



SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

DIGBOI COLLEGE

ITAVATA, DIGBOI DULIAJAN ROAD

786171

www.digboicollege.edu.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

July 2022

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Digboi College, a premier institution of higher education in the eastern-most part of the country, was established on 15th July 1965 in the historic oil town, Digboi, Assam. It is affiliated to Dibrugarh University and has come a long way in imparting quality education in the undergraduate level in Arts, Science and Commerce streams with 14 Honours Programmes and MSc in 2 Programmes. It has also introduced two B.Voc Programmes in 'Small Tea Garden Management' and 'Tourism and Hospitality Management' and PG diploma in Computer Application. At present, there are 20 departments with a student strength of around 1382 (2020-21). The students of diverse categories from the home state, Assam as well as from neighbouring state of Arunachal Pradesh and most of lower income groups and average merit do get admitted here for pursuing higher education. The college is provincialised under Govt. of Assam. The college had been accredited by NAAC with B+ grade in 2004 and B grade in 2015. Digboi College is situated in an undulated topography of a hillock with the scenic beauty of hills and lush green forests. It has a serene, pollution-free atmosphere and is free from the din and bustle of the city and thus provides a very healthy ambience for academic pursuits. The rich biodiversity on the college campus is nature's bounty. The college is dedicated to acting as per its motto "?????????????????" to impart quality education and cater to the needs of society in general and the students in particular.

Vision

Centre of Excellence in Higher Education for producing innovative, capable, socially engaged and cohesive batches of entrepreneurial youths while maintaining gender parity.

Mission

- To impart quality education to students to become competent, responsible and ethical citizens of the world.
- To foster global competency enabling students to utilize opportunities and face challenges of life.
- To develop scientific temperament, innovative strategies and dedicated teamwork for positive societal transformation.
- To nurture employable skills in the learners enabling them to think creatively, analyze critically and communicate effectively.
- To stimulate the academic ambience for quality sustenance and quality enhancement.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- **Excellence in academic performance** - the college has achieved overall 1st rank in UG exams and stream-wise 1st rank in Science as well as top 5 or top 10 positions stream-wise. Students have continuously been placed in the top 10 positions on university exams (both UG and PG).

- **Eco-friendly, bio-diversity rich, Ashram-like milieu for concentrated and in-depth academic exercises/deliberations.** Learning environment is conducive to rational thinking, creativity and scientific analyses.
- More than 50% of faculty with Research degrees: Ph.D. (51%) and MPhil (21%).
- **Blended mode (offline and online) of curriculum delivery** including cushion class so as to have fruitful transactions on all units of the prescribed curriculum.
- **Wide variety of subject-combinations/options** as generic elective, SECs etc.
- **Provision for Honours in 14 programs, PG in two programs, PGDCA and B. Voc programs.**
- **Laboratories** well-equipped with modern tools, apparatuses, specimens and an adequate nos. of furniture items.
- **Beyond the curriculum quality Education** through Add-on, value-added, certificate, diploma and vocational courses.
- **Academic supports to students** through remedial or extra classes to slow learners and career guidance/counseling to advance learners.
- **Very dynamic NSS unit** taking up innovative practices, carrying out various activities of community services, Swachhata, environment, awareness, pandemic services and wildlife conservation etc.
- **Dedicated Service to the community** through various units - NSS, Women's Cell and NCC by way of material as well as knowledge support to the needy in general and emergency situations like pandemics in particular.
- **Adoption of the village** for community development and inculcation of human values and a sense of community service among the young learners.
- **Faculty engagement in Research** projects (Major and Minor) and quality publications.
- **Automated Library** with a stock of over thirty thousand books and subscription to physical journals and e-journals, rare books, e-resources with optional space for reading rooms separately for students and teachers etc.
- **Excellent performance in Co-curricular activities** at the university, state and national levels.
- **Effective implementation of E-governance** in all areas of operation – administration, finance, student support and admission and Examination.
- **Value inculcation and grooming youths** as socially responsible citizens through NSS activities, Yoga-meditation, special programs and curricular and co-curricular activities.
- **Participatory management** involving all stakeholders – students, faculties, non-teaching staff, parents, alumni, and representatives from local society and industry.
- **Academic collaboration and linkages** with reputed institutions and bodies.
- **Rich biodiversity** fertile for young naturalists.
- **Transparent admission process**
- **Hostel facilities for both Boys and Girls.**

Institutional Weakness

- **Constraints in regular curriculum design and development** due to affiliating status of the college.
- **An inadequate number of faculty in certain departments** due to the non-creation of posts by the Govt. of Assam.
- **Lack of provision of Honours** in certain subjects.
- **The dearth of rooms, especially big classrooms,** for providing more flexibility for curriculum delivery.
- **Inadequate facility for research works.** Lack of research lab and extra rooms for research works.

- **Inadequate provision for internal resource mobilization** except for students' fees. Lack of consultancy services.
- **Inadequate usable land** due to the hilly landscape of the campus.
- Inadequacy of additional rooms for add-on courses and special cells and centres and lack of staff quarter for teaching staff.
- Acute Water crisis due to the hilly nature of the campus.
- Inadequacy of smart classrooms compared to the number of students.

Institutional Opportunity

- **To obtain autonomous status for the college.**
- **Opening of more PG programs** provided HS is delinked and an adequate number of faculty posts is created.
- **Scope for the opening of more area specific vocational/add-on courses especially those related to the OIL sector, agrarian sector and IT sector.**
- Setting up of **Centre for Language Studies and Tribal Art and Culture, and Vaishnavite Cultural Centre and Shankardeva study centre.**
- Setting up of a **Cultural Museum.**
- **Creating a biodiversity hub** for studies on and development of the surrounding rich biodiversity falling within the eastern Himalayan Bio-diversity Hotspot.
- **Having tie-ups with neighbouring industries** (OIL, IOCL, Coal India, Tea Industries) for academic programs, consultancy and related collaborative activities.
- **Entrepreneurial ventures based on local resources such as bamboo, handicraft, biodiversity, tea packaging etc.**
- **Setting up a Wildlife treatment centre in collaboration with the Forest department.**
- **Establishment of Tourism information centre.**

Institutional Challenge

- **Delinking HS programs** from college till Govt. of Assam does not have any policy for it.
- **Providing employment to the college pass-outs through campus drive.**
- **Having international academic tie-ups.**
- **Having structured and registered consultancy services.**
- **Maintaining records of students' progression to higher studies and their employment, especially of the salary component.**
- **Maintaining records of scholarships due to the government policy of direct credit to beneficiary students' accounts and non-intimation of the same to the college office.**

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

1.1 Curricular Planning and Implementation:

- **The Institution ensures effective curriculum delivery through a well-planned and documented process.**
- **The academic** calendar is prepared, working and teaching days are sorted out and delivery of the curriculum is planned accordingly.
- Weekly routine, distribution of class and course etc. are communicated to the students. Various records pertaining to curriculum delivery are kept departmentally.
- The syllabus is distributed among the faculty members on a rotation basis taking into account their expertise.
- The institution adheres to the academic calendar as provided by the University for the Conduction of Continuous Internal Evaluation (CIE) by holding two Sessional Tests, Seminar presentations, Field study, Project work, Assignments and maintaining students' attendance.
- Faculties are involved as members of BoS of the Affiliating University, Setting of question papers for UG/PG programs, Design and Development of Curriculum for Add-on/ certificate/ Diploma Courses.
- All the faculties are involved in the assessment /evaluation process of the affiliating University.

1.2 Academic Flexibility:

- Choice Based Credit System (CBCS) has been implemented in the 14 UG programmes, the 2 PG programmes and the two B.Voc programmes.
- The college offers a wide range of generic and SEC options.
- In MSc Physics, provision is given to study GE from *Swayam*. It also conducts certain add-on courses thus adding to more academic flexibility.

1.3 Curriculum Enrichment:

- With a view to enriching the prescribed curriculum, the college integrates intersecting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum: professional ethics in English, Commerce and Education subjects; human values in English, Political Science, Commerce, Education; environment and sustainability in Environmental Studies, Economics, Commerce, Zoology, Botany, Geography, Physics, Chemistry; gender-related issues in Political Science, Economics, Commerce, English, Hindi, Assamese and Bengali.
- **B. Voc in Small Tea Garden Management** nourishes and promotes a sense of competitiveness, managerial skills and ethical behaviour. *Tourism & Hospitality Management* addresses the issue of professional ethics and human values. Mushroom Farming develops entrepreneurship awareness along with professional ethics and human values. The *certificate course in Yoga-meditation* facilitates the yoga enthusiast to learn ethical behavior and human values.
- **There are also a number of courses that include experiential learning through project work/field work/internship and a considerable number of students have benefitted from it.**

1.4 Feedback System:

- The College obtains feedback on the syllabus and its transaction at the institution from the different stakeholders - Students, Teachers, Employers and Alumni.
- The feedbacks are analyzed and communicated to the concerned stakeholders and made available on the college website. Necessary action is taken to address the issues and if necessary, communicated to the university.

Teaching-learning and Evaluation

2.1: Student Profile and enrolment:

- The average enrolment of students for the last 5 years is 84.82% while the average percentage of seats filled against reserved categories is 64.21%.
- In the last completed academic year 474 students were admitted against a sanctioned seat capacity of 710.

2.2: Catering to Student Diversity:

- The institution addresses the problem of teaching diversified students by assessing the learning levels of students primarily on the basis of performance in the 1st Sessional exam.
- For the identified slow learners and advanced learners special programs are organized.
- The student full time teacher ratio in the last completed academic year is 18:1.

2.3: Teaching learning Process:

- The institution recognizes the role of student-centric methods and lays stress on field study, oral presentation, peer coaching activities, Project work etc.
- The institution emphasizes the use of ICT-enabled tools in the teaching-learning process. The faculty members well versed in ICT tools like PowerPoint presentation, Virtual laboratory, Open Source software, Google classroom, E-content, Video recorder, Virtual Platforms, and Digital Board/Pentablet and have started using the blended mode for curriculum transaction.
- The institution has an effective mentoring system. Mentors interact with their mentees on a regular basis and resolve the issues raised as and when required. The Mentee-mentor ratio for the last completed academic year is 19:1.

2.4: Teacher profile and quality:

- Average percentage of full time teachers against sanctioned posts during the last five years is 108.18 while the average percentage of full-time teachers with Ph. D. is 43.07
- Average teaching experience of full time teachers for the latest completed academic year in number of years is 13.47 years with total experience of full time teachers 1010 years.

2.5: Evaluation process and reforms:

- The Mechanism of the internal assessment scheme based on two sessional examinations, classroom attendance, Students' seminar presentation, group discussion and assignments is transparent and robust in terms of frequency and mode.
- During the pandemic the institution carried out all assessment tools such as sessional exams, assignments seminar presentations in the online mode.
- The institution uses a transparent, time-bound and efficient Mechanism to deal with internal examination-related grievances.
- The evaluated answer sheets of sessional examinations are made available to the students for any grievance related to the evaluation within 15 days from the date of examination and grievances if any are resolved at the earliest possible.

2.6: Student performance and Learning Outcomes:

- The PO and CO of all programs are uploaded to the website and the same is conveyed to the students in the orientation programme.
- For direct measurement of the level of attainment of POs and PSOs, the institution uses final semester results, pursuance of Higher Education, and employability of students after the completion of the Program.
- The average pass percentage of students during the last five years is 80.05%.

2.7: Student Satisfaction Survey:

- Student satisfaction survey on teaching-learning process is conducted every year to keep a quality check on transaction of curriculum and introducing modification as and when necessary.

Research, Innovations and Extension**3.1: Resource mobilisation for research:**

- Digboi College has been making its endeavour for mobilization of resources for research activities.
- The college, during the last five years, has successfully received an amount of Rs.16,50,283.00 from Government and non-governmental agencies for research projects, endowments etc.
- One member of the College fraternity has been serving as a research guide in the affiliating University.
- A total of 18 teachers of different Departments have completed their Minor Research Projects during this period.

3.2: Innovation ecosystem:

- The College has been trying to create an ecosystem for innovations and has initiatives for the creation and transfer of knowledge.
- The College has organized a total of 15 workshops/seminars/conferences on Research Methodology, Intellectual Property Rights (IPR), Skill Enhancement and Entrepreneurship during the last five years.

3.3 Research publications and Awards:

- The College has been making its efforts for enriching the ocean of knowledge through research publications in various forms.
- During the assessment period, the faculty members of the College have published a total of 56 research papers in the Journals notified on UGC website.
- The faculty members have a total of 105 books and chapters in edited volumes/books and papers in national/international conference proceedings during the last five years.

3.4: Extension activities:

- The College has been consistently promoting the participation of students and faculty members in extension activities through various cells and units.
- During the assessment period, the College has conducted a total of **82** extension and outreach activities with an involvement of average **64.89** % of students.

- The College has received total of **30** awards and recognitions for extension activities from Govt. and Govt. recognized bodies during this period.

3.5: Collaboration:

- The College has been making its sincere efforts to undertake different collaborative activities for research, faculty exchange, student exchange/internship etc.
- A total of 16 such activities were conducted during this period. In addition, it has 13 functional MoUs signed with other institutions, industries, corporate houses etc.

Infrastructure and Learning Resources

4.1: Physical Facilities:

- The College campus is located atop hillocks in an area of **25.85 acres** with a built-up area of **11124 square metres**.
- It has **15 Academic Blocks**, **57 classrooms** with 2 **smart classrooms** and **14 ICT-enabled classrooms**.
- It has **15 well-equipped UG/PG labs**, **2 computer labs**, **1 Instrumentation Centre** under the Star College scheme of DBT, **1 Tissue Culture lab**, an orchidarium and a herbarium and a botanical garden with several species of medicinal plants.
- It has a big **Auditorium** with an audience capacity of 1000 and a well-equipped 100-seated **conference hall**.
- It has an IQAC office, an examination conduction office, an NSS office, an NCC office, a Students' Union office, Distance Education centre/office.
- It has two **Girls' Hostels** with a total of 106 seats, and one **Boys' Hostel** with 24 seats.
- It has facilities for cultural and sports activities: a **playground with a natural gallery** for Football, cricket, volley ball and other outdoor games, a multi-purpose **indoor stadium** with 2 synthetic courts for badminton, provision for **Yoga**, **multi-gym**, boys' and girls' **common rooms**, a **teachers' common room**, a **canteen**.

4.2: Library as Learning Resource:

- Digboi College library functions from 9 A.M to 4 P.M.
- The Library is fully automated using **SOUL 2.0** and has a collection of more than **39,000** printed books, regular subscriptions to **9 journals**, **10 magazines**, and **7 newspapers** and an **institutional repository** with 208 records, including college magazines and theses.
- The library has membership of **(N-LIST)**, **INFLIBNET**.
- The books are **classified** using the Dewey Decimal Classification (DDC), 24th edition and are pasted with **barcode code** that facilitates faster check-in and check-out, easy sorting of books and increased accuracy and efficiency, and improved circulation capabilities.
- It provides membership and open access to all the students and teachers of the College.
- The **Reading Room** has **100** seating capacity.
- Attendance is recorded through **Footfalls** integrated with SOUL. It maintains various sections like processing, periodicals, reference, reprography, circulation, reading room, and digital library service section.

- It provides an **OPAC** (Online Public Access Catalogue) facility for searching the database by author, title, classification number, subject, title to know the availability of the books using OPAC.

4.3: IT infrastructure:

- The Institution has internet connectivity of **BSNL** and **Reliance Jio** with a bandwidth above 100 MBPS and Wi-Fi facilities on the campus.

4.4: Maintenance of Campus Infrastructure:

- The college has a budgetary allocation for the maintenance of infrastructure. Committees involving faculties are formed to look after the maintenance and optimum utilization of physical, academic and support facilities.

Student Support and Progression

1. Student Support:

- The college maintains a healthy ambience for all-round development of the learners and strives to support students in possible manners – academic, sports and cultural, mental health, moral health, personality grooming, financial support, safety and security etc.
- A total of 3,381 number of students have been benefited by scholarships and free-ships provided by the Government during the assessment period with total amount of Rs. 72,36,000/- excluding the amount relaxed for freeship.
- The college has financially supported xxxx students with total of Rs. 2,16,500/-.
- The college has taken up 23 capacity building and skills enhancement initiatives on Soft skills, Language and communication skills, Life skills (Yoga, physical fitness, health and hygiene) and ICT/computing skill.
- The college has adopted zero tolerance policy in respect of ragging and sexual harassment.
- A total of number of students has been benefitted by guidance for competitive examinations and career counselling offered by the institution year-wise during last five years.
- The Institution has adopted a transparent mechanism for timely redressal of student grievances including sexual harassment. Any aggrieved student can submit a complaint by sending an email to digboicollege@yahoo.com; or through the online portal provided on the website of the college; or by dropping the complaint in the grievance box. Grievances are resolved between 1 - 15 days from the date of receipt of the complaint.

5.2: Student Progression

- 3.83 % of outgoing students is placed in various jobs during 2016-21.
- 47.21 % of outgoing student is progressed to higher education.
- 35 % of students has qualified in state/ national/ international level examinations (eg: JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations, etc) during the assessment period.
- The college has adopted zero tolerance policy for ragging and sexual harassment.

5.3 Student Participation and Activities

- 30 students have achieved awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level during 2016-21
- Institution facilitates students' representation and engagement in several. administrative, co-curricular and extracurricular activities besides the students Union.
- Students of the institution have participated in 369 programmes organized by the college and other institutes in the assessment period.

5.4 Alumni Engagement

- Digboi College Alumni Association is working with its functioning guidelines. The departments have their departmental Alumni Association as well.
- Alumni have contributed significantly to the development of the institution and their financial contribution during the last five years amounts to Rs. 85,000/-.
- Alumni have also provided academic supports through talks and seminar etc.

Governance, Leadership and Management

6.1:Institutional Vision and Leadership

- The college governance depicts its dedicated works towards achieving its envisioned status of Centre of Excellence in Higher Education.
- The College works with the mission of producing innovative, socially committed, morally upright, temperamentally scientific, technologically up-to-date and globally competent youths.
- It has successfully carried out the majority of its 10-year Perspective Plan (2015-25).
- **Decentralization and participative management is a key feature of the college.**
- The Governing Body, the apex policy-making body, consists of nominees of affiliating University, representatives of teaching and non-teaching staff and Guardian representative.
- The Principal, the secretary of Governing body and head of the institution and the chairperson of all college committees, maintains a decentralized governance system and allows equal participation of all the stakeholders in college activities.
- The College IQAC has representatives from the government, teaching staff, non-teaching staff, alumni, students, and guardians. It helps the authority to plan and implements various academic and other activities of the college.
- Decisions on all academic matters are taken by the Academic Board formed with HoDs and IQAC coordinator.
- Maintaining participatory management, the college involves all teaching and non-teaching staff, students and other stakeholders in work as per its perspective plans. A total of committees are formed for carrying out specific activities.

6.2:Strategy Development and Deployment

- The effective functioning of the institutional bodies is visible from policies, administrative setup, appointment and service rules, procedures, etc. Besides working with a long-term perspective plan, it has developed 12 well-defined policies like Code of Conduct, Student Support, E-governance, Grievance Redressal, Divyangan, Green Campus, Energy and Environment, Faculty Development and Research, Community Service, Village Adoption, Biodiversity and Achievers' Award.
- The college has an effective and efficient system of administration, appointment and management.

- E-governance has been implemented in all areas of operation, viz. admission, teaching-learning, examination, finance and accounts, library automation as well as general administration.

6.3: Faculty Empowerment Strategies

- **The institution adopts effective welfare measures for teaching and non-teaching staff in the forms of assistance and loans at a very low rate of interest from the Staff Benefit Fund, Teachers Benefit Fund, etc.**
- **44 no of faculties has been provided financial assistance for attending FDP/Seminar/conference.**
- **Four professional/academic/administrative development programs and training/workshops have been organized for teaching and non-teaching staff during the assessment period.**
- IQAC evaluates faculty performance as per PBAS.

6.4: Financial Management and Resource Mobilization

- Both internal and external financial audits are carried out regularly
- The college has received from UGC, RUSA and other Govt. grants of Rs. 41585136.00 and has mobilized Rs. 229000.00 from Philanthropists for academic awards, books and aid to the distressed employee.

6.5: Internal Quality Assurance System:

- IQAC persistently attempts to contribute to **institutionalizing the quality assurance strategies and processes** and academic excellence in the institution.
- It has contributed significantly through incremental improvements upon 2nd cycle NAAC recommendations by introducing MSc in Physics and Life Sciences, automating library and enhancing the use of ICT tools in Teaching-learning etc.
- IQAC has held regular meetings for planning and execution of different activities, participated in NIRF and AISHE, has collaborated with other institution and signed MoUs and processed quality audits and certification such as Academic and Administrative Audit, Green Audit, Energy Audit, Environment Audit and ISO certifications.

Institutional Values and Best Practices

7. Institutional Values and Best Practices

- The College has conducted several programs for the promotion of gender equity during the assessment period.
- 106 no CCTV has been installed on the whole campus for Safety and security. Separate common rooms for Boys and girls are available.
- 17 nos of Counselling /awareness and training programs on gender have been organized.
- Gender audit has been conducted.
- Alternate sources of energy - Solar energy and Biogas plant - have been installed. Sensor-based tools and energy-efficient equipment LED bulbs/power are used.
- The College has an efficient system for the management of Solid waste, Liquid waste, biomedical waste, E-waste, Hazardous chemicals and radioactive waste management and waste recycling.
- To meet the acute scarcity of water the college has taken up rainwater harvesting, and installed a Bore-

well and several tanks along with the necessary distribution system on the campus. Waste water is recycled to water the gardens.

- To maintain the lush green campus, the college has developed policies and restricted entry of outside automobiles, encouraged the use of bicycles, built pedestrian-friendly pathways and banned single-use plastic. Planting trees is a regular practice.
- The college has conducted Green audit, Energy audit and Environment audit. It has received national recognition for its clean and green campus.
- The college has received the Govt. of Assam's newly introduced Swachh Yuva Sewak Award for its green initiatives.
- It has also conducted many environmental promotional activities beyond the campus.
- The Institution has made the environment disabled-friendly and barrier-free by making ramps and Divyanggan-friendly washrooms. It has developed the Divyanggan policy, formed a committee and made provisions for human assistance for the Divyanggan.
- For providing an inclusive environment of tolerance and harmony towards cultural, regional, linguistic, communal socio-economic and other diversities, the college encourages participation of all students irrespective of caste and creed in the various sports and socio-cultural practices.
- To sensitize students and employees to the constitutional obligations the college has organized 14 special programs apart from celebrating the national commemorative days.
- The college has formulated its Code of Conduct in line with the UGC standard Code of Conduct for Colleges and it is displayed on the website. A committee with the Principal as Convener monitors adherence to the Code of Conduct.
- 67 no of national and international commemorative days, events and festivals have been celebrated/observed during the assessment period.
- The college maintains a very eco-friendly, bio-diversity-rich academic ambiance. During the assessment period, it has successfully carried out exemplary practices such as Wildlife Rehabilitation Drive, Free Coaching to school students, Transparency in Admission, Decentralization of administrative works, Career Counselling Programme, Swachhata Awareness and Drive, Covid-19 Pandemic Awareness and Support Drives, 'Swachhata hi Sewa' Campaign, Online Teaching-Learning Practices, Promoting Yoga for Mental and Physical Well-being, Developing livelihood skills in the adopted village.
- The college has carried out exemplary practices in orientating the students toward nature conservation and developing livelihood skills in the adopted village, Saraipung.
- Dedicated Community service is its distinctiveness. A large number of programs have been successfully carried out in the neighbourhood areas and the adopted village.

2. PROFILE

2.1 BASIC INFORMATION

| Name and Address of the College | |
|---------------------------------|--|
| Name | DIGBOI COLLEGE |
| Address | Itavata, Digboi Duliajan Road |
| City | Digboi |
| State | Assam |
| Pin | 786171 |
| Website | www.digboicollege.edu.in |

| Contacts for Communication | | | | | |
|----------------------------|------------------|-------------------------|------------|-----|---------------------------|
| Designation | Name | Telephone with STD Code | Mobile | Fax | Email |
| Principal | Dip Saikia | 03751-264416 | 9954487650 | - | dr_dip_saikia@yahoo.co.in |
| IQAC / CIQA coordinator | Jayanta Handique | 0375-1264416 | 9435531665 | - | jhandique@yahoo.com |

| Status of the Institution | |
|---------------------------|--------------|
| Institution Status | Grant-in-aid |

| Type of Institution | |
|---------------------|--------------|
| By Gender | Co-education |
| By Shift | Regular |

| Recognized Minority institution | |
|--|----|
| If it is a recognized minority institution | No |

| Establishment Details | |
|--------------------------------------|------------|
| Date of establishment of the college | 15-07-1965 |
| | |

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

| State | University name | Document |
|-------|----------------------|-------------------------------|
| Assam | Dibrugarh University | View Document |

Details of UGC recognition

| Under Section | Date | View Document |
|---------------|------------|-------------------------------|
| 2f of UGC | 13-03-1970 | View Document |
| 12B of UGC | 31-08-2012 | View Document |

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

| Statutory Regulatory Authority | Recognition/Approval details Institution/Department programme | Day,Month and year(dd-mm-yyyy) | Validity in months | Remarks |
|--------------------------------|---|--------------------------------|--------------------|---------|
| No contents | | | | |

Details of autonomy

| | |
|--|----|
| Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges? | No |
|--|----|

Recognitions

| | |
|---|----|
| Is the College recognized by UGC as a College with Potential for Excellence(CPE)? | No |
| Is the College recognized for its performance by any other governmental agency? | No |

Location and Area of Campus

| Campus Type | Address | Location* | Campus Area in Acres | Built up Area in sq.mts. |
|------------------|-------------------------------|-----------|----------------------|--------------------------|
| Main campus area | Itavata, Digboi Duliajan Road | Rural | 25.85 | 11124 |

2.2 ACADEMIC INFORMATION

| Details of Programmes Offered by the College (Give Data for Current Academic year) | | | | | | |
|--|--------------------------|--------------------|--------------------------|-----------------------|---------------------|-------------------------|
| Programme Level | Name of Programme/Course | Duration in Months | Entry Qualification | Medium of Instruction | Sanctioned Strength | No.of Students Admitted |
| UG | BA,Economics | 36 | HS or equivalent | English + Assamese | 30 | 22 |
| UG | BA,Assamese | 36 | HS or equivalent | Assamese | 40 | 38 |
| UG | BA,Education | 36 | HS or equivalent | English + Assamese | 55 | 52 |
| UG | BA,English | 36 | HS or equivalent | English | 45 | 44 |
| UG | BA,Hindi | 36 | HS or equivalent | Hindi | 20 | 12 |
| UG | BA,Philosophy | 36 | HS or equivalent | English + Assamese | 40 | 17 |
| UG | BA,Political Science | 36 | HS or equivalent | English + Assamese | 55 | 54 |
| UG | BSc,Botany | 36 | HS Science or equivalent | English + Assamese | 27 | 26 |
| UG | BSc,Chemistry | 36 | HS Science or equivalent | English + Assamese | 32 | 31 |
| UG | BSc,Electronics | 36 | HS Science or equivalent | English + Assamese | 17 | 10 |
| UG | BSc,Mathematics | 36 | HS Science or equivalent | English + Assamese | 25 | 16 |
| UG | BSc,Physics | 36 | HS Science or equivalent | English + Assamese | 32 | 32 |
| UG | BSc,Zoology | 36 | HS Science or equivalent | English + Assamese | 37 | 37 |
| UG | BCom,Commerce | 36 | HS or equivalent | English + Assamese | 100 | 71 |
| UG | BVoc,B Voc | 36 | HS or equivalent | English + Assamese | 50 | 13 |

| | | | | | | |
|---|------------------------|----|--------------------------|--------------------|----|----|
| UG | BVoc,B Voc | 36 | HS or equivalent | English + Assamese | 50 | 6 |
| PG | MSc,Physics | 24 | BSc in Physics | English | 20 | 19 |
| PG | MSc,Life Sciences | 24 | BSc in Botany or Zoology | English | 20 | 20 |
| PG Diploma recognised by statutory authority including university | PGDCA,Computer Science | 12 | Degree | English + Assamese | 20 | 5 |

Position Details of Faculty & Staff in the College

| Teaching Faculty | | | | | | | | | | | | |
|---|-----------|--------|--------|-------|---------------------|--------|--------|-------|---------------------|--------|--------|-------|
| | Professor | | | | Associate Professor | | | | Assistant Professor | | | |
| | Male | Female | Others | Total | Male | Female | Others | Total | Male | Female | Others | Total |
| Sanctioned by the UGC /University State Government | 0 | | | | 21 | | | | 45 | | | |
| Recruited | 0 | 0 | 0 | 0 | 13 | 8 | 0 | 21 | 32 | 13 | 0 | 45 |
| Yet to Recruit | 0 | | | | 0 | | | | 0 | | | |
| Sanctioned by the Management/Society or Other Authorized Bodies | 0 | | | | 0 | | | | 9 | | | |
| Recruited | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6 | 3 | 0 | 9 |
| Yet to Recruit | 0 | | | | 0 | | | | 0 | | | |

| Non-Teaching Staff | | | | |
|---|-------------|---------------|---------------|--------------|
| | Male | Female | Others | Total |
| Sanctioned by the UGC /University State Government | | | | 23 |
| Recruited | 16 | 2 | 0 | 18 |
| Yet to Recruit | | | | 5 |
| Sanctioned by the Management/Society or Other Authorized Bodies | | | | 26 |
| Recruited | 20 | 6 | 0 | 26 |
| Yet to Recruit | | | | 0 |

| Technical Staff | | | | |
|---|-------------|---------------|---------------|--------------|
| | Male | Female | Others | Total |
| Sanctioned by the UGC /University State Government | | | | 0 |
| Recruited | 0 | 0 | 0 | 0 |
| Yet to Recruit | | | | 0 |
| Sanctioned by the Management/Society or Other Authorized Bodies | | | | 0 |
| Recruited | 0 | 0 | 0 | 0 |
| Yet to Recruit | | | | 0 |

Qualification Details of the Teaching Staff

| Permanent Teachers | | | | | | | | | | |
|------------------------|-----------|--------|--------|---------------------|--------|--------|---------------------|--------|--------|-------|
| Highest Qualification | Professor | | | Associate Professor | | | Assistant Professor | | | |
| | Male | Female | Others | Male | Female | Others | Male | Female | Others | Total |
| D.sc/D.Litt/LLD/DM/MCH | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Ph.D. | 0 | 0 | 0 | 10 | 3 | 0 | 13 | 10 | 0 | 36 |
| M.Phil. | 0 | 0 | 0 | 2 | 2 | 0 | 9 | 3 | 0 | 16 |
| PG | 0 | 0 | 0 | 1 | 3 | 0 | 10 | 0 | 0 | 14 |
| UG | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| Temporary Teachers | | | | | | | | | | |
|------------------------|-----------|--------|--------|---------------------|--------|--------|---------------------|--------|--------|-------|
| Highest Qualification | Professor | | | Associate Professor | | | Assistant Professor | | | |
| | Male | Female | Others | Male | Female | Others | Male | Female | Others | Total |
| D.sc/D.Litt/LLD/DM/MCH | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Ph.D. | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 2 |
| M.Phil. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| PG | 0 | 0 | 0 | 0 | 0 | 0 | 5 | 2 | 0 | 7 |
| UG | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| Part Time Teachers | | | | | | | | | | |
|------------------------|-----------|--------|--------|---------------------|--------|--------|---------------------|--------|--------|-------|
| Highest Qualification | Professor | | | Associate Professor | | | Assistant Professor | | | |
| | Male | Female | Others | Male | Female | Others | Male | Female | Others | Total |
| D.sc/D.Litt/LLD/DM/MCH | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Ph.D. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| M.Phil. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| PG | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| UG | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| Details of Visting/Guest Faculties | | | | |
|--|--------|--|--------|--|
| Number of Visiting/Guest Faculty engaged with the college? | Male | | Female | |
| | Others | | Total | |
| | 1 | | 0 | |
| | 0 | | 0 | |
| | 0 | | 1 | |

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

| Programme | | From the State Where College is Located | From Other States of India | NRI Students | Foreign Students | Total |
|---|--------|---|----------------------------|--------------|------------------|-------|
| UG | Male | 630 | 43 | 0 | 0 | 673 |
| | Female | 635 | 41 | 0 | 0 | 676 |
| | Others | 0 | 0 | 0 | 0 | 0 |
| PG | Male | 16 | 0 | 0 | 0 | 16 |
| | Female | 12 | 0 | 0 | 0 | 12 |
| | Others | 0 | 0 | 0 | 0 | 0 |
| PG Diploma recognised by statutory authority including university | Male | 1 | 0 | 0 | 0 | 1 |
| | Female | 4 | 0 | 0 | 0 | 4 |
| | Others | 0 | 0 | 0 | 0 | 0 |

| Provide the Following Details of Students admitted to the College During the last four Academic Years | | | | | |
|---|--------|--------|--------|--------|--------|
| Category | | Year 1 | Year 2 | Year 3 | Year 4 |
| SC | Male | 4 | 9 | 11 | 17 |
| | Female | 4 | 8 | 6 | 11 |
| | Others | 0 | 0 | 0 | 0 |
| ST | Male | 11 | 16 | 28 | 23 |
| | Female | 12 | 14 | 24 | 17 |
| | Others | 0 | 0 | 0 | 0 |
| OBC | Male | 35 | 40 | 51 | 42 |
| | Female | 40 | 31 | 27 | 29 |
| | Others | 0 | 0 | 0 | 0 |
| General | Male | 142 | 162 | 171 | 134 |
| | Female | 150 | 149 | 129 | 115 |
| | Others | 0 | 0 | 0 | 0 |
| Others | Male | 7 | 24 | 17 | 53 |
| | Female | 16 | 13 | 28 | 33 |
| | Others | 0 | 0 | 0 | 0 |
| Total | | 421 | 466 | 492 | 474 |

Institutional preparedness for NEP

| | |
|---|---|
| 1. Multidisciplinary/interdisciplinary: | <ul style="list-style-type: none"> • The college has the experience of running Multidisciplinary/Interdisciplinary courses (such as course named Multidisciplinary Course, Environmental Studies, Repairing and Maintenance of Electronic Gadgets, SEC-NSS, SEC-Library, Retail management, E-Commerce, Entrepreneurship Development etc) in the UG level in NCBCS as well as the current CBCS. • Since the college is conducting programs in Arts, Science and Commerce, it is in an advantageous position for integration of humanities and science with STEM. • The College offers a considerable range of options/subject combinations crosscutting disciplines. • The college is efficiently conducting courses of |
|---|---|

| | |
|--|---|
| | <p>community service and value-based education as well as taking up activities involving community engagement. • Multiple exit system is present in B.Voc Programs (STGM and THM). • Since the college is running a number of Honours Programmes and certain PG programs, it can effectively implement degree programs in multiple exit-entry system with certificate/diploma/general degree/Honours degree or PG diploma respective to 1st/2nd/3rd/4th year of UG programmes and PG in the already present subjects.</p> |
| 2. Academic bank of credits (ABC): | <ul style="list-style-type: none"> • The college has Tech-savvy staffs (both Teaching and non-teaching); hence maintaining the ABC, as and when implemented, will not be problematic. • Being an affiliated college, a non-certifying institution, the college right now cannot register in ABC or NAD. However, it plans to request the parent University for the Necessary Support for registration in ABC. • Faculties are involved in design and development of Add-on courses as well as writing textbook or course materials on the existing approved courses. |
| 3. Skill development: | <ul style="list-style-type: none"> • The college is successfully conducting several SECs (Web design, Repairing and maintenance of Electronic Appliances, Human Rights, NSS, Library information, Tourism, Entrepreneurship). • PGDCA program, Diploma course in Computer Hardware and Networking, B. Voc in STGM and THM certificate course on Yoga-meditation are being conducted. • Add-on course on Dramatics and performing Arts has been started. • Avenues are there for starting skill programmes/course on rural/agro/tea industry as well as on personality and grooming skills. |
| 4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course): | <ul style="list-style-type: none"> • Bilingual (English and Assamese) mode of curriculum transaction is available in the UG level. • Honours program in Hindi and Assamese are available. • Mother tongue day - Matri Bhasha Dibash, Hindi Dibash are celebrated with talks on their importance. • Classical music and dance competition, folk song and dance competition, Cultural procession showcasing diverse Indian cultures forms significant parts of the Annual Talent Development week (College sports and cultural week). • The Yoga meditation centre conducts courses on yoga and meditation. • The college plans to start a) tribal study centre; b) Sankardeva (founder |

| | |
|--|---|
| | of Vaishnavism in Assam) study centre; c) Art and Culture museum showcasing diverse arts and cultures of Assam/ Assamese tribes. |
| 5. Focus on Outcome based education (OBE): | <ul style="list-style-type: none"> • The course outcomes as given in the prescribed syllabus are displayed in the website and are communicated to students at the orientation programs organized at the institutional as well as departmental level. • As a step forward towards outcome based education the college has made conscious efforts for measuring the levels of attainment of program and course outcomes for all the programs and courses. • Based on the findings of the level of attainment of program outcomes and course outcomes, measure are taken for the slow learners and the advanced learners. • While designing the Add-On courses, well defined and measurable course outcomes have been incorporated since it is the primary requirement of outcome based education. |
| 6. Distance education/online education: | <ul style="list-style-type: none"> • The college is conducting a) UG and PG programs of Distance Education of Dibrugarh University b) UG and PG programs of Open education of KKHSOU. • Faculties have the experience of preparing video classes and e-content. • Faculties have experience of conducting online classes as well as practical classes and examinations in virtual laboratories. • Blended mode of teaching-learning exercise is being effectively used. • The college has procured ICT tools to optimize teaching-learning exercises. • The college plans to (mobilize fund and) set up smart classrooms for regular as well as Distance and Open learning. |

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|--------------------------------------|---------|-------------------------------|---------|---------|
| 551 | 498 | 453 | 444 | 432 |
| File Description | | Document | | |
| Institutional data prescribed format | | View Document | | |

1.2

Number of programs offered year-wise for last five years

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 19 | 17 | 21 | 19 | 19 |

2 Students

2.1

Number of students year-wise during last five years

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---|---------|-------------------------------|---------|---------|
| 516 | 421 | 466 | 492 | 474 |
| File Description | | Document | | |
| Institutional data in prescribed format | | View Document | | |

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 335 | 248 | 243 | 255 | 306 |

| File Description | Document |
|---|-------------------------------|
| Institutional data in prescribed format | View Document |

2.3

Number of outgoing / final year students year-wise during last five years

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---|-------------------------------|---------|---------|---------|
| 466 | 492 | 474 | 497 | 525 |
| File Description | Document | | | |
| Institutional data in prescribed format | View Document | | | |

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---|-------------------------------|---------|---------|---------|
| 66 | 63 | 58 | 62 | 65 |
| File Description | Document | | | |
| Institutional data in prescribed format | View Document | | | |

3.2

Number of sanctioned posts year-wise during last five years

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---|-------------------------------|---------|---------|---------|
| 66 | 66 | 66 | 66 | 66 |
| File Description | Document | | | |
| Institutional data in prescribed format | View Document | | | |

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 59

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 169.29 | 627.89 | 300.59 | 329.48 | 109.96 |

4.3

Number of Computers

Response: 38

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

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

- All the departments of college follow academic calendar according to the guidelines and curriculum designed and developed by the Parent University. Students are informed by displaying the same on the notice board of the college and WhatsApp groups of respective classes. Every class teacher also shares the academic calendar as well as curriculum to the respective students. They are also encouraged to visit college website: digboicollege.edu.in to update themselves about the syllabus of the subjects available in the college.
- In the Academic calendar prepared at the institution level in line with University academic calendar, working and teaching days are sorted out and delivery of curriculum is planned accordingly.
- The authority holds an all teachers meeting to chalk out plan for curriculum delivery at the start of new semester.
- The Principal addresses the newly admitted students in “Induction Program” in order to orient them about: facilities and welfare schemes available, code of conduct and discipline, add-on courses and extra-curricular activities.
- Courses and units are distributed on rotation basis among the faculties taking in to account their expertise.
- Teaching plan is prepared by every department which includes the delivery of lectures, tutorials and practical.
- Course progression is recorded departmentally.
- Periodical meetings of Head of the Departments are held with the Principal to take review and discuss the curriculum delivery.
- Sessional texts are conducted and its results are displayed and discussed with the students in the class room.
- Records of seminars, assignments, field studies, project work etc. are kept by the department.
- The faculty members encourage the students to read the reference books and take use of e-resources available in library.
- ICT and other online platforms are used for smooth conduction of classes and timely completion of syllabus.
- Certain departments organize study tours, excursions, field projects and industrial visits for students’ exposure to practical knowledge.
- Certain courses like AECC 1 (English Communication) of 1st Semester, academic activities like Group Discussion, seminar presentations help develop the soft skills in the students.

- As per requirements of subjects, new books are procured in consultation with teachers.
- During Covid-19 pandemic, the students were taught through online modes. Online tools like LMS, Google classrooms, Zoom like apps were used extensively in order to ensure continuity of classes. All the teachers were directed to use maximum ICT tools during the class hours.
- As a measure to improve curriculum planning and implementation, teachers participate in faculty enrichment programmes/workshops.

| File Description | Document |
|-------------------------------|-------------------------------|
| Upload Additional information | View Document |

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

1. Digboi College follows the Academic Calendar prepared by Dibrugarh University, Dibrugarh. The dates of commencement and completion of semesters and schedule for admissions and examinations are enlisted on the Academic Calendar. Nonetheless, at the institution level, the institute designs its individual detailed Academic Calendar and timetables before the commencement of the session for smooth and effective functioning.

2. Date of beginning and end of semester, date of internal examinations, schedule of co-curricular activities, schedule of extracurricular activities, celebration of internationally, nationally relevant days, holiday list, restricted holidays etc. are all incorporated into the Academic Calendar.

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

4. During the Orientation/Induction Programme, the first year students are informed about the syllabus, generic/optional papers available during the three years and requirements for Internal Assessment.

5. For the Internal Assessment (20) marks as mandated by Dibrugarh University, in Arts stream, 10 marks for two sessional tests, 5 marks for assignment/project and 5 marks for attendance, in Science stream, 6 marks for sessionals, 4 marks for assignment/seminar and 3 marks for attendance and in Commerce stream, 10 marks for two sessionals, 5 marks for assignment/GD/Seminar/Project and 5 marks for attendance are allotted. Departmental teachers schedule the assignments/projects as per the Academic calendar and the students are required to make submissions of the same within the stipulated time.

6. For Continuous Internal Evaluation of students, Digboi College takes up the following steps so as to make the process of evaluation successful:

- Two Sessional Tests are held as per University Academic calendar.
- Class tests are also held as preparations for the Sessional tests.
- Seminar presentations have been made compulsory for Honours' courses.
- Group Discussion among students has been organized in identifying and evaluating learners.
- Field study has been carried out in certain departments as part of evaluation process.

- Project work is assigned to learners of some departments.
- Every student has to submit Assignments for each course as per Internal Assessment structure.
- Students' attendance is recorded and periodically displayed in notice boards and reported to parents.

| File Description | Document |
|-------------------------------|-------------------------------|
| Upload Additional information | View Document |

1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

Response: A. All of the above

| File Description | Document |
|--|-------------------------------|
| Institutional data in prescribed format | View Document |
| Details of participation of teachers in various bodies/activities provided as a response to the metric | View Document |
| Link for Additional information | View Document |

1.2 Academic Flexibility

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

Response: 94.74

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

Response: 18

| File Description | Document |
|--|-------------------------------|
| Minutes of relevant Academic Council/ BOS meetings | View Document |
| Institutional data in prescribed format | View Document |
| Any additional information | View Document |
| Link for Additional information | View Document |

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 18

1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 6 | 2 | 3 | 3 | 4 |

| File Description | Document |
|---|-------------------------------|
| List of Add on /Certificate programs | View Document |
| Brochure or any other document relating to Add on /Certificate programs | View Document |
| Any additional information | View Document |

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 38.77

1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 260 | 126 | 141 | 200 | 202 |

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

1.3 Curriculum Enrichment

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

Response:

- The course curricula provided in the college integrate crosscutting issues relevant to professional ethics, gender, human values, environment and sustainability.
- Issues related to professional ethics are integrated in the courses of English, Commerce and Education.
- Human values forms and integral aspect of all the academic curricula and are specially focused in Assamese, English, Political Science, Philosophy, Commerce and Education.
- Issues related to environment and sustainability are integrated into courses of Environmental studies, Zoology, Botany, Geography, Physics and Chemistry as well as in the eco-critical studies in Literature subjects..
- Courses like Political Science, English and Assamese also teach gender related issues.
- The institution integrates several crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Co-curricular and Extracurricular Activities also.
- N.S.S. of the institution is very dynamic and is engaged in various developmental activities of the societies. It organizes tree plantation drives and other sustainable development programmes. Time and again N.S.S. unit undertakes a host of activities in the nearby vicinity and in some remote areas.
- N.S.S. also adopts some villages where it is engaged in various welfare programs for its residents. It organizes various environment related programs including tree plantation, village and town cleanliness program, single-use plastic free drive, poster competition etc.
- Activities like quiz and poster competition, popular talks are organized to create awareness about nature, biodiversity, environment and sustainability.
- World Environment Day, N.S.S Day, Van Mahotsav Week etc. are organized in the college every year.
- National festivals like Independence Day and Republic Day are observed to serve as a platform to enliven patriotic and moral values.
- The College takes initiatives in various social activities like Voter's Awareness Program, Blood Donation camps etc. on regular basis.
- There are some Add on/ Certificate courses that address cross-cutting issues:
- Vocational course in Small Tea Garden Management is designed in such a way as to nourish and promote a sense of competitiveness, managerial skills and ethical behavioral in the learners.
- Vocational course in Tourism & Hospitality Management with three years duration having multiple exits address the issue of professional ethics and human values in the learners.
- Certificate course in Yoga facilitates the yoga enthusiast to learn ethical behavior and human

values. It makes them better individual beings with good life skills and healthy life style.

- Add-on course in Mushroom Farming develops entrepreneurship awareness along with professional ethics and human values.
- Add-on course in Advanced Computational Methods initiated by Department of Physics address the basic computer literacy skills in the learners. It sharpens their computer skills which in turn improve their professional ethics in particular and human values in general.

| File Description | Document |
|---|-------------------------------|
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum. | View Document |

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 1.36

1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 6 | 6 | 8 | 7 | 5 |

| File Description | Document |
|---|-------------------------------|
| Programme / Curriculum/ Syllabus of the courses | View Document |
| MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship | View Document |

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year

Response: 39.34

1.3.3.1 Number of students undertaking project work/field work / internships

Response: 203

| File Description | Document |
|---|-------------------------------|
| List of programmes and number of students undertaking project work/field work/ /internships | View Document |
| Any additional information | View Document |

1.4 Feedback System

1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2) Teachers 3) Employers 4) Alumni

Response: A. All of the above

| File Description | Document |
|--|-------------------------------|
| Any additional information (Upload) | View Document |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload) | View Document |
| URL for stakeholder feedback report | View Document |

1.4.2 Feedback process of the Institution may be classified as follows: Options:

1. Feedback collected, analysed and action taken and feedback available on website
2. Feedback collected, analysed and action has been taken
3. Feedback collected and analysed
4. Feedback collected
5. Feedback not collected

Response: A. Feedback collected, analysed and action taken and feedback available on website

| File Description | Document |
|-----------------------------------|-------------------------------|
| Upload any additional information | View Document |
| URL for feedback report | View Document |

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 84.82

2.1.1.1 Number of students admitted year-wise during last five years

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 516 | 421 | 466 | 492 | 474 |

2.1.1.2 Number of sanctioned seats year wise during last five years

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 710 | 555 | 535 | 515 | 510 |

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

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 64.21

2.1.2.1 Number of actual students admitted from the reserved categories year-wise during the last five years

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 189 | 129 | 155 | 192 | 225 |

| File Description | Document |
|---|-------------------------------|
| Average percentage of seats filled against seats reserved | View Document |
| Any additional information | View Document |

2.2 Catering to Student Diversity

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

Response:

The institution assesses the Learning levels of students primarily on the basis of performance in the 1st Sessional exam.

STEP:1

The marks obtained in the 1st sessional exam are normalized as follows:

$$\text{Normalized mark} = \frac{\text{Mark obtained} - \min(\text{Mark obtained})}{\max(\text{Mark obtained}) - \min(\text{Mark obtained})} \times 100$$

STEP:2

On the basis of the normalized marks, students are categorized as follows:

$$\text{student} = \begin{cases} \text{slow learner; if Normalised mark} \leq 20 \\ \text{advanced learner; if Normalised mark} \geq 90 \end{cases}$$

In addition to the above, direct classroom interaction, assignments having questions of different difficulty levels, involvement in student-centric methods strengthens the identification.

- For the identified slow learners, Remedial classes* are arranged in addition to the regular classes (Supporting document Section -B). In remedial classes, topics of previous classes and remaining doubts are discussed. Whenever new and advanced topics are introduced in regular classes, the pre-requisites are also reiterated in remedial classes.
- Remedial Classes are incorporated into the College routine. In addition to that, teachers take remedial classes in online mode as well (Supporting document Section – C).
- Workshops, seminars, and guest lecture series are organized for advanced learners (Sections – D & E of supporting document).
- Advanced learners are encouraged to participate in workshops organized by various academic and research institutions (Sections – D & E of supporting document).
- For the advanced learners, tutorial classes are arranged where advanced topics and higher-order thinking problems are discussed. Guidance for JAM, JEST, MBA, CLAT, and other PG entrance examinations is provided (Section -F of the supporting document).
- Assignments of higher order thinking are assigned to the ADVANCED LEARNERS, and the problems are discussed in the tutorial classes (Section - G of supporting document.)
- Alumni talks are organized with a view to motivate students in order to strive for greater academic pursuits (Section – H of supporting document).

**Remedial/Tutorial classes are also made available to students who do not fall under the identified categories ie. slow/advanced learners but are interested in/seek some extra help.*

| File Description | Document |
|--------------------------------------|-------------------------------|
| Upload any additional information | View Document |
| Past link for additional Information | View Document |

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

Response: 7.82

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

2.3 Teaching- Learning Process

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

Response:

The student centric methods used for enhancing learning experiences are presented in the following table:

| Sl. No | Experiential learning | Participative learning | Problem solving methodology |
|--------|-------------------------------|-----------------------------------|---|
| 1 | Field study | Peer Coaching & Learning by Doing | Project work |
| 2 | Students Seminar presentation | Group discussion | Participation in National level examinations(NGPE, JAM, JEST) |
| 3 | Scientific Experiment | Preparation of Wall Magazine | Assignments involving Higher order Thinking |

- Field studies are organized to infuse a sense of involvement and learning through experience, as shown in section -A, part -I.
- In every semester, the institute organizes student seminar presentations, as shown in section – A, part II.
- Peer coaching activities are organized, which creates an atmosphere of engaged learning, as shown in Section - B, part -I
- To practice-“Learning by doing” students are involved in teaching and demonstrating laboratory experiments to high school students, as shown in section -B, part – II.

- Every department organizes group discussions among the students, as shown in section – B, part III.
- Projects are assigned to students where-in students get an opportunity to apply their learning as well as explore their innovativeness.
- Interdepartmental Seminar Competition is organized under the aegis of Digboi College Students' science club.
- During the pandemic and afterward, student seminar presentation was organized on Online mode.
- Three Stage National level Online Seminar presentation competition for Under Graduate level students was organized by the Institute.
- Every department publishes a wall magazine annually, prepared by the students under the guidance of teachers, which gives them an opportunity to harness their creativity and learn through team participation shown in section -B, part IV.
- Assignments with higher order thinking are given, and national-level examinations are organized to orient students towards critical thinking.

| File Description | Document |
|-----------------------------------|-------------------------------|
| Upload any additional information | View Document |

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

The Institution uses-

1. Power-point presentation: Faculties and students use power-point presentations frequently for effective and efficient engagement of teaching-learning processes. Therefore the institution explores every possible audio/visual/experimental way to provide an engaging learning experience for the students (Section B of supporting document).
2. Google Classroom: The institution uses google classroom as an integral part of the teaching-learning and evaluation process. Separate classrooms have been created for each class. Every student and all course teachers are enrolled/included in the respective classes. The classrooms are used as a platform to share study materials and assignments. It is also very helpful to manage cushion classes (section C of supporting document).
3. E-content: The Faculties of the institution have developed subject-oriented e-contents in the form of study material or video lectures, texts, etc., and ensure the online delivery of the same to the students via. Various online platforms such as YouTube, Google classroom, etc. The website has a dedicated page for e-contents, which can be found at <https://www.digboicollege.edu.in/e-content/>. Glimpses are shown in section D of the supporting document.
4. Video recorder: The Faculties of the institution uses various screencasting software such as screencast-o-matic, free cam, OBS studio, Kazam, Zoom, etc., to deliver regular/cushion classes and for recording e-contents (Section E of supporting document).

- 5.Virtual Platforms: Google meet, Zoom, Cisco Webex, Microsoft team, etc., are used by the faculties for taking online live classes (Section F of supporting Document).
- 6.Digital Board/Pentablet: Faculties use Pentablets/Digital Board for the smooth delivery of online lectures (Section G of supporting document).
- 7.Open Source software: The Institution focuses on using open source software like sci-lab, python, FORTRAN, C, C++, etc., for programming; LibreOffice, GIMP, KdenLive, Kazam, LaTeX, etc., for editing and creating new materials. The link for the webpage is <https://www.digboicollege.edu.in/open-source-software/>
- 8.Virtual laboratory: Experiments are demonstrated to students in the virtual laboratory, as shown in section H of the supporting document. Students performed experiments using virtual laboratory and present the result to the examiners in the online mode when not possible in physical presence (Section H of the supporting page).
- 9.Faculty use the online mode for Cushion Classes.
- 10.Students use PowerPoint presentations for their seminar presentations.
- 11.Students are Assigned work through the online mode.
- 12.On-line viva-voce in connection with examination for laboratory course in the presence of external as well as internal examiners were organized.

The statistics of Faculties using various ICT tools for the effective engagement of the teaching-learning process are shown in section A of the supporting document.

| File Description | Document |
|---|-------------------------------|
| Upload any additional information | View Document |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | View Document |

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

Response: 7.82

2.3.3.1 Number of mentors

Response: 66

| File Description | Document |
|---|-------------------------------|
| Upload year wise, number of students enrolled and full time teachers on roll. | View Document |
| mentor/mentee ratio | View Document |
| Circulars pertaining to assigning mentors to mentees | View Document |

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 95.15

| File Description | Document |
|---|-------------------------------|
| Year wise full time teachers and sanctioned posts for 5years(Data Template) | View Document |
| List of the faculty members authenticated by the Head of HEI | View Document |
| Any additional information | View Document |

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 49.3

2.4.2.1 Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years

| | | | | |
|---------|---------|---------|---------|---------|
| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
| 38 | 32 | 28 | 29 | 28 |

| File Description | Document |
|--|-------------------------------|
| List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template) | View Document |
| Any additional information | View Document |

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

Response: 14.52

2.4.3.1 Total experience of full-time teachers

Response: 958

| File Description | Document |
|---|-------------------------------|
| List of Teachers including their PAN, designation, dept and experience details(Data Template) | View Document |

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

The institution follows a robust and transparent mechanism for the internal assessment of the students.

For the **Undergraduate level** students, the assessment scheme is as follows*:

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

Two sessional exams are organized centrally, each having the weight of 5% of the total marks.

2. Attendance (5%)

A minimum of 80% attendance is compulsory for eligibility to appear in the end-semester examinations.

3. Assignment/Seminar/Group-discussion/:

Assignments, seminars, group-discussion, etc., bear 5% weightage for the internal assessment. Relaxation in attendance is provided if the absence is found to be due to genuine reasons.

For the **Postgraduate level** students, the assessment scheme is as follows*:

a) Two Sessional Exams(20%)

b) Assignment/Presentation/attendance(20%)

*The weightage is assigned in accordance with the policy circulated by the University and given in the syllabus.

- Sessional exams are held two times every semester, and the time of the sessional exams as well as holding seminar/group discussions are strictly in accordance with the Academic calendar.
- Oral presentations and group discussions are held in accordance with the time specified in the academic calendar.
- Students are made aware of the mechanism of internal assessment through the orientation program at the beginning of the session, both at the institutional as well as departmental levels. The same has also been displayed on the college website and in the Prospectus.
- The sessional marks, as well as the monthly attendances, are displayed on the departmental notice board.
- In case of poor attendance, parents are intimated through the parent-teacher meetings, and students

are counseled by faculty as well as the College Authority.

[Note: Due to the Covid-19 pandemic

- i. For the year 2020-2021 and 2021-2022, an exception has been made in considering attendance as a criterion for assessment.**
- ii. For the even semester of 2020-2021, the sessional exam was held in online mode.**
- iii. Following the UGC circular for finishing the ongoing even semester exam and starting the next odd semester within a period of two months, only one sessional exam (instead of two) could be organized.**
- iv. However, the institution carried out other assessment tools such as assignments and seminar presentations in the online mode for internal assessment.]**

| File Description | Document |
|---------------------------------|-------------------------------|
| Any additional information | View Document |
| Link for additional information | View Document |

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

Response:

- The answer sheets of the sessional exam are evaluated by the concerned teacher within 15 days.
- The evaluated answer sheets are made available to the students for any grievance related to the evaluation within the stipulated time.
- In case the grievance is found to be genuine, the same is resolved immediately.
- In case the grievance is unresolved, the students are counseled.
- In case of students failing to sit for a sessional exam due to genuine reasons, on receiving an application from the students, another chance is given to the students to write the examination on another date with a separate question paper.
- In the case of students who are unable to sit for a particular sessional exam due to genuine reasons such as participation in various scholastic and co-scholastic activities, they are assessed through a special assignment.

| File Description | Document |
|---------------------------------|-------------------------------|
| Any additional information | View Document |
| Link for additional information | View Document |

2.6 Student Performance and Learning Outcomes

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

Response:

- The Programmed Outcomes and Course Outcomes for all programs offered by the institution are uploaded to the website.
- The same is conveyed to the students at the time of counseling and admission through orientation programs organized at the institutional level and departmental level as well.
- The faculties are aware of the Course Outcomes of the courses taught by them, and they communicate these to students at the start of the curriculum delivery.

| File Description | Document |
|---|-------------------------------|
| Upload COs for all Programmes (exemplars from Glossary) | View Document |
| Past link for Additional information | View Document |

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

Response:

- For direct measurement of the level of attainment of POs and PSOs, the institution uses final semester results, pursuance of Higher Education, and employability of students after the completion of the Program. Since the final examination result includes the cumulative SGPA of all the intermediate semester exams, as well as all the other assessment metrics, it can be considered a reliable indicator of the program outcome.
- Feedback on the curriculum received from outgoing students serves as an indirect method of measurement. Alumni feedback on curriculum and its transaction.

For a robust and transparent process of measuring the attainment of POs and PSOs, the following Rubric-1

and Rubric-2 are used for quantitative and qualitative measures respectively.

PROGRAM OUT COME

Rubric-1:

| Category | Unsatisfactory | Competent | Proficient | Distinguished | Target |
|------------------------------|----------------------|------------------------|------------------------|-------------------------|----------------------|
| Program/ Specific Program | <70% students passed | 70-80% students passed | 80-90% students passed | 90-100% students passed | 100% students passed |

Rubric-2:

| Category | Initial | Moderate | Progressed | Developed | Excelled | Target-1 | Target-2 |
|--|--|---|---|---|--|---|--------------------------------|
| Program/ Specific Program/ Department | Mark-obtained is <60 % on completion of P/SP | Mark-obtained is 60-70% on completion of P/SP | Mark-obtained is 70-80% on completion of P/SP | Mark-obtained is 80-90% on completion of P/SP | Mark-obtained is $\geq 90\%$ on completion of P/SP | Pursuing Higher education on completion of P/SP | Employed on completion of P/SP |

COURSE OUTCOME:

For measurement of CO (Course outcome):

The marks obtained by each student in each course are graphically represented by means of bar diagrams so that:

1. The outcome of individual students in each course can be compared.
2. The outcome of a student in a particular course as compared to that of other students can be seen.
3. The outcome of a particular batch of students in a particular Course in comparison to that in other courses can be found.
4. The outcome of different batches of students in a certain course can be compared.

| File Description | Document |
|---------------------------------------|-------------------------------|
| Upload any additional information | View Document |
| Paste link for Additional information | View Document |

2.6.3 Average pass percentage of Students during last five years

Response: 80.05**2.6.3.1 Number of final year students who passed the university examination year-wise during the last five years**

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 391 | 340 | 371 | 337 | 233 |

2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 421 | 415 | 449 | 483 | 319 |

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

2.7 Student Satisfaction Survey**2.7.1 Online student satisfaction survey regarding teaching learning process****Response: 3.19**

| File Description | Document |
|--|-------------------------------|
| Upload database of all currently enrolled students (Data Template) | View Document |
| Upload any additional information | View Document |

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)

Response: 16.5

3.1.1.1 Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 4.00 | 2.22 | 2.75 | 4.64 | 2.89 |

| File Description | Document |
|--|-------------------------------|
| List of endowments / projects with details of grants | View Document |
| e-copies of the grant award letters for sponsored research projects / endowments | View Document |
| Any additional information | View Document |

3.1.2 Percentage of teachers recognized as research guides (latest completed academic year)

Response: 1.52

3.1.2.1 Number of teachers recognized as research guides

Response: 01

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

3.1.3 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 26

3.1.3.1 Number of departments having Research projects funded by government and non-government agencies during the last five years

| | | | | |
|---------|---------|---------|---------|---------|
| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
| 01 | 02 | 05 | 12 | 06 |

3.1.3.2 Number of departments offering academic programmes

| | | | | |
|---------|---------|---------|---------|---------|
| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
| 20 | 20 | 20 | 20 | 20 |

| File Description | Document |
|---|-------------------------------|
| Supporting document from Funding Agency | View Document |
| List of research projects and funding details | View Document |
| Any additional information | View Document |
| Paste link to funding agency website | View Document |

3.2 Innovation Ecosystem

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

Response:

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

Collaborative Activities: The various departments of the college have organized many collaborative activities with other higher educational institutions with an objective to synergies the research initiatives. Programs like 'Academic Exchange Programme', 'Laboratory Visit and Demonstration Programme' by ASTEC, 'Outreach Programme in Rural Schools', 'Faculty and Student Exchange Programme', 'Virtual Faculty Exchange Programme' etc. have been undertaken by the different departments.

Seminar /Webinar/Workshop/Competitions .The College has organized seminars and webinars on different topics with experts from across the country. Different competitions have also been organized by the college with the help of active participation of the college students. Inter-District Seminar Competition, NGPE (National Graduate Physics Examination), National Level Photography Competition, Mathematics Olympiad, State Level Chemistry Olympiad competition etc. are few of the many competitions which helped the students to showcase their talents. The college has also organized different

workshops for the teachers and students. Some of the workshops are –National Workshop on Nano-Technology, Workshop on Introductory Astronomy and Astrophysics, Workshop on Wildlife Study Design etc.

Teaching Innovation: The college has effectively implemented different innovative and technology based learning tools for fostering an excellent academic environment. Online platforms such as XP-Pen tablet in coordination with Zoom, Google Meet, Zoom, Cisco –WebEx, YouTube videos, Gem Board, Power-Point Presentation etc. has been used profoundly for successful teaching–learning process .

Pioneering Programmes: The college teachers and students have co-operatively participated in programmes like – Tree plantation for awareness and protection of environment, workshop for women self-help groups on mushroom cultivation and distribution of mushroom seeds, bird nest installation programme, making of automatic hand sanitizer machines, workshop on mushroom cultivation, celebration of World Environment Day by the volunteers of Green Squad etc. Besides, students and faculty members have taken initiative for a vermicompost product called ‘Patkai Vermi’, Women’s sericulture training, Painting of boundary walls, making of eco- friendly bricks from plastic bottles etc.

Apart from all these programmes, the different Departments of the College have also organized many interactive sessions for the benefit of the students. Some of the successfully conducted interactive sessions were arranged on topics such as – Mobile technology, Space Laboratory in heaven, Hornbill Research and Conservation in Eastern Assam. The College has also organized a comprehensive session on “Aptitude and Soft Skills for Campus Recruitment.

Health Awareness: ‘A healthy mind resides in a healthy body’- realizing its value and importance, the College has organized various programs on yoga and meditation. A large number of students have participated in yoga workshop for managing stressful life and leading a healthy life. Online yoga competition was also organized by Digboi College Yoga-Meditation centre in presence of a Yoga-Guru.

| File Description | Document |
|-----------------------------------|-------------------------------|
| Upload any additional information | View Document |

3.2.2 Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years

Response: 24

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

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 15 | 04 | 01 | 02 | 02 |

| File Description | Document |
|--|-------------------------------|
| Report of the event | View Document |
| List of workshops/seminars during last 5 years | View Document |

3.3 Research Publications and Awards

3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years

Response: 1

3.3.1.1 How many Ph.Ds registered per eligible teacher within last five years

Response: 01

3.3.1.2 Number of teachers recognized as guides during the last five years

Response: 01

| File Description | Document |
|---|-------------------------------|
| List of PhD scholars and their details like name of the guide, title of thesis, year of award etc | View Document |
| Any additional information | View Document |

3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years

Response: 0.89

3.3.2.1 Number of research papers in the Journals notified on UGC website during the last five years.

| | | | | |
|---------|---------|---------|---------|---------|
| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
| 16 | 11 | 14 | 09 | 06 |

| File Description | Document |
|--|-------------------------------|
| List of research papers by title, author, department, name and year of publication | View Document |
| Any additional information | View Document |

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

national/ international conference proceedings per teacher during last five years**Response:** 1.67**3.3.3.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 32 | 15 | 22 | 14 | 22 |

| File Description | Document |
|---|-------------------------------|
| List books and chapters edited volumes/ books published | View Document |
| Any additional information | View Document |

3.4 Extension Activities**3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.****Response:**

It is the need of the hour to sensitize students about social issues so as to create a generation who would play an active role in society and thereby make the world a better place to live in. Digboi College has been consistently promoting participation of students and faculty members in extension activities through various cells and units such as the Digboi College Women Welfare Cell (DCWC), Digboi College Teachers Unit (DCTU), Digboi College Students Union (DCSU), the different academic Departments, Digboi College Students Science Club (DCSSC), Red Ribbon Club, the NSS Unit and the NCC.

Extension services are made available to nearby schools, villages and communities. The DCWC have been organizing awareness programmes on health and hygiene and also on gender sensitization. The DCTU organizes Teaching Extension programme, Nature Walk and Bird Watching at Nabadoi ME School, Tingrai. The Departments of Zoology, Botany, Physics, Chemistry and Commerce are involved in various outreach programmes. The Department of Botany donated Science Models prepared by students of the Department to Tingrai ME School, Tingrai High School and Ramnagar High School. A hand on training programme with lab instruments was organized by the Department of Physics for the Class X students of Digboi High School. The Department of Chemistry has also organized outreach programmes in rural schools. An Environment Awareness programme was conducted by the Department of Commerce in collaboration with OIL, Duliajan in different places of Tinsukia and Dibrugarh Districts. The students of the Department of Commerce in association with Green Guard (NGO) have planted more than 200 saplings in Nazirating, Tingrai area. The Department of Zoology organized an awareness programme on snake conservation at Mankhowa Tea Estate Colony.

The NSS and NCC of Digboi College is well appreciated by the community for their extension activities. Recently, the NSS Unit of the College has been awarded by the Dibrugarh University as the best NSS Unit for their activities. The extension activities are carried out by the NSS Unit of the College, sometimes by itself and sometimes in collaboration with others. From 2020, the NSS volunteers of Digboi College are involved in campaigning for fighting against Covid-19, helping in distribution of relief materials at the village level and creating awareness in this regard. They also extended a helping hand in the vaccination drive. The regular activities of NSS Unit of Digboi College include – awareness of menstrual hygiene, greenhouse effects and plastic free environment, HIV, AIDS and TB, New Voters, plantation and cleanliness, blood donation camp, workshops for De-addiction, Anti-Tobacco Campaign, observation of World Sparrow Day, Earth Day, and World Environment Day etc. The NSS Unit always stands by the flood victims in their hour of need by distribution of relief materials to the flood victims whenever the need arises.

| File Description | Document |
|-----------------------------------|-------------------------------|
| Upload any additional information | View Document |

3.4.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 30

3.4.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 08 | 09 | 11 | 01 | 01 |

| File Description | Document |
|--|-------------------------------|
| Number of awards for extension activities in last 5 year | View Document |
| e-copy of the award letters | View Document |

3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Response: 132

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

| | | | | |
|---------|---------|---------|---------|---------|
| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
| 54 | 33 | 22 | 15 | 8 |

| File Description | Document |
|--|-------------------------------|
| Reports of the event organized | View Document |
| Number of extension and outreach Programmes conducted with industry, community etc for the last five years | View Document |

3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years

Response: 88.82

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

| | | | | |
|---------|---------|---------|---------|---------|
| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
| 516 | 421 | 466 | 492 | 209 |

| File Description | Document |
|---|-------------------------------|
| Report of the event | View Document |
| Average percentage of students participating in extension activities with Govt or NGO etc | View Document |

3.5 Collaboration

3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year

Response: 16

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

| | | | | |
|---------|---------|---------|---------|---------|
| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
| 03 | 02 | 04 | 05 | 02 |

| File Description | Document |
|---|-------------------------------|
| e-copies of related Document | View Document |
| Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship | View Document |
| Any additional information | View Document |

3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years

Response: 13

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

| | | | | |
|---------|---------|---------|---------|---------|
| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
| 03 | 05 | 02 | 00 | 03 |

| File Description | Document |
|---|-------------------------------|
| e-Copies of the MoUs with institution/ industry/corporate houses | View Document |
| Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years | View Document |
| Any additional information | View Document |

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

The institution is located at Itavata, Digboi, Tinsukia district, Assam and has admirable infrastructural facilities spread over 25.85 acres of land. The Institution raised up its infrastructure facilities to 57 classrooms, 17 laboratories including UG-PG, 2 conference halls and 1 auditorium which enliven and enrich the teaching-learning process. Most of the classrooms and conference halls are equipped with ICT facilities. The laboratories are well equipped and maintained. The computer labs are installed with open-source software as well as licensed software and internet connectivity to support practical sessions.

Classrooms:

The Institution has spacious, well-furnished, and well-ventilated classrooms which are also finely illuminated. Classrooms are sustained as per norms for suitable visibility and audibility. The classrooms are equipped with fans, lights, furniture, blackboard, projectors, and power backup.

Laboratories:

The Institute has well-equipped domain-centric laboratories constructed and maintained with the Standards set by the statutory authorities. Well-maintained equipment is provided to conduct experiments. The laboratories are kept open beyond the working hours depending on the necessity of the students. Adequate safety measures have been incorporated and are exhibited at strategic locations in the laboratories.

Seminar/Conference Halls/Guest house:

The college has two well-equipped conference halls and one auditorium to conduct seminars, conferences, popular talks and workshops for students and faculty. The conference halls have 150 (100+50) seating capacity and are equipped with LCD projectors, raised platforms, and a public address system with internet facility. The auditorium is a spacious one having an expansive stage with an audience capacity of up to 1000. It provides ample opportunity for the exhibition of their talents in different activities. Most of the cultural programs and competitions are performed in the auditorium. In addition, the institution has also a small guest house to accommodate guests from outsides.

Computing Equipment:

The Institution has a total of 70 computers. Every department has computers for official work and for conducting programming & simulation experiments to improve the skills of the students.

Library:

As a part of its effort to build a healthy environment, the college has been putting utmost effort to make the library a resource center. Book borrowing and photocopying facilities are available in the main library.

Books are lent for 7-14 days only. The library is updated repeatedly with the latest books & journals. Moreover, most of the departments have departmental libraries, from where the students can borrow books of their interest and the entire process of record keeping is maintained by respective departments. The central library has:

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

Medical and Canteen facilities:

The college dispensary provides first aid facilities. The college canteen situated near the administrative building has adequate seating capacity. Separate seating facilities are available for students & staff. The food served is hygienically prepared and under a subsidized rate.

Internet:

Above 50 Mbps dedicated leased line Internet facility is available for the academic & research-oriented work of the college. The campus is under video surveillance with cameras.

| File Description | Document |
|---------------------------------------|-------------------------------|
| Upload any additional information | View Document |
| Paste link for additional information | View Document |

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

Response:

The institution is dedicated to bring all round development of the students. It provides suitable facilities for cultural activities, indoor and outdoor sports as well as other student and faculty support amenities. The college campus includes a well-constructed auditorium cum stage for cultural activities. A good collection of traditional and modern musical instruments are available in the college to inspire the student community to learn the diverse and rich culture and tradition of the region. The auditorium has audience capacity of 1000 audiences. The size of auditorium is 104×36 square feet, and the stage area is 36×18 square feet. Various cultural events, popular talks are organized in the auditorium. In addition, students organize

various cultural programs and other functions which include Annual Freshers' Meet, Farewell to outgoing students which add enthusiasm and colors to the college campus. Students from the institution participate in Youth Festival Competitions organized by University and in Inter-college competitions. The institution has a good record of achievements made in various cultural activities. Thus, the institute plays a key role in guiding and nurturing the students to achieve their best in non-technical activities.

Sports Facilities:

The college has sound sports records in numerous State and National level competitions. Student Union secretaries under guidance of teacher-advisers monitor the sports. There is a healthy stock of indoor and outdoor games facilities in the college. The college field (89497 square feet) is a good platform for the physical development of the student where they can play various games during Annual Sports Week of the College. Conditioning programs of athletics are conducted on regular basis. Cricket, football, volleyball practices are generally held during the evening shift, where the students get ample opportunities to show their talents.

Sports facilities includes:

- a) Playground for outdoor sports like football, volley ball, cricket etc;
- b) Indoor stadium for badminton and Table Tennis (size of the indoor Stadium: 85'x85'=7225 square feet; three (3) nos. of Table Tennis Boards for boys and girls);
- c) Common rooms (Boys and Girls) for indoor games like Chess, Carom etc;
- d) Sports equipments for cricket, football, volleyball, skipping, shot-put, javelin, discus etc.

Gymnasium facility: The college has a well equipped gymnasium for students and staff from 6 A.M. (morning session) and 4:30 PM (evening session) run under Trained Instructors. The gymnasium has latest machines and equipments; e.g: Two nos of multi-station gym; 1 no of Smith Machine; 2 nos of indoor exercise cycle; 1 no of Fitness Automatic Trade Mill; Olympic set with weight, twisters; adjustable Bench Press Station, Abdominal Press; Leg Press, Dumb bells(rubber coated); Dumb bells(Iron), Iron Weight in Pounds(Plates); Cable- Pully Station.

Yoga Center:

The college campus has a Yoga Center and has been observing the International Yoga Day and special yoga programs and competitions both state and national level. Yoga is conducted inside the indoor stadium in a congenial environment.

| File Description | Document |
|---------------------------------------|-------------------------------|
| Upload any additional information | View Document |
| Paste link for additional information | View Document |

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)

Response: 23.73

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 14

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

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 28.86

4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)

| | | | | |
|---------|---------|---------|---------|---------|
| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
| 49.97 | 185.59 | 57.86 | 97.08 | 40.14 |

| File Description | Document |
|--|-------------------------------|
| Upload Details of budget allocation, excluding salary during the last five years (Data Template) | View Document |
| Upload audited utilization statements | View Document |
| Upload any additional information | View Document |

4.2 Library as a Learning Resource

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

Response:

The central library of Digboi College is fully automated library system using SOUL 2.0 integrated library management software since 2019. The library was partially automated from the 2016 to 2018 academic year. The central library has a collection of more than 39,000 printed books (textbook and reference)

comprising Arts, Science and Commerce subjects. The books were classified using the Dewey Decimal Classification (DDC) scheme, 24th edition. All the text books available in the central library are pasted with barcode code label. Barcode provides a simple and inexpensive method of encoding text information that is easily read by inexpensive electronic readers (barcode reader). It facilitates library circulation functions such as faster check-in and check-out, easily sorted books, reduced staff workload, increased accuracy and efficiency, and improved circulation capabilities.

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

The library membership is compulsory for all the students and teachers of Digboi College and it provides open access facilities to all. The library has been maintaining footfall record (online attendance system) which is integrated with SOUL management software. The central library has various sections like processing, periodicals, reference, reprography, circulation, reading room, and digital library service section. The seating capacity of the central library is 100.

The library performs administrative, cataloguing and circulation modules through the library management software. The central library provides an OPAC (Online Public Access Catalogue) facility for the user community. They can search the database by author, title, classification number, subject, title to know the availability of the books using OPAC.

The library has membership of the National Library and Information Services Infrastructure for Scholarly Content (N-LIST), INFLIBNET Centre, Gandhinagar, Gujarat [<http://nlist.inflibnet.ac.in>] and DELNET E-Resources, DELNET, New Delhi [<https://delnet.in>]. The N-LIST provides facilities to access 6,150 e-journals and 31, 64, 309 e-books for member institutions.

The central library has implemented an institutional repository in the year 2019. An *institutional repository* is an archive for collecting, preserving, and disseminating digital copies of the intellectual output of an institution. The Digboi College institutional repository has covered 208 records, including question papers, college magazines, photos, theses and administrative documents. The library has facilitated to access the Digboi College institutional repository through a quick response code.

| File Description | Document |
|---------------------------------------|-------------------------------|
| Upload any additional information | View Document |
| Paste link for Additional Information | View Document |

4.2.2 The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

Response: B. Any 3 of the above

| File Description | Document |
|--|-------------------------------|
| Upload any additional information | View Document |
| Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template) | View Document |

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 2.84

4.2.3.1 Annual expenditure of purchase of books/e-books and subscription to journals/e- journals year wise during last five years (INR in Lakhs)

| | | | | |
|---------|---------|---------|---------|---------|
| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
| 1.66 | 7.46 | 3.16 | 1.35 | .59 |

| File Description | Document |
|---|-------------------------------|
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the last five years (Data Template) | View Document |
| Audited statements of accounts | View Document |
| Any additional information | View Document |

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

Response: 20.45

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

Response: 119

| File Description | Document |
|---|-------------------------------|
| Details of library usage by teachers and students | View Document |

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The College always prioritizes in providing IT facilities to the students, faculty members and office staffs. The IT facilities of the college are upgraded regularly based on the requirements. Continuous upgrading of facilities including installation of adequate number of wi-fi routers for maximizing the internet accessible area, increase of the internet bandwidth, setting up of ICT enable class rooms, seminar halls, and smart class room, online admission portal, etc is efficiently taken up. The college has 70 computers out of which 38 computers are enabled with internet facilities for the student community.

- The college is facilitated with three Internet connections of BSNL Fibre Broadband and Wi-Fi from JIO with internet bandwidth of 100 MBPS. 27 numbers of Wi-Fi routers have been installed in the college campus.
- The Wi-Fi access facility is also provided to both the Boys' and Girls' Hostels.
- There are 12 nos. of class rooms having projectors with screen and one smart class room. All these classrooms have access to internet.
- Iris recognition attendance system was installed in the year 2015 for all teaching and non-teaching staff. Prior to that, the College was having a fingerprint biometric scanner.
- The college campus is fully under CCTV surveillance: **164 no of CCTVs** have been installed throughout the campus.

The College has a user friendly website (www.digboicollege.edu.in, formerly it ran www.digboicollege.com) where all the updates related to admission, achievements, course related information, different events, recruitment information etc. are notified time to time.

| File Description | Document |
|---------------------------------------|-------------------------------|
| Upload any additional information | View Document |
| Paste link for additional information | View Document |

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 13.58

| File Description | Document |
|-----------------------------------|-------------------------------|
| Upload any additional information | View Document |
| Student – computer ratio | View Document |

4.3.3 Bandwidth of internet connection in the Institution

Response: A. 750 MBPS

| File Description | Document |
|--|-------------------------------|
| Upload any additional Information | View Document |
| Details of available bandwidth of internet connection in the Institution | View Document |

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 21.85

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

| | | | | |
|---------|---------|---------|---------|---------|
| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
| 33.71 | 110.45 | 35.24 | 57.63 | 46.78 |

| File Description | Document |
|---|-------------------------------|
| Upload any additional information | View Document |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | View Document |
| Audited statements of accounts | View Document |

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

Response:

1

The College takes utmost care for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc:

i) **Maintenance and utilization of Classroom:** The classrooms are of two categories, viz. departmental and common. The former types are exclusively meant for holding respective routine defined classes, while the latter category is shared by most of the departments as per the central class routine. These rooms are also used exclusively during the examination time, as decided by the individual examination conduction

board appointed for the different examinations. The classroom facilities like table and chairs, desks and benches and platforms and boards are repaired as and when necessary. A special body monitors the management of physical necessity of classrooms. **A well defined committee headed by the Principal of the college along with the appointed members holds meetings at regular intervals for the management of class rooms. An annual routine committee prepares the central routine and respective departments distribute the classes accordingly.**

2. Maintenance and utilization of Library- Book borrowing and photocopying facilities are available in the central library. Books can be borrowed by using bar coded smart card for seven days initially and renewed for another fourteen days in two renewals. Reading room facility is available with seating capacity of 60. Rare, reference books are allowed for consultation in the library only. Fine is imposed for loss of borrowed books. Present value is recovered or book is replaced by the borrower. The damaged books are kept in separate racks in a special store room. Each department also has departmental library with sufficient numbers of books, previous years question papers, project reports, assignment and laboratory notebooks which are available for the use of departmental students. Besides, the alumni donate books to the departmental library. **The departmental libraries are maintained by the concerned departments.**

3. Maintenance and utilization of Laboratories- Laboratories in various departments function under the strict control of the respective Departmental Heads and the authority. The laboratory bearers are responsible for maintaining the laboratory facilities, under the strict instruction and supervision from the Departmental Heads. Besides normal practical classes, students are also allowed to use the laboratories during break hours and also between classes. All laboratory equipments and chemicals are purchased through lowest bidding system from the registered suppliers where the Head of the Department along with the concerned committee, finalizes the supply for the items and the order for the supply of materials is forwarded to the Principal for necessary action.

4. Maintenance and utilization of Computer- Computer labs are under the strict supervision of the Head along with the faculty members of computer science Department. Overall maintenance and up gradation of computers are done by the college ICT cell where the same procedure of lowest bidding system are carried on by a specific purchase committee headed by the principal, convener and other members.

5. Maintenance and utilization of Sports complex- Students and staffs regularly practice outdoor and indoor games. Multigym is also open for students and staffs in the morning and evening sessions. The multigym is under the supervision of a gym instructor. Respective committee of teacher in-charge and student secretary is responsible for the maintenance of their concerned sports division. The sports complex, NCC office, students' union office remains vibrant for their specific works. Special committees are formed for proper maintenance of Canteen and Boys and Girls Hostels. Support facilities such as DCSU office, NCC office are monitored and supervised by authorized teacher/ in-charge. The day-to-day general cleanliness of the classrooms, toilets and campus are assigned to temporary worker on monthly basis. The college authority along with the vibrant NSS team monitors day-to-day cleanness of the classrooms, toilets, campus etc. The College campus is equipped with solar panels that are used as alternative source of energy. The entire college campus along with the indoor stadium is well illuminated with solar panel street lights. A silent diesel generator boosts the electricity during electrical load shedding.

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

| File Description | Document |
|---------------------------------------|-------------------------------|
| Upload any additional information | View Document |
| Paste link for additional information | View Document |

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 64.39

5.1.1.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 462 | 264 | 249 | 240 | 320 |

File Description

Document

upload self attested letter with the list of students sanctioned scholarship

[View Document](#)

Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)

[View Document](#)

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 2.39

5.1.2.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 4 | 28 | 2 | 18 | 2 |

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

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

Response: A. All of the above

| File Description | Document |
|---|-------------------------------|
| Details of capability building and skills enhancement initiatives (Data Template) | View Document |
| Any additional information | View Document |
| Link to Institutional website | View Document |

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 57.03

5.1.4.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

| | | | | |
|---------|---------|---------|---------|---------|
| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
| 106 | 601 | 150 | 81 | 347 |

| File Description | Document |
|---|-------------------------------|
| Number of students benefited by guidance for competitive examinations and career counselling during the last five years | View Document |
| Any additional information | View Document |

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

Response: A. All of the above

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

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 3.83

5.2.1.1 Number of outgoing students placed year - wise during the last five years.

| | | | | |
|---------|---------|---------|---------|---------|
| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
| 45 | 11 | 14 | 10 | 12 |

| File Description | Document |
|---|-------------------------------|
| Upload any additional information | View Document |
| Self attested list of students placed | View Document |
| Details of student placement during the last five years (Data Template) | View Document |

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 47.21

5.2.2.1 Number of outgoing student progression to higher education during last five years

Response: 220

| File Description | Document |
|--|-------------------------------|
| Upload supporting data for student/alumni | View Document |
| Details of student progression to higher education (Data Template) | View Document |

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)

Response: 80

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations, etc.)) year-wise during last five years

| | | | | |
|---------|---------|---------|---------|---------|
| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
| 26 | 04 | 04 | 01 | 00 |

5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years

| | | | | |
|---------|---------|---------|---------|---------|
| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
| 26 | 04 | 04 | 01 | 00 |

| File Description | Document |
|---|-------------------------------|
| Upload supporting data for the same | View Document |
| Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template) | View Document |
| Any additional information | View Document |

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 30

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

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 06 | 04 | 11 | 05 | 04 |

| File Description | Document |
|---|-------------------------------|
| Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year | View Document |
| e-copies of award letters and certificates | View Document |

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

Response:

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

During the last five years, the participation of students in college election and Youth Parliament has been increasing. Moreover, the college has formed various cells and clubs to enable students to work as per their choice and interest. Many students have been actively working under the banner of 'Green Squad',

‘Nature Club’, ‘Environment Cell’, ‘Students Science Club’ and ‘Environment Research Cell’. In the last five years, student participation in co-curricular activities is worth noticing. Many students have brought laurels to the college in various sports events held at international, national, state and district levels. It is because of the initiatives taken by the college to create a congenial environment wherein the students can nurture their talents and creativity. Every year, the college organizes various sports, cultural and literary events at regular intervals. Apart from various competitions organized during the College Week, several competitions on different fields are organized in connection with celebration of Independence Day, Rabha Diwas, Silpi Diwas, etc. In institutional level, the college ensures that maximum number of students can participate in events associated to athletics, major games, minor games, arm-wrestling, power-lifting, kabaddi, kho-kho, as well as various cultural and literary events such as Bor Geet Competition, Loko Geet Competition, Creative Dance Competition, etc. The college lays special emphasis on enrolling students in NCC and NSS so as to give an orientation towards service to the society and nation. Many students have received NCC ‘C’ certificate which has paved their way for joining the arm forces. In the last five years, three students have got NSS National Award and three NSS State Awards. Apart from that, the Digboi College NSS Unit has been awarded ‘Swachh Yuva Sevak’ State Award and the whole NSS Unit of Digboi College has been acclaimed as the best unit under Dibrugarh University.

| File Description | Document |
|-----------------------------------|-------------------------------|
| Upload any additional information | View Document |

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 76.6

5.3.3.1 Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 87 | 80 | 88 | 49 | 79 |

| File Description | Document |
|---|-------------------------------|
| Report of the event | View Document |
| Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template) | View Document |

5.4 Alumni Engagement

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

Response:

Under the name "Digboi College Alumni Association," the college boasts a lively and active alumni association. In addition to a central alumni organisation, the different Departments have their own alumni forums and are actively involved in departmental events. The activities and contributions of the alumni during the last five years have included the following:

- The graduates of Digboi College have given ₹25,000 to the college alumni fund during the last five years. Ashoka Nanda Chakraborty, an alumni of Digboi College, gave 60000 on 16.01.2017, of which ₹35000 was towards the purchase of books for the Department of Economics through Cheque No.460319 drawn on the United Bank of India, Digboi Branch, and ₹25000 to the Digboi College Teachers' Unit (Unit) via Cheque No.490572.
- On 20 February 2020, the Digboi College Alumni Association in conjunction with the IQAC of Digboi College organised an educational trip to Dehing Patkai National Park. A total of 39 graduates participated in the programme.
- On 11.12.2020, the Department of Economics at Digboi College organised a popular Talk with Dr. Gautam Purkayastha, Associate Professor in the Department of Economics at Margherita College and alumni of Digboi College, as the Resource Person.
- As responsible citizens, the Digboi College Alumni Association initiated a Free Mask and Sanitizer Distribution Camp in Digboi area to raise awareness about the Covid-19 pandemic and urged the residents of Digboi to maintain strict social distance with adherence to the WHO and Indian Medical Association's guidelines.
- Digboi College Alumni Association in association with IQAC, Digboi College organised an interactive session with alumnus Kamallesh Chakraborty, Senior Advocate, Margherita Bar Council, on the theme of "Legal Awareness Among Students" on 20 March, 2021 at the Digboi College Auditorium.

During the months of June and July 2021, the Digboi College Alumni Association organised eight webinars by using online platforms such as Google meet, Cisco webex, and Zoom. These webinars' specifications are as follows:

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

| File Description | Document |
|-----------------------------------|-------------------------------|
| Upload any additional information | View Document |

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: E. <1 Lakhs

| File Description | Document |
|-----------------------------------|-------------------------------|
| Upload any additional information | View Document |

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

The college envisions achieving the status of Centre of Excellence in Higher Education and dedicatedly works with the mission of producing innovative, socially committed, morally upright, temperamentally scientific, technologically up-to-date and globally competent youths. The college with the involvement of all teaching and non-teaching staffs, students and other stakeholders dedicatedly takes up plans which are reflected in its perspective plans. The college authority decentralizes its administrative and academic activities through IQAC and heads of the departments. The academic plans, viz. opening of PG Programs and introduction of UG Honours Programmes in the departments of Hindi and Education, vocational and Add on courses etc., aimed to foster global competency, are decided with due discussion with the College CBCS board, concerned departmental faculty members and subsequent approval of the Governing Body. Various Sub- committees are constituted by the governing body for the better participatory management such as Institutional Development Plan Committee, Library committee, Purchase committee, Discipline committee, Anti-ragging committee, Anti-Tobacco Cell, ICT Committee, Women Hostel committee, Boys' Hostel committee, Career Counselling and placement committee, College Development committee, NSS etc. The infrastructure development plans are carried out by the College Development Committee with due recommendations of the Governing Body. To remain technologically up-to-date, the college has formed an ICT cell that looks after software and hardware up-gradation, takes up measures to implement e-governance in all areas of operation, viz. admission, teaching-learning, examination, finance and accounts, library automation as well as general administration. The various outreach, extension and innovative activities carried out by NSS unit stands for the institution's commitment to society/community as well as its whole-hearted practice of grooming the youth as dedicated humanist servant for the world community.

| File Description | Document |
|---------------------------------------|-------------------------------|
| Upload any additional information | View Document |
| Paste link for additional information | View Document |

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

Response:

The Governing Body constituted as per the provision of the College Management Rules 2001 and headed by the President nominated by the Govt. of Assam, is the apex policy making body in the college. It consists of nominees of affiliating University, representatives of teaching and non-teaching staff and Guardian representative.

The Principal of the College as the secretary of Governing body and head of the institution executes the

decisions of the Governing Body. He heads all administrative, academic and supporting activities while encouraging a decentralized governance system and allowing equal participation of all the stakeholders. The management provides ample opportunity to all the staff members to be involved in the college developmental process. Regular meetings with teaching, non teaching staff and respective committees are conducted to ensure effective functioning of the institution. While the office is managed through the Head Assistant, different committees are formed for streamlining the academic and administrative activities in the college (IDP, Finance, RUSA, CDC, Purchase, Grievance Redressal, publicity, medical, disaster management, campus beautification and Canteen supervising). The Academic body comprising of Principal, Vice Principal, IQAC and Heads of the departments is the decision-making body in all academic matters. The decisions of the academic body are executed through the HoDs, Course coordinators and faculties of the respective departments. HoDs have the freedom for distribution of courses among respective faculties and she/he is entrusted to monitor and manage classes to cover the allotted courses of faculties on time. The faculties of the college take active participation in every activity of the students to encourage and promote leadership qualities among them. An Examination conduction committee is formed by the principal annually to conduct all the examinations of the year. For library administration, the librarian is assisted by the library committee. Based on the need, different types of sub committees e.g.: Curricular: admission, Routine, ICT, Career counseling; Ethical: Code of Conduct Monitoring Cell, Discipline, Equal opportunity, Anti-ragging, Anti-tobacco, Gender sensitization, Anti-sexual harassment; Co-curricular: Magazine, Yoga, Gym, Cultural Games; Hostel and Students Union) have been formed.

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

| File Description | Document |
|---------------------------------------|-------------------------------|
| Upload any additional information | View Document |
| Paste link for additional information | View Document |

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

The College has attempted to successfully implement the plans and programs as per its Perspective Plan (2015-2025) that was framed as quality benchmarks for the institution.

One activity successfully implemented by the College is its Academic Plan to start PG programme in Physics that was started in 2016 under regular mode with affiliation from Dibrugarh University. Initially it was under Non-CBCS system and the approval was for 15 seats. From 2019 the seat capacity been enhanced to 20 and CBCS has been implemented. So far 4 batches of students have successfully completed MSc in Physics from the institution and have brought honour to the college with their bright results. The results of the first four batches are: 93.33% with 14 nos first class out 15 students (2018), 100% with 12 nos first class out 13 students (2019), 100% with 12 nos first class out of 12 students (2020) and 100% with 1 in A grade and 6 in B+ grade out total 7 students (2021).

Several other Academic plans have also been successfully implemented. They include introduction of **PG program in Life sciences** (opened in November, 2021 and approved by the Dibrugarh University for 20 seats, 10 each in Botany and Zoology under CBCS); opening of Honours programme in **Education**, starting of Vocational programs (B.Voc) in **Small Tea Garden Management** and **Tourism and Hospitality Management** and offering of Add-on certificate/ diploma courses such as **Human Rights Education, Mushroom Farming** etc, offering of Skill courses in **Computer Hardware and Networking, PGDCA**, course on moral values in Yoga and Meditation.

In addition, for successful implementation of academic plans, online platforms are extensively utilized during Lockdowns and the blended mode teaching-learning is being used. A transparent, time- bound and efficient grievance redressal mechanism relating to Curriculum, Teaching –learning and evaluation has been a regular practice.

| File Description | Document |
|--|-------------------------------|
| Upload any additional information | View Document |
| strategic Plan and deployment documents on the website | View Document |
| Paste link for additional information | View Document |

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

Response:

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

departments is the decision making body in all academic matters. The decisions of the academic body are executed through the HoDs, Course coordinators and faculties of the respective departments. For library administration, the librarian is assisted by library committee. Based on the need different types sub committees (Curricular e.g: admission, Routine, ICT, Career counseling; Ethical e.g: code of conduct Monitoring Cell, Discipline, Equal opportunity, Anti-ragging, Anti-tobacco, Gender sensitization, Anti-sexual harassment; co-curricular- e.g: Magazine, Yoga, Gym, Cultural Games; Hostel and Students Union) have been formed.

Appointment of Teaching staff is processed by the Governing Body as per UGC Rules and guidelines. Non-teaching staff and their promotion is guided by the Assam Government Rules.

| File Description | Document |
|---|-------------------------------|
| Upload any additional information | View Document |
| Link to Organogram of the Institution webpage | View Document |
| Paste link for additional information | View Document |

6.2.3 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: A. All of the above

| File Description | Document |
|---|-------------------------------|
| Screen shots of user interfaces | View Document |
| ERP (Enterprise Resource Planning) Document | View Document |
| Details of implementation of e-governance in areas of operation, Administration etc | View Document |
| Any additional information | View Document |

6.3 Faculty Empowerment Strategies

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

Response:

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

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

| File Description | Document |
|-----------------------------------|-------------------------------|
| Upload any additional information | View Document |

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 31.06

6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 44 | 30 | 11 | 7 | 7 |

| File Description | Document |
|--|-------------------------------|
| Upload any additional information | View Document |
| Details of teachers provided with financial support to attend conference, workshops etc during the last five years | View Document |

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0.8

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

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 03 | 1 | 0 | 0 | 0 |

| File Description | Document |
|--|-------------------------------|
| Upload any additional information | View Document |
| Reports of the Human Resource Development Centres (UGC ASC or other relevant centres) | View Document |
| Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff | View Document |

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 33.44

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

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 46 | 30 | 15 | 13 | 02 |

| File Description | Document |
|--|-------------------------------|
| Upload any additional information | View Document |
| IQAC report summary | View Document |
| Details of teachers attending professional development programmes during the last five years | View Document |

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

Response:

Performance Appraisal System for the faculty members:

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

The College authority encourages teaching staff for their skill enhancement through various academic programs so that they can utilize their time scale promotional benefits as per Assam Government rules. Individual API score of the concerned teachers is calculated as per the norms framed by the UGC under the API scheme at the time of their promotion. It is thoroughly verified and certified by the IQAC and concerned Heads of the Departments of the College. If requisite score of the teacher fulfills the government norms, it is sent to the DPC.

The IQAC of the college strictly maintains the quality culture, takes feedback time to time from the students and parents that helps in improvement of performance of the college.

Performance Appraisal of the non-teaching staff :

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

The authority organizes staff training programs and deposes the staff whenever required or directed by the Govt. for specialized training in various office management matters.

| File Description | Document |
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| Upload any additional information | View Document |
| Paste link for additional information | View Document |

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Both internal and external financial audits of the college are carried out on regular basis.

Internal audit:

- The internal financial audit of the College is conducted every year by a certified auditor appointed as per resolution of Governing Body.
- The Internal Auditor audits the various College Accounts including DDO fund, Maintenance Fund, Students' Union fund, UGC Grant Utilization Fund, Fees Fund, Library fund, General Fund, University Exam fund, Building and Project Fund, Hostel fund and Self financial fund.
- Accordingly internal auditor prepares audit reports for the year, viz. 2016-17, 2017-18, 2018-19, 2019-20 and 2020-21.

External audit:

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

Audit by CA (addl):

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

Mechanism for settling audit objections:

- The audits objections and suggestions of the Internal Auditor are followed and accounts/funds/receipts and payments are streamlined accordingly.
- Standard govt. norms are maintained for financial activities from tendering to disbursement of money.
- Files – paper files as well as e-files are maintained as per the funds/accounts.
- Relevant vouchers along with explanations are kept as per files/funs/accounts.
- Transparency is maintained for all financial transactions.

| File Description | Document |
|-----------------------------------|-------------------------------|
| Upload any additional information | View Document |

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

Response: 2.29

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

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 0.57 | 0.23 | 0.23 | 0.25 | 1.01 |

| File Description | Document |
|--|-------------------------------|
| Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years | View Document |
| Any additional information | View Document |
| Annual statements of accounts | View Document |

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources**Response:****The sources of funds for the college are:**

- Govt. grants: The Govt. grants includes grants from Government of Assam, UGC, RUSA, DBT, Government of India and ASTEC, Govt. of Assam.
- Fees from Students: It includes various students' fees (admission, students' Union, examination) and course fee for self-financed programs including Post Graduate courses and add-on courses.
- Fund mobilization from local industries: It includes funds mobilized from local industries like OIL, Duliajan and IOCL (AOD), Digboi for research projects and in-house facilities.

Resource mobilization procedures and its utilization:

- The college applies for various govt. grants as per the govt. schemes by submitting necessary filled-in applications and supporting documents.
- Application of faculties for Minor and Major research projects are forwarded to the concerned funding agency.
- The College applies for special grants for infrastructure etc. by giving explanation of the need and the possible budget for the same.
- The college appeals the local industries to provide financial support giving details of their need and requesting them to provide support under their CSR scheme.
- The fees of students are collected during Admission time in case of creamy-layers. The govt. of Assam is requested for the payment of the fees of the students whose fees are waived as per the Govt's. scheme.
- The college attempts to motivate individuals to provide support for students and duly acknowledges the receipt of such philanthropic grants.

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

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6.5 Internal Quality Assurance System

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

Response:

IQAC has attempted to upgrade the quality of diverse activities of the college through various practices. Two such practices institutionalized are **Streamlining of Feedback System** and **Conduction of Quality Audits**.

I. Streamlining of Feedback System:

The institution has made significant efforts to streamline feedback system for quality enhancement.

A) Feedbacks on academic transactions and overall institutional performance have been collected from all stakeholders viz :

i). Students:

The feedback taken from students consist of two distinct parts:

a.) Feedback on overall institutional performance: Students Response to queries encapsulating the relevant points related to administration and facilities were collected.

b.) Feedback on teaching and curriculum: Students Response to queries encapsulating the relevant points related to curriculum , its transaction , different aspects of teaching is collected.

ii). Teachers:

The feedback taken from Teachers is related to the prescribed Curriculum and various aspects associated with delivery of the curriculum.

iii).Employer:

The feedbacks taken from Teachers are related to the prescribed Curriculum and various aspects associated with delivery of the curriculum, its delivery and review of the transaction of the syllabus.

iv). Parents:

The feedback taken from **Parents** are taken into consideration in the academic practices

v). Alumni: The feedbacks taken from Alumni are related to the curriculum, their learning experience while studying in the institution and their view about employability of the curriculum.

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

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

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

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

a) **Academic and Administrative Audit:** A rigorous Academic and Administrative Audit was conducted to check the quality of academic and allied practices going on in the institution.

b) Energy Audit, Green Audit, Environment Audit

: The institution realizes the importance of environmental preservation and has performed the Energy Audit, Green Audit, and Environment Audit in its campus through certified auditors.

c) **Gender Audit:** Gender Audit is conducted among all the students, faculty and non teaching staff to check the institutionalization of gender equality in the college.

d) ISO certification 50001:2018 and ISO certification 9001:2015 were conducted to make a quality check on the institution in the global scenario.

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6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation

quality initiatives)

Response:

The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC. Two quality and post-accreditation initiatives taken up by IQAC of the College during the assessment period 2016-2021 are:

1. Academic Development:

- The institution is continuously engaged in academic development through **introduction of new course and programs**.
- During the assessment period, the college has introduced MSc in Physics and Life Sciences. **PG programme in Physics** was started in 2016 under regular mode with affiliation from Dibrugarh University. Initially it was under Non-CBCS system and the approval was for 15 seats. From 2019 the seat capacity been enhanced to 20 and CBCS has been implemented. So far 4 batches of students have successfully completed MSc in Physics from the institution and have brought honour to the college with their bright results.
- **PG program in Life sciences** was started in November, 2021 with approval for 20 seats - 10 each in Botany and Zoology under CBCS.
- Honours programmes in **Education**, and Hindi have been started
- B. Voc Programs in **Small Tea Garden Management** and **Tourism and Hospitality Management** have been started
- Add-on certificate/ diploma courses such as **Human Rights Education, Mushroom Farming** etc, have been started
- Skill courses in **Computer Hardware and Networking, PGDCA**, and course on moral values in Yoga and Meditation have been started.

2. Enhancing the use of ICT tools in teaching learning:

- The institution lays stress on enhanced use of ICT enabled tools for effective teaching learning process.
- Faculties and students use **power-point** presentations frequently for effective and efficient engaging of teaching learning processes.
- The institution has set up of ICT enable class rooms, seminar halls, computers with internet facilities class rooms having **projectors with screen** and a few **smart class rooms**.
- The institution has taken initiatives through IQAC to **train Faculty in ICT enabled tools** in teaching by organizing workshops and training programs
- Faculties develops **e-contents** in the form of study material or **video lectures**, texts etc. and ensures the online delivery of the same to the students via various online platforms such as **YouTube, Google classroom** etc.
- Online platforms were extensively utilized by faculties for taking online live classes during Lockdowns.
- The institution has begun a shifting towards blended mode of teaching learning. Faculties have starting using the online mode for Cushion Classes in addition to physical classes.
- Faculty has been using Google classrooms effectively for sharing assignments and study materials.
- The central library of the College has been fully automated library system using SOUL 2.0 integrated library management software since 2019. The OPAC (Online Public Access Catalogue)

facility has been implemented so that student as well as faculty can have an easy access to the learning resources.

- The institution has developed an *institutional repository* at the central library for collecting, preserving, and disseminating digital copies of the intellectual output of the institution has been started from the year 2019 and making these available to students and faculty.

| File Description | Document |
|---------------------------------------|-------------------------------|
| Upload any additional information | View Document |
| Paste link for additional information | View Document |

6.5.3 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements
- 2.Collaborative quality initiatives with other institution(s)
- 3.Participation in NIRF
- 4.any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

Response: A. All of the above

| File Description | Document |
|--|-------------------------------|
| Upload e-copies of the accreditations and certifications | View Document |
| Upload details of Quality assurance initiatives of the institution | View Document |
| Upload any additional information | View Document |
| Paste web link of Annual reports of Institution | View Document |

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

Response:

As a premier higher education institution (HEI) in Assam, it is the responsibility of Digboi College to promote gender equity in the campus and also to safeguard the rights of girl students and lady teachers. The college always promotes women participation in decision making process. In all the major bodies like Governing Body, Academic Committee, etc women faculty members are actively involved.

a) Safety and Security

- The college takes responsibility for providing a safe space for its girl students to learn and grow.
- In response to safety and security of girl students Women Welfare Cell Disciplinary Committee, Sexual Harassment Cell and Anti-Ragging Cell is functional.
- The college has strict round of clock security of high standards at the college gate to create a safe campus.
- 24×7 security is provided for the college campus as well as for Girls' hostel. For that well trained guards are employed in the college gate.
- The security guards in the college gate check the IDs of everyone entering the campus.
- The high walls of the campus also prevent the trespassers from entering the college campus.
- CCTV cameras are installed throughout the campus to ensure safety and security of the students.
- Solar street lights are installed throughout the campus to ensure safety and security of students.
- Self Defense Training Programme was conducted for girl students.

b) Counseling

- Student life today throws up numerous challenges owing to a fast paced tempo, challenging family dynamics, being away from home, increased competitiveness and social media. Digboi College recognizes that counseling is important for students to navigate these demands and achieve their academic potential. In keeping with its mission to provide for all round holistic development of girl students, Digboi College offers formal in-house counseling.
- Counseling Programmes are organized in the college to create awareness about health and hygiene among girl students.
- The college organized mentoring programme for girl students.
- Grievance Redressal Committee is there for handling grievances of students.
- Digboi College Women Welfare Cell (DCWWC) organizes seminars, talks, programmes to address issues on gender sensitization and equity.
- The students of the college are guided and counseled regarding gender equity through street play, rallies, etc.

c) Common Rooms

Self sufficient Girls' Common Rooms with 24 hours running water facility with drinking water, leisure

games equipment, magazines, washrooms, changing room, incinerators and sanitary napkins vending machine etc. are functional.

d) Facilities for women in the Campus

- **Girl's Hostel:** There is a provision of Girls' hostel in the college campus with total girl students of 106.
- **Ladies Toilet for female teachers:** There is provision for ladies toilet in Teachers' common room with well equipped facilities.
- **Inclinators:** There is provision of inclinators in Girls' hostel as well as in ladies washroom of Teachers' Common room and Auditorium ladies washroom.
- **Sanitary pad vending machine:** The facility is available in Girl's Common room.

| File Description | Document |
|--|-------------------------------|
| Link for specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information | View Document |
| Link for annual gender sensitization action plan | View Document |

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

- 1.Solar energy
- 2.Biogas plant
- 3.Wheeling to the Grid
- 4.Sensor-based energy conservation
- 5.Use of LED bulbs/ power efficient equipment

Response: B. 3 of the above

| File Description | Document |
|--------------------------------|-------------------------------|
| Geotagged Photographs | View Document |
| Any other relevant information | View Document |

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system

- **Hazardous chemicals and radioactive waste management**

Response:**SOLID WASTE:**

Solid including biodegradable and non-biodegradable components - Paper, plastics, metal cans and Food trash, vegetable peels, and leaves are managed through colour coded dustbins installed at the campus.

Non-biodegradable wastes are sold to the local recycling facilities. Biodegradable generated from canteen, boys' and girls' hostels are used as base material for production of vermicompost.

Use-and-throw products such as plastic cups, plates, etc. are replaced with reusable steel glasses and plates at the college canteen. On certain occasions banana leaves and other organic plates available locally are encouraged to reduce the volume of non-biodegradable waste.

The college is gradually transitioning to a digital workplace . Admission, payment/receipts, brochures/prospectus are all dealt online. Even student elections are held using indigenously developed EVMs.

NSS, Digboi College Unit created eco-bricks from plastic bottles gathered from the neighborhood with the assistance of its volunteers.

LIQUID WASTE MANAGEMENT:

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

Though Digboi college receives heavy rain during summer but still it faces acute shortage of drinking water mainly due to the fact that the campus is located on a hillock that makes deep well boring futile. In this context, rainwater harvesting becomes very essential to meet the daily water requirement of the college campus. The college has 3 numbers of rainwater harvesting plants within the campus that has the potentiality to store **30000 liters** of rainwater.

Since the college is in a rural area without sewers, the waste water from the bathrooms goes into septic tanks that are placed in different places on campus. Waste water generated from the laboratories is very small in quantity; hence they are handled along with septic sewage.

BIOMEDICAL WASTE:

Individuals participating in the handling of non-hazardous medical waste must practice proper personal hygiene and sanitation. To deal with biological waste, eight incinerators have been installed by the college in locations such as the girls' hostel, the girls' common room, and so on.

The dissected specimens of the Zoology and Botany departments are carefully disposed of in the biomedical waste room.

E-WASTE MANAGEMENT:

When an electronic product reaches the end of its useful life and is discarded, e-waste, or electronic garbage, is produced. The majority of e-waste consists of outmoded electronic equipment, such as computer systems, servers, monitors, compact discs (CDs), printers, scanners, copiers, calculators, fax machines, battery cells, etc. The college's Electronic Department is responsible for separating the still-usable components from the parent systems and storing them for future use. Few electronic devices are stored in the storeroom so that students may experiment with them during their hardware and networking sessions.

The electronic waste is sold to scrap dealers in the area.

Waste recycling system: One of the major steps is taken is the management of plastic wastes. In this practice, Eco bricks are prepared with the polythene bags with waste water bottle under the banner of NSS with the involvement of college students.

Hazardous Waste management: The chemical hazardous wastes are neutralized with proper treatment and disposed off.

| File Description | Document |
|--|-------------------------------|
| Link for Geotagged photographs of the facilities | View Document |

7.1.4 Water conservation facilities available in the Institution:

1. Rain water harvesting
2. Borewell / Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling
5. Maintenance of water bodies and distribution system in the campus

Response: A. Any 4 or all of the above

| File Description | Document |
|--|-------------------------------|
| Geotagged photographs / videos of the facilities | View Document |
| Any other relevant information | View Document |

7.1.5 Green campus initiatives include:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

Response: A. Any 4 or All of the above

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

7.1.6 Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:

- 1.Green audit
- 2.Energy audit
- 3.Environment audit
- 4.Clean and green campus recognitions / awards
- 5.Beyond the campus environmental promotion activities

Response: A. Any 4 or all of the above

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

7.1.7 The Institution has disabled-friendly, barrier free environment

- 1.Built environment with ramps/lifts for easy access to classrooms.
- 2.Divyangjan friendly washrooms
- 3.Signage including tactile path, lights, display boards and signposts
- 4.Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment
- 5.Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

Response: B. 3 of the above

| File Description | Document |
|--|-------------------------------|
| Policy documents and information brochures on the support to be provided | View Document |
| Geotagged photographs / videos of the facilities | View Document |
| Any other relevant information | View Document |
| Link for any other relevant information | View Document |

7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).

Response:

Digboi College has always nourished the culture of sensitizing students about the cultural, regional, linguistic communal and socioeconomic diversities of the state and the nation. The College always encourages the students to organize and participate in different programmes.

Cultural Approaches in College Week:

Digboi College regularly organises a week long College Week programme which is also referred as “Students’ Talent Development Week” (*Pratibha Bikash Saptah*) every year. In the event various programmes are organized for overall development of the student community. The cultural diversity of the region has been being showcased in the College Week cultural rally every year. The vibrant cultures of the tribes of nearby areas are reflected by the students of different departments. The College also organizes various cultural programmes in college week in terms of Classical dance competition, Traditional dress competition, Interdepartmental cultural procession etc. The regional aspects are also covered by organizing competitions like *Borgeet*, *Bisnu- Jyoti Sangeet*, *Bhupendra Sangeet*, *Folksong* etc. During lockdown period, to promote the intellectual activity among the students, the college organized online programmes.

Digboi College Magazine and Departmental Wall Magazine:

The College publishes an Annual College magazine which inculcates the practice of writing among the igniting minds. The magazine has received recognition in Inter-college Magazine competition of Dibrugarh University. Every department has been involved in preparation of attractive and thematic wall magazine every year and participated in Interdepartmental wall magazine competition during College Week.

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

The present pandemic situation has posed enormous challenges on physical as well as mental health of students. Digboi College Yoga meditation centre organises various programmes for physical and mental development of students that include –

- Workshop on Yoga and Spiritual health

- Seminars/Webinars on International Day of Yoga on 21st June, 2021
- Yoga competition in both offline and online mode among students in Intercollege and District Level.
- Online Yoga class during Covid 19 Pandemic situation.
- Introduction of one month Yoga certificate course

The overwhelming response from students is an explicit evidence of success to this course on Yoga.

Participation in Youth Festival every year: Students of Digboi College has regularly participated in Dibrugarh University Youth Festival and other Youth festivals like “Namami Brahmaputra Festival”, NSS Youth festival etc. and have thus enriched their cultural practice.

Encouragement to the students to participate in cultural event through NSS:

Digboi College has participated in various social events in and outside campus through its NSS group. The volunteers have actively participated in various activities like awareness programme on climate change, social taboos, anti tobacco campaign, road safety awareness, gender sensitization programmes, substance abuse awareness programmes. The NSS unit also played a vital role during Covid pandemic situation by creating awareness programme, assisting nearby communities for vaccination registration as well as vaccination process. The College NSS unit has been entitled with various awards in different levels for its outstanding activities in different platforms.

Acting Workshop:

Three days Acting Workshop by National School of Drama, Tripura T.I.E. Wing on 2020 with a number of student participants for promoting the creative minds of the youngsters.

| File Description | Document |
|---|-------------------------------|
| Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | View Document |
| Link for any other relevant information | View Document |

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

The college organizes different types of activities for promotion of constitutional obligations such as values, rights, duties and responsibilities of citizens. A few activities organized by the college in this connection are as follows:

- 1.The college celebrates **International Women’s Day** on March 8 every year to mark respect towards women in the society. Various events like popular talk, awareness programs, mentoring to

girl students, etc. are held in the event.

2. The institution observes the **Birth anniversary of Dr. B.R. Ambedkar** on 13th October every year to commemorate the day. Resource Persons are invited to deliver talks on the life and philosophy of the Father of Indian Constitution.
3. Celebration of **Gandhi Jayanti** on 2nd October every year to pay homage to the Father of the Nation. Popular activities in connection to the said event includes prayer meetings, commemorate ceremonies, cleanliness drive in the college campus, etc.
4. **Rastriya Ekta Divas** is celebrated every year on 31st October to mark the birth anniversary of Sardar Patel. Pledge is read by the students and the teachers to re-affirm inherent strengths and resilience of our nation to withstand the actual and potential threats to the unity, integrity and security of nation.
5. **International Human Rights Day** is observed on 10th December every year. Popular talk, seminars, etc. are some activities that are undertaken in context of the said event.
6. The college celebrates **Independence Day** on 15th of August every year in a grand way.
7. The college celebrates **Republic Day** on 26th of January every year in a grand way.
8. **NSS Day** is celebrated every year on 24th September with the main goal of education via community service and community service via education.
9. **NCC Day** is celebrated every year on 4th Sunday of November with a goal to develop society physically, intellectually and morally, to create an all-round personality with a sense of civic responsibility and community service.
10. The College observes **World Blood Donor's Day** on 14th June every year to raise awareness of the need for safe blood
11. The college as part of its campaign to highlight the health risk of using tobacco and encourage governments to put policies into action that help reduce smoking and other tobacco products, observes **World No-Tobacco Day** on 31st May every year.
12. Celebrating and commemorating the 75 years of independence and the glorious history of its people, culture and achievement, Digboi College as per direction of GoI, is undertaking a number of initiatives like Plastic Waste Management, Awareness towards Green Energy, introduction of certificate course in Yoga and meditation, cleanliness drive etc under the banner **Azadi ka Amrit Mahotsav**.
13. To mark the birth anniversary of Swami Vivekananda, **National Youth Day** is celebrated every year on 12th January in the college campus.
14. The college also observes **Vigilance Awareness Week** every year during the last week of October.

| File Description | Document |
|--|-------------------------------|
| Link for details of activities that inculcate values necessary to render students in to responsible citizens | View Document |
| Link for any other relevant information | View Document |

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

1. The Code of Conduct is displayed on the website

2. There is a committee to monitor adherence to the Code of Conduct
3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

Response: A. All of the above

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

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

- **Celebration of Independence Day and Republic Day:** In every year, the College celebrates these two days by hoisting and unfurling the flags respectively in which all the stakeholders participate wholeheartedly.
- **World Environment Day:** World Environment Day is celebrated on 5th June of every year by organizing various activities like plantation programme, awareness lecture etc. at College campus or nearby areas.
- **Celebration of Van Mahotsav:** Van Mahotsav is celebrated from 1st to 7th July by organizing plantation programme at College campus and Bogapani elephant corridor.
- **Wildlife Week Celebration:** It is celebrated from 1st to 7th October by organizing different programmes.
- **World Blood Donation Day:** Blood donation camp is organized on 14th June at Digboi College campus and other places where students, faculties and other stakeholders actively participated.
- **International Yoga Day:** The 3rd International Yoga Day is celebrated on 21st June at Digboi College where students participated in various activities like lecture series, workshop, competitions in both offline and online mode for the promotion of Yoga for a healthy life.
- **NSS Day Celebration:** Awareness programme is organized on 29th September on substance abuse in adolescence, impact on health etc. with the involvement of students in each year.
- **Celebration of Earth Day:** Earth Day on 22nd April is celebrated in by plantation drive and cleanliness drive in College and nearby areas.
- **World No Tobacco Day:** World No Tobacco Day is celebrated by Digboi College on 31st May, by awareness campaigns against use of Tobacco by the students.
- **World Water Day Celebration:** Awareness programme has been conducted on 22nd March by organizing a rally with the theme “Save water and Save life” and other programmes at College campus with the involvement of students and faculties.
- **Celebration of International Human Right Day:** The Human Right Day was celebrated on 10th December every year by organizing different programmes.

- **World Day of Social Justice:** World Day of Social Justice is observed in Digboi College on 20th February.
- **Celebration of International Women's Day:** International Women's Day is celebrated at Digboi College on 8th March in each year by organizing different programmes like Self defense training programme, lectures by resource persons etc.
- **Celebration of Gandhi Jyanti:** In each year on 2nd October, Birth anniversary of Mahatma Gandhiji is celebrated by organizing different programmes like talks to school students about the ideologies of Mahatma Gandhiji, cleanliness drive etc.
- **Celebration of Silpi Divas:** Silpi Divas (Birthday of Jyoti Prasad Agarwala) is celebrated in Digboi College on 17th January by organizing Jyoti Sangeet competitions etc.
- **Celebration of Rabha Divas:** Rabha Divas is celebrated on 20th June of every year in the fond memory of Comrade Bishnu Prasad Rava for his contribution to the field of culture of Assam by organizing different programmes like Rabha Sangeet Competitions, talk on the life and philosophy of Rabha etc.
- **Celebration of Birth anniversary of Dr. Bupen Hazarika:** The Birth anniversary of Dr. Bhupen Hazarika is celebrated at the College on 5th September, 2019 by organizing different programmes.
- **Syeda Akela Khanom memorial lecture, 2017:** Syeda Akela Khanom memorial lecture was held on 25th August 2017. A lecture on "Assamese culture: Changes and modifications" was delivered by eminent speaker Dr. Nagen Saikia.

| File Description | Document |
|---|-------------------------------|
| Link for Annual report of the celebrations and commemorative events for the last five years | View Document |
| Link for Geotagged photographs of some of the events | View Document |
| Link for any other relevant information | View Document |

7.2 Best Practices

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

Response:

Best practice 1

1. Title of the Practice: Orientation of Students towards Nature Conservation

2. Objectives of the Practice:

- To aware students about the rich biodiversity of the region;
- To orient the young learners towards nature conservation;
- To sensitize the general masses on the importance of Nature conservation through awareness programmes;
- To produce a group of young learned environmentalists dedicated to nature conservation.

3. The Context:

- The rampant pressure on nature/natural resources has called for the conservation of nature for sustenance as well as for future use. It is high time people dedicatedly contributed to sustaining, preserving and conserving nature for the well-being of the 'the present civilization' and the upcoming times.
- Conservation of nature works the best with the maximization of human support for it. Information on nature and relevant value for its conservation have a tremendous effect on it and many of these come from teaching and learning practices, experiments and activities.
- Rural people are very much used to being in the wilderness and possess a strong sense of responsibility and moral obligation to protect nature. City Teenagers do not have much contact with the wilderness or wildlife. The level of commitment to protecting the environment of this group is directly related to how much and how well they have been educated. These urban residents are important for nature conservation because they tend to have more education, more access to the media, and more knowledge of environmental degradation. They can make a big difference in the conservation of nature provided their expertise can be utilized.
- The rich bio-diversity of Digboi College provides a great advantage to orient young minds to nature conservation.

4. The Practice:

With a view to meet the objectives as stated and the resourcefulness of bio-diversity, the following practices are introduced by the college to orient its students towards environment-related issues:

a) Sensitizing the student about the rich bio-diversity on the Campus: Digboi College with its campus sharing boundaries with the famous Dehing Patkai Rainforest is a safe haven for many avian, mammalian and reptilian species. Situated on a hillock, the campus is home to 177 species of birds, 100+ species of butterflies, 15+ mammals, 300+ moth species, 20+ reptiles and 234 plant species is probably one of the richest College campuses in the whole of Northeast India. The young learners are made aware of this rich bio-diversity and sensitized to contribute responsibly towards environmental conservation.

b) Introduction of Field Study for Environmental Science/Life Science Subjects:

Faculty members with sufficient field expertise encourage students to undergo field study for environmental science/life science subjects. This practical approach helps them have a better understanding of the importance of environmental education.

c) Observation/Celebration of significant days associated with nature and environment:

The college celebrates important days associated with nature and environment conservation like World

Environment Day, World Wetland Day, Earth Day, World Elephant Day, Van Mahotsav, World Sparrow Day, World Biodiversity Day, etc to name a few. Students in large numbers actively participate in these celebrations by planting trees, organizing workshops, seminars, symposia, painting murals, displaying posters and also by social media campaigns.

d) Organization of Workshops/seminars/talks:

The College organizes workshops/seminars and popular talks with world-renowned/subject experts to sensitize and motivate students about various events/issues concerning the environment; e.g. motivational talk of Forest Man of India Jadav 'Molai' Payeng during the environment day celebration (2015).

5. Evidence of Success:

The success of the practice is evident from the following examples:

a) Formation of Voluntary Association for Environmental awareness:

The motivation of the students of the institution toward nature conservation is evident from the fact of creation of voluntary associations to create environmental awareness among the general masses. Two such Associations are **Art for Nature** and **Green Squad**. **Art for Nature** is a voluntary association of artists who are students of Digboi College. They have chosen the medium of Art to spread environment-related awareness among the masses. Already they have made murals in public spaces throughout the districts of Tinsukia depicting issues like illegal tree felling, illegal coal mining, poaching, global warming, and climate change that need immediate attention. The group is also educating the public by painting murals depicting the rich biodiversity of the region. **Green Squad**, a voluntary association of commerce students is involved in educating the masses about environmental issues, initiating environmental research, promoting nature-based tourism through social media campaigns, and raising issues on appropriate platforms threatening the environment.

b) Safeguarding illegal mining in Dehing-Patkai Rainforest:

In April 2020, the students of Digboi College initiated a social media campaign to raise their voices against NBWL's decision to allow opencast mining in Saleki Proposed Reserved Forest which is part of the greater Dehing Patkai Elephant Reserve created in 2004. With the active participation of the students, the social media campaign became a global protest within weeks. The movement with the motto/slogan **I am Dehing Patkai** not only caught national attention but was registered in Environmental Justice Atlas (the first environmental issue from Northeast India to be featured in EJA). The protest forced the state government to halt all mining activities in the area, even closing Northeast Coal Fields for an indefinite period. An inquiry committee was set up under the supervision of Justice B.P. Kotokey to look into illegal mining activities taking place in Dehing-Patkai Rainforest. The existing Dehing-Patkai Wildlife Sanctuary with an area of 111.17 sq, km was upgraded to Dehing-Patkai National Park with an expanded area of 234.37 sq, km. (<https://ejatlas.org/conflict/coal-mining-in-dehing-patkai-assam>).

6. Problems Encountered and Resources Required:

Creating conservation-related awareness is quite difficult in an area where communities are traditionally associated with hunting and other forms of societal taboos. People living in a forest belt are directly dependent on the forest for livelihood. In this context, educating the people regarding the importance of

conservation becomes futile until and unless alternate sources of income is provided to them to reduce their dependencies on the forest. However, the increase in tourist footfall in recent years has opened up avenues for the local inhabitants to venture into tourism-related activities in the form of providing home stay along with food and tour guide facilities to the tourists.

The following Resources are required to orient students on environmental conservation:

- a. Field guide books that will enable them to identify the species, their habitat, distribution and status during field surveys.
- b. Optics like binoculars, spotting scopes, etc. to have better views of faraway species.
- c. Transport facilities for the movement of students from college to field stations.
- d. Other logistic facilities like camping tents, sleeping bags, headlamps, leech guards, etc.

7. Notes (Optional): Orientation of the young minds towards nature conservation is of utmost importance in the present times and the endeavour of the college is a great step towards nature conservation and ecological balance through dedicated participation of the young minds. For related matters, the YouTube link may be visited:

<https://www.youtube.com/watch?v=hDMfue24Mn4>

Best Practice 2

1. Title of the Practice: Developing livelihood skills in the Adopted Village

2. Objectives of the Practice:

- To improve the villages' ability to support themselves through vermicomposting and sericulture.
- To create an environment of socio-economic and gender equity amongst the people of the adopted village.
- To provide service to society as institutional social responsibility.
- To reduce the direct dependency of the villagers on the forest.

3. The Context:

The adopted village Saraipung is situated at the border districts of Dibrugarh and Tinsukia District of Assam and the governmental aid does not reach much due to remoteness, and the non-availability of proper road connectivity. Lack of mobile network connectivity, lack of health care facilities, lack of veterinary care facilities and other care and supports have pushed the villagers' life to unending sufferings. The concern of the College to community service and especially the dedication of NSS combined to take up

this great human mission to adopt the village on 2nd October 2016. Since then the NSS Unit of the College has been working on development programmes in the village. Digboi College perseveres to expand services with vivid extension programs to train the villagers with the use of available resources through livelihood extension programs. This is expected to support the everyday needs and standards of the adapted village with the help of this academic institution which will later empower the beneficiaries to allow them to meet the productivity of life by transmitting local knowledge and ideas like agriculture, horticulture, sericulture etc. Adding agonies to the villagers, the recent conditions of Covid-19 pandemic brought enormous economic setbacks for the daily wage earners of the adopted village. Hence it became imperative for the college to take up certain additional measures for the villagers of the adopted village.

4. The Practice: As the village was adopted in the year 2016, in the initial years a socio-economic survey was conducted in the village for gathering ideas about the economic status as well as earning sources. After the survey, depending on the availability of resources in the village, the following programmes were taken into action:

a) Mushroom Cultivation Training Programme: During NSS special camp of 2018, for the first time Mushroom cultivation training was organized. One entrepreneur from Digboi had been invited as resource person who had provided the idea about Mushroom cultivation, the techniques and its scope as earning source.

b) Vermicomposting Training Programme: The villagers were trained about the practice of vermicomposting since 2018. By initial training in vermicompost preparation techniques, the villagers were provided with units for vermicomposting. In recent years of 2020-2021, the villagers were provided with vermicomposting units where more than 120 women of the village were involved in nine different groups. Technical experts from Assam Agriculture Department from the Dibrugarh district were involved to educate the villagers on the vermicomposting utility. The programme was planned in 2 phases (Phase I and Phase II).

In Phase I, the basic training was given to the villagers on how to culture vermicompost at zero investments. Waste of thermocol fish carrying box was used to demonstrate the basic techniques on vermiculture through the Agriculture Department of Dibrugarh. About 41 villagers were provided with waste thermocol fish carrying boxes as a phase I. Phase II of vermicomposting was initiated with community-level involvement training on 22-08-2021 at the village. During the training of Phase II, 36 villagers were divided into 3 groups by providing a large polybag of 20 x 4 x 4 ft. to each group. Within a week all the units of the vermicomposting were established by the villagers, the construction process was monitored and the whole was process supported by the NSS volunteers. Another 6 units of large polybags of 20 x 4 x 4 ft. size were donated to another 6 community groups of the village through the deputy commissioner. The entire households of the village are covered with vermicomposting involving in 9 groups as one of the economic boosting schemes for the villagers.

c) Sericulture: During International Women's Day celebration in the year 2020, the NSS Unit organized a talk on livelihood skills for the women of the village. The resource person delivered a talk on sericulture practice and its scope. As a result of this, some of the women showed interest and as a part of the NSS special camp, a daylong sericulture training programme was arranged. The resource person, Mr. Naba Kachari, has trained the women about the handling and rearing practice of Eri silkworm which feeds on castor plants. The seeds or the eggs were distributed to the interested persons and they reared the silkworm in subsequent days. The women of the village reared the silkworm and harvested a good quantity of cocoon.

d) Cutting and Tailoring: The women of the village were trained in cutting and tailoring. Stitching of Leech guard and selling it seems to be a sound source of income for the villagers.

e) Ecotourism and Training to local youths to take Tourist Guideship: Implementation of the idea of ecotourism to the villagers was a great step for the development of the villagers. As it is a forest village, it has the scope of establishing of homestays for the tourist. Some of the villagers were trained and provided with study materials.

f) Other Programmes: From time to time different programmes are arranged for the villagers like Indigenous Fish Farming, Agriculture practices like paddy where resource persons were invited to train them about the skills.

5. Evidence of Success:

The mushroom produced by the villagers was sold to the local people and also in the local market. In case of a vermicomposting programme, the villagers successfully produced and used vermi compost as organic manures and also 'vermi wash' as a supplement for the plants and observed remarkable growth of the plants. The success story of the Phase I was assessed by the NSS team from the villagers in the month of April 2021 amidst outbreak of 2nd wave of Covid-19 pandemic in their routine Covid vaccination registration drive in the village. Each success stories of the villagers were interviewed and was uploaded in the YouTube Channel. In Phase II, all the 3 units of the community level vermicomposting were also documented and the same was placed to the Deputy Commissioner of Dibrugarh as the success stories. On 15//9/2021, Mr. Pallav Gopal Jha, IAS, Deputy Commissioner of Dibrugarh visited the remote village and saw the success stories of the undertaken by NSS Digboi College Unit. The brand name was also officially announced by the Deputy Commissioner as '**Patkai Vermi**' with a future scope of marketing the product. Recently, the local forest department purchased all the vermicomposting products from the villagers for the forest department nurseries and each group (9 units) community were benefitted with Rs. 20,000/- from the zero investments cost.

In Ecotourism and Tourist guide training programme, five persons are trained successfully named as Mr. Bijoy Panika, Mr. Gakul Tanti, Mr. Sunu Bhumija, Mr. Dipak Das and Mr. Mintu Tanti and they are presently acting as local tourist guide for the visitors. In the village, homestays are available along with traditional food facilities. During NSS special camps, the NSS unit is served with food at reasonable rate.

6. Problems Encountered and Resources Required:

- As the village is in a remote area without proper mobile network connectivity (4 Km away from the Mobile tower), communication is a big challenge for the implementation of any activity.
- Selling of their products such as Vermicompost, Vermiwash, Mushroom and Cocoons at competitive rates to outside markets is also a challenge due to lack of proper market linkages.
- Tourism is at an emergent phase in the area; as a result of which tourist footfall is quite low in comparison to others. Covid pandemic has also provided an adverse impact on the tourism sector.
- Unavailability of resources for Sericulture: Unavailability of host plant and proper facilities of rearing of silkworms is the reason for which more time is required for the continuing of practice at a pace.

7. Notes (Optional): The livelihood practices implemented in the village have rendered great service to the villagers by helping them to earn without depending on forest resources. The socio-economic equity issue

is being addressed and well adapted.

Youtube link for Vermicomposting at Saraipung Village:

1. <https://youtu.be/bj1Ko4L8ICY>
2. <https://www.youtube.com/watch?v=kthYvW2QRQo>
3. https://www.youtube.com/watch?v=Ept9pz2Hg_Q

| File Description | Document |
|---|-------------------------------|
| Link for Best practices in the Institutional web site | View Document |
| Link for any other relevant information | View Document |

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

Community Service through National Service Scheme:

Digboi College NSS Unit is offering exemplary service for the neighbouring community through its various activities throughout the years. The students from all the three streams are involved actively in these activities as active volunteers and also maintaining their curricular balance. Volunteering to community service provides students with a regular social interaction outside the college environment, and has improved mental health and life expectancy. Digboi College is trying its best to implement the motto of National Service Scheme, NOT ME BUT YOU.

Major steps taken by College through NSS:

Adoption of a neighbouring forest village: Digboi College has adopted a neighbouring forest village, named Saraipung of Dihing Patkai National Park belt region. The village was adopted in the year 2016 and different programmes have been carried out on regular basis over the years.

NSS Camp: Every year from 2017, NSS Unit has been organizing NSS Special camp of 7 days duration after completion of end semester examination of the students. In the camp, the student volunteers keep continuous touch with the local villagers and render their service to the well-being of the villages.

Developing Livelihood skills: NSS has attempted to develop the livelihood of the community through programs on livelihood skills with full participation of the villagers, e.g. in providing the know-how of zero cost investments for vermin-composting. Local villagers are involved with this practice in almost 10

Vermi-composting units keeping in the view the future scope of marketing the product under the product name “Patkai Vermi”. Silkworm rearing practice was also conducted targeting the women of the village Saraipung which has a future scope in their financial security. Workshop on Indigenous Fish Cultivation Technique is also organized which also seems to be helpful for their livelihood.

Education for School Students: During NSS special camp, the volunteers take their initiatives to offer study assistance to the school students of the village. Apart from curricular aspects, the volunteers are also involved in training them in co-curricular activities like stone painting, crafting etc.

Health Camp: Every year, health camp is organized by NSS for the local community of the adopted village. Doctors from Tinsukia district visits the village and perform the routine health check up of the villagers including the children. In association with Womens’ Day celebration, in 2020 a screening program for Severe Acute Malnutrition (SAM) is organized for the children. Eye camp was organized in Saraipung and with the involvement of Rotary Club, Duliajan and Tinsukia Civil. Free Cataract operation of 18 persons was done.

Veterinary Camp: Veterinary doctors visit the village during NSS camp and conducts awareness program for the villagers. Under their supervision, the cattle are vaccinated for different diseases. The villagers are greatly benefitted by the activity.

Offering helping hands during Covid Pandemic: The NSS unit of Digboi College wholeheartedly is dedicatedly involved in offering helping hands during Covid-19 pandemic situation through their various activities. Initially, the volunteers created awareness on social distancing and Do’s and Don’ts during Covid-19 by recording their voice in three languages - English, Hindi and Assamese and played it on nooks and corners of the town and uploaded in social media too. The volunteers also made social distancing circles in Markets and Bus stands by maintaining all Covid-19 Protocol. During vaccination program, the volunteers took initiative in online registration for vaccine to the neighboring people and also actively participated in Vaccination drive in the town. Self study materials were distributed to School students of Saraipung and mask and sanitizers to the local villagers.

Awareness Programmes: The NSS Unit addresses the local community for various kind of awareness programs. These include awareness program on substance abuse, road safety, sachwata drive, plastic-mukta Bharat, gender sensitization, social taboos, ill practices like witch hunting, menstruation taboos and many more. To address the issue like Girls safety, NSS had organized self defense classes for the students. Along with this, NSS has been organizing various commemorative days and events like Azadi ka Amrit Mahotsav, Gandhi Jayanti, Vigilance week, Rashtriya Ekta Diwas etc. to aware the stakeholders of the College. NSS unit also takes initiative in creating awareness on Wildlife conservation and Environmental education by organizing Van Mahotsav, Wild Life Week, celebration of Water Conservation Day, Water Day, Wetland day etc.

Blood Donation Camp: Blood donation camp is organized on Blood donation day in association with various organizations like NCC, Tinsukia Civit Hospital, Garhwal Rifles, All Assam Gorkha Student Union, Red Cross Society, NSS Alumni Association etc. at College campus and other neighboring areas.

SBSI Camp: Every year, the NSS volunteers perform 100 hours of Sacchwata in the nearby villages by organising various awareness programmes on Sacchwata, Solid Waste Management and Cleanliness Drive and Waste Segregation. As a part of this programme, in 2018 water filters were distributed in Borbil No. 1, Notun Gaon and Pathar Basti, Digboi.

National Award:

| Sl. No. | Year | Name of the Awardees | Department |
|---------|---------|----------------------|------------|
| 1 | 2018-19 | Mr. Jyotishman Moran | Zoology |
| 2 | 2019-20 | Mr. Amit Biswakarma | Commerce |

State Awards:

| Sl. No. | Year | Name of the Awardees | Category |
|---------|---------|-------------------------|-------------------|
| 1 | 2018-19 | Mr. Jyotishman Moran | Volunteer |
| 2 | 2018-19 | Mr. Rajib Rudra Tariang | Programme Officer |

Universtiy Awards:

| Sl. No. | Year | Name of the Awardees | Category |
|---------|---------|-------------------------|-------------------|
| 1 | 2018-19 | Mr. Jyotshman Moran | Volunteer |
| 2 | 2018-19 | Miss Reshma Chetry | Volunteer |
| 3 | 2018-19 | Mr. Dipanjal Borgohain | Volunteer |
| 4 | 2019-20 | Mr. Amit Biswakarma | Volunteer |
| 5 | 2020-21 | Mr. Rajib Rudra Tariang | Programme Officer |
| 6 | 2020-21 | Y. Binod Rao | Volunteer |
| 7 | 2020-21 | Miss. Nayana Saikia | Volunteer |
| 8 | 2020-21 | Mr. Bishal Mandal | Volunteer |
| 9 | 2021-22 | Mr. Sangam Baruah | Volunteer |
| 10 | 2021-22 | Miss Trishna Sharma | Volunteer |
| 11 | 2021-22 | Miss Sushmita Sonowal | Volunteer |

File Description**Document**

Link for appropriate web in the Institutional website

[View Document](#)

Link for any other relevant information

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5. CONCLUSION

Additional Information :

- The College fraternity has contributed the sum of **Rs. 549935.00** (Rupees Five Lakh Forty-Nine Thousand Nine Hundred Thirty-Five) to **Chief Minister's Relief Fund** to fight against the challenges brought about by Covid-19. (Rs.270383/- in 2020; 279552/- in 2021)
- The faculty members have individually helped the economically disadvantaged people with food items, money, mask and sanitizing items during the pandemic lockdowns.
- The Principal is actively involved in 18 (out of 20) committees of the parent University.
- The College is running the welfare scheme of GIS for all students of the college.
- The College has provided facilities to the feeder schools to visit the College labs and library availing which a number of school students from the greater Digboi area make visits to the college every year.
- A host of environmentalists are working on diverse aspects of environment and nature conservation – holding awareness programs, delivering talks as resource persons on environmental issues, rescuing and treating of wild animals, especially snakes and the making of nests for birds in the campus etc.
- A great number of teachers are involved in Question paper setting and moderation of Autonomous colleges such as North Lakhimpur College and J.B. College.
- Several faculty members are involved as External Experts in BoS of Arunachal University of Studies, Namsai.
- Many teachers are involved as office bearers and active members of social and community bodies. College pass-outs are also involved in community service.
- The College has taken the noble mission of publishing its history showcasing its inception and development in its diverse curricular, co-curricular and other aspects.

Concluding Remarks :

- In its journey of 57 years since its establishment, the college has made enviable development in both quantitative and qualitative metrics by providing education at the Undergraduate level.
- With its recent introduction of PG programmes, it has moved yet another step ahead in its academic up-gradation.
- The starting of Vocational programmes and add-on courses along with various programmes on moral and ethical values stands for the institution's concern for the moral health of the society.
- The community services by the college fraternity, especially the NSS speaks volumes for the committedness of the institution toward fulfilling societal needs, aspirations and expectations.
- The College has offered a great many options in the selection of programmes and courses and created avenues for more such options in terms of skill courses, location-specific vocational courses etc.
- The up-gradation of ICT facilities combined with infrastructural development has equipped the college with the ability to shoulder higher responsibility in the academic exercises.
- With all the strengths, opportunities and right vision, the College is in a position to overcome the limitations and reach newer heights in the fulfillment of the community aspirations and longings with the added energies and thereby produce human resources capable of transforming the challenges into opportunities.

6.ANNEXURE

1.Metrics Level Deviations

| Metric ID | Sub Questions and Answers before and after DVV Verification | | | | | | | | | | | | | | | | | | | | |
|-----------|--|---------|---------|---------|---------|---------|------|-----|------|-----|-----|---------|---------|---------|---------|---------|-----|-----|-----|-----|-----|
| 2.3.3 | <p>Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)</p> <p>2.3.3.1. Number of mentors Answer before DVV Verification : 74 Answer after DVV Verification: 66</p> | | | | | | | | | | | | | | | | | | | | |
| 3.4.4 | <p>Average percentage of students participating in extension activities at 3.4.3. above during last five years</p> <p>3.4.4.1. Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year-wise during last five years</p> <p>Answer before DVV Verification:</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>3535</td><td>926</td><td>1127</td><td>968</td><td>209</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>516</td><td>421</td><td>466</td><td>492</td><td>209</td></tr></table> | 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 | 3535 | 926 | 1127 | 968 | 209 | 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 | 516 | 421 | 466 | 492 | 209 |
| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 | | | | | | | | | | | | | | | | | |
| 3535 | 926 | 1127 | 968 | 209 | | | | | | | | | | | | | | | | | |
| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 | | | | | | | | | | | | | | | | | |
| 516 | 421 | 466 | 492 | 209 | | | | | | | | | | | | | | | | | |
| 4.2.2 | <p>The institution has subscription for the following e-resources</p> <p>1. e-journals 2. e-ShodhSindhu 3. Shodhganga Membership 4. e-books 5. Databases 6. Remote access to e-resources</p> <p>Answer before DVV Verification : A. Any 4 or more of the above Answer After DVV Verification: B. Any 3 of the above Remark : Observation accepted as per the supporting documents</p> | | | | | | | | | | | | | | | | | | | | |
| 5.1.1 | <p>Average percentage of students benefited by scholarships and freeships provided by the Government during last five years</p> <p>5.1.1.1. Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)</p> | | | | | | | | | | | | | | | | | | | | |

Answer before DVV Verification:

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 1300 | 618 | 663 | 480 | 320 |

Answer After DVV Verification :

| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 |
|---------|---------|---------|---------|---------|
| 462 | 264 | 249 | 240 | 320 |

7.1.2

The Institution has facilities for alternate sources of energy and energy conservation measures

1. **Solar energy**
2. **Biogas plant**
3. **Wheeling to the Grid**
4. **Sensor-based energy conservation**
5. **Use of LED bulbs/ power efficient equipment**

Answer before DVV Verification : A. 4 or All of the above

Answer After DVV Verification: B. 3 of the above

Remark : Observation accepted as per the supporting documents

2.Extended Profile Deviations

| ID | Extended Questions | | | | | | | | | | | | | | | | | | | | |
|---------|---|---------|---------|---------|---------|---------|------|------|------|------|------|---------|---------|---------|---------|---------|-----|-----|-----|-----|-----|
| 1.1 | <p>Number of students year-wise during last five years</p> <p>Answer before DVV Verification:</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>1382</td><td>1345</td><td>1395</td><td>1452</td><td>1482</td></tr></table> <p>Answer After DVV Verification:</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>516</td><td>421</td><td>466</td><td>492</td><td>474</td></tr></table> | 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 | 1382 | 1345 | 1395 | 1452 | 1482 | 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 | 516 | 421 | 466 | 492 | 474 |
| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 | | | | | | | | | | | | | | | | | |
| 1382 | 1345 | 1395 | 1452 | 1482 | | | | | | | | | | | | | | | | | |
| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 | | | | | | | | | | | | | | | | | |
| 516 | 421 | 466 | 492 | 474 | | | | | | | | | | | | | | | | | |
| 2.1 | <p>Number of full time teachers year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>75</td><td>72</td><td>67</td><td>70</td><td>73</td></tr></table> <p>Answer After DVV Verification:</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr></table> | 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 | 75 | 72 | 67 | 70 | 73 | 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 | | | | | |
| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 | | | | | | | | | | | | | | | | | |
| 75 | 72 | 67 | 70 | 73 | | | | | | | | | | | | | | | | | |
| 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | |

| | | | | | |
|--|----|----|----|----|----|
| | 66 | 63 | 58 | 62 | 65 |
|--|----|----|----|----|----|