

The Annual Quality Assurance Report (AQAR) of the IQAC

2009-2010

DIGBOI COLLEGE, DIGBOI, ASSAM

Part – A

I. Details of the Institution

1.1 Name of the Institution

DIGBOI COLLEGE

1.2 Address Line 1

ITAVATA

Address Line 2

City/Town

DIGBOI

State

ASSAM

Pin Code

786171

Institution e-mail address

digboicollege@yahoo.com

Contact Nos.

03751-264416

Name of the Head of the Institution:

Dr. Dip Saikia

Tel. No. with STD Code:

03751-264416

Mobile:

+919954487650

Name of the IQAC Co-ordinator:

Mr. Golap Kalita

Mobile:

+919435003535

IQAC e-mail address:

digboicollege@yahoo.com

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

NA

1.4 NAAC Executive Committee No. & Date:

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

1.5 Website address:

www.digboicollege.com

Web-link of the AQAR:

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

1.6 Accreditation Details

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

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

27/07/2005

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

2009-10

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

- i. AQAR _____ (DD/MM/YYYY)4
- ii. AQAR _____ (DD/MM/YYYY)
- iii. AQAR _____ (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

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

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

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

2. IQAC Composition and Activities

2.1 No. of Teachers	06
2.2 No. of Administrative/Technical staff	03
2.3 No. of students	01
2.4 No. of Management representatives	01
2.5 No. of Alumni	01
2. 6 No. of any other stakeholder and community representatives	01
2.7 No. of Employers/ Industrialists	01
2.8 No. of other External Experts	01
2.9 Total No. of members	15
2.10 No. of IQAC meetings held	02

2.11 No. of meetings with various stakeholders: No. Faculty
 Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No
 If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

i) Management Involvement in Quality Enhancement
 ii) Empowering Youth through Entrepreneurship in North-East India

2.14 Significant Activities and contributions made by IQAC

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

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
1. Digitalisation of Library	Due to paucity of fund it could not be materialised
2. Establishment of Language Laboratory	Language Laboratory will be established in the Centralised Computer Centre on completion of construction.
3. To make the campus pollution free	Various saplings were planted in the campus in association with Digboi Forest Division
4. To conduct a number of National/ State level seminars	National Seminar: i) NAAC sponsored National Workshop on "Management Involvement in Quality Enhancement". 28-29 June 2009 ii) UGC Sponsored National Seminar on "Empowering Youth through Entrepreneurship in North-East India". 30-31 Oct 2009
5. Opening of New Course	i) KKHSOU, Guwahati approved a study centre for BPP and BA on 08-11-2009 ii) UGC sanctioned Rs 4.0 lakhs for opening a "Human Right Education Certificate Course" programme vide letter no. F9-219/2010(HRE) dtd 30-03-2010
6. Enhancement of Student Counselling and Career Guidance Cell	The college made an MoU with Member of Indian Society for Training and Development, Delhi (Dibrugarh and Guwahati Chapter)
7. Extension of Women's Hostel and construction of the Centralised Computer Centre	Work of new Women's Hostel is in progress with a X th plan special UGC grant of Rs. 60.0 lakhs (Rs. 30.0 lakhs already received) Foundation stone of the Centralised Computer Centre has been laid on 26-11-2009 on the first floor of the Administrative Building and the work is in progress.
8. To adopt massive extension services among students and in villages especially inhabited by SC, ST, people of below poverty line for raising awareness on environment, health, superstition, sanitation, AIDS etc.	The college observes various programmes in the schools of village area in association with Digboi Science Society & Women Welfare Centre.
9. To create awareness about National	National Science Day, World Environment Day, Teacher's Day, and Women's Day, Independence Day,

Integration through various programme	Republic Day have regularly been observed.
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* Attached the Academic Calendar of the year as Annexure - I. (see page -25)

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

Provide the details of the action taken

The reconstituted IQAC meeting held on 19/01/2014 and Digboi College Governing Body meeting held on 22/01/2014 accepted the AQAR prepared as per the revised guidelines of NAAC effective from 01.01.2014 and advised the Co-ordinator of IQAC to send it to NAAC.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

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

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	0
Trimester	0
Annual	3

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

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

**Provided an analysis of the feedback in the Annexure- II (see page - 26)*

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

NA

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

MoU with Krishna Kanta Handiqui State Open Universtiy (KKHSOU), Guwahati, Assam to open BPP and BA courses.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
66	34	27	0	0

2.2 No. of permanent faculty with Ph.D.

11

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
0	5	0	0	0	0	0	0	0	5

2.4 No. of Guest and Visiting faculty and Temporary faculty

0 0 9

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	0	0	0
Presented papers	0	8	4
Resource Persons	0	0	0

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

Conducted remedial classes for weaker students, developed entrepreneurial spirit among students for self dependence by organising seminars/workshops/ talks etc. In addition to frequent class test, the students are motivated to participate in Group Discussion, debate, departmental seminar etc. for promoting leadership quality and enhancement of communication skill. Meritorious students are felicitated by awarding certificates. The teachers obtaining M.Phil., Ph.D. are also felicitated.

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

180

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

University system is followed

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

01

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA	87	4.6	4.6	33.3	26.4	64.36
BSc	17	41.2	52.9	29.4	0	82.35
BCom	6	16.7	16.7	33.3	0	50.0

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

Assessment of teachers by the students in all subjects is collected. Based on feed back the teaching faculties have been advised to improve academic performance by changing teaching methodology and using latest study materials.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	6
UGC – Faculty Improvement Programme	1
HRD programmes	0
Orientation programmes	2
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	0
Others	0

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	20	3	0	3
Technical Staff				

Criterion – III

3. Research, Consultancy and Extension

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

- i) Felicitation to M. Phil, Ph. D.
- ii) Patronizing to publish seminar volume
- iii) Encouraging faculty members to procure minor and major research projects
- iv) Encouraging faculty members to participate in National Seminar/ Workshop/ Conference etc.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2	2	0	0
Outlay in Rs. Lakhs	0.46	1.9	0	0

3.4 Details on research publications

	International	National	Others
Peer Review Journals	0	0	0
Non-Peer Review Journals	0	0	0
e-Journals	0	0	0
Conference proceedings	0	4	0

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	0	0	0	0
Minor Projects	2	UGC	270000	190000
Interdisciplinary Projects	0	0	0	0
Industry sponsored	0	0	0	0
Projects sponsored by the University/ College	0	0	0	0
Students research projects <i>(other than compulsory by the University)</i>	0	0	0	0

Any other(Specify)	1	i) Ministry of Environment and Forests	6000	6000
		ii) Ruffrd, UK	40000	40000
Total			316000	236000

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	0	2	1	0	5
Sponsoring agencies	NA	UGG NAAC	College	NA	College

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
05	01	03	0	01	0	0

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

Nil

NA

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

0

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF 0 SRF 0 Project Fellows 0 Any other 0

3.21 No. of students Participated in NSS events:

University level 0 State level 0
National level 0 International level 0

3.22 No. of students participated in NCC events:

University level 0 State level 5
National level 53 International level 1

3.23 No. of Awards won in NSS:

University level 0 State level 0
National level 0 International level 0

3.24 No. of Awards won in NCC:

University level	<input type="text" value="0"/>	State level	<input type="text" value="1"/>
National level	<input type="text" value="11"/>	International level	<input type="text" value="0"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="1"/>	College forum	<input type="text" value="13"/>
NCC	<input type="text" value="3"/>	NSS	<input type="text" value="0"/>
		Any other	<input type="text" value="3"/>

NCC: Tree plantation, Environmental awareness rally on pollution control

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

- Organised Chemistry Olympiad (State level)
- Observed National Science Day (Popularizing Science among school students and common people)
- Organised District level prize money Science Quiz competition among students jointly with Digboi Science Society.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	25.85 acres	0	0	25.85 acres
Class rooms	17	0	0	0
Laboratories	7	0	0	7
Seminar Halls	1	0	0	1
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	Nil	0	0	0
Value of the equipment purchased during the year (Rs. in Lakhs)	Nil	0	0	0

Others	Nil	0	0	0
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4.2 Computerization of administration and library

Computerisation of official works, including admission and examination processes. Library was provided with one computer set.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value (Rs.)	No.	Value (Rs.)	No.	Value (Rs.)
Text Books	25950	2408983	245	36750	26195	2445733
Reference Books	474	187944	32	12000	506	199944
e-Books	0	0	0	0	0	0
Journals	123	2460	410	8200	533	10660
e-Journals	0	0	0	0	0	0
Digital Database	0	0	0	0	0	0
CD & Video	20	2000	30	3000	50	5000
Others (Magazine)	2376	38600	108	2160	2484	40760

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	16	6	2	0	0	4	3	1
Added	4	4	0	0	0	0	0	0
Total	20	10	2	0	0	4	3	1

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

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

4.6 Amount spent on maintenance in lakhs :

i) ICT

0.27

ii) Campus Infrastructure and facilities

3.03

iii) Equipments

3.3

iv) Others

2.5

Total :

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The awareness about student support services have been enhanced through prospectus of the college, notice board, web-site, hoardings etc.

5.2 Efforts made by the institution for tracking the progression

Induction programme, remedial classes, tutorial classes, test series, departmental seminars, GD,

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
570	0	0	0

(b) No. of students outside the state

(c) No. of international students

Men	No	%	Women	No	%
	335	58.8		235	41.2

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
260	42	46	284	0	632	228	33	34	246	0	570

Demand ratio 1 : 1.3

Dropout % 33.45

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

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	<input type="text" value="0"/>	SET/SLET	<input type="text" value="0"/>	GATE	<input type="text" value="0"/>	CAT	<input type="text" value="0"/>
IAS/IPS etc	<input type="text" value="0"/>	State PSC	<input type="text" value="0"/>	UPSC	<input type="text" value="0"/>	Others	<input type="text" value="0"/>

5.6 Details of student counselling and career guidance

At the time of admission, the faculty members interact with the applicants and counsel the students in selecting their optional subjects in a right track.

*An orientation programme was held on 22-01-2010 for counselling the students

*MoU with Member of Indian Society for Training and Development, Delhi (Dibrugarh and Guwahati Chapter) on 15-12-2009

Moreover, the related paper-cutting of career guidance and placement opportunities have been displayed in the Notice Board.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
0	0	0	NA

5.8 Details of gender sensitization programmes

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	41	20500
Financial support from government	142	293580
Financial support from other sources	14	16000
Number of students who received International/ National recognitions	0	0

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

- i) Renovation of Canteen facilities
- ii) Renovation of Boys' and Girls' Common Rooms
- iii) Water supply to Hostel and college buildings
- iv) Installation of Transformer for stabilisation of voltage

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Our Vision:

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

Our Mission:

The college aims at-

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

6.2 Does the Institution has a management Information System

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

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

6.3.1 Curriculum Development

The curriculum is designed by the university. However, teachers take part in curriculum development as member of Board of Studies and as invitee of meetings.

6.3.2 Teaching and Learning

Remedial class, Tutorial classes, seminar, GD, field trip, Intensive group coaching, interaction, solving university questions, frequent class tests are some important strategies adopted for quality improvement. Moreover, teachers are encouraged to undergo orientation/ RC and participation in Workshop/ Conference/ Seminar etc. The college practises in full-proof appointment of competent teacher.

6.3.3 Examination and Evaluation

The teachers (Conduction Committee) conduct the University examinations. The appointed teachers take part in paper setting, paper examining, scrutiny, head examiners etc. Separate conduction committee for internal examinations is being constituted.

6.3.4 Research and Development

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

6.3.5 Library, ICT and physical infrastructure / instrumentation

Two broad band connections for internet added and four new set of computers were provided in the computer laboratory.

6.3.6 Human Resource Management

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

6.3.7 Faculty and Staff recruitment

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

6.3.8 Industry Interaction / Collaboration

Nil

6.3.9 Admission of Students

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

6.4 Welfare schemes for

Teaching	Teachers' Benefit Fund
Non teaching	Staff Benefit Fund
Students	Financial help to poor but meritorious and distressed students, Health care, counselling, Book-bank facility

6.5 Total corpus fund generated

885260.00

6.6 Whether annual financial audit has been done

Yes No

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

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

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

For UG Programmes Yes No

For PG Programmes Yes No

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

Dibrugarh University proposed to switch over the Annual system to Semester system w.e.f. 2011-12 session and necessary steps were initiated.

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

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

6.11 Activities and support from the Alumni Association

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

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

Many alumni help in organising different sports and cultural activities.

6.12 Activities and support from the Parent – Teacher Association

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

6.13 Development programmes for support staff

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

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

- i) Plantation programme on 3-7-2009 on the occasion of Vana Mahatsava with Digboi Forest Division.
- ii) Horticulture garden was established and Mr. Tarun Gogoi, ACF, Digboi Division inaugurated it on 15-7-2009.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the

functioning of the institution. Give details.

- The college felicitates meritorious students, best NCC cadets. Students' achievements in the field of culture and sports etc. It also felicitates the teachers obtaining M. Phil., Ph. D. and any other recognition.
- Administrative works are shared by constituting different sub-committees for effectiveness and transparency.
- Follows the principle of "Education for all" and has been providing all possible support for enhancement of quality education.

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

- Conducted National Seminar and National Workshop
- Conducted Inter-college tournament in Badminton,
- Internal resource generated,
- strengthened documentation system through purchase of Digital Camera and Web Camera,
- enhanced drinking water facility,
- signed MoU with KKHSOU for opening study centre of BPP/ BA,
- Received Rs. 3.2 lakh for introducing Human Rights Education Certificate Course, the college
- made an MoU with Member of Indian Society for Training and Development for counselling the students in career guidance,
- the construction of New Women's Hostel is in progress,
- Laying of the foundation stone of Centralised Computer Centre,
- Tree plantation programme held in association with Digboi Forest Division.

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

1. Decentralisation of administrative works. (Annexure – III, page 27)
2. Financial support to poor and distressed students. (Annexure – IV, page 28)

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

7.4 Contribution to environmental awareness / protection

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

7.5 Whether environmental audit was conducted? Yes No

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

The college prepares a plan for various developmental works at the beginning of the academic session. The college successfully materialises several plans. In this session the college organised one UGC sponsored National Seminar, one NAA C sponsored National Workshop, made an MoU with KKHSOU, Guwahati, Assam for opening BPP/BA course, made an MoU with "Member of Indian Society for Training and Development, Delhi", and laid foundation stone of the Centralised Computer Centre. Moreover, the work of new Women's Hostel under X th UGC Special grant is in progress. The college takes up programmes for "National Integration" and to make the campus eco friendly.

The college could not take up digitalisation of the Library due to paucity of fund. Moreover, high drop out rate of students is still a sorry state of affair.

As the college is situated in an area surrounding with deep forests, tea gardens, oil industry and agricultural base, hence the college has opportunities to open some courses based on these inherited natural resources.

Despite all the odds such as backwardness of the area, diversity of students majority of whom belong to different reserved categories, financial setbacks of students coming from below poverty line, the college has consistently been taking interest to enhance the quality of education.

8. Plans of institution for next year

- i) Construction of new library building with all facilities of digitalisation.
- ii) Construction of language laboratory
- iii) Opening of KKHSOU Programs (BPP, BA)
- iv) Starting of Human Rights Education Certificate Course
- v) To conduct an Induction and Coaching Programme for Medical and Engineering Entrances as community service
- vi) To provide adequate number of computer, printer and Xerox machine to library
- vii) To provide computer set and overhead projector to selected department
- viii) To provide internet facility to teaching and non-teaching staff
- ix) To organise coaching for entry into services for SC/ST/OBC (Non creamy layers) and minority community.
- x) To invite public/ private sectors for campus interview/ recruitment.

Name : Prof. Golap Kalita

Name : Dr. Dip Saikia

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Annexure - I

Academic Calendar and Holidays

Session 2009-10

Month / Year	Date	Day	Occasion	No. of Holidays
April, 2009	10	Friday	Good Friday	1
April,	14 to 17	Tue to Thu	Rongali Bihu	3
May	1	Friday	May Day	1
May	2	Saturday	Regular Classes for H.S. 2nd Year Students	
May	9	Saturday	Buddha Purnima	1
May	18	Monday	Regular Classes for TDC 2nd Year & 3rd Year Students	
June	1	Monday	Regular Classes for TDC 1st Year Students	
June	1st Week		Regular Classes for H.S. 1st Year Student	
June	5	Friday	World Environment Day	
July	July 1 to 31	Wed to	Summer Vacation	31
July	15	Wednesday	College Foundation day	
August	1st Week		Fresh' Social	
August	15	Saturday	Independence Day	1
August	22	Saturday	Tithi of Sri Sri Sankardeva	1
August	Last week		DCSU Election	
Sept.	9	Wednesday	Tithi of Sri Sri Madhavdeva	1
Sept.	11	Friday	Janmastami	1
Sept.	21	Monday	Id Ul Fitre	1
Sept./Oct.	25 Sep. to 9 Oct.	Friday to Saturday	Autumn Vacation	25
October	17	Saturday	Kalipuja & Dewali	1
October	18	Sunday	Kati Bihu	1
October	30 & 31	Fri & Saturday	National Seminar	
November	1st Week		Terminal Examination	
November	2	Monday	Guru Nanak's Birthday	1
November			National Seminar	
November	24	Tuesday	Lachit Divas	1
November	28	Saturday	Id-Uz-Zuha	1
December	2	Wednesday	Asom Divas	1
December	1st Week		College Week	
December	25	Friday	Christmas Day	1
January'10	Last Week		Test Examination	
February	1st Week		Parting Social	
February			AHSEC/ UNIVERSITY EXAMIATION	

N.B. The Dates of the affairs of the College are subject to alternation on administrative consideration

Annexure - II

Analysis of the Students' Feed back

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

Annexure – III

Best practices - I

1. Title of the practice:

Decentralization of administrative works.

2. Goal:

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

3. The context:

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

4. The Practice:

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

5. Evidence of success:

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

6. Problems encountered and Resources required:

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

7. Notes:

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

8. Contact Details:

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

1. Title of the practice:

Financial support to poor and distressed students

2. Goal:

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

3. The context:

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

4. The Practice:

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

5. Evidence of success:

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

6. Problems encountered and Resources Required:

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

7. Notes:

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