# YEARLY STATUS REPORT - 2020-2021

| Part A | |
|---|---|
| **Data of the Institution** | |
| **1.Name of the Institution** | DIGBOI COLLEGE |
| • Name of the Head of the institution | Dr. Dip Saikia |
| • Designation | Principal |
| • Does the institution function from its own campus? | Yes |
| • Phone no./Alternate phone no. | 03751264416 |
| • Mobile no | 9954487650 |
| • Registered e-mail | digboicollege@yahoo.com |
| • Alternate e-mail | |
| • Address | Itabhata |
| • City/Town | Digboi |
| • State/UT | Assam |
| • Pin Code | 786171 |
| **2.Institutional status** | |
| • Affiliated /Constituent | Affiliated |
| • Type of Institution | Co-education |
| • Location | Rural |
| • Financial Status | UGC 2f and 12(B) |

| | |
|---|---|
| • Name of the Affiliating University | **Dibrugarh University** |
| • Name of the IQAC Coordinator | **Dr. Jayanta Handique** |
| • Phone No. | **03751264416** |
| • Alternate phone No. | **9435531665** |
| • Mobile | **9101730729** |
| • IQAC e-mail address | **digboicollegeiqac@gmail.com** |
| • Alternate Email address | **digboicollege@yahoo.com** |
| **3.Website address (Web link of the AQAR (Previous Academic Year)** | https://www.digboicollege.edu.in/wp-content/uploads/2022/03/AQAR2019-20-1.pdf |
| **4.Whether Academic Calendar prepared during the year?** | **Yes** |
| • if yes, whether it is uploaded in the Institutional website Web link: | https://www.digboicollege.edu.in/wp-content/uploads/2022/05/AcademicCaln2019-20.pdf |

**5.Accreditation Details**

| Cycle | Grade | CGPA | Year of Accreditation | Validity from | Validity to |
|---|---|---|---|---|---|
| **Cycle 1** | **B+** | **78.60** | **2004** | **03/05/2004** | **02/05/2009** |
| **Cycle 2** | **B** | **2.47** | **2015** | **15/11/2015** | **14/11/2020** |

| **6.Date of Establishment of IQAC** | **27/07/2005** |
|---|---|

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

| Institutional/Department /Faculty | Scheme | Funding Agency | Year of award with duration | Amount |
|---|---|---|---|---|
| Institutional | Sanitization | DHE Assam | 2021 | 17000 |
| Institutional | Admission Fee | DHE Assam | 2021 | 8014145 |
| Instituitional | Project | OIL Duliajan | 2021 | 200000 |
| Institutional | Eco Club | ASTEC | 2021 | 5000 |

| | | |
|---|---|---|
| **8.Whether composition of IQAC as per latest NAAC guidelines** | Yes | |
| • Upload latest notification of formation of IQAC | View File | |
| **9.No. of IQAC meetings held during the year** | 10 | |
| • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? | Yes | |
| • If No, please upload the minutes of the meeting(s) and Action Taken Report | No File Uploaded | |
| **10.Whether IQAC received funding from any of the funding agency to support its activities during the year?** | No | |
| • If yes, mention the amount | | |

**11.Significant contributions made by IQAC during the current year (maximum five bullets)**

Holding of Regular meeting of Internal Quality Assurance Cell (IQAC) to plan and implement the various activities and quality initiatives.

Feedback from stakeholders collected, analysed and reportd to concerned bodies for needful action.

| Participation in NIRF, AISHE |
|---|
| Quality initiatives (a) at institutional level (b) through collaboration with other institution and (c) through quality audits recognized by state, national or international agencies |
| Staff Development programs for both teaching and non teaching. |

**12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year**

| Plan of Action | Achievements/Outcomes |
|---|---|
| Introduction of PG courses in Life Science | Introduced |
| Green and Energy audit | Completed |
| Arrangement of online mode of teaching, examination and evaluation | Online classes, examinations and evaluation conducted |
| Installation solar power panel for energy conservation | Installed |
| Holding of online activities for the students and teachers | Arranged online competitions and webinars for the students and teachers |
| Support to the needy students and general public during Covid pandemic | NSS, NCC and faculties of the college provided food materials, medicines during the Covid pandemic period. |
| Completion of work under RUSA | Completed |
| ISO certification | Completed (ISO 5001:2018 and ISO 9001:2015) |

| **13.Whether the AQAR was placed before statutory body?** | **Yes** |
|---|---|

- Name of the statutory body

| Name | Date of meeting(s) |
|---|---|
| Governing Body | 28/03/2022 |

| 14.Whether institutional data submitted to AISHE | |
|---|---|
| Year | Date of Submission |
| **2021** | **30/03/2021** |

## Extended Profile

### 1.Programme

| 1.1 Number of courses offered by the institution across all programs during the year | **440** |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | [View File] |

### 2.Student

| 2.1 Number of students during the year | **1347** |
|---|---|

| File Description | Documents |
|---|---|
| Institutional Data in Prescribed Format | [View File] |

| 2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year | **373** |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | [View File] |

| 2.3 Number of outgoing/ final year students during the year | **388** |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | [View File] |

### 3.Academic

| 3.1 | **80** |
|---|---|

Number of full time teachers during the year

| File Description | Documents |
|---|---|
| Data Template | [View File] |

| 3.2 Number of sanctioned posts during the year | **66** |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | [View File] |

## 4.Institution

| 4.1 Total number of Classrooms and Seminar halls | **57** |
|---|---|
| 4.2 Total expenditure excluding salary during the year (INR in lakhs) | **12.336822** |
| 4.3 Total number of computers on campus for academic purposes | **68** |

# Part B

## CURRICULAR ASPECTS

### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

**Curriculum delivery and documentation are well-planned and utmost care is taken for successful implementation:**

**(a) Before the start of new semester classes, the weekly routine is displayed in the notice board and distributed among all departments/faculties and students and informed through WhatsApp groups.**

**(b) The authority holds an all-teacher meeting to chalk out plan for curriculum delivery at the start of new semester.**

**(c) Academic calendar is prepared, working and teaching days are sorted out and delivery of curriculum is planned accordingly.**

**(d) Courses and units are distributed on rotation basis among the faculties taking in account their expertise.**

**(e) Course progression is recorded departmentally.**

**(f) Records of student seminars, assignments, field studies and project work etc. are kept by the department.**

**(g) ICT and other online platforms are also used for smooth conduction of classes and timely completion of syllabus.**

| File Description | Documents |
|---|---|
| Upload relevant supporting document | [View File](#) |
| Link for Additional information | [https://www.digboicollege.edu.in/aqardocument/2020-2021/1.1.1/](https://www.digboicollege.edu.in/aqardocument/2020-2021/1.1.1/) |

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

**The institution adheres to the academic calendar as provided by the University for the conduct of Continuous Internal Evaluation (CIE). It takes up the following steps to make the process of continuous evaluation successful:**

- **Two Sessional Tests are held as per university academic calendar.**
- **Class tests are also held as preparations for the Sessional tests.**
- **Seminar presentations have been made compulsory for Honours' courses.**
- **Group Discussion among students has been organized in identifying andevaluating learners.**
- **Field study has been carried out in certain departments as part of evaluation process.**
- **Project work is assigned to learners of some departments.**
- **Every student has to submit Assignments for each course as per Internal Assessment structure.**
- **Students' attendance is recorded and periodically displayed in notice boards and reported to parents.**

| File Description | Documents |
|---|---|
| Upload relevant supporting document | View File |
| Link for Additional information | https://www.digboicollege.edu.in/aqardocument/2020-2021/1.1.2/ |

| 1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs  Design and Development of Curriculum for Add on/ certificate/ Diploma Courses  Assessment /evaluation process of the affiliating University | A. All of the above |
|---|---|

| File Description | Documents |
|---|---|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | View File |
| Any additional information | View File |

## 1.2 - Academic Flexibility

## 1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

## 1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

16

| File Description | Documents |
|---|---|
| Any additional information | No File Uploaded |
| Minutes of relevant Academic Council/ BOS meetings | View File |
| Institutional data in prescribed format (Data Template) | View File |

## 1.2.2 - Number of Add on /Certificate programs offered during the year

**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

**7**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Brochure or any other document relating to Add on /Certificate programs | View File |
| List of Add on /Certificate programs (Data Template ) | View File |

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**

**234**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | View File |

**1.3 - Curriculum Enrichment**

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

**The institution offers several courses that integrate crosscutting issues relevant to professional ethics, gender, human values, environment and sustainability.**

**The institution integrates several crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Co-curricular and Extracurricular Activities also. Various NSS programmes are a proof of the integration of issues stated herein. The college takes initiatives in various social activities like Voter's Awareness Program, Blood Donation camps etc. from time to time.**

**There are some Add on/ Certificate courses that address the above mentioned cross-cutting issues. Vocational course in Small Tea Garden Management Course is designed in such a way as to nourish and promote a sense of competitiveness, managerial skills and ethical**

**behavioral in the learners. Vocational course in Tourism & Hospitality Management with three years duration having multiple exits address the issue of professional ethics and human values in the learners. Certificate course in Yoga facilitates the yoga enthusiast to learn ethical behavior and human values. It makes them better individual beings with good life skills and healthy life style. Add-on course in Mushroom Farming develops entrepreneurship awareness along with professional ethics and human values.**

**Details are uploaded hereunder.**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum. | View File |

## 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

**3**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Programme / Curriculum/ Syllabus of the courses | View File |
| Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses | **No File Uploaded** |
| MoU's with relevant organizations for these courses, if any | **No File Uploaded** |
| Institutional Data in Prescribed Format | View File |

## 1.3.3 - Number of students undertaking project work/field work/ internships

**155**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template) | View File |

**1.4 - Feedback System**

| 1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni | A. All of the above |
|---|---|

| File Description | Documents |
|---|---|
| URL for stakeholder feedback report | https://www.digboicollege.edu.in/aqardocument/2020-2021/1.4.2/ |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management | View File |
| Any additional information | No File Uploaded |

| 1.4.2 - Feedback process of the Institution may be classified as follows | A. Feedback collected, analyzed and action taken and feedback available on website |
|---|---|

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |
| URL for feedback report | https://www.digboicollege.edu.in/aqardocument/2020-2021/1.4.2/ |

**TEACHING-LEARNING AND EVALUATION**

**2.1 - Student Enrollment and Profile**

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of students admitted during the year**

**482**

| File Description | Documents |
| --- | --- |
| Any additional information | **No File Uploaded** |
| Institutional data in prescribed format | View File |

**2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**

**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

**188**

| File Description | Documents |
| --- | --- |
| Any additional information | View File |
| Number of seats filled against seats reserved (Data Template) | View File |

**2.2 - Catering to Student Diversity**

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

**Learning levels of students are assessed primarily on the basis of performance in the 1st Sessional exam.**

**STEP:1**

**Calculation of Normalised marks=(Marks obtained-lowest mark obtained)x100/(Highest mark obtained -lowest mark obtained)**

**STEP:2**

**On the bass of the normalized marks, students are categorized as follows: Student= slow learner, if normalised mark <20; advance learner, if normalised mark > or= 90**

**In addition to the above assignments having questions requiring critical and higher order thinking, and direct classroom interaction strengthens the identification.**

- **For the identified slow learners, Remedial classes\* are arranged in addition to the regular classes. Remedial Classes**

- are incorporated in the College routine. Teachers take remedial classes in the on-line mode too.
- For the advanced learners tutorial classes are arranged were guidance for JAM, JEST, MBA, CLAT, other PG entrance examinations are provided. Assignments of higher order thinking is assigned to these students and the problems are discussed in the tutorial classes.
- Guest Lectures, Alumni talks are organized with a view to motivate them to strive for greater academic pursuits.
- Apart from that, advanced books and study materials are supplied to the students.

- *Remedial/Tutorial classes are also for other intending students as well.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://www.digboicollege.edu.in/aqardocument/2020-2021/2.2.1 |
| Upload any additional information | View File |

## 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

| Number of Students | Number of Teachers |
|---|---|
| 1347 | 80 |

| File Description | Documents |
|---|---|
| Any additional information | View File |

## 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The Institution uses the following student centric methods for enhancing learning experience

- In every semester, the institute organizes student seminar presentations.
- Interdepartmental Seminar Competition are organized under the aegis of Digboi College Students' science club.
- During the pandemic seminar presentation was organized on the

Online mode. Three n

- Three stage National level Seminar presentation competition for UG level students was organized by the Institute.
- Projects are assigned to students where in students get an opportunity to apply their learning as well as explore their innovativeness.
- Every department publishes a wall magazine annually, prepared by the students under the guidance of teachers, which gives them a the opportunity to harness their creativity and learn through team participation.
- Field study is organized to infuse a sense of involvement and learning through experience.
- Peer coaching activities are organized through which creates an atmosphere of healthy competition among students.

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Link for additional information | Nil |

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The Institution uses-

1. Power-point presentation : Faculties and students use power-point presentations frequently for effective and efficient engaging of teaching learning processes.
2. Google classroom: A Separate classroom has been created for each class. Each student is enrolled in the respective classes. All Course tutors of the particular class are included in the classroom. All assignments and study materials are uploaded in the google classroom.
3. E-content: Faculties develops topics oriented e-contents in the form of study material or video lectures, texts etc. and ensures the online delivery of the same to the students via. Various online platforms such as YouTube, Google classroom etc.
4. Video recorder: Faculties use various screen casting softwares such as screencast-o-matic, free cam, OBS studio, Kazam, Zoom etc.
5. Virtual Platforms: Google meet, Zoom, webex, Microsoft team etc. are used by faculties for taking online live classes.
6. Digital Board/Pentablet: Faculties use Pentablets/Digital

> Board for smooth delivery of online lectures.
> 7. Teachers use cushion classes on the online mode.
>
> Open Source software: The Institution focuses on using open source software like sci-lab, python, FORTRAN, C, C++ etc., for programming; LibreOffice, GIMP, KdenLive, Kazam, LaTex etc., for editing and creating new materials.

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | **No File Uploaded** |

## 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

## 2.3.3.1 - Number of mentors

**69**

| File Description | Documents |
|---|---|
| Upload, number of students enrolled and full time teachers on roll | View File |
| Circulars pertaining to assigning mentors to mentees | View File |
| Mentor/mentee ratio | View File |

## 2.4 - Teacher Profile and Quality

## 2.4.1 - Number of full time teachers against sanctioned posts during the year

**66**

| File Description | Documents |
|---|---|
| Full time teachers and sanctioned posts for year (Data Template) | View File |
| Any additional information | View File |
| List of the faculty members authenticated by the Head of HEI | View File |

**2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**

**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

**37**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template) | View File |

**2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)**

**2.4.3.1 - Total experience of full-time teachers**

**958**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | View File |

**2.5 - Evaluation Process and Reforms**

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

**The college follows the structure of Internal Assessment provided by the affiliating university.**

**Assessment scheme for UG:**

**1. Two Sessional Exams (5%+5% ):**

**Two sessional exams are organized centrally each having weightage of 5% of the total marks.**

2. Attendance (5%);minimum 80% (Relaxed in 2020-21 due to Covid pandemic).

3. Assignment/Seminar/Group-discussion/:5%.

Assessment scheme for PG*:

1. Two Sessional Exams (20%)

2. Assignment/Presentation/attendance(20%)

** Relaxation is provided in genuine cases.

· Sessional exams are held two times every semester and the time of the sessional exams as well as holding seminar/group discussion are incorporated in the Academic calendar.

· Students are made aware of this mechanism through the orientation program at the beginning of the session. The same has also been displayed in the college website.

· The sessional marks, as well as the monthly attendance, are displayed in the departmental notice board.

NB:i.sessional examof even semester (2020-2022), was held in the online mode.

ii. Following the UGC circular for finishing the ongoing even semester exam and starting the next odd semester within a period of two months, only one sessional exam could be organized.

iii. The institution carried out other assessment tools such as assignments/online seminar presentation.

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |
| Link for additional information | [www.digboicollege.edu.in/iqac](http://www.digboicollege.edu.in/iqac) |

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

- The Institution follows a hierarchial method to solve the grievances related to examination and other academic issues.
- Students first approachthe course instructor for any grievance

related to marks obtained in any sessional examinations. If the issue is not resolved then it goes to the Head of the department. Further, the issue is forwarded to the Head of the Institution if it could not be resolved in the depattment.

- The answer sheets of sessional exam are evaluated by the concerned teacher within 10 days.
- The evaluated answer sheets are made available to the students for any grievance related to the evaluation within the stipulated time.
- In case the grievance is found to be genuine the same is resolved immediately.
- In case the grievance is unfounded, the student is counseled.
- In case of students failing to sit for a sessional exam due to genuine reasons, on receiving an application from the students, another chance is given to the student to write the examination on another date with a separate question paper.

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Link for additional information | www.digboicollege.edu.in |

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The PO and CO are uploaded to the website department-wise and the same is conveyed to the students in the orientation programme. At the beginning of the session the syllabus and the PO, CO is stated and shown to the students along with required textbooks for the session.

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |
| Paste link for Additional information | www.digboicollege.edu.in |
| Upload COs for all Programmes (exemplars from Glossary) | View File |

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

- For direct measurement of level of attainment of POs and PSOs the institution uses final semester results, pursuance of

Higher Education and employability of students after the completion of the Program. Since the final examination result includes the cumulative SGPA of all the intermediate semester exams ,as well as all the other assessment metrics, it can be considered as a reliable indicator of the program outcome
- Feedback on curriculum received from outgoing students serve as an indirect method of measurement.
- For a robust and transparent process of measuring the attainment of POs and PSOs rubric-1 and rubric-2 are used for quantitative and qualitative measures.

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for Additional information | https://docs.google.com/forms/d/1NV6z5Bgtger CEuLbsigGUFcVhl1B9G4xeTGarAlZJPs/edit?usp=dr ivesdk |

## 2.6.3 - Pass percentage of Students during the year

## 2.6.3.1 - Total number of final year students who passed the university examination during the year

**304**

| File Description | Documents |
|---|---|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | [View File](#) |
| Upload any additional information | [View File](#) |
| Paste link for the annual report | Nil |

## 2.7 - Student Satisfaction Survey

## 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://www.digboicollege.edu.in/student-satisfaction-survey/

## RESEARCH, INNOVATIONS AND EXTENSION

## 3.1 - Resource Mobilization for Research

**3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

**3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

**2.00**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| e-copies of the grant award letters for sponsored research projects /endowments | View File |
| List of endowments / projects with details of grants(Data Template) | View File |

**3.1.2 - Number of teachers recognized as research guides (latest completed academic year)**

**3.1.2.1 - Number of teachers recognized as research guides**

**01**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Institutional data in prescribed format | View File |

**3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year**

**3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

**01**

| File Description | Documents |
|---|---|
| List of research projects and funding details (Data Template) | View File |
| Any additional information | **No File Uploaded** |
| Supporting document from Funding Agency | View File |
| Paste link to funding agency website | https://www.oil-india.com/ |

**3.2 - Innovation Ecosystem**

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

a. Research synergies: The College has encouraged faculty members to publish research papers, chapters in edited volumes, and books to spark research initiatives. Beyond professional organizations like Indian Skills Academy, the college has made collaborations with other higher education institutions with an objective to synergise the research initiatives.

b. Teaching innovations: The College has efficiently implemented competency-based learning to foster an excellent academic environment. Online platforms as well as the Flipped Classroom Method have been adopted by the college. Teachers used to involve actively in creating and sharing e-content through YouTube. The college has also set up its digital library. Faculty Development and Faculty Exchange Programmes have also been held periodically.

c. Seminars, workshops & competitions: The College has organized seminars and webinars on various topics with experts from across the country. The College has been continuously organizing different competitions too. The institution has a centre for conducting National Graduate Physics Exam (NGPE) for under-graduate students of the Indian Association of Physics Teachers.

d. Aspiring Programmes: Teachers and students actively participated in activities like online awareness on maintaining COVID-19 protocols, Street Plays, women's sericulture training, wall painting, making eco-friendly bricks from plastic bottles etc. Besides, students and faculty members have taken initiatives for a vermin-compost product called 'Patkai Vermi' and started an eco-club called 'Green Squad'.

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for additional information | https://www.digboicollege.edu.in/wp-content/uploads/2022/03/IQAC-Inititatives_modified_29.3.2022-2.pdf |

**3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year**

**3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year**

**6**

| File Description | Documents |
|---|---|
| Report of the event | View File |
| Any additional information | **No File Uploaded** |
| List of workshops/seminars during last 5 years (Data Template) | View File |

**3.3 - Research Publications and Awards**

**3.3.1 - Number of Ph.Ds registered per eligible teacher during the year**

**3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year**

**01**

| File Description | Documents |
|---|---|
| URL to the research page on HEI website | https://www.digboicollege.edu.in/ |
| List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template) | View File |
| Any additional information | **No File Uploaded** |

**3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year**

**3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year**

**15**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| List of research papers by title, author, department, name and year of publication (Data Template) | View File |

**3.3.3 - Number of books and chapters in edited volumes/books published and papers published**

in national/ international conference proceedings per teacher during the year

**3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year**

**36**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| List books and chapters edited volumes/ books published (Data Template) | View File |

## 3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

**Digboi College encourages students to take part in community extension activities in order to become more conscious of social issues. Womenempowerment is addressed at the Digboi College adopted village (Saraipung) by trainingthe women in sericulture practices. This initiative sought to involve rural women in the silkworm breeding and cocoon manufacturing processes as well as in the creation of Eri Silk goods. By developing livelihood skills and investing in vermi composting at zero cost, the collegeinitiated economic development efforts through community participation. Local villagers are engaged in this practice through the operation of over ten vermin composting units, with the objective of eventually marketing the product under the brand name "Patkai Vermi". Additionally, a workshop on "Cost Effective Culture of Indigenous Magur to Boost Rural Economy" was organized to aware thevillagers on raisingMagur fish, a source of livelihood. Teachers and students actively contributed in distribution of food, masks, and hand sanitizers during lockdowns and in online video awareness on maintaining COVID-19 standards, volunteering in COVID vaccination and slot bookingetc. Street plays, cleanliness drives, wall painting, and the production of eco-friendly bricks from plastic bottles were initiated to raise environmental consciousness.**

| File Description | Documents |
|---|---|
| Paste link for additional information | https://www.digboicollege.edu.in/wp-content/uploads/2022/03/Extension_Jan_Dec_2021.pdf |
| Upload any additional information | **No File Uploaded** |

**3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**

**3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year**

**4**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Number of awards for extension activities in last 5 year (Data Template) | View File |
| e-copy of the award letters | View File |

**3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

**3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

**25**

| File Description | Documents |
|---|---|
| Reports of the event organized | View File |
| Any additional information | **No File Uploaded** |
| Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template) | View File |

**3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**

**3.4.4.1 - Total number of Students participating in extension activities conducted  in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

**537**

| File Description | Documents |
|---|---|
| Report of the event | View File |
| Any additional information | **No File Uploaded** |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | View File |

## 3.5 - Collaboration

### 3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

### 3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

**5**

| File Description | Documents |
|---|---|
| e-copies of related Document | View File |
| Any additional information | **No File Uploaded** |
| Details of Collaborative activities with institutions/industries for research, Faculty | View File |

### 3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

### 3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

**3**

| File Description | Documents |
|---|---|
| e-Copies of the MoUs with institution./ industry/corporate houses | View File |
| Any additional information | **No File Uploaded** |
| Details of functional MoUs with institutions of national, international importance, other universities etc during the year | View File |

## INFRASTRUCTURE AND LEARNING RESOURCES

## 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The institution has adequate infrastructure and physical facilities for teaching and learning process with total 11220.36 m2 constructed area for 1453 learners for 2020-21, that is approximately 8 square metres per student. The six building blocks house the classrooms, the labs and the related teaching tools including ICT. There are 57 class-rooms, 15 labs including UG-PG labs, the tissue culture lab and computer labs. In addition to the ICT facilities, the college has procured Instrumentation Facilities under star college scheme of DBT. The college routine has been prepared in such a way that optimum utilization can be had for the available infrastructure and physical facilities. Effective procedures have been adopted for optimum utilization of the labs.

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](View File) |
| Paste link for additional information | Nil |

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

A) Facilities for cultural activities: a) Auditorium ; b) PA system; c) musical instruments

B) Facilities for Sports: : a) playground for outdoor sports like football, volley ball, cricket etc; b) Indoor stadium for badminton and Table Tennis (size of the indoor Stadium : 85'x85'=7225 square feet area; three(3) nos. of Table Tennis Boards for boys and girls); c) Boys' and Girls' common rooms for indoor games like chess, carom etc; d) sports equipments

C) Gymnasium facility: Twonos of multi-station gym; 1 no of Smith Machine; 2 nos of indoor exercise cycle; 1 no of Fitness Automatic Trade Mill; Olympic set with weight 40 kg, 20 kg, 15 kg, 5 kg, 2.5 kg, 2 kg, 1 kg, - 2 nos each; 2 nos of twister; Adjustable Bench Press Station- 1 nos; Abdominal Press Set- 1 no; Leg Press Set 1 no; Dumb bells(rubber coated) 15 kg-2 nos, 12 kg 2 nos, 10 kg 2 nos, 7 kg 2nos, 5 kg 2 nos; Dumb bells(Iron)- 6 nos; Iron Weight Plates 15 kg- 2 nos, 10kg-2 nos, 5 kg- 2 nos; Iron Weight in Pounds(Plates)- 12 nos; Cable- Pully Station With – 1 no.)

## D) Yoga facility at indoor stadium

| File Description | Documents |
| --- | --- |
| Upload any additional information | View File |
| Paste link for additional information | **Nil** |

**4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.**

**13**

| File Description | Documents |
| --- | --- |
| Upload any additional information | View File |
| Paste link for additional information | **Nil** |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | View File |

**4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)**

**4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)**

**9.790746**

| File Description | Documents |
| --- | --- |
| Upload any additional information | View File |
| Upload audited utilization statements | View File |
| Upload Details of budget allocation, excluding salary during the year (Data Template | View File |

## 4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The college has implemented Integrated Library Management Software namely SOUL (Software for University Libraries) in the year 2019. Presently the college is using SOUL 2.0 Version and it is fully automated.

- Name of ILMS software SOUL
- Nature of automation (fully or partially) Fully Automated
- Version 2.0
- Year of Automation 2019

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |
| Paste link for Additional Information | https://www.digboicollege.edu.in/library/ |

| 4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources | A. Any 4 or more of the above |
|---|---|

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template) | View File |

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

3.02962

| File Description | Documents |
|---|---|
| Any additional information | No File Uploaded |
| Audited statements of accounts | View File |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | View File |

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)**

**4.2.4.1 - Number of teachers and students using library per day over last one year**

**119**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Details of library usage by teachers and students | View File |

**4.3 - IT Infrastructure**

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The institute has a huge built up area 11220.36 sq m divided into Main Building, New Building, Administrative Block, Commerce Block, Library Block, Auditorium and Indoor Stadium. All departments of the college have Jio wi-fi facility. Main building and administrative block has a wi-fi network with dynamic IP address.

The library is up-to-date with the most recent publications of magazines and journals and has its own server for institutional repository.

The newly constructed floor at the New Building have centralised well furnished conference hall connected with Jio network.

The entire campus remains under CCTV surveillance maintained by the College Authority.

IT facilities available are:

1. internet connectivity to all departments.

2. Hardware and software updation.

3. Website updation.

4. LAN connection of computers and printers of administrative block and computer labs.

5. Wi-Fi facility in whole campus.

6. management e-portal.

```
7. seminar halls with ICT facilities.

8. two LCD classrooms.

9. Regular maintenance of computer.

10. Experts help for maintenance and repairs of computers and also
for up gradation of its website.
```

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for additional information | **Nil** |

## 4.3.2 - Number of Computers

**40**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| List of Computers | [View File](#) |

| 4.3.3 - Bandwidth of internet connection in the Institution | C.10 - 30MBPS |
|---|---|

| File Description | Documents |
|---|---|
| Upload any additional Information | **No File Uploaded** |
| Details of available bandwidth of internet connection in the Institution | [View File](#) |

## 4.4 - Maintenance of Campus Infrastructure

## 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

## 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

**9.47110**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Audited statements of accounts | View File |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | View File |

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

**1. Classroom- The classroom resources are repaired as and when necessary. The college routine is designed to have optimum utilization of classrooms.**

**2. Library- Book borrowing and photocopying facilities are available. Departmental libraries also provide books to students. Books can be borrowed by using bar-coded smart card for seven days initially and renewed for another fourteen days in two renewals. Fine is imposed at the loss of borrowed books; Reading room facility is available with seating capacity of 60. Newly arrived journals are displayed in full view of visitors.**

**3. Laboratories- Laboratories function under the strict control of the respective HoD's and the laboratory bearers are responsible for maintaining the laboratory facilities. Different time slots are used for the various course levels (HS, UG, PG).**

**4. Computers: Computer labs are looked after by the faculty members of Computer Science Department. Overall maintenance and up-gradation of computers are looked after by the college ICT cell.**

**5. Sports complex- The multi-gym is under the supervision of a Gym Instructor.**

**6. Maintenance of other facilities: Special committees are formed for looking after proper maintenance of Canteen and Hostels,DCSU office, NCC,sports complex etc.**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for additional information | **Nil** |

## STUDENT SUPPORT AND PROGRESSION

**5.1 - Student Support**

**5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

**5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

**2384**

| File Description | Documents |
|---|---|
| Upload self attested letter with the list of students sanctioned scholarship | View File |
| Upload any additional information | **No File Uploaded** |
| Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template) | View File |

**5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year**

**5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

**10**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template) | View File |

| 5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills | A. All of the above |
|---|---|

| File Description | Documents |
|---|---|
| Link to Institutional website | https://www.digboicollege.edu.in |
| Any additional information | View File |
| Details of capability building and skills enhancement initiatives (Data Template) | View File |

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

**672**

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

**672**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template) | View File |

| 5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees | A. All of the above |
|---|---|

| File Description | Documents |
|---|---|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | View File |
| Upload any additional information | View File |
| Details of student grievances including sexual harassment and ragging cases | View File |

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

### 5.2.1.1 - Number of outgoing students placed during the year

**37**

| File Description | Documents |
|---|---|
| Self-attested list of students placed | View File |
| Upload any additional information | **No File Uploaded** |
| Details of student placement during the year (Data Template) | View File |

### 5.2.2 - Number of students progressing to higher education during the year

### 5.2.2.1 - Number of outgoing student progression to higher education

**103**

| File Description | Documents |
|---|---|
| Upload supporting data for student/alumni | View File |
| Any additional information | **No File Uploaded** |
| Details of student progression to higher education | View File |

### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

**10**

| File Description | Documents |
|---|---|
| Upload supporting data for the same | View File |
| Any additional information | **No File Uploaded** |
| Number of students qualifying in state/ national/ international level examinations during the year (Data Template) | View File |

## 5.3 - Student Participation and Activities

**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year**

**5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

**9**

| File Description | Documents |
|---|---|
| e-copies of award letters and certificates | View File |
| Any additional information | **No File Uploaded** |
| Number of awards/medals for outstanding performance in sports/cultural activities at univer sity/state/national/international level (During the year) (Data Template) | View File |

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

**In the period from July, 2020 to December, 2021, students of Digboi College had actively participated in various administrative, Co-curricular and extracurricular activities. For the smooth**

functioning of various administrative affairs, the college appointed representatives from the student body, usually the President and General Secretary of Digboi College Students' Union (DCSU) in various committees and cells such as RUSA Committee, Discipline Committee, Anti-Ragging Committee, Grievance Redressal Committee and IQAC. More than 1000 participants participated in various events organized at institutional, district, state and national levels. In institutional level, 1043 students participated in various sports events such as athletics, major games, minor games, arm-wrestling, power-lifting, kabaddi, kho-kho, as well as various cultural and literary events such as Bor Geet Competition, Loko Geet Competition, Creative Dance Competition, etc. In the events organised by other institutions, out of twelve participants, seven had brought laurels to the college - one student each in Tinsukia District Karate Competition, Assam State Karate Competition and Tinsukia District Power-Lifting Competition and four students in inter-college competitions organised by Dibrugarh University. In extra-curricular activities, two students were awarded with NSS State Award, 2021.

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | [View File](#) |

## 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

## 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

**73**

| File Description | Documents |
|---|---|
| Report of the event | [View File](#) |
| Upload any additional information | **No File Uploaded** |
| Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template) | [View File](#) |

## 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Digboi College Alumni Association (DCAA) has been functioning in collaboration with the College fraternity since 2004. The Alumni Association supports the college in areas of administration andacademic activities as well as financially:

· The Secretary of Alumni association/a distinguished alumnusrepresents the alumni in the IQAC.

· Academic activities during 2020-21 are:

On 20/12/2020, a Camp was organized for free distribution of mask and senitizer at Saraipung forest village. A popular Talk on "Valuation of Amazing Nature" was also organised on 18-12-2020. On 20/03/2021, a legal awareness camp was organized at the college premises.

During Covid lockdown, following online talks and webinars were organized by DCAA viz. Webinar on Multi-wave length Universe, Inter-College Online Talk on 'Post colonialism': An Overview', "Covid and its implications: An international Relations Perspective", "Drug Abuse and its Impact on Young Students", "Scope of Electronics after Undergraduate Level", "Covid and its implications: An international Relations Perspective", Interactive talk on "Research technique and its implementation on conservation of flora and fauna", Talk on "Carrier and opportunities in Civil Service" & "Anticipating the process and analyse the strategies for preparation of Civil Services."

· A moderate amount has been contributed by the alumni towards college development.

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | [View File]() |

| 5.4.2 - Alumni contribution during the year (INR in Lakhs) | E. <1Lakhs |
|---|---|

| File Description | Documents |
|---|---|
| Upload any additional information | [View File]() |

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

## 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

**The college has a vision of imparting quality education and produce morally upright, socially responsible, technologically up-to-date and globally competent youths. With this vision, the college with the involvement of all staffs dedicatedly takes up missions which are reflected in its perspective plans. The academic plans, e.g. opening of PG Programmes and starting of UG Honours Programmes, aimed to foster global competency, are decided with due discussion with the College CBCS board, concerned departmental faculty members and subsequent approval of the Governing Body. The infrastructure development plans are carried out by the College Infrastructure Development Committee with due recommendations of the Governing Body. To remain technologically up-to-date, the college has formed an ICT cell that looks after software and hardware up-gradation, takes measure to implement e-governance in all areas of operation, viz. admission, teaching-learning, examination, finance and accounts, library automation as well as general administration.**

| File Description | Documents |
|---|---|
| Paste link for additional information | https://www.digboicollege.edu.in/2021/08/09/digboi-college-prospectus-2021-22/ |
| Upload any additional information | **No File Uploaded** |

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

**The college has a decentralized governance system and allows equal participation of all the stakeholders.The management encourages participative governance and provides ample opportunity to all the staff members to be involved in the college developmental process. Regular meetings with teaching, non teaching staff and respective committees are conducted to ensure effective functioning of the institution. The different committees are formed for streamlining**

the academic and administrative process in the college.

With the objective offacilitating prompt decision making , involvingstaffs in different committees, ensuringtransparency in all academic and administrative activities, the college constitutes a Core Admission Committee.The core committee consists of, besides the Principal, Vice-Principal, and IQAC Coordinator, teaching members from all the three streams in the college, viz., Arts, Science and Commerce. Each stream has a committee headed by a faculty as Chairperson, along with two or more teaching faculties/HODs as Joint Convenors or members respectively. HODs, in consultation with concerned departmental faculties, prepares the provisional list for admission into the Honours programme/the generic course of the dept. Grievances relating to admission are looked after/resolved by the admission committees in consultation with College CBCS board primarily and, if necessary, through resolutions of all teachers' meeting.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://www.digboicollege.edu.in/wp-content/uploads/2022/03/Organogram_Digboi-College_2022.pdf |
| Upload any additional information | No File Uploaded |

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Implementation of E-Governance:

The IQAC Core Committee meeting discusses various aspects as per needs and requirements of the college and prepares its plan for short term (5 years) and long term (10 years) implementation taking into consideration the deficiencies, opportunities, strength and challenges ahead of the institution which is approved by the Governing Body. The college has successfully implemented e-governance in the matter of Administrative, Financial and Teaching learning processes:

I. Meetings are organized and conducted through Google Meet and Cisco WebEx. Notices and all other information are served through WhatsApp groups by the Principal;

II. Financial matters are dealt with in Public Finance Management

**System (PFMS);**

**III. Admission, classes, conduction of examination and evaluation are being smoothly conducted through online mode; and**

**IV. The College Library is fully digitalized.**

| File Description | Documents |
|---|---|
| Strategic Plan and deployment documents on the website | [View File](#) |
| Paste link for additional information | https://www.digboicollege.edu.in/wp-content/uploads/2022/03/Institutional-Perspective-Plan.pdf |
| Upload any additional information | **No File Uploaded** |

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

**The Governing Body is the apex policy making body in the college headed by the President .The President of the Governing body is nominated by the government of Assam. The Body is constituted as per the provision of the college management rules 2001. The Governing Body includes nominees of affiliating University, representative of teaching and non-teaching staff and Guardian representative. The Principal of the College as the secretary and head of the institution executes the decisions of the Governing Body. He heads all administrative, academic and supporting activities. He is assisted by the Vice- Principal and IQAC of the college in all his activities. While the office is managed through the Head Assistant, different administrative activities are carried out through administrative committees formed (IDP, Finance, RUSA, CDC, Purchase, Grievance redressal, publicity, medical, disaster management, campus beautification and Canteen supervising). The Academic body comprising of Principal, Vice Principal, IQAC and Heads of the departments is the decision making body in all academic matters. The decisions of the academic body are executed through the HoDs, Course coordinators and faculties of the respective departments. For library administration, the librarian is assisted by library committee.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Link to Organogram of the institution webpage | https://www.digboicollege.edu.in/wp-content/uploads/2022/03/Organogram_Digboi-College_2022.pdf |
| Upload any additional information | **No File Uploaded** |

| **6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination** | **A. All of the above** |
|---|---|

| File Description | Documents |
|---|---|
| ERP (Enterprise Resource Planning)Document | View File |
| Screen shots of user inter faces | View File |
| Any additional information | **No File Uploaded** |
| Details of implementation of e-governance in areas of operation, Administration etc(Data Template) | View File |

## 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

**1. Staff Benefit Fund: This fund is for both teaching and non-teaching staff. It provides both Emergency and General Loans at a very low rate of interest.**

**2. Teachers Benefit Fund: Teachers' Unit runs a benefit fund for the teaching staff; Teachers can take both Emergency and General Loan at a very low rate of interest.**

**3. DCTU Distressed Aid Fund has been created for supporting the distressed 4th grade employees.**

**4. Besides, the college authority provides one time aid to teachers, office staff and fourth grade employees in their urgent needs and in case of severe illness.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | View File |

**6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

**6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

**44**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | View File |

**6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

**03**

| File Description | Documents |
|---|---|
| Reports of the Human Resource Development Centres (UGCASC or other relevant centres). | View File |
| Reports of Academic Staff College or similar centers | **No File Uploaded** |
| Upload any additional information | **No File Uploaded** |
| Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template) | View File |

**6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**

**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

**45**

| File Description | Documents |
|---|---|
| IQAC report summary | View File |
| Reports of the Human Resource Development Centres (UGCASC or other relevant centers) | **No File Uploaded** |
| Upload any additional information | **No File Uploaded** |
| Details of teachers attending professional development programmes during the year (Data Template) | View File |

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

**Performance Appraisal System for teachers:**

**IQAC (Chairperson + Co-ordinator) of the college evaluate and keep records of faculty performance year-wise as per PBAS. The college authority encourages both teaching and non-teaching staff for their skill enhancement so that they can utilize their time scale promotional benefits as per Assam Government rules. Individual API score of the concerned teachers is calculated as per the norms framed by the UGC under the API scheme at the time of their promotion. It is thoroughly verified and certified by the IQAC and concerned Heads of the Departments of the College. If requisite score of the teacher fulfills the government norms, it is sent to the DPC. The IQAC of the college strictly maintains the quality culture, takes feedback time to time from the students and parents that helps in improvement of performance of the college.**

**Performance Appraisal of the non-teaching staff :**

**Performance Appraisal of the non-teaching staff is solely done by the Principal year-wise as per prescribed format.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | **No File Uploaded** |

## 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

**Both internal and external financial audits are carried out regularly. Internal financial audit is carried out by an internal auditor appointed by the Governing Body for every financial year. Further, audit of all funds and accounts are carried out by an external auditor appointed by the Govt. of Assam. The grants received from RUSA, UGC, DBT (2017) are audited by CA appointed by the GB.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | View File |

## 6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

## 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

**0.05**

| File Description | Documents |
|---|---|
| Annual statements of accounts | View File |
| Any additional information | **No File Uploaded** |
| Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template) | View File |

## 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The sources of financial funds for the college are UGC, Government of Assam and RUSA, Government of India, students' fees (admission, students' Union, examination) and course fee for self-financed programs including Post Graduate courses and add-on courses. Moreover, funds or services are mobilized from local industries like OIL, Dulianjan and IOCL(AOD), Digboi for research projects and in-house facilities. The funds received from the sources are utilized as per plan and budget of the college for construction of new buildings, purchase of materials, Books and Journals and in various academic activities like Seminar/webinar Guest lectures, Field trips, etc. The Finance sub-committee with assistance from Budget sub-committee of the college looks after the optimum utilization of these resources for the all-round development of the institution.

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Two practices institutionalized as a result of IQAC initiatives

a) Blended mode of teaching-learning practice

1. The teaching learning and evaluation processes were carried out through blended mode (online and offline) mode during this period (June 2020 to December 2021). Faculties are instructed and trained to utilize online tools such as use of Google Classroom, Google Meet, Cisco Webex, Zoom etc so that the students do not lag behind academically. Course plan, Assignments, class work materials, tutorials, students' mentoring systems are implemented and communicated in online mode for better expansion and effective teaching- learning process. Periodic online tests are conducted by the faculties. End-sem examinations and evaluations are conducted accordingly, following the guide lines and programmes fixed by the Dibrugrah University. Form fill up, payment of examination fees etc. are done through online mode. Examination monitoring policy has been adopted for transparency of all examinations.

**b) Service to society as mark of social responsibility.**

**Service to society as mark of social responsibility has been institutionalized and it is reflected in the various extension activities conducted by NSS unit of the College during the period June 2020 to December 2021. Details can be viwed in these links:**

**https://www.digboicollege.edu.in/wp-content/uploads/2022/03/Extension_June_Dec_-2020.pdf**

**https://www.digboicollege.edu.in/wp-content/uploads/2022/03/Extension_Jan_Dec_2021.pdf**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | **No File Uploaded** |

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

**Two quality and post-accreditation initiatives taken up during 2020-21 are a) opening of M. Sc. in Life Sciences and b) shifting to blended mode of teaching-learning and evaluation:**

1. **Opening of M. Sc. in Life Sciences: As per college perspective plan and post-accreditation initiative, the plan to introduce M.Sc. in Life Sciences was taken up and application for approval of the same had been placed at the affiliating university (Dibrugarh University) in August, 2021. It was approved by the University on 29.09.2021 and the PG programme was formally started on 8.11.2021.**
2. **Shifting to Blended Mode of Teaching, Learning and Evaluation:**

**Keeping in view the advancements in educational technologies and modes of academic transactions and the demands posed by the crisis of Covid -19, the college made paradigm shift from physical spaces of classrooms to blended mode - offline and online modes of teaching, learning and evaluation. For imparting/disseminating knowledge, teachers utilized the online mode of pedagogy during the Covid-19 lockdowns by making wide use of meeting platforms like Zoom, Google meet, Cisco Webex etc. As the situation gradually eases back to normalcy, the blended mode has been adopted so that the**

learners can be supported with online classes in addition to the traditional classes and study materials provided as and when required. The college, besides, conducting Sessional examinations internally in the online mode, successfully conducted the End-Semester examinations.

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

A. All of the above

| File Description | Documents |
|---|---|
| Paste web link of Annual reports of Institution | https://www.digboicollege.edu.in/ |
| Upload e-copies of the accreditations and certifications | View File |
| Upload any additional information | View File |
| Upload details of Quality assurance initiatives of the institution (Data Template) | View File |

## INSTITUTIONAL VALUES AND BEST PRACTICES

**7.1 - Institutional Values and Social Responsibilities**

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

**Gender sensitization/Counseling program:**

- **The Digboi College Women Welfare Cell (DCWWC) conducted a counseling programme for 5th semester girl students of the college.**

- On the occasion of International Women's Day a popular talk was delivered by Dr. Seema Roy Kurmi on "Women in leadership: achieving an equal future in a covid-19 world.

**Training /Workshop for women's safety:**

- Celebration of International Women's Day through a 3 day-workshop on self-defense conducted by NSS from 6- 8 March 2021.

**Gender equity measure: Program for Women's Economic development:**

- The women of the adopted village Saraipung were trained with Vermi-compost production techniques and a product named as "Patkai Vermi" is produced.
- On 6th of Jan 2021, a training program on silkworm rearing practice was conducted targeting the women of the village Saraipung with a view to bring financial security for the women.
- One day workshop on "Cost effective culture of indigenous magur to boost rural economy" at Saraipung.

**Gender equity through equal responsibility:**

During Covid-19 pandemic period along with male volunteers, female volunteers are also involved in Vaccination drive with all Covid safety measures.

| File Description | Documents |
|---|---|
| Annual gender sensitization action plan | https://www.digboicollege.edu.in/wp-content/uploads/2022/05/Gender-sensitization-action-plan-1.pdf |
| Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | https://www.digboicollege.edu.in/ |

| **7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/** | A. 4 or All of the above |
|---|---|

**power efficient equipment**

| File Description | Documents |
|---|---|
| Geo tagged Photographs | [View File](#) |
| Any other relevant information | [View File](#) |

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management  Waste recycling system Hazardous chemicals and radioactive waste management

- ○ **Solid waste management: The waste products (dry and wet) from different places like Girls' hostel, Boys' hostel and canteen are gathered separately and the biodegradable products are used in the production of vermicompost.**
- ○ **Liquid waste management: The liquid wastes are drained properly to shock pits without contaminating the nearby areas. However, in smaller scale the waste water from the kitchen is stored in big drums and use for hostel gardening.**

**Biomedical waste management: The dissected specimens of Zoology and Botany department are disposed off to the biomedical waste chamber with utmost care.**

- ○ **E waste management: The E-wastes are stored at a particular room and an up-to-date list is there for the E wastes generated in the college with a future scope of proper utilization of the waste materials.**
- ○ **Waste recycling system: One of the major steps is taken is the management of plastic wastes. In this practice, Eco bricks are prepared with the polythene bags with waste water bottle under the banner of NSS with the involvement of college students.**
- ○ **Hazardous Waste management: The chemical hazardous wastes are neutralized with proper treatment and disposed off.**

| File Description | Documents |
|---|---|
| Relevant documents like agreements / MoUs with Government and other approved agencies | **No File Uploaded** |
| Geo tagged photographs of the facilities | [View File](#) |

| **7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore** | **A. Any 4 or all of the above** |
|---|---|

| | |
|---|---|
| **well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus** | |

| File Description | Documents |
|---|---|
| Geo tagged photographs / videos of the facilities | View File |
| Any other relevant information | View File |

**7.1.5 - Green campus initiatives include**

| | |
|---|---|
| **7.1.5.1 - The institutional initiatives for greening the campus are as follows:**<br><br>1. **Restricted entry of automobiles**<br>2. **Use of bicycles/ Battery-powered vehicles**<br>3. **Pedestrian-friendly pathways**<br>4. **Ban on use of plastic**<br>5. **Landscaping** | **A. Any 4 or All of the above** |

| File Description | Documents |
|---|---|
| Geo tagged photos / videos of the facilities | View File |
| Various policy documents / decisions circulated for implementation | View File |
| Any other relevant documents | View File |

**7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution**

| | |
|---|---|
| **7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities** | **A. Any 4 or all of the above** |

| File Description | Documents |
|---|---|
| Reports on environment and energy audits submitted by the auditing agency | View File |
| Certification by the auditing agency | View File |
| Certificates of the awards received | View File |
| Any other relevant information | View File |

| 7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment     5. Provision for enquiry and  information : Human assistance, reader, scribe, soft copies of reading material, screen            reading | B. Any 3 of the above |
|---|---|

| File Description | Documents |
|---|---|
| Geo tagged photographs / videos of the facilities | View File |
| Policy documents and information brochures on the support to be provided | View File |
| Details of the Software procured for providing the assistance | No File Uploaded |
| Any other relevant information | View File |

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

- The college contributes to a healthy inclusive environment by admitting students with cultural, regional, linguistic, communal, socio-economic and gender diversities.
- In the inaugural /induction programmes, the students are sensitized on the need of tolerance and harmony.

- Various cultural programmes conducted during the college week of Digboi College promotes cultural, linguistic and communal harmony among the students.
- Symposium on "Responsibility of Assam Sahitya Sabha towards the new generation" held in collaboration with Assam Sahitya Sabha on December 30, 2021 contributes to the healthy inclusive environment.
- To promote cultural, regional, linguistic, communal harmony, the college organized music competition on different categories such as Rabha Sangeet, Rabindra Sangeet, Jyoti Sangeet, Parbati Prasad Baruah Sangeet, Jayanta Sangeet, Bihu songs, Borgeet, Lokageet etc. during College week on 9th -10th December 2021. Students irrespective of caste, community and culture participated in the events. During Covid 19 situation pandemic situation, online Prize money State level Rabha Sangeet competition was organized from 1st to 15th June on the occasion of Rabha Divas by IQAC Digboi College
- The College publications such as "Manjari" (Assamese), "Literary Ruminations" (English) and the departmental wall magazines contribute to harmony as students with diverse background get involved in the publication process.

| File Description | Documents |
|---|---|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | [View File](View File) |
| Any other relevant information | No File Uploaded |

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

- The students are sensitized on citizen's rights and duties through celebration of Republic day and the Independence Day.
- Human Rights Day is observed with special talks on different aspects of human rights.
- The youths are motivated to role as vigilant against corruption through observance of Vigilance Week, 26 Oct – 1 Nov 2021.
- The college organized a Voter's Awareness programme on 23/11/2021 to aware voters, especially youths, on the importance of casting of votes for an efficient democracy.
- The public is sensitized on road safety by performing a street play on the theme "Sadak Suraksha Jivan Raksha" on the occasion of National Road Safety Week, 11/01/2021 to

- 17/01/2021.
  - **Celebration of "Azadi Ka Amrit Mahotsav" from 1st October to 31st October, 2021.**

| File Description | Documents |
|---|---|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | [https://www.digboicollege.edu.in/](https://www.digboicollege.edu.in/) |
| Any other relevant information | **Nil** |

| **7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff    4. Annual awareness programmes on Code of Conduct are organized** | **A. All of the above** |
|---|---|

| File Description | Documents |
|---|---|
| Code of ethics policy document | [View File]() |
| Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims | [View File]() |
| Any other relevant information | [View File]() |

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

**Celebration of National Commemorative days:**

1. **Celebration of Republic Day on 26th January**
2. **Celebration of Independence Day on 15th August.**
3. **Observance of National Science Day, 2021 in collaboration with ASTEC, MoEFCC (Ministry of Environment, Forest and Climate Change), NGC (National Green Corps) and Eco Club, Digboi**

College.

4. Celebration of Van Mahotsav Week, 1 – 7 July 2021.
5. Observance of Big Butterfly Month India, 1 - 30 September.
6. Celebration of Azadi Ka Amrit Mahotsav, 1 – 31 October.

Celebration of International Commemorative days:

1. Celebration of World Environment Day, 5 June 2020.
2. Celebration of World Wet land Day on 2nd February, at Sohola Beel, Kaziranga National Park.
3. Celebration of World Wildlife Day, 3rd March 2021.
4. Celebration of International Women's Day on 8th March 2021.
5. Observance of World Blood Donor Day on 14th June in collaboration with Garhwal Rifles (Army).
6. Celebration of International Yoga Day, 21st June.
7. Observance of International Day of Drug abuse and Illicit Trafficking on 26th June 2021
8. Celebration of World Human Rights Day on 10th Dec 2020 and 10th Dec 2021

Celebration of State Commemorative days:

1. Celebration of Rabha Divas on 20th June.

| File Description | Documents |
|---|---|
| Annual report of the celebrations and commemorative events for the last (During the year) | [View File](View File) |
| Geo tagged photographs of some of the events | No File Uploaded |
| Any other relevant information | No File Uploaded |

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practice 1:

1. Title of the Practice: Promoting Yoga for Mental and Physical well being

1. Objectives of the Practice:

- To create awareness among students about the benefits of

regular practice of yoga.

- To enable them to sustain physical, mental, social and spiritual health.

1. The Context:

The present pandemic situation due to Covid-19 hasposed enormous challenges onthe physical and mental wellbeing of people worldwide. The uncertainty lurking around us has given rise to stress, anxiety and depression in us, thus compelling us to look for new ways to keep ourselves physically and mentally fit. Yogahas been recognised as a powerful toolto dealwith theuncertainty and isolation,as well as to maintain physical well-being. Yoga is serving as a panacea for all the ills afflicting us.

1. The Practice:

The practice is continued with various programmes organized by Digboi College Yoga Meditation Center. The activities include –

- 3 day national Workshop on Yoga on "Managing stress with Yoga: Theory and Practice with dignitary resource persons via virtual mode from 10th to 12th August 2020.
- Organization of International webinar on International Day of Yoga on 21st June, 2021.
- Online Yoga competition among students.
- Online Yoga class from 5th to 30th July 2021 under guidance of Yogaguru Sukhamay Nath.
- One month Yoga certificate course from 4th December, 2021 under guidance of Yogaguru Sukhamay Nath.

1. Evidence of Success:

The overwhelming response from students is an explicit evidence of success to this course on Yoga. Each student is successfully trained to do the physical exercises followed by deep meditation. In the Certificate course, 44 students are enrolled and 31 appeared in both theory and practical examinations.

1. Problems Encountered and Resources Required:

- Problems Encountered:

a) Lack of physical agility and flexibility in participants is one of the major problems encountered.

b) Apathy, disinclination and procrastination in some students towards performing Asanas.

- Resources Required: A well-ventilated and separate area specific for the Yoga Meditation Center is required.
- Permanent human resource, i.e. a permanent Yoga Instructor.

1. Notes:

Some of the relevant photographs are attached for the activities carried out by Yoga Meditation Center.

Best Practice 2:

1. Title of the Practice: Developing livelihood skills in the adopted village
2. Objectives of the Practice:

- To generate livelihood skills of the adopted villagers through vermin-composting and sericulture.
- To create an environment of socio-economic-gender equity amongst them.
- To provide service to the society as institutional social responsibility.

1. The Context:

The present condition of Covid-19 pandemic have driven enormous economic setback for the daily wage earners of the adopted village. Hence it became imperative for the college to take up certain measures for the economic up-liftment of the villagers of the adopted village.

1. The Practice:

NSS, Digboi College with the support of the Department of Zoology initiated the economic boosting techniques through community participation by generating the livelihood skills involving zero cost for the vermin-composting and sericulture practices. The villagers were trained on the practice of vermin-composting and sericulture. They were provided with vermin-composting units where more than 120 women of village were involved in 9 different groups. Likewise 7 women initiated the sericulture practice after training.

1. Evidence of Success:

The villagers observed the success in their own croplands with high yields than before and the success stories were uploaded in the YouTube in which many viewers have placed their good comments that have encouraged us. Moreover, the product is launched with a

1. Problems Encountered and Resources Required:

- As the village is in the remote area with lack of proper mobile network connectivity, communication is a big challenge.
- Selling of their vermin products at good rates to outside competitive markets is a great challenge.
- Availability of host plants (castor) and proper facilities of rearing of silkworm need some time for continuing the practice in a good pace.

1. Notes: a) You tube links:
     1. https://www.youtube.com/watch?v=kthYvW2QRQo
        ii)https://www.youtube.com/watch?v=Ept9pz2Hg_Q

b) Some of the relevant photographs are attached in support of the activities performed in the adopted village, Saraipung.

| File Description | Documents |
|---|---|
| Best practices in the Institutional website | https://www.digboicollege.edu.in/wp-content/uploads/2022/05/Best-Practices-1.pdf |
| Any other relevant information | Nil |

## 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

One of the areas distinctive to the priority and thrust of Digboi College is to provide quality based education to meet the need and requirements of the student-community. In addition to the regular practices, the college has been practicing a blended mode of teaching-learning environment even during Covid-19 pandemic period. In this connection, the college mainly focuses on the following aspects—

1. Use of apps and platform: The College has been using different apps like Google Classroom for providing relevant and quality teaching-learning experiences. Besides, different virtual platform

such as Zoom, Google Meet, Cisco Webex etc. are used by the teachers to meet the requirements of the students effectively.

2. E-content for students: The e-contents are generated by the teachers in the form of study materials, online video classes in Google classroom and YouTube so that the students can avail the contents irrespective of time and space.

3. Regular Assessment and contact with parents: Students' assessment is done through regular class tests, sessional examinations and end semester examinations via online tools and platforms. The departments also arrange virtual Parent- Teachers Meet to get the feedback on effectiveness of the online mode of teaching-learning practices.

| File Description | Documents |
|---|---|
| Appropriate web in the Institutional website | **No File Uploaded** |
| Any other relevant information | **No File Uploaded** |

7.3.2 - Plan of action for the next academic year

1. Process for Re-accreditation.
2. Preparation for NEP
3. Approach Govt. for delinking HS courses from the college.
4. Opening PG Programmes in Chemistry, Mathematics, Political Science and English.
5. Starting of more Add-on courses
6. Introduction of Honours course in History and Geography
7. Establishing a Psychological laboratory
8. Erection of boundary wall on the west border of the college
9. Organizing State level Students Conclave, youth festival (Inter-college Cultural competitions), Inter-college Badminton
10. MoUs with Autonomous college for Academic Exchange
11. MoUs with neighbouring Universities for collaboration in research
12. MoUs with local industries for academic collaboration as well as internship/ placement
13. Intensive focus for all-round development of students through co-curricular activities.
14. Strengthening students' placement
15. Focus on Students field work/project
16. Mentoring in the feeder schools
17. Focus on quality research publications
18. Publication of College History