

The Annual Quality Assurance Report (AQAR) of the IQAC

2011-2012

DIGBOI COLLEGE, DIGBOI, ASSAM

Part – A

1. 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:

Mr. Golap Kalita

Mobile:

+919435003535

IQAC e-mail address:

digboicollege@yahoo.com

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

NA

1.4 NAAC Executive Committee No. & Date:

EC/32/A&A/067 dated 14-5-2004

1.5 Website address:

www.digboicollege.com

Web-link of the AQAR:

<http://digboicollege.com/AQAR2009-10.pdf>

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

27/07/2005

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

2011-12

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
- ii. AQAR 2010 – 2011 submitted to NAAC on 23.05.2014
- 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

NO

University with Potential for Excellence

NO

UGC-CPE

NO

DST Star Scheme

NO

UGC-CE

NO

UGC-Special Assistance Programme

NO

DST-FIST

NO

UGC-Innovative PG programmes

NO

Any other (*Specify*)

NO

UGC-COP Programmes

YES

2. IQAC Composition and Activities

2.1 No. of Teachers

06

2.2 No. of Administrative/Technical staff

03

2.3 No. of students

01

2.4 No. of Management representatives

01

2.5 No. of Alumni

01

2.6 No. of any other stakeholder and
community representatives

01

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

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) Dr. S. Radhakrishnan and Indian Philosophy
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.
- Some of the teaching staff were provided with INFLIBNET supported N-List facility.
- Organized state level Chemistry Olympiad and district level prize money science quiz competition among the students of class IX to XII standard.
- Organized workshop on 'food Preservation' to impart training to self help groups of neighboring areas.
- Organized workshop on 'Wild Life Photography'.
- Provided food stuff and clothes to flood affected people.
- Financial assistance was provided to poor but meritorious students of the college.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality Enhancement and the outcome achieved by the end of the year

Plan of Action	Achievements
Enhancement of library facilities	The library was provided with one Xerox and SOUL software was introduced for data management. Moreover 1097 no. of books and 194 nos. of journals , 275nos. of magazines were added
Switch over to new semester system	Dibrugarh university implemented new semester system in its affiliated college. Our college also followed the guidelines of the university and implemented the courses in letter and sprit
Technology up gradation	The physics department was provided with a computer. Purchased one Laptop for principal and one overhead projector for general use. The biometric punching machine was installed for attendance of the teaching and non teaching staff. A cannon camera (EOS550D) with 18 – 55 mm lens was added for documentation purposes. The teaching faculties were provided INFLIBNET supported N – LIST facility

Opening of new courses	The college procured the permission to introduce major course in electronics subject. Applied for permission to open distance education programme in BA
Upgradation of Electric supply	The college installed a 35 kv generator for an interrupted power supply in the college campus. Also set up a new transformer with the help of state electricity board for regularisation of voltage
Inauguration of Boys hostel	To mitigate the problems of students of the college completed the ground floor of the Boys hostel was opened and 20 boarders could be accommodated with all facilities.
Financial assistance to poor but meritorious students	63 students were provided financial assistance worth Rs 63000/- from Student Aid Fund as well as Teachers Union Fund on the basis of criteria fixed for the purpose.
Motivation of students for competitive examinations and higher studies	A talk was organised on motivating students for competitive examinations and Indrajeet Singh, IAS was resource person. (26-08-2011). A.K Periwal from Indian Institute of Company Secretary, New Delhi delivered a talk on “Company Secretary Courses”. P Shivkumar, IFS Divisional Forest Officer, Digboi delivered a talk to motivate the students into Forestry courses as well as services. (13-06-2012)
Facilitate the faculty members for knowledge up gradation, research works, and career progression.	Due to encouragement, Refresher courses were attended by 4 faculty members. State level seminars were participated by 13, paper presented by 7 faculties. National Seminars were attended by 9 and 34 nos. of papers were presented in National Seminars. And 6 papers were presented in International seminars. Moreover 8 research papers were published in national journals and 2 papers in Conference volumes. One faculty member has carried out PhD programme under FIP and one member completed MRP. 2 members published books with ISBN, one without ISBN and 7 published chapters in edited books
Enhancement of Institutional Social responsibilities in the neighbour hood	Digboi college Women Welfare Cell (DCWWC) organised workshop on Food processing (21 – 22 Feb, 2012) and imparted training to 29 Self Help Groups on fruits and vegetables preservation. Mr. Prasenjit Baruah and Prabin Hazarika from District agriculture office, Tinsukia were the resource persons. DCWWC organised free health check up camp and distributed free medicine at Itabhata primary school (1-02-2012) jointly with IOCL hospital The Chemistry department conducted State Level Chemistry Olympiad under the aegis of Chemistry Department, Gauhati university. 202 nos. of students appeared in the Olympiad. Digboi College in association with Assam science society, Digboi Branch organised District Level Prize Money Science quiz competitions. Various programmes were held on the occasions of National Science Day and World Environmental Day particularly in the schools of neighbouring areas to popularise science and environmental awareness.

** 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 reconstituted IQAC meeting held on 15/05/2014 and college Governing body meeting held on 19/05/2014 accepted the AQAR of 2011–2012 prepared as per the revised guidelines of NAAC effective from 1st January, 2014 and advised the coordinator to send it to NAAC.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	3	01	01	03
PG Diploma				
Advanced Diploma				
Diploma				
Certificate		01		
Others				
Total	03	02	01	03
Interdisciplinary	01			01
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	3
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.

Yes, Dibrugarh University has implemented Semester system to its colleges in place of Annual Three Year Degree (1+1+1) system w.e.f. the session 2011 – 2012. The salient features are:

1. The Three Year Degree programme consists of six semesters for both major and non- major courses.
 - Each programme is composed of four courses – compulsory, major, non-major and skill based.
 - The 5th and 6th semesters include purely the major syllabus whereas both major and non major subjects are included up to 4th semester. The total marks for both major and non major courses is 2400, each semester having 400 marks
 - 80% marks of each paper is for end semester examination and 20 % marks is for internal assessment. Evaluation basis is accrued from two sessional exams (40% + 40%) and performance in seminar/ assignment and group discussion (20%).
 - The qualifying marks for a student’s progression is 40% in each paper.
 - The students must clear each paper in three consecutive odd or even semester examination and complete all papers within 5 years.

The syllabus has been revised and updated. Skill based, multidisciplinary papers and project works have been included in the curriculum.

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

No new department/ centre has been introduced

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
65	36	26	0	0

2.2 No. of permanent faculty with Ph.D.

12

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
01	02	0	0	0	0	0	0	01	02

2.4 No. of Guest and Visiting faculty and Temporary faculty

01	0	07
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	09	13
Presented papers	06	34	07
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, groupwise 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 up gradation.
- 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

02

as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

80%

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	153	0	3.27	39.03	20.92	56.21
BSc	29	27.59	13.79	31.03	0	86.2
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 has been 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	11
UGC – Faculty Improvement Programme	01
HRD programmes	0
Orientation programmes	05
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)	04

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	21	01	01	17
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		0.7	0	0

3.4 Details on research publications

	International	National	Others
Peer Review Journals	0	08	0
Non-Peer Review Journals	0	0	0
e-Journals	0	0	0
Conference proceedings	0	02	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	NA		
Minor Projects	0	NA		
Interdisciplinary Projects	0	NA		
Industry sponsored	0	NA		
Projects sponsored by the University/ College	0	NA		
Students research projects <i>(other than compulsory by the University)</i>	0	NA		

Any other(Specify)		NA		
Total				

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	0	0	01	0	20
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	01	0	0	0	0

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

NIL

NIL

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

NA

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	<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"/>
National level	<input type="text" value="28"/>	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="04"/>
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) Organised workshop on Food Processing and imparted training to 29 nos. self help groups of neighbourhood villages on Fruit and vegetables preservation.
- ii) Organised State Level Chemistry Olympiad Among the school and college students upto XII th standard under the aegis of Chemistry Department, Gauhati university

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	0	0	1
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	27078	2582983	1088	167700	28166	2750683
Reference Books	536	214944	09	2250	545	217194
e-Books	0	0	0	0	0	0
Journals	769	15380	194	3880	963	19260
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)	2592	43460	275	19940	2867	63400

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	35	10	5	0	0	6	8	6
Added	15	5	2	0	0	2	6	0
Total	50	15	7	0	0	8	14	6

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (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	0.73
ii) Campus Infrastructure and facilities	.057
iii) Equipments	0.56
iv) Others	0
Total :	1.86

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

In the college week various competitions have been organised in games and sports, cultural and literacy sections. Talents of the students hunted in different fields have been exploited for their track of progression.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
890	0	0	0

(b) No. of students outside the state

81

(c) No. of international students

0

Men	No	%	Women	No	%
	581	65.28		309	34.72

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
228	33	34	246	0	570	388	47	76	379	0	890

Demand ratio 1 : 1.1

Dropout 27.94 %

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

The college has a career counselling and placement cell and this cell looks after the aspects of career coaching, guidance etc by organising coaching classes, workshop and talks etc.

No. of students beneficiaries

124

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

- At the time of admission, the faculty members interact with the applicant and counsel them in selecting their optional subjects in a right track.
- The related paper – cutting of career guidance and placement opportunities, schedule of important competitive examinations have been displayed in the notice board.
- Organised talks on motivating students for competitive examinations. Indrajeet Singh, IAS was the resource person.
- A.K Periwal, A faculty of “Indian Institute of Company Secretary” delivered talk on “Company Secretary Courses”.
- P. Shivkumar, IFS, Divisional Forest Officer, Digboi Division delivered a talk on the prospects of Forestry courses as well as entry into Forest services

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Nil	NA	NA	No record available

5.8 Details of gender sensitization programmes

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	56	56000
Financial support from government	86	131000
Financial support from other sources (UGC)	07	7000
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:

A 35 KV generator set was installed for un-interrupted power supply as demanded by the Students' Union.

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 the last session.

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 constituted 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

1097 new books, 194 journals and 275 magazines were added to the library. SOUL software were implemented for data management and a Xerox machine was installed in the library.

A laptop for official use, 15 new computers, a high resolution cannon camera for documentation purpose were purchased. The biometric punching machine was used for attendance of the teaching and non teaching staff. For uninterrupted power supply to all the buildings including the hostels, a 35 KV generator set and for regularization of voltage a transformer were installed.

The ground floor of the new Boy's hostel with all facilities was opened and 20 boarders coming from far flung areas were accommodated.

6.3.6 Human Resource Management

The IQAC keeps vigilance so that the classes are regularly held, the office staff and library staff render their help towards the benefit of the students. The IQAC keeps close contact with departments, office, library and the hostels and assesses the man power. If any shortage found, then immediately brings it to the notice of the authority for early recruitment. Sometimes it takes time to fill up the permanent posts owing to official formalities and during this period the posts are generally filled up on ad – hoc basis so that the system is not disrupted.

The teachers have been assessed by the students for their quality improvement. They are also encouraged to carry out research works, upgrade and update knowledge by attending refresher course, orientation course, short term course etc. The teachers have also been facilitated for their carrier progression.

The office staffs have been deputed to attend workshop for their enhancement of work efficiency.

6.3.7 Faculty and Staff recruitment

The college authority recruits fool- proof faculty 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 & Staff Benefit Fund
Non teaching	Staff Benefit Fund
Students	Aid Fund

6.5 Total corpus fund generated

1226653/-

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 implemented 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 college extends all possible supports to teacher staff for their career progression and research works. The non-teaching staff are also deputed for training to enhance their efficiency. The college revises the salary of the temporary workers time to time to relieve them from growing market cost.

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.

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.

- The college has installed a 35 KV generator set and thus avails un-interrupted power supply. Prior to this the students, teachers and office staff had to suffer a lot from inadequate power supply and load shedding trauma of the state electricity board services.
- The college provided intercom facilities to all departments, office, library and canteen. This facility interconnects all and communication has been meted out easier as the buildings are sparse in the campus.
- The introduction of the biometric punching machine for attendance adds positive effect and makes the staff members self – regularized. At the same time, each of the staff member has been striding towards upcoming technology.

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

The principal, chairman of the IQAC, places the action plan at the meeting of college governing body and gets approved. The plans are then shortlisted on priority basis and have been materialized through different sub-committees.

- Library facilities were enhanced by providing books, journals etc and
- SOUL software for data management introduced.
- Introduced the new semester system
- Installed generator set for un-interrupted power supply
- Installed biometric punching machine, extended intercom facilities.
- The boys hostel was inaugurated
- Talks/ workshops were organized for motivating the students to competitive examinations.

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)
4. Extension Activities (Annexure – VI, page 33)

****Provided the details in annexure (iii, iv, v & vi)***

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 prepares work plan at the beginning of the academic session and applies best effort to materialize. In this session, the college procured permission to open major course in Electronics, Distance Education programme in some subjects, coaching cum motivation classes were organized for competitive examinations and higher studies. The boys' hostel was inaugurated with all facilities; SOUL software was introduced in the library for data management. INFLIB-NET supported N-LIST facility was provided to the teaching staff. A 35 KV generator was installed for un- interrupted power supply. The college organized workshop on 'Food processing', 'Free Health Check-up camp', 'Flood Relief camp', State level chemistry Olympiad', 'District level Quiz competition', 'World Environment Day' for enhancement of social responsibility in the neighbourhood.

The college has not yet provided the facility of digitalization in the library and student drop-out rate is still a sorry figure.

The college is located in an area surrounding by oil industry, tea gardens, deep forests and with tourism potential and as such some subjects related to these sectors may be opened. Moreover, some departments have adequate numbers of qualified teachers and as such PG classes may be opened.

8. Plans of institution for next year

The college has envisaged some plans for the session 2012 – 2013 in different aspects”

- Opening of Distance Education Programme BA, B. Com and post graduate classes in Education, English, Political Science, Assamese, Economics and Mathematics. To apply for permission of opening certificate courses in rural development and PGDCA.
- Providing more sets of computers and installation of intercom facilities to all departments, office, library, canteen etc. and enhancement of ICT.
- Organization of coaching class for competitive examinations and higher studies.
- Organization of workshop aiming at ‘learning by doing’.
- Enhancement of extension activities.
- Encouragement to the teaching staff for up-grading knowledge, research works and career progression.
- Deputation of the non-teaching staff for their efficiency enhancement.
- Organization of national seminars/ workshops.
- Construction of the college boundary wall.
- Earth cutting and leveling of the playground.
- Construction of staircases in the main building, security room at main gate, guestroom at women’s hostel and car parking area near the Administrative Building.
- Complete underground electrification, re-electrification in some buildings.
- To renovate the flag hoisting arena.

Name : Prof. Golap Kalita

Name : Dr. Dip Saikia

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Annexure - I**ACADEMIC CALENDAR AND HOLIDAYS 2011-2012**

Month/ Year	Date	Day	Occasion	No. of holidays
April, 2011	14 to 16	Thursday to Saturday	Rongali bihu	3
April	20	Monday	Regular classes for HS 2 nd yr students	
April	22	Friday	Good Friday	1
April	25	Monday	Regular classes of TDC 3 rd yr Students	
May	1	Sunday	May Day	1
May	17	Tuesday	Buddha Purnima vacation	1
June	1 to 30		Vacation	
June	5	Saturday	World Environment day	1
July	1 st week		Commencement of HS & TDC 1 st yr classes and Fresher's social	
July	15	Thursday	College foundation day	
August	15	Monday	Independence day	1
August	Last week		DCSU election	
August	18	Thursday	Tithi of Sri Sri Madhabdev	1
August	22	Monday	Janmastami	1
August	30	Thursday	Tithi of Sri Sri Sankardeva	1
August	31	Wednesday	Id-UI-Fiter	1
October	2	Sunday	Birthday of Mahatma Gandhi/ International day of Non- violence	1
October	3 to 6	Monday to Thursday	Durga Puja, Janmastsav of Sanderdeva	4
October	11	Thursday	Lakshmi Puja	1
October	18	Thursday	Kati Bihu	1
October	26	Wednesday	Kalipuja and Deewali	1
November	7	Monday	Id-UI-Zuha	1
November	10	Thursday	Birthday of Guru Nanak	1
November	24	Thursday	Lachit Divas	1
December	1 st week		College week	
December	2	Friday	Asom Divas (Syu-Ka-Pha Divas)	1
December	25	Sunday	Christmas Day	1
January 2012	1	Sunday	New year programme	1
January	2	Monday	Commencement of Even semester classes	
January	26	Thursday	Republic day	1
February	1 st week		Parting social	1
February	2 nd week		AHSEC/ University Examinations (Part- II, Part – III)	

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' Feed back. 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+
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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 benefitted. 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. Phill, 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.

Best Practice – IV

1. Title of the Practice:

“Extension activities”

2. Goal:

In addition to normal academic responsibilities the teaching community has some social responsibilities too as an elite group in bringing up the society to a level of well being. Thus, the motto of extension activities has primarily been ingrained.

3. The Context:

Digboi College takes up some extension activities in collaboration with Assam Science Society, Digboi Branch. About 80% of the life members of the “Society” are from our teaching and non teaching staff. Digboi College authority also extends full support to this organization and encourages to carry out programmes in various places in the vicinity of Digboi. Eventually Digboi College and Assam Science Society, Digboi Branch works symbiotically for the betterment of the general masses and students in particular. So to say, no challenging issues have to be addressed in designing and implementing this practice rather could be practised in an invigorative way.

4. The Practice:

At the initiative of some of the faculty members “Digboi Science Society” had been established in 1995 as a branch of Assam Science Society, Guwahati and was rechristened as “Assam Science Society, Digboi Branch” later on. The science society had MoU with Digboi College Teachers’ Unit under the umbrella of Digboi College and since then has been undertaking many programmes as social responsibility in a collaborative way. Just to name a few;

- Organized “State Level Science Exhibition”, “Teachers Training Workshop for the teachers of Tinsukia District”, Popular talks inviting some renowned scientists, Free health check-up camps in some village areas, various awareness programmes on health, hygiene, drug abuse etc. in the vicinity of Digboi.
- Organized National Children Science Congress (NCSC Tinsukia District Chapter) twice (2006 and 2011) successfully among the students of the district.
- Observes “National Science Day” every year in association with the neighbouring institutions to popularize science.
- Observes “World Environment Day” every year to make aware the people of various environmental issues and environmental protection, about pollution menaces and to check pollution, conserve biodiversity etc. Organizes meetings, rallies with slogans and placards against the ill practices prevailing like superstitious and unscientific mind sets.
- Organizes “District Level Prize Money Science Quiz Competition” among the students of class IX-XII standards, art competition, debate and extempore speech competitions etc.
- A few of the members have been expertise in identifying venomous and non-venomous snakes and imparting training to some students and local people. They have been also rescuing snakes, caring the injured ones and thus protecting some rare species also.
- Digboi College Women Welfare Centre (DCWWC) has also been rendering yeomen’s service by organizing flood relief camp, free health check-up camp, child care camp, Food processing and Fruit preservation training to Self-Help Groups etc.
- The college has been conducting the State Level Chemistry Olympiad among the students of class IX-XII standards under the aegis of Department of Chemistry, Gauhati University.

5. Evidence of success:

The college has been able to achieve some results by adopting this practice if not to the desired scale of height. Some of the students have earned laurels in state level quiz competitions, competitive entrance examinations etc. One major success needs mention that the people contact our faculty members if and when snakes enter their residences or have a glance at their campuses. The neighbouring localities have become conscious about the environmental pollution and raise their voice and react over these issues.

6. Problems Encountered and Resources Required:

With the introduction of the semester system by the university the faculty members have to devote more time for their primary duties which obviously encounters problems to some extent. Moreover, it cannot be denied of the involvement of a huge fund for effective implementation. But then, the college fraternity is not lagging behind in fulfilling the urge for their social responsibility.

7. Notes:

Just as drops of water can make the vast sea, so by adopting such practice as a stepping stone may ripple far and wide with snowballing effect.