Head of the Institution:

Dr. Dip Saikia

Tel. No. with STD Code:

03751-264416

Mobile:

+919954487650

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879) :

1.4 NAAC Executive Committee No. & Date:

1.5 Website address:

Web-link of the AQAR:

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+	78.60	2004	5 years
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

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

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

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

- i. AQAR 2009-2010 submitted to NAAC on 27.3.2014 (DD/MM/YYYY)
- ii. AQAR _____ (DD/MM/YYYY)
- iii. AQAR _____ (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

.CoC in Bio-informatics, Sericulture and Data Care Management, BPP and BA courses under KKHSOU, Guwahati, Assam; Human Rights Education Certificate Course (UGC sponsored)

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

Dibrugarh University, Dibrugarh,
Assam

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

Autonomy by State/Central Govt. / University	<input type="text" value="NO"/>		
University with Potential for Excellence	<input type="text" value="NO"/>	UGC-CPE	<input type="text" value="NO"/>
DST Star Scheme	<input type="text" value="NO"/>	UGC-CE	<input type="text" value="NO"/>
UGC-Special Assistance Programme	<input type="text" value="NO"/>	DST-FIST	<input type="text" value="NO"/>
UGC-Innovative PG programmes	<input type="text" value="NO"/>	Any other (<i>Specify</i>)	<input type="text" value="NO"/>
UGC-COP Programmes	<input type="text" value="YES"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="06"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="03"/>
2.3 No. of students	<input type="text" value="01"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="01"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="01"/>
2.8 No. of other External Experts	<input type="text" value="01"/>

2.9 Total No. of members

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

- i) Motivating teachers for class room skills and career advancement.
- ii) The departments organize seminars on themes related to curriculum.

2.14 Significant Activities and contributions made by IQAC

- Observing awareness programmes to develop nationalism among students, faculty members and people of this vicinity by organizing National programmes such as Independence Day, Republic Day, World Environment Day, World Health Day, National Science Day etc. and celebrating Saraswati Puja, Freshers' Social, Parting Social, College Foundation Day etc.
- Developing Entrepreneurship spirit among the students for self dependence by organizing seminars, workshops, talks, training etc.
- Promoting leadership and organizing quality among students in the field of sports, cultural activities, national integration etc. Students are encouraged to participate in college week, cultural events etc. in college and inter-college level. Digboi College Students' Union, Digboi College Students' Science Club etc. have been formed every year and they organize various events.
- Felicitation and awards offered to the meritorious students to increase the competitive mind among students and also felicitation offered to faculty members for their M. Phil., Ph. D. or other achievements.
- Continuation of Career oriented parallel courses for the students.
- Conducting remedial classes for weaker section of students to promote them for higher studies.

2.15 Plan of Action by IQAC/Outcome

The IQAC chalks out some plans for the Academic session 2010 – 11 and made all efforts to achieve its goal.

ACTION PLAN	ACHEIVEMENTS
To complete the construction of new library building with all facilities of digitalization, new girls' hostel and centralized computer centre.	The construction of the new library building is almost in final stage. The concept of digitalization is yet in embryonic state owing to fund starvation. The new Girls' Hostel was inaugurated and 100 nos. of girls could be accommodated. The construction of the centralised computer Centre in the first floor of the administrative Block was also completed.
To construct the language laboratory.	The construction of the language laboratory is in process.
To open BPP and BA programmes under Krishna Kanta Handiqui State Open University (KKHSOU), Guwahati, Assam.	The college started BPP and BA courses under KKHSOU study centre. Enrolment in BPP is 129 and in BA are 50. Subjects offered for BA are English, MIL (Hindi, Assamese, Alternative English), political science, education and economics. The facilities are from existing staff of Digboi College, Digboi B. Ed College and retired teachers. Course materials are provided by KKHSOU and certification as well.
To start Human Rights Education Certificate Course (UGC funded).	The certificate course of Human Rights Education was started at initiatives of faculty members and the course curriculum was also formed by the faculties.
To provide adequate number of computers, one Xerox machine, printers, overhead projector, LCD projectors etc.	Provided computers to Mathematics and Electronics department, Xerox machine, printer to office and overhead & LCD projector in common.
To provide internet facility to teaching and non-teaching staff.	Broad band connection provided and extended internet free access to the teaching and non-teaching staff.
To provide public/ private sector for campus interview.	HDFC bank and WIPRO were invited for campus interview. 4 students of Science were recruited by WIPRO.
To encourage faculty members for career progression, knowledge up-gradation and research cultivation.	All the initiatives and patronization of IQAC, 8 faculty members attended refresher courses, 6 members attended orientation courses and 1 joined in FIP (M. Phil), 2 members published books with ISBN No, 23 members participated and 4 members presented papers in state level seminars, 5 members participated and 43 papers were presented in national seminars. Moreover, 7 papers were presented in international seminars. Over and above, 7 members published research papers (Peer-reviewed), 5 in (non-peer reviewed) national journal, one (peer-reviewed) in international journal and 6 in conference volumes.
To organize coaching programme beneficiary to students.	A UGC coaching programme for entry into services for SC/ ST/ OBC and minority students was organized (23.01.2011 to 12.01.2011). Pertaining to social responsibility, another

	induction cum coaching programmes was also organized for aspirants of medical and engineering courses. Faculties of INSIGHT, Delhi participated in this programme.
To fill up the vacant posts of teachers and office staff	6 new teachers and two office staff members were recruited as per Government norms.
To raise the stock of library reading material.	883 text books, 30 reference books and 236 issues of magazine were provided to the library in this session.
To increase financial assistance to students.	22 nos. of poor but meritorious students were given financial assistance worth Rs. 49, 500/- from the students' Aid Fund, selection on the basis of criteria laid on.
To facilitate non-teaching staffs support.	3 nos. office staffs were deputed to attend workshop on 'Account and official system' organized by Doom Dooma College in Tinsukia district level for their efficiency enhancement.
To share institutional social responsibility in the neighbourhood.	Digboi College Women Welfare Cell (DCWWC) organized free health check up camp at Itabhata Primary school, Digboi. Digboi College Teachers' Union (DCTU) extended flood-relief at Sadiya; NCC cadets donated blood to the Blood Bank of Assam Medical College. Assam Science Society, Digboi branch organized various awareness programmes in the vicinity of Digboi.
To cater to the embibement of national building and national integration.	To imbibe the attitude for national building among the students, the college observed the Republic Day, National Science Day, International Women's Day, World Environment Day, Independence Day etc. and also pays great tribute to the nation builders on the occasion of respective programmes.

** Attached the Academic Calendar of the year as Annexure - I. (see page -27)*

2.16 Whether the AQAR was placed in statutory body Yes No
Management Syndicate Any other body

Provide the details of the action taken

The AQAR report was approved in the meeting of IQAC held on 15/05/2014 and subsequently in the meeting of Governing Body, Digboi College held on 19/05/2014 and advised the Coordinator to place before NAAC online for perusal and necessary action.

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	3	01	01	03
PG Diploma				
Advanced Diploma				
Diploma				
Certificate		01		
Others				
Total	03	02	01	03
Interdisciplinary				01
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	0
Trimester	0
Annual	04

1.3 Feedback from stakeholders* Alumni Parents Employers Students

(On all aspects)

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

**Provided an analysis of the feedback in the Annexure- II (see page - 28)*

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

The University designs the curriculum.

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

The college started BPP and BA courses studies centre under Krishna Kanta Handiqui State Open University (KKHSOU), Guwahati, Assam.

- (a) Enrolment BPP:129; BA: 50
- (b) Subject option (BA): English (Compulsory); MIL: Assamese, Bengali, Hindi, Alternative English; Core: Political Science, Economics, Education
- (c) Faculty Management: i) existing teachers of Digboi Colege, ii) Retired Teachers of Digboi College, iii) Guest faculty from Digboi B. Ed. College.
- (d) Course Material: Provided by Krishna Kanta Handiqui State Open University
- (e) Certification by: Krishna Kanta Handiqui State Open University

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
65	30	28	0	0

2.2 No. of permanent faculty with Ph.D.

11

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
06	01	0	0	0	0	0	0	06	01

2.4 No. of Guest and Visiting faculty and Temporary faculty

0 0 0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	0	05	23
Presented papers	07	41	04
Resource Persons	0	0	05

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

- Conducted remedial classes for weaker students
- Organised seminars/ quiz/ debate/ talks/ group discussions etc for promoting leadership, quality of the students and enhancement of their communication skill.
- Frequent class tests, assignments, one to one interaction with students, group wise guidance by guardian teachers etc. are some activities for quality enhancement.
- Meritorious students were felicitated by awarding prizes and certificates.
- The teacher obtaining M. Phil., Ph. D., research projects were also felicitated.
- The teachers were encouraged to participate in orientation courses, refresher courses, short term courses for their knowledge upgradation.
- The teachers were trained to use modern technologies in the class rooms.

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

180

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

University system is followed

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

02		
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2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA	99	1.01	1.01	39.39	19.19	58.59
BSc	25	48	48	40	0	88
BCom	21	0	14.29	61.9	14.29	90.48

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

The IQAC takes up the following measures:

- i) Monitors regular holding of classes by teachers through HoDs.
- ii) Performance of teachers assessed through students' feedback on teaching and learning process.
- iii) Analyses the feedback and intimates the teachers for up gradation wherever needed.
- iv) Takes stock of the needs of the departments, the library and the laboratories and takes the necessary steps to meet the needs.
- v) Analyses results of Internal and University examinations and takes measure to improve the quality.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	08
UGC – Faculty Improvement Programme	01
HRD programmes	0
Orientation programmes	06
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	0
Others (Short term Course)	01

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	20	01	02	
Technical Staff				

Criterion – III

3. Research, Consultancy and Extension

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

- The college felicitates the teachers who obtains M. Phil., Ph. D. degrees
- Encourages faculty members to procure Major and Minor research projects
- The faculty members have been encouraged to publish books, articles and to participate in National/ International seminars/ workshops etc.
- The faculty members have been advised to takes up small projects done by the students

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs	NA	NA	NA	NA

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		01	0	0
Outlay in Rs. Lakhs		1.2	0	0

3.4 Details on research publications

	International	National	Others
Peer Review Journals	01	07	0
Non-Peer Review Journals	0	05	0
e-Journals	0	0	0
Conference proceedings	0	06	0

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	0	0	0	0
Minor Projects	1	UGC	120000	70000
Interdisciplinary Projects	0	0	0	0
Industry sponsored	0	0	0	0
Projects sponsored by the University/ College	0	0	0	0
Students research projects <i>(other than compulsory by the University)</i>	0	0	0	0
Any other (Specify)				
Total			120000	70000

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST

DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme

INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organised by the institution

Level	International	National	State	University	College
Number	NIL	NIL	1	NIL	22
Sponsoring agencies	NA	NA	DCTU	NA	College

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 :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

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
01	0	03	0	0	0	0

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	<input type="text" value="0"/>	State level	<input type="text" value="0"/>
National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

3.22 No. of students participated in NCC events:

University level	<input type="text" value="0"/>	State level	<input type="text" value="0"/>
National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

3.23 No. of Awards won in NSS:

University level	<input type="text" value="0"/>	State level	<input type="text" value="0"/>
National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="0"/>	State level	<input type="text" value="0"/>
National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="0"/>	College forum	<input type="text" value="06"/>		
NCC	<input type="text" value="02"/>	NSS	<input type="text" value="0"/>	Any other	<input type="text" value="0"/>

NCC: Tree plantation, Environmental awareness rally on pollution control

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

- i) Coaching for medical and engineering aspirants by INSIGHT, Delhi
- ii) Flood relief camp by Digboi College Women Welfare Cell
- iii) Health Check up camp by DCWWC

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	25.85 acres	0	0	25.85 acres
Class rooms	17	0	0	17
Laboratories	7	0	0	7
Seminar Halls	1	1	Internal Source	2
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	Nil	0	0	0
Value of the equipment purchased during the year (Rs. in Lakhs)	Nil	0	0	0
Others	Nil	0	0	0

4.2 Computerization of administration and library

All administrative works have been computerised. The library has been provided with a computer set and a printer.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value (Rs.)	No.	Value (Rs.)	No.	Value (Rs.)
Text Books	26195	2445733	883	137250	27078	2582983
Reference Books	506	199944	30	15000	536	214944
e-Books	0	0	0	0	0	0
Journals	533	10660	236	4720	769	15380
e-Journals	0	0	0	0	0	0
Digital Database	0	0	0	0	0	0
CD & Video	50	5000	0	0	50	5000
Others (Magazine)	2484	40760	108	2700	2592	43460

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	20	10	2	0	0	4	3	1
Added	15	0	3	0	0	2	5	5
Total	35	10	5	0	0	6	8	6

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

Conducted Training on Computer Literacy and internet browsing for teaching and non-teaching staff of the college.

4.6 Amount spent on maintenance in lakhs :

i) ICT	0.62
ii) Campus Infrastructure and facilities	4.34
iii) Equipments	1.59
iv) Others	0.91
Total :	9.46

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The awareness about student support service has been enhanced through the college prospectus, website, hoardings, notice board etc. The students are also informed in the meeting organized for freshman social function.

5.2 Efforts made by the institution for tracking the progression

The college organizes an induction programme in the beginning of the session. Moreover remedial classes for weak students, tutorial classes, frequent test-series, departmental seminars, group discussions are regular features.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
680	0	0	0

(b) No. of students outside the state

61

(c) No. of international students

0

Men	No	%	Women	No	%
	430	63.24		250	36.76

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
228	33	34	246	0	570	307	43	45	285	0	680

Demand ratio 1 : 1.19

Dropout 51.01

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

The college has a career counselling and placement cell which organizes coaching for competitive examinations.

No. of students beneficiaries

NA

5.5 No. of students qualified in these examinations

NET	0	SET/SLET	0	GATE	0	CAT	0
IAS/IPS etc	0	State PSC	0	UPSC	0	Others	0

5.6 Details of student counselling and career guidance

- (i) A 10 days UGC funded coaching on 'Entry into Services' for SC/ST/OBC (non – creamy) and minority students has been organized (03 – 12 January, 2011)
- (ii) Coaching classes for medical and engineering aspirants has been organized. Faculty of INSIGHT, Delhi attended the coaching programme.

No. of students benefitted

1. 102
2. 48

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
02	0	04	No record available

5.8 Details of gender sensitization programmes

Nil

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	22	49500
Financial support from government	48	97815
Financial support from other sources (UGC)	64	179500
Number of students who received International/ National recognitions	0	-

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:

The college has installed a water cooler as demanded by the students.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Our Vision:

The college has a vision of imparting quality education. Quality education would create holistic atmosphere for the students to cater to the demands of a modern technological and global world while inculcating in them the values and cultural heritage, India is known for.

Our Mission:

The college aims at-

- i) Educating its students to become responsible, competent and ethical citizens of the world with the skill to think creativity analyse critically and communicate effectively.
- ii) Encouraging the students to pursue their courses with resolute determination, equanimity of mind and honesty of character.
- iii) Fostering global competency among students so that they can prepare themselves for the opportunities and challenges of life.
- iv) Stimulating the academic ambience for quality sustenance and quality enhancement
- v) Building strong bonds with all the stake holders through dedicated team work, innovative strategies and commitment to excellence.

6.2 Does the Institution has a management Information System

The common information systems are Notice Board, Web-site, group SMS etc. Notices are circulated among teaching and non-teaching staff in urgent need. The authority also discusses the important issues by convening meeting with HoDs, staff members and the students whenever necessary.

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

6.3.1 Curriculum Development

The curriculum is designed by the University. However, teachers take part in the meeting of Board of Studies as invitees as well as member of undergraduate board.

The faculties of political science department have prepared the course curriculum for the Human Rights Education” certificate course that has been initiated from this session.

6.3.2 Teaching and Learning

For quality improvement in the teaching learning process adopts the strategies of remedial coaching, departmental seminar, GD, Field trip, one to one contact session, stratified group class, interactive class, solving of previous years questions. The teachers are encouraged to participate in OC, RC, various staff training programme, workshop on discipline related areas. Necessary and up to date teaching materials are provided for continuous improvement of teaching – learning activities. In this session the following facilities are procured

- (1) Computer sets provided to Mathematics and Electronics departments
- (2) Overhead projector purchased
- (3) Free internet access provided to teachers

6.3.3 Examination and Evaluation

A group of teachers (Examination conduction committee) conducts the university examinations. The appointed teachers take part in paper setting, paper examiners, scrutiny, head examiners etc and act as per university guidelines. A committee is also constituent to conduct internal examinations. The examined papers are shown to students and mark sheets are displayed in the notice board.

6.3.4 Research and Development

The college encourages the teachers to procure Major/ Minor Research Projects, FIP etc. Sanctions leave to the research scholar; adjust classes with flexi-timing and exempts from some other co-curricular activities. Also encourages to attend National/ International seminars/ Workshop/ Conference.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The library is enriched with 1183 new books and 236 magazines. 16 more computer are provided in the computer laboratories. The Xerox machine is installed at the library and students can photocopy at a subsidised rate.

6.3.6 Human Resource Management

The college admits diverse students following the principle “Education for all” as the college is situated in a backward locality. Moreover, the college follows the reservation norms as laid by the Govt. of India. Nevertheless, the college takes intensive care to enhance quality production by identifying weak students. The college patronises all out efforts in searching and enhancing talents of the students in the fields of sports, culture, literature etc. The college also appoints efficient teachers, encourages them in career progression, allows them to attend orientation programme, refresher course, short term courses for knowledge upgradation and also takes all necessary steps to retain the quality teachers.

6.3.7 Faculty and Staff recruitment

The college authority recruits foolproof faculties and staff members. It publishes the vacancy through News Papers/ employment exchange/ Web-site and screens by a committee constituted as per the Govt. Rules. Roster system is strictly followed. The recruitment process is a lengthy procedure. First, prior permission is to be taken for advertisement of the vacant posts from Govt of Assam. After selection, approval of the appointment is bounden from the Govt of Assam again.

6.3.8 Industry Interaction / Collaboration

Some of the students visit the neighbouring industries with teacher – guide for their project works

6.3.9 Admission of Students

The college takes steps for wide publicity through notices, hoardings, banners, prospectus, web-site etc. The students are selected on the basis of merit. However, follows the reservation norms as laid by Govt. Special consideration for disadvantaged students is taken.

6.4 Welfare schemes for	Teaching	Teachers’ Benefit Fund
	Non teaching	Staff Benefit Fund
	Students	Aid Fund

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NA	Yes	Principal/ VP/ HoDs
Administrative	NO	NA	Yes	Governing Body

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

For UG Programmes Yes No

For PG Programmes Yes No

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

The university will implement the new semester course w.e.f 2011 – 12 sessions. The course curriculum, examination system, and evaluation process have been reformed.

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

Dibrugarh University has only the academic control over its affiliated colleges; no financial control; hence cannot promote for autonomy of its own.

6.11 Activities and support from the Alumni Association

Mr. Sunil Phukan, Technical officer of IOCL (AOD), an alumnus of Digboi College supervises and oversees the constructions activities as a member of UGC Building Committee.

Dr. Dipen Borthakur, medical practitioner, an alumnus, extends services in health check-up and care.

Many alumni help in organising different sports and cultural activities.

6.12 Activities and support from the Parent – Teacher Association

Two parent members of the GB always help in developmental works.
Many parents help voluntarily in organising sports and cultural activities
The Parent Teacher Association discusses the problems of the college and put suggestions for effective management and quality enhancement.

6.13 Development programmes for support staff

The Principal, Vice-Principal, IQAC members interact with non-teaching staff and take necessary steps to address their problems. The computer teachers guide them in computer works. The Library Committee advises the Library staff for good management. The hostel advisory committee supports the Warden in all respects.

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

The college has taken plantation programme to make the campus more greenery and has declared as polythene free zone. Moreover the NCC cadets take up cleaning programme every now and then.

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- The college felicitates meritorious students, best NCC cadets. Students' achievements in the field of culture and sports etc. It also felicitates the teachers obtaining M. Phil., Ph. D. and any other recognition.
- Administrative works are shared by constituting different sub-committees for effectiveness and transparency.
- Follows the principle of "Education for all" and has been providing all possible support for enhancement of quality education.
- 22 Nos of poor but meritorious students were provided financial assistance but for which these students could not pursue their studies.

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

- The IQAC has taken initiatives of the construction of the new library and set up the language laboratory in the centralized computer centre.
- BPP and BA courses under KKHSOU study centre and certificate course on Human rights Education already started.
- Organized induction cum coaching classes for medical and engineering aspirants and also entry into services for SC/ST/OBC and minority students.
- Invited a few private/public sectors for campus interview.
- Provided internet facility to teaching and non teaching staff and also provided computer set to some departments and reprographic machines to library.

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

1. Decentralisation of administrative works. (Annexure – III, page 29)
2. Financial support to poor and distressed students. (Annexure – IV, page 30)
3. Human resource management (Annexure V, page 31)

**Provided the details in annexure iii, iv, v*

7.4 Contribution to environmental awareness / protection

Digboi College organises several environmental programmes in and around Digboi in association with Nature Club, Assam Science Society, Digboi Branch, Students' Science Club & Aranyak. Observes World Environment day with plantation programme, cleaning programme etc; Declares college campus as polythene free zone and organises programmes to make the people aware of its hazardous effects. Various species of flora and fauna of the campus are photographically collected. Organises programmes for conservation of biodiversity with special emphasis on the protection of snakes of the locality.

7.5 Whether environmental audit was conducted? Yes No

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

The college has started BPP and BA courses under Krishna Kanta Handique State Open University (KKHSOU) Guwahati, Assam and UGC sponsored Human rights education certificate course. The college filled up vacant posts of Assistant Professors in the departments of English, Commerce, Geography and Botany. The centralized computer centre had been made functional with 20 nos. of computer sets and a language lab was also set up. For faculty development 12 nos. of teachers were allowed to undergo orientation and refresher courses and 3 nos. of office staff were deputed to attend workshop on "Account and Official system", A 10 days UGC funded coaching on 'Entry into services for SC/ST/OBC and minority students was organized. The college observed Independence Day, Republic day, National Science Day, and International Woman's Day for promoting the spirit of National Building attitude among the students. The college also offered financial assistance to 22 nos. of poor but meritorious students. Keeping in mind the urge for social responsibilities the college organized coaching and induction classes for medical and engineering aspirants, free health check-up camp and environmental awareness programme in and around Digboi.

In spite of strong willingness for providing digitization services to the library, it could not be possible due to want of sufficient fund. The college also could not attain the satisfactory level in ICT applications.

The college had the opportunities for opening up 'demand base courses' since it is situated in a locality surrounded by naturally inherited oil, tea, forest resources and potentiality in tourism. In some departments there is strength and scope for introducing PG classes.

The college is situated in backward areas and hence diverse categories of students have to be admitted and as a result the drop out ratio is quite high. However, the college has been trying the level best to contain this serious problem.

8. Plans of institution for next year

FUTURE PLAN

The college has envisaged the following plans for 2011 – 2012 Session:

- To add major courses in the subjects without this facility.
- To introduce SOUL software for data management.
- To install a high capacity generator for uninterrupted power supply.
- To train and equip the facilities for coping up the semester courses to be newly introduced by the university w.e.f. 2011-2012 Session.
- To install biometric machine for attendance of the staff.
- To provide reprographic machine at the library and computers/ Lap-tops to some departments.
- To organize induction cum coaching classes for motivating students for entrance examinations.
- To organize National/ International level seminars/ workshops etc.
- To facilitate the faculty members for research works.
- To enhance the publicity and personal contact for enrolment elevation.

Name : Prof. Golap Kalita

Name : Dr. Dip Saikia

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Annexure – I

Academic Calendar and Holidays 2010-11

Month/ Year	Date	Day	Occasion	No of Holidays
April, 2010	2	Friday	Good Friday	1
April	14 to 16	Wed to Friday	Rongali Bihu	3
May	1	Saturday	Mayday	1
May	3	Monday	Regular classes for HS 2 nd year students	
May	20	Thursday	Regular classes for TDC 2 nd year and 3 rd students	
May	27	Thursday	Buddha Purnima	1
June	1 st week		Regular Classes for HS 1 st year students	
June	5	Saturday	World Environment day	
July	1 to 31	Thursday to Saturday	Summer vacation	31
July	15	Saturday	College Foundation day	
August	2 nd week		Freshers' Social	
August	15	Thursday	Independence day	1
August	Last week	Sunday	DCSU election	
August	30	Saturday	Tithi of Sri Sri Madhavdev	1
September	1	Wednesday	Janmastami	1
September	10	Friday	Tithi of Sri Sri Sankardeva	1
September	11	Saturday	Id-Ul-Fitre	1
October	2	Saturday	Birthday of Mahatma Gandhi/ International Day of Non-Violence	1
October	14 to 18	Thursday to Monday	Durgapuja, Janmotsav of Sankerdeva, Kati bihu (for office)	5
October	14 to 23	Thursday to Saturday	Autumn Vacation	10
October	22	Friday	Lakshmi Puja	1
November	5	Friday	Kalipuja and Dewali	1
November	17	Wednesday	Id-Ud-Zuha	1
November	21	Sunday	Birth day of Gurunanak	1
November	24	Wednesday	Lachit Divas	1
December	2	Thursday	Asom Divas (Syu-ka-phas Divas)	1
December	Last week		College week	
December	25	Saturday	Chirstmas Day	1
January 2011	12 – 31		Winter vacation, Magh Bihu	
	26	Wednesday	Republic Day	1
February 2011	1 st week		Parting Social	1
February 2011	2 nd week		ASHEC/ University Examination	

Annexure - II

Analysis of the Students' Feed back

The teachers are assessed by the students of various subjects on 10 point scale through some questionnaire as designed by NAAC in random basis. The IQAC collects the forms, analyse thoroughly and identifies the areas where performance of some teachers is below desired level. The Principal convencs a meeting of the teaching staff and discusses openly and narrates the findings on the Students' Feedback. He, then, advises the teacher community that needs improvement to rectify themselves and to cope with the changing situations for quality enhancements.

Best practices - I

1. **Title of the practice:**

Decentralization of administrative works.

2. **Goal:**

The reputation and reliability of an institution is the transparency of Financial Management. In view of this, college authority constitutes several sub-committees to look after the specified functions of these committees independently.

3. **The context:**

The sub-committees are formally approved by the Governing Body (Management Committee) of the college and hence fully authorized and supported. As a result, no interference is to be faced from any corner.

4. **The Practice:**

The Principal constitutes the sub-committees in consultation with teaching and non-teaching staff. Each sub-committee is comprised of a few members of the staff including a convener. The Governing Body approves these committees subsequently for a period of two years. The Principal is the ex-officio chairman. The convener convenes the meetings and discusses the related issues in detail and executes the decisions.

5. **Evidence of success:**

Due to performance of the sub-committees like Building Construction, general purchases, the college has saved a handsome amount than estimated or targeted for the purpose.

6. **Problems encountered and Resources required:**

The sub-committees are principle making bodies and utilize the allocated fund of the college and hence problems are not encountered. However, the concerned committees prepare budgets, plan and estimates and make ready for placement in UGC or Govt. schemes.

7. **Notes:**

Decentralization of the administrative works to the efficient and collective body results in clean and transparent administrative system with much reliability. The stake holder specially the staff members get the opportunity for direct involvement in all round development of the college.

8. **Contact Details:**

Name of the Principal:	Dr. Dip Saikia
Name of the institution:	Digboi College
City:	Digboi
PIN:	786171
Accrediated status:	B+
Phone/Fax:	03751-264416
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Best practices – II

1. Title of the practice:

Financial support to poor and distressed students

2. Goal:

The college is situated in a backward area and many of the students come of poor family. For them higher education is like a day dream only. In view of this the college and the teaching staff raise funds to provide financial support to the poor but meritorious students. Moreover, every effort has been made so that maximum number of students can enjoy Govt. Scholarships.

3. The context:

As the number of students coming from lower income group is more, so it is really a complicated problem for addressing their acute hardship and the college has to face a challenging problem.

4. The Practice:

The college has created an “Aid Fund” collecting a very nominal amount from the students annually. A sub-committee constituted from this Fund invites application from the poor, meritorious students with proper supporting documents. After screening, the committee selects a number of genuine students and distribute cheques among them. The “Digboi College Teachers’ Unit” has also raised a “Fund” by contributing an amount monthly. The Teacher Body also adopts similar procedure to disburse the fund among the selected students. In 2009-10 session 55 numbers of students have been supported by the institution and 142 numbers of students were able to get Govt. Scholarship. Due to financial constraints limited number of students has benefited. The college has also granted free-ship to some students from its own fund.

5. Evidence of success:

Due to this financial support many students are able to pursue for higher studies. Some of them have been graduated as a result of this practice.

6. Problems encountered and Resources Required:

The college and the Teachers’ Body have to face a lot of problems in generating the Fund to a desired level. Moreover, the number of students from lower income group is also high. So, the quantum of support is not sufficient.

7. Notes:

In India many families are still below poverty line and at the same time literacy rate is not satisfactory. In this context, more financial support from any organisation may catalyse the process.

Best practice III

1. Title of the practice

Human Resource Management

2. Goal:

The college aims at assessing the human power requirements for teaching staff, office staff, library staff, fourth grade staff and hostel menials periodically and to recruit as soon as possible if any shortfall is noticed. The IQAC monitors their performances and obtain feed back through students. The IQAC plans for staff development programmes and also provides necessary incentives within its capacity.

3. The practice:

The learners may be benefited when they get full supports from the administrative staff, teaching and hostel staff. The classes must be regular, reading materials be course oriented and easily borrowable, laboratory be well equipped along with skilled bearers. The IQAC keeps close contact with the departments, the library and the hostels and assesses the man power needed. If any shortage is found then brings it to the notice of the authority and suggests for immediate recruitment. The authority also takes necessary steps to fill up the vacancies owing to retirement of the incumbents or some other reasons. The college being a provincialised one and certain procedures are to be followed and as such the recruitment may be delayed. Nevertheless, during this period the authority recruits for the posts locally on ad – hoc basis by paying salaries from own fund so that the system is not disrupted.

In some cases like hostel menials staff, watchman, cleaner, mali (gardener), security personnel, the Govt do not sanction any posts. In spite of that the college has appointed these non sanctioned posts from its self generated fund for smooth functioning of the college in general and for the benefit of the students in particular.

The IQAC pays patient hearing to the complaints or collects through complaint box related to any matter of administrative staff and redresses to the best. The teaching faculties have been assessed by the students through a standard format of questionnaire, analyses and identify the specific areas of weakness and intimate the faculties for their self rectification.

The college has always encouraged the faculties to participate in orientation, short – term course, refresher courses for their knowledge upgradation. The teachers are also encouraged to procure research projects, FIP for M. Phil, PhD for their career progression. The teachers are also encouraged to attend and present papers in National, International Seminars and publish books and chapters in edited volumes.

5. Evidence of success

Due to this practice, the vacancies created in the teaching, non- teaching and fourth grade staff have been filled up at an early date. If not due to lengthy procedure of the Govt the posts have been filled up on ad – hoc basis from the self – generated college fund.

A large no. of teachers have been facilitated to attend State/ National/ International seminars and present papers. The teaching faculties have also been facilitated to participate in Refresher, Orientation, short term courses for their knowledge upgradation, to carry out research works for their carrier progression.

The non teaching staff and 4th grade staff also have been deputed for training to enhance their work efficiencies and skill development.

6. Problems Encountered and resources required:

As the Govt rules are to be followed strictly, it takes time to fill up the posts immediately and as such the process is delayed. Again when the teaching faculties have to participate in Refresher/ Orientation/ Short term courses, the classes may be hampered. Notwithstanding, the college authority solves these problems. During the absence of any faculty, the classes have been managed without disruption by the other faculties. In case of delayed filling up of vacancies, the authority appoints on ad hoc basis for which the college has to bear the requisite payments for this purpose from its self generated fund consequent upon resource mobilization.

7. Notes

In any educational institution, the beneficiaries must be targeted upon the students. The classes must be regularly held, the syllabi be completed and revised if possible and should get all possible help from office/ library/ technical staff. The IQAC strictly follows to extend utmost care for the students. career progression through this practice.