



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		DIGBOI COLLEGE
Name of the head of the Institution		DR DIP SAIKIA
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03751264416
Mobile no.		9954487650
Registered Email		digboicollege@yahoo.com
Alternate Email		dr_dip_saikia@yahoo.co.in
Address		ITAVATA
City/Town		DIGBOI
State/UT		Assam
Pincode		786171
<b>2. Institutional Status</b>		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	state
Name of the IQAC co-ordinator/Director	DR JAYANTA HANDIQUE
Phone no/Alternate Phone no.	03751264416
Mobile no.	9435531665
Registered Email	jhandique@yahoo.com
Alternate Email	digboicollege@yahoo.com

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="http://www.digboicollege.com/AQAR2018-19.pdf">http://www.digboicollege.com/AQAR2018-19.pdf</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes, whether it is uploaded in the institutional website: Weblink :	<a href="http://digboicollege.com/Upload/Academic_Calendar/Academic_Calendar_2018-19.pdf">http://digboicollege.com/Upload/Academic_Calendar/Academic_Calendar_2018-19.pdf</a>

### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B+	78.60	2004	03-May-2004	02-May-2009
2	B	2.47	2015	15-Nov-2015	14-Nov-2020

<b>6. Date of Establishment of IQAC</b>	27-Jul-2005
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### 7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

Academic and Administrative Audit	28-Nov-2018 2	65
Meeting of IQAC	28-Jun-2019 1	12
Meeting of IQAC	10-May-2019 1	10
Meeting of IQAC	06-Aug-2018 1	12
Submission of AQAR	31-Jan-2019 1	20
Feedback from students	14-Sep-2018 1	450
Participation in NIRF	14-Dec-2018 1	23
Meeting of Parent teacher	29-Aug-2018 2	200
<a href="#">View File</a>		

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	Infrastructure and Equity Initiative	RUSA	2018 730	4615000
Institution	B. Voc.	UGC	2018 1095	4000000
Institution	Star College	DBT	2017 1095	1500000
Institution	CSR and Environment	OIL	2019 365	1000000
Institution	Fee Waiver Scheme, Excursion	STATE GOVT	2018 365	2800000
Institution	Outreach programme of Rural Institution	ASTEC	2019 365	150000
<a href="#">View File</a>				

**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

3

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes																		
Upload the minutes of meeting and action taken report	<a href="#">View File</a>																		
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No																		
<b>12. Significant contributions made by IQAC during the current year(maximum five bullets)</b>																			
Organising National, Regional seminars, workshop, symposia, quiz, talk and science fair																			
Organising Career Counseling programme																			
Organising awareness programme for wildlife and environment protection.																			
Organising Field Study Programme																			
Conduction of teaching extension programme																			
<a href="#">View File</a>																			
<b>13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year</b>																			
<table border="1"> <thead> <tr> <th>Plan of Action</th> <th>Achivements/Outcomes</th> </tr> </thead> <tbody> <tr> <td>Completion of new Computer Lab</td> <td>construction ongoing</td> </tr> <tr> <td>Completion of construction of undergoing big classrooms</td> <td>completed</td> </tr> <tr> <td>Completion of double storied building adjacent to the Zoology department</td> <td>completed</td> </tr> <tr> <td>Erection of boundary wall on the west border of the college</td> <td>not yet started due to fund constraints</td> </tr> <tr> <td>Construction of Conference Hall</td> <td>Finishing work going on</td> </tr> <tr> <td>Introducing M. Sc. Course in Life Science and Chemistry</td> <td>Not yet processed</td> </tr> <tr> <td>Designing of Herbarium</td> <td>Not yet started</td> </tr> <tr> <td colspan="2" style="text-align: center;"><a href="#">View File</a></td> </tr> </tbody> </table>		Plan of Action	Achivements/Outcomes	Completion of new Computer Lab	construction ongoing	Completion of construction of undergoing big classrooms	completed	Completion of double storied building adjacent to the Zoology department	completed	Erection of boundary wall on the west border of the college	not yet started due to fund constraints	Construction of Conference Hall	Finishing work going on	Introducing M. Sc. Course in Life Science and Chemistry	Not yet processed	Designing of Herbarium	Not yet started	<a href="#">View File</a>	
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<a href="#">View File</a>																			
<b>14. Whether AQAR was placed before statutory body ?</b>	Yes																		

Name of Statutory Body	Meeting Date
Governing Body	28-Feb-2020
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	27-Feb-2019
17. Does the Institution have Management Information System ?	No

### Part B

#### CRITERION I – CURRICULAR ASPECTS

##### 1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Curriculum delivery and documentation are well-planned and utmost care is taken for successful implementation: a) Before the start of new semester classes, the weekly routine is displayed in the notice board and distributed among all departments/faculties and students and informed through Whatsapp Group, b) The authority holds an all teacher meeting to chalk out plan for curriculum delivery at the start of new semester, c) Academic calendar is prepared, working and teaching days are sorted out and delivery of curriculum is planned accordingly, d) Courses and units are distributed on rotation basis among the faculties taking into account their expertise, e) Course progression is recorded, f) Records of seminar, assignments and field studies are kept by the department.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
BVoc	Small Tea Garden Management	15/12/2018	1095	The course focuses on employability and entrepreneurship of the youth in Tea Garden Management.	Entrepreneurship
BVoc	Tourism and Hospitality Management	15/12/2018	1095	The course focuses on employability and entrepreneurship	Entrepreneurship

neurship of  
the youth in  
Tourism and  
Hospitality  
Management  
sector

## 1.2 – Academic Flexibility

### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BVoc	Small Tea Garden Management	15/12/2018
BVoc	Tourism and Hospitality Management	15/12/2018
<a href="#">View File</a>		

### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Assamese Honours	02/05/2019
BA	English Honours	02/05/2019
BA	Economics Honours	02/05/2019
BA	Political Science Honours	02/05/2019
BA	Philosophy Honours	02/05/2019
BA	Education Honours	02/05/2019
BSc	Physics Honours	02/05/2019
BSc	Chemistry Honours	02/05/2019
BSc	Mathematics Honours	02/05/2019
BSc	Electronics Honours	02/05/2019
BSc	Zoology Honours	02/05/2019
BSc	Botany Honours	02/05/2019
BA	Hindi Honours	02/05/2019
BCom	Accounting and Finance Honours	02/05/2019
BCom	Marketing Management Honours	02/05/2019

### 1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0

## 1.3 – Curriculum Enrichment

### 1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Human Right Education	01/08/2018	35

Wildlife Conservation Biology	01/08/2018	30
Community college	01/08/2018	30
PGDCA	01/08/2018	4
<a href="#">View File</a>		

### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Field Projects conducted by 6th semester students of Education Major	18
BSc	Hornbil Conservation by Zoology Dept	25
BA	Field Study on Human Rights Education in different places in Tinsukia District	35
BA	TELG- Practice Teaching by Education department	66
BA	Practice teaching by the students having major in Education	19
BSc	Orchid Conservation and propagation by Botany dept	40
BCom	Present status of White winged duck (asarcornis scutulata): the state bird of Assam in Digboi and its surrounding area by Commerce Dept	9
BCom	A study of prospects and challenges of hotel industry in Digboi town by Commerce dept.	5
BSc	Field study on "Investigation on Water Supply and Sanitation Facility in Rural Areas" at Saraipung Village, Tinsukia on 30th March, 2019	30
BSc	Survey conducted by Digboi College Students' Science Club	20
<a href="#">View File</a>		

### 1.4 – Feedback System

#### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
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Teachers	
Employers	
Alumni	
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?  
(maximum 500 words)

#### Feedback Obtained

Feedback was prepared to evaluate the teachers' performance and the curriculum, teaching, learning, evaluation and the various facilities in the college. The students recorded their views on printed format. The format is divided into two parts - Part-I consist of 10 parameters to evaluate the faculties of the college and Part-II consists of 20 parameters regarding the overall administration and facilities of the college. The feedback form provided a grade scale (poor, average, good, and excellent) to the students to evaluate the feedback parameters. For an impartial analysis on feedback, the data was collected from the twenty different departments of the college and from the different semesters including Science, Arts and Commerce streams. Basic statistical tools are used to analyse each criterion and are presented in charts. The average performance of the faculties was found ranging from good to excellent in terms of the score received from the students in all the 10 parameters. But, in a few cases it was noticed the average grade or lower. In this regard, suggestions, counselling and support have been provided to concerned faculty for enhancement of teaching-learning performance for quality education.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Assamese, Economics, Education, English, Hindi, Philosophy, Political Science, General BA	250	317	232
BSc	Botany, Chemistry, Economics, Electronics, Mathematics, Physics, Zoology, General Bsc	175	250	133
BCom	Accounting and Finance, Marketing Management, General BCom	100	142	95

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## 2.2 – Catering to Student Diversity

### 2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	1228	27	69	0	7

## 2.3 – Teaching - Learning Process

### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
69	30	20	15	1	4

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
<b>No Data Entered/Not Applicable !!!</b>		

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
66	58	8	0	26

### 2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Dr. Nayan Jyoti Khound	Assistant Professor	Summer Research Fellowship of Indian Academy of Science CSIR-NCL, Pune
2018	Dr. Deborshee Gogoi	Assistant Professor	Certificate of Appreciation for Outstanding contribution towards conservation of environment and Forest by Tinsukia District

			Administration
2018	Rajib Rudra Tariang	Assistant Professor	Resource Person on Behavioural Changes among the common masses of Tinsukia District by State PHE and Mission Director of Swachh Bharat Mission-Gramin, Assam
2018	Rajib Rudra Tariang	Assistant Professor	Selection as Master Trainer on SBCC for capacity building of Swachhagrahis in Assam by Swachh Bharat Mission-Gramin, Assam and UNICEF
2019	Dr. Janardan Borah	Assistant Professor	PhD from Dibrugarh University
2019	Dr. Deborshee Gogoi	Assistant Professor	PhD from Assam University

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## 2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BCom	Accounting and Finance, Marketing Management	Semester	24/05/2019	16/07/2019
BA	Assamese, English, Hindi, Political Science, Philosophy, Economics, Education	Semester	24/05/2019	16/07/2019
BSc	Botany, Chemistry, Electronics, Physics, Mathematics, Zoology	Semester	24/05/2019	16/07/2019

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

In addition to the evaluation system assigned by the University, the college has introduced the following steps to make the process of continuous evaluation

more fruitful: • Frequent Class test and two Sessional examinations are held for continuous internal evaluation of students. • Seminar presentations preferably with power-point have been made compulsory for all major students. • Group discussion among students has been organised for identifying and evaluating learners.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The institution prepares an academic calendar for each semester incorporating all the co-curricular and extracurricular activities of the college. All the in-semester as well end-semester examinations are conducted in strict adherence to the academic calendar. The number of working days and holidays are defined clearly in the calendar adhered to the extent possible. The dates of indispensable activities of the college such as Students Union Election, Fresher's Social, Annual College week, Admission dates are adhered to by the college. The academic calendar includes date of observance of days and events of relevance.

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://www.digboicollege.com/CourseObjective.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
UG	BA	Assamese	10	9	90
UG	BA	Economics	9	7	77.78
UG	BA	English	5	4	80
UG	BA	Philosophy	16	15	93.75
UG	BA	Political Science	36	31	86.11
UG	BA	General	118	52	44.07
UG	BSc	Botany	20	17	85
UG	BSc	Chemistry	17	12	70.59
UG	BSc	Economics	1	1	100
UG	BSc	Electronics	10	2	20

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## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://digboicollege.com/upload/IOAC/StudentSatisfactoryServey201819.pdf>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Any Other (Specify)	365	ASTEC	1.16	1.16
Students Research Projects (Other than compulsory by the University)	365	NCF, Mysore	1.75	1.75
Industry sponsored Projects	730	OIL, Duliajan	10	2
Minor Projects	730	UGC	8.5	0.43
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### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Environmental Research Project on "PRESENT STATUS OF WHITE WINGED DUCK (ASARCONIS SCUTULATA): THE STATE BIRD OF ASSAM IN DIGBOI AND SURROUNDING AREA"	Commerce	04/05/2019
Workshop on Objectives of Swachh Bharat Mission	NSS Unit, Digboi College	22/09/2018

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Vigilance Awareness	Tenzing Dorge	IOCL (AOD), Digboi	03/11/2018	Poster Competition (3rd position)
Vigilance Awareness	Siddharth Baruah	IOCL (AOD), Digboi	03/11/2018	Poster Competition (2nd position)
Vigilance Awareness	Krishna Devi Daflari	IOCL (AOD), Digboi	03/11/2018	Poster Competition (1st position)
Vigilance Awareness	Kameswar Prasad Gupta	IOCL (AOD), Digboi	03/11/2018	Essay Competition (3rd position)
Vigilance Awareness	Kashmiri Hazarika	IOCL (AOD), Digboi	03/11/2018	Essay Competition (2nd position)
Vigilance Awareness	Pranami Tamuli	IOCL (AOD), Digboi	03/11/2018	Essay Competition (First position)

Best out of waste products	Niranjan Nayak	Tinsukia District Administration and Swachh Bharat Mission, Gramin	02/10/2018	Model Preparation Competition (Second position)
Best out of waste products	Krishna Devi Daflari	Tinsukia District Administration and Swachh Bharat Mission, Gramin	02/10/2018	Model Preparation Competition (First position)
<a href="#">View File</a>				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
<b>No Data Entered/Not Applicable !!!</b>					
No file uploaded.					

### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
<b>No Data Entered/Not Applicable !!!</b>		

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
<b>No Data Entered/Not Applicable !!!</b>	

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Zoology	1	1.47
International	English	3	5.7
International	Political Science	3	5.93
International	Chemistry	6	0.77
<a href="#">View File</a>			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Zoology	2
Education	2
English	3
Geography	1
Assamese	1
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/

## Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Assessment of Water Quality in and around Jia Bharali River Basin, North Brahmaputra Plain, India, using Multivariate Statistical Technique	Dr. Nayan J. Khound	Applied Water Science, (Springer), 8:221, doi:org/10.1007/s13201-018-0870-z	2018	2	Digboi College	2
Web in Azidatin reaction: An efficient Protocol for the synthesis of Aryl Azides	Dr. Bishwajit Saikia	Letters in Organic Chemistry, 15(6), 503-507	2018	3	Digboi College	3
Antimalarial activity of a novel series of artimisinin derived 1, 2, 3 trainazole dimers	Dr. Bishwajit Saikia	Asian Pacific Journal of Tropical Medicine	2019	1	Digboi College	1
<a href="#">View File</a>						

## 3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Web in Azidatin reaction: An efficient Protocol for the	Dr. Bishwajit Saikia	Letters in Organic Chemistry	2018	12	4	Digboi College

synthesis of Aryl Azides						
Genetic diversity among the morphs of <i>antheraea assamensis</i> helper study using RAPD and internal transcribed spacer DNA	Dr. Kishor Haloi	Indian Journal of Experimental Biology	2019	1	1	IASST

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### 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	1	1	0	0
Presented papers	4	9	0	0
Resource persons	0	1	0	2

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### 3.4 – Extension Activities

#### 3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Celebration of World Wetland Day, 2019 at Digboi OIL Field Wetland, Digboi Oil Field.	NSS Unit of Digboi College, Dept. of Zoology of Digboi College, Digboi Forest Division Digboi OIL Field	3	67
Annual Free Health Check-Up at Saripung and Gelipung Forest Village on 31st January, 2019	NSS Unit, Digboi College, Rotary Club of Digboi and OIL Hospital, Duliajan	2	30
NSS Special Camp at Saraipung LP School from 26-31 December, 2018	NSS Unit, District Animal Husbandry and Veterinary Office, Tinsukia UNICEF, Tinsukia Dept. Agriculture,	2	25

	tinsukia Digboi Forest Division		
Talk on Superstitious Beliefs and Anti-Witchcraft Hunting on 21 Dec 2018	NSS Unit, and Dept. of Zoology, Digboi College and Rainforest Alliance of Pengaree TE	2	15
Talk on Impact of Climate Change and wildlife conservation on 21 Dec 2018	NSS Unit, and Dept. of Zoology, Digboi College and Rainforest Alliance of Pengaree TE	2	15
Slogan Contest and procession against Corruption on 30 October 2018	NSS Unit, Digboi College	5	100
Celebration of Wild Life week at Holong Gaon, Sadiya from 1-7 October 2018.	Dept. of Zoology, Digboi College, Digboi Forest Division, Aaranyak, NSS Digboi College Unit	3	45
Cleanliness Drive outside Digboi College Campus on 5th Sept 2018	NSS Unit, Digboi College	2	50
Celebration of Van Mahotsav at Bogapani, Digboi (1st - 7th July, 2018)	NSS Digboi College Unit in collaboration with Dept. of Zoology, Digboi College, Digboi Forest Division, Aaranyak	3	60
Swachch Bharat Summer Internship (SBSI) Programme (10th June-31st July, 2018)	NSS Unit of Digboi College under the Ministry of Drinking Water and Sanitation, Govt. of India	2	59
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Sachchata Abhiyan	Best College in Tinsukia District	District Administration, Tinsukia	10
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agen	Name of the activity	Number of teachers	Number of students
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	cy/collaborating agency		participated in such activities	participated in such activities
Awareness Programme on Climate Change and its Remedies	NSS Digboi College	Awareness Programme	2	60
Awareness Programme on Snake Conservation	NSS Digboi College	Awareness Programme	2	60
World Blood Donation Day on 14th June, 2019	NSS Digboi College Unit through Ministry of Youth Affairs and Sports and Tinsukia Blood Bank	Volunteer Blood Donation, 2019	2	10
Swachh Bharat in NSS Special Camp, from 26-31st December, 2018	NSS Digboi College Unit through Ministry of Youth Affairs and Sports	Special Camp, 2018	2	5
Swachha Bharat Summer Internship, from 01-31st July, 2018	NSS Digboi College Unit through Ministry of Drinking Water and Sanitisation	Swachh Bharat Summer Internship 2018	2	4
Awareness Programme on Anti-Witchcraft Hunting	NSS Digboi College	Awareness Programme	2	50
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### 3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Teachers and Students exchange Programme	25 students and 05 teachers from Digboi and Duliajan College	DBT Star College Scheme	1
Inter-College Seminar Presentation cum Competition	14 students from Doomdooma, Digboi, Margherita and Namrup College	DBT Star College Scheme	1
Environmental Research	10 students	OIL, Duliajan	730
<a href="#">View File</a>			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Internship	Elephant Conservation	Wildlife Trust of India	01/12/2018	31/12/2018	2
Internship	Hornbill Conservation	Nature Conservation Foundation, Mysore	01/12/2018	31/12/2018	6
Industry-Academia	Environmental Research	OIL, Duliajan	04/05/2019	31/12/2019	10
Internship	Hornbill Conservation	Nature Conservation Foundation, Mysore	01/07/2018	31/07/2018	6
Internship	Elephant Conservation	Wildlife Trust of India	01/07/2018	31/07/2018	2

[View File](#)

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
The Orchid Society of Eastern Himalaya	30/04/2019	Conservation of Local Orchid Flora	40

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**CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES**

**4.1 – Physical Facilities**

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
180	139

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Newly Added
Classrooms with LCD facilities	Newly Added
Laboratories	Newly Added
Class rooms	Newly Added
Campus Area	Existing

[View File](#)

## 4.2 – Library as a Learning Resource

### 4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL	Partially	2.0	2018

### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	35263	4160291	283	205273	35546	4365564
Reference Books	1066	383224	704	247259	1770	630483
e-Journals	16	24728	0	0	16	24728
Weeding (hard & soft)	5925	0	0	0	5925	0
Others (specify)	16	14336	0	0	16	14336

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
<b>No Data Entered/Not Applicable !!!</b>			
No file uploaded.			

## 4.3 – IT Infrastructure

### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	79	15	79	9	20	9	26	10	0
Added	6	0	0	1	0	5	0	0	0
Total	85	15	79	10	20	14	26	10	0

### 4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

10 MBPS/ GBPS

### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
<b>No Data Entered/Not Applicable !!!</b>	

## 4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
75	75.2	190	149.8

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Utilisation: a) Aimed to fully utilised all physical, academic and support facilities. b) Weekly routine is designed in such a way that all big and small classrooms are utilised properly c) Book borrowing and photocopying facilities are available in the main library as well as in the departmental libraries. For utilisation of the books by maximum students books are lent for 7-14 days only. Rare, reference books are allowed for consultation in the library only. d) For full utilisation of laboratories and computers, students are allowed to use them during breaks between classes, besides normal practical classes e) Sports complex, NCC office, Students' Union office remains vibrant for their specific works. f) Students and faculties are allowed to practise badminton, table tennis and multigym in indoor stadium regularly. Maintenance: a) Classroom facilities like table and chairs, desks and benches and platforms and boards are repaired as and when necessary. Non-teaching staffs look after their cleanliness. b) Utmost care is taken for maintaining good health of library books. Fine is imposed lose of borrowed books, present value is recovered from or book is replaced by the borrower. The damaged books are kept in separate racks in a special store room. c) Laboratories and computer are looked after by support staff under supervision of faculties. Students are also instructed for proper maintenance of the instruments and computers. d) Departments properly maintain all records of Internal evaluation - question papers, seminar, assignment and practical as well as laboratory materials. e) Special committees are formed for looking after proper maintenance of Canteen and Hostels. f) Support facilities such as DCSU office, NCC office, Sports complex are looked after by authorised In-charge.

[http://www.digboicollege.com/upload/IQAC/Procedure\\_for\\_maintainence\\_4.4.2.docx](http://www.digboicollege.com/upload/IQAC/Procedure_for_maintainence_4.4.2.docx)

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	APJ Abdul Kalam Memorial academic promotion award (cash) to meritorious and needy students for higher studies	4	12000
Financial Support from Other Sources			
a) National	UGC Ishan Uday	25	0
b) International	0	0	0

[View File](#)

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Yoga Training	01/08/2018	70	Yoga Fitness Centre
Remedial Coaching	01/08/2018	80	Faculty

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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Career Guidance Programme	0	150	0	0

[View File](#)

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
173	173	2

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Reliance Jio Infocom Ltd. on 11.02.2019	66	12		0	0

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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	11	BCom	Commerce	Dibrugarh University, IITM Bhubaneswar; CMA Dibrugarh University	PG in Commerce, MTT and MBA

2018	1	BSc	Mathematics	JIST	MSc
2018	1	BA	Economics	Dibrugarh University	MA
2018	5	BA	Philosophy	Dibrugarh University & Gauhati University	MA
2018	9	BSc	Chemistry	Dibrugarh University, USTM, AMU, JIST	MSc
2018	2	BA	English	Dibrugarh University	MA
2018	4	BA	Political Science	Dibrugarh University, Gauhati University, Manipal Academy of Higher Education	MA
2018	4	BA	Education	Dibrugarh University and Gauhati University	MA
2018	5	BSc	Zoology	Dibrugarh University, Mizoram University, Cotton State University, Bodoland University, Assam Don Bosco University	MSc
2018	5	BSc	Botany	Dibrugarh University, DR College	MSc
<a href="#">View File</a>					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
<b>No Data Entered/Not Applicable !!!</b>	
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Patriotic Song and Quiz Competition on 13-14 August 2018	Sub-divisional	21

Annual College Week	Institutional level	600
<a href="#">View File</a>		

### 5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	Bharat Ratna Atal Bihari Vajpayee Excellence Award, 2018	National	1	0	65	Miss. Pratima Dohutia
<a href="#">View File</a>						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

<ul style="list-style-type: none"> <li>• Digboi College Students Union (DCSU) holds the Annual College Week under supervision of faculties</li> <li>• Digboi College Students Union (DCSU) holds Fresher's Social and Parting Social for students</li> <li>• Holds Saraswati Puja</li> <li>• Support IQAC in decision making (General Secretary of DCSU is a member of IQAC)</li> <li>• Helps authority in maintaining discipline in the college (President and General Secretary of DCSU are the member of Discipline Committee)</li> <li>• Support RUSA Monitoring Committee and Grievance Redressal Cell in decision making (General Secretary is the member of RUSAMC and 2 senior students of the College are the member of GRC)</li> </ul>
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### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

No Data Entered/Not Applicable !!!

5.4.3 – Alumni contribution during the year (in Rupees) :

No Data Entered/Not Applicable !!!

5.4.4 – Meetings/activities organized by Alumni Association :

No Data Entered/Not Applicable !!!

## CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

<ul style="list-style-type: none"> <li>• Formation of Sub-committees for looking after various activities of the College</li> <li>• Representation of faculty and non-teaching members in college Governing Body</li> <li>• Representation of students and the Librarian in IQAC, Grievance Redressal Cell, RUSA Monitoring Committee etc.</li> <li>• DCSU has been</li> </ul>
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entrusted responsibility to conduct the various student affairs/ activities under the guidance of teachers.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

## 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	The curriculum is framed by affiliating University. Faculty members from the college provide active supports as and when invited as members to the Board of Studies (BoS) and Undergraduate Boards (UG Board). Dr. Dip Saikia, Principal, is serving as a member of the committee constituted for implementation of CBCS in UG colleges of Dibrugarh University. Apart from this, Dr. Saikia has been acting as member of Executive Council (EC), IQAC and Court of Dibrugarh University.
Teaching and Learning	? Teaching and Learning: For quality improvement in the teaching learning process, the college has adopted the following strategies- <ul style="list-style-type: none"> <li>• Free internet access to teachers and students</li> <li>• Regular monitoring of course progression by the Authority</li> <li>• ICT oriented teaching including use of Projectors, Smart Board etc.</li> <li>• Remedial classes</li> <li>• Departmental seminar/class seminar</li> <li>• Field trip</li> <li>• Interactive class and one to one contact</li> <li>• Solving of previous years' questions</li> <li>• Workshop on discipline related areas</li> <li>• Necessary and up to date teaching materials on course</li> <li>• Extra class for course coverage and tutorial class on demand</li> <li>• Quiz, debate, group discussions and peer learning</li> <li>• Showing course related videos</li> <li>• Teaching by guest/visiting teachers</li> </ul>
Examination and Evaluation	<ul style="list-style-type: none"> <li>• Separate Examination Conduction Boards for conduction of odd and even semester examinations</li> <li>• Two sessional examinations in each semester are conducted</li> <li>• Dates of sessional examination and notification of marks are distinctly stated in the academic calendar published in the college prospectus</li> <li>• MCQ pattern for sessional examinations has been stressed</li> <li>• The examined answer scripts are shown to students for verification and mark sheets are displayed in the notice</li> </ul>



board. Photocopies of answer scripts are provided on demand • Maintenance of record of students' progression • College has been suggesting the affiliating University for examination related reforms from time to time. Dr. Dip Saikia, Principal, is serving as a member of the Examination Board of Dibrugarh University.

Research and Development

- Reports of Major Research Projects have already been submitted
- Reports of Minor Research Projects have already been submitted
- Students are encouraged to present research papers
- Encouragement to teachers to attend National/ International seminars/Workshop/Conference etc.
- Encouragement to teachers to publish research papers in recognised National/International Journals
- Orientation to students for field work
- Field trips of students for carrying out projects etc.

Library, ICT and Physical Infrastructure / Instrumentation

- Purchase of course related text and quality reference books
- Renewal of subscribed Journals
- Renewal of N-List
- Instruments for laboratories has been purchased
- A new building adjacent to Commerce block has been completed funded by local MLA.
- Construction of new classrooms and Conference Hall completed
- Construction of new toilets for boys and girls completed. etc.

Human Resource Management

- Principal in consultation with the GB manages the required human resources. He invites suggestions from the concerned Departments/Branches for Human Resource Management.
- Shortfalls in various Department/Branches are filled with temporary/ad-hoc staff.
- During leave of teachers (for Orientation/Refresher courses, Short Term courses, Seminar etc.) other teachers of the department attend the classes.
- Teachers retiring during full swing classes are appointed as guest teacher so that classes are not affected.
- Various committees and cells are formed to carry out various administrative, curricular and co-curricular as well as community extension activities. Members for the committees are selected on the basis of their aptitude and expertise.
- Induction programme for fresh students and employees on the first day of the session/duty.
- Teachers and employees

	are encouraged to participate in various training courses for updating their professional skills
Industry Interaction / Collaboration	<ul style="list-style-type: none"> <li>• Students are counselled to visit the neighbouring industries for understanding work-culture and motivation for entrepreneurial venture</li> <li>• Local industries are involved for training programmes</li> <li>• Teachers are encouraged to conduct research project in collaboration with Industry such as OIL, Duliajan, IOCL (AOD) etc. The college has received an amount of Rs. 10,00,000/- from OIL, Duliajan for conducting Environmental Research (May. 2019- May, 2021).</li> </ul>
Admission of Students	<p>Admission schedule is notified in notice board, hoardings, banners, prospectus and websites.</p> <ul style="list-style-type: none"> <li>• Selection and admission are done on merit basis.</li> <li>• Students are counselled on the day of admission for selection of subject combinations etc.</li> <li>• The College has offered Honours Course to all students</li> <li>• Govt. reservation norms are followed</li> <li>• Special consideration for disadvantaged students is provided etc.</li> </ul>

#### 6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	For construction works and purchase of materials, tenders are invited online
Administration	All information related to administration are disseminated through College Website and Whatsapp groups
Finance and Accounts	Software for Finance and Accounts is being successfully used
Student Admission and Support	Online admission procedure is successfully completed. All admission related information has been disseminated to the students through College Website.
Examination	Online submission of Internal Assessment and Answer scripts dispatch records of end semester examination is done through online process. All examination related information has been disseminated to the students through College Website.

### 6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/	Name of the	Amount of support
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		workshop attended for which financial support provided	professional body for which membership fee is provided	
<b>No Data Entered/Not Applicable !!!</b>				
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
<b>No Data Entered/Not Applicable !!!</b>						
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Course	1	18/03/2019	07/04/2019	21
Orientation Programme	1	04/09/2018	01/10/2018	28
Behavioural Remodelling and Use of ICT Tools for Classroom Delivery of Teachers	1	10/12/2019	16/12/2019	7
Orientation Programme	1	18/07/2018	24/08/2018	28
Behavioural Remodelling and Use of ICT Tools for Classroom Delivery of Teachers	9	29/04/2019	05/05/2019	7
Research Methodology Course in Social Science	1	03/10/2018	12/10/2018	10
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time

0	0	0	0
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#### 6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<ul style="list-style-type: none"> <li>DCTU Benefit Fund</li> <li>Staff Benefit Fund</li> </ul>	<ul style="list-style-type: none"> <li>Staff Benefit Fund and Employee Unit Fund</li> <li>DCTU Assistance Fund for Temporary IV Grade Staff</li> </ul>	<ul style="list-style-type: none"> <li>Digboi College Students' Aid Fund</li> <li>Group Insurance Scheme</li> <li>DCTU Students' Aid Fund</li> </ul>

### 6.4 – Financial Management and Resource Mobilization

#### 6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

<ul style="list-style-type: none"> <li>Institution conducts internal audit regularly by internal auditor.</li> <li>Institution conducts external audit regularly by Govt. appointed external auditor and the audit report is submitted to the authority concerned.</li> </ul>
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#### 6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
DCTU, Mr. Golap Kalita, Ms. Rumi Konwar and Dr. Deborshee Gogoi	106000	Aid and Academic Award
<a href="#">View File</a>		

#### 6.4.3 – Total corpus fund generated

4423523
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### 6.5 – Internal Quality Assurance System

#### 6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Administrative and Academic experts	Yes	Management
Administrative	Yes	Administrative and Academic experts	Yes	Management

#### 6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

<ul style="list-style-type: none"> <li>Guardian members of the GB are actively supportive to all round development of the college.</li> <li>Parent-Teacher Association submits its unanimous resolutions for adoption and effective implementation by the authority.</li> <li>Parent-Teacher Association actively participated in academic, administrative and co-curricular activities of the college</li> </ul>
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#### 6.5.3 – Development programmes for support staff (at least three)

<ul style="list-style-type: none"> <li>Deputation of staff for training.</li> <li>Provision of residence to certain non-teaching staff.</li> <li>Enhancement of salary for non-teaching ad-hoc/temporary staff.</li> <li>IQAC takes initiative to enhance skills of the staff from time to time.</li> </ul>
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#### 6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. PG course started in Physics
2. Automation of library completed
3. Industry-academia collaborative research project started with grant from Oil India Limited
4. Academic and Administrative Audit completed with external evaluators
5. Holding various awareness programme with NSS unit of the college

#### 6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	No
d) NBA or any other quality audit	No

#### 6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Awarding students for their excellence in academic and non-academic field	04/08/2018	04/08/2018	04/08/2018	11
2018	Felicitation to faculty members and employees for outstanding performance in their respective field and research work.	12/06/2019	12/06/2019	12/06/2019	2

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### CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

#### 7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Gender Sensitisation Programme	24/09/2018	24/09/2018	150	170
Gender Sensitisation Programme	26/02/2019	26/02/2019	120	0

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

The following Environmental Consciousness initiatives have been taken during the session: 1. Celebration of Van Mahotsav at Bogapani, Digboi (1st - 7th July, 2018) 2. Cleanliness Drive outside Digboi College Campus on 5th Sept 2018 3. Celebration of Wild Life week at Holong Gaon, Sadiya from 1-7 October 2018. 4. Talk on Impact of Climate Change and wildlife conservation on 21 Dec 2018 5. Celebration of World Wetland Day, 2019 at Digboi OIL Field Wetland, Digboi Oil Field 6. Celebration of World Wildlife life Day, 2019 at Naharbari L.P. School, Jeypore, Naharkatiya on 3rd February, 2019 7. Celebration of World Environment Day, 2019 at Bogapani Elephant Corridor and Sadiya govt. H.S. School on 5th June, 2019

#### 7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	No	0
Provision for lift	No	0
Ramp/Rails	Yes	1
Braille Software/facilities	No	0
Rest Rooms	No	0
Scribes for examination	No	0
Special skill development for differently abled students	No	0
Any other similar facility	No	0

#### 7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	01/06/2019	730	Population Determination Geographical Distribution of the State Bird of Assam (White Winged Duck) in Digboi its surrounding areas.	Conservation of the Endangered Bird	17
2018	1	1	01/07/2018	7	Van Mahotsav	Importance of	253

						Forest Conservation	
2018	1	1	01/06/2018	7	Wildlife Week	Importance of Wildlife Conservation	303
2018	1	1	21/12/2018	1	Impact of Climate Change and Wildlife Conservation and on Superstitious Beliefs and Anti-witchcraft Hunting	Forest Conservation and Anti-Witch Craft Practices	302
2019	1	2	31/01/2019	1	Free Community Health Camp for the villagers of Gellipung Saraipung Village	Community Welfare Services on routine Health Checkups	160
2019	1	2	19/02/2019	3	Free Eye Cataract Operation	About 18 cataract eye operation was carried out free off cost.	20
2019	1	1	10/03/2019	1	Impact on Substance Abuse on Physical and Mental Health of the Society Awareness on Climate Change and its effects	To curb the use of substances in the society	403

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## 7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of conduct for stakeholders	01/07/2018	<p>The College authority has determined the roles and regulations to be followed within the campus by the students, teachers and employees from time to time. • Code of conduct for students: Students must abide by the rules and regulations prescribed by the college authority regarding Hostel, Library, Classroom and the general code of behaviour in and outside the college campus. Violation of the rules may attract disciplinary action • Code of conduct for Parents/Guardians Parents must abide by the rules and regulations of the College. He/she must undertake that (a) his/her ward will not indulge in any behaviour or act that may be considered as ragging (b) his/her ward will not participate in or abet or propagate through any act of commission or omission that may be considered as ragging (c) his/her ward is not involved in any criminal case prior his/her admission (d) his/her ward has not been expelled or debarred from admission in any institution on account of being found guilty of, abetting or being part of, a conspiracy to promote ragging or criminal activities (e) his/her ward will obey the code of conduct of the institute and do not indulge in any kind of indiscipline activity while in and of the institution campus Code of conduct for teachers</p>



and employees: The teacher and employees must abide by the rule and regulations framed by the institution, affiliating University as well Government from time to time.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Celebration of Van Mahatsav, 2018	01/07/2018	07/07/2018	200
Conducting Campaign against Open Defecation and making 18 villages under Open Defecation Free (ODF)	01/07/2018	31/07/2018	4561
Celebration of 149th Birth Anniversary of Mahatma Gandhi	02/10/2018	02/10/2018	400
Celebration of Wildlife Week, 2018	01/10/2018	07/10/2018	612
Oath Taking Ceremony against Anti-Corruption under the Vigilance Awareness Week	29/10/2018	29/10/2018	603
Slogan Contest and Street Slogan Procession against Anti-Corruption	30/10/2018	30/10/2018	405
Celebration of Rastriya Ekta Divas	31/10/2018	31/10/2018	554
Observation of International Human Rights Day	10/12/2018	10/12/2018	200
<a href="#">View File</a>			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Plantation programme to make the campus eco-friendly. Saplings are collected from Forest Department. • Special plantation drive as part of Govt. directive to plant tree by fee-waived students. • Steps to make the campus polythene free. • Regular cleaning drives at the initiative of NSS. • Special cleaning drives as part of Swachha Bharat Mission. • Sensitization for cleanliness through signboards. • Setting up of dustbins/waste-bins wherever required in the campus. • Tobacco free zone. • Appointment of gardener and sweeper for keeping the campus rich and eco-friendly. • Rain water harvesting system. • Installation of artificial bird nests • Murals on Environmental Awareness by the students in the Campus • Installation of flower pots made of plastic wastes by the students • Construction of dustbins through eco-friendly bricks made of

plastic wastes. • Sensitization for cleanliness through meetings, writing of assignments on cleanliness etc. • Use of LED bulb • College Beautification Programmes

## 7.2 – Best Practices

### 7.2.1 – Describe at least two institutional best practices

Best practice - I

1. Title of the Practice: CAREER COUNSELLING PROGRAMME
2. Goals: a) To sensitize and motivate students for various career opportunities b) To impart basic knowledge on diverse career areas c) To provide the relevant study materials to the participants
3. The Context: Motivating and guiding the young people to opt diverse careers in the present world of competitions and co-operations is a matter of utmost importance. In the region where this college is located, there is no regular institute for career guidance in spite of the fact that it harbours certain important industries like IOCL, OIL, Tea industries, Coal mining etc. Taking into account the opportunities in these industries and the other modern jobs here and elsewhere as well as financial support available from RUSA, the programme as stated has been conducted.
4. The Practice: An eight day intensive coaching was conducted under Equity Initiative of RUSA Finishing School Scheme where faculty members from the college along with support of two external experts interacted with the outgoing (6th semester) students of the college. A total of 322 (Arts-134), Science-90 Commerce-98) students took part in the programme. Areas such as motivation, soft skills, self-esteem, keys to successful career, positive attitude, leadership, preparation for interview, preparation for higher study, competitive examinations, information on academic jobs, availability and scope of employment in govt., PSU private sectors, entrepreneurship, bird watching tourism were deliberated and interacted upon. Under the programme, students are also motivated and deputed to undergo the training programme 'Prayash' aimed at training the young minds for civil services examinations. In addition to this, Reliance Jio Infocom Ltd. was invited for campus drive in the college.
5. Evidence of Success: Career Guidance Programme has shown evidence of success since it has been greatly supportive for the entrance examinations for higher studies and students are seen to be greatly motivated. Several students have got selected for admission into higher studies including professional courses. One student (Amit Biswakarma) was selected for higher training for Civil services. A total of 12 students are selected for job in the campus drive of Reliance Jio Infocom Ltd.
6. Problems Encountered and Resources Required: Motivating the students for entrepreneurial and private sector jobs is a great challenge as most students aspire govt jobs. As such considerable number of intensive sessions are required to motivate them and prepare them for diverse modern careers. But due to packed schedule of normal routine classes under semester/CBC system, organizing such programmes on regular basis is a great hardship. Moreover, arranging the human resource - trained experts on the field is a difficulty since no regular career guidance institute is nearby.
7. Notes: The practice is a great necessity for the students. In the backdrop of scarcity of govt. jobs and possibility of employment in private sectors, students have to be equipped with necessary soft skills, It imparts skills and sensitizes the participants with the diverse employable avenues.

Best practice - II

1. Title of the Practice: Swachchata Awareness and Drive
2. Goals: a) To aware the students of the college and the public in the remote villages about environmental cleanliness (Swachchata ) and its importance b) To sensitize the public about the everyday pollution and their health hazards c) To involve students in swachchata mission as part of National Service Scheme d) To take up special cleaning drives with a view to develop the spirit of service in students and inspire and involve the public for cleaning activities
3. The Context: In todays world of ever-growing pollution and rampant increase of perilous diseases, remaining Swachch/clean is an important precondition for a

life of swachh/healthy. The enlightened ones as a whole and NSS volunteers in particular have a moral obligation to contribute towards social needs. Moreover, the govt. has also launched swachhata mission such as Swachh Bharat Abhiyan. 4. The Practice: To fulfill the swachhata objectives, awareness camps are organized in the college, other educational institutions as well as in the remote villages. Teachers, non-teaching staff, NSS volunteers and students of the college dedicatedly get involved in the campaigns and the cleaning drives. Deliberations on cleanliness issues, interactions with villagers, use of sign boards and mural paintings, installation of bamboo dustbins and active participation in cleaning activities form diverse dimensions of this practice. A few programmes successfully conducted during 2018-19 are - a) Swachh Bharat Summer Internship, from 1st to 31st July, 2018 on awareness on swachhata and open defecation Free (ODF) conducted in 18 villages with a total of 4500 villagers. b) Swachhata Initiatives - Motivational Campaign at Hollow Gaon Sadiya on 7 October 2018 to aware public on cleanliness c) Special camp at Saraipung Forest village from 20th to 31st December, 2018 to aware the villagers on cleanliness and importance of protecting flora and fauna. d) Trash Tag Challenge initiatives carried out from 27th April to 3rd may, 2019 to clean 5 neighbouring villages. e) Celebration of World Environmental day (5th June, 2019) and Gandhi Jayanti (2nd October, 2018) and mural painting (1st-5th June) with 200 student participants with thrust on swachhata awareness. 5. Evidence of Success: Success of the practice is evident from the dedicated involvement of the students who are motivated to serve the society. In the same way, the villagers are seen motivated to lead a life of swachh because of which they get actively involved in the cleaning drives. Later visits to the villages depict a cleaner view of the villages. 6. Problems Encountered and Resources required: The basic problem encountered in the villages is gathering the public but when they notice the working hands and activities carried out, they gradually get involved. Required resource is mainly, human. Other requirements are the amenities for public deliberations, cleaning apparatus and bamboo (out of which NSS volunteers prepare dustbin etc.) 7. Notes: The remote villages are greatly benefited by this practice. A very remarkable aspect of the practice is the development of the sense of moral duty and service to the society in the mind of the students.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

[http://digboicollege.com/upload/IOAC/Best\\_Practice\\_201819.pdf](http://digboicollege.com/upload/IOAC/Best_Practice_201819.pdf)

### 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The college has a vision of imparting quality education. Quality education would prepare students to cater to the demands of a modern technological and global world while inculcating in them the values and cultural heritage for which India is so known to the world. The institution aims at quality education and takes the following steps :

- Faculty members keep themselves updated and upgraded by attending Conferences, workshops, seminars.
- Student's feedback is taken and as a follow up action individual faculty members are intimated on the feedback which the Faculty members receive with a positive attitude.
- Academic Exchange programs are organized which aims at broadening the horizon of the participating students by exposing them to diverse perspectives through resource persons from different institutions and through interaction with students from other institution.
- In addition to classroom teaching, students are encouraged to take part in seminar presentation which urges them to acquire in-depth knowledge on relevant topics.
- Inter departmental as well as inter-college paper presentation competitions are organized which inculcates a sense

of competitive spirit and make the teaching learning process interesting. • The institution aims towards all round development of the students by organizing cultural and sports activities as well as encourages students to participate in such activities at district state and National level. • The Institution aims at orienting the students towards good citizenship by participation in extension work through different bodies like NSS, NCC, Assam Science Society, Digboi Branch. Environmental Protection: One Thrust area distinctive to institutional vision and mission The College envisions Environmental Protection as an area of utmost importance as it incorporates the great values of Environmental Awareness, concern for protection of wildlife including all flora and fauna, drives for controlling pollution and balancing natural equilibrium, rescuing and treating injured wild animals, taking action for protecting animals on the point of extinct. Some select activities are: • Activities concerning Environmental Awareness and concern for protection of wildlife including all flora and fauna: i. Celebration of Wildlife Week from 1st to 7th October, 2018 involving 600 villagers, 1 teacher, 1 staff and 10 students to aware the villagers on the need to protect wildlife, ii. Special Camp at Saraipung Forest Village from 26th to 31st December, 2018, involving 25 students, 2 teachers 1 staff to aware them on cleanliness and importance of protecting flora and fauna. iii. Mural Painting to generate environment Awareness from 1st to 5th June, 2019 with participation of 200 students, 1 teacher 1 staff. • Drives for controlling pollution and balancing natural equilibrium: i. Celebration of Van Mahotsav from 1st to 7th July, 2018 at Bogapani Elephant Corridor by planting 200 saplings in the degraded region of the corridor ii. Conducting Campaign against Open Defecation from 1st to 31st July, 2018 covering 4, 500 villagers in 18 different village with involvement of 59 students, 1 teacher and 1 staff. iii. Trash Tag Challenge Initiatives to clean 5 village from 27th April, 2019 to 3rd May, 2019 •

Provide the weblink of the institution

[http://digboicollege.com/upload/IOAC/Institutional\\_Distinctiveness\\_201819.pdf](http://digboicollege.com/upload/IOAC/Institutional_Distinctiveness_201819.pdf)

### **8.Future Plans of Actions for Next Academic Year**

- Completion of new Computer Lab. • Erection of boundary wall on the west border of the college • Completion of Conference Hall • Introducing M. Sc. Course in Life Science • Designing of Herbarium • Establishing a Psychological laboratory • Construction of a new building for classroom • Renovation and up-gradation of Auditorium • Introduction of Honours course in History and Geography • Organising at least four UGC sponsored national seminar and state level workshop on Wild Animal Rescue Techniques and Protocols • Awareness programme on impact of substance abuse, Anti-tobacco campaign, voters awareness campaign etc. • Organising state level sports and cultural events etc.