



YEARLY STATUS REPORT - 2021-2022

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	dr_dip_saikia@yahoo.co.in
• Address	Itavata, Digboi Duliajan Road
• 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.	9435531665
• Alternate phone No.	03751264416
• Mobile	9101730729
• IQAC e-mail address	digboicollegeiqac@gmail.com
• Alternate Email address	jhandique@yahoo.com
3. Website address (Web link of the AQAR (Previous Academic Year))	https://www.digboicollege.edu.in/wp-content/uploads/2022/05/AQAR-2021-21.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/2022/03/1.1.2a-Academic-Calendar-latest.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 1	Freeship	DHE, Assam	2022	4025890
Institutional 1	Swachhata Pakwada	OIL, Duliajan	2022	34056
Institutional 1	Eco Club	ASTECC	2022	5000

8. Whether composition of IQAC as per latest NAAC guidelines	Yes	
<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 	View File	
9. No. of IQAC meetings held during the year	05	
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> • 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	
<ul style="list-style-type: none"> • If yes, mention the amount 		
11. Significant contributions made by IQAC during the current year (maximum five bullets)		
<ul style="list-style-type: none"> • IIQA submitted for Third cycle Assessment and Accreditation • Feedback from stakeholders collected, analyzed, and reported to concerned bodies for needful action. • Participation in NIRF, AISHE • Quality initiatives (a) at the institutional level (b) through collaboration with other institutions and (c) through quality audits recognized by the 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
Process for Re-accreditation.	IIQA Submitted
Introduction of PG courses in Life Sciences	Introduced in November, 2021
Opening new add-on courses	Add-on courses on offered: 1. Certificate Program in Human Rights Education 2. One month certificate course in Yoga and Meditation 3. Certificate course in Mushroom Farming 4. Add-on course in Advanced Computational Methods 5. Add-on course on Manufacturing and Repairing of LED Bulb
Conduction of quality audit	Green, environment and Energy audit Completed; ISO certification received (ISO 5001:2018 and ISO (9001:2015)
Establishing a Psychological laboratory	Certain instruments have been procured
MoUs with Autonomous college for Academic Exchange	MoU signed with North Lakhimpur College for Academic Exchange
Preparation for NEP	Workshop organized on 30 May 2022 on Institutional Preparedness for Implementation of NEP 2020
Publication of College History	In press (DTP going on)

13. Whether the AQAR was placed before statutory body?	Yes
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- Name of the statutory body

Name	Date of meeting(s)
Governing Body, Digboi College	08/10/2022

14. Whether institutional data submitted to AISHE
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Year	Date of Submission
2021	31/03/2022

15. Multidisciplinary / interdisciplinary

- The college has the experience of running Multidisciplinary/Interdisciplinary courses (such as course named Multidisciplinary Course, Environmental Studies, Repairing and Maintenance of Electronic Gadgets, SEC-NSS, SEC-Library, Retail management, E-Commerce, Entrepreneurship Development etc) in the UG level in NCBCS as well as the current CBCS.
- Since the college is conducting programs in Arts, Science and Commerce, it is in an advantageous position for integration of humanities and science with STEM.
- The College offers a considerable range of options/subject combinations crosscutting disciplines.
- The college is efficiently conducting courses of community service and value-based education as well as taking up activities involving community engagement.
- Multiple exit system is present in B.Voc Programs (STGM and THM).
- Since the college is running a number of Honours Programmes and certain PG programs, it can effectively implement degree programs in multiple exit-entry system with certificate/diploma/general degree/Honours degree or PG diploma respective to 1st/2nd/3rd/4th year of UG programmes and PG in the already present subjects.

16. Academic bank of credits (ABC):

- The college has Tech-savvy staffs (both Teaching and non-teaching); hence maintaining the ABC, as and when implemented, will not be problematic.
- Being an affiliated college, a non-certifying institution, the college right now cannot register in ABC or NAD. However, it plans to request the parent University for the Necessary Support for registration in ABC.
- Faculties are involved in design and development of Add-on courses as well as writing textbook or course materials on the existing approved courses.

17. Skill development:

- The college is successfully conducting several SECs (Web design, Repairing and maintenance of Electronic Appliances,

Human Rights, NSS, Library information, Tourism, Entrepreneurship).

- PGDCA program, Diploma course in Computer Hardware and Networking, B.Voc in STGM and THM certificate course on Yoga-meditation are being conducted.
- Add-on course on Dramatics and performing Arts has been started.
- Avenues are there for starting skill programmes/course on rural/agro/tea industry as well as on personality and grooming skills.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

- Bilingual (English and Assamese) mode of curriculum transaction is available in the UG level.
- Honours program in Hindi and Assamese are available.
- Mother tongue day - Matri Bhasha Dibash, Hindi Dibash are celebrated with talks on their importance.
- Classical music and dance competition, folk song and dance competition, Cultural procession showcasing diverse Indian cultures forms significant parts of the Annual Talent Development week (College sports and cultural week).
- The Yoga meditation centre conducts courses on yoga and meditation.
- The college plans to start a) tribal study centre; b) Sankardeva (founder of Vaishnavism in Assam) study centre; c) Art and Culture museum showcasing diverse arts and cultures of Assam/ Assamese tribes.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

- The course outcomes as given in the prescribed syllabus are displayed in the website and are communicated to students at the orientation programs organized at the institutional as well as departmental level.
- As a step forward towards outcome based education the college has made conscious efforts for measuring the levels of attainment of program and course outcomes for all the programs and courses.
- Based on the findings of the level of attainment of program outcomes and course outcomes, measure are taken for the slow learners and the advanced learners.
- While designing the Add-On courses, well defined and measurable course outcomes have been incorporated since it is the primary requirement of outcome based education.

20.Distance education/online education:

- The college is conducting a) UG and PG programs of Distance Education of Dibrugarh University b) UG and PG programs of Open education of KKHSOU.
- Faculties have the experience of preparing video classes and e-content.
- Faculties have experience of conducting online classes as well as practical classes and examinations in virtual laboratories.
- Blended mode of teaching-learning exercise is being effectively used.
- The college has procured ICT tools to optimize teaching-learning exercises.
- The college plans to (mobilize fund and) set up smart classrooms for regular as well as Distance and Open learning.

Extended Profile**1.Programme**

1.1	579
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Number of courses offered by the institution across all programs during the year	
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File Description	Documents
Data Template	View File

2.Student

2.1	1518
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Number of students during the year	
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File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	491
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Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
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File Description	Documents
Data Template	View File

2.3	341
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Number of outgoing/ final year students during the year		
File Description	Documents	
Data Template	View File	
3.Academic		
3.1		73
Number of full time teachers during the year		
File Description	Documents	
Data Template	View File	
3.2		75
Number of sanctioned posts during the year		
File Description	Documents	
Data Template	View File	
4.Institution		
4.1		60
Total number of Classrooms and Seminar halls		
4.2		40.38
Total expenditure excluding salary during the year (INR in lakhs)		
4.3		38
Total number of computers on campus for academic purposes		

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

Digboi College is affiliated to Dibrugarh University, Dibrugarh, and so it follows the curriculum designed and approved by it. The college always ensures effective curriculum delivery through a well planned and documented process and to achieve this, certain measures

are undertaken which are specified here:

- All the departments of college follow academic calendar according to the guidelines and curriculum designed and developed by the Parent University.
- In the Academic calendar prepared at the institution level in line with University academic calendar, working and teaching days are sorted out and delivery of curriculum is planned accordingly.
- The authority holds an all teachers meeting to chalk out plan for curriculum delivery at the start of new semester.
- Teaching plan is prepared by every department which includes the delivery of lectures, tutorials and practical.
- Course progression is recorded departmentally.
- Periodical meetings of Head of the Departments are held with the Principal to take review and discuss the curriculum delivery.
- Sessional texts are conducted and its results are displayed and discussed with the students in the class room.
- Records of seminars, assignments, field studies, project work etc. are kept by the department.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.digboicollege.edu.in/aqar-2021-22/

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

1. Digboi College follows the Academic Calendar prepared by Dibrugarh University, Dibrugarh. Nonetheless, at the institution level, the institute designs its individual detailed Academic Calendar and timetables before the commencement of the session for smooth and effective functioning.

2. The students are informed about the Academic Calendar and the same is uploaded on the College website and displayed on notice boards.

3. For Continuous Internal Evaluation of students, Digboi College takes up the following steps so as to make the process of 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 and evaluating 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/aqar-2021-22/

1.1.3 - Teachers of the Institution participate in B. Any 3 of the above 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

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

18

File Description	Documents
Any additional information	View File
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)

5

File Description	Documents
Any additional information	View File
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

207

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 course curricula provided in the college integrate crosscutting issues relevant to professional ethics, gender, human values, environment and sustainability.

* Issues related to professional ethics are integrated in the courses of English, Commerce and Education.

* Human values are specially focused in Assamese, English, Political Science, Philosophy, Commerce and Education.

* Issues related to environment and sustainability are integrated into courses of Environmental Studies, Zoology, Botany, Geography, Physics and Chemistry.

* Courses like Political Science, English and Assamese also teach gender related issues.

* The institution integrates several crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Co-curricular and Extracurricular Activities also.

* Vocational courses are also designed in such a way as to nourish and promote a sense of competitiveness, managerial skills, professional ethics, and ethical behavioral in the learners.

* Vocational course in with three years duration having multiple exits address the issue of professional ethics and human values in the learners.

File Description	Documents
Any additional information	View File
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

2

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

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

75

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

A. All of the above

Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	https://www.digboicollege.edu.in/wp-content/uploads/2022/12/1.4-Feedback-System.pdf
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	View File

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	View File
URL for feedback report	https://www.digboicollege.edu.in/wp-content/uploads/2022/12/1.4-Feedback-System.pdf

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**

603

File Description	Documents
Any additional information	View File
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**

212

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;

Student =advanced 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 into the College routine.
- Teachers take remedial classes in online mode too.
- For the advanced learners, tutorial classes are arranged where guidance for JAM, JEST, MBA, CLAT, and other PG entrance examinations are provided.
- Assignments of higher-order thinking are 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 arranged 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/Normalized%20Marks_2021/
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
1518	73

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 the learning experience of students:

1. Every semester, the institute organizes student-seminar presentations.
2. Interdepartmental Seminar Competitions are organized under the aegis of the Digboi College Students' science club.
3. During the pandemic, seminar presentation was organized through Online mode.
4. Three-stage National level Seminar presentation competition for UG-level students was organized by the Institute.
5. Projects are assigned to students where students get an opportunity to apply their learning as well as explore their innovativeness.
6. Every department publishes a wall magazine annually, prepared by the students. This activity allowsthemto harness their creativity and learn through team participation.
7. Field study is organized to infuse a sense of involvement and learning through experience.

8. Peer coaching activities are organized, which creates an atmosphere of healthy competition among students.

File Description	Documents
Upload any additional information	View File
Link for additional information	NA

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 PowerPoint presentations frequently for effective and efficient engagement 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 into the respective Google Classrooms.
3. E-content: Faculties develop topics-oriented e-contents in the form of study material or video lectures, texts, etc., and ensure 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 screencasting software such as screencast-o-Matic, free cam, OBS studio, Kazam, Zoom, etc.
5. Virtual Platforms: Google meet, Zoom, Webex, Microsoft Teams, etc., are used by faculties for taking online live classes.
6. Digital Board/Pentablet: Faculties use Pentablets/Digital Board for the smooth delivery of online lectures.
7. Cushion Classes: Teachers take cushion classes in 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	View File

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

70

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

73

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

35

File Description	Documents
Any additional information	View File
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

900

File Description	Documents
Any additional information	View File
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 the 1st half of 2021-22 due to the 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 discussions are incorporated into 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 on the college website. The sessional marks, as well as the monthly attendance, are displayed on the departmental notice board.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.digboicollege.edu.in/wp-content/uploads/2022/03/1.1.2a-Academic-Calendar-latest.pdf

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

The Institution follows a hierarchical method to solve the grievances related to examination and other academic issues.

- Students first approach the course instructor for any grievance related to marks obtained in any sessional examinations. If the issue is not resolved, it goes to the Head of the department. Further, the issue is forwarded to the Head of the Institution if it cannot be resolved in the department.
- The answer sheets of the 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, upon 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	NA

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, along with PO and CO, is stated and shown to the students. Moreover, the required textbooks for the session are also stated.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.digboicollege.edu.in/course-outcomes-and-objectives/
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 the level of attainment of POs and PSOs the institution uses final semester results, pursuance of Higher Education, and students' employability 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 serves 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. The rubrics are described in the additional file.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.digboicollege.edu.in/assessment-of-po-pso-co/

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

341

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	https://www.digboicollege.edu.in/wp-content/uploads/2022/12/Annual-Report-2021.pdf

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-2021-22/>

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)

0.0

File Description	Documents
Any additional information	View File
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	View File
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

Research Synergies: Encouragement has been given by the college to the faculty members to publish research papers, chapters in edited volumes and books to spark research initiatives. The faculty members have published many articles in Scopus and UGC-CARE listed journals.

Collaborative Activities for Seminar/ Webinar/Competitions etc: The various departments have organized many collaborative activities on different topics with experts from across the country. Various programs like 'National Level Prize Money Photography Competition', 'Tree Plantation Programme', 'International Webinar on Pedagogy of Performative Silence' etc. have been undertaken by the different departments.

Teaching Innovation: The college has effectively implemented different innovative and technology based learning tools for fostering an excellent academic environment. Online platforms such as Zoom, Google Meet, Zoom, Cisco -WebEx, YouTube videos etc. has been used profoundly for successful teaching-learning process .

Pioneering Programmes: The college fraternity has conducted programmes like - maintenance and Repairing of LED Bulbs, bird nest installation programme etc. Besides, different Departments of the College have also organized many interactive sessions for the benefit of the students.

Health Awareness: The College has organized various programs for health related issues. One Online yoga competition was also organized by Digboi College Yoga-Meditation centre in presence of a Yoga-Guru.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.digboicollege.edu.in/igac/

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

07

File Description	Documents
Report of the event	View File
Any additional information	View File
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

02

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	View File

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

09

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

28

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. some of such activities include- National Webinar on Drug abuse and Illicit Traficking on 21.06.2021, Celebration of Van mahotsav from 01.07.2021 to 07.07.2021, Tree plantation on 07.07.2021, Introduction of Patkai vermi Brand for Saraipung Forest Villagers, Training the women in sericulture practices, workshop on Cost Effective Culture of Indigenous Magur fish on 19.11.2021, Covid Vaccination for 15-18 Years, road safety Awareness Webinar on 15.02.2022, Awareness on Menstrual Hygiens on 18.03.2022, anti-tobacco Campaign on 18.03.2022, Making of eco-bricks with students from various schools, workshop on Deaddiction on 24.04.2022 etc.

File Description	Documents
Paste link for additional information	https://www.digboicollege.edu.in/wp-content/uploads/2022/12/3.4.3-3.4.4-Extension-Activities.pdf
Upload any additional information	View File

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**

14

File Description	Documents
Any additional information	View File
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

39

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
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

2412

File Description	Documents
Report of the event	View File
Any additional information	View File
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

05

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
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

05

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
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.

Location and land:

The institution, located at Itavata, Digboi, Tinsukia district, Assam has 25.85 acres of land.

Classrooms:

The Institution has 57 spacious, well-furnished, well-equipped and well-ventilated classrooms.

Laboratories:

The Institute has 15 well equipped and well-maintained domain-centric laboratories .

Seminar/Conference Halls/Guest house:

The college has two well equipped conference halls and one auditorium to conduct seminars, conferences, popular talks and workshops for students and faculty. In addition, the institution has also a small guest house to accommodate guests from outside.

Computing Equipment:

The Institution has total 68 computers. Every department has computers for official works and for conducting programming & simulation experiments to improve the skills of the students.

Library:

As a part of its effort to build healthy environment, the college has been putting utmost effort to make the library a resource center. The central library has:

1. Collection of approx. 39000 books.
2. Seating capacity of 100.
3. Wi-Fi Facility.
4. Digital Library.
5. Access to E-journals and E-books.
6. Newspaper reading section.

Medical and Canteen facilities:

First aid facilities are available. Hygienic food at subsidized rates are available here.

Internet:

Internet connectivity with upto 100mbps is available.

The campus is under video surveillance with cameras.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.digboicollege.edu.in/infrastructure-facilities/

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 and other athletics; 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	https://www.digboicollege.edu.in/sports-and-cultural-facilities/

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

LMS, etc.**14**

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.digboicollege.edu.in/it-facilities/
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)****28.71**

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 central library of Digboi College is fully automated library system using SOUL 2.0 integrated library management software since 2019. The library was partially automated from the 2016 to 2018 academic year. The central library has a collection of more than 39,000 printed books. The books, are pasted with barcode code and are classified using the Dewey Decimal Classification (DDC) scheme, 24th edition.

The library has been subscribing 9 journals, 10 magazines, and 7

newspapers.

It provides open access facilities to all. Usage is recorded in footfall. The seating capacity of the central library is 100.

The library provides an OPAC (Online Public Access Catalogue) facility for the user community.

The library has membership of N-LIST and DELNET E-Resources, DELNET, New Delhi [<https://delnet.in>]. The N-LIST provides facilities to access 6,150 e-journals and 31,64,309 e-books for member institutions.

The central library has implemented an institutional repository in the year 2019. It has covered 208 records, including question papers, college magazines, photos, theses and administrative documents. The library has facilitated to access the Digboi College institutional repository through a quick response code.

File Description	Documents
Upload any additional information	View File
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)

3.49

File Description	Documents
Any additional information	View File
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

76

File Description	Documents
Any additional information	View File
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 College always prioritizes in providing IT facilities to the students, faculty members and office staffs. The IT facilities of the college are upgraded regularly based on the requirements. Continuous upgrading of facilities including installation of adequate number of wi-fi routers for maximizing the internet accessible area, increase of the internet bandwidth, setting up of ICT enable class rooms, seminar halls, and smart class room, online admission portal, etc is efficiently taken up. The college has 68 computers out of which 29computers are enabled with internet facilities for the student community.

- The college is facilitated with three Internet connections of BSNL Fibre Broadband and Wi-Fi from JIO with internet bandwidth of 100 MBPS. 40 numbers of Wi-Fi routers have been installed in the college campus.
- The Wi-Fi access facility is also provided to both the Boys' and Girls' Hostels.
- There are 12 nos. of class rooms having projectors with screen and two smart class rooms. All these classrooms have access to internet.

- Iris recognition attendance system was installed in the year 2015 for all employees.
- The college campus is fully under CCTV surveillance: 164 no of CCTVs have been installed throughout the campus.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.digboicollege.edu.in/it-facilities/

4.3.2 - Number of Computers

38

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
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)

11.68

File Description	Documents
Upload any additional information	View File
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	View File
Paste link for additional information	https://www.digboicollege.edu.in/facilities/

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

977

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
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

3

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/wp-content/uploads/2022/12/5.1.3-Report-on-Activities.pdf
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

106

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

106

File Description	Documents
Any additional information	View File
Number of students benefitted 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

32

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
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

46

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
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

4

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
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.

7

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/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)

Digboi College, since its inception, has always shown its concern for the overall development of the students so that, they can emerge out as responsible citizens in future and thereby uphold the image

of this country. The students of this college have been actively participating in various administrative, cocurricular and extracurricular activities every year. For the smooth functioning of various administrative affairs of the college, representatives from the student body, usually the President and General Secretary of Digboi College Students' Union (DCSU) are included in various committees and cells such as RUSA Committee, Discipline Committee, Anti-Ragging Committee, Grievance Redressal Committee and IQAC core Committee. This has been done as per the guidelines initiated by the College Authority. Despite that, the students have their college union body comprising of representatives duly elected through the democratic process of 'Secret Ballot'. This union helps students to reach out for a system that renders youngsters to be self-confident and self-reliant. It not only helps them to voice for their rights and needs but also trains them to resolve related issues. It stands as a platform which imbibes leadership qualities in students.

File Description	Documents
Paste link for additional information	https://www.digboicollege.edu.in/
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

74

File Description	Documents
Report of the event	View File
Upload any additional information	View File
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

During 2021-22, the Digboi College Alumni Association organised various programmes for the benefit of the college fraternity. Some of the important programmes are as follows:

- On 04.07.2021 and 10.10.2021, Rahisuddin Khan, an alumnus, was the resource person for two webinars entitled "Career and possibilities in Civil services" and "Anticipating the process and analysing the tactics for preparation of Civil services" hosted by the Department of Botany at Digboi College. On 20.06.2021, another alumnus, Rubul Tanti, gave a presentation entitled "Research Technique and its Application to the Conservation of Flora and Fauna."
- The Department of Physics at Digboi College hosted a webinar entitled "Multi-Wavelength Universe" with Mridushmita Buragohain, Post-doctoral fellow at the University of Tokyo and Digboi College alumna, as the Resource Person.
- Dr. Narayan Upadhyay, an alumnus, engaged with the students and made them aware of the grave consequences of drug usage during a webinar on 26.06.2021 organised by the Digboi College Alumni Association in partnership with the college's IQAC.

File Description	Documents
Paste link for additional information	https://www.digboicollege.edu.in/
Upload any additional information	View File

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

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/prospectus/
Upload any additional information	View File

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 of facilitating prompt decision making, involving staffs in different committees, ensuring transparency 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	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

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; 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	View File

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 constituted by the state government as per the provision of the college management rules 2001 is headed by a

President. It is the supreme body that make policies and adopt resolutions for implementation phase wise. The Principal as the secretary of the Governing body executes the resolutions of the GB within stipulated time frame. Besides, the Principal looks after the administrative, financial and academic matters of the college. The Principal is assisted by a Vice-Principal in academic matters. The Academic body is the decision making body in academic matters comprised of heads of the departments, Principal and vice-Principal and IT executes the academic activities through the heads and faculty members of the departments. The IQAC Coordinator takes active role in policy development and deployment coordinating all concerned stakeholders.

Non- teaching staff comprised of Library staff and office staff headed by a supervising assistant conduct the library and the official activities respectively. Two hostel committees - one for boys and the other for girls - conduct hostels. Besides many other committees are constituted by the GB to look after different works like college development committee, Finance committee, ICT committee, Discipline committee, Anti ragging committee,

File Description	Documents
Paste link for additional information	https://www.digboicollege.edu.in/
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	View File

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	View File
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

Digboi College strives to provide effective welfare measures for teaching and non-teaching staff as a mark of their commitment and dedicated service towards the overall development of the institution.

- Provision General and Emergency loan with negligible interest from Teachers' Unit Benefit Fund.
- Provision General and Emergency loan with negligible interest from Staff Benefit Fund.
- Provision of Financial aids to non-sanctioned non-teaching staff from DCTU Distressed Aid Fund.
- Provision of financial aids to staff in special circumstances (medical, death of parents/spouse etc).
- Provision of financial aids to non-teaching staff from the Employees' Unit.
- Provision of residential quarter for non-teaching staff.
- Provision of 180 days of Maternity leave with full pay to the female employees.
- Encashment of Earned Leave at the end of services of the employees.
- Timely disbursal of salary to all employees.
- Provision of Child Care Leave to the women employee during their children's examination, sickness etc.
- Provision of Special Leave of 15 days in case of death of parents and in-laws.
- Provision of festival advance up to Rs. 3,000 repayable monthly to the Non-teaching staff.
- Free Wi-Fi facilities.
- Separate Departmental Common Rooms.
- Provision of PPF scheme for employees appointed prior to 2005

and NPS for employees appointed after 2005.

File Description	Documents
Paste link for additional information	https://www.digboicollege.edu.in/
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

05

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

02

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	View File
Upload any additional information	View File
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

17

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
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 the faulty members:

IQAC (Chairperson + Coordinator) of the college evaluate and keep records of faculty performance year-wise as per PBAS. As per PBAS, IQAC evaluates the faculty performance as regard to Category I: Teaching, Learning and Evaluation related activities including

lectures, seminars, tutorials, practical, contact hours, reading materials, use of participatory and innovative teaching-learning methodologies and examination duties; Category II: Co-curricular, Extension and Professional Development related activities as well as Category III: Research publications, Research projects and participation in Training programs and Seminar/conference etc.

The College authority encourages teaching staff for their skill enhancement through various academic programs. Individual API score of teacheris calculated as per API scheme.It is thoroughly verified and certified by the IQAC and concerned Heads of the Departments of the College.

IQAC 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 Govt. prescribed format.

Besides organising training programs, authoritydeputes the stafffor specialized training in various office management matters.

File Description	Documents
Paste link for additional information	https://www.digboicollege.edu.in/
Upload any additional information	View File

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 auditsare carried out on regular basis.

Internal audit:

- The internal financial auditis conducted every year by a certified auditor appointed as per resolution of Governing Body.
- The Internal Auditor audits the various College Accounts

including DDO fund, Maintenance Fund, Students' Union fund, UGC Grant Utilization Fund, Fees Fund, Library fund, General Fund, University Exam fund, Building and Project Fund, Hostel fund and Self financial fund.

- Accordingly internal auditor prepares audit reports for the year.

External audit:

- External audit of the college is carried out at regular intervals by an external auditor nominated by the Directorate of Audit (Local Fund), Govt. of Assam Govt. of Assam. He re-audits the funds as stated above.

Audit by CA (addl):

- Audit of special Govt. schemes like RUSA, DBT, Community College, Infrastructure Development Grant of Govt. of Assam and Research projects is carried out by a Chartered Accountant.

Mechanism for settling audit objections:

- Audits objections and suggestions of the Internal Auditor are followed and accounts/funds/receipts and payments are streamlined accordingly.
- Standard govt. norms are maintained for financial activities.
- Files are maintained as per the funds/accounts.
- vouchers along with explanations are kept.
- Transparency is maintained for all financial transactions.

File Description	Documents
Paste link for additional information	https://www.digboicollege.edu.in/
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)

0.10

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
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 funds for the college are:

- Govt. grants:
- Fees from Students: for admission, students' Union, examination etc and course fee for self-financed programs.
- Fund mobilization from local industries.

Resource mobilization procedures and its utilization:

- The college applies for various govt. grants as per the govt. schemes.
- The college appeals the local industries to provide financial support giving details of their need and requesting them to provide support under their CSR scheme.
- The fees of students are collected during Admission time in case of creamy-layers. The govt. of Assam is requested for the payment of the fees of the students whose fees are waived as per the Govt's. scheme.
- The college attempts to motivate individuals to provide support for students and duly acknowledges the receipt of such philanthropic grants.
- The funds received from the sources are utilized as per plan and budget of the college for construction of new buildings, purchase of academic and support materials, Books and Journals and in the various academic activities like organizing of Seminar/conference/webinar and Guest lectures and taking up offField trips, etc.
- Thecollege looks after the optimum utilization of these resources for all-round development of the institution.

File Description	Documents
Paste link for additional information	https://www.digboicollege.edu.in/
Upload any additional information	View File

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

IQAC has attempted to upgrade the quality of diverse activities of the college through various practices:

I. Streamlining of Feedback System:

A) Feedbacks on academic transactions and overall institutional performance have been collected from all stakeholders viz :i). Students, ii). Teachers, iii).Employer,iv). Parents,v). Alumni

B) The collected feedback is analyzed and feedback report is prepared.

C) The feedback report is communicated to the concerned bodies for follow up action and action is taken accordingly.

D) The feedback Report is uploaded in the College website.

II. Conduction of Quality Audits: IQAC attempts to upgrade the quality of diverse activities of the college through various quality Audits. During the assessment period, IQAC has checked the quality of its academic and allied practices by carrying out these quality audits:

a)Energy Audit, Green Audit, Environment Audit

b) Gender Audit:

c) ISO certification 50001:2018 and ISO certification 9001:2015

III. Participation in NIRF

IV. Processing for NAAC Assessment and Accreditation

File Description	Documents
Paste link for additional information	https://www.digboicollege.edu.in/wp-content/uploads/2022/03/IQAC-Initiatives_modified_29.3.2022-2.pdf
Upload any additional information	View File

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 2021-22 are a) opening of M. Sc. in Life Sciences and b) Enriching curriculum with Add-on courses:

a) 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.

b) Enriching curriculum with Add-on courses:

With a view to enrich the regular curriculum, the college has offered the following add-on/certificate courses during the session:

a) Manufacturing and maintenance of LED bulbs

b) Advanced Computational Mathematics (AdCoM)

c) Yoga and Meditation

d) Human Rights Education

e) Mushroom Farming

File Description	Documents
Paste link for additional information	https://www.digboicollege.edu.in/
Upload any additional information	View File

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/wp-content/uploads/2022/08/Newsletter-Issue-2021.pdf
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

- **Training on Vermicomposting:** The women of the adopted village Saraipung were trained in Vermicompost production techniques. Department of Zoology of Digboi College, in collaboration with NSS, has initiated economic boosting techniques through community participation by generating livelihood skills knowledge with zero-cost investments for vermicomposting. Moreover, 9 nos of Vermi Bed, supplied by District Administration Dibrugarh were distributed.
- **Mentoring Programme for girl students:** With the aim to identify the personal problems of disturbed and distressed girl students two Mentoring Programmes were organized by Digboi College Women Welfare. The first was for the 5th semester on 22nd November 2021 at the College Auditorium. The second was for the 3rd semester on 10th January 2022. The students mostly came up with the problem of sexual harassment at home and in the street. The teacher mentors provided the students with emotional encouragement and motivation and

assured them of all possible help.

- **Celebration of International Women's Day: International Women's Day** was celebrated with a talk on the topic "Role of Mother in the Child Development" for all the mothers or caregivers on 8th March 2022 at Baliyan Borjan M.E. School.
- **Link for further details:**<https://www.digboicollege.edu.in/wp-content/uploads/2022/12/7.1-Action-Plan-for-Gender-Sensitization-and-Annual-Report.pdf>

File Description	Documents
Annual gender sensitization action plan	https://www.digboicollege.edu.in/wp-content/uploads/2022/12/7.1-Action-Plan-for-Gender-Sensitization-and-Annual-Report.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/wp-content/uploads/2022/12/7.1.1.-Facilities.pdf

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/ power efficient equipment

A. 4 or All of the above

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:

There are dustbins throughout the campus that are colour coded for biodegradable and non-biodegradable waste. Biodegradable generated from canteen, hostels are used as base material for production of vermicompost. The NSS, Digboi College Unit, has created an innovative method to combat the problem of plastic waste by creating

eco-bricks from plastic bottles.

LIQUID WASTE MANAGEMENT:

Water from wash basins and kitchen in hostels and canteens is collected and stored in water tanks for use in flower gardens, landscaping, and the hostel kitchen garden after proper treatment.

The college has 3 numbers of rainwater harvesting plants within the campus.

The waste water from the bathrooms and laboratories (which is minimal) goes into septic tanks.

E-WASTE MANAGEMENT:

Few electronic wastes are used for practical. The rest are sold.

BIOMEDICAL WASTE:

Individuals participating in the handling of non-hazardous medical waste must practice proper personal hygiene and sanitation. To deal with biological waste, eight incinerators have been installed in locations. The dissected specimens of the Zoology and Botany departments are carefully disposed of in the biomedical waste room.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

A. Any 4 or all of the above

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:

A. Any 4 or All of the above

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

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 Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

B. Any 3 of the above

5.

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	View File
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).

Cultural Approaches in College Week:

Week long College week programme which is also referred as "Students' Talent Development Week" (Pratibha Bikash Saptah) is organized for overall development of the student community. The

cultural diversity of the region has been being showcased in the College Week cultural rally The regional aspects are also covered by organizing competitions like Borgeet, Bisnu- Jyoti Sangeet, Bhupendra Sangeet, Folksong etc. Selected students from the events take part in Youth Festivals

Departmental Wall Magazine:

Every department has been involved in preparation of attractive and thematic wall magazine in every year and participated in Interdepartmental wall magazine competition of College Week. Various Departments also published their Departmental magazine this year to promote the habit of creative writing in a fruitful way.

Digboi College Yoga Meditation Center to promote overall development in students:

The Yoga practice is continued with various programmes organized by Digboi College Yoga Meditation Center. The overwhelming response from students is an explicit evidence of success to this course on Yoga.

Encourage the students to participate in cultural event through NSS

Digboi College has participated in various social events in and outside campus where volunteers has actively participated in various activities.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

Independence and Republic Day

National Flag hoisted by Prinicipal, Digboi College. The NCC and NSS volunteers actively participated in the event along with other students, teaching and non teaching staff.

Voter's Awareness Programme:

"New voters registration 18+" Programme was organized by NSS and IQAC.

Vigilance Week:

Oath taking ceremony on Vigilance Week from 26th October to 1st November, 2021 where students, teachers and non-teaching staff participated.

Azadi Ka Amrit Mahotsav:

Celebration of "Azadi Ka Amrit Mahotsav" from 1st October to 31st October, 2021 by making dustbins with Eco bricks from waste plastic, Cleanliness drive at college and community level etc.

Human Rights Day:

Human Rights Day was observed with students' involvement by Department of Political Science, Digboi College on December 10, 2021. A popular talk on "Human Rights" was delivered by Dr. Dipak Goswami, faculty member of Digboi Mahala Mahavidyalaya.

File Description	Documents
Details of activities that inculcate values; necessary to render students into responsible citizens	https://www.digboicollege.edu.in/wp-content/uploads/2022/12/7.1.9-Constitutional-obligations-details.pdf
Any other relevant information	NA

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. Annual awareness programmes on Code of Conduct are organized.

A. All of the above

4.

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

1. Celebration of Bishnu Rabha Divas, 2021: through All Assam Intercollege level Bishnu Rabha song competition organized between 01/06/2021 to 15/06/2021.
2. World Environment Day, 2021.
3. World Blood Donors Day, 2021
4. International Day of Yoga, 2021
5. Van Mahotsav, 2021:
6. Observance of Independence Day, 2021:
7. Big Butterfly Month, September, 2021:
8. NSS Day, 2021:
9. World Blood Donors Day, 2021:
10. Vigilance Awareness Week, 2021 from 26th October to 1st November, 2021
11. Awareness programme on "New voters registration 18+", 2021: on 23/11/2021
12. World Human Rights Day, 2021:
13. Celebration of Republic Day, 2022:
14. Celebration of Wet Land Day, 2022:
15. Celebration of World's Sparrow Day, 2022:
16. Celebration of World Wildlife Day, 2022:
17. Celebration of International Women Day, 2022::
18. Celebration of Earth Day, 2022:
19. World No Tobacco Day, 2022:

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

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:

Title of the Practice: Promoting Benefits of Yoga for Mental and Physical Health

Best Practice 2:

Title of the Practice: Developing Environmental Consciousness among the different stakeholders of the College

For the details, please Visit this link:

<https://www.digboicollege.edu.in/wp-content/uploads/2022/12/7.2-Best-Practices.pdf>

File Description	Documents
Best practices in the Institutional website	https://www.digboicollege.edu.in/wp-content/uploads/2022/12/7.2-Best-Practices.pdf
Any other relevant information	https://www.digboicollege.edu.in/

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

Community Service through National Service Scheme

Dedicatedly working with the NSS motto of NOT ME BUT YOU, Digboi

College NSS Unit is offering tremendous service for the neighbouring community through its various activities throughout the years.

Major steps taken by College through NSS:

- Adopting a neighbouring forest village in Dihing Patkai National Park belt region.
- NSS Camp are organised for continuous touch with the local villagers and render service to the well being of the village.
- Developing Livelihood skills through community participation with zero cost investments for vermicomposting.
- Educational assistance for School Students.
- Health Camp in the adopted village involving Doctors for routine health check up of the villagers including the children.
- Veterinary Camp for livestock in the adopted village
- Awareness Programmes have been organised on substance abuse, road safety, swachhata etc.
- Blood Donation Camp is organized on Blood donation day in association with various organizations
- SBSI Camp involving 100 hours of Sachwata in nearby villages.

Achievement of NSS Unit, Digboi College: For rendering enormous service to the community, the different agencies have bestowed awards to the volunteers and Program Officer of NSS Unit of Digboi College.

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

Digboi College is affiliated to Dibrugarh University, Dibrugarh, and so it follows the curriculum designed and approved by it. The college always ensures effective curriculum delivery through a well planned and documented process and to achieve this, certain measures are undertaken which are specified here:

- All the departments of college follow academic calendar according to the guidelines and curriculum designed and developed by the Parent University.
- In the Academic calendar prepared at the institution level in line with University academic calendar, working and teaching days are sorted out and delivery of curriculum is planned accordingly.
- The authority holds an all teachers meeting to chalk out plan for curriculum delivery at the start of new semester.
- Teaching plan is prepared by every department which includes the delivery of lectures, tutorials and practical.
- Course progression is recorded departmentally.
- Periodical meetings of Head of the Departments are held with the Principal to take review and discuss the curriculum delivery.
- Sessional texts are conducted and its results are displayed and discussed with the students in the class room.
- Records of seminars, assignments, field studies, project work etc. are kept by the department.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.digboicollege.edu.in/aqar-2021-22/

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

1. Digboi College follows the Academic Calendar prepared by

Dibrugarh University, Dibrugarh. Nonetheless, at the institution level, the institute designs its individual detailed Academic Calendar and timetables before the commencement of the session for smooth and effective functioning.

2. The students are informed about the Academic Calendar and the same is uploaded on the College website and displayed on notice boards.

3. For Continuous Internal Evaluation of students, Digboi College takes up the following steps so as to make the process of 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 and evaluating 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/aqar-2021-22/

1.1.3 - Teachers of the Institution participate in following activities related to curriculum

B. Any 3 of the above

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

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

18

File Description	Documents
Any additional information	View File
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)

5

File Description	Documents
Any additional information	View File
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

207

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 course curricula provided in the college integrate crosscutting issues relevant to professional ethics, gender, human values, environment and sustainability.

* Issues related to professional ethics are integrated in the courses of English, Commerce and Education.

* Human values are specially focused in Assamese, English, Political Science, Philosophy, Commerce and Education.

* Issues related to environment and sustainability are integrated into courses of Environmental Studies, Zoology, Botany, Geography, Physics and Chemistry.

* Courses like Political Science, English and Assamese also teach gender related issues.

* The institution integrates several crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and

Sustainability into the Co-curricular and Extracurricular Activities also.

* Vocational courses are also designed in such a way as to nourish and promote a sense of competitiveness, managerial skills, professional ethics, and ethical behavioral in the learners.

* Vocational course in with three years duration having multiple exits address the issue of professional ethics and human values in the learners.

File Description	Documents
Any additional information	View File
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

2

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

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

75

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/wp-content/uploads/2022/12/1.4-Feedback-System.pdf
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	View File

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	View File
URL for feedback report	https://www.digboicollege.edu.in/wp-content/uploads/2022/12/1.4-Feedback-System.pdf

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

603	
File Description	Documents
Any additional information	View File
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	
212	
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	
<p>Learning levels of students are assessed primarily on the basis of performance in the 1st Sessional exam.</p> <p>STEP:1 Calculation of Normalised marks=(Marks obtained - lowest mark obtained)x100/ (Highest mark obtained -lowest mark obtained)</p> <p>STEP:2 On the bass of the normalized marks, students are categorized as follows:</p> <p>Student = slow learner, if normalised mark <20;</p> <p>Student =advanced 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.</p> <ul style="list-style-type: none"> Remedial Classes are incorporated into the College routine. 	

- Teachers take remedial classes in online mode too.
- For the advanced learners, tutorial classes are arranged where guidance for JAM, JEST, MBA, CLAT, and other PG entrance examinations are provided.
- Assignments of higher-order thinking are 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 arranged 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/Normalized%20Marks_2021/
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
1518	73

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 the learning experience of students:

1. Every semester, the institute organizes student-seminar

presentations.

2. Interdepartmental Seminar Competitions are organized under the aegis of the Digboi College Students' science club.
3. During the pandemic, seminar presentation was organized through Online mode.
4. Three-stage National level Seminar presentation competition for UG-level students was organized by the Institute.
5. Projects are assigned to students where students get an opportunity to apply their learning as well as explore their innovativeness.
6. Every department publishes a wall magazine annually, prepared by the students. This activity allowsthemto harness their creativity and learn through team participation.
7. Field study is organized to infuse a sense of involvement and learning through experience.
8. Peer coaching activities are organized, which creates an atmosphere of healthy competition among students.

File Description	Documents
Upload any additional information	View File
Link for additional information	NA

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 PowerPoint presentations frequently for effective and efficient engagement 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 into the respective Google Classrooms.
3. E-content: Faculties develop topics-oriented e-contents in the form of study material or video lectures, texts, etc., and ensure 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 screencasting

software such as screencast-o-Matic, free cam, OBS studio, Kazam, Zoom, etc.

5. Virtual Platforms: Google meet, Zoom, Webex, Microsoft Teams, etc., are used by faculties for taking online live classes.
6. Digital Board/Pentablet: Faculties use Pentablets/Digital Board for the smooth delivery of online lectures.
7. Cushion Classes: Teachers take cushion classes in 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	View File

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

70

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

73

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

35

File Description	Documents
Any additional information	View File
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

900

File Description	Documents
Any additional information	View File
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 the 1st half of 2021-22 due to the 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 discussions are incorporated into 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 on the college website. The sessional marks, as well as the monthly attendance, are displayed on the departmental notice board.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.digboicollege.edu.in/wp-content/uploads/2022/03/1.1.2a-Academic-Calendar-latest.pdf

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

The Institution follows a hierarchical method to solve the grievances related to examination and other academic issues.

- Students first approach the course instructor for any grievance related to marks obtained in any sessional examinations. If the issue is not resolved, it goes to the

Head of the department. Further, the issue is forwarded to the Head of the Institution if it cannot be resolved in the department.

- The answer sheets of the 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, upon 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	NA

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, along with PO and CO, is stated and shown to the students. Moreover, the required textbooks for the session are also stated.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.digboicollege.edu.in/course-outcomes-and-objectives/
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 the level of attainment of POs and PSOs the institution uses final semester results, pursuance of Higher Education, and students' employability 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 serves 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. The rubrics are described in the additional file.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.digboicollege.edu.in/assessment-of-po-pso-co/

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

341

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	https://www.digboicollege.edu.in/wp-content/uploads/2022/12/Annual-Report-2021.pdf

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-2021-22/>

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)

0.0

File Description	Documents
Any additional information	View File
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	View File
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

Research Synergies: Encouragement has been given by the college to the faculty members to publish research papers, chapters in edited volumes and books to spark research initiatives. The faculty members have published many articles in Scopus and UGC-CARE listed journals.

Collaborative Activities for Seminar/ Webinar/Competitions etc: The various departments have organized many collaborative activities on different topics with experts from across the country. Various programs like 'National Level Prize Money Photography Competition, 'Tree Plantation Programme', 'International Webinar on Pedagogy of Performative Silence' etc. have been undertaken by the different departments.

Teaching Innovation: The college has effectively implemented different innovative and technology based learning tools for fostering an excellent academic environment. Online platforms

such as Zoom, Google Meet, Zoom, Cisco -WebEx, YouTube videos etc. has been used profoundly for successful teaching-learning process .

Pioneering Programmes: The college fraternity has conducted programmes like - maintenance and Repairing of LED Bulbs, bird nest installation programme etc. Besides, different Departments of the College have also organized many interactive sessions for the benefit of the students.

Health Awareness: The College has organized various programs for health related issues. One Online yoga competition was also organized by Digboi College Yoga-Meditation centre in presence of a Yoga-Guru.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.digboicollege.edu.in/igac/

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

07

File Description	Documents
Report of the event	View File
Any additional information	View File
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

02

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	View File

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

09

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

28

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. some of such activities include- National Webinar on Drug abuse and Illicit Trafficking on 21.06.2021, Celebration of Van mahotsav from 01.07.2021 to 07.07.2021, Tree plantation on 07.07.2021, Introduction of Patkai vermi Brand for Saraipung Forest Villagers, Training the women in sericulture practices, workshop on Cost Effective Culture of Indigenous Magur fish on 19.11.2021, Covid Vaccination for 15-18 Years, road safety Awareness Webinar on 15.02.2022, Awareness on Menstrual Hygiene on 18.03.2022, anti-tobacco Campaign on 18.03.2022, Making of eco-bricks with students from various schools, workshop on Deaddiction on 24.04.2022 etc.

File Description	Documents
Paste link for additional information	https://www.digboicollege.edu.in/wp-content/uploads/2022/12/3.4.3-3.4.4-Extension-Activities.pdf
Upload any additional information	View File

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

14

File Description	Documents
Any additional information	View File
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

39

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
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

2412

File Description	Documents
Report of the event	View File
Any additional information	View File
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

05

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
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

05

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
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.

Location and land:

The institution, located at Itavata, Digboi, Tinsukia district, Assam has 25.85 acres of land.

Classrooms:

The Institution has 57 spacious, well-furnished, well-equipped and well-ventilated classrooms.

Laboratories:

The Institute has 15 well equipped and well-maintained domain-centric laboratories .

Seminar/Conference Halls/Guest house:

The college has two well equipped conference halls and one auditorium to conduct seminars, conferences, popular talks and workshops for students and faculty. In addition, the institution has also a small guest house to accommodate guests from outside.

Computing Equipment:

The Institution has total 68 computers. Every department has computers for official works and for conducting programming & simulation experiments to improve the skills of the students.

Library:

As a part of its effort to build healthy environment, the college has been putting utmost effort to make the library a resource center. The central library has:

1. Collection of approx. 39000 books.
2. Seating capacity of 100.
3. Wi-Fi Facility.
4. Digital Library.
5. Access to E-journals and E-books.
6. Newspaper reading section.

Medical and Canteen facilities:

First aid facilities are available. Hygienic food at subsidized rates are available here.

Internet:

Internet connectivity with upto 100mbps is available.

The campus is under video surveillance with cameras.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.digboicollege.edu.in/infrastructure-facilities/

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 and other athletics; 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	https://www.digboicollege.edu.in/sports-and-cultural-facilities/

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

14

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.digboicollege.edu.in/it-facilities/
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)

28.71

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 central library of Digboi College is fully automated library system using SOUL 2.0 integrated library management software since 2019. The library was partially automated from the 2016 to 2018 academic year. The central library has a collection of more than 39,000 printed books. The books are pasted with barcode code and are classified using the Dewey Decimal Classification (DDC) scheme, 24th edition.

The library has been subscribing 9 journals, 10 magazines, and 7 newspapers.

It provides open access facilities to all. Usage is recorded in footfall. The seating capacity of the central library is 100.

The library provides an OPAC (Online Public Access Catalogue) facility for the user community.

The library has membership of N-LIST and DELNET E-Resources, DELNET, New Delhi [<https://delnet.in>]. The N-LIST provides facilities to access 6,150 e-journals and 31,64,309 e-books for member institutions.

The central library has implemented an institutional repository in the year 2019. It has covered 208 records, including question papers, college magazines, photos, theses and administrative documents. The library has facilitated to access the Digboi College institutional repository through a quick response code.

File Description	Documents
Upload any additional information	View File
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)

3.49

File Description	Documents
Any additional information	View File
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

76

File Description	Documents
Any additional information	View File
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 College always prioritizes in providing IT facilities to the students, faculty members and office staffs. The IT facilities of the college are upgraded regularly based on the requirements. Continuous upgrading of facilities including installation of adequate number of wi-fi routers for maximizing the internet accessible area, increase of the internet bandwidth, setting up of ICT enable class rooms, seminar halls, and smart class room, online admission portal, etc is efficiently taken up. The college has 68 computers out of which 29computers are enabled with internet facilities for the student community.

- The college is facilitated with three Internet connections of BSNL Fibre Broadband and Wi-Fi from JIO with internet bandwidth of 100 MBPS. 40 numbers of Wi-Fi routers have been installed in the college campus.
- The Wi-Fi access facility is also provided to both the Boys' and Girls' Hostels.
- There are 12 nos. of class rooms having projectors with screen and two smart class rooms. All these classrooms have access to internet.
- Iris recognition attendance system was installed in the

year 2015 for all employees.

- The college campus is fully under CCTV surveillance: 164 no of CCTVs have been installed throughout the campus.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.digboicollege.edu.in/it-facilities/

4.3.2 - Number of Computers

38

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
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)

11.68

File Description	Documents
Upload any additional information	View File
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	View File
Paste link for additional information	https://www.digboicollege.edu.in/facilities/

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

977

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
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

3

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/wp-content/uploads/2022/12/5.1.3-Report-on-Activities.pdf
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

106

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

106

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

<p>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</p>	<p>A. All of the above</p>
--	-----------------------------------

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

32

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
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

46

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
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

4

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
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.

7

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/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)

Digboi College, since its inception, has always shown its concern for the overall development of the students so that, they can emerge out as responsible citizens in future and thereby uphold the image of this country. The students of this college have been actively participating in various administrative, cocurricular and extracurricular activities every year. For the smooth functioning of various administrative affairs of the college, representatives from the student body, usually the President and General Secretary of Digboi College Students' Union (DCSU) are included in various committees and cells such as RUSA Committee, Discipline Committee, Anti-Ragging Committee, Grievance Redressal Committee and IQAC core Committee. This has been done as per the guidelines initiated by the College Authority. Despite that, the students have their college union body comprising of representatives duly elected through the democratic process of 'Secret Ballot'. This union helps students to reach out for a system that renders youngsters to be self-confident and self-reliant. It not only helps them to voice for their rights and needs but also trains them to resolve related issues . It stands as a platform which imbibes leadership qualities in students.

File Description	Documents
Paste link for additional information	https://www.digboicollege.edu.in/
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

74

File Description	Documents
Report of the event	View File
Upload any additional information	View File
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

During 2021-22, the Digboi College Alumni Association organised various programmes for the benefit of the college fraternity. Some of the important programmes are as follows:

- On 04.07.2021 and 10.10.2021, Rahisuddin Khan, an alumnus, was the resource person for two webinars entitled "Career and possibilities in Civil services" and "Anticipating the process and analysing the tactics for preparation of Civil services" hosted by the Department of Botany at Digboi College. On 20.06.2021, another alumnus, Rubul Tanti, gave a presentation entitled "Research Technique and its Application to the Conservation of Flora and Fauna."
- The Department of Physics at Digboi College hosted a webinar entitled "Multi-Wavelength Universe" with Mridushmita Buragohain, Post-doctoral fellow at the University of Tokyo and Digboi College alumna, as the Resource Person.
- Dr. Narayan Upadhyay, an alumnus, engaged with the students and made them aware of the grave consequences of drug usage during a webinar on 26.06.2021 organised by the Digboi College Alumni Association in partnership with the college's IQAC.

File Description	Documents
Paste link for additional information	https://www.digboicollege.edu.in/
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/prospectus/
Upload any additional information	View File

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 of facilitating prompt decision making, involving staffs in different committees, ensuring transparency 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	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

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; 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	View File

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 constituted by the state government as per the provision of the college management rules 2001 is headed by a President. It is the supreme body that make policies and adopt resolutions for implementation phase wise. The Principal as the secretary of the Governing body executes the resolutions of the GB within stipulated time frame. Besides, the Principal looks after the administrative, financial and academic matters of the college. The Principal is assisted by a Vice-Principal in academic matters. The Academic body is the decision making body in academic matters comprised of heads of the departments, Principal and vice-Principal and IT executes the academic activities through the heads and faculty members of the departments. The IQAC Coordinator takes active role in policy development and deployment coordinating all concerned stakeholders.

Non- teaching staff comprised of Library staff and office staff headed by a supervising assistant conduct the library and the official activities respectively. Two hostel committees - one for boys and the other for girls - conduct hostels. Besides many other committees are constituted by the GB to look after different works like college development committee, Finance committee, ICT committee, Discipline committee, Anti ragging

committee,

File Description	Documents
Paste link for additional information	https://www.digboicollege.edu.in/
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	View File

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	View File
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

Digboi College strives to provide effective welfare measures for teaching and non-teaching staff as a mark of their commitment and dedicated service towards the overall development of the institution.

- Provision General and Emergency loan with negligible interest from Teachers' Unit Benefit Fund.
- Provision General and Emergency loan with negligible interest from Staff Benefit Fund.
- Provision of Financial aids to non-sanctioned non-teaching staff from DCTU Distressed Aid Fund.

- Provision of financial aids to staff in special circumstances (medical, death of parents/spouse etc).
- Provision of financial aids to non-teaching staff from the Employees' Unit.
- Provision of residential quarter for non-teaching staff.
- Provision of 180 days of Maternity leave with full pay to the female employees.
- Encashment of Earned Leave at the end of services of the employees.
- Timely disbursement of salary to all employees.
- Provision of Child Care Leave to the women employee during their children's examination, sickness etc.
- Provision of Special Leave of 15 days in case of death of parents and in-laws.
- Provision of festival advance up to Rs. 3,000 repayable monthly to the Non-teaching staff.
- Free Wi-Fi facilities.
- Separate Departmental Common Rooms.
- Provision of PPF scheme for employees appointed prior to 2005 and NPS for employees appointed after 2005.

File Description	Documents
Paste link for additional information	https://www.digboicollege.edu.in/
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

05

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

02

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	View File
Upload any additional information	View File
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**

17

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
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 the faculty members:

IQAC (Chairperson + Coordinator) of the college evaluate and keep records of faculty performance year-wise as per PBAS. As per PBAS, IQAC evaluates the faculty performance as regard to Category I: Teaching, Learning and Evaluation related activities including lectures, seminars, tutorials, practical, contact hours, reading materials, use of participatory and innovative teaching-learning methodologies and examination duties; Category II: Co-curricular, Extension and Professional Development related activities as well as Category III: Research publications, Research projects and participation in Training programs and Seminar/conference etc.

The College authority encourages teaching staff for their skill enhancement through various academic programs. Individual API score of teacheris calculated as per API scheme.It is thoroughly verified and certified by the IQAC and concerned Heads of the Departments of the College.

IQAC 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 Govt. prescribed format.

Besides organising training programs, authoritydeputes the stafffor specialized training in various office management matters.

File Description	Documents
Paste link for additional information	https://www.digboicollege.edu.in/
Upload any additional information	View File

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 on regular basis.

Internal audit:

- The internal financial audit is conducted every year by a certified auditor appointed as per resolution of Governing Body.
- The Internal Auditor audits the various College Accounts including DDO fund, Maintenance Fund, Students' Union fund, UGC Grant Utilization Fund, Fees Fund, Library fund, General Fund, University Exam fund, Building and Project Fund, Hostel fund and Self financial fund.
- Accordingly internal auditor prepares audit reports for the year.

External audit:

- External audit of the college is carried out at regular intervals by an external auditor nominated by the Directorate of Audit (Local Fund), Govt. of Assam Govt. of Assam. He re-audits the funds as stated above.

Audit by CA (addl):

- Audit of special Govt. schemes like RUSA, DBT, Community College, Infrastructure Development Grant of Govt. of Assam and Research projects is carried out by a Chartered Accountant.

Mechanism for settling audit objections:

- Audits objections and suggestions of the Internal Auditor are followed and accounts/funds/receipts and payments are streamlined accordingly.
- Standard govt. norms are maintained for financial activities.
- Files are maintained as per the funds/accounts.
- vouchers along with explanations are kept.
- Transparency is maintained for all financial transactions.

File Description	Documents
Paste link for additional information	https://www.digboicollege.edu.in/
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)

0.10

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
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 funds for the college are:

- Govt. grants:
- Fees from Students: for admission, students' Union, examination etc and course fee for self-financed programs.
- Fund mobilization from local industries.

Resource mobilization procedures and its utilization:

- The college applies for various govt. grants as per the govt. schemes.
- The college appeals the local industries to provide financial support giving details of their need and requesting them to provide support under their CSR scheme.
- The fees of students are collected during Admission time in case of creamy-layers. The govt. of Assam is requested for the payment of the fees of the students whose fees are waived as per the Govt's. scheme.
- The college attempts to motivate individuals to provide

support for students and duly acknowledges the receipt of such philanthropic grants.

- The funds received from the sources are utilized as per plan and budget of the college for construction of new buildings, purchase of academic and support materials, Books and Journals and in the various academic activities like organizing of Seminar/conference/webinar and Guest lectures and taking up offField trips, etc.
- Thecollege looks after the optimum utilization of these resources for all-round development of the institution.

File Description	Documents
Paste link for additional information	https://www.digboicollege.edu.in/
Upload any additional information	View File

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

IQAC has attempted to upgrade the quality of diverse activities of the college through various practices:

I. Streamlining of Feedback System:

A) Feedbacks on academic transactions and overall institutional performance have been collected from all stakeholders viz :i). Students, ii). Teachers, iii).Employer,iv). Parents,v). Alumni

B) The collected feedback is analyzed and feedback report is prepared.

C) The feedback report is communicated to the concerned bodies for follow up action and action is taken accordingly.

D) The feedback Report is uploaded in the College website.

II. Conduction of Quality Audits: IQAC attempts to upgrade the quality of diverse activities of the college through various quality Audits. During the assessment period, IQAC has checked the quality of its academic and allied practices by carrying out these quality audits:

a)Energy Audit, Green Audit, Environment Audit

b) Gender Audit:

c) ISO certification 50001:2018 and ISO certification 9001:2015

III. Participation in NIRF

IV. Processing for NAAC Assessment and Accreditation

File Description	Documents
Paste link for additional information	https://www.digboicollege.edu.in/wp-content/uploads/2022/03/IQAC-Initiatives_modified_29.3.2022-2.pdf
Upload any additional information	View File

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 2021-22 are a) opening of M. Sc. in Life Sciences and b) Enriching curriculum with Add-on courses:

a) 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.

b) Enriching curriculum with Add-on courses:

With a view to enrich the regular curriculum, the college has offered the following add-on/certificate courses during the session:

a) Manufacturing and maintenance of LED bulbs

b) Advanced Computational Mathematics (AdCoM)

c) Yoga and Meditation

d) Human Rights Education

e) Mushroom Farming

File Description	Documents
Paste link for additional information	https://www.digboicollege.edu.in/
Upload any additional information	View File

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/wp-content/uploads/2022/08/Newsletter-Issue-2021.pdf
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

- **Training on Vermicomposting:** The women of the adopted village Saraipung were trained in Vermicompost production techniques. Department of Zoology of Digboi College, in collaboration with NSS, has initiated economic boosting techniques through community participation by generating livelihood skills knowledge with zero-cost investments for

vermicomposting. Moreover, 9 nos of Vermi Bed, supplied by District Administration Dibrugarh were distributed.

- Mentoring Programme for girl students: With the aim to identify the personal problems of disturbed and distressed girl students two Mentoring Programmes were organized by Digboi College Women Welfare. The first was for the 5th semester on 22nd November 2021 at the College Auditorium. The second was for the 3rd semester on 10th January 2022. The students mostly came up with the problem of sexual harassment at home and in the street. The teacher mentors provided the students with emotional encouragement and motivation and assured them of all possible help.
- Celebration of International Women's Day: International Women's Day was celebrated with a talk on the topic "Role of Mother in the Child Development" for all the mothers or caregivers on 8th March 2022 at Baliyan Borjan M.E. School.
- Link for further details:<https://www.digboicollege.edu.in/wp-content/uploads/2022/12/7.1-Action-Plan-for-Gender-Sensitization-and-Annual-Report.pdf>

File Description	Documents
Annual gender sensitization action plan	https://www.digboicollege.edu.in/wp-content/uploads/2022/12/7.1-Action-Plan-for-Gender-Sensitization-and-Annual-Report.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/wp-content/uploads/2022/12/7.1.1.-Facilities.pdf

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/ power efficient equipment

A. 4 or All of the above

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:

There are dustbins throughout the campus that are colour coded for biodegradable and non-biodegradable waste. Biodegradable generated from canteen, hostels are used as base material for production of vermicompost. The NSS, Digboi College Unit, has created an innovative method to combat the problem of plastic waste by creating eco-bricks from plastic bottles.

LIQUID WASTE MANAGEMENT:

Water from wash basins and kitchen in hostels and canteens is collected and stored in water tanks for use in flower gardens, landscaping, and the hostel kitchen garden after proper treatment.

The college has 3 numbers of rainwater harvesting plants within the campus.

The waste water from the bathrooms and laboratories (which is minimal) goes into septic tanks.

E-WASTE MANAGEMENT:

Few electronic wastes are used for practical. The rest are sold.

BIOMEDICAL WASTE:

Individuals participating in the handling of non-hazardous medical waste must practice proper personal hygiene and sanitation. To deal with biological waste, eight incinerators have been installed in locations. The dissected specimens of the Zoology and Botany departments are carefully disposed of in the biomedical waste room.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	A. Any 4 or all of the above
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: <ol style="list-style-type: none"> 1.Restricted entry of automobiles 2. Use of bicycles/ Battery-powered vehicles 3.Pedestrian-friendly pathways 4.Ban on use of plastic 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	View File
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).

Cultural Approaches in College Week:

Week long College week programme which is also referred as "Students' Talent Development Week" (Pratibha Bikash Saptah) is organized for overall development of the student community. The

cultural diversity of the region has been being showcased in the College Week cultural rally The regional aspects are also covered by organizing competitions like Borgeet, Bisnu- Jyoti Sangeet, Bhupendra Sangeet, Folksong etc. Selected students from the events take part in Youth Festivals

Departmental Wall Magazine:

Every department has been involved in preparation of attractive and thematic wall magazine in every year and participated in Interdepartmental wall magazine competition of College Week. Various Departments also published their Departmental magazine this year to promote the habit of creative writing in a fruitful way.

Digboi College Yoga Meditation Center to promote overall development in students:

The Yoga practice is continued with various programmes organized by Digboi College Yoga Meditation Center. The overwhelming response from students is an explicit evidence of success to this course on Yoga.

Encourage the students to participate in cultural event through NSS

Digboi College has participated in various social events in and outside campus where volunteers has actively participated in various activities.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

Independence and Republic Day

National Flag hoisted by Prinicipal, Digboi College. The NCC and NSS volunteers actively participated in the event along with other students, teaching and non teaching staff.

Voter's Awareness Programme:

"New voters registration 18+" Programme was organized by NSS and IQAC.

Vigilance Week:

Oath taking ceremony on Vigilance Week from 26th October to 1st November, 2021 where students, teachers and non-teaching staff participated.

Azadi Ka Amrit Mahotsav:

Celebration of "Azadi Ka Amrit Mahotsav" from 1st October to 31st October, 2021 by making dustbins with Eco bricks from waste plastic, Cleanliness drive at college and community level etc.

Human Rights Day:

Human Rights Day was observed with students' involvement by Department of Political Science, Digboi College on December 10, 2021. A popular talk on "Human Rights" was delivered by Dr. Dipak Goswami, faculty member of Digboi Mahala Mahavidyalaya.

File Description	Documents
Details of activities that inculcate values; necessary to render students into responsible citizens	https://www.digboicollege.edu.in/wp-content/uploads/2022/12/7.1.9-Constitutional-obligations-details.pdf
Any other relevant information	<u>NA</u>

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

1. Celebration of Bishnu Rabha Divas, 2021: through All Assam Intercollege level Bishnu Rabha song competition organized between 01/06/2021 to 15/06/2021.
2. World Environment Day, 2021.
3. World Blood Donors Day, 2021
4. International Day of Yoga, 2021
5. Van Mahotsav, 2021:
6. Observance of Independence Day, 2021:
7. Big Butterfly Month, September, 2021:
8. NSS Day, 2021:
9. World Blood Donors Day, 2021:
10. Vigilance Awareness Week, 2021 from 26th October to 1st November, 2021
11. Awareness programme on "New voters registration 18+", 2021: on 23/11/2021
12. World Human Rights Day, 2021:
13. Celebration of Republic Day, 2022:
14. Celebration of Wet Land Day, 2022:
15. Celebration of World's Sparrow Day, 2022:
16. Celebration of World Wildlife Day, 2022:
17. Celebration of International Women Day, 2022::
18. Celebration of Earth Day, 2022:
19. World No Tobacco Day, 2022:

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

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:

Title of the Practice: Promoting Benefits of Yoga for Mental and Physical Health

Best Practice 2:

Title of the Practice: Developing Environmental Consciousness among the different stakeholders of the College

For the details, please Visit this link:

<https://www.digboicollege.edu.in/wp-content/uploads/2022/12/7.2-Best-Practices.pdf>

File Description	Documents
Best practices in the Institutional website	https://www.digboicollege.edu.in/wp-content/uploads/2022/12/7.2-Best-Practices.pdf
Any other relevant information	https://www.digboicollege.edu.in/

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

Community Service through National Service Scheme

Dedicatedly working with the NSS motto of NOT ME BUT YOU, Digboi College NSS Unit is offering tremendous service for the neighbouring community through its various activities throughout the years.

Major steps taken by College through NSS:

- Adopting a neighbouring forest village in Dihing Patkai National Park belt region.
- NSS Camp are organised for continuous touch with the local villagers and render service to the well being of the village.
- Developing Livelihood skills through community participation with zero cost investments for vermicomposting.
- Educational assistance for School Students.
- Health Camp in the adopted village involving Doctors for routine health check up of the villagers including the children.
- Veterinary Camp for livestock in the adopted village
- Awareness Programmes have been organised on substance abuse, road safety, swachhata etc.
- Blood Donation Camp is organized on Blood donation day in association with various organizations
- SBSI Camp involving 100 hours of Sachwata in nearby villages.

Achievement of NSS Unit, Digboi College: For rendering enormous service to the community, the different agencies have bestowed awards to the volunteers and Program Officer of NSS Unit of Digboi College.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

- NAAC Assessment and Accreditation
- Publication of College History
- Publication Books and a research journal.
- Approach Govt. for delinking HS courses from the college.
- Opening PG Programmes in Chemistry, Mathematics, Political Science, and English.

- Starting more Add-on courses
- Introduction of Honours course in History and Geography
- Erection of the boundary wall on the west border of the college
- Organizing State level Students Conclave, youth festival (Inter-college competitions),
- MoUs with local industries for academic collaboration as well as internship/ placement
- Focus on Students' fieldwork/project
- Organizing national seminars and state-level workshops
- Mentoring in the feeder schools
- Focus on quality research publications