

**PEER TEAM REPORT ON
INSTITUTIONAL REACCREDITATION OF
Digboi College, Itavata, Digboi.**

Place - Itavata, Dist - Digboi, Pin - 786 171. State – Assam.

SECTION-I GENERAL	INFORMATION
1.1 Name & Address of the Institution	Digboi College, Itavata, Digboi. - 786 171, Assam.
1.2 Year of Establishment	1965
1.3 Current Academic Activities at the Institution (numbers)	
Faculties/Schools	03 (Arts, Science, Commerce)
Departments/Centres	20 (Arts 12, Science 07and Commerce 1)
Programmes/Courses offered	13 (B. A. 05; B. Sc.06; and B.Com.02)
Permanent Faculty Members	Permanent: 60 + Principal, Temporary: 10
Permanent Support Staff	Non-Teaching: 19
Students	1102 (Arts 594, Science 287, Commerce 221) 510 (A 247, S 121, C 142 at Hr. Secondary level)
1.4 Three major features in the institutional context (As perceived by the Peer Team)	<ul style="list-style-type: none"> • College has shown visible progress in infrastructural development and student strength during the post accreditation period. • Add on courses and Community College are financially supported by UGC. • Well disciplined and energetic students.
1.5 Dates of visit of the Peer Team (A detailed visit schedule may be included as Annexure)	10 th to 12 th September, 2015. (detailed visit schedule authenticated and duly signed enclosed)
1.6 Composition of the Peer Team which undertook the on-site visit	
Chairperson	Dr. V. S. Deshpande Ex-Vice Chancellor, Prof. & Head/ Director, Dept. of Business Management, Reshtrasant Tukadoji Maharaj Nagpur University, Chhatrapati Shivaji Maharaj Administrative Premises Ravindranath Tagore Marg, Nagpur - 440 001, Maharashtra.
Member – Coordinator	Dr. B. Anirudhan Principal Nehru Arts and Science College Thirumalayampalayam, Coimbatore - 641 105 Tamil Nadu.
Member	Prof. Ganesh Kawadia Head School of Economics Devi Ahilya Viswavidyalaya Nalanda Campus, R N T Marg Indore - 452 001, Madhya Pradesh.
NAAC Officer	B. S. Ponnudiraj Assistant Adviser, NAAC, Post Box 1075 Nagarbhavi, Bangalore - 560 072.

CRITERION-WISE REPORT

SECTION-II: CRITERION-WISE ANALYSIS	
2.1 CURRICULAR ASPECTS	
2.1.1 Curriculum Planning and Implementation	<ul style="list-style-type: none"> • The College follows the curriculum designed by Dibrugarh University to which it is affiliated. • A few members of faculty are in the Board of Studies of the University. • The College follows semester system and CBCS system is yet to implement.
2.1.2 Academic Flexibility	<ul style="list-style-type: none"> • B A programme are offered under 07 majors and B Sc. Under 05 majors and Commerce under 02 major subjects. • A few inter disciplinary subjects like environmental science, elementary education etc. are offered.
2.1.3 Curriculum Enrichment	<ul style="list-style-type: none"> • Add on courses on wild life conservation for science stream and English communication for Arts and Science is financially supported by UGC. • Certificate courses in Elementary education and human right education are also offered. • Computer literacy and use of language laboratory need to be enhanced.
2.1.4 Feedback Systems	<ul style="list-style-type: none"> • Formal Feedback mechanism is in place, but not analysed and consolidated to make it effective. • No systematic approach to collect feedback from the other stake holders.
2.2. TEACHING-LEARNING & EVALUATION	
2.2.1 Student Enrollment and Profile	<ul style="list-style-type: none"> • Admissions are made as per Government and University norms, but college lacks structured admission policy. • College publicity is given through website prospectus and print media. • A good number of seats are allocated for SC, ST, ST (H), OBC and MOBC Category.
2.2.2. Catering to the Diverse Needs of Students	<ul style="list-style-type: none"> • Weak students are supported with remedial and extra classes. • Women Welfare Cell is active and performing role in gender sensitization and welfare of women. • Weak students are financially supported through grants, scholarships and staff.
2.2.3 Teaching-Learning Process:	<ul style="list-style-type: none"> • Class tests and seminars are regularly conducted for internal assessment. • Answer scripts are shown to the students for the academic mapping.

	<ul style="list-style-type: none"> E-learning methods are yet to be put in place. Limited use of ICT enabled teaching.
2.2.4 Teacher Quality	<ul style="list-style-type: none"> A few Teachers have attended refresher and orientation programmes, FDP, workshops, conferences and seminars. A few members of faculty are involved in Major and Minor UGC funded projects. More than 80% of teachers published papers in national and international seminar and workshops. 21 teachers have Ph.D. and 18 have M. Phil. degrees. Still more than 50% of the teachers are yet to complete their Ph. D.
2.2.5 Evaluation Process and Reforms	<ul style="list-style-type: none"> Semester examinations conducted as per university norms. 20% of evaluation is done through well planned internal examinations, tests and assignment schedules. Examinations are conducted for add on courses with the help of well structured objective type questions.
2.2.6 Students Performances and Learning outcomes	<ul style="list-style-type: none"> Guidance for competitive examinations needs to be strengthened. A few students are university ranks holders. The pass percentage at final level is above university average.
2.3 RESEARCH, CONSULTANCY AND EXTENSION	
2.3.1 Promotion of Research	<ul style="list-style-type: none"> Research committee encourages teachers to apply for research projects. A few projects were awarded by UGC. Necessary leave is provided to complete Ph. D. and M. Phil. programmes. Research based on the local issues need to be promoted.
2.3.2 Resources Mobilization for Research	<ul style="list-style-type: none"> Teachers are Encouraged to mobilize resources from external agencies to undertake research activities. UGC has funded 03 Major and 15 Minor Projects with a total outlay of Rs. 57,34,395/- Out of the total 01 Major and 04 Minor projects are completed. No provision is available for seed money.
2.3.3 Research Facilities	<ul style="list-style-type: none"> Provision is made to tap the R & D facilities of Oil India and ICMR. Collaborative research needs to strengthened. Limited research facilities available.
2.3.4: Research Publications and Awards	<ul style="list-style-type: none"> A good number of research papers are published in journals and edited volumes. A few teachers are in the Editorial Board of National and International journals.

	<ul style="list-style-type: none"> • Some of the members of the faculty were awarded with best papers in the international and national conference/ seminar.
2.3.5 Consultancy	<ul style="list-style-type: none"> • College needs to explore the possibilities of undertaking Consultancy services.
2.3.6 Extension Activities and Institutionalized Social Responsibility (ISR)	<ul style="list-style-type: none"> • Good number of extension activities are undertaken by NSS and NCC. • A few departments have strong social connect through awareness campaign on wild life conservation and environment protection. • ISR activities need to be strengthened.
2.3.7 Collaboration	<ul style="list-style-type: none"> • Collaborative initiatives and MoUs are in place to conduct welfare activity. • IOCL has contributed for infrastructural development and Forest Department supports for research. • Efforts should be made to establish strong linkages for academic excellence.
2.4 INFRASTRUCTURE AND LEARNING RESOURCES	
2.4.1 Physical facilities for learning	<ul style="list-style-type: none"> • Outdoor sports facilities provided and indoor facility is under construction. • Hostels are available for Boys and girls. • Recreation facilities, health care and canteen facilities are available. • Most of the class rooms and laboratories are congested.
2.4.2 Library as a Learning Resource	<ul style="list-style-type: none"> • Departmental Libraries are functional. • The Library has a good number of texts reference books and journals. • Library is partially automated with OPAC.
2.4.3 IT Infrastructure	<ul style="list-style-type: none"> • College has its own updated website. • Limited Internet and wifi facility is available. • ICT enabled services need to be strengthened.
2.4.4 Maintenance of Campus Facilities	<ul style="list-style-type: none"> • The campus is beautiful and lush green. • CDC takes care of Campus maintenance. • Systematic service, calibration and maintenance of equipments are lacking.
2.5. STUDENT MENTORING AND SUPPORT	
2.5.1. Student Mentoring and Support	<ul style="list-style-type: none"> • The College annually publishes prospectus which contains all academic, infrastructural, co-curricular and all supportive information. • Limited Scholarships and free ships are made available for eligible students under various schemes. • Guidance for participating in state and national level events need to be strengthened.
2.5.2. Student Progression	<ul style="list-style-type: none"> • Student progression to H.E. is only 30%. • The college results in most of the cases are satisfactory. • Financial assistance from various sources

	need to be tapped to reduce high dropout rate.
2.5.3 Student Participation and Activities	<ul style="list-style-type: none"> • Students participate in inter-collegiate and university sports and cultural activities. Full time Physical education teacher needs to be appointed. • College publishes a magazine, News letter, wall magazine Boys hostel magazine “Gyanodaya” and “Srujan” by Women Welfare Cell. • College has an elected active Students’ Union and has raised funds to support needy students.
2.6 GOVERNANCE, LEADERSHIP AND MANAGEMENT	
2.6.1 Institutional Vision and Leadership	<ul style="list-style-type: none"> • Governing body is supportive, which is constituted as per Government norms. • Principal promotes Decentralization of authority and Participatory Management system. • The vision and mission of the college has not been properly displayed.
2.6.2 Strategy, Development and Deployment	<ul style="list-style-type: none"> • Prospective development plan for the college not yet formulated. • Simultaneous conduct of Higher Secondary classes along with higher education is a hindrance for the development of the college. • Alumni association needs to be activated for academic and infrastructure development.
2.6.3 Faculty Empowerment Strategies	<ul style="list-style-type: none"> • Evaluation of faculty and non-teaching staff needs to be operationalised. • Teachers and Staff welfare fund are operational. • Performance appraisal is not taken on a regular basis.
2.6.4. Financial Management and Resources Mobilization	<ul style="list-style-type: none"> • College receives funds from UGC, State Govt. University and Finance Sub-committee prepares the budget and monitors the process. • Financial audit undertaken and reserve fund is available. • Self financing programmes are offered only in a few subjects to generate funds.
2.6.5. Internal Quality Assurance System (IQAS)	<ul style="list-style-type: none"> • IQAC should be activated for quality enhancement. • Internal academic audit is not structured and External academic audit is yet to initiate. • AQAR to be submitted on a regular basis.
2.7 INNOVATIONS AND BEST PRACTICES	
2.7.1 Environmental Consciousness	<ul style="list-style-type: none"> • Rain water harvesting, Vermi culture and wild life conservation are practiced to make the campus Eco-friendly and lush green. • Awareness campaign is being organized to

	<p>educate the society for environmental consciousness and biodiversity.</p> <ul style="list-style-type: none"> • Green Audit of the campus needs to be initiated.
2.7.2 Innovations	<ul style="list-style-type: none"> • Science club displays thought of the day. • Wall Magazines to develop creativity among students. • Herbal garden, Orchidarium, horticulture and taking care of injured snakes help the students to have affinity towards nature.
2.7.3. Best Practices	<ul style="list-style-type: none"> • Democratically elected Students Union. • Common dress code and identity cards for all the students. • Linkage with forest department to protect flora and fauna. • Student and teacher exchange practice to enhance enrollment.
SECTION III. OVERALL ANALYSIS	
3.1 Institutional Strengths	<ul style="list-style-type: none"> • Support of UGC for add on courses and Community College. • Staff and student welfare measures are supportive. • Resource mobilization from corporate sector. • Social connect through various awareness campaigns. • Active NCC and NSS. • Participatory decision making and good coordination between faculty, management and students • Well disciplined and energetic students.
3.2 Institutional Weaknesses	<ul style="list-style-type: none"> • Simultaneous conduct Higher Secondary classes along with under graduate classes. • Non availability of Physical Education teacher. • Declining admission rate in some of the departments. • Inadequate infrastructure and congested class rooms. • High dropout rate.
3.3 Institutional Opportunities	<ul style="list-style-type: none"> • Initiate regular PG programmes. • Offer need based certificate, diploma and value added programmes. • Under taking Major Projects. • Locational advantage of dense forest and IOC. • ICT enabled teaching-learning process. • Regular placement activities and placement cell for on campus recruitment.
3.4 Institutional Challenges.	<ul style="list-style-type: none"> • Delinking higher secondary education from senior college. • Creating conducive research atmosphere. • Establishing Industry-Institutional linkages. • Prevention of dropout of students.

- Development of student competencies in contemporary competitive environment.
- To enhance placement activities.

SECTION- IV : RECOMMEDATIONS FOR QUALITY ENHANCEMENT OF THE INSTITUTION

- To prepare a prospective development plan for the college.
- To segregate higher secondary education from senior college.
- To appoint Physical Education teacher.
- To start relevant PG courses in Physics, Zoology, Botany, Commerce and Economics.
- To start region specific self financing courses at the UG level.
- To enhance the use of computer and language labs.
- To streamline feedback system for quality enhancement.
- To complete automation of the library.
- To motivate teachers to apply for collaborative and interdisciplinary research projects from the UGC and other funding agencies.
- To organize more national seminars and workshops.

I agree with the observations of the Peer Team as mentioned in this report.

Seal of the Institution

Signature of the Head of the Institution

Signatures of the Peer Team Members

Name and Address	Designation	Signature with Date
Dr. V. S. Deshpande Ex-Vice Chancellor, Prof. & Head/ Director, Dept. of Business Management, Reshtrasant Tukadoji Maharaj Nagpur University, Chhatrapati Shivaji Maharaj Administrative Premises Ravindranath Tagore Marg, Nagpur - 440 001, Maharashtra.	Chair Person	
Dr. B. Anirudhan Principal Nehru Arts and Science College Thirumalayampalayam, Coimbatore - 641 105 Tamil Nadu.	Member Coordinator	
Prof. Ganesh Kawadia Head School of Economics Devi Ahilya Viswavidyalaya Nalanda Campus, R N T Marg Indore - 452 001, Madhya Pradesh.	Member	
B. S. Ponnudiraj Assistant Adviser, NAAC, Post Box 1075 Nagarbhavi, Bangalore – 560 072.	NAAC Officer	

Place : Itavata, Digboi (Assam)

Date : 12-09-2015



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद
विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission

Quality Profile

Name of the Institution : Digboi College
Place : Digboi, Dist. Tinsukia, Assam

Criteria	Weightage (W_i)	Criterion-wise Weighted Grade Point (Cr WGP _i)	Criterion-wise Grade Point Averages (Cr WGP _i / W_i)
I. Curricular Aspects	100	260	2.60
II. Teaching-Learning and Evaluation	350	900	2.57
III. Research, Consultancy and Extension	150	320	2.13
IV. Infrastructure and Learning Resources	100	240	2.40
V. Student Support and Progression	100	220	2.20
VI. Governance, Leadership & Management	100	200	2.00
VII. Innovations and Best Practices	100	330	3.30
Total	$\sum_{i=1}^7 W_i = 1000$	$\sum_{i=1}^7 (Cr WGP_i) = 2470$	

$$\text{Institutional CGPA} = \frac{\sum_{i=1}^7 (Cr WGP_i)}{\sum_{i=1}^7 W_i} = \frac{2470}{1000} = \boxed{2.47}$$

Grade = B

Descriptor = GOOD

Date : November 15, 2015



D. Singh
Director

- This certification is valid for a period of Five years with effect from November 15, 2015
- An institutional CGPA on four point scale in the range of 3.01 - 4.00 denotes A grade (Very Good), 2.01 - 3.00 denotes B grade (Good), 1.51 - 2.00 denotes C grade (Satisfactory)
- Scores rounded off to the nearest integer