The Annual Quality Assurance Report (AQAR) of the IQAC

2013-2014

DIGBOI COLLEGE, DIGBOI, ASSAM

Part – A

1. Details of the Institution

1.1 Name of the Institution

> DIGBOI COLLEGE

1.2 Address Line 1

> ITAVATA

Address Line 2

>

City/Town

> DIGBOI

State

> ASSAM

Pin Code

> 786171

Institution e-mail address

> digboicollege@yahoo.com

Contact Nos.

> 03751-264416

Name of the Head of the Institution:

> Dr. Dip Saikia

Tel. No. with STD Code:

> 03751-264416

Mobile:

> +919954487650

Name of the IQAC Co-ordinator:

Mr. Golap Kalita

Mobile:

+919435003535

IQAC e-mail address:

digboicollege@yahoo.com

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

NA

1.4 **NAAC Executive Committee No. & Date:**

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

1.5 Website address:

www.digboicollege.com

Web-link of the AQAR:

http://digboicollege.com/AQAR2012-13.pdf

1.6 Accreditation Details

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

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

27/07/2005

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

2013-14

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

i. AQAR 2009-2010 submitted to NAAC on 27.3.2014
ii. AQAR 2010-2011 submitted to NAAC on 23.05.2014
iii. AQAR 2011-2012 submitted to NAAC on 23.05.2014
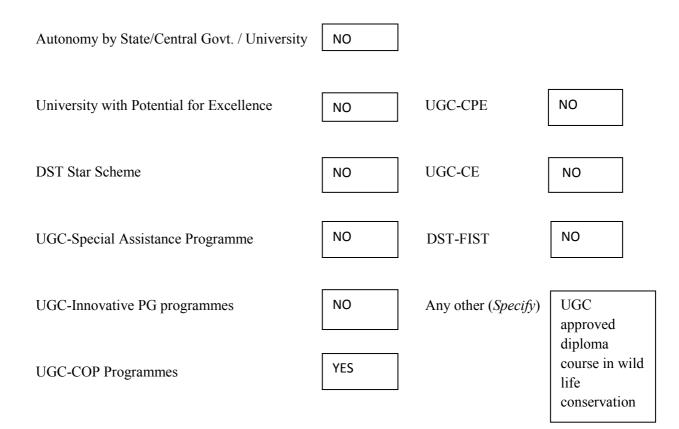iv. AQAR 2012-2013 submitted to NAAC on 23.05.2014

1.10 Institutional Status

University   State [√] Central [ ] Deemed [ ] Private [ ]

Affiliated College   Yes [√] No [ ]

Constituent College   Yes [ ] No [√]

Autonomous college of UGC   Yes [ ] No [√]

Regulatory Agency approved Institution   Yes [ ] No [√]

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

Type of Institution   Co-education [√]   Men [ ]   Women [ ]

Urban [ ]   Rural [√]   Tribal [ ]

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

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

1.11 Type of Faculty/Programme

Arts [√]   Science [√]   Commerce [√]   Law [ ]   PEI (Phys Edu) [ ]

TEI (Edu) [ ]   Engineering [ ]   Health Science [ ]   Management [ ]

Others   (Specify)

- CoC in Bio-informatics, Sericulture and Data Care Management, BPP and BA courses under KKHSOU, Guwahati, Assam; Human Rights Education Certificate Course (UGC sponsored)
- PG (under distance education) courses in English, Education, Economics, Assamese and Mathematics.
- CoC in Communication Skill.
- Diploma course in "Wild Life Conservation".

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

| Dibrugarh University, Dibrugarh, Assam |

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

Autonomy by State/Central Govt. / University | NO |

University with Potential for Excellence | NO | UGC-CPE | NO |

DST Star Scheme | NO | UGC-CE | NO |

UGC-Special Assistance Programme | NO | DST-FIST | NO |

UGC-Innovative PG programmes | NO | Any other (*Specify*) | UGC approved diploma course in wild life conservation |

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.   12   Faculty   08

Non-Teaching Staff Students   02   Alumni   01   Others   01

2.12 Has IQAC received any funding from UGC during the year?   Yes   √   No

If yes, mention the amount   3 lakhs

2.13 Seminars and Conferences (only quality related)

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

Total Nos.   24   International   0   National   01   State   0   Institution Level   22

(ii) Themes

i)   National seminar on 'Recent Trends in Mathematics and its applications
ii) Bioinformatics
iii) Departmental seminars based on course curriculum

2.14 Significant Activities and contributions made by IQAC

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

- The college introduced COC in communication skill, diploma course in wild life conservation, rural development as subject, diploma in elementary education (DElEd) for teachers appointed through TET.
- For enhancement of ICT, the college implemented for on-line results of internal examination, free internet access to students and all departments. Purchased fax machines and scanners for the office. Purchased 19 computer sets for internet browsing centre and office.
- The new library was inaugurated and provided open access to students and staffs.
- Organized coaching classes for entry into services of banking and allied services.
- Organized national seminars on Mathematics and workshop in Zoology, Economics, Education and Political Science.
- A good number of faculty members were encouraged to participate in refresher/ orientation and short term courses. Also encouraged them to attend or present papers in State/ National/ International level seminars. Felicitated the teachers obtaining Ph. D. degree and availing international linkages.
- Organized some extension programmes as Institutional Social Responsibility to neighborhood areas.
- The library was enriched with 986 books, 570 journals and 12 magazines.
- A few new awards were introduced to encourage the meritorious students. Prize money and certificates were also awarded to them.

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
New addition to course curriculum	The college introduced in this session COC in communication skills and designed the syllabus. Diploma course in wildlife conservation. Rural development as a subject. Major in electronics subject Diploma in elementary education (D.El.Ed) for the teachers appointed by government of Assam through Teacher Eligibility Test (TET).
Technology upgradation	The college already had implemented for online results of the internal examination. Data management through SOUL software completed in the library. Internet free access provided for the students, the hubs was installed in the library. Internet facility was provided to all the departments. Purchased one advance litho machine (Copy printer), data card 800 (for I/Card printing) for office, 3 audio track sets for class rooms; scanner, fax machines (Canon) for office; digital balance, pH meter, conductivity bridge for Chemistry department. Replaced the thumb impression biometric machine by a face detector one. 19 sets of computers were purchased for the browsing centre, computer laboratory and office etc. Purchased 4 LCD projectors for ICT.
To patronise the faculties for enhancing International linkage and collaboration.	The college has been always patronising the faculties for enhancement of National/ International linkages and collaboration programmes. Consequent upon this Dr. Dip Saikia, principal visited South Korea, Dr. Jibon Changmai to Japan, Dr. Jayanta Handique to London, Dr. Jatindra Lahkar to Thailand and Dr. Chandan Siam visited to Singapore and all of them presented papers in the conferences. Moreover, the faculty members R.R.Tariang and Gauri Buragohain had collaborative work with 'Aranyak' an NGO.
Research Development Work	Dr. Dip Saikia, Principal, Dr. Kanchan Konwar (Physics Dept.), Dr. Mamoni Sarmah (Economics Dept.) were awarded major projects. Details of research papers published: International (Peer reviewed) – 01 International (non peer reviewed) – 02 National (Peer reviewed) – 04 National (non Peer reviewed) – 01 Conference Volume - 01
Faculty development	Details of faculty participation in Seminar/Symposia etc.:

The college always encourages the faculty members to attend Refresher, Orientation, Short term courses for knowledge upgradation and to attend seminars and conferences for career progression.	International : Paper presented (07) National : Paper presented (21) Attended (18) Resource persons in International Seminar: 02 Details of faculty participation in RC/OC/SC Refresher Course (RC) : 07 Orientation Course (OC) : 01 Short term course (STC) : 01 Jayanta Handique of Electronics department was awarded Ph. D. by Gauhati University. Arun Chandra Dutta of Political Science department was awarded Ph. D. by Singhania University.
Development programme for non-teaching staff	The college deputed Promatta Saikia and Prakash Saikia of office staff to attend seminar on "Tax deduction/ collection at source" at Dibrugarh (19-09-2013) for enhancement of their work efficiencies.
Introduction of some of Academic Awards	The college introduced award for Papari Kalita memorial Best Graduate of the college. Upendrajit Konwar memorial award for three toppers in Science stream. Topper graduates in Arts and Commerce streams. Best attendance award (100%) attendance in all subjects) Best Library user award.
Organisation of seminars, workshops etc. (International / National/ State)	The college organised UGC sponsored National Seminar on "Recent Trend in Mathematics and Application" 7-8 October 2013). Resource persons from NEHU, Shillong, IIT, Guwahati, Gauhati University, Tezpur University, Burdwan University, West Bengal, Dibrugarh University, Assam University, Silchar chaired the seminar sessions. 4-days workshop on "Bio-informatics" (21-24 December 2013) was organised by IQAC for the teachers of Zoology, Botany and Computer Science of Tinsukia District. Dr. Rajeev Sarma of Centre of Bioinformatics, Dibrugarh University centre was the Resource person. IQAC sponsored two days workshops were organised by Education Department (22-23 March 2014) on "Teaching in Elementary level and Teaching Learning Materials (TLM)". Mr. Amar Upadhaya, Asstt. Professor of Education, Dibrugarh University and Mr. Radha Kanta Gogoi, Retd. Headmaster, Digboi High School were the resource person respectively. IQAC sponsored four days workshop (12-15 March 2014) was organised by Economics Department on "Emerging Issues of Global Economic". Resource person; Dr. G. Purkayastha, Associate Professor and Dr. Madhumita Deb, Asstt. Professor of Margherita College, Margherita, and Dr. Amarjyoti Mahanta, Asstt. Professor , Department of Economics, Dibrugarh University and Ms. Archana Goswami, UGC Project fellow, Dept. of Economics, Digboi College. IQAC and Political Science Department organised a popular talk on 6 May 2014 on "Insurgency in North-East India – Its impact on the Rights of Women and Children". Dr Dinamoni Thakuria, Assistant professor, Mr. Dhajen Sonowal, Assistant professor of Centre for Judicial Studies,

	Dibrugarh University and Mr. M. M. Choudhury, Retired HoD, Political Science department, Digboi College were the speaker. IQAC and Zoology department conducted a popular talk on "Hornbill : Farmer of the Forest" (6 May 2014). Mr. Rohit Naniwadekar, Research Associate of Nature Conservation Foundation (Science for Conservation), Mysore and Binud Bora, Field Assistant of Nature Conservation Foundation were the resource person. Organised popular talk on "Creative Thinking and Lateral Thinking" on (8th May 2014) by Dr. Binud Chandra Borah, Deputy Register, (Academic), Dibrugarh University as Resource person. Digboi College Women Welfare Cell (DCWWC) (IQAC sponsored) organised two interactive sessions on "Stress Management" and "Gender Sensitisation". Mrs. Nandita G Sarma, Psychiatric Counseller, was the resource person. (01-04-2014). A popular talk on "Health, Hygiene and Nutrition" was organised by DCWWC (14 November 2013) Dr. Nitumoni Gogoi was the speaker. Interdepartmental seminar was organised by Digboi College Students' Science Club on 20 September 2013.
Extension works as institutional social responsibilities.	Digboi college NCC unit in association with 26 Assam (Independent) coy organised a day long programme on Blood Donation Day' on 1st Oct, 2013. 52 cadets donated blood and were collected by officials of Assam Medical College, Dibrugarh. The unit was adjudged as 3rd highest donor team in the year 2013-14 in NE region. The college organised state level Chemistry Olympiad under Chemistry Department, Gauhati University. 332 nos of students from various schools appeared in the Olympiad. The college in association with Assam Science Society organised district level Prize Money Quiz Competition among the students of class IX – XII standard. (2nd Oct, 2013) On the eve of MP election, 2014 an election rally of the students was organised with slogans and placards to motivate the common voters for franchising their votes enmass.
Organisation of coaching classes for entry into services.	The college organised 8 days intensive coaching in 'Banking and Allied Services (23rd to 30th Sept, 2013). Mr Dipankar Sarmah and Ms Diksha Bhardwaj from EIMT, Guwahati, were the resources persons.
The college plans to fill up the vacant posts during this session.	• The college had already recruited one post in chemistry department. • To fill up the vacant posts in Chemistry, Physics, Botany and Bengali subjects are in progress.
Infrastructural development: The college plans to complete the new library building and Indoor Stadium, Zoology &	• The College inaugurated the new Library Building and introduced open access system for the students and staff. The Internet Browsing hubs for students was also introduced in the Library.

Chemistry departments and also to renovate the auditorium, old Library building & Boys' Common Room.	• The constructions of Zoology, Chemistry departments & the indoor stadium are in progress. • The Auditorium was renovated with financial assistance from Indian Oil Corporation Ltd. (Assam Oil Division) with green room and toilet facilities separately for boys and girls. • The Old Library Building was renovated and converted to class rooms. • The Boys Common Room was renovated with toilet facilities.
Observation of Red-letter Days & College Days	• The College observed College Foundation Day on 15th July, 2013. • Organised Fresher's Social on 3rd August, 2013 & awarded the meritorious students. • Observed Independence Day with NCC guard of honour. • Observed Teachers' Day on 5th September and felicitated teachers obtaining Ph. D. degree, attending international seminars and procuring major/ minor research projects. • Observed Gandhi Jayanti and paid tribute to the Father of the Nation. • Observed Republic Day with guard of honour by NCC cadets. • Observed Sarawasati Puja, National Science day, International Woman day, world environmental day etc. • Organised Parting social Function for the final year students on 8th May 2014. • Moreover the college organised farewell meeting to bid farewell to the retired teaching and non teaching members time to time. • Renovation works were also done Physics, Botany and Nepali departments and Girls' common Room. • Purchased 40 pairs of steel- framed desk – bench, 34 pairs of wooden desk- bench, 30 nos. of reading tables and 25 nos. of moulded chairs.

* Attached the Academic Calendar of the year as Annexure - I. (see page -29)

2.16 Whether the AQAR was placed in statutory body   Yes √   No ☐

Management √   Syndicate ☐   Any other body IQAC

Provide the details of the action taken

> The reconstituted IQAC meeting held on 15/09/2014 and college governing body meeting held on 19/05/2014 accepted the AQAR for this session as per revised guidelines of NAAC effective from 01-01-2014.

Part – B

Criterion – I
1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG		05		
UG	04	-	01	03
PG Diploma		01	01	
Advanced Diploma				
Diploma		01	01	
Certificate	01	-	-	-
Others				
Total	05	07	03	03

Interdisciplinary	01			
Innovative				

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

Pattern	Number of programmes
Semester	04
Trimester	0
Annual	01

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 – 31)

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

> The university designs/ revise/ update the curriculum.

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

> No new department/ centre has been introduced.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent
faculty

Total	Asst. Professors	Associate Professors	Professors	Others
65	38	21	0	0

2.2 No. of permanent faculty with Ph.D.

19

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
01	05	0	0	0	0	0	0	01	05

2.4 No. of Guest and Visiting faculty and Temporary faculty | 01 | 0 | 04 |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	0	18	01
Presented papers	07	21	0
Resource Persons	02	0	0

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

- Conducted remedial classes for weaker students
- Organised seminars/ quiz/ debate/ talks/ group discussions etc for promoting leadership, quality of the students and enhancement of their communication skill.
- Frequent class tests, assignments, one to one interaction with students, groupwise guidance by guardian teachers etc. are some activities for quality enhancement.
- Meritorious students were felicitated by awarding prizes and certificates.
- The teachers obtaining M. Phil., Ph. D. research projects were also felicitated.
- The teachers were encouraged to participate in orientation courses, refresher courses, short term courses for their knowledge up gradation.
- The teachers were trained to use modern technologies in the class rooms.

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

| 180 |

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

| University system is followed |

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

| 03 | | |

2.10 Average percentage of attendance of students

| 80% |

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	❖ Division				
		Distinction %	I %	II %	III %	Pass %
BA	181					
BSc	32					
BCom	47					

❖ The results yet to be declared

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

The IQAC takes up the following measures:
i) Monitors regular holding of classes by teachers through HoDs
ii) Performance of teachers assessed through students' feedback on teaching and learning process
iii) Analyses the feedback and intimates the teachers for up gradation wherever needed
iv) Takes stock of the needs of the departments, the library and the laboratories and takes the necessary steps to meet the needs
v) Analyses results of internal and University examinations and takes measure to improve the quality

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	07
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	01
Faculty exchange programme	02

Staff training conducted by the university	01
Staff training conducted by other institutions	01
Summer / Winter schools, Workshops, etc.	0
Others (Short term Courses)	01

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	03	00	18
Technical Staff				

Criterion – III

3. Research, Consultancy and Extension

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

- The college felicitates the teachers who obtains M. Phil., Ph. D. degrees
- Encourages faculty members to procure Major and Minor research projects
- The faculty members have been encouraged to publish books, articles and to participate in National/ International seminars/ workshops etc.
- The faculty members have been advised to takes up small projects done by the students

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	03	0	0
Outlay in Rs. Lakhs	NA	29.896	0	0

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	02	02	0	0
Outlay in Rs. Lakhs	2.45	2.55	0	0

3.4   Details on research publications

	International	National	Others
Peer Review Journals	02	04	0
Non-Peer Review Journals	02	01	01
e-Journals	0	0	0
Conference proceedings	0	01	0

3.5 Details on Impact factor of publications:

Range 0-1.0   Average 0   h-index 0   Nos. in SCOPUS 5

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	3 yrs	UGC	2989600	2259100
Minor Projects	2 yrs	UGC	210000	
Interdisciplinary Projects	0	NA		
Industry sponsored	0	NA		
Projects sponsored by the University/ College	0	NA		
Students research projects *(other than compulsory by the University)*	0	NA		
Any other(Specify)		NA		
Total			3489600	2659100

3.7 No. of books published   i) With ISBN No.   01   Chapters in Edited Books   01

ii) Without ISBN No.   04

3.8 No. of University Departments receiving funds from

UGC-SAP NA   CAS NA   DST-FIST NA

DPE NA   DBT Scheme/funds NA

3.9 For colleges   Autonomy NA   CPE NA   DBT Star Scheme NA

INSPIRE NA   CE NA   Any Other (specify) NA

3.10 Revenue generated through consultancy | Nil |

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	0	01	0	0	0
Sponsoring agencies	NA	UGC	NA	NA	NA

3.12 No. of faculty served as experts, chairpersons or resource persons | 31 |

3.13 No. of collaborations   International | 0 | National | 0 | Any other | 02 |

3.14 No. of linkages created during this year | 06 |

3.15 Total budget for research for current year in lakhs :

From Funding agency | 0 | From Management of University/College | NIL |

Total | 0 |

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
07	02	03	02	02	0	0

3.18 No. of faculty from the Institution
   who are Ph. D. Guides | 01 |
   and students registered under them | 03 |

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 `02`   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 `52`

National level `32`   International level `0`

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 `0`   State level `0`

National level `20`   International level `0`

3.25 No. of Extension activities organized

University forum `0`   College forum `03`

NCC `01`   NSS `0`   Any other `0`

NCC: Tree plantation, Environmental awareness rally on pollution control

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

- Blood Donation by 52 Nos NCC cadets.
- State Level Chemistry Olympiad.
- District Level Prize Money Quiz Competition.

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	13	College	30
Laboratories	7	04	College	11
Seminar Halls	1	0	0	1
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.	Nil	0	0	0
Value of the equipment purchased during the year (Rs. in Lakhs)	Nil	0	0	0
Others i) New girls hostel ii) New library building	03	0	0	03

4.2 Computerization of administration and library

- The official works had already been computerised
- The results of the internal examination have been provided on line
- Internal facility provided for students in the new library.
  10 computers were provided for internet browsing centre

4.3   Library services:

	Existing		Newly added		Total	
	No.	Value (Rs.)	No.	Value (Rs.)	No.	Value (Rs.)
Text Books	28881	2893683	979	195800	29860	3089483
Reference Books	674	255078	07	3500	681	258578
e-Books	0	0	0	0	0	
Journals	1100	18120	19	570	1119	18690
e-Journals	0	0				
Digital Database	0	0				
CD & Video	50	5000				
Others (Magazine)	2986	48360	12	1200	2998	49560

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	70	15	7	0	18	8	16	6
Added	19	0	0	10	2	2	4	8
Total	89	15	7	10	20	10	20	7

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

- The college purchased 19 computer sets out of which 10 for browsing centre, 4 for departments and 1 for office. The browsing centre was installed in the library and the students were provided free access.
- The internet connections provided to all the departments.
- The biometric machine (thumb impression) had been replaced by face detector one.
- Implemented for on – line results of the internal examiners.
- Installed one advance litho machine for copy printer, Data card 800 for I/card of the students and the staff members and 3 audio track sets for class rooms.
- Data management in the library through SOUL software was completed.

4.6 Amount spent on maintenance in lakhs :

i) ICT — 1.58

ii) Campus Infrastructure and facilities — 47.10

iii) Equipments — 4.05

iv) Others — 2.44

Total : 55.17

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The awareness about student support service has been enhanced through the college prospectus, website, hoardings, notice board etc. The students are also informed in the meeting organized for freshman social function.

5.2 Efforts made by the institution for tracking the progression

> The college adopted some measure for tracking the progression.
> - Organised induction programme for the fresher's at the beginning of the session.
> - The weak students were identified and remedial classes were arranged for them.
> - Tutorial classes, test series, departmental seminars, group discussions were regular features.
> - The students were provided free internet access and coaching classes for entry into services and higher studies were organised.
> - The library was enriched with more new books and journals and allowed open access in the library.
> - Some new awards were introduced for meritorious students and felicitated with cash prize, certificate and mementos.
> - The teaching faculties obtaining PhD degree, research projects and creating international linkage were felicitated and encouraged them for knowledge upgradation, career progression and research works.
> - The office staffs were also deputed for training for enhancement of work efficiencies.
> - The salaries of the employees serving in non sanctioned posts were enhanced from its self generated fund.
> - Started some projects for infrastructural growth.

5.3 (a) Total Number of students

UG	PG	PhD	Others
847	0	0	0

(b) No. of students outside the state

103

(c) No. of international students

0

Men

No	%
528	62.33

Women

No	%
319	37.66

	Last Year					This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
337	56	66	369		828	332	50	60	405		847

Demand ratio   1:1.2   Dropout 53.9%

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

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

5.5 No. of students qualified in these examinations

NET `0`   SET/SLET `0`   GATE `0`   CAT `0`

IAS/IPS etc `0`   State PSC `0`   UPSC `0`   Others `0`

5.6 Details of student counselling and career guidance

- The college organised 8 days coaching in ''Banking and Allied Services'' (23 – 30 October, 2013). Mr Dipankar Sarmah and Ms Diksha Bhardwas from EIMT , Guwahati were the resource persons.
- DCWWC organised two interactive sessions (1st April, 2014) on ''Stress management'' and ''Gender sensitization''. Mrs Nandita G Sarmah a psychiatric counsellor was the resource person.

No. of students benefitted   `60`

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
0	NA	NA	

5.8 Details of gender sensitization programmes

Digboi College Women Welfare Centre (DCWWC) organised a gender sensitization programme on 1st April, 2014. Mrs Nandita G Sharma, psychological counsellor, was the resource person.

5.9 Students Activities

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

State/ University level `0`   National level `0`   International level `0`

No. of students participated in cultural events

State/ University level `22`   National level `10`   International level `0`

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

Sports : State/ University level | 0 | National level | 8 | International level | 0 |

Cultural: State/ University level | 6 | National level | 10 | International level | 0 |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	25	35770
Financial support from government	0	
Financial support from other sources (UGC)	15	15000
Number of students who received International/ National recognitions		

5.11   Student organised / initiatives

Fairs   : State/ University level | 0 | National level | 0 | International level | 0 |

Exhibition: State/ University level | 0 | National level | 0 | International level | 0 |

5.12   No. of social initiatives undertaken by the students | 0 |

5.13 Major grievances of students (if any) redressed:
    i) Renovation of Boys' Common Room
    ii) Auditorium with separate green rooms and toilets for boys and girls.
    iii) Open access system in the library.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Our Vision:

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

Our Mission:

The college aims at-

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

6.2 Does the Institution has a management Information System

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

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

6.3.1 Curriculum Development

The curriculum is designed by the University. However, teachers take part in the meeting of Board of Studies as invitees as well as member of undergraduate board.

6.3.2 Teaching and Learning

For quality improvement in the teaching learning process adopts the strategies of remedial coaching, departmental seminar, GD, Field trip, one to one contact session, stratified group class, interactive class, solving of previous years questions. The teachers are encouraged to participate in OC, RC, various staff training programme, workshop on discipline related areas,. Necessary and up to date teaching materials are provided for continuous improvement of teaching – learning activities. In this session the following facilities are procured

(1) Computer sets provided to mathematics and electronics departments

(2) Four LCD projectors and three Audio Track sets were provided for class rooms.

(3) Free internet access provided to teachers and students.

6.3.3 Examination and Evaluation

A group of teachers (Examination conduction committee) conducts the university examinations. The appointed teachers take part in paper setting, paper examiners, scrutiny, head examiners etc and act as per university guide committee to conduct internal examiners. The examined papers are shown to students and mark sheets are displayed in the notice board

6.3.4 Research and Development

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

6.3.5 Library, ICT and physical infrastructure / instrumentation

- The library was enriched with 986 new books, 19 journals and 12 periodicals.
- An internet browsing centre was opened with free access to the students, 10 computer sets with NME broadband connections were provided.
- 3 Audio sets were provided for class rooms.
- Constructions of Zoology and Chemistry laboratories, Indoor Stadium are ongoing projects.
- One digital balance, two pH meters and one conductivity bridge were provided to Chemistry department.
- One Advance litho machine (copy printer), one Data Card 800 machine (for printing, I/cards), 4 LCD projectors for were purchased to create ICT environment.
- Three Audio Track sets were provided for class rooms.

6.3.6 Human Resource Management

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

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

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

6.3.7 Faculty and Staff recruitment

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

6.3.8 Industry Interaction / Collaboration

Some of the students visit the neighbouring industries with teacher – guide for their project works

6.3.9 Admission of Students

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

6.4 Welfare schemes for

Teaching	DCTU Fund and Staff Benefit Fund
Non teaching	Staff Benefit Fund
Students	Student Aid Fund

6.5 Total corpus fund generated   2553647/-

6.6 Whether annual financial audit has been done   Yes √   No ☐

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NA	Yes	Principal/ VP/ HoDs
Administrative	No	NA	Yes	Governing Body

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

For UG Programmes   Yes [ ]   No [√]

For PG Programmes   Yes [ ]   No [ ]

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

> The college has been running with semester system. The course curriculum were revised/ updated by the university at the time of implementation w.e.f 2011 – '12 sessions. The University's Board of Studies have now been organised meetings with college teachers for further modifications of the syllabus.

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

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

6.11 Activities and support from the Alumni Association

> Mr. Sunil Phukan, Technical officer of IOCL (AOD), an alumnus of Digboi College supervises and oversees the constructions activities as a member of UGC Building Committee.
>
> Dr. Dipen Borthakur, medical practitioner, an alumnus, extends services in health check-up and care.
>
> Many alumni help in organising different sports and cultural activities.

6.12 Activities and support from the Parent – Teacher Association

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

6.13 Development programmes for support staff

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

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

> The college has taken plantation programme to make the campus more greenery and has declared as polythene free zone. Moreover the NCC cadets take up cleaning programme every now and then.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

> - The college library were inaugurated with open access to the students as well the staff.
> - Internet connections were provided to all the departments.
> - An internet browsing hub for students installed in the library and the students were facilitated with free access.
> - The college started COC in communication skill, diploma course in ''Wild Life Conservation''
> - Introduced Rural Development as a subject, opened major course in Electronics.

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

> The college plans works to be done for the session at the beginning and places in Governing Body and the different sub – committees of the college constituted ad – hoc. The college has achieved in materialising its plan of works which have been mentioned in 2.15 of part ''A'' of this AQAR.

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

1. Decentralisation of administrative works. (Annexure – III, page 32)
2. Financial support to poor and distressed students. (Annexure – IV, page 33)
3. Human Resource Management (Annexure – V, Page 34)
4. Extension activities (Annexure – VI, page 36)
5. Technology upgradation (Annexure – VII, page 38)
6. Blood Donation (Annexure – VIII, page 40)

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

7.4 Contribution to environmental awareness / protection

- The college observes '' World Environmental Day'' every year in association with Assam Science Society, Digboi Branch, in various schools in and around Digboi, catering to environmental awareness and protection. Tree sapling have been collected from Forest Department, Govt of Assam and planted in different institutions/organizations. Organised rallies with slogans and placards to make aware of the common people of their responsibilities towards environmental protection and check pollution.
- The college campus had already been declared as polythene free zone and communicates the various institutions to adopt this measure and convey message through the pupils of the hazardous effect of polythene.
- Mr R. R Tariang and Mr Gauri Buragohain faculties of the college have been emphatically involved in caring the injured snakes and protecting them and have organised several awareness programme in neighbouring areas.

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 had prepared a work plan at the beginning of the session and laid more emphasis in materialising it with letter and spirit. The college introduced COC in communication skill, diploma course in 'Wild – Life Conservation''. Rural development as a subject and diploma in elementary education (D El Ed)

For enhancement of ICT, implemented for online results of internal examinations, opened internet browsing centre in the library for students with free access.

The new library was inaugurated and provided open access to college fraternity.

Organised national seminar in mathematics, coaching classes for entry into services.

Introduced some new academic awards for the meritorious students and felicitated.

DCWCC organised a gender sensitization programme

The ongoing projects of construction of Indoor Stadium, Zoology and Chemistry laboratories could not be completed due to shortage of fund.

In spite of inherent resources available in vicinity of the college like oil industry, forests, tea gardens, agricultural backdrop the college has not yet been able to open courses on these prospects. The college might exploit the tourist potentiality as a bright pioneering projects and open PG classes in some departments having qualified faculties.

8. Plans of institution for next year

The college has set forth some ambitious plans for the next session:

- Fast Broad Band Internet connection through leased line to overcome the sluggish existing general broad-band services.
- Setting up of Departmental Self Service Portal (DSSP) for entry and retrieving of departmental and personnel data to the main server.
- To provide LCD projectors to all the departments for enhancing ICT enabled environment.
- Installation of smart board facilities in a few class rooms.
- Completion of conference hall in the 2nd floor of the library with provision of Video Conferencing Centre and Audio Visual Room.
- To allocate fund for interdisciplinary research work by faculties and students.
- Celebration of Golden Jubilee of the college commencing from 15th July 2014 and ending on 15th July 2015 with series of colorful and momentous events.
- Initiative for opening of UGC sponsored B. Voc. Course and Community College.
- Organization of National/International seminars.
- Completion of the ongoing projects of Zoology and Chemistry laboratories and the Indoor Stadium.
- Construction of Guest House in the college plot of land in place of old Principal's quarter.
- Construction of Girls' Common Room and class rooms with double storied provision adjacent to Zoology laboratory.
- Construction of dining hall in the Girls' Hostel.
- Enhancement of extension activities as institutional social responsibilities.
- Organization of more numbers of coaching classes for career guidance, higher studies and entry into services.
- Installation of "Community Radio".

Name : Prof. Golap Kalita   *Name : Dr. Dip Saikia*

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____ *** _____

ACADEMIC CALENDER FOR 2013- 2014

Date(s)	Event(s)
15th July, 2013 (Monday)	**College Foundation day**
16th July, 2013 (Tuesday)	Commencement of the 1st/ 3rd /5th Semester Classes of the BA/ B.Sc./ B.Com Programmes & HS 1st Yr (Arts/Science/ Commerce)
22nd July, 2013(Monday)	**Fresher's Social** & Interaction with the newly admitted Students by the Principals and teachers of the colleges
5th August, 2013 (Monday)	Declaration of the 2nd & 4th Semester Examination results
14th August, 2013 (Wednesday)	Last date for submission of Filled in Registration Forms of the BA/ B.Sc./ B.Com 1st Semester Students
26th Aug– 4th Sept.2013	**1st Sessional Examination** of the 1st/ 3rd /5th Semester Classes of the BA/ B.Sc./ B.Com Programmes
	Unit Test-I for HS 2nd Year
5th September (Friday)	Observance of Teacher's day
9th Sept. 2013 (Monday)	Students' Union Election
10th – 11th September 2013	Counselling for the BA/B.Sc./B.Com 1st Semester Students and Mid Semester Feedback Assessment
September 2013 (1st Half)	**Submission of examination forms for HS Final Exam. 2014**
23rd - 28th September, 2013	**Internal Assessment of the BA/ B.Sc./ B.Com Programmes through Seminar/ Group Discussion etc.**
27th Sept, 2013 (Friday)	Last date of notification of the marks of the 1st Sessional Examination in the departmental notice boards
3rd October, 2013 (Thursday)	Last date for submission of Exam-Form Fill up of the 1st/ 3rd /5th Semester Classes of the BA/ B.Sc./ B.Com for End Semester Examinations 2014
21st - 26th October, 2013	**2nd Sessional Examination** of the 1st/ 3rd /5th Semester Classes of the BA/ B.Sc./ B.Com Programmes
	Unit Test-I for HS 1st Yr
23rd October, 2013 (Wednesday)	Last Date for Assignment Submission by the students (if any) of the BA/B.Sc./B.Com Programmes in the Semester System
11th November, 2013 (Monday)	a) Last date for notification of 2nd Sessional Examination Marks in the Departmental Notice Board b) Completion of the 1st/ 3rd /5th Semester Classes of the B.A./ B.Sc./B.Com Programmes
December,2013 (1st half)	Submission of Exam Forms for HS 1st Yr Annual Exam. 2014
20th Nov- 14th December, 2013	**End Semester Exam of the BA/ B.Sc./ B.Com Programmes**
	Unit Test-II for HS 2nd Year
	Unit Test-II for HS 1st Yr
16th December, 2013 (Monday)	**Parent-Teacher Meet**
16th Dec,2013-15th Jan, 2014	Semester Break
17th – 31st December, 2013	College Week (for seven days)
16th January, 2014(Thursday)	Commencement of the 2nd /4th /6th Semester Classes of the BA/ B.Sc./ B.Com
14th February, 2014 (Friday)	Declaration of the results of the1st/ 3rd /5th Semester Classes of the BA/ B.Sc./ B.Com Programmes
February (2nd Half)	**Annual examination for HS 1st yr**
20th Feb- 5th March, 2014	1st Sessional Examination of the 2nd, 4th & 6th Semester classes of the B.A./B.Sc./B.Com Programmes
February / March	**Final Examination for HS 2nd yr**
1st – 6th March, 2014	Counselling for the Students of the BA/B.Sc./B.Com Programmes and Mid Semester Feedback Assessment (one day)
20th - 26th March, 2014	(1) Notification of 1st Sessional Examination Marks of the 2nd, 4th & 6th Semester BA/ B.Sc./ B.Com Programmes in the Departmental Notice

	Boards (2) Internal Assessment for 2nd, 4th & 6th Semesters of the BA/ B.Sc./ B.Com Programmes through seminar/ group discussion etc
18th – 30th April, 2014	**2nd Sessional Examinations of the B.A./B.Sc./B.Com Programmes**
19th April, 2014 (Saturday)	Last date for Form fill-up of the B.A./ B.Sc./ B.Com. End Semester Examinations
10th May, 2014 (Saturday)	(1) Last date for notification of 2nd Sessional Examination Marks of the BA/ B.Sc./ B.Com Programmes in the Departmental Notice Boards (2) Completion of the even semester classes of the BA/ B.Sc./ B.Com Programmes
19th May- 14th June 2014	End Semester Examinations of the BA/ B.Sc./ B.Com Programmes
1st June – 20th July, 2014	(2) **Admission to the BA/B.Sc./B.Com 3rd & 5th Semester Classes**
16th June -15th July, 2014	Semester End Vacation for the teaching staff of the colleges

Analysis of the Students' Feed back

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

Best practices - I

1. **Title of the practice**:
Decentralization of administrative works.
2. **Goal**:
The reputation and reliability of an institution is the transparency of Financial Management. In view of this, college authority constitutes several sub-committees to look after the specified functions of these committees independently.
3. **The context**:
The sub-committees are formally approved by the Governing Body (Management Committee) of the college and hence fully authorized and supported. As a result, no interference is to be faced from any corner.
4. **The Practice**:
The Principal constitutes the sub-committees in consultation with teaching and non-teaching staff. Each sub-committee is comprised of a few members of the staff including a convener. The Governing Body approves these committees subsequently for a period of two years. The Principal is the ex-officio chairman. The convener convenes the meetings and discusses the related issues in detail and executes the decisions.
5. **Evidence of success**:
Due to performance of the sub-committees like Building Construction, general purchases, the college has saved a handsome amount than estimated or targeted for the purpose.
6. **Problems encountered and Resources required**:
The sub-committees are principle making bodies and utilize the allocated fund of the college and hence problems are not encountered. However, the concerned committees prepare budgets, plan and estimates and make ready for placement in UGC or Govt. schemes.
7. **Notes:**
Decentralization of the administrative works to the efficient and collective body results in clean and transparent administrative system with much reliability. The stake holder specially the staff members get the opportunity for direct involvement in all round development of the college.
8. **Contact Details**:

Name of the Principal:	Dr. Dip Saikia
Name of the institution:	Digboi College
City:	Digboi
PIN:	786171
Accrediated status:	B+
Phone/Fax:	03751-264416
Website:	www.digboicollege.com
Mobile:	+919954487650

Best practices – II

1. **Title of the practice:**
   Financial support to poor and distressed students

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

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

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

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

6. **Problems encountered and Resources Required:**
   The college and the Teachers' Body have to face a lot of problems in generating the Fund to a desired level. Moreover, the number of students from lower income group is also high. So, the quantum of support is not sufficient.

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

Best practice (III)

1. <u>**Title of the practice**</u>

     Human Resource Management

2. Goal:

   The college aims at assessing the human power requirements for teaching staff, office staff, library staff, fourth grade staff and hostel menials periodically and to recruit as soon as possible if any shortfall is noticed. The IQAC monitors their performances and obtain feed back through students. The IQAC plans for staff development programmes and also provides necessary incentives within its capacity.

3. The practice:

   The learners may be benefited when they get full supports from the administrative staff, teaching and hostel staff. The classes must be regular, reading materials be course oriented and easily borrowable, laboratory be well equipped along with skilled bearers. The IQAC keeps close contact with the departments, the library and the hostels and assesses the man power needed. If any shortage is found then brings it to the notice of the authority and suggests for immediate recruitment. The authority also takes necessary steps to fill up the vacancies owing to retirement of the incumbents or some other reasons. The college being a provincialised one and certain procedures are to be followed and as such the recruitment may be delayed. Nevertheless, during this period the authority recruits for the posts locally on ad – hoc basis by paying salaries from own fund so that the system is not disrupted.

In some cases like hostel menials staff, watchman, cleaner, mali (gardener), security personnel, the Govt do not sanction any posts. In spite of that the college has appointed these non sanctioned posts from its self generated fund for smooth functioning of the college in general and for the benefit of the students in particular.

 The IQAC pays patient hearing to the complaints or collects through complaint box related to any matter of administrative staff and redresses to the best. The teaching faculties have been assessed by the students through a standard format of questionnaire, analyses and identify the specific areas of weakness and intimate the faculties for their self rectification.

The college has always encouraged the faculties to participate in orientation, short – term course, refresher courses for their knowledge upgradation. The teachers are also encouraged to procure research projects, FIP for M. Phill, PhD for their career progression. The teachers are also encouraged to attend and present papers in National, International Seminars and publish books and chapters in edited volumes.

5. Evidence of success

   Due to this practice, the vacancies created in the teaching, non- teaching and fourth grade staff have been filled up at an early date. If not due to lengthy procedure of the Govt the posts have been filled up on ad – hoc basis from the self – generated college fund.

A large no. of teachers have been facilitated to attend State/ National/ International seminars and present papers. The teaching faculties have also been facilitated to participate in Refresher, Orientation, short term courses for their knowledge upgradation, to carry out research works for their carrier progression.

The non teaching staff and 4th grade staff also have been deputed for training to enhance their work efficiencies and skill development.

6. Problems Encountered and resources required:

As the Govt rules are to be followed strictly, it takes time to fill up the posts immediately and as such the process is delayed. Again when the teaching faculties have to participate in Refresher/ Orientation/ Short term courses, the classes may be hampered. Notwithstanding, the college authority solves these problems. During the absence of any faculty, the classes have been managed without disruption by the other faculties. In case of delayed filling up of vacancies, the authority appoints on ad hoc basis for which the college has to bear the requisite payments for this purpose from its self generated fund consequent upon resource mobilization.

7. Notes

In any educational institution, the beneficiaries must be targeted upon the students. The classes must be regularly held, the syllabi be completed and revised if possible and should get all possible help from office/ library/ technical staff. The IQAC strictly follows to extend utmost care for the students. career progression through this practice.

Best Practice – IV

1. **Title of the Practice:**

"Extension activities"

2. **Goal:**

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

3. **The Context:**

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

4. **The Practice:**

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

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

- The college has been conducting the State Level Chemistry Olympiad among the students of class IX-XII standards under the aegis of Department of Chemistry, Gauhati University.

5. **Evidence of success:**

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

6. **Problems Encountered and Resources Required:**

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

7. **Notes:**

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

Best practice – V

1. Title of the practice:
    "Technology upgradation"

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

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

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

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

5. Evidence of Success:
    It needs mention that the college has been successful in excelling technological up gradation though not to the targeted scale of height. Almost all the faculty members and office members have

been trained the computer skills to a satisfactory level. Teachers and students avail free access to internet.

6. Problems Encountered and Resource Required:

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

7. Notes:

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

Best Practice –VI

1. **Title of the Practice:**
   "Blood Donation"

2. **Goal:**
   The very term "donation" has its own significance, a symbol of generosity ever perceived. Donation of blood to a patient in dire necessity or to a traumatic person is even most precious of all. In view of this, organizing blood donation camp by the institution adds new dimension to it.

3. **The Context:**
   Digboi College NCC unit has been organizing such blood donation camps for the last few years in association with 26 Assam (Independent) Coy, Digboi. The college authority also extends all possible help in this regard and encourages the adult students for voluntary donation of blood. Unfortunately, there is no any blood bank in Digboi and as such the college has to invite technically expertise persons from Tinsukia Civil Hospital or Assam Medical College, Dibrugarh for collection of blood from the donors.

4. **The Practice:**
   The college admission form incorporates the provision for "Blood Group" and contact numbers of the students with supporting documents. So, this ready reckoner system helps to call the students with requisite blood group at the time of emergency. The NCC unit of Digboi College has given much effort in organizing "Blood Donation" camp on several occasions,. The NCC unit organized a day long "Blood Donation" camp on 26-11-2012 on the occasion of NCC Day in association with 26 Assam (I) Coy. A team of doctors and para-medical staff of Assam Medical College, Dibrugarh collected the blood from 50 voluntary donor cadets. The NCC unit also organized another camp on the occasion of "National Voluntary Blood Donation Day" on 1st October 2013 in association with 26 Assam (I) Coy NCC and Assam Medical College, Dibrugarh. 85 cadets came forward for voluntary donation of blood out of which blood was collected only from 52 cadets by the doctors and paramedical staff of AMC, Dibrugarh. It needs mention that Digboi College was ranked as 3rd highest contribution of Voluntary Blood Donation in the year 2013-14. Office of the state of the Art Model Blood Bank", Assam Medical College and Hospital, Dibrugarh, Assam awarded "Certificate of Appreciation for this achievement.

5. **Evidence of success:**
   It may be mentioned with satisfaction that in each "Blood Donation Camp" more numbers of cadets and students than targeted came forward for voluntary donation of blood. On observing this enthusiastic and sacrificial attitude of the NCC cadets and students, the college authority has decided to organize "Voluntary Blood Donation Camp" regularly in the years to come.

6. **Problems Encountered and Resources Required:**
   The main problem encountered in organizing "Blood Donation Camp" is that there is no Blood Bank facility at Digboi. Moreover, the financial involvement is pretty large. Notwithstanding, the college will organize such camps on regular basis if possible with more frequencies.

7. **Notes:**

It is a most regular phenomenon that the patients have to face trouble due to want of available stock of blood pack in the time of dire necessity. This can be addressed to a greater extent if the healthy people come forward for voluntary donation of blood which is undoubtedly the highest service to mankind.