

The Annual Quality Assurance Report (AQAR) of the IQAC

2012-2013

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)

2012-13

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 on 27/03/2014
- ii. AQAR 2010-2011 submitted on 23/05/2014
- iii. AQAR 2011-2012 submitted on 23/05/2014
- 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

01

2.8 No. of other External Experts

01

2.9 Total No. of members

15

2.10 No. of IQAC meetings held

02

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

2.14 Significant Activities and contributions made by IQAC

The IQAC takes significant steps towards quality enhancement and development of the college.

- Distance Education programme in BA, B. Com and PG classes in some subjects started. Procured permission for opening rural development as subject and PGDCA.
- For enhancement of ICT, 20 new computer sets were purchased.
- Internet and DTH connection at teachers' common room were provided.
- The library was enriched with 844 books, 137 journals and 119 magazines.
- Organized coaching classes and motivating lectures for competitive examinations and higher studies.
- Organized workshop on sexual harassment, handicrafts training etc.
- Many faculty members were encouraged to participate in refresher, orientation and short term courses. Encouraged them to attend and present papers in State/ National/ International levels; encourages publishing books etc.
- Organized some extension programmes as institutional social responsibility in the neighbourhood.

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
Opening of Distance Education Programmes in BA, B.Com and PG in some subjects.	The college procured permission to open Distance Education Programme BA, B.Com and PG classes in Education, Political Science, Assamese, English, Economics and Mathematics. The college started BA and B.Com programmes and PG in English, Education and Political Science.
To apply for according permission certificate courses in rural development and PGDCA.	Procured the permission for opening rural development as subject and PGDCA.
Enhancement of ICT facilities and technology up gradation.	18 sets of computers were provided to the centralised computer centre and 2 sets to two departments. Intercom facility was extended to library and canteen. Internet and DTH facilities were provided to the teachers' Common Room, CCTV installed in the main entrance gate, administration building and in corridors of different blocks. UGC sponsored broad band NME connections were provided to 15 teachers in the first phase.
Enhancement of library facilities.	The library was enriched with 844 books, 137 journals and 119 magazines.
Organisation of coaching classes, motivating lectures for competitive examinations and higher studies.	Motivating lectures for entry into administrative service was organised (11.8.2012) A. Gyani, IAS, ADC and Jogesh Boruah ACS, ADC Tinsukia were the resource persons. A training programme was organised for entry into Indian Air Force services (24.9.2013) in association with Indian Air Force officials. 35 nos of students were imparted training. A 4 days intensive coaching in Banking and Allied Services was conducted. Dipankar Sarma from EIMT, Guwahati was the resource person (19 th Feb to 22 nd Feb, 2013).
Organisation of Seminars, Workshops etc.	DCWWC organised an interaction programme with girl students and counselled the students by the lady teachers (26.9.2012). The college organised a workshop on handicraft in collaboration with Regional Design and Technical Development Centre (Ministry of Textile, Govt. of India) aiming at 'learning by doing'. Resource Persons D. Deka and Abid Hassan imparted training on bamboo-cane works for boys and hand block painting for girls (11 th to 14 th Feb, 2013).
	DCWWC organised a seminar on 'A promise is a promise – Time to end violence against women'. Mrs Nandita G. Sarmah, Psychological counsellor was the resource person (01.03.2013).
Enhancement of extension Activities.	NCC unit of the college organised 'Blood donation camp' (26.11.2012). 35 Nos. cadets donated blood voluntarily and Assam Medical College, Dibrugarh,

	<p>Assam collected the blood for their blood-bank.</p> <p>The college organised awareness programmes on ‘Environmental protection’ and ‘Bio-diversity conservation’ in neighbouring schools in association with Assam Science Society. National Science Day and world Environment Day was observed.</p> <p>Chemistry Department organised state level chemistry Olympiad among the students of class IX to Class XII standard of neighbouring schools.</p> <p>The college in association with Assam Science Society, Digboi branch organised district level prize money science quiz competition.</p>
<p>Encouragement to the teaching staff for up gradation knowledge, research works and career progression.</p>	<p>The college always encourages the teaching staff for their knowledge up gradation, research works and career progression.</p> <p>In this session, 11 teachers attended refresher courses, one in orientation course, 2 in short term courses in various universities.</p> <p>a) In State Level seminars 12 teachers participated, 5 presented papers.</p> <p>b) In National Level, 9 participated, 15 presented papers.</p> <p>c) In International Level, one participated and 7 presented papers.</p> <p>iii. Research Publications:</p> <p>In National level, 11 teachers published papers in peer reviewed journals.</p> <p>2 teachers in International and 3 teachers published papers in conference volumes. One teacher published in e-journal (ISBN). Moreover, 5 teachers published books with ISBN, 2 teachers published chapters in edited books with ISBN and 2 teachers without ISBN.</p>
<p>Deputation of the non-teaching staff for efficiency development.</p>	<p>Anil Sarmah, Promatta Saikia and Prakash Saikia of office staff were deputed to attend a workshop on “Qualitative upgradation in office management and accounting practices in HEI needs and strategies” at Margherita College (05 & 06 Oct. 20123).</p> <p>Biswajit Konch and Binod Saikia both laboratory assistants, were deputed to attend a 6 days programme of training cum development at Guwahati university (5th to 10th Nov, 2012).</p>
<p>Infrastructural growth: The college plans to erect the boundary wall, earth – cutting and levelling of the playground, underground electrification and some renovation work.</p>	<p>The college completed the erection of the front side boundary wall with two entrance gates, underground electrification and re-electrification in old girls’ hostel, erected walls of the Botanical garden, and completed the 1st Floor of the Administrative Building, 1st floor of new girls’ hostel with all finishing tasks. The college constructed one guest room at girls’ hostel, one security shed at the main entrance gate, foot path up to Boys’ hostel, one car-parking area in front of Administration building the flag hoisting arena and toilets at commerce building. The teachers’ common room was fitted floor tiles. The college had also done some renovation works such as repairing of the main building and all floors connective stair-cases. The undergoing projects are the</p>

	Zoology and Chemistry departments. Renovation works were also done in Physics, Botany and Nepali departments and girls' common room. Purchased 40 pairs of steel framed desk-bench, 34 pairs of wooden desk bench, 30 nos of reading tables and 25 nos of moulded chairs.
--	--

** 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 IQAC

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

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	04	-	01	03
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	01	-	-	-
Others				
Total	05	00	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	04 (1 st to 4 th Semester)
Trimester	0
Annual	04 (3 rd yr of DU, 2 nd & 3 rd yr of KKHSOU)

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 - 29)

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

The university implemented new semester course with updated and revised regulation and syllabi.

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	37	25	0	0

2.2 No. of permanent faculty with Ph.D.

17

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	03
----	---	----

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	09	12
Presented papers	07	15	05
Resource Persons	0	0	00

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	181	0.55	1.65	24.31	33.7	48.62
BSc	32	6.25	37.5	25.0	00	59.38
BCom	47	0	2.13	42.55	2.13	46.81

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

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	11
UGC – Faculty Improvement Programme	01
HRD programmes	0
Orientation programmes	01
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 Courses)	02

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	02	00	22
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	02	0	0
Outlay in Rs. Lakhs	NA	12.83	0	0

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		02	0	0
Outlay in Rs. Lakhs		2.05	0	0

3.4 Details on research publications

	International	National	Others
Peer Review Journals	02	11	0
Non-Peer Review Journals	0	02	0
e-Journals	0	01	0
Conference proceedings	02	03	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	3 yrs	UGC	16.19 lakhs	12.83 lakhs
Minor Projects	1 ¹ / ₂ yrs	UGC	2.45 lakhs	2.05 lakhs
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			18.64 lakhs	14.88 lakhs

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	0	0	0
Sponsoring agencies	NA	NA	NA	NA	NA

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
04	0	04	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 State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

- The 25 nos of NCC cadets donated blood collected by Assam Medical College Staff, Dibrugarh on 26.11.2012.

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 i) New girls hostel ii) New library building	Nil	01 01	UGC UGC+College Fund	02

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	28166	2750683	715	143000	28881	2893683
Reference Books	545	217194	129	37884	674	255078
e-Books	-	-	-	-	-	-
Journals	963	15380	127	2740	1100	18120
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	50	5000			50	5000
Others (Magazine)	2867	63400	119	4900	2986	68300

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	50	15	7	0	0	8	14	6
Added	20	0	0	0	18	0	2	0
Total	70	15	7	0	18	8	16	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	0.15
ii) Campus Infrastructure and facilities	20.38
iii) Equipments	1.75
iv) Others	0.06
Total :	22.34

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
	828	04		

(b) No. of students outside the state 85

(c) No. of international students Nil

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
388	47	76	379	Nil	890	337	56	66	369	Nil	828

Demand ratio 1 : 1.15

Dropout 25.5%

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	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

- 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. A. Gyani, IAS, and Jogesh Boruah, ACS were the resource person.
- A training programme was organised for entry into Indian Air Force Services. Air Force officials were the resource persons.
- A 4 days intensive coaching was organised. Dipankar Sarmah from EIMT, Guwahati was the resource person.

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	12

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		
Financial support from government	183	745260
Financial support from other sources (UGC)	23	46000
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

- Constructed a guest room in girls' hostel as demanded by the boarders.
- Replaced the black boards in the class rooms by green boards as demanded by 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 invites 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 guide committee to conduct internal examiners. 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; adjusts classes with flexi-timing and exempts from some other co-curricular activities. Also encourages attending National/ International seminars/ Workshop/ Conference.

6.3.5 Library, ICT and physical infrastructure / instrumentation

844 new books, 127 journals and 119 magazines were added to the library. SOUL software was implemented for data management and a Xerox machine was installed in the library.

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 has 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
	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 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 guardian 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 teaching 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.

- 18 sets of computers were provided to the centralized computer centre and 2 sets to the departments.
- Internet connection and DTH facilities were provided in the teachers' common room.
- As a security and discipline maintaining CCTV was installed in some vital points of the college.
- UGC sponsored broad-band NME connections were provided to 15 teachers in the first phase.

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. The achievements are mentioned in the part A 2.14 of this AQAR.

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 30)
2. Financial support to poor and distressed students. (Annexure – IV, page 31)
3. Human Resource Management (Annexure – V, Page 32)
4. Extension activities (Annexure – VI, page 34)
5. Technology upgradation (Annexure – VII, page 36)

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

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 a plan at the beginning of the session and utmost effort is given to materialise it.

The college started distance education programme in BA/BCom and PG in English, Education and Political Science. For enhancement of ICT, 18 new computer sets were added. Provided DTH and Internet facilities in Teachers' Common Room. The library was enriched with good number of books/journals and magazines, organised coaching cum motivating programmes to enable the students for entrance examinations and services/higher studies. Under ground electrification is an important achievement as the wind and storms disrupt the overground cable connection. The new girls' hostel was completed and opened for boarders as many girls come from Arunachal Pradesh and there were perpetual demands for more hostel accommodation. The NCC wing of the college has been functioning well and almost every year attended the RD parade.

However, the NSS unit could not be utilised properly and plans to gear up the unit. The participation of the students in sport activities is poor.

The college is situated in an area of inherited natural resources like oil, tea and forest and tourism potential. There is scope for introducing courses in these horizons. The college has also some departments having qualified teachers for opening PG classes.

8. Plans of institution for next year

Plan of institution for the next year.

The college has envisaged plans for the next year in many aspects

- To start COC in communication skill, P.G classes in Mathematics, major in Electronics, Rural development as a subject
- To organize national seminar in Mathematics
- To inaugurate the newly constructed library building with modern facilities and open access system
- To provide internet connections to all departments
- To provide free internet access to the students
- To purchase Advance litho machine (copy printer), Xerox machine, new biometric machine (face detector), Audio track sets for class rooms.
- To complete the construction of zoology, chemistry department, indoor stadium and to renovate the old library building and Boys' common room.
- To purchase some new equipments for laboratories
- To introduce some awards such as Best graduate Award, awards to toppers in all streams, best library user award
- To felicitate the teachers obtaining M.Phil/ PhD degrees, creating international linkage etc.
- To encourage more number of faculties towards knowledge upgradation, research works, career programme etc.
- To invite visiting lectures for faculty development purpose.
- To depute the office/ library staff for enhancing work efficiency.

Name : Prof. Golap Kalita

Name : Dr. Dip Saikia

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Annexure - I

ACADEMIC CALENDER FOR 2012- 2013

(Recommended by the Academic Planning Committee, Dibrugarh University)

Date (s)	Events
June 1 – July 20, 2012	Admission Notice and Completion of the Admission Process in the BA/B Sc/B Com 1 st Semester Classes. Admission to the BA/B Sc/B Com 3 rd and 5 th Semester Classes
June 16 – July 15, 2012	Semester End Vacation for the teaching staff
July 16, 2012 (Monday)	(1) Commencement of the 1 st /3 rd Semester classes of the BA/B.Sc/ B.Com Programme. (2) Re – commencement of the Part III Classes of the BA/BSc/B.Com Programmes (3) Notification of Class Routine in the Colleges (4) Notification of Course Plan/Departmental Class Routine in the Dept. Notice Boards of the Colleges
July 17 – 21, 2012	1. Interaction with the 1 st Semester Students BY the Principals and teachers of the colleges 2. Fresher’s Social (any one day)
August 27 – Sept. 05, 2012	1 ST Sessional Examination BA/B. Sc/B.Com programmes in the Semester System
Set. 6 – 8, 2012	Students, Union Election in the Degree Colleges (Any one day)
Sept. 6 – 11, 2012	Counseling for the BA/B. Sc/B.Com 1 ST Semester Students and Mid Semester Feedback Assessment (Any one day)
Sept. 28, 2012 (Friday)	1. Notification of 1 ST Sessional (BA/B. Sc/B.Com) programmes in the semester System. Examination marks in the Departmental Notice Board 2. Internal assessment (for 1 ST semester BA/B. Sc/B.Com Programmes) through seminar/ Group Discussion
Oct. 12 – 20, 2012	2 ND Sessional Examination of the BA/B. Sc/B.Com Programmes in the Semester system
Oct 16, 2012 (Tuesday)	Last date for Assignment Submission by the students (if any) of the BA/B. Sc/B.Com Programmes in the semester system
November 10, 2012 (Saturday)	Last date of notification of 2 nd Sessional (BA/B. Sc/B.Com Programmes in the Semester system) Examination marks in the departmental Notice board
November 10, 2012	Completion of 1 st Semester Examinations (1 st & 3 rd Semester) of the BA/ B. Sc/ B. Com programmes.
November 23, 2012 (Tuesday)	Last date for submission of Internal Assessment marks of the 1 st semester students of the BA/ B. Sc/ B. Com programmes of the university.
Dec. 17 – 31, 2012	College Week (for Seven days)
16 th Dec. 2012 – 15 th Jan. 2013	Semester end vacation for the teaching staff
January 16, 2013	Commencement of the even semester classes of the BA/B. Sc/B.Com programme. Notification of class routine (College & departmental), course plan etc. in the notice boards Re – commencement of BA/B. Sc/B.Com part III classes.
Feb 20 March 5, 2013	1 st Sessional examination of the 2 nd and 4 th semester of the BA/B. Sc/B.Com programmes.
21 st Feb – 31 st March 2013	Commencement of TDC Part II examination 2013.
March 20-26, 2013	Notification of 1 st Sessional examination marks of the 2 nd & 4 th Semester BA/B. Sc/B.Com programmes in the departmental notice boards. Internal assessment for 2 nd & 4 th Semester of the BA/B. Sc/B.Com programmes through seminar/ group discussion etc.
April 18 – 30, 2013	2 nd Sessional examination of the 2 nd & 4 th semester of the BA/B. Sc/B.Com programmes

April 27, 2013 (Saturday)	Last date of submission of assignment by the students of BA/B. Sc/B.Com programmes (if any) Last date of form fill – up of the BA/B. Sc/B.Com End semester examinations (2 nd & 4 th Semester)
May 10, 2013 (Friday)	Last date of submission of filled in forms of the BA/B. Sc/B.Com End semester examinations (2 nd & 4 th Semester) by the college at the university.
May 30, 2013 (Thursday)	Last date of notification of 2 nd Sessional examination marks of the 2 nd & 4 th semester BA/B. Sc/B.Com programmes in the departmental notice boards. Completion of 2 nd & 4 th Semester classes of the BA/B. Sc/B.Com programmes. Last date of submission of internal assessment marks of the 2 nd & 4 th semester students of the BA/B. Sc/B.Com programme to the university.
31 st May 2013 (Friday)	Declaration of TDC Part II 2013 examination results.
June 10 – June 29, 2013	End semester (2 nd & 4 th Semester) examinations of the BA/B. Sc/B.Com.
June 28 th , 2013 (Friday)	Declaration of TDC Part II 2013 examination results.

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 convens 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
Website:	www.digboicollege.com
Mobile:	+919954487650

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.
- Observe “National Science Day” every year in association with the neighbouring institutions to popularize science.
- Observe “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.

Best practice – V

1. Title of the practice:

“Technology upgradation”

2. Goal:

The whole world had changed suddenly with the advent of information technology and a new era began. The world had been transformed to a global village and at control of a finger tip. In pursuit of this, computer literacy has appeared at fast track and foremost frontier at present. To cope up with these all, the college has also given much impetus in this front.

3. The context:

Most of the teaching and non-teaching staff were not well versed in computer knowledge. The college had to face some difficulties in this challenging issue and had to address these problems in upgrading this practice.

4. The Practice:

A few years back the college had been running with manual system in the office, library and the departments too. As the staff were lacking knowledge of computer, so the college planned first to literate the office staff as well as the teaching staff with computer knowledge. Computer literacy programme with deigned syllabus were organized and imparted training by some of our own faculty members from computer department and others. The official works had been completely compoutersied by installing some softwares. The office staffs were also deputed for training to enhance their competency. INFLIBNET supported SOUL software had also been installed in the library for data management and the librarian was deputed for training. Internet facility has also been provided to the office, library, teacher’s common room and some departments with free access. Very shortly all the departments will have internet facility. Moreover, an internet browsing centre for students with free access is all set to ready for opening at the library. UGC sponsored NME broad band connections were provided to 15 faculty members and 5 for students browsing centre. INFLIBNET supported N – LIST facility had also been provided to almost all the faculty members. The college possesses 70 computer sets at present and 20 more sets to be added very shortly. The college had already established a centralized computer centre-cum laboratory.

The college installed CCTV camera in main entrance gate, administrative building and in some important spots of the buildings. Intercom facility had been installed to every department, office, library and the college canteen. From next year the results of internal examinations will be available on-line. Setting up of departmental self service portal (DSSP) is in process. The college has a plan to install ‘Community Radio’. The manual attendance register of the staff had been replaced by a face detector biometric machine. An advance litho machine (copy printer), data card machine 800 (For I/Card), LCD projectors were purchased.

5. Evidence of Success:

It needs mention that the college has been successful in excelling technological up gradation though not to the targeted scale of height. Almost all the faculty members and office members have been trained the computer skills to a satisfactory level. Teachers and students avail free access to internet.

6. Problems Encountered and Resource Required:

The college has the target of transforming the class rooms with SMART BOARD facility for enhancing ICT enabled environment, the implementation of which needs a huge fund and thus problems encountered.

7. Notes:

The college had to adopt the uphill – task of bringing the most computers – unskilled staff members to a certain level of skilled ones through computer literacy programmes. This might be the source of inspiration not only on the technology up gradation but in some other unveiled aspects.