



Yearly Status Report - 2019-2020

Part A

Data of the Institution

| | | |
|---|--|-------------------------|
| 1. Name of the Institution | | 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 | | digboicollege@gmail.com |
| Address | | Itavata |
| City/Town | | Digboi |
| State/UT | | Assam |
| Pincode | | 786171 |
| 2. Institutional Status | | |

| | |
|--|-------------------------|
| 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 | digboicollege@yahoo.com |
| Alternate Email | jhandique@yahoo.com |

3. Website Address

| | |
|--|---|
| Web-link of the AQAR: (Previous Academic Year) | http://www.digboicollege.com/AQAR2018-19.pdf |
| 4. Whether Academic Calendar prepared during the year | Yes |
| if yes,whether it is uploaded in the institutional website: Weblink : | http://digboicollege.com/Upload/Academic_Calendar/Academic_Calendar_2019-20.pdf |

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 |

| | |
|---|-------------|
| 6. Date of Establishment of IQAC | 27-Jul-2005 |
|---|-------------|

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 |
| Meeting of IQAC | 11-Nov-2019 | 12 |

| | | |
|---------------------------|------------------|-----|
| | 1 | |
| Meeting of IQAC | 27-Feb-2020 1 | 12 |
| Meeting of IQAC | 24-Mar-2020 1 | 10 |
| Submission of AQAR | 14-Mar-2021 1 | 20 |
| Feedback from students | 11-Dec-2019 1 | 402 |
| Participation in NIRF | 13-Dec-2019 1 | 20 |
| Meeting of Parent Teacher | 10-Nov-2019 1 | 153 |
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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 | 2019 730 | 5127778 |
| Institution | BVoc | UGC | 2019 730 | 1704000 |
| Institution | MRP | UGC | 2019 365 | 11000 |
| Institution | CSR and Environment | OIL | 2019 730 | 200000 |
| Institution | Fee Waiver Scheme, Excursion | State Govt. | 2019 365 | 2726430 |
| Institution | Lab Equipment | State Govt. | 2019 365 | 240000 |
| Institution | Girls Common Room | State Govt. | 2019 365 | 100000 |
| View File | | | | |

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

Yes

| website | | | | | | | | | | | | | | | |
|---|---|------------------------|----------------------|--------------------------------|----------------------|---|---|---------------------------------|--------------------------|------------------------|---------------|---|---------------|---------------------------|--|
| Upload the minutes of meeting and action taken report | View File | | | | | | | | | | | | | | |
| 11. Whether IQAC received funding from any of the funding agency to support its activities during the year? | No | | | | | | | | | | | | | | |
| 12. Significant contributions made by IQAC during the current year(maximum five bullets) | | | | | | | | | | | | | | | |
| Material support and awareness drives during Covid 19 pandemic Lockdown | | | | | | | | | | | | | | | |
| Holding daily online classes | | | | | | | | | | | | | | | |
| Organising National, Regional Webinars, symposia, talk among students | | | | | | | | | | | | | | | |
| Organising awareness programme for wildlife and environment protection | | | | | | | | | | | | | | | |
| Swachhata drives | | | | | | | | | | | | | | | |
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| 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 | | | | | | | | | | | | | | | |
| <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>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 works going on</td> </tr> <tr> <td>Designing of Herbarium</td> <td>In plan stage</td> </tr> <tr> <td>Establishing a Psychological laboratory</td> <td>In plan stage</td> </tr> <tr> <td colspan="2" style="text-align: center;">View File</td> </tr> </tbody> </table> | | Plan of Action | Achivements/Outcomes | Completion of new Computer Lab | construction ongoing | Erection of boundary wall on the west border of the college | not yet started due to fund constraints | Construction of Conference Hall | Finishing works going on | Designing of Herbarium | In plan stage | Establishing a Psychological laboratory | In plan stage | View File | |
| Plan of Action | Achivements/Outcomes | | | | | | | | | | | | | | |
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| Construction of Conference Hall | Finishing works going on | | | | | | | | | | | | | | |
| Designing of Herbarium | In plan stage | | | | | | | | | | | | | | |
| Establishing a Psychological laboratory | In plan stage | | | | | | | | | | | | | | |
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| 14. Whether AQAR was placed before statutory body ? | Yes | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>Name of Statutory Body</th> <th>Meeting Date</th> </tr> </thead> <tbody> <tr> <td>Governing Body</td> <td>08-Feb-2021</td> </tr> </tbody> </table> | | Name of Statutory Body | Meeting Date | Governing Body | 08-Feb-2021 | | | | | | | | | | |
| Name of Statutory Body | Meeting Date | | | | | | | | | | | | | | |
| Governing Body | 08-Feb-2021 | | | | | | | | | | | | | | |
| 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 | Yes | | | | | | | | | | | | | | |

| | |
|--|--|
| AISHE: | |
| Year of Submission | 2020 |
| Date of Submission | 31-May-2020 |
| 17. Does the Institution have Management Information System ? | Yes |
| If yes, give a brief description and a list of modules currently operational (maximum 500 words) | <p>There are several modules in the present MIS system. 1. Academics: In this module Time Table of classes, Programmes are included. 2. Lesson Plan: In this module lesson plan of teachers, syllabus, management of syllabus are recorded 1. Student information: In this module Students details, Student admission, Form fill up are included. 2. Attendance: Attendance of students is recorded. 3. Download Centre: Assignment, study materials are available 4. Human Resource: In this, staff details, teachers profile, leave record are included. 5. Examination: Examination schedule, result, admit card, marks sheets are generated. 6. Communication: Notice, SMS, mail can be done from this module. 7. Report: Various reports can be generated from this module such as student information, attendance, lesson plan, human resource, 8. Fee Collection: Fee collected from students is recorded. 9. SOUL 2.0 is utilised for management of issue and receipt of library books. 10. All admission processes are done through online. 11. The account has been maintained through a software package.</p> |

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

- 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 individually in Teachers' diary

and departmentally in HoD's diary. 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 |
|-------------|-----------------|-----------------------|----------|--|-------------------|
| NA | NA | Nil | 0 | NA | NA |

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

| Programme/Course | Programme Specialization | Dates of Introduction |
|-------------------|--------------------------|-----------------------|
| Nil | NA | Nil |
| No file uploaded. | | |

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 | UG | 02/05/2019 |
| BCom | UG | 02/05/2019 |
| BSc | UG | 02/05/2019 |

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

| | Certificate | Diploma Course |
|--------------------|-------------|----------------|
| Number of Students | 18 | 3 |

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 Rights | 10/08/2019 | 35 |
| Community College | 01/01/2020 | 22 |
| PGDCA | 19/08/2019 | 3 |
| View File | | |

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 Project by Geography Dept : Sibsagar district with special reference to Tourism Sector | 12 |
| BA | Investigation on Rural Water supply and Sanitation Facilities (Koriajan Village, Tinsukia) by Rural Development Department | 23 |

| | | |
|---------------------------|---|----|
| BSc | Swachh Bharat Summer Internship (SBSI) 2.0-50 hours of Swachhata | 88 |
| BA | TELG- Practice Teaching | 55 |
| BA | Field Report on the areas such as Literacy Census, Environmental Awareness, Educational for Special Children, Socio-economic Adjustment, SSA, Adolescence, Problems of educational institutions, Job satisfaction of teachers, Social Media and Education | 25 |
| BCom | Present status of White winged duck (asarcornis scutulata): the state bird of Assam in Digboi and its surrounding area by Commerce Dept | 7 |
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

| | |
|-----------|-----|
| Students | Yes |
| Teachers | Yes |
| Employers | Yes |
| Alumni | Yes |
| 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 |
| <p>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. Feedbacks from Teachers and alumni are collected through Google forms regarding course progression etc and are analysed and used for improving</p> |

Teaching-learning practices. Feedbacks from Employers are taken through a written questionnaire while feedbacks from parents are taken by the respective departments.

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 | Major in Assamese, English, Hindi, Political Science, Philosophy, Economics and Education | 290 | 304 | 232 |
| BSc | Major in Physics, Chemistry, Mathematics, Electronics, Zoology and Botany | 160 | 204 | 141 |
| BCom | Major in Accounting and Finance, Marketing Management | 100 | 125 | 90 |

[View File](#)

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 |
|------|---|---|---|---|--|
| 2019 | 1216 | 21 | 72 | Nil | 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 |
|----------------------------|---|-----------------------------------|----------------------------------|----------------------------|---------------------------------|
| 72 | 67 | 5 | 20 | 1 | 7 |

[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)

Structured mentoring is not available, but faculty members are devoted to mentoring the student in and outside the classroom as well as the department. Students are guided in academic and co-curricular pursuits as well as in controlling/handling associated phobia and psychological issues

| Number of students enrolled in the institution | Number of fulltime teachers | Mentor : Mentee Ratio |
|--|-----------------------------|-----------------------|
| 1216 | 72 | 1:17 |

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 |
|-----------------------------|-------------------------|------------------|--|--------------------------|
| 65 | 62 | 3 | 7 | 29 |

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 |
|---------------|---|---------------------|--|
| 2019 | Mrs. Baby Ritu Phukan | Associate Professor | 7th position in 44th All Assam Yogasana Championship 2019 |

[View File](#)

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 | UG | 5th | 14/12/2019 | 13/03/2020 |
| BCom | UG | 3rd | 14/12/2019 | 13/03/2020 |
| BCom | UG | 1st | 14/12/2019 | 13/03/2020 |
| BSc | UG | 5th | 14/12/2019 | 13/03/2020 |
| BSc | UG | 3rd | 14/12/2019 | 13/03/2020 |
| BSc | UG | 1st | 14/12/2019 | 13/03/2020 |
| BA | UG | 5th | 14/12/2019 | 13/03/2020 |
| BA | UG | 3rd | 14/12/2019 | 13/03/2020 |
| BA | UG | 1st | 14/12/2019 | 13/03/2020 |

[View File](#)

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 with

power-point have been made compulsory for all major students. • Group discussion among students has been organised for identifying and evaluating learners. • During lock down period online assessment was done through assignments. Some of the department had also organized online presentation.

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. During the lockdown period a separate class routine was prepared for the online classes.

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 | BSc | Physics | 20 | 15 | 75 |
| UG | BSc | Chemistry | 21 | 20 | 95.24 |
| UG | BSc | Botany | 16 | 11 | 68.75 |
| UG | BA | General | 67 | 25 | 37.31 |
| UG | BA | English | 13 | 8 | 61.54 |
| UG | BA | Political Science | 23 | 22 | 95.65 |
| UG | BA | Education | 19 | 14 | 73.68 |
| UG | BA | Philosophy | 22 | 11 | 50 |
| UG | BA | Assamese | 17 | 9 | 52.94 |
| UG | BA | Economics | 15 | 9 | 60 |

[View File](#)

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/student_satisfaction_survey2019-20.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 |
|-----------------------------|----------|----------------------------|------------------------|---------------------------------|
| Minor Projects | 730 | UGC | 8.5 | 0.11 |
| Industry sponsored Projects | 730 | OIL | 10 | 2 |
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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 Dept with financial assistance from OIL, Duliajan | 04/05/2019 |

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 |
|---------------------------|-----------------|-----------------|---------------|----------|
| Eco-Art | Niranjan Nayak | Rotary Club | 29/05/2020 | Eco-Art |
| View File | | | | |

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 |
|-------------------|------|--------------|----------------------|--------------------|----------------------|
| NA | NA | NA | NA | NA | Nil |
| No file uploaded. | | | | | |

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

| State | National | International |
|-------|----------|---------------|
| 0 | 0 | 0 |

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

| Name of the Department | Number of PhD's Awarded |
|------------------------|-------------------------|
| NA | Nil |

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 | Botany | 1 | 7.08 |
| International | Chemistry | 3 | 2.68 |
| International | Economics | 1 | 0 |
| International | Geography | 3 | 5.55 |

| | | | |
|---------------------------|---------|---|------|
| International | Hindi | 1 | 4.01 |
| International | Zoology | 2 | 5.24 |
| View File | | | |

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 |
|---------------------------|-----------------------|
| Assamese | 2 |
| Commerce | 1 |
| Economics | 2 |
| Education | 3 |
| English | 6 |
| Hindi | 2 |
| View File | |

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 |
|---|-----------------------------------|--|---------------------|----------------|---|---|
| Alteration of Gut Histology and induced toxicity in flacherie infected muga silkworm, <i>Antheraea assamensis</i> Helfer (Saturniidae: Lepidoptera) | Moni Kankana Kalita, Kishor Haloi | International Journal of Entomology Research | 2020 | 0 | Digboi College | Nil |
| The Engineering behind A successful supply chain management strategy: an insight into Amazon.com | Samrat Bharadwaj | International Journal of scientific and Technological Research | 2019 | 0.2 | Dibrugarh University | 1 |
| View File | | | | | | |

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 |
|---|------------------|--|---------------------|---------|---|---|
| Genetic diversity among the morphs of <i>antheraca assamensis</i> helper study using RAPD and internal transcribed spacer DNA 1 | Dr. Kishor Haloi | Indian Journal of Experimental Biology | 2019 | 1 | 1 | Institute of Advanced Study in Science and Technology |
| View File | | | | | | |

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

| Number of Faculty | International | National | State | Local |
|-----------------------------|---------------|----------|-------|-------|
| Attended/Seminars/Workshops | 5 | 22 | 2 | Nil |
| Presented papers | 2 | 17 | Nil | Nil |
| View File | | | | |

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 |
|---|--|--|--|
| A day long field trip was organized to Dehing Patkai Wildlife Sanctuary, on 14th October, 2019 for the school children of the college vicinity for their knowledge on nature. | NSS Digboi College Unit | 1 | 10 |
| Celebration of NSS Day on 24th September 2019, was started with Flag Hoisting in the college by Principal, Dr. Dip Saikia followed by a programme on, | NSS Digboi College Unit | 1 | 76 |

| | | | |
|--|--|---|-----|
| "Adolescents Health with special reference to Substance Abuse, Impact on Health Ways for Preventio | | | |
| Cleanliness Drive outside Digboi College Campus and reached out the common public to make their premises neat and clean on 5th September 2019. | NSS Digboi College Unit | 1 | 54 |
| Assisted Tinsukia District Authority on the Post Flood Mega Health Camp, organized at Naharoni Wathoi L.P. School, under Tinsukia Revenue Circle dated on 18th August, 2019. | NSS Digboi College Unit | 1 | 30 |
| Post Flood Relieve Programme was organized at 2 No. Kopahtoli, Dholla, Tinsukia on 11th August, 2019.1 | NSS Digboi College Unit | 1 | 30 |
| Celebration of Van Mahotsav at Bogapani, Digboi (1st - 7th July, 2019) | NSS Digboi College Unit and Dept of Zoology in collaboration with Digboi Forest division | 1 | 212 |
| Initiation of Swachh Bharat Summer Internship 2.0: 2019 from 1st to 31st July, 2019 (Summer Vacation Programme). | NSS Digboi College Unit | 1 | 90 |
| A Street Play on "PLASTIC MUKTA BHARAT" on 29/09/2019 | NSS Digboi College Unit in collaboration with Digboi Municipal Board | 1 | 25 |
| A procession on "PLASTIC MUKTA BHARAT" on 27/09/2019 | NSS Digboi College Unit in collaboration with Digboi Municipal Board | 1 | 25 |
| Preparation of Eco-bricks with | NSS Digboi College Unit | 1 | 10 |

plastic wastes at
33 no L.P. School,
Bogapani, Digboi.

[View File](#)

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 |
|--|------------------------------|-------------------------------------|------------------------------|
| Sachch Assam Abhiyan | First position (State Level) | Swachh Bharat Mission-Gramin, Assam | 90 |
| Office bearers of Rotaract Club of Digboi Oil Town have facilitated Mr. Rajib Rudra Tariang, Programme Officer, NSS Digboi College Unit on the occasion of Teachers Day, for contribution to the social cause apart from academics, dated on 5th September | Recognition | Rotaract Club of Digboi Oil Town | 1 |
| On the occasion of NSS Day, Mr. Jyotishman Moran, was awarded by Honourable President of India, as National NSS Volunteer Awardees for the year 2017-18, declared on 24th September, 2019. Mr. Jyotishman Moran received his Award from New Delhi. | NSS Volunteer Awardee | Govt of India | 1 |
| NSS Digboi College Unit received the Swachh Yuva Sevak Award as the First Position in the exemplary towards attaining the 'Swachh Assam', on 3rd October, 2019 from Honourable Chief Minister of Assam, a ceremony held at Guwahati. | First Position | Govt of Assam | 90 |

| | | | |
|--|-------------|------------------------------------|---|
| National Awardee, Mr. Jyotishman Moran an NSS Volunteer of 2015-18 Session and the State Level Award Team on SBSI 2.0 2019 were felicitated by the Principal Digboi College and the Fraternity at Digboi College on 12th October, 2019. | Recognition | Digboi College | 1 |
| Mr. Rajib Rudra Tariang, was invited to take part in the 5th National Knowledge Conclave for Colleges and Universities, as a Panellist organized by Centre for Science and Environment, held at Anil Agarwal Environment Training Institute, Rajasthan fro | Recognition | Centre for Science and Environment | 1 |
| Prince Chiring of 26 Assam (I) Coy NCC participated Annual NCC Republic Day Camp held at New Delhi from 1st January to 29th January 2020 | Recognition | NCC | 1 |
| View File | | | |

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/Agency/collaborating agency | Name of the activity | Number of teachers participated in such activities | Number of students participated in such activities |
|--|---|----------------------|--|--|
| Cleanliness Drive outside Digboi College Campus on 8th August 2019. | NSS Digboi College Unit | Awareness Programme | 2 | 4 |
| Celebration of Wildlife week at Digboi College, from 1-7 October 2019. | NSS Digboi College Unit and Zoology Dept. | Awareness Programme | 2 | 5 |

| | | | | |
|--|---|---------------------|---|----|
| Celebration of World Wetland Day, 2020 at Digboi OIL Field Wetland, Digboi Oil Field. | NSS Digboi College Unit and Zoology Dept. | Awareness Programme | 2 | 10 |
| Celebration of World Wildlife Day, 2019 at Digboi College on 3rd March, 2020. | NSS Digboi College Unit and Zoology Dept. | Awareness Programme | 2 | 60 |
| Celebration of World Environment Day, 2020 at Digboi College on 5th June, 2020. | NSS Digboi College Unit and Zoology Dept. | Awareness Programme | 2 | 60 |
| Initiatives taken by students of Digboi College to create public awareness regarding illegal coal mining activities in Dehing Patkai Rainforest and starting the "I am Dehing Patkai" movement to cover the entire 900 sq.km. Rainforest under protected a | Dept. Of Commerce | Awareness Programme | 1 | 50 |
| Snake conservation awareness programme carried out by student of Digboi College at Mankhowa Teastate colony, on 05/06/2020. | NSS Digboi College Unit and Zoology Dept. | Awareness Programme | 1 | 30 |
| Involvement of Digboi | Zoology Dept. | Awareness Programme | 1 | 5 |

| | | | | |
|--|-----------------------------------|---------------------|---|-----|
| College teachers and students in Environment Impact Assessment in the oil blowout at oil station no 05, Baghjan, Tinsukia, dated 06/06/2020. | | | | |
| Wall painting by the students of Digboi College for environmental consciousness in Digboi College campus and in Saraipung village on 05/06/2020. | NSS Digboi College Unit | Awareness Programme | 1 | 325 |
| Maintenance of Interpretation Centre at Saraipung Viliage | Zoology Dept. With Aaranyak, NGO. | Awareness Programme | 1 | 10 |
| View File | | | | |

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 |
|--|-------------|------------------------------|----------|
| Environmental Research Project on "PRESENT STATUS OF WHITE WINGED DUCK (ASARCONIS SCUTULATA): THE STATE BIRD OF ASSAM IN DIGBOI AND SURROUNDING AREA". | 10 | OIL, Duliajan | 730 |
| Training programme for faculty, non-teaching staff and students in the field of eco restoration, environment, land and water management | 7 | NEWRIWALM and Digboi College | 365 |

[View File](#)

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 |
|----------------------------|------------------------|---|---------------|-------------|-------------|
| Linkages with institutions | Training Programme | NERIWALM, Sonitpur, Assam | 01/01/2020 | 11/01/2020 | 2 |
| Linkages with institutions | on-the-job training | NERIWALM, Sonitpur, Assam | 10/07/2019 | 11/07/2019 | 5 |
| Industry-Academia | Environmental Research | OIL, Duliajan | 04/05/2019 | 31/12/2020 | 10 |
| 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 |
|--|--------------------|---|---|
| Indian Skills Academy, Guwahati | 07/11/2019 | Developing students skills for employment | 40 |
| Indian Skills Academy, Guwahati (with Commerce dept) | 06/11/2020 | Developing students skills for employment | 11 |
| Local Rotary Club of District 3240 (Digboi) | 12/09/2019 | Maintenance of District grant (MHM) project of RY 2019-20 | 15 |
| DELNET, New Delhi | 24/12/2019 | For provision to use DELNET archives, union cataloguing, creation of database, technical guidance etc | 30 |
| Lions Club, Digboi | 02/11/2019 | Support in areas of Health, career, education, community and national services | 10 |
| NERIWALM, Sonitpur, Assam | 01/01/2020 | Training programme for faculty, non-teaching staff and students in the field of eco | 7 |

restoration,
environment, land
and water
management

[View File](#)

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 |
|--|--|
| 15 | 12.27 |

4.1.2 – Details of augmentation in infrastructure facilities during the year

| Facilities | Existing or Newly Added |
|-----------------------------------|-------------------------|
| Seminar halls with ICT facilities | Existing |
| Classrooms with Wi-Fi OR LAN | Existing |
| Classrooms with LCD facilities | Existing |
| Seminar Halls | Existing |
| Laboratories | Existing |
| Class rooms | 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 | Fully | 2.0 | 2018 |

4.2.2 – Library Services

| Library Service Type | Existing | | Newly Added | | Total | |
|----------------------|----------|---------|-------------|--------|-------|---------|
| | | | | | | |
| Text Books | 35546 | 4365564 | 1563 | 648228 | 37109 | 5013792 |
| Reference Books | 1770 | 630483 | 30 | 21382 | 1800 | 651865 |
| Journals | 5 | 11498 | Nil | Nil | 5 | 11498 |
| e-Journals | Nil | Nil | 1 | Nil | 1 | Nil |
| Digital Database | 1 | 19470 | Nil | Nil | 1 | 19470 |
| Library Automation | 1 | Nil | Nil | Nil | 1 | Nil |
| e-Books | Nil | Nil | 40 | Nil | 40 | Nil |
| CD & Video | Nil | Nil | 30 | Nil | 30 | Nil |

[View File](#)

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 |
|---------------------|--------------------|---------------------------------------|-----------------------------|
| 0 | 0 | 0 | Nil |
| 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 | 70 | 5 | 60 | 9 | 20 | 14 | 22 | 100 | 9 |
| Added | 0 | 0 | 0 | 0 | 0 | 5 | 0 | 0 | 0 |
| Total | 70 | 5 | 60 | 9 | 20 | 19 | 22 | 100 | 9 |

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

| |
|----------------|
| 100 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 |
|--|---|
| DigCol E-Content | https://www.digboicollege.com/html/econtent.html |

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 |
|--|--|--|--|
| 7 | 6.9 | 75 | 71.75 |

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 utilise 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 utilization 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 multi-gym in indoor stadium regularly. Maintenance: a) Classroom facilities like tables 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 for loss of borrowed books, present value of the book is recovered from the borrower or the book is replaced. 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

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 | 2 | 16000 |
| Financial Support from Other Sources | | | |
| a) National | UGC Ishan Uday | 24 | 15552000 |
| b) International | 0 | Nil | 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 implemetation | Number of students enrolled | Agencies involved |
|---|-----------------------|-----------------------------|--------------------------|
| Students Mentoring | 17/12/2020 | 28 | Dept of Computer Science |
| Personal Counseling | 17/11/2020 | 25 | Dept of Education |
| Personal Counselling | 21/02/2019 | 14 | Dept of Computer Science |
| Students Mentoring | 18/03/2019 | 40 | Department of English |
| Personal Counseling | 18/03/2019 | 94 | Dept of Zoology |
| Yoga and Meditation (as part of NSD, TIE program) | 28/02/2020 | 42 | NSD, TIE, Tripura |
| Soft Skill | 06/11/2019 | 28 | Indian Skill Academy |

[View File](#)

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 | Skill India | 28 | 28 | Nil | Nil |
| 2019 | Career Counseling | 21 | 21 | 7 | 7 |
| 2019 | PRAYAAS | 3 | 3 | 2 | 2 |
| 2019 | RUSA career Guidance and Counselling Program | 150 | 150 | Nil | Nil |
| 2020 | Dr. APJ Abdul Kalam Advance forAmit Biswakarma | 1 | 1 | Nil | Nil |

[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 |
|---------------------------|--------------------------------|---|
| 35 | 35 | 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 |
| Nil | Nil | Nil | Nil | Nil | Nil |
| No file uploaded. | | | | | |

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 |
|------|--|--------------------------|---------------------------|----------------------------|-------------------------------|
| 2019 | 3 | BA | English | Dibrugarh University | MA in English |
| 2019 | 1 | BA | English | Tezpur University | Mass Comm |

| | | | | | |
|------|---|-----|-------------|--|-----------------------------------|
| 2019 | 4 | BA | Education | Dibrugarh University | MA in Education |
| 2019 | 4 | BSc | Mathematics | JIST, Guwahati University, JIST | MSc in Mathematics |
| 2019 | 1 | BSc | Chemistry | NERIM, Guwahati | MCA |
| 2019 | 1 | BSc | Chemistry | Rajiv Gandhi University, AP | BEd |
| 2019 | 9 | BSc | Chemistry | Dibrugarh University, USTM, Aligarh University, JIST, NERIM, Guwahati. | MSc in Chemistry |
| 2019 | 5 | BSc | Botany | Dibrugarh University, Doon University, Gauhati University, Darrang College | M. Sc in Botany |
| 2019 | 7 | BSc | Physics | Dibrugarh university, Jorhat Institute of Science & Technology, Digboi College | MSc in Physics |
| 2019 | 5 | BSc | Zoology | Cotton University, Dibrugarh University, Kokrajhar Science College, Mizoram University, Assam Don Bosco University | MSc Zoology, M. Sc. Life Sciences |

[View File](#)

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 |
|-------|---|
| NET | 1 |

| | |
|---------------------------|---|
| SLET | 1 |
| GATE | 2 |
| GMAT | 1 |
| Any Other | 1 |
| View File | |

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

| Activity | Level | Number of Participants |
|---------------------------|-------------------|------------------------|
| Annual College Week | Institution Level | 500 |
| View File | | |

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/ Internaional | Number of awards for Sports | Number of awards for Cultural | Student ID number | Name of the student |
|---------------------------|-------------------------|------------------------|-----------------------------|-------------------------------|-------------------|---------------------|
| 2019 | National Service Scheme | National | Nil | 1 | SM5B17/109 | Jyotishman Moran |
| View File | | | | | | |

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"> • Digboi College Students Union (DCSU) holds the Annual College Week under supervision of faculties • Digboi College Students Union (DCSU) holds Fresher's Social and Parting Social for students • Holds Saraswati Puja • Support IQAC in decision making (General Secretary of DCSU is a member of IQAC) • Helps authority in maintaining discipline in the college (President and General Secretary of DCSU are the member of Discipline Committee) • 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) |
|--|

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

232

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

13690

5.4.4 – Meetings/activities organized by Alumni Association :

Educational Tour Programme to Saraipung (Dehing Patkai National Park) on 22.02.2020

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)

The College governing body constituted by the government of Assam as per provision of college management rules, 2009 decentralises its power by providing academic and administrative responsibilities to the different sub-committees approved by it. Principal of the college act as the secretary of the GB and executes administrative as well as academic activities. The principal, assisted by vice principal and heads, plans and monitors teaching learning and other activities of the institution. Departmental academic activities of the college are implemented through the heads and faculty members of the departments. GB is a broadly participatory body as representatives from its different stakeholders - Parents, Employees, University, Industry, Teaching and Non-teaching staff act as its members.

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 |
|--|--|
| Admission of Students | For each year an admission committee is constituted by the Principal who monitors the admission process in the institution. The admission process is transparent based purely on merit of the students and following strictly the Govt. Guidelines. Hostel admission is also given on merit of the students. The college was shifted to full online Admission process during 2019-20 (for academic session 2020-21) Prospectus and Admission forms along with necessary information and guidelines are made accessible online before admission. Online counselling has been provided (during 2019-20) for guiding students to select subject combinations. |
| Industry Interaction / Collaboration | The college has a close interaction with the neighbouring industries-Oil India Limited and IOCL. A drinking water project has been implemented in the college campus by IOCL, Digboi during the year 2019-2020. |
| Human Resource Management | Part time teachers are recruited during vacancies and deputation to meet the requirements of the departments. Classes are adjusted by the respective head of the department in absence or leave of any teachers. Retired teachers are appointed as guest professor till appointment of new teachers. |
| Library, ICT and Physical Infrastructure / Instrumentation | There is a central Library with sufficient books, Journals and Internet facilities. An advisory committee looks |

after the overall development of library and its other resources. The library has subscribed the annual membership of DELNET, New Delhi where different kinds of E-Resources like E-journals, E-Books, and Manuscripts are made available. The main Library has completed Library Automation Project in 2019. Library has also implemented institutional repository where many digital resources like question papers photo gallery, Thesis and College Magazines are made available for general access. During July 2019 to June 2020 a total of 1563 new text books and 30 reference books have been added to its existing stock of 35546 text books (total-37109) and 1770 reference books (total-1800) respectively. Entire Library is now under CCTV monitoring system for security purposes.

Research and Development

Teachers are sent to participate in Orientation programmes, Refresher courses, Workshops, Training programmes conducted by Academic staff Colleges and other institutions. Teachers are encouraged for paper presentation and participation in National/International/State level conferences, seminars and Workshops. Research papers are presented and published by the teachers in peer reviewed journals, non-peer reviewed journals and conference proceedings at International/National/State/Regional level seminars and Conferences. Teachers are encouraged to opt for Major and Minor research projects. Students are guided in drafting research papers. Books are published by the teachers with ISBN nos.

Examination and Evaluation

Examination and evaluation of students are done periodically based on Dibrugarh University examination format. Regular and continuous evaluation is also carried out internally by respective departments. The examined answer scripts of internal examinations are shown to students for verification and mark sheets are displayed in the notice board. Evaluated answer scripts of end semester examinations can be viewed by students through proper procedure such as RTI.

Teaching and Learning

Classes are taken in both offline and

| | |
|------------------------|---|
| | <p>online mode by using black boards and ICT tools. Assignments, Seminars, Group discussions, Field study tours, Guest lectures, Hand on training programmes are in regular practice. Students can participate in a wide range of activities such as National Service Scheme (NSS), National Cadet Corps (NCC) and Vocational skills. Feedback from students regarding teaching and learning are taken from time to time. Parent teacher meetings are organized from time to time to inform and discuss the progress and problems of wards.</p> |
| Curriculum Development | <p>Course curriculum for both the Under Graduate and Post Graduate courses are prepared by the parent body Dibrugarh University and updated from time to time. CBCS course curriculum designed by DU has been implemented in all Departments of the college. Faculty members contribute to curriculum framing when invited to the University UG boards. Dr. Dip Saikia, Principal, is acting as a member of UG CBCS Board of Dibrugarh University.</p> |

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

| E-governance area | Details |
|-------------------------------|---|
| Examination | <p>Online and offline forms fill up as well as offline and online examinations are conducted as per University guidelines. The whole examination system is kept under CCTV surveillance.</p> |
| Planning and Development | <p>Tenders for various construction works are invited in online mode.</p> |
| Administration | <p>Urgent meetings on academic matters are organised on virtual mode. Important notices are circulated through Whatsapp group. Student induction programmes are carried out online.</p> |
| Finance and Accounts | <p>All financial transactions are recorded in online mode. Software for Finance and accounts is being successfully used.</p> |
| Student Admission and Support | <p>Admission process is completed online. Online submission of Internal Assessment and Answer scripts dispatch records of end semester examination is done through online process. Free admission provision is implemented by the institution. Xerox facilities available for students.</p> |

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/ workshop attended for which financial support provided | Name of the professional body for which membership fee is provided | Amount of support |
|-------------------|-----------------|---|---|-------------------|
| 2019 | NIL | NA | NA | Nil |
| No file uploaded. | | | | |

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) |
|---------------------------|---|---|------------|------------|--|--|
| 2019 | FDP on Mentoring Pedagogy and Effective Learning Techniques using ICT under EICT Academy, IIT Guwahati | NIL | 04/11/2019 | 08/11/2019 | 26 | Nil |
| View File | | | | | | |

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 |
|--|------------------------------------|------------|------------|----------|
| Computer Programming in Physics | 1 | 01/07/2019 | 07/07/2019 | 7 |
| Swayam Online Refresher Course in Chemistry | 1 | 01/09/2019 | 31/12/2019 | 122 |
| Swayam online Refresher Course | 1 | 12/09/2019 | 16/02/2020 | 158 |
| Language and Literature of India | 1 | 16/10/2019 | 29/10/2019 | 14 |
| Mentoring | 7 | 04/11/2019 | 08/11/2019 | 5 |

| | | | | |
|--|---|------------|------------|-----|
| Pedagogy and Effective Learning Techniques using ICT | | | | |
| Gender Studies | 1 | 27/11/2019 | 10/12/2019 | 14 |
| Teacher Entrepreneurship and Educational Leadership | 3 | 23/12/2019 | 30/12/2021 | 8 |
| Entrepreneurship Development | 1 | 20/01/2020 | 31/01/2020 | 12 |
| Educational Technology | 1 | 27/01/2020 | 02/02/2020 | 7 |
| Swayam online Refresher Course in Philosophy | 1 | 16/02/2020 | 30/09/2020 | 228 |
| View File | | | | |

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

| Teaching | | Non-teaching | |
|-----------|-----------|--------------|-----------|
| Permanent | Full Time | Permanent | Full Time |
| 7 | Nil | 2 | Nil |

6.3.5 – Welfare schemes for

| Teaching | Non-teaching | Students |
|---------------------------------------|---|--|
| DCTU Benefit Fund, Staff Benefit Fund | Staff Benefit Fund, Employee Unit Fund, DCTU Assistance Fund for Temporary IV Grade Staff | Digboi College Students' Aid Fund, Group Insurance Scheme, DCTU Students' Aid Fund |

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"> • Internal: Internal audit is carried out for small funds viz. Examination fund. Fund generated from fees is audited by audit officer appointed by GOA. • External audit is for sponsored programme like UGC, DBT (GOI), ASTEC (GOA), OIL, and IOCL. • External audit is conducted by Govt. Regd. Chartered Accountant. |
|---|

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 |
|--|-------------------------------|------------------|
| IOCL | 0 | For water system |
| View File | | |

6.4.3 – Total corpus fund generated

| |
|---------|
| 7368175 |
|---------|

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 | No | NA | Yes | By Management |
| Administrative | No | NA | Yes | By Management |

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

- Parent-Teacher Association submits its unanimous resolutions for adoption and effective implementation by the authority.
- Feedback regarding different curricular co-curricular administrative aspects are taken from parents
- Guardian representatives to the GB cooperate in the administration of the college.

6.5.3 – Development programmes for support staff (at least three)

- Deputation of staff for training.
- Provision of residence to certain non-teaching staff.
- Enhancement of salary for non-teaching ad-hoc/temporary staff.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

- Introduction of B. Voc (3 years course)
- Increase in number of well ventilated class rooms.
- Laboratory up-gradation for research
- Increase in ICT tools
- Newly constructed sound proof Conference Hall

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 |
|------|---|-------------------------|---------------|-------------|------------------------|
| 2019 | Mentoring Pedagogy and Effective Learning Techniques using ICT under EICT Academy, IIT Guwahati | 04/11/2019 | 04/11/2019 | 08/11/2019 | 26 |
| 2019 | Popular talk on service recovery by Prof. S. B. Borah, IIM, Ahmedabad | 29/08/2019 | 29/08/2019 | 29/08/2019 | 90 |
| 2019 | Carrier orientation programme Conducted by | 07/09/2019 | 07/09/2019 | 07/09/2019 | 95 |

| | | | | | |
|------|---|------------|------------|------------|-----|
| | Indian Skills Academamy | | | | |
| 2019 | Hand on training programme on orchid culture and their management. | 07/11/2019 | 07/11/2019 | 07/11/2019 | 35 |
| 2020 | Webinar on Think Global, Act Local "on 9th June 2020 at 7 pm, Resource Person: Dr. Prajnal Kumar Phukan, Chief Manager (CP), Brahmaputra Cracker and Polymer Ltd. Organised by Commerce department. | 09/06/2020 | 09/06/2020 | 09/06/2020 | 103 |
| 2020 | Rebooting Yourself - A Student Webinar on 18th and 19th June 2020 at 11 am. Resource Person: Dr Pranjali Bezborah and Dr. Chimun Kr. Nath. Organised by Commerce department. | 18/06/2020 | 18/06/2020 | 19/06/2020 | 80 |
| 2020 | Guest lecture programme, Prof. P.K. Barua, Former head Life sciences, Dibrugarh University | 07/03/2020 | 07/03/2020 | 07/03/2020 | 35 |

| | | | | | |
|---------------------------|----------------------------------|------------|------------|------------|----|
| 2020 | Workshop on mushroom cultivation | 04/03/2020 | 04/03/2020 | 04/03/2020 | 66 |
| View File | | | | | |

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 |
| World Day of Social Justice | 20/02/2020 | 20/02/2020 | 40 | 10 |
| Gender Sensitization Programme through Poster Painting competition organized by Digboi College Women Hostel | 06/03/2020 | 06/03/2020 | 90 | 150 |
| Nari Divas | 07/03/2020 | 07/03/2020 | 200 | 180 |
| Gender Sensitization Programme by Digboi College on the occasion of International Women's Day | 08/03/2020 | 08/03/2020 | 150 | 70 |
| Celebration of International Women's Day 2020 at Adopted Village at Saraipung by Department of Zoology & NSS Digboi College Unit. | 08/03/2020 | 08/03/2020 | 180 | 90 |

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 |
|---|
| 1. Celebration of Van Mahotsav at Bogapani, Digboi (1st – 7th July, 2019) 2. Initiation of Swachh Bharat Summer Internship 2.0: 2019 from 1st to 31st July, 2019 (Summer Vacation Programme). 3. Cleanliness Drive outside Digboi College Campus on 8th August 2019. 4. Celebration of Wild Life week at Digboi College, from 1-7 October 2019. 5. Celebration of World Wetland Day, 2020 at Digboi OIL Field Wetland, Digboi Oil Field. 6. Celebration of World Wildlife life Day, 2019 at Digboi College on 3rd February, 2020. 7. Celebration of World |

Environment Day, 2020 at Digboi College on 5th June, 2020. 8. Initiatives taken by students of Digboi College to create public awareness regarding illegal coal mining activities in Dehing Patkai Rainforest and starting the "I am Dehing Patkai" movement to cover the entire 900 sq.km. Rainforest under protected area ambit, 02/04/2020 to 10/06/2020. 9. A Street Play on PLASTIC MUKTA BHARAT initiated by NSS Digboi College Unity in collaboration with Digboi Municipal Board, Digboi Assam Under "Swachhata Hi Seva" 2019 on 29/09/2019. 10. A procession on PLASTIC MUKTA BHARAT initiated by NSS Digboi College Unity in collaboration with Digboi Municipal Board, Digboi Assam Under "Swachhata Hi Seva" 2019 on 27/09/2019. 11. Installation of Rain water harvesting plant (5000 litres capacity water tank installed in Digboi college auditorium). 12. Installation of plastic waste collection Unit. 13. Preparation of Eco bricks with plastic waste by the students of Digboi College initiated by NSS Digboi College Unit at 33 no L.P. School, Bogapani, Digboi.. 14. Snake conservation awareness programme carried out by student of Digboi College at Mankhowa Teastate colony, on 05/06/2020. 15. Involvement of Digboi College teachers and students in Environment Impact Assessment in the oil blowout at oil station no 05, Baghjan, Tinsukia, dated 06/06/2020. 16. Wall painting by the students of Digboi College for environmental consciousness in Digboi College campus and in Saraipung village on 05/06/2020. 17. Maintenance of Butterfly Park of Digboi College through students involvement. 18. Maintenance of Orchidarium of Digboi College through students involvement. 19. Maintenance of Fruit orchard of Digboi College by students. 20. Environmental Audit done in Digboi College Campus (Bird checklist, Butterfly checklist, Reptile checklist, Amphibian checklist, Moth checklist, Mammal checklist, Wild flowers checklist, Tree checklist). 21. Maintenance of Interpretation Centre at Saraipung Viliage in collaboration with Aaranyak, NGO. 22. Tubelights replaced by LED tubelights. 23. CFL bulbs replaced by LED bulbs. 24. Installation of solar panels

7.1.3 – Differently abled (Divyangjan) friendliness

| Item facilities | Yes/No | Number of beneficiaries |
|--|--------|-------------------------|
| Physical facilities | No | Nil |
| Provision for lift | No | Nil |
| Ramp/Rails | Yes | 1 |
| Braille Software/facilities | No | Nil |
| Rest Rooms | No | Nil |
| Scribes for examination | No | Nil |
| Special skill development for differently abled students | No | Nil |

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 | Conservation of | 17 |

| | | | | | | | |
|------|---|---|------------|---|---|---|-----|
| | | | | | mination Geographical Distribution of the State Bird of Assam (White Winged Duck) in Digboi its surrounding areas. | the Endangered Bird | |
| 2019 | 1 | 1 | 01/07/2019 | 7 | Van Mahotsav | Importance of Forest Conservation | 212 |
| 2019 | 1 | 1 | 01/07/2019 | 1 | Awareness programme on Climate change, Global warming at Panbari M.E.School, Tinsukia | To make aware the causes of Climate change, Global warming | 50 |
| 2019 | 1 | 1 | 22/07/2019 | 1 | Climate change, Global warming Snake identification and conservation programme initiated for the villagers at JNV School, Rongajaan, Tinsukia | To make aware the causes of Climate change, Global warming and the snake identifying technique and the importance of snake role in Nature | 11 |
| 2019 | 1 | 1 | 24/07/2019 | 1 | Awareness Programme on Anti-Witchcraft and | Anti-Witch Craft Practices and Hunting | 17 |

| | | | | | | | |
|------|---|---|------------|---|---|---|----|
| | | | | | Hunting at Ritu K athalguri , Pangree | | |
| 2019 | 1 | 1 | 29/07/2019 | 1 | Snake identification and conservation programme initiated for the villagers at Dangaria Sthan, Bogapani 33 No Line Village | To make aware the snake identifying technique and the importance of snake role in Nature | 15 |
| 2019 | 1 | 1 | 30/07/2019 | 1 | Climate change, Global warming Snake identification and conservation programme initiated for the villagers at Bhitbarjaan, Tinsukia | To make aware the causes of Climate change, Global warming and the snake identifying technique and the importance of snake role in Nature | 14 |
| 2019 | 1 | 1 | 08/08/2019 | 1 | Flood relief Camp at 2 no Kopatoli village, Dholla, Tinsukia, by NSS Digboi College Unit Fraternity | Flood relief material distribution | 61 |
| 2019 | 1 | 1 | 01/10/2019 | 7 | Celebration of Wildlife Week at 2 no Borbil L.P School | Importance of Wildlife Conservation | 12 |

| | | | | | | | |
|------|---|---|------------|---|---|---|-----|
| 2019 | 1 | 1 | 24/09/2019 | 1 | Impact on Substance Abuse on Physical And Mental Health of the Society Awareness at college | To curb the use of substance abuse in the society | 410 |
|------|---|---|------------|---|---|---|-----|

[View File](#)

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

| Title | Date of publication | Follow up(max 100 words) |
|--|---------------------|---|
| Prospectus (Codes of conduct for stakeholders) | 01/07/2019 | <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 his ward will not indulge in any behaviour or act that may be constituted as ragging -That his ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging -That his ward is not involved in any criminal case prior his admission -That his ward has not been expelled or debarred from admission</p> |

in any institution on account of being found guilty of, abetting or being part of a conspiracy to promote ragging or criminal activities -That his 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 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, 2019 at Bogapani | 01/07/2019 | 07/07/2019 | 210 |
| Conducting Campaign against Open Defecation and making 15 villages under Open Defecation Free (ODF) and solid waste management | 01/07/2019 | 31/07/2019 | 92 |
| Celebration of 150th Birth Anniversary of Mahatma Gandhi by Fit India Plog Run covering 5 km | 02/10/2019 | 02/10/2019 | 490 |
| Celebration of Wildlife Week, 2019 | 01/10/2019 | 07/10/2019 | 230 |
| Oath Taking Ceremony against Anti-Corruption under the Vigilance Awareness Week | 29/10/2019 | 29/10/2019 | 450 |
| Celebration of Rastriya Ekta Divas | 31/10/2019 | 31/10/2019 | 497 |
| Observation of International Human Rights Day | 10/12/2019 | 10/12/2019 | 220 |

| | | | |
|---|------------|------------|------|
| Reaching out to the common people through social media on precaution measures of Covid 19 by Poem recitation, slogan, audio-visual talks, only audio, Drama, animations | 14/03/2020 | 15/08/2020 | 3070 |
| WHO recommended Hand Sanitizer preparation and distribution among teachers, staffs and in the adopted Saraipung Village | 18/03/2020 | 21/03/2020 | 300 |
| Motivation Stress management in Lockdown Period by Stone Painting through Social Media during lockdown | 02/04/2020 | 30/04/2020 | 350 |

[View File](#)

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/ Bamboo Dustbins 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.
- Installation of flower pots made of plastic waste.
- Development of a sense of environment friendly attitude among the students through curricular and co-curricular activities.
- Promotion of 3Rs (Reduce reuse and recycle) in the Digboi College campus.
- Minimum use of toxic and hazardous use of chemicals in the laboratories of Digboi College.
- Implementation of green methods for chemical analysis in the department of Chemistry. Conservation of locally available medicinal plants and orchids and pod culture practices on regular basis.
- Maintenance of fruit orchard with regular plantation drives.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Title: Covid-19 Pandemic Awareness and Support Drives
2. Title: 'Swachhata hi Sewa' Campaign
3. Title: Online Teaching-Learning Practices

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_201920.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 high moral and intellectual 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 faculty members are intimated on the feedback which they receive with a positive attitude.
- Academic Exchange programs are organized to broaden the academic horizon of the participating students.
- Students are engaged in seminar presentation (departmental and interdepartmental) so as to acquire in-depth knowledge on relevant topics and inculcate a sense of competitiveness.
- For all round development of the students, the college organises cultural as well as sports activities as well as engages students in extension work through different bodies like NSS, NCC. Human Values and Humanitarian services :: One Thrust area distinctive to institutional vision and mission The College envisions inculcation of human values in the mind of the students as well as is dedicated towards humanitarian services for the general public. With such vision, it acts towards providing knowledge on human values as well as carry out exemplary activities towards services to the broad society. Following is a glimpse of it:

- Add-on Courses relevant to Human Values: i. Human Rights Education certificate course is designed to address the various human rights and inculcate in the students the human values that are of utmost necessity for the human society. ii. Wildlife Conservation Biology certificate course, designed with the motto of 'Conserve Wildlife for our Survival', addresses the relevant issues of wildlife conservation and encourages the students for services towards conservation of wildlife which is a very important human value of the time.
- Awareness programmes i. On Human Rights: By observing the International Human Rights Day on 10.12.2019, the students are sensitized for various human rights issues. ii. on Gender values: During 2019-20, a total of five gender sensitization programmes were organized in and out of the college covering . iii. on Yoga meditation: The International Yoga Day is celebrated through Digital Platform on 21.06.2020. Besides motivation programmes were organized for the public to overcome the anxieties brought by the outbreak of Covid-19 during the nationwide lockdown. iv. Extension activities under NSS: NSS unit of the college has carried out a great number of activities covering various dimensions of human values such as blood donation, swachhata, overcoming human anxieties, national unity and the like.
- Special Drives During Lockdowns: i. Material support to the needy people such as food items, cloth, money etc ii. Sanitization drives and Awareness camp on Covid-19 iii. Distribution of face mask, sanitizer other cleaning materials, making distancing circles at public places etc.

Provide the weblink of the institution

http://digboicollege.com/upload/IOAC/Institutional_Distinctiveness_201920.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.