

DRAFT REPORT
ON
INSTITUTIONAL ACCREDITATION
OF

**Digboi College, Digboi
Assam**

Visit dates
February 11-12, 2004

National Assessment and Accreditation Council
Bangalore

Report of the Peer Team on the Institutional Accreditation of Digboi College, Digboi, Assam

SECTION I: INTRODUCTION

The Digboi College, Digboi, Assam is a grant-in-aid college, affiliated to Dibrugarh University. It started functioning from July 1965 and obtained UGC recognition under 12f in 1970. The college applied for Assessment by National Assessment and Accreditation Council (NAAC) and the NAAC in turn appointed the following members as its Peer Team to visit the college.

Dr. P. V. Vaidyanathan, Former Vice Chancellor,
Annamalai University, TamilNadu

Chairman

Dr. Arabinda Kumar Das, Director,
Academic Staff College, Burdwan University,
West Bengal

Member Convener

The team visited the college between 11th and 12th Feb 2004.

The college located in a 25.85 acre land area in a rural surrounding, conducts three under graduate programmes in Arts, Science and Commerce. 557 students (423 from within Assam and 134 from other states) undergo education provided by 70 faculty, 60 of whom hold permanent position while 10 are temporary. 10 out of the 70 faculty possess Ph.D., 12 M.Phil. and the rest PG qualifications. They are assisted by 27 non-teaching staff in the smooth conduct of the organization. Of the 111 students who appeared for the final examination, 71 passed the examinations, two of whom obtained first class and university rank. The unit cost of education is found to be Rs. 28513/-.

About Rs. 10 lakhs has been sanctioned by UGC under 10th Plan grant. In addition Rs. 50,000/- has been granted by UGC under UGC-Network Resource Centre. A sum of Rs. 2 lakhs has been donated by IOC.



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The academic and administrative wings, a central library, an office room with computer facilities, fax and e-mail facilities, a health centre and sports facilities are located in a single campus. Hostels, housing facilities for employees and a canteen are provided to make living comfortable. Apart from the sports facilities provided, classes on Yoga are conducted with the help of Prajapita Brahmakumari Spiritual University as a value addition to the programme.

There is a hostel for girls. There are 23,528 books available in the library apart from 566 journals for the use of students and faculty.

SECTION II: CRITERION WISE ANALYSIS

The criterion wise analysis is given in the following pages.

Criterion I: Curricular Aspects

Digboi College established in July 1965 is located in Rural Land adjacent to Digboi Oil Township on the Digboi-Duliajan Road and is well connected by Rail and Road with district headquarter, Tinsukia. It has 3 streams viz., Arts, Science and Commerce. The college is affiliated to Dibrugarh University and it was registered by UGC under U/S-2 (f) UGC Act in March 1970. It has a big campus area of 25.85 acres with undulated topography.

Spanned over the faculties the college has 20 teaching departments e.g., English, Assamese, Bengali, Hindi, Nepali, Economics, Political Science, Education, Philosophy, History, Geography, ^{or} Sanskrit, Mathematics, Physics, Chemistry, Botany, Zoology, Electronics, Computer Science and Commerce. It offers Major in 13 subjects and Computer Application as a vocational subject for Arts and Commerce streams.

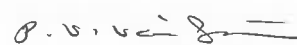
P. V. Vaidya

The college has 557 students (during the session 2002-2003) and 70 teachers (sanctioned posts yet to be filled up 6) at present. Out of 70 teachers 60 are in sanctioned posts and 10 of them are having Ph.D. degree while 12 have M. Phil. degree.

In the curriculum, there is flexibility in time frame. Interdisciplinary and multi-disciplinary approaches have been adopted but not up to the desired level. The college is trying to offer career oriented programme options in the greater interest of the students. Mission and goals are only partly reflected through the curriculum. The college does not have any significant role in restructuring the curriculum and it cannot introduce any kind of new programme of its own under the present affiliating system of the university. There is good amount of college-industry-neighbourhood network. There exists self-financing courses like Spoken English and Yoga. The college is trying to offer some career-oriented programme options in the greater interest of students. It has already started to obtain feedback from the students. Faculty members, students, Alumni Association and Guardian Association provide constructive suggestions regarding academic matters of the college.

Criterion II: Teaching – Learning Evaluation

The college is providing a good teaching-learning methodology. It supplements the lecture method with other learner centered teaching methods like group discussion, seminar, lecture-cum-demonstration method, interaction as per teaching plan prepared by the department concerned, keeping in view the implementation of interdisciplinary approaches for quality teaching and learning. The institution has a well- defined admission process and the students are selected for admission into various courses on the basis of merit and through interviews adhering to Govt. guidelines for SC, ST, OBC, physically handicapped students and so on. There are good number of working days (231) and teaching days (181) in the college. The college monitors the overall performance of


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students through Unit Test, Mock Test adopting the university model evaluation techniques. As a good practice the weaker learners are identified and remedial classes are arranged. In addition to classical method of teaching, some teachers take the help of teaching aids imparting class teaching. The college has conducted a sizeable number of State-Level Seminars, Workshops and other programmes for faculty improvement as well as for the enlightenment of the students. Most of the teachers have participated in Faculty Development programmes like attending UGC Orientation programmes and Refresher Courses, Paper Presentation, Book Writing, etc. Some of the faculty members have worked as Resource Person in State Level Training / Workshop programmes. To assess competency of the faculty and to evaluate their performance in different spheres, the college follows the self-appraisal method as well as the teacher performance appraisal method by the students. The teachers are recruited as per UGC guidelines and the State Govt. regulations. Out of 60 permanent teachers ten have Ph.D. degree, 12 have M. Phil degree. The students perform well regularly in the university examinations. For example, the success rates in the last 3 years are as follows: in 2001, BA:63.5%, B.Sc.:51.4%, B.Com:55.5%; in 2002, BA:65%, B.Sc.:55.8%, B.Com:78.5%; in 2003, BA:67.7%, B.Sc.:78.5%, B.Com:63.6%. There is always a tradition to secure positions in University examinations. Thus in 2003 nine students obtained different ranks in various subjects.

Criterion III: Research, Consultancy and Extension

The college encourages and promotes research activities by granting study leave and that is why about 36% of teachers already possess higher degree like Ph.D., M.Phil. A number of teachers are now carrying out research work and they have good number of standard research publications to their credit. They have been able to write / publish several books to their credit. There is as such no faculty participation in consultancy work but the college has a designated faculty member with additional charge for extension activities and a


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Women Welfare Centre for promotion of research on women particularly of the economically weaker section. With the active cooperation of all section of people of the college several extension programmes are being carried out in different areas like community development, social work, health awareness and family planning, medical camp, adult education and literacy, environment awareness etc.

In order to promote cultural activities of the college students are encouraged to participate in drama, music, dance and so on. The college conducts very often competitions in cultural events for recognizing the talents of the students. The college encourages the students to participate in extension activities through NCC and NSS units. Some of the NCC cadets have represented the state and the country and visited abroad. The NSS unit is doing some good work particularly among the weaker section of the society.

Criterion IV: Infrastructure and Learning resources

Situated in lush green surrounding, the Digboi College is spread over 25.85 acres. There are 10 buildings (8009 sq. m built-up area) in which academic wings, an auditorium, library, common rooms for boys, girls and teachers and girls' hostel are housed.

The college lends its infrastructure facilities for external agencies to hold examinations such as Science Talent Search Examination, Mathematics Olympiad, Tourism Department during Tourism festivals and for NCC as landing ground for paratroopers.

A separate committee looks after the maintenance and beautification of the campus. The pollution free serene atmosphere is found to be conducive for study.

23528 books including 440 textbooks and 566 journals are available in the library. While the purchase activity is partially computerized, search and lending activities are yet to be computerized. The library functions between 10 am and 4

pm on all working days. The addition of a digital library and extended working hours of the present library will enhance the utility of the library.

Sports facilities in the campus include cricket, football, volleyball, badminton and indoor games such as chess, carrom, table-tennis and gymnasium. Yoga training is provided with the help of Brahma Kumari Organisation. One student has represented the state and then selected by a cricket club of U.K. for participation in their county club. Such students are being honoured by the college with a certificate of merit.

The electronics department workshop maintains all the instruments of the college thus saving some amount in respect of maintenance.

A girls' hostel to house 50 girls is available with built-in recreation and indoor game facilities. Emergency medical facilities are provided for hostel inmates. Foundation stone has been laid for the boys' hostel and it is likely to come up soon utilizing the UGC grant provided for the purpose.

A regular water supply scheme and supply of natural gas for heating in laboratories are available.

Medicinal plants garden, common rooms for boys, girls and faculty in the college premises, NSS, health care center, career guidance cell, vehicle shed and a canteen enhance the value of campus life.

Criterion V: Student Support and Progression

The college has good support services to ensure the physical and intellectual health of its different constituencies. The prospective students are enlightened of the details of the campus with its various facilities and its uses, academic programmes, etc. The college has been promoting different facilities like sports, cultural, co-curricular and extra-curricular and social activities. The prospectus of the college provides guidance to students about admission, fee structure, provision for financial aid and other support services. The college has a vast campus with big play-ground, provision for multivarious recreational in-campus facilities. Several students / ex-students have represented India in

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national / international events. They're yet to start the activities of employment / placement cell. The Alumni Association is quite strong. The dropout rate of students is high which is attributed to the inability of poor students to continue their course, admission to professional courses and availability of jobs in the nearby refinery on contract basis. Student passing rate in examination is satisfactory. Beyond formal modes, the faculty members often appraise the students of the latest facilities for progression to further studies and avenues for employment and also motivate for self-employment. Needy students are provided with financial aid from "Student Aid Fund" of the college from time to time. Fifty girl students are provided with nice hostel facilities. Above all, the panoramic view with lush green atmosphere of the excellent campus itself is a source to get tuned with nature.

Criterion VI: Organisation and Management

The college governing body (GB) consists of members from public, the Principal, two representatives of faculty and a representative from among the non-teaching staff. To improve the systematic governance and administration of the college a number of sub-committees have been formed by the governing body (GB).

A building and project sub-committee looks after the construction of new administrative and boys' hostel buildings, maintenance of existing building (administrative units and girls' hostel) and construction of supplementary units such as car shed, and sluice gate for the fishery.

A purchase committee is empowered to purchase all equipments through tender and legally acceptable procedures with due transparency in the system.

A finance committee is to finalize the annual budget, necessary austerity measures and measures for fund development. An internal auditor appointed by the GB checks the procedures regarding purchase of materials and the effective accounting procedures.



A library sub-committee looks after the purchase of books, their maintenance and modernization of library procedures.

A staff selection committee, a student admission committee, examination conduction board, the students union, and a grievance redressal cell assist the Principal in the smooth running of the college administration.

The welfare measures adopted by the college for its employees include salary advance facility, loan facility from Digboi College Teachers' Unit Benefit Fund (DCTUBF) and Digboi College Staff Benefit Fund (DCSBF) and Contributory Provident Fund (CPF) and loan thereof.

The welfare measures adopted by the college for its students include Book Bank facility to poor students, Book borrowing facility from the Departmental libraries, Financial Aid to poor students, Free Medical checkup from time to time, installment payment facility, aid to distressed student, from Student Aid Fund and awards to meritorious students.

The non-teaching staffs were provided with computer literacy training programme and training course on maintenance of accounts.

Criterion VII: Healthy Practices

The Peer Team noted that the following healthy practices are adopted by the college.

- Disciplined and energetic students
- Dedicated teachers
- Publication of wall magazines
- Well maintained girls' hostel
- Yoga practice
- Debating society
- SPICMACAY
- Women Welfare measures
- Spoken English courses
- Coaching for competitive examinations

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The students are well disciplined and they take part in many cultural activities. Academically also some have creditably passed with University ranks.

The dedicated teaching faculty have tried to improve their knowledge. It is heartening to note that out of the 10 faculty who hold Ph.D degree, 8 of them obtained their Ph. D. after joining this college. Many are pursuing their higher studies.

The publication of wall magazines encouraged by many departments brings out the innate talents in the students in literature, drawing and painting.

The girls' hostel though small contains the necessary infrastructure and is well maintained. However, the team feels that more number of rooms should be built to help many more girls who would like to have hostel facility.

The Yoga practice provided with the help of Brahma Kumari's Organization is a welcome step as it helps the students in their spiritual and mental health.

The Debating Society provides the students in improving their oratorical skills.

The Society for Promotion of Indian Culture and Classical Music amongst youth (SPICMACAY) which creates an awareness among the students of the national movement in Indian cultural and classical music particularly when they are attracted by foreign culture is a welcome step available in the college.

The Women Welfare centre of the college helps the less privileged women in medical awareness, population control, adult literacy and environmental awareness.

The Spoken English courses offered on a voluntary basis by the faculty of the English department is observed to be a very helpful measure particularly to those coming from rural background. The team would like the department to establish a language laboratory to enhance such a programme.

Students are being given coaching to face the competitive examinations by the NCC wing of the college. In the present scenario of large-scale unemployment this step will be very helpful to the students.

P. V. Vaidyanathan

SECTION III: OVERALL ANALYSIS

The Peer team visited the departments, library and supporting facilities such as canteen, health centre, hostel, students' common rooms, students' union office, administrative office, auditorium and sports facilities, interacted with the Governing body, Principal, Faculty, Non-teaching staff, Students, Alumni and Parents and pursued through the documents provided.

The team felt that the following are the points of strength of the college:

- Faculty interest in Research
- Research in special variety of rice which is close to obtaining a patent
- Disciplined students
- Good Girls' hostel.
- Performance appraisal of Teachers by Students.
- Training in Yoga and Meditation
- Activities of faculty in Digboi Science Society
- Debating Society and Heart Care Society activities
- SPICMACAY
- Women Welfare Centre and Medical Camp
- Wall Magazines
- Creation of Reserve Fund
- Coaching for Competitive Examinations
- Courses on Spoken English and Computer Applications

The Peer Team, however, would like the management of the college to look into the following points of concern:

- Enhancement of the Temporary Staff Salary
- Computerisation of Library activities
- Introduction of digital library
- Establishment of Language laboratory
- Addition of Boys' hostel
- Enhancing gymnasium facility



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The Peer Team thanks the management, Principal, Students and others concerned for the smooth conduct of the Peer Team visit and wishes the college all success in their future endeavours.

Date : 12th Feb 2004

Signature of Peer Team



Dr. P. V. Vaidyanathan
(Chairman)



Dr. Arabinda Kumar Das
Member Convener

I have read the report and I agree to the statements made.

Signature of Principal



Prof. S. S. RoyChoudhury
Principal



PRINCIPAL I/C,
DIGBOI COLLEGE

Quality Profile

Name of the Institution : Digboi College

Place : Digboi, Assam

Criterion	Criterion Score (C_i)	Weightage (W_i)	Criterion X Weightage ($C_i \times W_i$)
I. Curricular Aspects	80	10	800
II. Teaching-learning and Evaluation	82	40	3280
III. Research, Consultancy and Extension	72	05	360
IV. Infrastructure and Learning Resources	78	15	1170
V. Student Support and Progression	72	10	720
VI. Organisation and Management	75	10	750
VII. Healthy Practices	78	10	780
		100	$\Sigma C_i W_i = 7860$

$$\text{Institutional Score} = \frac{\Sigma C_i W_i}{\Sigma W_i} = \frac{7860}{100} = 78.60$$

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Director