

SELF STUDY REPORT

PART II

SELF ANALYSIS OF INSTITUTION

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PREFACE

A premier institution of higher education, “Digboi College” is proud of its existence in the vicinity of the first Oil Refinery of Asia. But the birth of it was not ‘without pangs’. The intense urge for higher education of the people of Digboi had to overcome several abortive attempts of the then authorities of British owned Assam Oil Company Ltd. with hangover of colonial attitude of considering the proliferation of higher education as a big hurdle to their design of exploitation. But the indomitable aspirations of the mass could not be subdued and the right to higher education prevailed. Established in 1965, Digboi College has passed through its Silver Jubilee and is marching towards the Golden Jubilee. It has now grown up to a three faculty Grant-in-Aid college of Government of Assam, affiliated to Dibrugarh University and recognized by UGC under 2(f) regulation. Situated in a Rural Area, this is the only institution offering Major Courses in the Science Subjects in the entire cornermost area of NE Region right up to Myanmar border. It caters to the academic needs of the diverse ethnic communities like Singphoo, Apatani, Duonia, Chakma, Orang, Tea Garden Tribes etc. of both Assam and Arunachal Pradesh.

Though essentially a Degree College, the college also offers Higher Secondary course in all the three streams, as per the policy of Govt. of Assam, and for this purpose additional post is not allotted. Faculty members are shouldering this additional work load as a social responsibility.

This institution forges an essential link between scholastic and non-scholastic education. Our motto is not only to maintain what we have achieved but always to look forward and strive for better achievements. Our desire for better performance has been compounded by the healthy competitive spirit invoked into higher education system of India as a result of adoption of National Policy of Education (1986). It is here that we want to see where we stand and thus comes our need to get assessed and accredited by

NAAC. This will help us to impart quality education with pragmatism after taking corrective measures if any as per NAAC suggestions.

This report is prepared under the supervision of –

1. Sri S. S. Roychoudhury, Principal i/c
2. Sri G. P. Bhattacharjee, Vice-Principal i/c

with three coordinators –

1. Sri S. Bhagawati
2. Dr. A. C. Deka
3. Sri T. K. Sanyal

This is a fusion of feed-back from seven criterion-wise sub-committees with all the faculty members spread over them and each headed by one senior faculty member as convener as listed below:

<u>Name of the Conveners</u>	<u>Sub-committees</u>
1. Dr. A. C. Sarmah	Curricular Aspect
2. Sri G. P. Bhattacharjee	Teaching-learning and Evaluation
3. Sri P. N. Saikia	Research, Consultancy and Extension
4. Sri Golap Kalita	Infrastructure and Learning Resources
5. Sri M. Bharali Baruah	Student Support and Progression
6. Sri D. R. Deb	Organisation and Management
7. Mrs. R. M. Dutta	Healthy Practices

CRITERION-I
CURRICULAR ASPECTS

Being an affiliated college of Dibrugarh University, Digboi College is a Three Faculty Degree College (Non-Technical) with 20(twenty) teaching departments offering 22(twenty two) subjects of which 13(thirteen) provide Major Course facility and one is a Vocational Subject. Students enjoy scope for diversity and flexibility in offering combination of subjects.

The curriculum covering permissible combinations of subjects with restrictions thereon, and the course-contents are solely designed by the Dibrugarh University. In the curriculum, there is flexibility in time-frame. Interdisciplinary as well as multi disciplinary approaches adopted by our college catalyze the existing curriculum design. The college has used the feedback of academic peers in the initiation, review and redesigning of teaching programmes.

However, we have the following weaknesses -

- Our programme-options are not much career oriented.
- Our mission and goals are only partially reflected through the curriculum.
- We could not obtain feedback from employers to redesign our teaching programmes.
- The present college-industry - neighborhood network is not satisfactory.
- Interdisciplinary and multidisciplinary approaches in curricular design are not up to our desired level.

The college has plans to introduce more vocational and certificate courses for career orientation. The courses are –

- Tea Management
- Food Processing
- Tax Procedure and Practice
- Fish and Fishery
- Horticulture
- Sericulture

- Oils, Fats and Waxes
- Biotechnology
- Microbiology
- Environmental Science
- BBA
- BBM

Self-financing courses on:

- i) Spoken English (already started)
- ii) Yoga for all (already started)
- iii) Handicrafts

Expert committee will be constituted to provide suggestions to DU for upgradation and reorientation of curriculum to make them more relevant to the regional as well as national needs.

The college intends to invite employers to obtain feedback to review and redesign our teaching programme.

The college will try to have more collaboration with Indian Oil Corporation Ltd. (Assam Oil Division), Coal India Limited, Oil India Limited, Assam Branch of Indian Tea Association, Assam Gas Company Ltd, and some other private enterprises of Digboi.

From the next session (2003-2004) we shall put more stress on Interdisciplinary/Multidisciplinary approaches.

Criterion II

Teaching-Learning and Evaluation

Sincere efforts are made by Digboi College in providing appropriate teaching-learning experience to the students. The college supplements the lecture method with other learner centered teaching methods like group discussion, seminar, lec-dem method, interaction as per teaching plan prepared by the department concerned, keeping in view the implementation of interdisciplinary approaches for quality teaching and learning.

Students are selected for admission into various courses on merit basis and through interviews adhering to Govt. guidelines for SC/ST/OBC/MOBC/Physically handicapped students. After one month from admission, an Assessment Test is conducted and the disadvantaged/advantaged learners are identified. Remedial classes are arranged specially in English, Economics, Mathematics, Physics, Chemistry and Accountancy for the disadvantaged students. The available teaching days are fully utilized and the college monitors the overall performance of students through Unit Test, Mock Tests adopting the university model evaluation techniques which are made known to the learners at the beginning of the session.

The college has already conducted a sizeable number of State-level Seminars, Workshops and other programmes for faculty development as well as for enlightenment of the students. Almost all our teachers have participated in Faculty Development Programmes and established national/international linkages through their Publications (research as well as general), Paper presentation, Book Publication, Radio Talk, Membership of National Level Societies etc. Some of our faculty members have participated as Resource Person in State Level Training/Workshop programmes. These have enhanced adequacy and competency of the faculty members to handle the various programmes of study.

To assess competency of the faculty and to evaluate their performances in teaching, research and extension, the college follows the self-appraisal method as well as the teacher-performance appraisal method by students. The feedbacks of the appraisals are analysed and used for further refinement, upliftment and upgradation of overall competency of the faculty.

However, the college has weaknesses as follows:

1. Efforts put into Remedial Coaching to disadvantaged students and the special guidance to advanced learners are not sufficient.
2. There is lack of centralised media facility in the college.
3. Teaching days and working day are not adequate
4. Internal monitoring mechanism is not upto mark.
5. (a) Participation of faculty members in National/International Seminars etc. is not sufficient.
(b) The college is yet to organise national/international-level Seminar and Refresher Course/Conference.
6. No teacher of our college has received any teaching award so far.

The college intends to meet the challenges through the undermentioned ventures –

1. (a) From the coming session (2003-2004) onwards, more emphasis will be laid on Remedial Coaching for disadvantaged learners.
(b) More Project-works will be assigned to the advanced learners.
More exposure to optical-fibre network facility will be provided to the advanced learners in near future.
2. The college intends to provide facilities of Programmed Learning Computer Packages on different subjects.
3. The college, on its own, cannot increase the number of teaching days and working days due to spread-out examination schedules of Assam Higher Secondary Education Council (AHSEC), Guwahati as well as Dibrugarh University (DU). The college will urge upon DU and AHSEC to make examination schedules more compact.
4. To strengthen the monitoring mechanism, the college will constitute a Task-force comprised of the President of the Governing Body, the Principal, the Vice-Principal and three senior faculty members one from each stream to monitor the overall performance of students to ensure the achievements of the course objectives. The Task-force will sort out ways and means to serve the purpose.
5. The college will encourage and pursue the faculty members to attend

- National/International-Level Seminar/Workshop/Refresher Course etc.
6. Proposals will be placed before the Govt. of Assam and other concerned NGO's to institute award for College Teachers for outstanding performances.

NB: In part I of Self-Study Report, no reply could be given to query No. 19 and 20 of Criterion II as no space was allotted there in the Format of the Computer Package. The computer does not accept any reply except figures. Hence the reply to query No. 19 & 20 has been given in Annexure No. 37 and 38 respectively.

CRITERION III
RESEARCH, CONSULTANCY & EXTENSION

Despite being an affiliated deficit Grant-in-aid college with limited resources and scope, Digboi College encourages and promotes research and extension activities within its reach. To promote research work the faculty members are given study leave and substitute teachers are appointed to adjust teaching schedule. Moreover, the college procures UGC Fellowships for M.Phil/Ph.D. Programmes and faculty members are deputed on the basis of their applications. As an outcome of this effort, many of our faculty members have been awarded Ph.D. as well as M.Phil. Degrees. The atmosphere in the field creativity has resulted in operating Research Projects and publication of Research Papers in several National and International Journals, general publications in newspapers and periodicals, publication of books (one of which is approved as Reference Book by Dibrugarh University).

The college has a designated faculty member with additional charge for extension activities and a Women Welfare Centre for promotion of research on women particularly of the economically weaker section. With the cohesive force of teachers, students and staff-members, several extension programmes were carried out on different broad areas like Community Development, Social Work, Health and Hygiene Awareness, Medical Camp, Adult Education and Literacy, Environment Awareness and some other outreach programmes for the society as a whole. In this respect, several NGOs and GOs have been bonded too.

Nevertheless, the college has following weaknesses:

1. Teachers are not provided with seed-money for promoting research.
2. There is no Research Committee for submitting Project Proposals.
3. The number of teachers engaged in research activity is not sufficient.
4. The number of faculty members engaged in ongoing Research Project is also poor.
5. The college does not publicize the expertise for consultancy services.
6. The college could not carry out extension activity in AIDS-awareness and in organizing Blood-Donation camp.

CRITERION IV
INFRASTRUCTURE AND LEARNING RESOURCES

Situated atop hillocks in the juxtaposition of Digboi Township, but still remaining away from the din and bustle of town-life, Digboi College campus reminds the ancient hermitages in scenic beauty amidst lush green surroundings free from atmospheric pollution. Spread over more than 78 Bighas (25.85 Acres) of land with 10 buildings which include Auditorium, Library, Girls' Hostel, Administrative Building, Laboratory Block, Boys' Common Room, Girls' Common Room etc., the college has a Master Plan which depicts the existing structures as well as future projections. Over and above, a Canteen, a Cycle Stand, a Car-Shed, a Physical Education Centre, Health Centre and a Play ground are also the components of infrastructure facilities of the college campus. The college enjoys the facilities of free supply of water and natural gas, courtesy to IOCL(AOD).

The college has a well equipped Computer Centre with AC facility and its accessories are well maintained. The computer facility has been extended to Office and Library. Managed by its Advisory Committee, the College Library with more than 23 thousand books and journals has the facility of Book-Bank and reprography.

The college makes earnest efforts to ensure optimum utilization of its infrastructure facilities over and above their normal use. The infrastructure facilities of the college are used by external organizations for holding Book fair and Socio-cultural as well as academic activities, Dibrugarh University and Assam Higher Secondary Education Council for holding their examinations; NCC and NSS for holding camps as well as routine practice etc. The college Play Ground is used by GOs , NGOs and local youths and kids. The college library facilities are used by Research Scholars for Project works, dissertations, research papers etc.

The infrastructure is maintained from Maintenance Fund of its own under the supervision of Building and Project Sub-committee.

However, the college has the following weaknesses:

1. The college has not yet earned from the use of infrastructure.
2. The Library is not interconnected with other libraries due to inadequacy in the

system itself.

3. The college library is only partially computerized.
4. The college library is lacking standard Student magazines, Research Journals and Audio-video cassettes.
5. There is no Central Computer facilities.
6. Except Computer department, college office, library and other departments do not have Computers of their own.
7. The Physical Education Centre and Instrumentation Centre are not well equipped.
8. Till date, the college has no Boys' Hostel.

The college has the will to meet the challenges as under –

1. From the next academic session (2003-2004) the college will explore the avenues for fund mobilization from the use of its infrastructure particularly during vacations.
2. Steps are being taken for complete computerization of college library and purchase of student-magazines and Research Journals.
3. The college is trying to raise fund to meet the demands of Central Computer facility.
4. There is plan to provide better equipment facilities for Physical Education Centre and Instrumentation Centre.
5. Construction of Boys' Hostel is in the process with grants from UGC and aids from other sources.

CRITERION V
STUDENT SUPPORT & PROGRESSION

Notwithstanding the fact that Digboi College is situated in the north-easternmost part of the country and far away from the national capital with scanty percolation of latest information, the college leaves no stone unturned to provide the necessary assistance for student experience in the campus and to facilitate their progression. The prospective students are enlightened of the details of the campus with its various facilities, admission procedures, flexibilities and options in combinations of subjects, rules for maintenance of discipline, library and library books, student association, hostel facilities etc. through various channels which include updated college prospectus, advertisements and mobilization at personal level. The college provides multifarious recreational/leisure time in-campus facilities in games and sports, cultural and literary activities etc. through which the students can inculcate excellence in co-curricular activities. Furthermore, the panoramic view with lush green atmosphere of the campus itself is a source to get tuned with nature. Beyond formal modes, the faculty members often appraise the students of the latest facilities for progression to further studies as well as different competitive examinations and avenues for employment and also motivate for self-employment. As a result many of our Alumni are holding prominent positions both in employment and business. Of late, the Alumni Association of Digboi College has undertaken various developmental programmes benefiting their Alma Mater.

The college feels itself lacking in the following areas –

1. The drop out rate is high.
2. The college did not maintain records of our Alumni passing out various competitive examinations.
3. The college does not have an employment cell and a placement officer.
4. The Alumni Association is in the infancy.
5. “Nature Club” is not yet formed.

After introspection on the shortfalls, the college has chalked out the following corrective measures/steps.

1. High dropout rate is attributed to –

- a) creamy section of the students leave the college without intimation for pursuing professional and allied courses.
- b) As most of the students come from economically weaker background, many of them opt for early employment/self employment.
- c) A fraction of the students become unsuccessful in the mid-course examinations.

The college will try to keep records who leave the college during mid-course.

The college will take different measures including Remedial Classes and Tutorial Classes to increase the success-rate.

2. The college administration did not know that records for progression towards NET/SLET/GATE etc. are to be kept. Now onwards, the college will maintain such records.
3. The college is a Non-Technical college. Provision for Employment Cell and Employment officer is non-existent.
4. Steps are underway to activate the nascently formed “Alumni Association”
5. The college has initiated steps to form a “Nature Club” by associated with the “Assam Science Technology and Environment Council” (ASTECC).

CRITERION – VI

ORGANIZATION & MANAGEMENT

‘Transparency’ is the motto which is aimed to be practised in organization and management through decentralization of power. The college strictly adheres to Assam Non-Govt. College Management Rules in running the institution. The college also adopts some policies and plans of its own to be implemented in regard to Human Power Requirement and Recruitment, Training, Monitoring and Finance Management.

The Internal Quality Assurance Cell coordinates and monitors the overall functioning of the college and work efficiency of the non-teaching staff, Sub-Committees under the heads of Finance, Building and Projects, Purchase, Library, Hostel, UGC and Vocational affairs etc. formulate plans relating to their respective fields and also execute them. Professional development programs for non-teaching staff are scheduled keeping in view the working days as per academic calendar prepared by a special committee. The fee structure is prepared as per the policies of the college in human power requirement, recruitment, development, various welfare programmes etc.. The college maintains transparency and high level of standard in financial management monitored by finance subcommittee, internal auditor, Govt. auditor and other inbuilt mechanisms. Grievance Redressal Cell also helps in making the management more efficient.

The following weaknesses have been identified-

1. The internal co-ordinating and monitoring mechanism has scope for further improvement.
2. Steps for professional Development Programmes for Non-Teaching staff are not sufficient.

The following measures are being taken to overcome the shortfalls in the system.

1. Steps are being taken to boost up the existing internal coordinating and monitoring mechanism for more efficient organization and management of the college. For this end in view the Internal Quality Assurance Cell is being activated.
2. More training on MS-Excel and Fox-Pro packages is to be imparted to the Non-teaching Staff. Moreover training/guidance will be provided from time to time to

the Non-Teaching Staff on File-maintenance letter-drafting, record keeping, store-keeping etc.

The college will constitute a Research Committee for submitting Project proposals and plans to raise a fund for seed money for promoting research work.

The faculty members are now being motivated to be engaged in active research and creative writing.

Socio-economic situation in and around Digboi is not conducive enough to create demand for consultancy expertise to be publicized by the college. However, Information & Career Guidance and Students' Counselling Cell has been constituted recently to promote entrepreneurship by young blood, which will create demand for consultancy expertise.

In the near future, the college will organize AIDS-Awareness Programme and Blood Donation Camp.

CRITERION VII
HEALTHY PRACTICES

Education is the manifestation of perfection already in man. To achieve this perfection, the college has innovated many healthy practices in different dimensions. The college organizes time to time Mediation programmes, Yoga Class, Spoken English Course, Group-Discussions, Seminars, Educational Tours etc for all-round personality development of the learners. The community orientation programmes are executed by the college through its wings like Digboi College Extension Service Society, NCC Unit, NSS Unit, Career Counselling Cell, Women Welfare Centre, Digboi Science Society, Digboi College Students' Union etc. The college inculcates civic responsibilities among the students through various community orientation programmes. The college promotes transferable skills among the students with various efforts including use of information technology. The college has good relationship with IOCL(AOD), OIL, AGCL, CIL etc. which have contributed a lot to the college. Moreover, the college is very much sensitized to the concept of strategic planning, team-work, decision making and computerisation. Introduction of Electronics, Computer Science and Computer Application subjects and opening of a Botanical Garden, Medicinal Plant Garden are specific innovations of the college which have contributed to its growth.

However, the system is not devoid of weaknesses.

1. The optimum utilization of computers is yet to be done.
2. The formal MoUs with industries and the research organizations are not yet worked out.
3. Except with UGC, national/international linkages are not yet established for training and research.
4. 'Self Financing Courses' are launched in a very limited manner.

The college is going to take the following steps in this regard-

1. Optimum utilization of computer needs huge amount of fund. Fund mobilization is in the process.

2. The industries and the research organizations do not intend to sign in MoU in formal way with Grant –in-Aid colleges. Yet, the college will make earnest effort to this end.
3. Due to affiliated nature of Grant-in-Aid College, there are limitations in establishing national/International linkages for training and research.
4. More self-financing courses are going to be launched and are to be made more effective.

SUMMARY

Endowed with scenic beauty, Digboi College is enriched with spacious campus of 25.85 Acres of land covering lush green with pollution free atmosphere and potential water bodies, and is an ideal location for dissemination of knowledge. The college has all purpose infrastructure including a well-furnished resourceful library and a Girls' Hostel. This institution has dedicated, competent and experienced faculty members, and sincere and laborious Non-Teaching staff. The inculcation of various teaching techniques as envisaged by NPE has started yielding fruits as reflected through the results of TDC Final Examination, 2003, where there are nine first class holders including a topper in the university in Assamese Major. This college is a platform of learning of students of different communities and various ethnic groups coming from far-flung remote areas extending upto Myanmar Border, which makes it a human resource potential by itself. An efficient, transparent management with collective leadership is an important resource-component of the college. The Alumni who are serving the nation at various capacities holding high positions are also assets of the college.

The college plans to harness the natural atmosphere by establishing a Centre for Environmental Studies. To promote academic excellence, the college plans to introduce PG Classes in some subjects of Humanities and Science, locally relevant Vocational Subjects in UG, PG in some subjects through Distance Education mode and some Self-Financing Certificate/Diploma Courses.

Construction of a Boys' Hostel is in the offing. Fisheries will be developed out of existing and prospective water-bodies. Furthermore, the uniqueness of the undulating topography will be utilized in developing a Pilot Watershed Management Project, which will encourage the rural students to implement the same in their localities. 'Roof-Top Rain Water Harvesting Project' is also in the process.

The college plans to construct Staff-Quarter, a Science Society Complex, Guest House-cum-Seminar Hall and one Arts Block within the campus. Extensive Teak Plantation is also being planned. Existing playground is planned to be upgraded and provided with a gallery.

Plans to tap the potentiality of college for allround development, monitoring the

execution will be carried out by the Governing Body through its concerned Sub-committees. In this matter, the Committees/Sub-Committees/Cells responsible for each project will remain accountable to Governing Body.

Part I

Format for Self-study

I. Profile of the College

- Name and address of the college: DIGBOI COLLEGE
PO DIGBOI, DIST. TINSUKIA, ASSAM
PIN-786171
- For communication:

Office

Name	Telephone		Ext. No.
	Code	Number	
Principal : SRI S.S.ROYCHOUDHURY	03751	264416	
Vice-Principal : SRI G.P.BHATTACHARJEE	03751	264416	
Steering Committee Co-ordinator :			
1.SRI S.BHAGAWATI	03751	264416	
2.DR.A.C.DEKA	03751	264416	
3.SRI T.K.SANYAL	03751	264416	

Fax No.:

E-mail: dig_col@yahoo.com

Residence

Name	Telephone	
	Code	Number
Principal: SRI S.S.ROYCHOUDHURY	03751	270070
Vice-Principal: SRI G.P.BHATTACHARJEE	03751	265062
Steering Committee Co-ordinator:		
1.SRI S.BHAGAWATI	03751	270026
2.DR.A.C.DEKA	03751	270413
3.SRI T.K.SANYAL	03751	265465

Fax No.:

E-mail:

3. Type of college:

Affiliated Constituent

4. University to which the college is affiliated:

DIBRUGARH UNIVERSITY, DIBRUGARH

5. Financial category of the college:

Grant-in-aid Self-financing Government funded

6. Does the University Act provide for autonomy to colleges?

Yes No

If yes, has the college applied for autonomy?

Yes No

7. Date of establishment of the college:

Month & Year
(MM-yyyy)
07-1965

8. Dates of UGC recognition :

	Month & Year (MM-yyyy)
i. Under 2f	03-1970
ii. Under 12B	

9. Is it a recognised minority college?

Yes No

10. Campus area in acres : 25.85

11. Location of the college:

Urban Semi-urban Rural
Tribal Any other

12. Current number of programmes and departments of the college

a) Number of programmes:

Programmes	No
UG	3
PG	0
M.Phil.	0
Ph.D.	0
Post Doctoral	0
Certificate course	0
Diploma	0
PG Diploma	0
Any others	0
Total	3

b) List the departments in the college: Faculty wise :

Faculty of Science
Departments
Physics, Chemistry, Mathematics, Botany, Zoology, Electronics, Computer
Faculty of Arts
Departments
English, Assamese, Bengali, Hindi, Nepali, Economics, Pol. Science, History, Philosophy, Education, Geography, Sanskrit
Faculty of Commerce
Departments
Commerce
Any other
Departments

13. Number of permanent and temporary members of the teaching staff at present :

	Female	Male	Total
Permanent teachers (Total)			
Teachers with Ph.D. as the highest qualification	3	7	10
Teachers with M.Phil. as the highest qualification	2	10	12
Teachers with PG as the highest qualification	17	24	41
Temporary teachers (Total)			
Teachers with Ph.D. as the highest qualification			
Teachers with M.Phil. as the highest qualification			
Teachers with PG as the highest qualification	6	3	9
Part-time teachers* (Total)			
Teachers with Ph.D. as the highest qualification			
Teachers with M.Phil. as the highest qualification			
Teachers with PG as the highest qualification			

* Give the details of average number of hours/week or month.

14. Number of members of the non-teaching staff of the college at present:

	Female	Male	Total
Technical staff	0		
Administrative staff	2	25	27

15. Number of students enrolled in the college according to regions and countries :

Certificate/Diploma	Female	Male	Total
Students from the same state where the college is located			
Students from other states of India			
NRI students			
Other overseas students			
Grand Total			

UG	Female	Male	Total
Students from the same state where the college is located	281	142	423

Students from other States of India	97	37	134
NRI students			
Other overseas students			
Grand Total	378	179	557

PG Diploma	Female	Male	Total
Students from the same state where the college is located			
Students from other states of India			
NRI students			
Other overseas students			
Grand Total			

PG	Female	Male	Total
Students from the same state where the college is located			
Students from other states of India			
NRI students			
Other overseas students			
Grand Total			

M. Phil.	Female	Male	Total
Students from the same state where the college is located			
Students from other states of India			
NRI students			
Other overseas students			
Grand Total			

Ph.D.	Female	Male	Total
Students from the same state where the college is located			
Students from other states of India			
NRI students			
Other overseas students			
Grand Total			

Self-financing courses	Female	Male	Total
Students from the same state where the college is located			
Students from other states of India			
NRI students			
Other overseas students			
Grand Total			

16. Details of the last two batches of students :

	Batch 1			Batch 2		
	UG	PG	Total	UG	PG	Total
	Year of entry			Year of entry		
	UG	PG	Total	UG	PG	Total
Admitted to the program (entry year)	269		269	237		237
Appeared for the final year examination	96		96	111		111
Passed in the final examination	56		56	71		71
Passed in first class	1		1	2		2
University ranks, if any	1		1	2		2

17. Give a copy of the last annual budget of the college with details of plan and non-plan revenue/ expenditure(Attach separately).

attached (Annexure No. 26)

18. What is the 'unit cost' of college education? (unit cost = total annual revenue budget(actuals) divided by the number of students enrolled)

(2002-2003)

Total Annual Revenue Budget = Rs. 1,58,81,995.00
 No. of Higher Secondary Students = 509
 No. of Degree Students = 557
 Total No. of Students enrolled = 1066

Unit Cost (inclusive of HS) = $\frac{\text{Rs. 1,58,81,995.00}}{1066}$
 = Rs. 14,898.00

Unit Cost (excluding of HS students) = $\frac{\text{Rs. 1,58,81,995.00}}{557}$
 = Rs. 28,513.00

19. What is the temporal plan of academic work in the college?

Semester System
 Annual System
 Any other (specify)

20. Is the credit system of instruction followed?

Yes No

21. Does the college have the following support services:

Central library
 Computer centre
 Health centre
 Sports facilities
 Press
 Workshop
 Hostels
 Guest house
 Housing
 Canteen
 Welfare schemes

- Grievance redressal cell
- Vehicle parking shed
- Non-resident centre
- Any other (specify) Physical Education Centre

22. Does the college have collaborations/ linkages with national/international institutions?

Yes No

If yes, list them giving important details:

The college has linkage with Prajapita Brahmakumari Spiritual University, an international institution for promotion of value based education.
(Annexure No. 27)

23. Does the management run other educational institutions besides the college?

Yes No

If yes, give details.

24. Give details of the resources generated by the college last year through the following means:

Source of funding	Number	Quantum (Rs.)
i. Donations		
ii. Fund raising drives		
iii. Alumni association		
iv. Consultancy		
v. Self-financing courses	0	
Any others		
vi. Sales proceeds of Prospectus, Tender fee, Development fee, NAAC fee, Seminar fee		416540
vii. Certificate issue fee, Accommodation fee, Festival fee, Computer Maintenance fee, Student Aid Fund		114055

II. Criterion-wise Inputs

Criterion I: Curricular Aspects

1. What is the range of programme options available to the students for awards such as degrees, certificates and diplomas?

Digboi College imparts value based higher education to the eligible youths in three streams - Arts, Science and Commerce and various subjects are taught in Three-Year Degree Courses under the guidelines and syllabii of Dibrugarh University, Dibrugarh, Assam. There are in total 22 subjects with Major Courses in 13 subjects in Degree level of this institution. Combination of various subjects with range of programme- options are available for the students for award of Bachelor Degree in Arts, Science and Commerce. The launching of certificate and diploma courses in various subjects is in process.

2. To what extent are the programme options career oriented?

To a large extent the programme-options are career oriented, such as -

i) To equip the students with Bachelor degrees for pursuing Post Graduate studies in various subjects including professional courses as well as research oriented programmes in different ways.

ii) To enable the students to sit for various competitive examinations to secure wide range of jobs in different horizons, such as Civil Services (State/Central), Railways, Defence etc.. A large number of students are already in service. The students are also motivated towards self-employment schemes such as mushroom cultivation, apiculture, pisci culture, sericulture, poultry farming, piggery, horticulture etc. As a result, some students are already self-employed.

iii) To enable the students to secure admission in various higher technical and professional courses like Medical, Engineering, Defence, Agriculture, CA, MBA, LL.B., Pharmaceutical Science etc.

iv) Digboi College has been catering to the local needs. Many of our graduates are getting job opportunities in technical and non-technical departments in Indian Oil Corporation Limited (Assam Oil Division), Digboi, Coal India Limited, Margherita, Oil India Limited, Duliajan, Assam Gas Company Limited, Duliajan, surrounding Tea Gardens and also in teaching profession.

v) Many of our graduates have been serving as teachers and disseminating knowledge among the children of grassroot-level of the remote areas of this north-easternmost part of India.

3. Do students have flexibility to pursue a programme with reference to :

- i. Time frame

The students are to complete the Degree course and to pass the examination in three years. But the unsuccessful students are given limited chances for successful completion of the course.

ii. Horizontal mobility

No

iii. Elective options

Wide range of elective options (core) subjects are available in the three streams - Arts, Science and Commerce.

a) Arts Stream: English and MIL(Assamese, Bengali, Hindi, Nepali, Alternative English) compulsory and any two subjects from the following:

Economics, Political Science, Education, History, Philosophy, Geography, Sanskrit, Mathematics, Computer Application (Vocational Subjects)

b) Science Stream: English (Compulsory) and three from any one Group of the following:

Group A: Physics, Chemistry, Mathematics, Economics, Electronics, Computer Science.

Group B: Chemistry, Zoology, Botany

c) Commerce Stream: English and MIL (Compulsory) and 13 (thirteen) papers from the following broad areas:

Accountancy, Business Management, Business Economics, Computer Application (Vocational Subject)

iv. Non-core options

The students have got options in the Major subjects as follows:

a) Arts: English, Assamese, Economics, Political Science, Education, Philosophy, Mathematics.

b) Science: Physics, Chemistry, Mathematics, Botany, Zoology, Economics.

c) Commerce: Accountancy and Management.

4. How are the college mission and goals, if any (other than the general transmission and generation of knowledge), reflected through the curricula?

Good academic achievements through the curricula is regarded as the backbone of any institution. The following are the mission and goals that reflected through the curricula.

i) The aim of the curricula is to impart value based higher education to the eligible youths and to produce good quality students and to motivate the students for self employment.

ii) To make conscious efforts to inculcate the ideas of national integration, secularism, scientific outlook and progressive humanistic approach to life.

iii) To promote students' awareness and understanding of the qualities of moral education, commitment to the social responsibility, work-culture, discipline, secularism etc.

The value based higher education in the degree courses is being imparted to

the students as per curricula provided by Dibrugarh University, Dibrugarh, Assam. From the point of view of security of jobs, different combinations of subjects such as Physics-Chemistry-Mathematics, Physics-Electronics-Mathematics, Physics-Economics-Mathematics, Physics/Chemistry-Computer Science-Mathematics, Botany-Zoology-Chemistry etc. are introduced in the curricula of our college. As a result of which a large number of students after completion of Bachelor Degree are able to get jobs in Private or Public sectors, Government services etc. and get some professional means for their bright future.

To make conscious efforts to inculcate the ideas of national integration, secularism, discipline, work-culture, fraternity etc.. N.S.S. and N.C.C. Organisations are made active in our college. Extension programmes have been carried out through Digboi College Extension Service Society and N.S.S. unit of the college. Every year quite a good number of N.C.C. students attend state level and national level camps and earn laurels for the college. In association with some NGOs like Digboi Science Society, SPICMACAY (Society for Promotion of Indian Classical Music and Culture Among Youth), SPONDON, Parivesh Sachetan Mancha, Prajapita Brahmakumari Spiritual University etc. several programmes have been organised in order to promote art and culture, humanistic approach to life and awareness and understanding of qualities such as feeling of human values, commitment to the society etc. among students and teachers. (Annexure Nos. 16, 28-32).

To improve the mental and spiritual qualities of students, teachers and employees, short term meditation programme and some time-bound workshops on Debating, Extempore-speeches, Quiz, Drama etc. are being organized in our college. From the point of view of scientific outlook of the curricula, Projects and Field-works of some departments are made compulsory and the students submit the reports of their project works for evaluation. Further, seminars, talks, tutorials, group discussions etc. on some burning problems and relevant subjects are included in the class routine for every department of our college.

5. Is there any mechanism to obtain feedback from academic peers and employers on the teaching programmes?

Yes No

If yes, how is the feedback used in the initiation, review and redesigning of teaching programmes? Give details.

The college obtains feed back from academic peers and employers off and on which is used in the initiation, review and redesigning of the teaching programmes. At the beginning of the session the faculty members and employer (Principal) assemble together to discuss and review the academic works of the preceding session for the better results in the ensuing session. In this sitting the members present discuss in detail the achievements, drawbacks, problems etc. of the students and then formulate some criteria for teaching programme.

Secondly, the Inspector of Colleges provides some guidelines for the upliftment of the career-based education. The Director of College Development Council, Dibrugarh University occasionally visits the College to focus some ideas

about the problems and remedies in higher education.

After obtaining the feedbacks, we improvise our teaching methods in the following ways -

i) Chalk and talk method is supplemented with visual aids, model-demonstration, chart-display etc.

ii) More emphasis is given to Objective Tests, Multiple-Choice question-answer test, tutorial works, home-assignments, seminars, group-discussions, teacher-student interactions etc. Remedial classes are also taken for the educationally disadvantaged students.

iii) Outside the class-room, field-work, project-work and excursion to science-laboratories, historical places, museums, research-centres, wild-life sanctuaries are carried out to prepare report on these for evaluation.

6. How long does it take for the college to introduce a new programme within the present university system?

After fulfilment of the requisite norms required for the programme (i.e. infrastructure, Faculty members, Laboratory where necessary, Library facility etc.) and after assessing the same by the Inspector of Colleges, Dibrugarh University, the University permits the college to introduce a new programme. At least 4 to 5 (four to five) months are required for permission and affiliation from the University and three years for Government Concurrence.

7. Has the college introduced any new courses inspite of delay in university processes?

Yes No

If yes, give details.

Geography subject was introduced even before getting formal permission and affiliation from the University and concurrence from the State Government. Likewise Major courses in Management and Education and core course in Computer science were introduced though formal permission and affiliation from the university as well as concurrence from the State Government are awaited.

8. Give details of college-industry-neighbourhood networking, if any.

The College-Industry-Neighbourhood networking in case of Digboi College is detailed below:

a) Financial helps in some certain heads were granted occasionally by i) Indian Oil Corporation Ltd. (IOCL), Digboi, ii) Oil India Ltd., Duliajan, iii) Assam Gas Company, Duliajan, iv) Assam Branch of Indian Tea Association (ABITA), Eastern Zone.

b) i) A good number of valuable books were donated by Indian Oil Corporation Ltd., Digboi, for the benefit of the students and teachers. ii) Smt. Gitashree Das donated a good number of valuable books to the College Library.

c) A computer set was donated by Numaligarh Refinery Ltd. (NRL), Numaligarh for Library works of our college.

d) Plantation and afforestation programmes are also taken in the Digboi College Campus and its vicinity in association with the Social Forestry Department, Govt. of Assam and Assam Police, Digboi Police Station.

e) Talks and Lectures on Information Technology, Internet, Fax, E-mail etc. are being organised with resource persons from IOCL and NIIT, Digboi, in order to acquaint the students, teachers and employees of our College with latest technological developments.

f) The Indian Oil Corporation (Assam Oil Division), Digboi has been supplying gas and water to the College. The same industry has constructed the approach road, auditorium-stage and floor, first floor of Girls' Hostel, Main Entrance Gate etc.

9. Furnish details on the following aspects of curriculum design :

i. Innovation such as modular curricula :

NIL

ii. Interdisciplinary/ multidisciplinary approach :

There is interdisciplinary aspects in our curricular design.

Economics - Arts, Science and Commerce

Mathematics - Arts, Science and Commerce

Physics - Electronics

Statistics - Economics, Commerce, Zoology, Botany

Sanskrit - Assamese, Bengali

Chemistry - Botany, Zoology

10. Any other highlights :

In addition to the pursuit of normal course of study, the students are encouraged to get associated with the following projects/courses

i) Afforestation of the college campus.

This gives practical knowledge about identification and utility of different plants and also make them environment - conscious.

ii) Spoken English Certificate course.

This will make student to be able to express himself fluently in English and enhance communication skill.

iii) "Yoga for All" course:

This will help the students to maintain physical and mental fitness.

iv) "Handicrafts" Course: This will help the students to acquaint themselves with doll-making, glass painting etc.

Criterion II: Teaching-Learning and Evaluation

1. How are students selected for admission into various courses ?

- a) Through special entrance tests
- b) Through interviews
- c) Through their academic record
- a) Any other (specify) Reservation of seats: i) For SC, ST, OBC, and MOBC as per Govt. rules, ii) For students having outstanding talent in sports, culture and NCC. iii) For physically handicapped students.

2. a. Is there a provision for assessing students' knowledge and skills for a particular programme(after admission)?

Yes No

If yes, cite examples.

There are provisions for assessing students' competence and knowledge for a particular course or programme.

i) After about one month of the commencement of the classes, students in Major Subjects are assessed through 'Assessment Test'. Those students who could not secure qualifying marks in the said tests are to discontinue the Major course and are reverted to core-course only.

ii) For all courses (Including Major Subjects), Unit Tests are held periodically.

b. Does the college provide bridge/remedial courses to the educationally disadvantaged students?

Yes No

If yes, cite examples.

The college provides remedial courses to the educationally disadvantaged students. More emphasis is given on the following subjects.

A. English

B. Economics

C. Mathematics

D. Physics

E. Chemistry

F. Accountancy /Book keeping

Separate registers are maintained for them. Identification of weak

students is made on the basis of an Assessment Test conducted after about four weeks of the commencement of classes. The students not faring well are advised to attend the remedial classes so as to make up their deficiencies.

c. How are advanced learners challenged to work ahead of the rest?

Special care is taken for educationally advanced learners. They are encouraged to attend the library regularly to consult reference books, journals and supplementary reading materials. Bibliographies of books of particular variety are also announced to the students. They are also advised to undergo project work. Field study is also encouraged for modern, latest topics. Use of internet facilities is advised. The Departmental Teachers generally keep constant touch with the advanced learners. They urge upon their parent to take special care of their sons/daughters / wards for achieving excellence. The advanced learners are also invited to the residence of the teachers for special guidance. In fact, good and advanced learners need motivation and encouragement to work ahead of others.

3. Does the college encourage the teachers to make a teaching-plan?

Yes No

If yes, when and how is it made?

The college encourages the teachers to make teaching plan. This is a routine work. Teaching plan is made at the beginning of the academic session before commencement of the classes. Teaching plan is made in the following procedure. (Proforma attached) (Annexure No.33)

4. Are syllabi unitised according to a teaching schedule through the semester/year?

Yes No

If yes, give details of implementation in terms of monitoring, mid-course correction, etc.

The syllabi prescribed by the university is followed and monitored according to teaching schedule on yearly basis as the university holds examinations on yearly basis. The university is yet to introduce semester system in the affiliated colleges under its jurisdiction. The syllabi for different subjects are framed/modified by the "Board of Studies" for different subjects of Dibrugarh University, and the affiliated colleges have no authority in this regard. The university syllabi for each subject are already structured into different units. No. of classes to be allotted for each unit and marks distribution thereof are specified in the syllabi.

In our college, before beginning of academic session, threadbare discussions are held in different departments with respective syllabi. Each unit is allotted to individual teachers taking into consideration of expertise of the teachers in the unit.

Individual teachers then go for preparing Lesson-plan and submit to Departmental Heads. Classes are held as per the unitization of syllabi.

Within the departments, monitoring of progress, is done at periodic intervals holding departmental meetings.

Affiliated colleges in Assam are not authorized by the university for mid-course correction.

5. How does the college supplement the lecture method of teaching with other learner-centred teaching methods?

The college supplements the lecture method by other learner-centred methods as it is known to the teachers that only lecture method of teaching is mechanical, it does not create adequate interest among the students. Lecture method is an age-old method and it has its limitations. Hence the college does not depend solely on this method. Lecture method is supplemented by Lecture-cum-demonstration method, Group-interaction method, Project method, Group discussion method and so on. Seminars are organized frequently in the class rooms for active involvement of the students in the teaching-learning process. Besides, visual aids like overhead projector is also used during Seminars, Workshops and Group Discussions. Over and above this, Departments of Botany and Zoology regularly use Visual aids facility in their regular classes. The department of Computer also uses their own packages for teaching and demonstration. However, a teacher does not stick to a particular learner-centred teaching method all the time. What teaching method will he adopt depends upon the nature of the students, their adaptability, their curiosity, response etc.

6. Is there a centralised 'media' facility to prepare audio visuals and other teaching aids?

Yes No

If yes, give details.

7. Furnish the following :

- Teaching days

2002-2003	(Monthwise)	
July'02	13	days
August'02	23	days
September'02	24	days
October'02	9	days
November'02	11	days
December'02	19	days
January'03	23	days

February'03	21	days	
March'03	24	days	
April'03	14	days	
May'03	Nil		
June'03	Nil		
Total No of teaching Days	181	days	

- Working days

2002-2003	(Monthwise)	
July'02	14	days
August'02	24	days
September'02	25	days
October'02	9	days
November'02	21	days
December'02	23	days
January'03	23	days
February'03	21	days
March'03	24	days
April'03	21	days
May'03	26	days
June'03	Nil (for teachers only)	
Total No of working Days	231	

- Work load
- Ratio of full-time teachers to part-time teachers (last two years):
- For the session 2001-2002 61:2
- For the session 2002-2003 63:9
- Ratio of teaching staff to non-teaching staff (last two years):
- For the session 2001-2002 63:26
- For the session 2002-2003 72:26
- Percentage of classes taught by full-time faculty 90

8. Are evaluation methods communicated to students at the beginning of the year?

Yes No

If yes, give details.

Evaluation strategy is communicated to the students at the beginning of each academic session. Annual academic calendar (Annexure No. 10B) of the college is made available to the students wherein schedule for both the college and Dibrugarh University Examinations are incorporated.

Schedule for Terminal and Test Examinations is given in the Academic Calendar. Schedules for Unit Tests, Assessment Tests are declared in the classes. Marks for Unit/Assessment/Terminal/Test Examinations are also declared ahead. The marks

distribution for each category of questions like Objective type, Short type and Broad type are made known to students in class rooms

At the beginning of the session, teachers discuss in the class rooms the types of questions generally set in the University Examination and the method of evaluations on the basis of guidelines generally issued by the university to examiners.

On finishing the teaching of each unit, teachers generally project the types of questions which may be set from that unit along with the model answers.

In the internal examinations of the college like Unit Test, Assessment Test, Terminal Examination, Test Examination etc., the University question pattern (VST, ST and ET) is followed. Evaluated scripts are given back to students for their enlightenment.

9. Does the college monitor the overall performance of students at the beginning of the year?

Yes No

If yes, give details:

Monitoring of the over all performance of the student is done in a phased manner.

In the first phase, after each unit test, the performance of the students are thoroughly analysed department-wise.

In the second phase, the results or the outcome of the analysis and suggestions there on are handed over to the Head of the Institution.

In the third phase, the Principal convenes meeting of the Heads of Departments and the meeting decides the steps to be taken in subsequent periods.

10. How are teachers recruited? When and how are new teaching positions created? Give details.

Recruitment of teachers against vacancy in sanctioned post covering both i) permanent and ii) leave-vacancy is carried out following guidelines laid down by Education (Higher) Department, Govt. of Assam vide Memo No. B(2)-242/2002/240/H dated Dispur the 20th Feb/2003.

(Annexure No.15A)

The guidelines are as follows:-

1.(B). Selection of Lecturer

The College Governing Body shall constitute a Selection Committee for a term of two years with the following members:-

- 1) Chairperson of the Governing body of the college or his/her nominee to be the Chairperson of the Selection Committee
- 2) The Principal of the concerned college.
- 3) One Senior Teacher/Head of the Department (of the concerned subject) preferably having not less than 10 years of services as a teacher.

4) Two nominees of the Vice-Chancellor of the affiliating University of whom one should be a subject expert.

5) Two subject experts not connected with the college to be nominated by the Chairperson of the Governing Body out of a panel of names approved by the Vice-Chancellor.

Two third majority will constitute the quorum.

Norms for the post of lecturer:

a) Good academic records with at least 55% of the marks or equivalent grade of B in the seven point scale at Master Degree.

Besides fulfilling the above qualifications, candidates should have cleared the eligibility Test(NET/SLET)

b) For SC/ST candidate the minimum marks will be 50%

c) Age: Maximum 36 years. For SC/ST candidates, maximum 41 years.

d) Marking system will be as follows:

Academic Qualifications : Maximum 65

Teaching Experience : Maximum 5 (1 point for one year)

Knowledge of the subject : 15

Interview : 15

Total : 100

Marking for Academic Qualification (Maximum 65)

Position HSLC HS DEGREE Post Graduate M.Phil Ph.D. Research paper and articles

1st Div or 10 10 10 10+5 (for Gold 5 10 5
1st Class Medal)

2nd Div or 5 5 5 7 for (55-60)PC
2nd Class

Distinction 6 - - 5 for (50-55) PC

3rd Div 3 3 3 3 for (45-50) PC

for the representation of backward and more backward classes in the college, the following instruction of the Govt. of Assam are followed in regard to appointment of teachers.

Roster of 20 vacancies for giving effect to the reservation of vacancies for backward classes.

1st Vacancy Reservation for ST(P)

2nd Vacancy OBC/MOBC

3rd Vacancy SC

4th Vacancy Unreserved

5th Vacancy	Unreserved
6th Vacancy	Unreserved
7th Vacancy	ST(H)
8th Vacancy	OBC/MOBC
9th Vacancy	Unreserved
10 Vacancy	Unreserved
11th Vacancy	ST(P)
12 Vacancy	SC
13th Vacancy	Unreserved
14th Vacancy	Unreserved
15th Vacancy	OBC/MOBC
16th Vacancy	Unreserved
17th Vacancy	Unreserved
18th Vacancy	Unreserved
19th Vacancy	Unreserved
20th Vacancy	Unreserved

(Annexure No. 15B)

However, for recruitment of teachers on temporary/ad-hoc basis, the following procedure is maintained:

The Governing Body of the college constitutes a Selection Committee for a term of two years for the recruitment of teachers on ad-hoc/temporary basis.

The Selection Committee consists of the following:

1. Principal – Chairman
2. Vice Principal or Senior Most Teacher of the College – Member
3. One member of the College Governing Body – Member
4. One member of the Governing Body (From Teaching Staff) – Member
5. Head of the concerned department – Member

New teaching positions are created in the college under the following situations.

1. On introduction of major course in a subject which needs additional teachers.
2. On opening of a new department in the college in consideration of its relevance in modern perspective, prospect of employment, local demand for opening the new department.
3. On situational demand arising out of enlargement/modernisation of syllabi by the university from time to time, creation of new positions become necessary to meet up the additional work-load

11. Provide the following information about the teaching staff recruited during the last two years.

Teaching staff recruited from		
Same State		Other States
Same institution	Other institutions	
3	9	2

12. Does the college have the freedom and the resources to appoint and pay temporary / *ad hoc* teaching staff?

Yes No

If yes, give details.

In case of appointment of non-sanctioned/ad-hoc/contractual teaching staff, the college Governing Body has the liberty to appoint the above mentioned categories of teaching staff and pay them from own resources.

If no, how are additional projects/expansion managed?

13. Number of teaching staff who have attended seminars / conferences / workshops as participants / resource persons in the last two years:

	Participants	Resource persons
National level	7	0
International level	1	0

14. Does the college follow the self-appraisal method to evaluate the performance of the faculty in teaching, research and extension?

Yes No

If yes, how are teachers encouraged to use the feedback?

The college adopts the self-appraisal method to evaluate the performance of the faculty in teaching, research and extension.

The Principal distributes the “Self-appraisal proforma for college lecturers” prescribed by the UGC to the teachers to enable them to assess themselves (Annexure No. 34)

The filled in proforma are collected and analysed by the Principal and the Vice-Principal, and they (Principal and Vice-Principal) used the feed-back as follows:

The Principal/Vice-Principal writes personally to the individual teachers informing their proficiencies and deficiencies, if any, and also encourages them to

upgrade their performances (Annexure No. 35)

Moreover, at the onset of every new session, the Principal convenes a meeting of the teachers for close interaction regarding academic matters. He asks the teachers to explore new teaching methods, so that students can understand and learn better. He also emphasises the need for attending workshops, seminars, conferences, etc., so as to improve their knowledge and teaching ability. He advises the teachers to attend the refresher course and orientation course for their career progression. At times, he advises the teachers to take the help of teaching-learning aids, so as to make his teaching lively, interesting and fruitful.

15. Does the college follow any other teacher performance appraisal method?

Yes No

If yes, give details of the same and state how the results of the appraisal are used.

Besides self-appraisal method, performance-appraisal of teachers is also done by the students. Students can judge best the performance of teachers. The usual practice is that we ask the students at the end of each academic session to evaluate teachers' performance. A questionnaire consisting of ten questions is given to each and every student. Students are at liberty of disclosing/ not disclosing their identity in the questionnaire. Only those questions are set in the questionnaire which are relevant to the qualities, an ideal teacher is supposed to possess. The informations thus obtained from the students is kept in closed envelope under the custody of the Head of the Institution. (Annexure No.23A)

The Principal/Vice-Principal of the college examines the evaluated questionnaire and appraises those teachers against whom students reported about their deficiencies. The Principal also encourages them to improve their teaching performance by overcoming their shortcomings. Further, Principal issues letter to individual teachers informing about their performance as assessed by the students. The Principal appreciates the good performances of the teachers and advises to take remedial measures to overcome their deficiencies, if any. (Annexure No.23b)

The Heads of various Departments also make an independent study of the students' appraisal and then discuss the matter with departmental teachers. The Departmental Heads very often make consultations with the students in the classrooms to know their problems and difficulties and thereafter try to find ways and means to make necessary rectifications.

16. Does the college conduct refresher courses/seminars/conferences/symposia/workshops/programmes for faculty development?

Yes No

If yes, give details.

Date/Venue	Topic of Seminar/Workshop & Resource Person
1. Digboi College 28-02-1998	Hundred years of Discovery of Electrons -Prof. D.R.Deb, Head, Dept. of Physics Digboi College. (Jointly with Digboi Science Society)
2. Pengeree High School 6-6-1998	i) Malaria, its treatment and Prevention - Dr. P.K.Saikia, IOCL(AOD) Hospital, Digboi (Jointly with Digboi Science Society) ii) Environmental effects on health - Prof. P.K.Khound, Digboi College, Digboi (Jointly with Digboi Science Society) iii) First Aid - Dr. N. Sarma, IOCL(AOD) Hospital, Digboi (Jointly with Digboi Science Society)
3. Lakhpathar High School, Digboi 5-6-1999	i) Malaria, its treatment and Prevention - Dr. P.K.Saikia, IOCL(AOD) Hospital, Digboi (Jointly with Digboi Science Society) ii) Water-borne diseases: Its treatment and prevention - Dr. D. Borthakur, Digboi Science Society (Jointly with Digboi Science Society) iii) Superstitions and our society - Prof. P.K.Khound, Digboi College (Jointly with Digboi Science Society)
4. Digboi College 9-9-1998	Method of Science Education with kit Demonstration - Prof. Khira Dhar Baruah, Head, Chemistry Dept. Biswanath Chariali College.
5. Digboi College 14-11-1999	Flood Problem of Tinsukia District and its control - Md. Gaznabi, President, Doomdooma Science Society (Jointly with Digboi Science Society)
6. Digboi College	Internet

- 1-1-2000 - Sri Ashim Kalita, Senior Manager, IOCL(AOD), Digboi & Sri J.Shah, DGM, IOCL(AOD), Digboi (Jointly with Digboi Science Society)
- 7.Digboi College
10-4-2000
- i) Information Technology
- Dr. G.C.Hazarika, Prof. Dept. of Mathematics, Dibrugarh University.
(Jointly with Digboi Science Society)
- ii) Hundred Years of Quantum Theory
- Prof T.K.Sanyal, Digboi College, Digboi
(Jointly with Digboi Science Society)
- 8.Digboi College
30-9-2000
- Dr.Kandarpa Kakati Memorial Lecture-
Modern Trend in Heredity
- Dr. Pradip Kr. Baruah, Head, Life Science Dept.
Dibrugarh University.
(Jointly with Digboi Science Society)
- 9.Digboi College
28-2-2001
- i) Changing Trend in Philosophy of Science – the
Concept of inherent sense
- Dr. Ram Dayal Yadav, PDF, Scientist,
Academia Sinica, Taipai
(Jointly with Digboi Science Society)
- ii) Some Problems in Popularising Science in
prevailing environment.
- Sri Iswar Prasad Barua, Sr.Quality Control Manager
IOCL(AOD), Digboi
(Jointly with Digboi Science Society)
- 10.Digboi College
9-2-2002
- Evolution of Astronomy and Mystery of the Universe
- Dr. Paramananda Mahanta, Prof. of Physics
Dibrugarh University & President, Assam Science Society
(Jointly with Digboi Science Society)
- 11.Rastriya Vidyalaya
13-2-2002
- Treatment of Burnt Accidents
- Dr. B. P. Sarma, CMO, IOCL(AOD) Hospital, Digboi
(Jointly with Digboi Science Society)

-
- | | |
|--|---|
| 12.Digboi College
28-2-2002 | Diabatics – its symptoms & remedies
- Dr. N. G. Singha, Renowned practitioner |
| 13.Kujupathar High
School,
1-6-2002 | Role of Plantation in Rural Economy
- Dr. T. C. Dutta, Digboi College
(Jointly with Digboi Science Society) |
| 14.India Club, Digboi
5-6-2002 | Our Universe
- Dr. Promod Chandra Tamuli, Scientist, RRL, Jorhat
(Jointly with Digboi Science Society) |
| 15.Digboi College
6-7-2002 | Quality in Higher Education and NAAC
Dr. K.M.Deka, Professor in the dept. of Political Science
Dibrugarh University |
| 16.Digboi College
28-9-2002 | Demonstration of Yoga
- Sri Sukhamoy Nath, Yoga Expert |
| 17.AOD Central Primary
School, Digboi
28-12-2002 | Problems of Science Education and its Remedies
- Dr. K. Pathak, Vice-Chancellor,
Dibrugarh University
(Jointly with Digboi Science Society) |
| 18.AOD Central Primary
School, Digboi
28-12-2002 | Herbal Medicines & Their Proper Application
- Sri Gunaram Khanikar
Medicinal Plant Specialist
(Jointly with Digboi Science Society) |
| 19.AOD Central Primary
School, Digboi
29-12-2002 | Casual Factors, Prevention and Warning Signal
of Cancer
- Dr. N. Sarma, CMO, IOCL(AOD) Hospital, Digboi
(Jointly with Digboi Science Society) |
| 20.Digboi College
6-4-2003 | Higher Education – Its Promlems & Remedies
- Dr. K.D.Gogoi, Director, College Development
Council
Dibrugarh Unilversity,
- Dr. Dayananda Pathak |

Principal, Pragjyotish College, Guwahati

21. Digboi College
7-4-2003

Work-shop on NAAC
- Dr. Dayananda Pathak
Principal, Pragjyotish College, Guwahati

22. Digboi College
5-5-2003 to
11-5-2003

Work-shop on Meditation and Spiritualism
- Prajapita Brahmakumari Spiritual University,
Digboi Branch.

(Annexure 36)

17. Give details on a few faculty development programmes and the number of teachers who benefited out of them, during the last two years:

Faculty Development Programme	No. of Beneficiaries
Ph. D	2
M. Phil	4
Orientalion Course	3
Seminar and Workshops	10
Refresher Course	12

18. How many members of faculty have received teaching awards?

0

19. What are the national and international linkages established for teaching and/or research?

37

20. Any other highlights?

38

Criterion III: Research, Consultancy and Extension

1. How does the college promote research?
 - PG Students doing project work
 - No, PG classes have not yet been started.

 - Teachers are given study leave
 - Yes, teachers are given study leave for research work and higher studies.

 - Teachers provided with seed money
 - No, there is no provision in the college to provide the teachers with seed money.

 - Research Committee for submitting project proposals
 - There is no such committee in the college at present.

 - Adjustment in teaching schedule

 - Yes, teaching schedules are adjusted with other teachers of the same department or temporary teachers are given appointment whenever a teacher goes on study leave.

2. What percentage of teachers are engaged in active research in the college? (guiding research scholars, operating projects, publishing regularly etc.)

About 25% of the teachers are publishing articles regularly in newspapers/magazines. Two teachers have registered their names for Ph. D. works while a few others are preparing their synopsis. A few teachers have written/published their own books and also edited different books and journals.

In the partial fulfilment of the final year syllabi for Major courses in Botany and Zoology, and core course in Electronics, the students are to carry out Project works and submit Project-Report. Concerned faculty members guide the students in operating projects.

3. How many are full time research scholars and how many have registered as part time scholars?(Research scholar means M.Phil. or Ph.D. Student)

full-time	1
part-time	5

4. Does the college provide financial support to research students?

Yes No

5. Provide details of the ongoing projects:

Total no of projects	0
Total outlay in Rs.	0

6. Give details of ongoing projects funded by external agencies?

Funding agency	Amount (Rs.)	Duration (Years)	Collaboration, if any
Nil	Nil	Nil	Nil

7. Does the college publicise the expertise available for consultancy services?

Yes No

If yes, give details.

8. Does the college have a designated person for extension activities?

Yes No

If yes, indicate the nature of the post.

Full-time Part-time Additional charge

9. Indicate broad areas of the various extension activities of the college:

- | | | | |
|-----------------------------------|-------------------------------------|-----------------------------|-------------------------------------|
| i. Community development | <input checked="" type="checkbox"/> | ii. Social work | <input checked="" type="checkbox"/> |
| iii. Health and hygiene awareness | <input checked="" type="checkbox"/> | iv. Medical camp | <input checked="" type="checkbox"/> |
| v. Adult education and literacy | <input checked="" type="checkbox"/> | vi. Blood donation camp | <input type="checkbox"/> |
| vii. AIDS awareness | <input type="checkbox"/> | viii. Environment awareness | <input checked="" type="checkbox"/> |

Any others:

- ix. Women Awareness Programme on Population Control and Sanitation. (Annexure No.39)
- x.

10. Are there any outreach programmes carried out by the college other than NSS & NCC, for example Population Education Club, Adult Education, National Literacy Mission or any other?

Yes No

11. How are students and teachers encouraged to participate in extension activities?

a) In the Teachers' council, the teachers discuss matters relating to extension work, plan and programs are prepared and teachers are encouraged to participate in extension activities.

b) The teachers are actively associated with the Digboi College Students' Union (DCSU). The teachers are the incharge of different departments of DCSU. They encourage the students to participate in extension activities. The general secretary and social secretary of DCSU take lead in extension services.

c) Though there is no provision to felicitate the teachers for their services in extension work the students are highly encouraged and they are awarded certificates of merit for their service in social activity.

d) Extension Officer:

Digboi College Extension Service Society is formed, headed by its honorary secretary who is a faculty member of the college. Extension services are executed under the guidance and supervision of this society involving students, teachers and office staff of the college. Thus students and teachers are encouraged and motivated to participate in extension activities.

12. Does the college work and plan the extension activities along with NGO's and GO's?

The College plans and works the extension activities along with the following GO's and NGO's

GO's

i) Indian Oil Corporation Limited(AOD), Digboi

ii) Social Forestry Department, Govt. of Assam.

iii) Civil Defence, Govt. of Assam.

iv) Public Health Engineering, Govt. of Assam.

NGO's

i) Digboi Science society.

ii) Lions Club, Digboi.

iii) Heart Care Society, Digboi.

iv) SPONDON, Digboi.

v) Poribesh Sachetan Mancha, Digboi.

13. Any other highlights:

We have identified 'Borbil no. 3' village as a first step towards carrying out extension work with a mission for its all-round development. Students and teachers of our

college have already made population survey of the village and rendered services by holding Medical Camp, free distribution of medicines on 10/06/2000. Repair works of roads have been carried out in August 2002. In between these periods, Population Education programme, Health and Hygiene Awareness programme, prohibition campaign were carried out by the teachers and students under the supervision of faculty members of Zoology department. We have a mission to find out the no. of people living Below Poverty Line (BPL) and to do work for promoting improvement of their living conditions.

Note: Query No. 10 - refer to Annexure No. 39.

Criterion IV: Infrastructure and Learning Resources

1. Enclose the master plan of the college campus indicating the existing buildings and the projected expansion in the future.

Master Plan enclosed.(Annexure No.7)

2. How does the college plan to meet the need for augmenting the infrastructure to keep pace with academic growth?

The College plans to provide an innovative system of university level education flexible in regard to methods and pace of learning with a view to providing and encouraging excellence in various fields of knowledge that adds to academic ambience. A post graduate building is under plan to meet the need.

The college also plans to introduce fibre optical network of internet connectivity for free access to global education.

Establishment of centres offering courses of contemporary relevance and needs (local and national) with a blend of modernity and tradition is a part of the plan of the college.

The college has a plan to establish a centre of environmental studies.

Accommodation of non-governmental organisations like Digboi Science Society for working out public welfare plans and transmission of new knowledge to society jointly have been included in the plan.

The college has already planned to construct a Boys' Hostel to meet the growing demand of the students which will enhance the academic excellence.

The college has a plan to complete the first floor of the Administrative Building (Now Commerce Building) and also the first floor of the Chemistry laboratory to meet the growing demand of class-room and laboratory of the Department of Electronics.

3. How does the college maintain its infrastructure?

The college maintains its infrastructure from the Maintenance Fund under the supervision of Building and Project Sub-committee.

4. How does the college ensure optimum utilisation of its infrastructure facilities?

Office, library and other departments of the college regularly supervise the use of infrastructure facilities available and make earnest efforts to ensure optimum utilisation of the facilities. External organisations like Digboi Science Society, SPICMACAY, Natun Sahitya Parishad, NCC, University Sports Centre, Assam College Teachers' Association, Dibrugarh University, Assam Higher Secondary Education Council, etc. use the college infrastructure now and then. The college infrastructure is also used for holding Book-Fairs and providing succour to people affected by natural and accidental calamities.

All college buildings including Library, Teachers' Common Room, Boys' and Girls' Common Rooms, Girls' Hostel are fully utilised throughout the whole session. The college playground is not only used by our students but also used by the neighbouring youth and kids. It is also used as landing ground for paratroopers of NCC. Destination North East of Department of Tourism, Govt. of Assam has utilised the college playground and buildings for holding Tourism Festival in 1995 and 1996.

The college provides its infrastructure facilities for holding Science Talent Search Examination by Assam Science Society, Mathematics Olympiad by Assam Academy of Mathematics and Chemistry Olympiad by Assam Chemical Society.

5. Does the college encourage use of the academic facilities by external agencies?

Yes No

If yes, give details.

External agencies like Digboi Science Society are encouraged to avail of the academic facilities of the college. The college provides resource persons for the training of High School teachers held under the aegis of Digboi Science Society time to time. It also provides free coaching and lecture programmes for students in association with Digboi Science Society.

The school and college students of this locality and also some research scholars use the college library facilities for project work, dissertation, research paper etc. The PG students, particularly the alumni of Digboi College also frequently use library facilities for PG studies.

6. What efforts are made to keep the campus beautiful and pollution free?

"Beautification Committee" constituted of faculty members of Digboi College is entrusted with the works for the beautification of the college campus, to keep it clean and maintain a pollution-free atmosphere, and above all, to create awareness and motivation among the students about cleanliness of environment. (Annexure No. 40)

The college has beautiful flower gardens. These are regularly maintained by students, teachers, bearers and daily-labours. Situated on a hilly place, the campus is adorned with beautiful landscape. To keep an ambient pollution-free atmosphere in the campus, a massive plantation drive has been carried out under the guidance of Department of Botany of Digboi College. Trees have been planted along the sides of the approach road and in and around the campus. The lush green plants in the campus make the air healthy. The college is free from noise pollution. There is no water-logging in the campus. Above all, it is the gift of the Nature that keeps the college campus pollution free. The serene atmosphere is highly conducive to study.

7. Is there an advisory committee for the library ?

Yes No

8. Is the library interconnected with other libraries for inter-library borrowing ?

Yes No

9. Is there a book bank facility in the central library?

Yes No

10. Are the following activities of the central library computerised?

- i. Lending of books
- ii. Purchase of books
- iii. Lending of audio-visual material
- iv. Book bank
- v. Stock verification
- Any others
- vi.
- vii.

11. Provide the number of books/ journals/ periodicals that have been added to the central library during the last two years and their cost.

	The Year before last		The Year before	
	Number	Total cost (Rs. '000)	Number	Total cost (Rs. '000)
i. Text books	234	35,281	206	32,420
ii. Other books	39	10,281	53	8,329
iii. Journals/ periodicals	128	1,536	132	1,596
Any others				
iv.				
v.				

12. Does the library have the following facilities?

- Reprography
- Computers
- Audio & Video Cassettes
- Internet
- Any other (specify)
- Fax is in the process of installation from UGC NRC Grant

13. Furnish the following details :

- Working days of the library : Monday to Saturday
- Working hours of the library : 10 am to 4 pm
- Total no of books in the library : 23,634 (including Book-bank, Magazine and Periodicals)
-

14. Is there a central computer facility in the college?

Yes No

If yes, give the configuration and other hardware and software details.

15. Give the working hours of the computer centre and its access on holidays and off hours.

6 hours per day on working days.
Holidays and off-hours: Nil.

16. How many departments have computers of their own ? Give the configuration and other details.

The office, the library and the Computer Department have computers of their own.

Department	No. of Computers	Printers	UPS
1. Office	1(P-II)	1	1
2. Library	1(P-I)	-	1
3. Computer Deptt.	14 (PC-486- 3Nos., PC-386 -3nos., PC-286 -2 nos, P-II - 1, P-IV - 5	2(DMP), 1(IJ)	8(0.5KVA)

17. What is the output of the centre in developing computer aided learning packages in various subjects during the last three years?

Year/Stream	Packages Developed
2000-01 TDC-I Arts, Science and Commerce	Introductory demonstration for 'Hardware in Computer' through MS-Power Point.
2001-02 TDC-I Science	i) Packages on OOP details through MS-Word.

- 2002-03 TDC-I Science
- ii) Package on C++ Programming
 - i) Package on Data Structure using MS Word.

18. How are computers and their accessories maintained in the computer centre and other locations of the college?

The maintenance of the computers and their accessories in the Computer Centre and other locations of the college is done by the fund generated from the fees(maintenance) collected from the students. Besides, free repairing of the computers and their accessories is availed by virtue of MoUs with the companies (suppliers) for one or two years. Moreover, hardwares repairing of minor nature is done by the faculty members of Department of Electronics.

19. What are the various health services available to the students, members of the teaching and non-teaching staff of the college?

A Health centre is located in the campus. The students, teachers and nonteaching staff of the college can have free medical check up by the doctor. Moreover the teaching community organises health camps in collaboration with the local AOD Hospital and other NGO's viz. Digboi Science Society, Heart Care Society, SPONDAN etc. off and on in and around Digboi locality.

20. What are the physical and infrastructure facilities available in the sports and physical education centre? Give details.

The college has a sports and physical education centre. The centre has infrastructure facilities for games and sports like cricket, football, volleyball, badminton, table tennis, carrom, chess, athletics etc. It has facilities for "Yoga" and gymnastics also.

21. What are the incentives given to outstanding sports persons?

The college gives incentives to the outstanding sports persons in the form of issuing certificates and appreciation letters. Warm felicitation is offered to the outstanding sports persons of the college.

The outstanding Sports alumni are invited to inaugurate the Annual Sports Week of the college.

The bonafide outstanding sports persons of the college representing state/national/international events are provided with lump-sum financial aid contributed by the teachers, students and non-teaching staff of the college

22. Give details of the participation of students during the last year at the university, state, regional, national and international meets.

	Participation of students	Outcome
State	Sri Pankaj Tamuly represented Assam Cricket Team in 2001 and Sri Diganta Dowerah in 2000	participated successfully
Regional		
National		
International	Sri Pankaj Tamuly was selected by Brent Knoll Cricket Club, UK for 2002 and is also selected and invited by the same club for 2003	Participated successfully

23. What are the major physical and infrastructure facilities available in the workshop and centre for instrumentation?

The electronics department of the college has infrastructure facilities for repairing instruments of its own and other departments of the college. This saves a considerable amount of expenditure of the college. Physical facilities available in the instrumentation centre of Department of Electronics are detailed below:

- i) 'Oscilloscope' for Circuit-Visualisation.
 - ii) 'Digital-Multimetre' for measuring electrical parameters.
- The centre is housed in the first floor of Science Building (RCC)

24. Give details of the hostel facilities available in the campus?

The College has a girls' hostel of its own in the campus accommodating fifty girls. The rooms are well furnished with attached toilet facilities and running water and the hostel has indoor and outdoor game facilities.

The campus of the Girls' Hostel is well-protected by a permanent 8 feet high concrete boundary wall. It is also well protected by steel grills. A competent hostel superintendent with medical facilities is residing in the hostel. A night chowkidar, menial staff are being provided. Visitors room facility is also there in the hostel.

25. Any other highlights :

Besides above, the College has the following infrastructures.

- i) A play ground, ii) One garden of medicinal plants, iii) a students common room, iv) a girls' common room, v) an Examination conduction room, vi) NCC office, vii) a cycle stand, viii) a canteen cum recreation centre, x) well equipped laboratories, xi) college water supply system xii) Natural gas supply to the laboratories, xiii) a teachers' common room, xiv) Principal's quarter, xv) a Botanical garden, xvi) NSS room, xvii) Health care centre, xviii) Information and career guidance cell, xix) Vehicle shed, etc.

Note: Query No. 7 - refer to Annexure No. 17A & 17B.

Criterion V: Student Support and Progression

1. Furnish the following details:

- Percentage of students appearing for the qualifying exam after the minimum period of study
- Year of Final Stream
- Entry Exam Arts Science Commerce
- 1998-99 2001 34.9% 38.4% 31.03%
- 1999-2000 2002 42.8% 54.8% 50.0%
- Drop out rate
- Year of Final Stream
- Entry Exam Arts Science Commerce
- 1998-99 2001 65.1% 61.6% 68.97%
- 1999-2000 2002 57.2% 45.2% 50.0%
-
- Progression to employment and further study (UG to PG or PG to Ph.D.)
- As per available information, out of the students passed out in 2001, about 19% has been absorbed in employment (which also includes self employment) and 43% went for PG studies.
- Out of students passed out in 2002, about 15% has been absorbed in employment (which also includes self employment) and 51% went for PG studies.
-
- Prominent Positions held by alumni
- Since inception of the college in 1965, a large number of Alumni of our college have been holding prominent positions in the country and abroad in different fields, and thus they have been rendering yeomen service in building the nation with a sense of social responsibility. Due to limitations, names of only a small fraction of them are furnished in the list enclosed in Annexure No 41.

2. How many students have passed the following examinations in the last five years?

UGC-CSIR(NET) Examination	2
UGC-SLET	0
GATE	0
Indian Civil Services Examinations	0
GRE	0
TOEFL	0
GMAT	0
Any others	0

3. Does the college publish its updated prospectus annually?

Yes No

If yes, what are the contents of the prospectus?

The college publishes its updated prospectus annually. The contents of the prospectus can be summarised under the following heads:

- 1) Foundation of the college
- 2) Location of the college.
- 3) Aims and objectives
- 4) Courses of study
- 5) Subjects offered in the higher secondary courses,
- 6) Combination of subjects in three year degree courses.
- 7) Admission procedure
- 8) Reservation of seats
- 9) General rules for Maintenance of discipline
- 10) Attendance
- 11) Library and Book Bank
- 12) Students association
- 13) Extra-curricular activities
- 14) NCC, NSS
- 15) Hostel facilities
- 16) Sub-committees
- 17) Dues payable
- 18) Faculty and faculty members
- 19) List of holidays
- 20) Academic calendar
- 21) List of office staff
- 22) Girls' Hostel staff. (Annexure No. 42)

4. What kind of financial aids are available to students from the central government, state government, the institution and others? Give details.

The financial aids that are available to students from the Central Govt., State Govt., the institution and others are as follows:

1. National Merit Scholarship
2. Post Matric Scholarships offered by Govt. of Assam
 - (i) for OBC and MOBC students
 - (ii) for ST and SC students

The institution does not offer any scholarship of its own but provides Financial Aid to the needy students from Student Aid Fund..

5. Mention the number of students who have received financial aid during the last two years.

Financial aid	Year before last	Year before
i. Merit scholarship	0	0
ii. Merit-cum-Means	0	0
Any others		
iii. Post Matric Scholarship ST	27	0
iv. Post Matric Scholrship SC	36	0

6. Does the college have an employment cell and a placement officer who offers career counselling to students? If yes, give details of the cell and its office.

i. Employment cell:

Role:

ii. Placement officer:

Role:

7. Do teachers participate in academic and personal counselling? Give details.

Yes No

8. How many students were employed through placement service during the last year?

	UG students	PG students	Research scholars
i. Local firms/companies	0	0	0
ii. Central government	0	0	0
iii. State government	0	0	0
iv. Public sector undertaking	0	0	0
v. Private sector	0	0	0

9. Does the employment cell motivate the students to seek self-employment?

Yes No

If yes, how many are self-employed?

10. Does the college have an Alumni Association?

Yes No

If yes, indicate the activities of the Alumni Association.

The following are the activities of the Alumni Association of Digboi College (constituted on 28-09-2002) (Annexure No. 44).

- i) An account has been opened with UBI, Digboi Branch for fund generation.
- ii) The Association has already donated 7 Book-Shelves (Steel Almirahs) for Departmental Libraries and has made commitment to donate more.
- iii) A large number of valuable and rare books has already been donated to college library and some more commitments are there.
- iv) The process of formation of a Trust of Rs. 4 Lakhs under the name of Late Swarnalata Gogoi, Ex-Principal, Digboi College, has already been started by two alumni of Digboi College namely Sri Pradip Kumar Gogoi, Sr. Sales Tax

Superintendent, Govt. of Assam and Dr. Dipak Kumar Gogoi, Sr. Medical Officer, Oil India Limited, Duliajan, the two able sons of Late Swarnalata Gogoi.

11. How are the policies and criteria of admission made clear to prospective students?
The policies and criteria of admission are made clear to the prospective students by the following means:

- i) General notification in the college Notice Board
- ii) Paper advertisement in the leading dailies of Assam, both in English and Assamese
- iii) Advertisement in the local TV Channel
- iv) Mobilising the prospective bright students of the feeding institutions of the catchment area by the Principal and senior faculty members.
- v) College Prospectus.

12. State the admission policy of the college with regard to overseas students.
Admission policy of the college with regard to overseas students is the same as that of the domestic students. But in addition, the overseas students have to fulfil other criteria such as procurement of visa, passports and quarantine clearance etc.

13. What are the support services given to overseas students?

i. One window admission service	<input type="checkbox"/>	ii. Overseas students office	<input type="checkbox"/>
iii. Special accommodation	<input type="checkbox"/>	iv. Induction courses	<input type="checkbox"/>
v. Socio-cultural activities	<input type="checkbox"/>	vi. Welfare programme	<input type="checkbox"/>
vii. Police clearance	<input type="checkbox"/>		
Any others			
viii.	The question has not yet arisen		
ix.			

14. What are the recreational / leisure time facilities available to students?

- i. Indoor games
- ii. Outdoor games
- iii. Nature Clubs
- iv. Debate Clubs
- v. Student Magazines
- vi. Cultural Programmes
- vii. Audio Video facilities
- viii. Dance Music Competition
- ix. Essay writing
- Any others
- x. Library
- xi. Canteen-cum-Recreation Centre (Annexure No. 45)

15. Any other highlights :

- i) Every year the Best Graduate of Digboi College is awarded "Bhowal Memorial Award" from "Bhowal Memorial Trust" as an incentive for achievement of better academic excellence
- ii) The following students/ex-students have represented India in national/international events -
 - a) Sri Rajen Milli - Arm Wrestling (USA and Canada)
 - b) Sri Jogen Patowari - Arm Wrestling (France)
 - c) Sri Pankaj Tamuli - Cricket (UK)
 - d) Sri Indu Bhushan Barua - State Level Cricket Coach
 - e) Sri Joydeep Ghosh - Represented Assam in Ranji Trophy Tournament several times.
 - f) Sri Krishna Mahato - Arm Wrestling

These students/ex-students are the constant source of inspiration to the students of the college in general and sportsmen in particular.

- iii) Sri Robin Moran, Journalist and ex-student of our college has received prestigious journalism award for investigative journalism from Sentinel Group of Publications.
- iv) A large number of our alumni are prominent businessmen/industrialists of Assam and outside.

Note: Query No. 7 - refer to Annexure No. 43.

Criterion VI: Organisation and Management

1. Does the college have an efficient internal co-ordinating and monitoring mechanism?

Yes No

If yes, give details.

Internal co-ordination of the different administrative and academic branches of the college alongwith the monitoring of their functioning is done by 'Internal Quality Assurance Cell' operating since 2001-2002 session.

The cell monitors functioning of the four core areas identified as –

- a) Office Administrative Functioning
- b) Academic Functions
- c) Infrastructural Facilities
- d) Library Functioning

The cell visits different sections once every bimonth and also whenever the need arises and finally sits to assess the shortfalls in the system and prepares reports containing suggestions and remedial measures to be adopted for achievement of quality. Thus the cell provides an interface between Principal and the different wings. (Annexure No.46)

2. Were any committees/external agencies appointed during the last three years to improve the organisation and management?

Yes No

If yes, what are the recommendations?

To improve the systematic governance and administration of the college, the committees/Sub-Committees/external agencies appointed during the last three years alongwith their important recommendations are listed below:

(i) Governing Body:

(Constituted by DHE, Govt. of Assam on 07.10.2002)

Recommendations –

- a) Posts lying vacant are to be filled up after proper advertisement
- b) Processing of construction and completion of the New Administrative Building.

(ii) Internal Auditor – (person from outside the college, appointed by the Governing Body on 26-03-2003)

Recommendations –

- a) To follow the procedure regarding purchases of materials and their recording
- b) Effective Accounting procedure

(iii) Govt. Auditor – (Appointed by Govt. of Assam)

Recommendations –

- a) Early computerisation of all Accounts

(iv) Building & Project Sub-Committee

- (Constituted by the Governing Body on 26-03-2003)
Recommendations and Implementations –
- a) Construction work of New Administrative Building
 - b) Repairing of Girls’ Hostel
 - c) Car-Shed construction
 - d) Construction of Sluice-gate in the Water-body for Fishery.

- (v) Purchase Sub-Committee
(Constituted by the Governing Body on 26-03-2003)
Recommendations –
- a) Centralisation of all purchases through Tender
 - b) Transparency in purchase

- (vi) Finance Sub-Committee
(Constituted by the Governing Body on 26-03-2003)
Recommendations –
- a) Austerity measures to be adopted
 - b) Measures for Fund development

- (vii) Library Sub-Committee
(Constituted by the Governing Body on 26-03-2003)
Recommendations –
- a) Measures for proper computerisation of all records
 - b) Use of gas for killing of book worms

- (viii) Girls’ Hostel Sub-Committee
(Constituted by the Governing Body on 26-03-2003)
Recommendations –
- a) Repairing of Building
 - b) Extension of Hostel
 - c) White-washing of Hostel
- (Annexure No. 47)

3. Does the college have an inbuilt mechanism to check the work efficiency of the non-teaching staff?

Yes No

Give details.

Non-Teaching staff has been categorised as –

- a) Office Staff and Peons
- b) Library staff
- c) Laboratory bearers (Grade IV Employees)
- d) Chowkidar, Mali(Gardener), Sweeper etc. (other Grade IV employees)

The in-built mechanism which checks work-efficiency of each category of Non-Teaching Staff is detailed below:

Office-Staff and Peons:

The execution of duty assigned by Principal/Vice-Principal is monitored by the Supervising Asstt.

Library Staff:

The Librarian assigns duty and supervises the functioning of Library Staff

Laboratory Bearers:

Concerned Heads of the Departments supervises the functioning of Laboratory Bearers.

Chowkidar, Mali, Sweeper etc.:

Supervising Asstt. monitors the working.

The Overall functioning of the Non-Teaching Staff is overseen and monitored by the Governing Body through the Principal/Vice-Principal.

4. Is there a special committee for preparing the academic calendar?

Yes No

5. During the last two years have all the decisions of the selection committee/general body been approved?

Yes No

If no, give reasons.

6. Does the college conduct professional development programmes for non-teaching staff?

Yes No

If yes, give details

a) To ensure attainment of computer-literacy and a minimum level of efficiency in working with computer, a Training Programme was held for 10 days with one hour duration everyday after the office hours.

The Training Programme was conducted by Sri Jayanta Handique, Sr. lecturer of the Department of Electronics, Digboi college in the month of November 2002.

(Annexure No.49)

b) On the request of the Principal, Sri Pradip Kakoty, Govt. auditor, has conducted a

7-day Training Course on ‘How to maintain Accounts, Cashbook and Ledger’ to Cashier, Asst. Cashier, Accountant and Asst. Accountant from ----- to ----, with one hour duration everyday after office-hours. (Annexure No.49)

7. What is the current tuition and other fee structure?

S. No.	Programme	Tuition	Library	Laboratory	Others	Hostel	Mess
1		Rs(p.a)	Rs(p.a)	Rs(p.a)	Rs(p.a)	Rs(p.a)	Rs(p.a)
	TDC -I Arts/Com Core	360	50	150	1170	3600	6000
	Major	432	50	150	1170	3600	6000
	TDC -I Science Core	432	50	150	1220	3600	6000
	Major	504	50	150	1220	3600	6000
	2	TDC -II Arts/Com Core	360	50	150	1020	3600
	Major	432	50	150	1020	3600	6000
	TDC-II Science Core	432	50	150	1070	3600	6000
	Major	504	50	150	1070	3600	6000
3	TDC -III Arts/Com Core	360	50	150	1020	3600	6000
	Major	432	50	150	1020	3600	6000
	4	TDC-III Science Core	432	50	150	1070	3600
	Major	504	50	150	1070	3600	6000
	Computer	-	-	800	-	-	-

8. Have there been changes in the tuition and other fees during the last three years, give details.

The following fees are not changed: Tuition fee, Identity Card, Union, Games, Festival, Development, Common Room, Hostel seat rent. The change of fee-structure has been depicted yearwise in the following chart.

Programme	2000-2001 Rs. (pa)	2001-2002 Rs.(pa)	2002-2003 Rs.(pa)	2003-2004 Rs.(pa)
1.Admission fee	25	30	35	35
2.Exam fee	80	80	100	100
3.Elect fees	70	70	75	100
4.Maintenance	75	75	75	100
5.Registration fee	100	150	150	150
6.Library Caution Money	15	20	25	25
7.Laboratory Caution Money	25	40	50	50
8.Library fee	40	40	45	50
9.Laboratory fee	80	100	120	150
10.Affiliation fee	-	-	10	10
11.Misc fee	-	-	12	20
12.NAAC fee	-	-	100	200

9. Furnish the amount spent under the various heads of expenditure last year.

Head of Expenditure	Budget provided	Amount actually spent in Rs.
Staff Salary (Sanctioned)	15566405	15382358
Staff Salary (Non-Sanctioned)	180000	186860
Building & Project/ Repairing/ renovation	500000	472250
Furniture purchase/ Repairing	35000	41700
Laboratory Equipment	50000	29400
College Examination	40000	0
Electricity/ Elect.- Repairing/Electrification	30000	40816
Travelling Exp.	20000	22868
Printing & Stationeries	80000	60204
Library Books	50000	27169
Post & Telegraph	6000	3019
Telephone	5000	4132
Refreshment	10000	20513
Miscellaneous	189500	79621

10. During the last two years did the college have an excess/deficit budget?

Yes No

11. Is there an internal audit mechanism?

Yes No

12. What are the various welfare programmes of the college? Give details.

The various welfare programme of the college can be categorised under the following heads:

- a). Student Welfare Programme
- b). Welfare Programmes for Teaching & Non-Teaching Staff
- c). Community Welfare programmes

Student Welfare Programmes:

- i) "Book-Bank" facility to poor students.
- ii) Book-borrowing facility from the Departmental Libraries
- iii) Financial-aid to the poor-students on appeal by the Digboi College Teachers' Council(DCTC)
- iv) Free Medical Check-up of students from time to time
- v) Instalment payment facility towards Admission and other Fees, on appeal
- vi) Free Career Counselling facility
- vii) Aid to the distressed Students from Student Aid Fund
- viii) Bhawal Memorial Award to the Best Graduate

Welfare Programmes for Teaching and Non-Teaching Staff :

- i) For death in harness, the eligible son/daughter of the deceased is provided with employment in the college on compassionate ground, (especially considered for Grade IV employees)
- ii) Salary-Advance facility to Teaching and Non-Teaching Staff, more particularly to Grade IV employees.
- iii) Loan facility to Teaching Staff from Digboi College Teachers' Unit Benefit Fund and to both Teaching and Non-Teaching Staff from Digboi College Staff Benefit Fund.
- iv) In case of distressed, financial aid is provided by the DCTC.

Community Welfare Programmes:

- i) Free Health Camp with free distribution of medicines.
- ii) Voluntary blood donation by Teachers, Students (particularly NCC Cadets and NSS volunteers) as and when case arises.
- iii) Road construction, Cleansing Programme, Social Work etc by "Digboi College

Extension Service Society"

iv) "Literacy Programme", "Population Education Programme", "Prohibition Programme" (particularly for women) by Women Welfare Centre, Digboi College. (Annexure No. 39)

13. Is there a grievance redressal cell in the college?

Yes No

If yes, how does it deal with grievances of the employees and others?

Since 1999-2000, a committee under the name "Discipline-Maintenance Sub-Committee" had been dealing with different grievances of students on written/verbal appeal. The committee has been renamed as "Grievance Redressal Cell" in 2002-2003 keeping in view NAAC-terminology.

The cell invites complaints/grievances from the students, hostellers, teachers, office-staff, library staff etc. The committee members take remedial measures with the help of administration. Complaints/Grievances can also be put into the 'Grievance Redressal Cell-Box'. (Annexure No. 21)

14. List the various loans available to the members of the teaching and the non-teaching staff of the college. What are the requirements and the eligibility criteria necessary to obtain loans that are available?

Teaching and Non-Teaching Staff of the college can avail of various loans as detailed below:

a) Loans from College Source

i) Salary Advance facility (subject to a maximum of two months' basic pay) - to be recovered in three equal instalments. This facility is available only to the permanent employees.

ii) Loan facilities from "Digboi College Teachers' Unit Benefit Fund" (DCTUBF) and "Digboi College Staff Benefit Fund" (DCSBF):

Maximum available limit of General Loan is twice the amount of deposit of the applicant for loan deductible from salary in 10 equal instalments with 3% interest.

'Emergency Loan' for fixed amount (reviewed from time to time) refundable in five equal instalments with 3% interest is also available in cases of emergency.

These facilities can be availed of exclusively by the bonafide members of the respective funds.

b) Loans from Other than College Source

i) Contributory Provident Fund Loan:

Requirements -

- a) A filled in application in standard format forwarded by the Principal
- b) A certificate from Post Master concerned mentioning the last balance
- c) The applicant must have no outstanding CPF loan
- d) Final approval from DHE, Govt. of Assam.

Eligibility Criteria:

- (i) The applicant must be a permanent and confirmed employee of the college.
- (ii) The loan is sanctioned only on the following occasions -
 - a) Annaprasana of children
 - b) Marriage of son/daughter/ward
 - c) Medical ground

Limit and Mode of Refund:

- (i). The maximum limit of loan available is a) one-third of the total deposit or b) three times of the basic salary whichever is less
- (ii) The loan is recovered in 24 equal monthly instalments without any interest.

15. Any other highlights :

(i) College Admission:

In the matter of admissions of students in the college, the Principal is assisted by three Admission Committees for three Streams (Arts, Science and Commerce) appointed by the Principal from amongst the faculty members. These committees, headed by respective Chairman, formulate the criteria for admission, and after scrutiny of application forms, recommend the eligible candidates for admission.

(ii) Examination Conduction

The college examinations and the University/AHSEC Examination of the college centre are conducted by a committee by the name "Examination Conduction Board" constituted of the faculty members (normally with one faculty member from each stream) under the supervision of Principal/Officer-in-Charge. The tenure of the committee is one year.

(iii) Student Management

The various activities of the Digboi College Students' Union are guided by the respective Profs.-in-Charge in the capacity of fraternal members of DCSU. (Annexure No. 50)

(iv) Training:

Sri R. Khound, Cashier, underwent one day training on proper maintenance of Cashbook, Service Book and other books of Accounts in December, 1993 in DPI's office, Govt. of Assam.

Note: Query No. 4 - refer to Annexure No. 48.

VII : Other Healthy Practices

1. Has the college adopted any mechanism/ process for internal quality checks?

Yes No

If yes, give details.

There exists the Internal Quality Assurance Cell, Digboi College, consisting of a number of senior teachers with Vice-Principal of the college in chair. The prime objectives of this cell is to monitor efficient functioning of the four areas of management mentioned below-

- a) Administrative function
- b) Academic function
- c) Infrastructural function
- d) Library function

The cell interacts with the above mentioned departments and looks into the facilities. It identifies their shortcomings and suggests remedial measures to the concerned departments. (Annexure No.46).

2. Is the College sensitised to latest managerial concepts such as strategic planning, team-work, decision making and computerisation?

Yes No

3. Does the College have

- Twinning programmes
- Student Exchange Programmes
- MoU's with
 - Industries
 - Research organisations

4. What are the national / international linkages established by the college for training and research?

The college has established national linkages through UGC. Digboi College is recognized by UGC under 2(f) of UGC Act. The college has received grants of Rs. 1,55,789.00 from UGC with respect to training and research for faculty members, in the IXth plan period. (Annexure No. 51). Moreover, there is an international linkage developed by the college with the “Prajapita Brahmakumari Spiritual University”, an institution recognized by

UNESCO. In association with this institution we have completed a training programme on meditation from the 5th May, 2003 to 10th of May, 2003, which has set forth the vital elements of motivation to develop the concentration and positive traits of the participants.

(Annexure No.27)

5. How does the college strengthen the regular academic programmes through other complementary systems like self-financing courses, non formal mode and distance education?

The self financing courses like 'Yoga for All', Handicrafts and Spoken English (Certificate Course) have been started in the current session (2003-2004) of the college, expecting to strengthen the regular academic programmes and fund generation. (Annexure No. 52)

Special classes are taken on Environment Education by Mrs. Aparajita Gogoi, Lecturer, Department of Zoology who is a PG Diploma holder on Environment Education and Management from Hyderabad University. The students are highly benefited from her classes. (Annexure No. 53)

Moreover, we have been granted permission to open a center of Distance Education on Economics, Assamese and Mathematics from this year by Dibrugarh University. (Annexure No.54)

6. What are the practices of the college to impart value based education?

To motivate the students to develop a positive attitude in life, self-confidence and a good conduct - the college teachers use to deliver talks as sermons on positive attitude, human development concept and value-based education in different functions especially in Freshers' Social and Parting Social. In addition to these, Digboi College teachers and students are actively associated with the Society for the Promotion of Indian Classical Music and Culture amongst Youth (SPICMACAY) movement. Key persons of SPICMACAY, Digboi Chapter are mostly from Digboi College.

Over and above classes on spiritual education were conducted by B.K.Bindu of Prajapita Brahmakumari Spiritual University, Digboi Centre. To integrate value system into personality of the teachers as well as the students, a workshop of Yoga demonstration was conducted by Sri Sukhamoy Nath, NSNIS.

7. How does the college inculcate civic responsibilities among the students?

The NCC and NSS units are the pride of Digboi College through which the college inculcate civic responsibilities among the students. Every year quite a good number of students attend state level and national level camps and earn laurels for the college. Quite a good number of NCC cadets of the college have also been suitably employed.

The NSS unit have completed a number of social service activities for community development.

Digboi Science Society too has contributed in maintaining a dynamic link with the community, and mobilising students and public to undertake social service programmes and popularising science among the people in general.

8. What are the efforts of the college towards allround personality development of the learners?

The college chalks out a number of programmes throughout the year motivating the students and teachers for mass participation. In the programmes, such as Annual College Week, College Foundation Day Celebration, Freshers' Social, Parting Social, Quiz Competitions, Debate Competition, Essay writing Competition, Drama Competitions, Digboi Science Society activities, SPICMACAY programmes, Saraswati Puja etc., the students inculcate leadership qualities and team-spirit, which leads to the development of their personality. Over and above these activities, groups of students under the supervision of teachers annually go for college excursion, departmental excursion etc.

9. How is the college geared to achieve its specific goals and objectives?

The following are the specific goals and objectives of the college:

- i) To impart value based education to the eligible youth
- ii) To make conscious effort to inculcate the ideas of national integration, secularism, scientific outlook and a progressive humanistic approach to life
- iii) To impart training in Games and Sports, Art and Culture, Seminars, Group Discussions, Quiz and Debate.
- iv) To promote in the students and teachers an awareness of globalisation, understanding of the social needs of the time with a vision for the future.

To achieve these objectives, we have selected the following thrust areas:

- i) Efficient Administrative mechanism
- ii) Academic excellence through regular and effective classes, remedial teaching, unit tests etc.
- iii) Optimum utilisation of the Infrastructural facilities
- iv) Co-curricular activities like Dramatics, Cultural activities, Seminar, Wodrkshop etc.
- v) Quality assurance in all respects.

10. What are the efforts of the college to bring in “community orientation” in its activities?

Teaching-learning process remains incomplete without community-orientation.

Hence, the college endeavours to involve the students and the general public in the neighbourhood in the multi-faceted activities of the college, e.g.,

- i) Environmental awareness programmes
- ii) Health Camps
- iii) Health and Hygiene awareness programmes
- iv) Population education programmes
- v) College Foundation Day Celebration
- vi) Annual College Week Celebration
- vii) Parent-Teacher Interaction
- viii) Student-Teacher Interaction
- ix) College Alumni Meet
- x) 'Yoga for All' programme
- xi) Career Counselling and Entrepreneurship

The above programmes are executed by the college through its wings like Digboi College Extension Service Society, NCC Unit, NSS Unit, Career Counselling Cell, Women Welfare Centre etc. In this regard active collaborations are made with Digboi Science Society, Parivesh Sachetan Mancha, Spondon, Heart Care Society, etc.

11. Indicate the efforts to promote general / transferable skills among the students such as

a. Capacity to learn

The college arranges regular tutorial classes to all the general students to supplement the lecture method of teaching. To the weaker and slow learners, it provides remedial classes from time to time.

b. Communication skills

Group Discussions, Seminars, Interactions are the regular features of the college, where the students get ample opportunity to communicate their personal opinion in a comprehensive way. Moreover, the students can convey their thoughts and feelings through their writing of articles, stories and poems published in the yearly college magazine and the bi-monthly wall-magazine.

c. Numerical skills

'Digboi Academy of Mathematics', affiliated to 'Assam Academy of Mathematics' has been constituted to hold departmental seminars, workshops, competitions among the students. The teachers of Digboi College, encourage students to participate in such events to improve their numerical skills.

d. Use of information technology

Two subjects on Information Technology - Computer Application (Vocational subject in BA and B.Com) and Computer Science in B.Sc., have been inducted for the degree students in 1994. UGC-Network Resource Centre has been set

up this year with UGC finance in the Xth Plan Period. This provides Internet Facility to teachers, students and non-teaching staff for improvement of general skill.

e. Work as a part of a team and independently

The programmes like Educational tour to different places of historical and cultural interest, visit to Digboi Oil Refinery, Oil Museum etc. are there in the regular college curriculum. The students are advised and encouraged to prepare project reports on each tour to develop team work as well as independent performances.

Moreover, individual activities and performances of students are galvanised into team work manifested through activities of college functions and programmes.

12. Any other college specific innovations which have contributed to its growth.

Since inception in 1965, Digboi College is maintaining a very cordial relationship with the neighbouring industries like I.O.C.L (A.O.D), OIL, CIL, AGCL, ABITA etc. and approaches them off and on with innovative ideas for allround development of the College. Though these industries are reluctant to go in for formal MoU with any educational institution, but the healthy relationship maintained by the College with them yielded fruits in the form of generous help extended by them in the form of financial help under different heads, construction of college approach road, construction/renovation of Auditorium, Girls' Hostel and Chemistry Laboratory Building, free gas and water supply, free earth filling, construction of entrance gate of College, donation of valuable books, computers, furniture etc. These have facilitated infrastructural growth and development of this institution.

The introduction of Electronics, Computer Application, Computer Science and Geography subjects have contributed to the growth of interdisciplinary approach in to the curriculum. The Electronics laboratory is also serving the purpose of servicing of different instruments like computers, xerox machine etc. in the college itself in cases of minor disorders. This saves pretty funds and also labour.

Most of the alumni passing out with Computer Application as Vocational subject has been either absorbed suitably or have been self-employed.

The college has already set up

- i) a Mini-Botanical Garden
- ii) a Kitchen Garden
- iii) a garden of medicinal and aromatic plants.

The tree plantation in the college campus has facilitated to keep the environment in the college clean and green.

Due to frequent power cut and sometimes breakdown of generator set, the boarders of the Girls' Hostel off and on face acute water shortage. To meet up the shortcomings and shortfalls, the 'Vision Project Implementation Cell' has taken up Roof Top Rain Water Harvesting Project (RWHP). The works of the Project is underway. Taking into consideration of about 144 rainy days with yearly rainfall of about 2000 mm, the

water collected may serve for about 200 days. This will save lot of electricity charge and sudden shortage of water can be overcome by the buffer stock of water.

Along with RWH Project, Water Shed Management Project has been taken up for Recharging of ground water and formation of water body for Fishery.

Note: Query No. 2 - refer to Annexure No. 55.

6. Number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total no. of teachers	3	3	6
Teachers with Ph.D. as the highest qualification			
Teachers with M.Phil. as the highest qualification			
Teachers with PG as the highest qualification	3	3	6
Technical staff			
Administrative staff			

7. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic matters	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes, what extent?

8. Number of students in the department during the current year:

	Female	Male	Total
Students from the same state where the college is located	130	270	400
Students from other states of India	35	94	129
NRI students			
Other overseas students			
Grand Total	165	364	529

9. Is there a method of assessing the students' academic standing in order to provide enrichment and/or remedial courses?

Yes No

10. Furnish the following details(in figures):

- Books in the department library: 61
- Journals/periodicals subscribed by the department: 0
- Computers in the department: 0
- Research projects completed during the last three years and their total outlay: 0
- Ongoing research projects 0
- Teachers who have attended national/international seminars during the last two years : 0
- Teachers who have been resource persons at workshops/seminars during the last two years : 0

11. Mention the following details of the last two batches of students:

	Batch 1			Batch 2		
	UG	PG	Total	UG	PG	Total
Admitted to the programme (entry year)	258		258	238		238
Drop-outs	159		159	125		125
Appeared for the final year exam	99		99	113		113
Passed in the final exam	62		62	78		78
Passed in first class						
University ranks, if any						

12. What is the sanctioned teaching staff strength and the present position?

Sanctioned: 6
 Filled: 6

13. How often were national/international seminars, workshops etc. organised at the department?

Nil

14. Are there any international or national links/collaborations for teaching, research or both?

Nil

18. List the major thrust areas within the subject in which research activities are being pursued.

- Nil
-
-
-
-

19. What are the basic and advanced facilities (like botanical garden, field laboratories, animal house, computing facilities, major equipments like NMR etc.)acquired over the years?

Nil

20. What is the total number of publications (provide a list) of the department in the last five years?

Nil

21. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?

No

22. What is the average work load in terms of actual contact lectures per week per teacher?

22 classes

23. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?

4+1 hours

24. Does the department monitor overall performance of students through regular assessments?

Yes No

If yes, give methods and details of assessment.

Unit Test, Tutorial Class, Seminar, Group Discussion, Interaction with students.

25. How do the teachers update themselves for discharging their teaching/research responsibilities? Give details.

Library works, Seminar, Refresher/Orientation course.

26. What is the annual budget allocation of the college to the department?

Centrally managed

27. How much of research funding has been generated by the teachers from other agencies?

No

28. Do the teachers offer consultancy services and earn revenue for the college/department?

Yes No

If yes, how much has been earned during the last two years?

29. Furnish the following details:

Particulars	UG	PG	Research
Ratio of applications to available seats	1:1		
Success rate (examination results)	50.83%		
Progression to higher education rate	20%		
Employment rate	15%		
Ratio of part-time teachers to full-time teachers			
Ratio of academic staff to administrative staff			
Ratio of students to teachers	88:1		

30. Has the department been participating in COSIP/ COHSSIP/ COSIST?

Yes No

31. Any other highlights:

1. The department has started a certificate course of 3 months duration on "Spoken English" which is a self-financing course.

2. All the faculty members have actively participated in the State Level

Seminars/Workshops.

3. Mrs. Ranjumoni Dutta, Mrs. Debomita Chakraborty and Mrs. Baby Ritu Phukon are active members of "Women Welfare Centre", 'Beautification Committee' of Digboi College. They are also associated with the activities of 'Digboi College Extension Service Society' and Hostel Committee.

4. Mrs. Ranjumoni Dutta popularised the SPIC MACAY movement in Digboi locality being in the capacity of Secretary, Digboi Chapter of SPICMACAY. She was also instrumental in popularising 'Satriya Dance' among students in Digboi.

5. The Department regularly organises Class-Seminar on different topics

6. Number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total no. of teachers	3	2	5
Teachers with Ph.D. as the highest qualification			
Teachers with M.Phil. as the highest qualification	3	0	3
Teachers with PG as the highest qualification	0	2	2
Technical staff			
Administrative staff			

7. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic matters	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes, what extent?

8. Number of students in the department during the current year:

	Female	Male	Total
Students from the same state where the college is located	77	150	227
Students from other states of India			
NRI students			
Other overseas students			
Grand Total	77	150	227

9. Is there a method of assessing the students' academic standing in order to provide enrichment and/or remedial courses?

Yes No

10. Furnish the following details(in figures):

- Books in the department library: 100
- Journals/periodicals subscribed by the department: 0
- Computers in the department: 0
- Research projects completed during the last three years and their total outlay: 0
- Ongoing research projects 0
- Teachers who have attended national/international seminars during the last two years : 0
- Teachers who have been resource persons at workshops/seminars during the last two years : 0

11. Mention the following details of the last two batches of students:

	Batch 1			Batch 2		
	UG	PG	Total	UG	PG	Total
Admitted to the programme (entry year)	78		78	72		72
Drop-outs	56		56	46		46
Appeared for the final year exam	22		22	26		26
Passed in the final exam	20		20	25		25
Passed in first class						
University ranks, if any						

12. What is the sanctioned teaching staff strength and the present position?

Sanctioned: 5
 Filled: 4 +1 (adhoc)

13. How often were national/international seminars, workshops etc. organised at the department?

Nil

14. Are there any international or national links/collaborations for teaching, research or both?

Nil

- Sri Achyut Saikia - Rajanikanta Bordoloi Aru Bamkim Chandra Chattopadhyayar Upanyas: Eti Tulanamulak Adhyayan.
- Sri Mrinal Kumar Gogoi - Nilmoni Phokanar kabita: Eti Adhyayan
-
-
-

19. What are the basic and advanced facilities (like botanical garden, field laboratories, animal house, computing facilities, major equipments like NMR etc.)acquired over the years?

Nil

20. What is the total number of publications (provide a list) of the department in the last five years?

Nil

21. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?

No

22. What is the average work load in terms of actual contact lectures per week per teacher?

22 classes

23. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?

4+1 hours

24. Does the department monitor overall performance of students through regular assessments?

Yes No

If yes, give methods and details of assessment.

Unit Test and Terminal Exam, tutorial, Seminar etc.

25. How do the teachers update themselves for discharging their teaching/research responsibilities? Give details.

Orientation and Refresher Course, Seminar etc.

26. What is the annual budget allocation of the college to the department?

Nil

27. How much of research funding has been generated by the teachers from other agencies?

No

28. Do the teachers offer consultancy services and earn revenue for the college/department?

Yes No

If yes, how much has been earned during the last two years?

29. Furnish the following details:

Particulars	UG	PG	Research
Ratio of applications to available seats	1:1		
Success rate (examination results)	80%		
Progression to higher education rate	30%		
Employment rate	10%		
Ratio of part-time teachers to full-time teachers	1:4		
Ratio of academic staff to administrative staff			
Ratio of students to teachers	36:1		

30. Has the department been participating in COSIP/ COHSSIP/ COSIST?

Yes No

31. Any other highlights:

1. Digboi College has been permitted by Dibrugarh University to open PG Class in Assamese through Distance Education mode (vide. DU Letter No.)

2. Publications/Editing:

i) Sri Purnananda Saikia

Books published - 1 (one) ('Xahity Darpan' in 1998)

Magazines/Periodicals Edited - 4 (four)

Articles published - 20 (twenty)

ii) Sri Mrinal Kumar Gogoi

Books published - 2 (two)

Names - i) Sam Kathar Xukan Xabdor Dore (1998)

ii) 'Premor Kabita' (2001)

Books/Journals Edited - 6 (six)

**'Natak' (2000), edited by M.K.Gogoi has been prescribed by
DU as Reference Book in PG Classes**

**Poems written and published in Magazines etc. - More than 300 (three
hundred)**

Articles published in Magazines/Periodicals - 31 (thirty one)

Publication of Interviews with prominent personalities - 3 (three)

iii) Sri Achyut Saikia

Articles published - 6 (six) nos.

iv) Mrs. Deepa Sarma Borthakur

Articles published - 2 (two)

3. Resource Person

**Sri Mrinal Kumar Gogoi has acted as Resource Person in 8 (eight) literary
programmes**

4. Literary Activities

**All the faculty members are actively associated with several literary and socio-
cultural organisation like 'Asom Xahitya Sabha', 'Axom Bhasa Sommilan', 'Xadou
Axom Kavi Sammilan', 'Digboi Xahitya Seva Samity' etc.**

**5. Mrs. Deepa Sarmah Borthakur is actively associated with 'Women Welfare Centre'
and 'Digboi College Extension Service Society'.**

6. Sri M. K. Bordoloi (Retd. faculty member)

**i) Sri M.K. Bordoloi served in the Assamese Department, Dibrugarh University as UGC
Teacher Fellow from 15th May, 2001 - 15th may, 2002.**

ii) He was a member of College Development Council, Dibrugarh University in 1990.

**iii) Sri Bordoloi participated in Dr. Banikanta Kakati Centenary Celebration and
national Seminar on Languages during March 1995 held in Delhi University and also
presented a paper on the topic - " A few words about the Assamese Languages and Dr.
Banikanta Kakati "**

ACADEMIC ACHIEVEMENT

Sri Santosh Kumar Rai secured First class First position in Major in Assamese in 2003.

6. Number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total no. of teachers	2	0	2
Teachers with Ph.D. as the highest qualification	1	0	1
Teachers with M.Phil. as the highest qualification			
Teachers with PG as the highest qualification	1	0	1
Technical staff			
Administrative staff			

7. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic matters	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes, what extent?

8. Number of students in the department during the current year:

	Female	Male	Total
Students from the same state where the college is located	48	85	133
Students from other states of India			
NRI students			
Other overseas students			
Grand Total	48	85	133

9. Is there a method of assessing the students' academic standing in order to provide enrichment and/or remedial courses?

Yes No

10. Furnish the following details(in figures):

- Books in the department library: 0
- Journals/periodicals subscribed by the department: 0
- Computers in the department: 0
- Research projects completed during the last three years and their total outlay: 0
- Ongoing research projects 0
- Teachers who have attended national/international seminars during the last two years : 0
- Teachers who have been resource persons at workshops/seminars during the last two years : 0

11. Mention the following details of the last two batches of students:

	Batch 1			Batch 2		
	UG	PG	Total	UG	PG	Total
Admitted to the programme (entry year)	26		26	55		55
Drop-outs	9		9	19		19
Appeared for the final year exam	17		17	36		36
Passed in the final exam	17		17	36		36
Passed in first class						
University ranks, if any						

12. What is the sanctioned teaching staff strength and the present position?

Sanctioned: 2
 Filled: 2

13. How often were national/international seminars, workshops etc. organised at the department?

Nil

14. Are there any international or national links/collaborations for teaching, research or both?

Nil

-
-
-
-

19. What are the basic and advanced facilities (like botanical garden, field laboratories, animal house, computing facilities, major equipments like NMR etc.)acquired over the years?

Nil

20. What is the total number of publications (provide a list) of the department in the last five years?

Nil

21. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?

No

22. What is the average work load in terms of actual contact lectures per week per teacher?

22 classes

23. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?

4+1 hours

24. Does the department monitor overall performance of students through regular assessments?

Yes No

If yes, give methods and details of assessment.

Unit Test, Group Discussion, Tutorial, Terminal Examination.

25. How do the teachers update themselves for discharging their teaching/research responsibilities? Give details.

By attending Refresher Course, Orientation Course and through research.

26. What is the annual budget allocation of the college to the department?

Centrally Managed

27. How much of research funding has been generated by the teachers from other agencies?

No

28. Do the teachers offer consultancy services and earn revenue for the college/department?

Yes No

If yes, how much has been earned during the last two years?

29. Furnish the following details:

Particulars	UG	PG	Research
Ratio of applications to available seats	1:1		
Success rate (examination results)	100%		
Progression to higher education rate	20%		
Employment rate	10%		
Ratio of part-time teachers to full-time teachers	0		
Ratio of academic staff to administrative staff	0		
Ratio of students to teachers	66:1		

30. Has the department been participating in COSIP/ COHSSIP/ COSIST?

Yes No

31. Any other highlights:

The department is intending to introduce Elective Hindi as well as Major Course in Hindi.

6. Number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total no. of teachers	1	0	1
Teachers with Ph.D. as the highest qualification	0	0	0
Teachers with M.Phil. as the highest qualification	0	0	0
Teachers with PG as the highest qualification	1	0	1
Technical staff			
Administrative staff			

7. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic matters	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes, what extent?

8. Number of students in the department during the current year:

	Female	Male	Total
Students from the same state where the college is located	7	14	21
Students from other states of India			
NRI students			
Other overseas students			
Grand Total	7	14	21

9. Is there a method of assessing the students' academic standing in order to provide enrichment and/or remedial courses?

Yes No

10. Furnish the following details(in figures):

- Books in the department library: 0
- Journals/periodicals subscribed by the department: 0
- Computers in the department: 0
- Research projects completed during the last three years and their total outlay: 0
- Ongoing research projects 0
- Teachers who have attended national/international seminars during the last two years : 0
- Teachers who have been resource persons at workshops/seminars during the last two years : 0

11. Mention the following details of the last two batches of students:

	Batch 1			Batch 2		
	UG	PG	Total	UG	PG	Total
Admitted to the programme (entry year)	9		9	5		5
Drop-outs	5		5	2		2
Appeared for the final year exam	4		4	3		3
Passed in the final exam	4		4	3		3
Passed in first class						
University ranks, if any						

12. What is the sanctioned teaching staff strength and the present position?

Sanctioned: 1
 Filled: 1

13. How often were national/international seminars, workshops etc. organised at the department?

Nil

14. Are there any international or national links/collaborations for teaching, research or both?

Nil

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19. What are the basic and advanced facilities (like botanical garden, field laboratories, animal house, computing facilities, major equipments like NMR etc.) acquired over the years?

Nil

20. What is the total number of publications (provide a list) of the department in the last five years?

Nil

21. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?

No

22. What is the average work load in terms of actual contact lectures per week per teacher?

29

23. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?

4+1 hours

24. Does the department monitor overall performance of students through regular assessments?

Yes No

If yes, give methods and details of assessment.

Tutorial, Unit Test, Seminar etc.

25. How do the teachers update themselves for discharging their teaching/research responsibilities? Give details.

Orientation/Refresher Course, Seminar etc.

26. What is the annual budget allocation of the college to the department?

Nil

27. How much of research funding has been generated by the teachers from other agencies?

No

28. Do the teachers offer consultancy services and earn revenue for the college/department?

Yes No

If yes, how much has been earned during the last two years?

29. Furnish the following details:

Particulars	UG	PG	Research
Ratio of applications to available seats	1:1		
Success rate (examination results)	100%		
Progression to higher education rate			
Employment rate			
Ratio of part-time teachers to full-time teachers	0		
Ratio of academic staff to administrative staff	0		
Ratio of students to teachers	21:1		

30. Has the department been participating in COSIP/ COHSSIP/ COSIST?

Yes No

31. Any other highlights:

Nil

6. Number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total no. of teachers		1	1
Teachers with Ph.D. as the highest qualification			
Teachers with M.Phil. as the highest qualification			
Teachers with PG as the highest qualification		1	1
Technical staff			
Administrative staff			

7. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic matters	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes, what extent?

8. Number of students in the department during the current year:

	Female	Male	Total
Students from the same state where the college is located			
Students from other states of India			
NRI students			
Other overseas students			
Grand Total			

9. Is there a method of assessing the students' academic standing in order to provide enrichment and/or remedial courses?

Yes No

10. Furnish the following details(in figures):

- Books in the department library: 0
- Journals/periodicals subscribed by the department: 0
- Computers in the department: 0
- Research projects completed during the last three years and their total outlay: 0
- Ongoing research projects 0
- Teachers who have attended national/international seminars during the last two years : 0
- Teachers who have been resource persons at workshops/seminars during the last two years : 0

11. Mention the following details of the last two batches of students:

	Batch 1			Batch 2		
	UG	PG	Total	UG	PG	Total
Admitted to the programme (entry year)						
Drop-outs						
Appeared for the final year exam						
Passed in the final exam						
Passed in first class						
University ranks, if any						

12. What is the sanctioned teaching staff strength and the present position?

Sanctioned: 1
 Filled: 1

13. How often were national/international seminars, workshops etc. organised at the department?

Nil

14. Are there any international or national links/collaborations for teaching, research or both?

Nil

-
-
-
-

19. What are the basic and advanced facilities (like botanical garden, field laboratories, animal house, computing facilities, major equipments like NMR etc.)acquired over the years?

Nil

20. What is the total number of publications (provide a list) of the department in the last five years?

Nil

21. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?

No

22. What is the average work load in terms of actual contact lectures per week per teacher?

Nil

23. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?

Nil

24. Does the department monitor overall performance of students through regular assessments?

Yes No

If yes, give methods and details of assessment.

25. How do the teachers update themselves for discharging their teaching/research responsibilities? Give details.

Refresher Course, Seminar, Workshop etc.

26. What is the annual budget allocation of the college to the department?

Nil

27. How much of research funding has been generated by the teachers from other agencies?

No

28. Do the teachers offer consultancy services and earn revenue for the college/department?

Yes No

If yes, how much has been earned during the last two years?

29. Furnish the following details:

Particulars	UG	PG	Research
Ratio of applications to available seats			
Success rate (examination results)			
Progression to higher education rate			
Employment rate			
Ratio of part-time teachers to full-time teachers			
Ratio of academic staff to administrative staff			
Ratio of students to teachers			

30. Has the department been participating in COSIP/ COHSSIP/ COSIST?

Yes No

31. Any other highlights:

Presently attached with Bengali department and hence the faculty member has been engaged in taking classes in Bengali subject.

Mrs. Gita Chakraborty is associated with the activities of 'Digboi College Extension Service Society' and 'Women Welfare Centre' of Digboi College.

6. Number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total no. of teachers	4	1	5
Teachers with Ph.D. as the highest qualification			
Teachers with M.Phil. as the highest qualification			
Teachers with PG as the highest qualification	4	1	5
Technical staff			
Administrative staff			

7. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic matters	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes, what extent?

8. Number of students in the department during the current year:

	Female	Male	Total
Students from the same state where the college is located	80	196	276
Students from other states of India	25	10	35
NRI students			
Other overseas students			
Grand Total	105	206	311

9. Is there a method of assessing the students' academic standing in order to provide enrichment and/or remedial courses?

Yes No

10. Furnish the following details(in figures):

- Books in the department library: 0
- Journals/periodicals subscribed by the department: 0
- Computers in the department: 0
- Research projects completed during the last three years and their total outlay: 0
- Ongoing research projects 0
- Teachers who have attended national/international seminars during the last two years : 2 Sri S. Bhagawati & Sri A.N. Chakraborty
- Teachers who have been resource persons at workshops/seminars during the last two years : 0

11. Mention the following details of the last two batches of students:

	Batch 1			Batch 2		
	UG	PG	Total	UG	PG	Total
Admitted to the programme (entry year)	110		110	109		109
Drop-outs	68		68	59		59
Appeared for the final year exam	42		42	50		50
Passed in the final exam	28		28	36		36
Passed in first class						
University ranks, if any						

12. What is the sanctioned teaching staff strength and the present position?

Sanctioned: 5
 Filled: 5

13. How often were national/international seminars, workshops etc. organised at the department?

Nil

14. Are there any international or national links/collaborations for teaching, research or both?

Nil

Nil

18. List the major thrust areas within the subject in which research activities are being pursued.

- Nil
-
-
-
-

19. What are the basic and advanced facilities (like botanical garden, field laboratories, animal house, computing facilities, major equipments like NMR etc.) acquired over the years?
Computing facility-Centrally managed

20. What is the total number of publications (provide a list) of the department in the last five years?

Nil

21. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?

No

22. What is the average work load in terms of actual contact lectures per week per teacher?

22-24 lectures per week per teacher

23. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?

4+1 hours .

24. Does the department monitor overall performance of students through regular assessments?

Yes No

If yes, give methods and details of assessment.

By holding UT, GD, Internal Class Test, Percentage of attendance

25. How do the teachers update themselves for discharging their teaching/research responsibilities? Give details.

By attending seminar, orientation programmes, refreshers course, teachers training programme, through teachers' assessment by students.

26. What is the annual budget allocation of the college to the department?

Centrally managed

27. How much of research funding has been generated by the teachers from other agencies?

No

28. Do the teachers offer consultancy services and earn revenue for the college/department?

Yes No

If yes, how much has been earned during the last two years?

29. Furnish the following details:

Particulars	UG	PG	Research
Ratio of applications to available seats	10:9		
Success rate (examination results)	80% (Major) 68.5% (core)		
Progression to higher education rate	40%		
Employment rate	30%		
Ratio of part-time teachers to full-time teachers	0:5		
Ratio of academic staff to administrative staff	5:0		
Ratio of students to teachers	58:1		

30. Has the department been participating in COSIP/ COHSSIP/ COSIST?

Yes No

31. Any other highlights:

Departmental Activities:

- i) The department has formed a 'Forum' named as 'Digboi College Economic Forum'. This forum has successfully organised a seminar on 'Entrepreneurship Development in Assam' and under the banner of the forum, the students of the department are engaged in various activities like conducting socio-economic surveys of village, plantation work and preservation of environment.
- ii) Economics Department of Dibrugarh University incorporated the suggestions and recommendations put forward by the department in the preparation of syllabi of Quantitative Economics in major course.
- iii) The department regularly holds Unit Test, Tutorials seminars as per college routine.
- iv) All the faculty members of the department participated in State Level Seminars on "Higher Education - Its prospects, problems and remedies" and "English studies in colleges" on 6-4-2003 and 4-8-2003 respectively at Digboi College.
- v) Sri G.P.Bhattacharjee, Sri S. Bhagawati and Sri J.N.Upadhyaya are life members of Assam Science Society.
- vi) Sri A. N. Chakraborty and Sri J. N. Upadhyaya participated in the 2nd Annual NEEA Conference organised by Margherita College in February, 1999 and Sri A. N. Chakraborty also attended the 5th NEEA Conference at Hailakandi, Assam, in December, 2002.

Individual Activities of Faculty Members:

1) Sri G. P. Bhattacharjee:

- i) Attended a seminar on 'Teaching, Learning and Evaluation' as resource person in August, 1998, organised by Little Stars Senior Secondary School, Digboi.
- ii) Participated in the seminars on 'Research Methodology' organised by Dibrugarh University in 1997 and "Prospect of Industrial Development in Assam under the New Economic Policy" organised by Women's College, Tinsukia in May, 1999.
- iii) Convener of a) Finance Sub-Committee, b) Teaching-Learning and Evaluation Sub-Committee, NAAC Steering Committee, c) Internal Quality Assurance Cell, Digboi College, d) Chairman, Library Committee, Digboi College e) Member of SPICMACAY, SPONDON, HEART CARE SOCIETY, Digboi and member of Bengal Economic Society, Kolkata. f) Trustee of Little Stars Senior Secondary School Trust and President, Little Stars Senior Secondary School Managing Committee, Digboi.

2) Sri S. Bhagawati

- i) Attended a national seminar on 'Quality Improvement through Self Study' organised by Dibrugarh University on 2nd and 3rd August, 2002.
- ii) Published articles in newspapers and magazines,
- iii) Co-ordinator, NAAC Steering Committee, Digboi College, Digboi.
- iv) President, Digboi College Teachers' Council
- v) Ex GB Member, Digboi College, Digboi
- vi) Ex-Vice President, Digboi Sahitya Sewa Samity
- vii) Ex-Ward member, Digboi Town Committee
- viii) Ex-Secretary, Digboi Unnoyan Samity
- ix) Ex-Secretary, Pipe Gas Consumer Committee, Digboi
- x) Ex-Secretary, Tipam Nagarik Unnoyan Samity, Digboi.

3. Sri Ashokananda Chakraborty

- i) Presented research papers in North-East Economic Association Conference held in February, 1999 and December, 2002 in Margherita and Hailakandi respectively.
- ii) Member, Purchase Sub-Committee, GB, Digboi College, Digboi

4. Sri Jibanath Upadhyaya

- i) Attended a national seminar on 'Development of Infrastructure for Industries in the North-East India' organised by Dibrugarh University in 1997.

5. Mrs. Mamoni Sharma

- i) Participated in Teachers' Training Programme on Entrepreneurship organised by Indian Institute of Entrepreneurship, Guwahati, Assam.
- ii) Superintendent of Women's Hostel, Digboi College, Digboi.
- iii) Office bearer of Digboi College Teachers' Council
- iv) Convener, Hostel Sub-Committee, Digboi College.
- v) Convener, Information and Career Guidance and Students' Counselling Cell.
- vi) Actively associated with Digboi College Extension Service Society, Beautification Committee, Women Welfare Centre, and Record and Documentation Committee of Digboi College.

Students' Performance:

- i) Subhajit Debnath was adjudged best singer of the college twice,
- ii) Miss Paporri Bhattacharjee, best debator, Digboi College and second best in the State Level Debate Competition.
- iii) Miss Sarbani Das Gupta was adjudged best reciter, Digboi College.

Late Nanda Kr. dey, alumni, was Reader and Head, Dept. of Economics, Dibrugarh University.

Sri Chitra Giri, alumni, is Deputy Registrar, Indian Institute of Public Administration, New Delhi.

Dr. Archana Upadhayaya, Lecturer, Political Science Dept. Dibrugarh University.

Dr. Bandana Upadhayaya, Lecturer, Economics Department, Arunachal University.

Mrs. Jayashree Chakraborty, Mrs. Moni Mala Devi, Mrs. Ajanta Bhuyan, Dr. Gautom Purkayastha, Sri Pradyt Mazumder are serving as Lecturer in different colleges of Assam.

Dr. Gautom Purukayastha, Sr. Lecturer, Margherita College who is an alumni of Economics Department, Digboi College has been awarded Post Doctoral research fellowship by UGC.

ACADEMIC ACHIEVEMENT

The following students secured First class in Major in Economics in 2003.

- 1. Sri Rohit Upadhyaya - 2nd position**
- 2. Miss Srabani Dasgupta - 6th position**

6. Number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total no. of teachers	4		4
Teachers with Ph.D. as the highest qualification			
Teachers with M.Phil. as the highest qualification	1		1
Teachers with PG as the highest qualification	3		3
Technical staff			
Administrative staff			

7. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic matters	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes, what extent?

8. Number of students in the department during the current year:

	Female	Male	Total
Students from the same state where the college is located	97	146	243
Students from other states of India	17	19	36
NRI students			
Other overseas students			
Grand Total	114	165	279

9. Is there a method of assessing the students' academic standing in order to provide enrichment and/or remedial courses?

Yes No

10. Furnish the following details(in figures):

- Books in the department library: 0
- Journals/periodicals subscribed by the department: 0
- Computers in the department: 0
- Research projects completed during the last three years and their total outlay: 0
- Ongoing research projects 0
- Teachers who have attended national/international seminars during the last two years : 2 (Sri A.C. Dutta & Sri J. Borah)
- Teachers who have been resource persons at workshops/seminars during the last two years : 0

11. Mention the following details of the last two batches of students:

	Batch 1			Batch 2		
	UG	PG	Total	UG	PG	Total
Admitted to the programme (entry year)	98		98	100		100
Drop-outs	42		42	39		39
Appeared for the final year exam	56		56	61		61
Passed in the final exam	43		43	39		39
Passed in first class						
University ranks, if any						

12. What is the sanctioned teaching staff strength and the present position?

Sanctioned: 4
 Filled: 4

13. How often were national/international seminars, workshops etc. organised at the department?

Nil

14. Are there any international or national links/collaborations for teaching, research or both?

Nil

18. List the major thrust areas within the subject in which research activities are being pursued.

- Nil
-
-
-
-

19. What are the basic and advanced facilities (like botanical garden, field laboratories, animal house, computing facilities, major equipments like NMR etc.) acquired over the years?

Nil

20. What is the total number of publications (provide a list) of the department in the last five years?

Nil

21. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?

No

22. What is the average work load in terms of actual contact lectures per week per teacher?

23

23. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?

4+1 hours

24. Does the department monitor overall performance of students through regular assessments?

Yes No

If yes, give methods and details of assessment.

Unit Test, Group Discussion, Terminal Examinations, Tutorial, Seminar etc.

25. How do the teachers update themselves for discharging their teaching/research responsibilities? Give details.

By attending Refresher Course, Orientation Course, National Level Seminars etc.

26. What is the annual budget allocation of the college to the department?

Nil

27. How much of research funding has been generated by the teachers from other agencies?

Nil

28. Do the teachers offer consultancy services and earn revenue for the college/department?

Yes No

If yes, how much has been earned during the last two years?

29. Furnish the following details:

Particulars	UG	PG	Research
Ratio of applications to available seats	1:1		
Success rate (examination results)	65%		
Progression to higher education rate	30%		
Employment rate	10%		
Ratio of part-time teachers to full-time teachers	nil		
Ratio of academic staff to administrative staff	nil		
Ratio of students to teachers	70:1		

30. Has the department been participating in COSIP/ COHSSIP/ COSIST?

Yes No

31. Any other highlights:

- i) **Sri Arun Chandra Dutta attended a National Level Seminar on 'Human Rights' organised by Indian Social Institute (IST) in New Delhi in the year 1998.**
- ii) **Sri Arun Chandra Dutta, Sri Janardan Borah and Sri Bonjit Das attended**

- State Level Seminar on 'Higher Education - Its problems, prospects and remedies' organised by the college in 2003.**
- iii) Sri Arun Chandra Dutta is serving as Executive member of Assam College Teachers' Association (2003-04). He is also a life member of 'North-East India Political Science Association (NEIPSA).**
 - iv) Sri Arun Chandra Dutta and Sri Janardan Borah participated in the National Level Seminar in Dibrugarh University on 21-22 January, 2003 organised by North East India Political Science Association.**
 - v) Sri Arun Chandra Dutta participated in the National Level Seminar in North Eastern Hill University, Shillong , organised by North East India Political Science Association on 9th -10h Dec, 1996.**
 - vi) Sri Arun Chandra Dutta was appreciated by Director, Dibrugarh University Sports Board for his service towards the successful completion of Inter College Youth Festival in 1995 held at Digboi College.**

6. Number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total no. of teachers	1	2	3
Teachers with Ph.D. as the highest qualification			
Teachers with M.Phil. as the highest qualification			
Teachers with PG as the highest qualification	1	2	3
Technical staff			
Administrative staff			

7. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic matters	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes, what extent?

8. Number of students in the department during the current year:

	Female	Male	Total
Students from the same state where the college is located	55	30	85
Students from other states of India	4	1	5
NRI students			
Other overseas students			
Grand Total	59	31	90

9. Is there a method of assessing the students' academic standing in order to provide enrichment and/or remedial courses?

Yes No

10. Furnish the following details(in figures):

- Books in the department library: 19
- Journals/periodicals subscribed by the department: 0
- Computers in the department: 0
- Research projects completed during the last three years and their total outlay: 0
- Ongoing research projects 0
- Teachers who have attended national/international seminars during the last two years : 0
- Teachers who have been resource persons at workshops/seminars during the last two years : 0

11. Mention the following details of the last two batches of students:

	Batch 1			Batch 2		
	UG	PG	Total	UG	PG	Total
Admitted to the programme (entry year)	40		40	36		36
Drop-outs	22		22	19		19
Appeared for the final year exam	18		18	17		17
Passed in the final exam	9		9	10		10
Passed in first class						
University ranks, if any						

12. What is the sanctioned teaching staff strength and the present position?

Sanctioned: 2
 Filled: 1+2 (purely ad-hoc)

13. How often were national/international seminars, workshops etc. organised at the department?

Nil

14. Are there any international or national links/collaborations for teaching, research or both?

Nil

- Nil

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-

19. What are the basic and advanced facilities (like botanical garden, field laboratories, animal house, computing facilities, major equipments like NMR etc.) acquired over the years?
Nil

20. What is the total number of publications (provide a list) of the department in the last five years?
Nil

21. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?
No

22. What is the average work load in terms of actual contact lectures per week per teacher?
24

23. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?
4+1 hours

24. Does the department monitor overall performance of students through regular assessments?
Yes No

If yes, give methods and details of assessment.

Unit Test, Tutorial, Seminar etc.

25. How do the teachers update themselves for discharging their teaching/research responsibilities? Give details.
Refresher Course, Orientation Course, Workshop etc.

26. What is the annual budget allocation of the college to the department?

Centrally managed

27. How much of research funding has been generated by the teachers from other agencies?

Nil

28. Do the teachers offer consultancy services and earn revenue for the college/department?

Yes No

If yes, how much has been earned during the last two years?

29. Furnish the following details:

Particulars	UG	PG	Research
Ratio of applications to available seats	1:1		
Success rate (examination results)	50%		
Progression to higher education rate	30%		
Employment rate	20%		
Ratio of part-time teachers to full-time teachers	2:1		
Ratio of academic staff to administrative staff	nil		
Ratio of students to teachers	30:1		

30. Has the department been participating in COSIP/ COHSSIP/ COSIST?

Yes No

31. Any other highlights:

1. Two teachers have been appointed on ad-hoc basis.

2. Mrs. Nabanita Deka is a member of Women Welfare Centre, Digboi College

6. Number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total no. of teachers	1	3	4
Teachers with Ph.D. as the highest qualification	0	2	2
Teachers with M.Phil. as the highest qualification			
Teachers with PG as the highest qualification	1	1	2
Technical staff			
Administrative staff			

7. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic matters	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes, what extent?

8. Number of students in the department during the current year:

	Female	Male	Total
Students from the same state where the college is located	13	18	31
Students from other states of India			
NRI students			
Other overseas students			
Grand Total	13	18	31

9. Is there a method of assessing the students' academic standing in order to provide enrichment and/or remedial courses?

Yes No

10. Furnish the following details(in figures):

- Books in the department library: 0
- Journals/periodicals subscribed by the department: 0
- Computers in the department: 0
- Research projects completed during the last three years and their total outlay: 0
- Ongoing research projects 0
- Teachers who have attended national/international seminars during the last two years : 0
- Teachers who have been resource persons at workshops/seminars during the last two years : 0

11. Mention the following details of the last two batches of students:

	Batch 1			Batch 2		
	UG	PG	Total	UG	PG	Total
Admitted to the programme (entry year)	20		20	10		10
Drop-outs	8		8	6		6
Appeared for the final year exam	12		12	4		4
Passed in the final exam	5		5	2		2
Passed in first class						
University ranks, if any						

12. What is the sanctioned teaching staff strength and the present position?

Sanctioned: 4
 Filled: 3 (one faculty member has retired on 31.8.2002)

13. How often were national/international seminars, workshops etc. organised at the department?

Nil

14. Are there any international or national links/collaborations for teaching, research or both?

Nil

- Nil

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19. What are the basic and advanced facilities (like botanical garden, field laboratories, animal house, computing facilities, major equipments like NMR etc.) acquired over the years?
Nil

20. What is the total number of publications (provide a list) of the department in the last five years?
Nil

21. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?
No

22. What is the average work load in terms of actual contact lectures per week per teacher?
22

23. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?
4+1 hours

24. Does the department monitor overall performance of students through regular assessments?
Yes No

If yes, give methods and details of assessment.

Unit Test, Class Tests, Terminal Examinations, Tutorial, Seminar etc.

25. How do the teachers update themselves for discharging their teaching/research responsibilities? Give details.
Library works, Seminar/Workshop, Refresher Course etc.

26. What is the annual budget allocation of the college to the department?

Centrally managed

27. How much of research funding has been generated by the teachers from other agencies?

Nil

28. Do the teachers offer consultancy services and earn revenue for the college/department?

Yes No

If yes, how much has been earned during the last two years?

29. Furnish the following details:

Particulars	UG	PG	Research
Ratio of applications to available seats	1:1		
Success rate (examination results)	50%		
Progression to higher education rate	50%		
Employment rate	25%		
Ratio of part-time teachers to full-time teachers	0:4		
Ratio of academic staff to administrative staff	nil		
Ratio of students to teachers	8:1		

30. Has the department been participating in COSIP/ COHSSIP/ COSIST?

Yes No

31. Any other highlights:

- i) **Dr. (Mrs.) Nirmala Devi delivers lectures on value based education in different programmes time to time.**
- ii) **The department has produced many first class holders, amongst them, Miss Dwipaneeta Dasgupta was the Gold medalist.**
- iii) **Dr. Nirmala Devi, Mrs. Mukul Bhagawati and Dr. Itu Das are actively associated with 'Women Welfare Centre', 'Digboi College Extension**

Service Society', Beautification Committee, Hostel Committee and Self-Financing Courses Committee.

iv) Sri Sishu Pal Deka (S.G. Lecturer) and H.O.D. retired from service on superannuation on 31-8-2002.

6. Number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total no. of teachers	1	1	2
Teachers with Ph.D. as the highest qualification		1	1
Teachers with M.Phil. as the highest qualification			
Teachers with PG as the highest qualification	1		1
Technical staff			
Administrative staff			

7. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic matters	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes, what extent?

8. Number of students in the department during the current year:

	Female	Male	Total
Students from the same state where the college is located	3	10	13
Students from other states of India	13	10	23
NRI students			
Other overseas students			
Grand Total	16	20	36

9. Is there a method of assessing the students' academic standing in order to provide enrichment and/or remedial courses?

Yes No

10. Furnish the following details(in figures):

- Books in the department library: 25
- Journals/periodicals subscribed by the department: 0
- Computers in the department: 0
- Research projects completed during the last three years and their total outlay: 0
- Ongoing research projects 0
- Teachers who have attended national/international seminars during the last two years : 0
- Teachers who have been resource persons at workshops/seminars during the last two years : 0

11. Mention the following details of the last two batches of students:

	Batch 1			Batch 2		
	UG	PG	Total	UG	PG	Total
Admitted to the programme (entry year)	14		14	13		13
Drop-outs	9		9	9		9
Appeared for the final year exam	5		5	4		4
Passed in the final exam	3		3	3		3
Passed in first class						
University ranks, if any						

12. What is the sanctioned teaching staff strength and the present position?

Sanctioned: 2
 Filled: 2

13. How often were national/international seminars, workshops etc. organised at the department?

Nil

14. Are there any international or national links/collaborations for teaching, research or both?

Nil

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19. What are the basic and advanced facilities (like botanical garden, field laboratories, animal house, computing facilities, major equipments like NMR etc.)acquired over the years?
Nil

20. What is the total number of publications (provide a list) of the department in the last five years?
Nil

21. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?
No

22. What is the average work load in terms of actual contact lectures per week per teacher?
20 lectures per week per teacher.

23. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?
4+1

24. Does the department monitor overall performance of students through regular assessments?
Yes No

If yes, give methods and details of assessment.

By holding Unit Tests, Tutorials, Group Discussions and Seminars.

25. How do the teachers update themselves for discharging their teaching/research responsibilities? Give details.

By attending Refresher Course, Orientation Course, Workshop, Seminars etc.

26. What is the annual budget allocation of the college to the department?

Centrally managed

27. How much of research funding has been generated by the teachers from other agencies?

Nil

28. Do the teachers offer consultancy services and earn revenue for the college/department?

Yes No

If yes, how much has been earned during the last two years?

29. Furnish the following details:

Particulars	UG	PG	Research
Ratio of applications to available seats	1:1		
Success rate (examination results)	75%		
Progression to higher education rate	25%		
Employment rate	25%		
Ratio of part-time teachers to full-time teachers	nil		
Ratio of academic staff to administrative staff	nil		
Ratio of students to teachers	18:1		

30. Has the department been participating in COSIP/ COHSSIP/ COSIST?

Yes No

31. Any other highlights:

A. Faculty-Performance

Dr. Anamika Neog

Paper Presentation

- i) Presented a paper entitled "Practice of Vedic Rites in early Sacrifice" in the 20th session of the North East India History Association held in the

- Dibrugarh University in November, 1999.**
- ii) Attended a workshop held jointly by the Indian Council of Social Science Research and the North Eastern Hill University in NEHU, Shillong, during 4th -25th May, 1998 on Research Methodology**

Publications

A paper entitled "Aspects of Social Change in Early Assam - Food and Dress" published in the June, 2002 edition of the Journal of Historical Research, Dibrugarh University.

B. Departmental Activities

The department organises departmental excursion to the places of historical importance and the students prepare project report on these.

C. Extension Activities

Dr. Anamika Neog is an active component of 'Women Welfare Centre' and 'Digboi College Extension Service Society'.

6. Number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total no. of teachers	1	1	2
Teachers with Ph.D. as the highest qualification			
Teachers with M.Phil. as the highest qualification			
Teachers with PG as the highest qualification	1	1	2
Technical staff			
Administrative staff			

7. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic matters	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes, what extent?

8. Number of students in the department during the current year:

	Female	Male	Total
Students from the same state where the college is located	10	10	20
Students from other states of India	3	9	12
NRI students			
Other overseas students			
Grand Total	13	19	32

9. Is there a method of assessing the students' academic standing in order to provide enrichment and/or remedial courses?

Yes No

10. Furnish the following details(in figures):

- Books in the department library: 0
- Journals/periodicals subscribed by the department: 0
- Computers in the department: 0
- Research projects completed during the last three years and their total outlay: 0
- Ongoing research projects 0
- Teachers who have attended national/international seminars during the last two years : 0
- Teachers who have been resource persons at workshops/seminars during the last two years : 0

11. Mention the following details of the last two batches of students:

	Batch 1			Batch 2		
	UG	PG	Total	UG	PG	Total
Admitted to the programme (entry year)	14		14	22		22
Drop-outs						
Appeared for the final year exam						
Passed in the final exam						
Passed in first class						
University ranks, if any						

12. What is the sanctioned teaching staff strength and the present position?

Sanctioned: Nil
 Filled: 1 temporary and 1 purely on ad-hoc basis.

13. How often were national/international seminars, workshops etc. organised at the department?

Nil

14. Are there any international or national links/collaborations for teaching, research or both?

Nil

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19. What are the basic and advanced facilities (like botanical garden, field laboratories, animal house, computing facilities, major equipments like NMR etc.)qcquired over the years?
Nil

20. What is the total number of publications (provide a list) of the department in the last five years?
Nil

21. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?
No

22. What is the average work load in terms of actual contact lectures per week per teacher?
24-27 lecturers per week two tutorials/seminars per week.

23. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?
1. Average time spent by teacher with students 4+1 hours per day
2. Time for library work and other academic & administrative activities 1 hour per day

24. Does the department monitor overall performance of students through regular assessments?
Yes No

If yes, give methods and details of assessment.

Unit Test, Tutorials and Seminars etc.

25. How do the teachers update themselves for discharging their teaching/research responsibilities? Give details.

- i) Refresher Course, ii) Orientation Course, iii) Seminars
- iv) Summer institute organised by different universities

26. What is the annual budget allocation of the college to the department?

Centrally managed

27. How much of research funding has been generated by the teachers from other agencies?

Nil

28. Do the teachers offer consultancy services and earn revenue for the college/department?

Yes No

If yes, how much has been earned during the last two years?

29. Furnish the following details:

Particulars	UG	PG	Research
Ratio of applications to available seats	1:1		
Success rate (examination results)			
Progression to higher education rate			
Employment rate			
Ratio of part-time teachers to full-time teachers			
Ratio of academic staff to administrative staff			
Ratio of students to teachers			

30. Has the department been participating in COSIP/ COHSSIP/ COSIST?

Yes No

31. Any other highlights:

- i) The department is newly established. The pass course degree level has been started in 2001. Only one teacher manages the deptt. (Higher Secondary to degree level). The performance of the students is quite**

satisfactory.

- ii) One faculty member was appointed purely on ad-hoc basis.**
- iii) Mrs. Sangita Boruah Saikia is actively associated with 'Women Welfare Centre' and Digboi College Extension Service Society of Digboi College. She attended State Level Seminar/workshop held at Digboi College.**

6. Number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total no. of teachers	2	3	5
Teachers with Ph.D. as the highest qualification	1		1
Teachers with M.Phil. as the highest qualification	1	1	2
Teachers with PG as the highest qualification		2	2
Technical staff			
Administrative staff			

7. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic matters	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes, what extent?

8. Number of students in the department during the current year:

	Female	Male	Total
Students from the same state where the college is located	19	63	82
Students from other states of India	1	2	3
NRI students			
Other overseas students			
Grand Total	20	65	85

9. Is there a method of assessing the students' academic standing in order to provide enrichment and/or remedial courses?

Yes No

10. Furnish the following details(in figures):

- Books in the department library: 103
- Journals/periodicals subscribed by the department: 1
- Computers in the department: 0
- Research projects completed during the last three years and their total outlay: 0
- Ongoing research projects 0
- Teachers who have attended national/international seminars during the last two years : 1 Dr. A.C. Sarma
- Teachers who have been resource persons at workshops/seminars during the last two years : 0

11. Mention the following details of the last two batches of students:

	Batch 1			Batch 2		
	UG	PG	Total	UG	PG	Total
Admitted to the programme (entry year)	57		57	33		33
Drop-outs	25		25	2		2
Appeared for the final year exam	32		32	31		31
Passed in the final exam	25		25	25		25
Passed in first class				1		1
University ranks, if any				2nd		1

12. What is the sanctioned teaching staff strength and the present position?

Sanctioned: 5
 Filled: 5

13. How often were national/international seminars, workshops etc. organised at the department?

Nil

14. Are there any international or national links/collaborations for teaching, research or both?

Yes

Nil

18. List the major thrust areas within the subject in which research activities are being pursued.

- Nil
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19. What are the basic and advanced facilities (like botanical garden, field laboratories, animal house, computing facilities, major equipments like NMR etc.)acquired over the years?

Nil

20. What is the total number of publications (provide a list) of the department in the last five years?

Nil

21. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?

No

22. What is the average work load in terms of actual contact lectures per week per teacher?

22

23. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?

4+1hours per day

24. Does the department monitor overall performance of students through regular assessments?

Yes No

If yes, give methods and details of assessment.

Unit Tests, Group Discussion, Class Test, Seminar etc.

25. How do the teachers update themselves for discharging their teaching/research responsibilities? Give details.

Attend All Seminars, Refresher Courses at Dept. of Physics of Dibrugarh University, Personal studies, Discussion among the teachers.

26. What is the annual budget allocation of the college to the department?

Centrally managed

27. How much of research funding has been generated by the teachers from other agencies?

Nil

28. Do the teachers offer consultancy services and earn revenue for the college/department?

Yes No

If yes, how much has been earned during the last two years?

29. Furnish the following details:

Particulars	UG	PG	Research
Ratio of applications to available seats	1:1		
Success rate (examination results)	78%		
Progression to higher education rate	40%		
Employment rate	40%		
Ratio of part-time teachers to full-time teachers	0: 5		
Ratio of academic staff to administrative staff	0		
Ratio of students to teachers	17:1		

30. Has the department been participating in COSIP/ COHSSIP/ COSIST?

Yes No

31. Any other highlights:

1. Faculty members maintain close contact with students in teaching.
2. Sri D.R.Deb (HOD) is a member of Board of Studies of Dibrugarh University and has participated in the Policy framing of Physics Education and Instrumentation and in framing of Syllabi for M.Sc., B.Sc., (Core and Major) of D.U. He is a member of D.U. Question Paper Moderation Board for 2002-03.
3. Dr. A. C. Sarmah is the Life Member of 'Laser and Spectroscopy Society of India' (HQ. Department of Physics, BHU, Varanasi) and Assam Science Society.
4. All the faculty members are active members of SPIC MACAY, Digboi Chapter. Sri D. R. Deb is the Chairperson of SPICMACAY, Digboi Chapter.
5. Mrs. Arati Deb, Mrs. Dipika Hazarika and Mrs. Rashmi Patowary are active members of 'Digboi College Extension Service Society' and 'Women Welfare Centre' of Digboi College. They are also Life Members of 'Assam Science Society'
6. Sri D. R. Deb and Dr. Arun Chandra Sarmah have acted as Resource Person in the 'Margherita Sub-Division High School Science Teachers' Training Workshop' under the aegis of Digboi Science Society held from 22nd to 29th December, 2002.
7. All the faculty members attended the State Level Seminar on " Higher Education- its Prospects, Problems and Remedies " and "English Studies" on 6-4-2003 and 4-8-2003 respectively at Digboi College.

Individual activities of Faculty members :

Dr. Arun Ch. Sarmah

a) Participated in

- i) Seminar-cum-workshop on IR, UV, VIS, NMR held in RSIC, NEHU, Shillong from 21- 23 Nov, 1985.
- ii) Training course on Mass Spectrometry at RRL, Jorhat, Assam on 21-22 January, 1986.
- iii) National Workshop on Electronics and Instrumentation sponsored by UGC from 6th to 18th July, 1987 at Gauhati University
- iv) Workshop on Patent Awareness organised by NEHU, Shillong, 15th November, 1996.
- v) Workshop for College Teachers organised by Physics Department, Dibrugarh University on 1-5 April, 1996.
- vi) UGC sponsored Seminar at Margherita College, Assam held on 26-5-1999.

b) Attended the Lectures delivered by Renowned Scientist Dr. J.B. Narlikar at Dibrugarh University on 7-9 November, 2002 and 3rd Regional Conference on " Physics Research in North East India", Nov. 9th, 2002. Mrs. Rashmi Patowari also attended the Lectures.

c) Research Publication

- i) ' Electrical conduction in MoO₃ films - Asian Journal of Physics, Vol-7, No. 1 (1998), PP 69-74**
- ii) ' I-V and C-V measurments on Al₂O₃ based MOS structures - Asian Journal of Physics, V-9 No. 1 (2000) PP 59-65.**
- iii) Summary of Ph.D. work published in "ENVISBULLETIN, Himalayan Ecology and Development, V-4, No. 1, 1996 PP 13-14.**
- iv) Communicated paper -1**

- d) i) Member, Building & Project Sub-Committee, Finance Sub-Committee, and UGC & Vocational Sub-Committee of Digboi College**
- ii) Convenor, Curricular Aspects, NAAC Streering Committee, Digboi College**
- iii) Ex-Secretary , Digboi College Teachers Council.**

BRILLIANT ACADEMIC ACHIEVEMENT IN 2003

The following students secured First class in Physics Major:

- 1. Miss Roktima Bora - 6th position**
- 2. Sri Dhiraj Bakshi - 7th position**
- 3. Miss Rita Kumari Agarwala - 7th position**
- 4. Sri Debojit Saikia - 15th position**

6. Number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total no. of teachers	4	1	5
Teachers with Ph.D. as the highest qualification	1	0	1
Teachers with M.Phil. as the highest qualification	1	1	2
Teachers with PG as the highest qualification	2	0	2
Technical staff			
Administrative staff			

7. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic matters	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes, what extent?

8. Number of students in the department during the current year:

	Female	Male	Total
Students from the same state where the college is located	21	45	66
Students from other states of India			
NRI students			
Other overseas students			
Grand Total	21	45	66

9. Is there a method of assessing the students' academic standing in order to provide enrichment and/or remedial courses?

Yes No

10. Furnish the following details(in figures):

- Books in the department library: 50
- Journals/periodicals subscribed by the department: 0
- Computers in the department: 0
- Research projects completed during the last three years and their total outlay: 0
- Ongoing research projects 0
- Teachers who have attended national/international seminars during the last two years : 0
- Teachers who have been resource persons at workshops/seminars during the last two years : 0

11. Mention the following details of the last two batches of students:

	Batch 1			Batch 2		
	UG	PG	Total	UG	PG	Total
Admitted to the programme (entry year)	57		57	41		41
Drop-outs	26		26	14		14
Appeared for the final year exam	31		31	27		27
Passed in the final exam	25		25	21		21
Passed in first class						
University ranks, if any						

12. What is the sanctioned teaching staff strength and the present position?

Sanctioned: 5
 Filled: 5

13. How often were national/international seminars, workshops etc. organised at the department?

Nil

14. Are there any international or national links/collaborations for teaching, research or both?
 yes, 2 Research Publications in International Journals, 4 Seminars at Delhi University.

18. List the major thrust areas within the subject in which research activities are being pursued.

- Nil
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-
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-

19. What are the basic and advanced facilities (like botanical garden, field laboratories, animal house, computing facilities, major equipments like NMR etc.)acquired over the years?

Nil

20. What is the total number of publications (provide a list) of the department in the last five years?

Nil

21. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?

No

22. What is the average work load in terms of actual contact lectures per week per teacher?

24 classes per week per teacher

23. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?

4+1hours per day

24. Does the department monitor overall performance of students through regular assessments?

Yes No

If yes, give methods and details of assessment.

Periodical tests, class seminars, tutorials, seminar etc.

25. How do the teachers update themselves for discharging their teaching/research responsibilities? Give details.

Consulting periodicals, journals, attending seminars, refresher courses, orientation courses etc.

26. What is the annual budget allocation of the college to the department?

Centrally managed

27. How much of research funding has been generated by the teachers from other agencies?

Nil

28. Do the teachers offer consultancy services and earn revenue for the college/department?

Yes No

If yes, how much has been earned during the last two years?

29. Furnish the following details:

Particulars	UG	PG	Research
Ratio of applications to available seats	10:6		
Success rate (examination results)	70%		
Progression to higher education rate	50%		
Employment rate	20%		
Ratio of part-time teachers to full-time teachers	0		
Ratio of academic staff to administrative staff	0		
Ratio of students to teachers	14:1		

30. Has the department been participating in COSIP/ COHSSIP/ COSIST?

Yes No

31. Any other highlights:

All the faculty members are life-members of Assam Science Society and acted as resource persons in the High School Science Teachers' Training Workshops held in 1997 and 2002 at Digboi under the aegis of Assam Science Society. Dr. S. K. Kar, Sri T.

K. Sanyal and Sri A. B. Debnath participated in a seminar on "Text Book production in Regional Language" in Dibrugarh University, 1975.

Student progression:

Two of our alumni got first class in PG course of Chemistry in Dibrugarh University. One of them has secured 73% marks.

The department organises seminars, group discussions among the students as per college routine.

One of our faculty members, Sri T.K.Sanyal participated in Dibrugarh University for restructuring of Degree Course (Chemistry) syllabus in 2001 and many of our suggestions have been incorporated in the syllabus.

1. Dr. S. K. Kar

- a) **Delivered seminars at Delhi University as M.Phil/Ph.D. student on**
 - i) **'Application of ^{13}C NMR in organic natural product chemistry' on 10-12-83.**
 - ii) **'Synthesis and structure of necines' on 12-1-84**
 - iii) **'Biosynthesis of flavonoids' on 1-2-84**
 - iv) **'Synthesis of organic natural products' on 1-3-84**
- b) **Published research paper in Phytochemistry Vol. 26, No. 6, pp. 1811-1816, 1987, Great Britain.**
Title: 'Cyclic Bis (Bibenzyls) and related compounds from the Liverworts Marchantia Polymorpha and Marchantia Palmata'
- c) **Selected as fellows of**
 - i) **the Indian Chemical Society, 1988**
 - ii) **the Institution of Chemists (India) 1989**

Sri T. K. Sanyal

Publications:

A research paper entitled "Synthesis and the thermal Decomposition of Iron (III) Tris (Oxalato) Ferrate(III) Tetrahydrate" in the journal of 'Inorganic and Nuclear Chemistry' Vol. 42, pp 811-813, Pergamou Press Limited, 1980, printed in Great Britain.

Paper Presentation:

- i) **Presented Research Paper entitled "Synthesis and Thermal Decomposition of Iron(III) Tris (Oxalato) Ferrate (III) Tetrahydrate" in the ANNUAL CONVENTION OF CHEMISTS, 1978 held in Andhra University, Waltair, Visakhapattanam, from 27-12-1978 to 31-12-1978.**
- ii) **Presented Research paper entitled "Thermal Decomposition of Iron (III) Tris(Oxalato) Ferrate(III) 4-Hydrate at different Temperatures" in the ANNUAL CONVENTION OF CHEMISTS, 1979, held in Kurukshetra University, Kurukshetra**

from 23rd to 27th September, 1979.

- a) i) Elected as ordinary fellow of Indian Chemical Society, Kolkotta, 1978
- ii) Elected as member of Institution of Chemists (India), 1979
- b) i) Member, Governing Body, Digboi College
- ii) Convener, UGC and Vocational Sub-Committee, Digboi College
- iii) Vice President, Digboi Science Society,
- iv) Co-ordinator, NAAC Committee, Digboi College
- v) Life Member, Heart Care Society
- vi) Active member of SPICMACAY

Participated in:

- i) State Level Seminars on 'Higher Education - Its prospects, problems and remedies' and 'English Studies' held on 6-4-2002 and 4-8-2003 respectively at Digboi College.

Published 3 (three) nos of articles.

Additional qualification :

Passed C.W.A. from NIIT (6 months Diploma Course)

Sri A. B. Debnath

Participated in:

- a) i) State Level Seminars on 'Higher Education - Its prospects, problems and remedies' and 'English Studies' held on 6-4-2002 and 4-8-2003 respectively at Digboi College.
- b) Member, UGC and Vocational Sub-Committee, GB, Digboi College.
- c) Chairman, Science Admission Committee, Digboi College, 2003-04.
- d) Member, SPICMACAY, Digboi Chapter
- e) Ex-office bearer, Digboi College Teachers' Council

Sri G. Kalita

- a) Participated in State Level Seminars on 'Higher Education - Its prospects, problems and remedies' and 'English Studies' held on 6-4-2002 and 4-8-2003 respectively at Digboi College.
- b) Elected as Executive member of Assam Science Society (2001-2003), Ex-Secretary, Digboi Science Society, Ex GB member, GB, Digboi College, Convener, Infrastructure and Learning Resources Sub-Committee, NAAC Steering Committee, Digboi College, Convener, Grievance Redressal Cell, Digboi College, Convener, Purchase Sub-Committee, GB, Digboi College.
- c) Published 25 (twenty five) nos of articles in different magazines and newspapers.
- d) Ex-Secretary and present Vice President, Digboi College Teachers' Council.

Mrs. J. Dutta.

- a) Actively associated with Digboi College Extension Service Society and member, Beautification Committee, Digboi College.**
- b) Participated in State Level Seminars on 'Higher Education - Its prospects, problems and remedies' and 'English Studies' held on 6-4-2002 and 4-8-2003 respectively at Digboi College.**

6. Number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total no. of teachers	5	0	5
Teachers with Ph.D. as the highest qualification	2	0	2
Teachers with M.Phil. as the highest qualification	0	0	0
Teachers with PG as the highest qualification	3	0	3
Technical staff			0
Administrative staff			0

7. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic matters	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes, what extent?

8. Number of students in the department during the current year:

	Female	Male	Total
Students from the same state where the college is located	1	8	9
Students from other states of India	22	80	102
NRI students			
Other overseas students			
Grand Total	23	88	111

9. Is there a method of assessing the students' academic standing in order to provide enrichment and/or remedial courses?

Yes No

10. Furnish the following details(in figures):

- Books in the department library: 57
- Journals/periodicals subscribed by the department: 0
- Computers in the department: 0
- Research projects completed during the last three years and their total outlay: 0
- Ongoing research projects 0
- Teachers who have attended national/international seminars during the last two years : 1 Dr. A.C. Deka
- Teachers who have been resource persons at workshops/seminars during the last two years : 0

11. Mention the following details of the last two batches of students:

	Batch 1			Batch 2		
	UG	PG	Total	UG	PG	Total
Admitted to the programme (entry year)	64		64	34		34
Drop-outs	33		33	14		14
Appeared for the final year exam	31		31	20		20
Passed in the final exam	12		12	12		12
Passed in first class	0		0	0		0
University ranks, if any	0		0	0		0

12. What is the sanctioned teaching staff strength and the present position?

Sanctioned: 5
 Filled: 5 (At present the HOD is Principal in-charge of the college)

13. How often were national/international seminars, workshops etc. organised at the department?

Nil

14. Are there any international or national links/collaborations for teaching, research or both?

Nil

Nil

17. What percentage of the faculty are in active research (guiding research scholars, operating projects, publishing regularly, etc.)?

20%

18. List the major thrust areas within the subject in which research activities are being pursued.

- 'Study on two parameter eigen-value problems in the perspective of finite element' - by Sri J. C. Changmai
-
-
-
-

19. What are the basic and advanced facilities (like botanical garden, field laboratories, animal house, computing facilities, major equipments like NMR etc.) acquired over the years?

Nil

20. What is the total number of publications (provide a list) of the department in the last five years?

Nil

21. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?

No

22. What is the average work load in terms of actual contact lectures per week per teacher?

20-22

23. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?

4+1hours

24. Does the department monitor overall performance of students through regular assessments?

Yes No

If yes, give methods and details of assessment.

Through Unit Tests, Tutorial, Seminar, Group Discussion, Remedial Teaching etc.

25. How do the teachers update themselves for discharging their teaching/research responsibilities? Give details.

By attending Refresher Course, Orientation Course Seminars, Workshop etc.

26. What is the annual budget allocation of the college to the department?

Centrally managed

27. How much of research funding has been generated by the teachers from other agencies?

Nil

28. Do the teachers offer consultancy services and earn revenue for the college/department?

Yes No

If yes, how much has been earned during the last two years?

29. Furnish the following details:

Particulars	UG	PG	Research
Ratio of applications to available seats	1:1		
Success rate (examination results)	60%		
Progression to higher education rate	10%		
Employment rate	50%		
Ratio of part-time teachers to full-time teachers	0:5		
Ratio of academic staff to administrative staff	0		
Ratio of students to teachers	23:1		

30. Has the department been participating in COSIP/ COHSSIP/ COSIST?

Yes No

31. Any other highlights:

1. All the faculty members of the department are Life-Members of 'Assam Academy of Mathematics' (AAM) and 'Assam Science Society'.
2. Sri S. S. Roychoudhury, Dr. A. C. Deka and Sri K. N. Timsina have acted as 'Resource Person' in High School Science Teachers' Training Workshop under the banner of Digboi Science Society.
3. Dr. A. C. Deka, Sri K. N. Timsina and Sri J. Changmai has attended Summer Institute in Applied Mathematics at Dibrugarh University in 1994.
4. All the faculty members have attended State-Level Seminars.
5. Sri K. N. Timsina has participated in 'Tezpur University - Inter University Centre for Astronomy and Astrophysics', (TU-IUCAA) Workshop on 'The Physics of Stars' held at Tezpur University during January 16-20, 1998.
6. Research Publications in the Journals -
Dr. J. Lahkar - 2 (two)
7. Presentation of Research Paper in National Conference
Dr. A. C. Deka - 1 (one)
Dr. J. Lahkar - 2 (two)
8. Many students obtained 1st class with ranks in University since inception of Major course. Sri Abhijit Mukherjee has got 1st position in B.Sc. Examination in 1987. Dr. Rita Choudhury, passing out B.Sc. with Distinction in 1976, is presently Reader in Mathematics at Gauhati University.
9. Dr. A. C. Deka is one of the Co-ordinators of NAAC of Digboi College.
10. Dr. A.C. Deka is member of Finance-Sub-, Hostel -Sub-Committee of Digboi College; Working president of Digboi Science Society (Assam Science Society)
11. Dr. A.C. Deka attended a national Level Seminar on :'' Quality improvement Through Self-Study '' Organised by Dibrugarh University, 2-3 August ,2002.

ACADEMIC ACHIEVEMENT IN 2003.

Sri Sanjay Kumar Yadav secured First class 6th position in Mathematics Major

6. Number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total no. of teachers	2	3	5
Teachers with Ph.D. as the highest qualification	1	0	1
Teachers with M.Phil. as the highest qualification			
Teachers with PG as the highest qualification	1	3	4
Technical staff			
Administrative staff			

7. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic matters	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes, what extent?

8. Number of students in the department during the current year:

	Female	Male	Total
Students from the same state where the college is located	17	17	34
Students from other states of India	4	4	8
NRI students			
Other overseas students			
Grand Total	21	21	42

9. Is there a method of assessing the students' academic standing in order to provide enrichment and/or remedial courses?

Yes No

10. Furnish the following details(in figures):

- Books in the department library: 85
- Journals/periodicals subscribed by the department: 0
- Computers in the department: 0
- Research projects completed during the last three years and their total outlay: 0
- Ongoing research projects 0
- Teachers who have attended national/international seminars during the last two years : 1 Dr. T.C. Dutta
- Teachers who have been resource persons at workshops/seminars during the last two years : 0

11. Mention the following details of the last two batches of students:

	Batch 1			Batch 2		
	UG	PG	Total	UG	PG	Total
Admitted to the programme (entry year)	17		17	28		28
Drop-outs	5		5	13		13
Appeared for the final year exam	12		12	15		15
Passed in the final exam	11		11	8		8
Passed in first class						
University ranks, if any						

12. What is the sanctioned teaching staff strength and the present position?

Sanctioned: 4
 Filled: 4

13. How often were national/international seminars, workshops etc. organised at the department?

Nil

14. Are there any international or national links/collaborations for teaching, research or

Final year Major students.

18. List the major thrust areas within the subject in which research activities are being pursued.

-
-
-
-
-

19. What are the basic and advanced facilities (like botanical garden, field laboratories, animal house, computing facilities, major equipments like NMR etc.) required over the years?

The college campus is developed into a Botanical garden besides a garden for medicinally important plants.

20. What is the total number of publications (provide a list) of the department in the last five years?

Nil

21. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?

No

22. What is the average work load in terms of actual contact lectures per week per teacher?

22

23. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?

4+1hours per day

24. Does the department monitor overall performance of students through regular assessments?

Yes No

If yes, give methods and details of assessment.

Monitoring overall performance by units test, group discussion/Teacher-Student direct interaction/seminar etc.

25. How do the teachers update themselves for discharging their teaching/research responsibilities? Give details.

By consulting departmental & main library, magazines, leading national dailies (The Hindu-Science Section), Scientific attending refresher course, Seminars and orientation courses.

26. What is the annual budget allocation of the college to the department?

Centrally managed

27. How much of research funding has been generated by the teachers from other agencies?

Nil

28. Do the teachers offer consultancy services and earn revenue for the college/department?

Yes No

If yes, how much has been earned during the last two years?

29. Furnish the following details:

Particulars	UG	PG	Research
Ratio of applications to available seats	1:1		
Success rate (examination results)	80%		
Progression to higher education rate	40%		
Employment rate	10%		
Ratio of part-time teachers to full-time teachers	0:4		

Ratio of academic staff to administrative staff	0		
Ratio of students to teachers	11:1		

30. Has the department been participating in COSIP/ COHSSIP/ COSIST?

Yes No

31. Any other highlights:

Some of the Highlight of the department of Botany, not covered under Inputs from the Departments.

- 1) **The department has made allround efforts to identify the flora of Digboi. Many of the representative species have been kept as preserved specimens in herberium sheets. A herberium is also developed in the department which reflects the nature of flora in and around Digboi, Mrs P. Kalita Supervises the Projects.**
- 2) **A mushroom cultivation centre has been initiated in the department under the supervision of Dr. T. C. Dutta. Faculty members of Digboi Cillege often visit the centre and have expressed appreciation and are of the opinion that mushroom cultivation can be considered as a profitable enterprise.**
- 3) **Project work have been undertaken as per Dibrugarh University B. Sc. 3rd year Major Syllabii covering wide ranging areas of the subject.**
- 4) **A garden of medicinally important plants has been developed which are locally avaiable. Folk medicine also finds prominence in raising the garden. Some aromatic plants have also been planted.**
- 5) **Plantation works have been carried out by the college authority. Plants have been udentified and name plates indicating scientific names and family to which they belong. Steps are being taken by the department to give shape to a Botanical Garden.**
- 6) **Mrs. Papori Kalita and Mrs. Jyotsna Sarma Phukan are actively associated with Digboi College 'Women Welfare Centre', 'Digboi College Extension Service Society, 'Beautyfication Committee' and Digboi Science Society.**
- 7) **All the faculty members participated in State Level Seminars on "Higher Education Prospects, Problems and Remedies" held in 6th April, 2003 and on "English Studies' on 4th August, 2003, organised by Digboi College.**

**Sri M. Bharali Baruah
Head of the Department of Botany**

1. **Attended National Seminar on Recent Advances in Life Sciences, February 10 & 11, 1994 sponsored by University Grants Commission and organised by Department of Life Science, Dibrugarh University, Dibrugarh.**
2. **Project Report submitted to the department of Botany Lucknow University, Lucknow, UP as part fulfillment of Refresher Course in Botany. The title of the project was "Plant Disease Control". This project report has been certified by**

the department of Botany Lucknow University, Lucknow as carrying the "Value of one published paper".

3. Attended the inaugural function of International Virological Conference in the Tropics on December 2, 1991 at Auditorium, Ganna Sansthan, Dalibagh, Lucknow. Joined a session of the same held at the department of Botany, Lucknow University, Lucknow while a participant of Refresher Course in Botany.
4. Attended the UGC sponsored National Seminar on Ethnobotany organised by department of Botany, Cotton College, Guwahati in April, 2000.
5. Life member, Assam Science Society.
6. General member of Heart Care Society, Digboi.
7. Vice President, Poribesh Sachetan Manch, Digboi.
8. Teacher Representative to Governing Body, Digboi College.
9. Member, UGC & Vocational Sub-Committee, Digboi College.
10. Convenor, Building and Project Sub-Committee.
11. Member, UGC and vocational Sub-Committee.
12. Executive member, Lachit Nagar Unnayan Samiti, Digboi
13. Article published on "Environment and Human Behaviour" in the souvenir of Poribesh Sachetan Manch, Digboi.
14. Article published on "Issues and Problems of International Environmental Concern" in the souvenir of Digboi College Silver Jubilee Celebration Committee.
15. Executive member, SPICMACAY, Digboi Chapter (Finance Secretary)
16. Attend National Seminar on "Higher Education - Its prospects, problems and remedies" organised by Digboi College, 6th April, 2003.
17. Attended National Seminar on "English Studies" organised by Digboi College on 4th August, 2003.
18. Convenor Students support and Progression, NAAC Steering Committee Digboi College
19. Ex-V.P. Digboi College Teachers' Council

Mrs. P. Kalita

1. Published articles 4 nos. in "Dainik Janambhumi and Basundhara"

Dr. T. C. Dutta

1. Crash course on yoga - 6th February 1988 to 13th February, 1988. Held at Gauhati University, under the auspices of INDIAN YOGA CULTURE AND YOGA THERAPY CENTRE, Swami Shivananda Kalyan Pith, Guwahati.
2. Training Course on AIDS Awareness Programme, 22nd and 23rd August, 1996 organised by Assam Higher Secondary Education Council, Bamunimaidam, Guwahati.
3. Resource Person, High School Science Teacher's Training Camp on innovative science teaching. 3rd January to 10th January, 1997 organised by Digboi Science Society (Assam Science Society).

- 4. National Seminar on Recent Advances in Life Sciences. February 10 & 11, 1994, sponsored by UGC, organised by Department of Life Sciences, Dibrugarh University, Dibrugarh.**
- 5. National Symposium on meeting the Future Needs of Higher Education in Genetics and Related Disciplines - Courses & Curriculum. April 21-23, 1999 at IARI, New Delhi.**
- 6. International Symposium on "Hundred years of Post Mendelivan Genetics and Plant Breeding - Retrospect and Prospects" November 6-9, 2001, organised by Indian Society of Genetics and Plant Breeding, IARI, New Delhi.**
- 7. High School Science Teachers' Training Workshop, 19th May, 2002, at Cotton College, Guwahati, sponsored by the Ministry of Human Resource Development, Govt. of India and organised by Assam Science Society.**
- 8. Resource Person, High School Science Teachers' Training Workshop, 22nd December, 2002 to 30th December, 2002. Balika Bidyamandir, Digboi, Assam Science Society.**
- 9. Article - "Viswavidyalayar Pathyakramat Yotishar Antavukti - Adhunic Bijnan Prajuktir Prati Saram Upahash", Published in Annual College Magazine 2002, Digboi College..**
- 10. Life Member, Assam Science Society.**
- 11. General Member - Indian Society of Genetics and Plant Breeding.**
- 12. General Member - Indian Society for Nuclear Techniques in Agriculture and Biology.**
- 13. Member, GB, The Little Stars Senior Secondary School, Digboi.**
- 14. Ex-Member, Finance Sub-Committee, Digboi College, Digboi.**
- 15. Ex- Secretary , Digboi Science Society, Digboi.**
- 16. Executive Member, Gariashi Sangha, Digboi.**

6. Number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total no. of teachers	1	3	4
Teachers with Ph.D. as the highest qualification			
Teachers with M.Phil. as the highest qualification			
Teachers with PG as the highest qualification	1	3	4
Technical staff			
Administrative staff			

7. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic matters	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes, what extent?

8. Number of students in the department during the current year:

	Female	Male	Total
Students from the same state where the college is located	17	17	34
Students from other states of India	4	4	8
NRI students			
Other overseas students			
Grand Total	21	21	42

9. Is there a method of assessing the students' academic standing in order to provide enrichment and/or remedial courses?

Yes No

10. Furnish the following details(in figures):

- Books in the department library: 92
- Journals/periodicals subscribed by the department: 0
- Computers in the department: 0
- Research projects completed during the last three years and their total outlay: 0
- Ongoing research projects 0
- Teachers who have attended national/international seminars during the last two years : 0
- Teachers who have been resource persons at workshops/seminars during the last two years : 0

11. Mention the following details of the last two batches of students:

	Batch 1			Batch 2		
	UG	PG	Total	UG	PG	Total
Admitted to the programme (entry year)	16		16	15		15
Drop-outs	0		0	1		1
Appeared for the final year exam	16		16	14		14
Passed in the final exam	13		13	11		11
Passed in first class	1		1	1		1
University ranks, if any	4th			1,3th		

12. What is the sanctioned teaching staff strength and the present position?

Sanctioned: 4
 Filled: 3 (One is left vacant. The process is going on to fill up the vacancy)

13. How often were national/international seminars, workshops etc. organised at the department?

Nil

14. Are there any international or national links/collaborations for teaching, research or both?

Yes

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-

19. What are the basic and advanced facilities (like botanical garden, field laboratories, animal house, computing facilities, major equipments like NMR etc.)acquired over the years?
Botanical Garden, Centralised computing facility, Animal House

20. What is the total number of publications (provide a list) of the department in the last five years?

6

21. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?

No

22. What is the average work load in terms of actual contact lectures per week per teacher?

24

23. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?

4+1hours per day

24. Does the department monitor overall performance of students through regular assessments?

Yes No

If yes, give methods and details of assessment.

Unit Tests, Tutorial Class, Remedial Class, Group Discussion, Seminar etc.

25. How do the teachers update themselves for discharging their teaching/research responsibilities? Give details.

Library works, Seminar/Workshop, Refresher/Orientation Course, Intrnet surfing

26. What is the annual budget allocation of the college to the department?

Centrally managed

27. How much of research funding has been generated by the teachers from other agencies?

Nil

28. Do the teachers offer consultancy services and earn revenue for the college/department?

Yes No

If yes, how much has been earned during the last two years?

29. Furnish the following details:

Particulars	UG	PG	Research
Ratio of applications to available seats	1:1		
Success rate (examination results)	81.25%		
Progression to higher education rate	61%		
Employment rate	19%		
Ratio of part-time teachers to full-time teachers	1:3		
Ratio of academic staff to administrative staff	0		
Ratio of students to teachers	11:1		

30. Has the department been participating in COSIP/ COHSSIP/ COSIST?

Yes No

31. Any other highlights:

Students of Zoology department of Digboi College are consistently performing well in the university examinations for the last five years securing positions in the university results. This has become possible only due to sincere efforts of both students and teachers.

The department has taken innovative initiative in setting up of a Mini sized Animal House for the culture of a) Protozoa b) Drosophila c) Stored grain test.

All the faculty members are Life-Members of Assam Science Society and have participated in the 'Margherita Sub-Division High School Science Teachers' Training Workshop' under the banner of 'Digboi Science Society' as Resource Person, from 22nd December to 29th December, 2002.

The Zoology department maintains a 'Wall Magazine' highlighting the latest developments in the field of Zoology. Moreover, Major students of T.D.C. 3rd year perform Minor Project Works under the supervision of faculty members. Students take part in Field Study conducted under the guidance of teachers every year.

Faculty Activities:

- 1. Mrs. Anu Borgohain and Mrs. Aparajita Gogoi regularly publish articles on different topics in magazines/periodicals/journals etc.**
- 2. Mrs. Anu Borgohain has delivered 14 (fourteen) Radio talks on diverse scientific topics from All India Radio, Dibrugarh.**
- 3. Mrs. Aparajita Gogoi has obtained PG Diploma in 'Environmental Education and Management' (PGDEM) Hyderabad Central University in 2002 through Distance Education Programme.**
- 4. All the members actively associate themselves with activities of Digboi Science Society, Digboi College Extension Service Society and Women Welfare Centre.**

ACADEMIC ACHIEVEMENT

The following students secured First class in Zoology Major

- 1. Miss Ruma Bhagawati - 4th position in 2001**
- 2. Miss Lovely Deb - 13th position in 2002**
- 3. Sri Dhiraj Machey - 6th position in 2003.**

6. Number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total no. of teachers	2	0	2
Teachers with Ph.D. as the highest qualification			
Teachers with M.Phil. as the highest qualification	2	0	2
Teachers with PG as the highest qualification			
Technical staff	0	0	0
Administrative staff			

7. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic matters	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes, what extent?

8. Number of students in the department during the current year:

	Female	Male	Total
Students from the same state where the college is located	4	32	36
Students from other states of India	0	1	1
NRI students			
Other overseas students	0	0	0
Grand Total	4	33	37

9. Is there a method of assessing the students' academic standing in order to provide enrichment and/or remedial courses?

Yes No

10. Furnish the following details(in figures):

- Books in the department library: 31
- Journals/periodicals subscribed by the department: 0
- Computers in the department: 0
- Research projects completed during the last three years and their total outlay: 0
- Ongoing research projects 0
- Teachers who have attended national/international seminars during the last two years : 1 J. Handique
- Teachers who have been resource persons at workshops/seminars during the last two years : 0

11. Mention the following details of the last two batches of students:

	Batch 1			Batch 2		
	UG	PG	Total	UG	PG	Total
Admitted to the programme (entry year)	15		15	15		15
Drop-outs	5		5	8		8
Appeared for the final year exam	10		10	7		7
Passed in the final exam	8		8	7		7
Passed in first class						
University ranks, if any						

12. What is the sanctioned teaching staff strength and the present position?

Sanctioned: 2
 Filled: 2

13. How often were national/international seminars, workshops etc. organised at the department?

Nil

14. Are there any international or national links/collaborations for teaching, research or both?

Yes

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-
-
-

19. What are the basic and advanced facilities (like botanical garden, field laboratories, animal house, computing facilities, major equipments like NMR etc.) acquired over the years?
Nil

20. What is the total number of publications (provide a list) of the department in the last five years?
Nil

21. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?
Yes, the electronics valve version devices

22. What is the average work load in terms of actual contact lectures per week per teacher?
24 classes per week per teacher

23. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?
4+1 Hours

24. Does the department monitor overall performance of students through regular assessments?
Yes No

If yes, give methods and details of assessment.

Unit Tests, Group Discussion, Class Seminar etc.

25. How do the teachers update themselves for discharging their teaching/research responsibilities? Give details.
Doing Refresher, Orientation courses, keeping touch with books and magazines, through staff discussion.

26. What is the annual budget allocation of the college to the department?

Centrally managed

27. How much of research funding has been generated by the teachers from other agencies?

Nil

28. Do the teachers offer consultancy services and earn revenue for the college/department?

Yes No

If yes, how much has been earned during the last two years?

29. Furnish the following details:

Particulars	UG	PG	Research
Ratio of applications to available seats	1:1		
Success rate (examination results)	100%		
Progression to higher education rate	60%		
Employment rate	20%		
Ratio of part-time teachers to full-time teachers	0:2		
Ratio of academic staff to administrative staff	0		
Ratio of students to teachers	10:1		

30. Has the department been participating in COSIP/ COHSSIP/ COSIST?

Yes No

31. Any other highlights:

1. The department has facilities for repairing instruments of its own and other departments of the college. Physical facilities available in the instrumentation centre are

a) Oscilloscope for circuit visualisation

b) Digital Multimeter for measuring electrical paramenters

2. Most of the alumni of the department have already been absorbed in different fields including self employment.
3. Both Sri P. K. Khound and Sri J. Handique participated in State Level Seminars on " Higher Education - its Prospects, Problems and Remedies and " English Studies on 6-4.2003 and 4.8.2003 respectively in Digboi College
4. Sri P.K.Khound and Sri J. Hadique are life members of Assam Science Society and have rendered services as resource persons in the High School Science Teachers' Training Workshops held at Digboi in 1997 and 2002.

Individual activities:

i) Sri P. K. Khound:

- a) Convener and Secretary, Digboi college Extension Service Society
- b) Ex Executive Member, Assam Science Society, Secretary, Digboi Science Society.
- c) Executive member, 'Green Tinsukia' Project. (Govt. Sponsored)
- d) Member, Board of Studies in Electronics, Dibrugarh University
- e) Member, Library Committee, UGC and Vocational Course Sub-Committee (2002-03), Digboi College.
- f) Participated in
 - i) National Symposium (UGC) on 'some Aspects of Modern Physics' held on 27-5-1993- 29-5-1993 at Dibrugarh Unilversity.
 - ii) North East Symposium (UGC) on Environment held on 3-4 December, 1999 in Madhavdev College, North Lakhimpur.
 - iii) Training Course on AIDS awareness programme organised by AHSEC in collaboration with State AIDS Cell and Assam Science Society on 22nd and 23rd August, 1996 at Guwahati.
- g) Delivered popular talk on 'Superstation' organised by Digboi Sahitya Sewa Samity on 5.8.2000

Sri J. Handique:

- a) Served as Guest Lecturer in "Hardware Maintenance and Repairing (DoE Course), Dibrugarh University in the year 2000.
- b) Life Member of Assam Academy of Mathematics.
- c) Participated in
 - i) National Conference on LASER & its Applications, 5-7 November, 2001 at Dibrugarh University,
 - ii) State Level Seminar on Information Technology & Internet Infrastructure & Its Prospects, 14th October, 1999
- d) Edited 'Souvenir' of Digboi Science Society (Assam Science Society), 2002 and Prof-in-Charge of Digboi College Magazine in 1999-2000.

6. Number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total no. of teachers	2	1	3
Teachers with Ph.D. as the highest qualification			
Teachers with M.Phil. as the highest qualification			
Teachers with PG as the highest qualification	1	0	1
Technical staff	1	1	2
Administrative staff			

7. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic matters	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes, what extent?

8. Number of students in the department during the current year:

	Female	Male	Total
Students from the same state where the college is located	10	58	68
Students from other states of India	1	3	4
NRI students			
Other overseas students			
Grand Total	11	61	72

9. Is there a method of assessing the students' academic standing in order to provide enrichment and/or remedial courses?

Yes No

10. Furnish the following details(in figures):

- Books in the department library: 0
- Journals/periodicals subscribed by the department: 0
- Computers in the department: 14
- Research projects completed during the last three years and their total outlay: 0
- Ongoing research projects 0
- Teachers who have attended national/international seminars during the last two years : 0
- Teachers who have been resource persons at workshops/seminars during the last two years : 0

11. Mention the following details of the last two batches of students:

	Batch 1			Batch 2		
	UG	PG	Total	UG	PG	Total
Admitted to the programme (entry year)	29		29	35		35
Drop-outs	11		11	11		11
Appeared for the final year exam	18		18	24		24
Passed in the final exam	12		12	18		18
Passed in first class						
University ranks, if any						

12. What is the sanctioned teaching staff strength and the present position?

Sanctioned: 0
 Filled: 0

13. How often were national/international seminars, workshops etc. organised at the department?

Nil

14. Are there any international or national links/collaborations for teaching, research or both?

Nil

- Nil

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19. What are the basic and advanced facilities (like botanical garden, field laboratories, animal house, computing facilities, major equipments like NMR etc.) acquired over the years?

Nil

20. What is the total number of publications (provide a list) of the department in the last five years?

Nil

21. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?

Nil

22. What is the average work load in terms of actual contact lectures per week per teacher?

24-26 classes per week per teacher

23. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?

4+1 hours

24. Does the department monitor overall performance of students through regular assessments?

Yes No

If yes, give methods and details of assessment.

Through Class Tests, Unit Tests, Tutorial, Seminar, etc.

25. How do the teachers update themselves for discharging their teaching/research responsibilities? Give details.

Going through different journals and books

26. What is the annual budget allocation of the college to the department?

Centrally managed

27. How much of research funding has been generated by the teachers from other agencies?

Nil

28. Do the teachers offer consultancy services and earn revenue for the college/department?

Yes No

If yes, how much has been earned during the last two years?

29. Furnish the following details:

Particulars	UG	PG	Research
Ratio of applications to available seats	1:1		
Success rate (examination results)	80%		
Progression to higher education rate	40%		
Employment rate	25%		
Ratio of part-time teachers to full-time teachers	0		
Ratio of academic staff to administrative staff	0		
Ratio of students to teachers	72:1		

30. Has the department been participating in COSIP/ COHSSIP/ COSIST?

Yes No

31. Any other highlights:

- 1. Two lecturers cum demonstrator have been appointed on ad-hoc basis.**
- 2. The department has developed three computer packages as visual aids in teaching.**
- 3. Sri P.P. Singh participated in State Level Seminars /Workshop. He is a life member of Assam Science Society.**

6. Number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total no. of teachers	6	1	7
Teachers with Ph.D. as the highest qualification	1	0	1
Teachers with M.Phil. as the highest qualification	2	0	2
Teachers with PG as the highest qualification	3	1	4
Technical staff	0	0	0
Administrative staff	0	0	0

7. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic matters	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes, what extent?

8. Number of students in the department during the current year:

	Female	Male	Total
Students from the same state where the college is located	6	48	54
Students from other states of India	1	7	8
NRI students			
Other overseas students			
Grand Total	7	55	62

9. Is there a method of assessing the students' academic standing in order to provide enrichment and/or remedial courses?

Yes No

10. Furnish the following details(in figures):

- Books in the department library: 50
- Journals/periodicals subscribed by the department: 0
- Computers in the department: 0
- Research projects completed during the last three years and their total outlay: 0
- Ongoing research projects 0
- Teachers who have attended national/international seminars during the last two years : 0
- Teachers who have been resource persons at workshops/seminars during the last two years : 0

11. Mention the following details of the last two batches of students:

	Batch 1			Batch 2		
	UG	PG	Total	UG	PG	Total
Admitted to the programme (entry year)	28		28	29		29
Drop-outs	20		20	15		15
Appeared for the final year exam	8		8	14		14
Passed in the final exam	6		6	11		11
Passed in first class						
University ranks, if any						

12. What is the sanctioned teaching staff strength and the present position?

Sanctioned: 6
 Filled: 6

13. How often were national/international seminars, workshops etc. organised at the department?

Nil

14. Are there any international or national links/collaborations for teaching, research or both?

Nil

Nil

18. List the major thrust areas within the subject in which research activities are being pursued.

- Nil
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19. What are the basic and advanced facilities (like botanical garden, field laboratories, animal house, computing facilities, major equipments like NMR etc.) acquired over the years?

Nil

20. What is the total number of publications (provide a list) of the department in the last five years?

Nil

21. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?

No

22. What is the average work load in terms of actual contact lectures per week per teacher?

24 classes

23. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?

4+1 hours

24. Does the department monitor overall performance of students through regular assessments?

Yes No

If yes, give methods and details of assessment.

Unit Test, Terminal Examinations, Oral test, Tutorial, Seminar etc.

25. How do the teachers update themselves for discharging their teaching/research responsibilities? Give details.

By reading books, journals, attending Refresher Course, Orientation Course, Seminars etc.

26. What is the annual budget allocation of the college to the department?

Centrally managed

27. How much of research funding has been generated by the teachers from other agencies?

Nil

28. Do the teachers offer consultancy services and earn revenue for the college/department?

Yes No

If yes, how much has been earned during the last two years?

29. Furnish the following details:

Particulars	UG	PG	Research
Ratio of applications to available seats	1:1		
Success rate (examination results)	78%		
Progression to higher education rate	40%		
Employment rate	25%		
Ratio of part-time teachers to full-time teachers	0		
Ratio of academic staff to administrative staff	0		
Ratio of students to teachers	11:1		

30. Has the department been participating in COSIP/ COHSSIP/ COSIST?

Yes No

31. Any other highlights:

i) All the faculty members attended State Level Seminar/ Workshop .

ii) One lecturer has been appointed on ad-hoc basis.

Individual activities of faculty members :

i) Dr. G. Ahmed

a) Awarded Ph.D (A.M.) Degree from Open University of Alternative Medicine, Kolkata in 2000

b) Awarded M.D. (H) from National Homeo Medical College, Guwahati in 1999

c) UTA training in Ram Krishna Mission Ashram, Narendrapur, W.B.

d) Basic course in Civil Defence in March 1998

e) N.S.S. Officer of Digboi College Unit.

f) Attended Seminar organised by North Eastern Economic Association, February 1999.

ii) Sri B. K. Baruah

a) Completed one pre-commission course in NCC at O.T.S., Kamptee, M.P. in December 1986.

b) N.C. C. Officer of Digboi College Unit.

iii) Sri H.P. Verma

a) Participated seminar organised by North Eastern Economic Association in February 1999