YEARLY STATUS REPORT - 2022-2023

Part A

Data of the Institution

1.Name of the Institution   Digboi College

- Name of the Head of the institution   Dr. Dip Saikia

- Designation   Principal

- Does the institution function from its own campus?   Yes

- Phone no./Alternate phone no.   03751266416

- Mobile no   9954487650

- Registered e-mail   digboicollege@yahoo.com

- Alternate e-mail   dr_dip_saikia@yahoo.co.in

- Address   Itavata

- City/Town   Digboi

- State/UT   Assam

- Pin Code   786171

2.Institutional status

- Affiliated /Constituent   Affiliated

- Type of Institution   Co-education

- Location   Rural

- Financial Status   UGC 2f and 12(B)

- Name of the Affiliating University   **Dibrugarh University**

- Name of the IQAC Coordinator   **Dr. Pabitra Bharali**

- Phone No.   **03751266416**

- Alternate phone No.   **9435003400**

- Mobile   **8011681493**

- IQAC e-mail address   **digboicollegeiqac@gmail.com**

- Alternate Email address   **pabitrabharali77@gmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year)

https://www.digboicollege.edu.in/wp-content/uploads/2023/01/AQAR-2021-22-Resubmitted.pdf

4.Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

https://www.digboicollege.edu.in/wp-content/uploads/2023/12/Academic-Calendar-May-2022-June2023_Digboi-College.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B+**	**78.6**	**2004**	**03/05/2004**	**02/05/2009**
Cycle 2	**B**	**2.47**	**2015**	**15/11/2015**	**14/11/2020**
Cycle 3	**A+**	**3.49**	**2023**	**11/04/2023**	**10/04/2028**

6.Date of Establishment of IQAC   **27/07/2005**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institutional	**Fee-Waiver**	**DHE, Govt of Assam**	**2022-23**	**6839957.00**

8.Whether composition of IQAC as per latest NAAC guidelines

Yes

- Upload latest notification of formation of IQAC

9.No. of IQAC meetings held during the year   18

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?   **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report   No File Uploaded

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?   **No**

- If yes, mention the amount

11.Significant contributions made by IQAC during the current year (maximum five bullets)

• 3rd cycle Assessment and Accreditation of the College leading to attainment of 3.49 CGPA (A+ Grade); • Participation in NIRF, AISHE; • Quality initiatives (a) at the institutional level and (b) through collaboration with other institutions; • Conduction of quality audits -ISO certification, Green Audit, Energy Audit, and Environment audit; • Organisation of Staff Development programs for both teaching and non-teaching.

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
NAAC Assessment and Accreditation -submission of SSR	SSR submitted on 22 July 2022;
NAAC Assessment and Accreditation - clarifications of DVV	DVV process was started on 26.08.2022 and clarifications were completed on 10.09.2022
Academic and Administrative Audit (Internal)	Done from 21st to 23rd Dec 2022
NAAC Peer Team Visit	NAAC Peer Team 1 visited the college on 23 & 24 January 2023; the 2nd NAAC Peer Team visited the college on 28 &29 March 2023. The college is accredited with A+ grade (CGPA 3.49) on 11 April 2023.
Publication of College History	in Press.
Erection of the boundary wall on the west border of the college	Fund constraints.
Focus on quality research publications	Faculties are focused on CARE listed publications; four faculties have got patents

13.Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
GB, Digboi College	09/12/2023

14.Whether institutional data submitted to AISHE

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• Designation	Principal
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• IQAC e-mail address	**digboicollegeiqac@gmail.com**
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• if yes, whether it is uploaded in the Institutional website Web link:	https://www.digboicollege.edu.in/wp-content/uploads/2023/12/Academic-Calendar-May-2022-June2023_Digboi-College.pdf

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- Name of the statutory body

Name	Date of meeting(s)
GB, Digboi College	09/12/2023

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021-22	18/01/2023

15.Multidisciplinary / interdisciplinary

- The college is preparing to launch the Four year under graduate programas per the National Education Policy 2020 from the forthcoming session. As skill based, generic elective courses and value added courses have been in incorporated in the syllabi of the new education policy, the college has selected a number of Multidisciplinary as well as Interdisciplinary courses. Presently the syllabi of these courses are being prepared by the respective departments.
- Since M.Sc. CBCS mode has the provision for selecting GE courses across disciplines the PG (Physics and Life science) students have opted course of other disciplines such as Green and Sustainable Chemistry, Material chemistry, Entrepreneurship development, in their 2nd and 3rd semesters.
- 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. Generic courses and their syllabi are being prepared keeping in mind the incorporation of STEM.
- The College offers a considerable range of options/subject combinations crosscutting disciplines and more such courses will be introduced from the forthcoming session.
- In addition to the courses based on community service and value-based education going on in the college several value-based course such as Yoga and wellness, and Understanding India have been incorporated in the new syllabi and the college.
- Multiple exit system is present in B. Voc Programs (STGM and THM). It is also proposed in the forthcoming FYUGP.

16.Academic bank of credits (ABC):

- With the presence of Tech-savvy staffs (both Teaching and nonteaching); the college is well equipped to maintain the Academic bank of credits.
- The M.Sc. Physics and Life science students have registered themselves in the ABC portal provided by the parent university and records are being maintained by the staff. The provision will be available by the parent university for the Undergraduate level students from the forthcoming academic session.
- Faculties are involved in design and development of Add-on courses, GEC and SEC courses as well as writing textbook or course materials on the proposed courses to be started under NEP as well the existing approved courses.

17.Skill development:

- The college plans to carry on the existing SECs (Web design, Repairing and maintenance of Electronic Appliances, Human Rights, NSS, Library information, Tourism, Entrepreneurship) as well as introducing new courses (HTML &CMS tools, Electrical Wiring and Maintenance, Wild life photography, LED bulb repairing technician, Tea plantation and management ,creative writing,)
- 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 mushroom cultivation is going on.

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

- Bilingual (English and Assamese) mode of curriculum transaction is available at the UG level.
- Honours program in Hindi and Assamese are available.
- Mother tongue day – Matri Bhasha Divas, Hindi Divas are celebrated with talks on their importance.
- Classical music and dance competitions, folk song and dance competitions, and Cultural processions showcasing diverse Indian cultures forms significant parts of the Annual Talent Development week (College sports and cultural week).
- The College has a Yoga meditation centre which conducts training programmes and add-ons and other courses of different durations for the students.
- Preparations are going for establishing a cultural museum and an Ambedkar study centre.

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

- The course outcomes as given in the prescribed syllabus are displayed on 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 to measure the levels of attainment of program and course outcomes for all the programs and courses and they are displayed on the website.
- From Learning outcomes measured from performance in internal examinations, slow and advanced learners can be found out and measures such as organizing special programs can be taken.
- While designing the Add-On courses, SEC, and GEC, well-

defined and measurable course outcomes have been incorporated in the syllabi since it is the primary requirement of outcome-based education.

20.Distance education/online education:

- The college is conducting a) UG and PG programs of Distance Education of Dibrugarh University b) UG and PG programs of Open education of KKHSOU. Faculties have the experience of preparing video classes and e-content which are uploaded in the college website. Some faculty members are course tutors in online courses under MOOC platform.
- (Dr. Arjun Sing Chetry is a course teacher in the MOOC course on REAL ANALYSIS conducted by Dr. Suarajit Borkakoty, Department of Mathematics , Dibrugarh University).
- Faculties are comfortable in conducting online classes, and post lockdown; they have used online classes as cushion classes. They also use virtual laboratories for practical classes for the benefit of students.
- Blended mode of teaching-learning exercise is being effectively carried out.
- The college has procured ICT tools to optimize teaching learning exercises.

The college plans to (mobilize fund and) set up smart classrooms for regular as well as Distance and Open learning.

Extended Profile

1.Programme

1.1   **558**

Number of courses offered by the institution across all programs
during the year

File Description	Documents
Data Template	[View File](#)

2.Student

2.1   **1547**

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.2   **463**

Number of seats earmarked for reserved category as per GOI/
State Govt. rule during the year

File Description	Documents
Data Template	[View File](#)

2.3   **358**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1   **64**

Number of full time teachers during the year

File Description	Documents
Data Template	[View File](#)

3.2   **66**

Number of sanctioned posts during the year

Extended Profile

1.Programme

1.1	**558**
Number of courses offered by the institution across all programs during the year	

File Description	Documents
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2.Student

2.1	**1547**
Number of students during the year	

File Description	Documents
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File Description	Documents
Data Template	View File

2.3	**358**
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	**64**
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2 Number of sanctioned posts during the year	**66**

File Description	Documents
Data Template	<u>View File</u>

4.Institution

4.1 Total number of Classrooms and Seminar halls	**57**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**66.34**
4.3 Total number of computers on campus for academic purposes	**77**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Digboi College is affiliated to Dibrugarh University, Dibrugarh.It follows the curriculum designed and approved by the Parent University. The college has been trying to ensure effective curriculum delivery through a well-planned and documented process and to achieve this, certain measures are undertaken by the college. Some of those measures are listed below:

1) All the departments of college follow academic calendar designed and developed by the Parent University.

2) While preparing the Academic calendar at the institution level, the University academic calendar, working and teaching days are sorted out and delivery of curriculum is planned accordingly.

3) The College admistration organises an all teachers meeting to

chalk out plan for curriculum delivery at the start of new semester.

4) Teaching plan is prepared by every department which includes the delivery of lectures, tutorials and practicals. Course progression is recorded at the departments.

5) Periodical meetings of Academic Board are held with the Principal to review and discuss the curriculum delivery system.

6) Sessional Examinations are conducted and its results are displayed and discussed with the students in the class room. A significant portion of the internal assesment of the students are calculated based on the performance in the Sessional Examinations. Further, Sessional Examinations provides a mean to identify advanced and slow learners and organise various programmes accordingly.

7) Records of seminars, assignments, field studies, project work are maintained by the departments.

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	https://www.digboicollege.edu.in/aqar-2022-23/

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

1) Digboi College follows the Academic Calendar prepared by Dibrugarh University. At the institution level, the college designs its own Academic Calendar in tune to its parent university.

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

3)During the Orientation/Induction Programme, the students are informed about the syllabus, generic/optional papers available and requirements for Internal Assessment.

4)For the Internal Assessment marksas 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.

5)For Continuous Internal Evaluation, the College takes up the following steps -

- Two Sessional Tests.

- Seminar presentations for Honours courses.

- Group Discussion amongst the students.

- Project workto learners in some of the departments.

- Every student has to submit Assignments for each course.

- Students' attendance is recorded and periodically displayed in notice boards and reported to parents.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://www.digboicollege.edu.in/aqar-2022-23/

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

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File](#)
Any additional information	[View File](#)

1.2 - Academic Flexibility

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

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

18

File Description	Documents
Any additional information	[View File](#)
Minutes of relevant Academic Council/ BOS meetings	[View File](#)
Institutional data in prescribed format (Data Template)	[View File](#)

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

6

File Description	Documents
Any additional information	[View File](#)
Brochure or any other document relating to Add on /Certificate programs	[View File](#)
List of Add on /Certificate programs (Data Template)	[View File](#)

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

182

File Description	Documents
Any additional information	<u>View File</u>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<u>View File</u>

1.3 - Curriculum Enrichment

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

- **The curriculum provided in the college integrates some cross-cutting 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 some gender related issues.**
- **The institution integrates several cross-cutting 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.**

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

3

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

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

190

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the

A. All of the above

institution from the following stakeholders
Students Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	https://www.digboicollege.edu.in/wp-content/uploads/2023/12/1.4-Feedback-Report-2022-23.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.digboicollege.edu.in/wp-content/uploads/2023/12/1.4-Feedback-Report-2022-23.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

474

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of

supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

131

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

Learning levels of students are assessed primarily on the basis of performance in the 1st Sessional exam.

STEP: 1 Calculation of Normalised marks= (Marks obtained - lowest mark obtained) x 100/ (Highest mark obtained -lowest mark obtained)

STEP: 2 On the bass of the normalized marks, students are categorized as follows:

Student = slow learner, if normalised mark <20

Student =advanced learner, if normalised mark > or= 90

In addition to the above assignments having questions requiring critical and higher-order thinking and direct classroom interaction strengthens the identification. For the identified slow learners, Remedial classes are arranged in addition to the regular classes. The following strategies are designed for said advanced and slow learners.

- **Remedial Classes are incorporated into the College routine.**
- **For the advanced learners, tutorial classes are arranged where guidance for JAM, JEST, MBA, CLAT, and other PG entrance examinations are provided.**
- **Assignments of higher-order thinking are assigned to these students, and the problems are discussed in the tutorial classes.**
- **Guest Lectures, Alumni talks are organized with a view to**

motivate them to strive for greater academic pursuits. Apart from that, advanced books and study mater supplied to the students.
- Remedial/Tutorial classes are also arranged for other intending students as well.

File Description	Documents
Paste link for additional information	https://www.digboicollege.edu.in/aqar-2022-23/
Upload any additional information	View File

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

Number of Students	Number of Teachers
1547	74

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

The Institution uses the following student-centric methods for enhancing the learning experience of students:

1. Every semester, the institute organizes student-seminar presentations.
2. Inter Departmental Seminar Competitions are organized under the aegis of the Digboi College Students' science club.
3. Minor Research Projects are assigned to students where they get an opportunity to apply their learning as well as explore their innovativeness.
4. Every department publishes a Wall Magazine annually, prepared by the students. This activity allows them to harness their creativity and learn through team participation.
5. Field study is organized to infuse a sense of involvement and learning through experience.

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

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The Institution uses

1. **Power-point presentation: Faculties and students use PowerPoint presentations frequently for effective and efficient engagement of teaching-learning processes.**

1. **Google Classroom: A Separate classroom has been created for each class. Each student is enrolled in the respective classes. All assignments and study materials are uploaded into the respective Google Classrooms.**
2. **E-content: Faculties develop topics-oriented e-contents in the form of study material or video lectures, texts, etc., and ensure the online delivery of the same to the students via various online platforms such as YouTube, Google classroom, etc.**
3. **Virtual Platforms: Google meet, Zoom, Webex, Microsoft Teams, etc., are used by faculties for taking online live classes.**
4. **Cushion Classes: Teachers take cushion classes in online mode. Open Source software: The Institution focuses on using open source software like sci-lab, python, FORTRAN, C, C++, etc., for programming; LibreOffice, GIMP, KdenLive, Kazam, LaTex, etc., for editing and creating new materials.**

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

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

2.3.3.1 - Number of mentors

68

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	[View File](#)
Circulars pertaining to assigning mentors to mentees	[View File](#)
Mentor/mentee ratio	[View File](#)

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

64

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	[View File](#)
Any additional information	[View File](#)
List of the faculty members authenticated by the Head of HEI	[View File](#)

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

38

File Description	Documents
Any additional information	[View File](#)
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	[View File](#)

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

2.4.3.1 - Total experience of full-time teachers

814

File Description	Documents
Any additional information	<u>View File</u>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<u>View File</u>

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college follows the transparent structure of Internal Assessment provided by the affiliating university.

Assessment Scheme for UG:

1. Two Sessional Exams (5%+5%): Two Sessional exams are organized centrally each having weightage of 5% of the total marks.

2. Attendance (5%): Minimum 80%

3. Assignment/Seminar/Group-discussion: 5%.

Assessment scheme for PG:

1. Two Sessional Exams (20%)

2. Assignment/Presentation/attendance (20%)

Sessional exams are held two times every semester, and the time of the Sessional exams as well as holding seminar/group discussions are incorporated into the Academic Calendar. Students are made aware of this mechanism through the orientation program at the beginning of the session. The same has also been displayed on the college website. The Sessional marks, as well as the monthly attendance of the students are displayed on the notice board of each department.

File Description	Documents
Any additional information	[View File]()
Link for additional information	[https://www.digboicollege.edu.in/syllabus/]()

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

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

1. **Students first approach the course Teacher for any grievance related to marks obtained in any sessional examinations.**
2. **The answer sheets of the Sessional exam are evaluated by the concerned teacher within a stipulated time.**
3. **The evaluated answer sheets are made available to the students for any grievance related to the evaluation within the stipulated time.**
4. **In case the grievance is found to be genuine, the same is resolved immediately.**
5. **In case the grievance is unfounded, the student is counseled.**
6. **In case of students failing to sit for a sessional exam due to genuine reasons, upon receiving an application from the students, another chance is given to the student to write the examination on another date with a separate question paper**

File Description	Documents
Any additional information	[View File]()
Link for additional information	[https://www.digboicollege.edu.in/administrative-bodies/]()

2.6 - Student Performance and Learning Outcomes

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

The PO and CO are uploaded to the website department-wise, and the same is conveyed to the students in the orientation programme. At the beginning of the session, the syllabus, along

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

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://www.digboicollege.edu.in/syllabus/
Upload COs for all Programmes (exemplars from Glossary)	[View File](#)

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

1. **For direct measurement of the level of attainment of POs and PSOs the institution uses final semester results of the students.**
2. **Since the final examination result includes the cumulative SGPA of all the intermediate semester exams, as well as all the other assessment metrics, it can be considered as a reliable indicator of the program outcome.**
3. **For a robust and transparent process of measuring the attainment of POs and PSOs rubric-1 and rubric-2 are used for quantitative and qualitative measures. The rubrics are described in the additional file.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://www.digboicollege.edu.in/college_erp/site/login

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

302

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://www.digboicollege.edu.in/wp-content/uploads/2023/12/2022-DU-Annual-Report.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://www.digboicollege.edu.in/wp-content/uploads/2023/12/2.7-SSS-REPORT.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

NA

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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

3.1.2.1 - Number of teachers recognized as research guides

1

File Description	Documents
Any additional information	[View File](#)
Institutional data in prescribed format	[View File](#)

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

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

NA

File Description	Documents
List of research projects and funding details (Data Template)	[View File](#)
Any additional information	[View File](#)
Supporting document from Funding Agency	[View File](#)
Paste link to funding agency website	[NA](#)

3.2 - Innovation Ecosystem

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

Research Synergies: The college faculty members are encouraged to undertake research activities, publishing research articles in UGC care listed journal and in Scopus. They have been publishing chapters in edited volumes and books time to time.

Collaborative Activities for Seminar/ Webinar/Competitions etc: Various collaborative activities are being undertaken with experts on different topics. 'Workshop on Mine', 'NIRF ranking Programme' Carrier Counseling', etc. are some of the examples of collaborative activities undertaken by the college.

Teaching Innovation: There has been an excellent academic environment in the college where different innovative and technology based learning tools are used along with the traditional teaching methods in the learning process. Google Meet, YouTube videos etc. have been used profoundly for

successful teaching-learning process in the college.

Pioneering Programmes: Programmes like – 'Application of Kritagyata', 'Leadership Development & Motivation', 'Cartooning for a Cause' are some of the pioneering programmes undertaken in the college. Besides, some departments of the college have organized some interactive sessions with the greater benefit of the students.

Health Awareness: Yoga exercise, physical exercise and training under the guidance of experts are also carried on where a large section of students are benefited.

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

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

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

5

File Description	Documents
Report of the event	[View File]()
Any additional information	[View File]()
List of workshops/seminars during last 5 years (Data Template)	[View File]()

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

02

File Description	Documents
URL to the research page on HEI website	https://www.digboicollege.edu.in/research-and-development
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

7

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

22

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

College students are encouraged to involve in community

extension activities to make them conscious about social issues. Some of such activities cover:

- WORLD ENVIRONMENT DAY on 5.6.2022
- Celebration of Blood Donor Day on 14.06.2022,
- Street Plays on 11.7.2022
- Celebration of Har Ghar Triranga Program from 01.08.2022 to 15.08.2022,
- Chief Minister's Institutional Plantation Program on 04.08.2022,
- AZADI KA AMRIT MOHATSAV on 11.8.2022
- 400TH BIRTH ANNIVERSARY OF THE VALIANT LACHIT BARPHUKAN on 24.11.2022
- Workshop on Self Defence for Girls on 08.03.2023
- WORKSHOP ON 'LEADERSHIP DEVELOPMENT & MOTIVATION' on19.04.2023

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

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

1

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red

Cross/ YRC etc., during the year

9

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

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

562

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

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

02

File Description	Documents
e-copies of related Document	[View File](#)
Any additional information	[View File](#)
Details of Collaborative activities with institutions/industries for research, Faculty	[View File](#)

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

02

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	[View File](#)
Any additional information	[View File](#)
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	[View File](#)

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The Institution boasts of sufficient infrastructure and physical resources to facilitate an effective teaching and learning environment during the 2022-23 academic year, encompassing a total constructed area of 11,220.36 square meters to accommodate 1,976 learners. This translates to an approximate allocation of 7 square meters per student. The instructional spaces are distributed across six building blocks, dedicated to classrooms, laboratories, and associated teaching tools, including information and communication technology (ICT) resources.

Within this framework, the institution is equipped with 57 classrooms and 15 laboratories, incorporating both undergraduate

(UG) and postgraduate (PG) facilities. Specialized labs, such as the tissue culture lab and computer labs, contribute to a comprehensive learning experience. Furthermore, the institution has invested in Instrumentation Facilities through the Star College scheme of the Department of Biotechnology (DBT), enhancing the overall academic infrastructure.

To optimize the use of available resources, the college has meticulously designed its routine to ensure the efficient utilization of infrastructure and physical facilities. This includes the implementation of effective procedures to maximize the functionality of laboratories, promoting an environment conducive to learning and research.

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

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

A) Facilities for cultural activities: a) Auditorium; b) PA system; c) musical instruments

B) Facilities for Sports: a) playground for outdoor sports like football, volleyball, cricket etc; b) Indoor stadium for badminton and Table Tennis (size of the indoor Stadium: 85'x85'=7225 square feet area; three(3) nos. of Table Tennis Boards for boys and girls); c) Boys' and Girls' common rooms for indoor games like chess, carom etc; d) sports equipment

C) Gymnasium facility: Two nos of the multi-station gym; 1 no of Smith Machine; 2 nos of indoor exercise cycle; 1 no of Fitness Automatic Trade Mill; Olympic set with weight 40 kg, 20 kg, 15 kg, 5 kg, 2.5 kg, 2 kg, 1 kg, - 2 nos each; 2 nos of twister; Adjustable Bench Press Station- 1 no; Abdominal Press Set- 1 no; Leg Press Set 1 no; Dumbbells (rubber coated) 15 kg-2 nos, 12 kg 2 nos, 10 kg 2 nos, 7 kg 2nos, 5 kg 2 nos; Dumbbells (Iron)- 6 nos; Iron Weight Plates 15 kg- 2 nos, 10kg-2 nos, 5 kg- 2 nos; Iron Weight in Pounds(Plates)12 nos; Cable- Pully Station With – 1 no.)

D) Yoga facility at the Indoor Stadium.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	[https://www.digboicollege.edu.in/sports-and-cultural-facilities/](#)

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

14

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	[https://www.digboicollege.edu.in/it-facilities/](#)
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

54.1

File Description	Documents
Upload any additional information	[View File](#)
Upload audited utilization statements	[View File](#)
Upload Details of budget allocation, excluding salary during the year (Data Template	[View File](#)

4.2 - Library as a Learning Resource

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

Digboi College Central Library underwent full automation in 2019 with the adoption of the SOUL 2.0 Integrated Library Management Software. The central library boasts an extensive collection of over 39,000 printed books, each affixed with a barcode and organized according to the Dewey Decimal Classification (DDC) scheme, 24th edition.

In addition to its rich book collection, the library has a subscription of 8 journals, 10 magazines, and 7 newspapers. It operates on an Open-Access model, allowing all users to benefit from its resources, with usage being meticulously recorded through footfall metrics. The Central Library has a seating capacity of 100 persons, ensuring a conducive environment for study and research.

To enhance user experience, the library provides an Online Public Access Catalogue (OPAC) facility. Furthermore, the library is a member of N-LIST and DELNET E-Resources, an initiative based in New Delhi [https://delnet.in]. Through N-LIST, the library offers access to a vast repository comprising 6,150 e-journals and 31,64,309 e-books for member institutions.

In 2019, the central library implemented an Institutional Repository, encompassing 208 records that includes question papers, college magazines, photos, thesis, and administrative documents. Users can conveniently access to Digboi College Institutional Repository through a quick response code (QR code), adding an extra layer of accessibility to the wealth of resources available.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://www.digboicollege.edu.in/library/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

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

0.83

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

137

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The college places a high priority on providing advanced IT facilities to students, faculty members, and office staff. To meet the evolving needs, the college consistently upgrades its IT infrastructure. This includes regular enhancements such as the installation of an ample number of Wi-Fi routers to maximize

internet accessibility, an increase in internet bandwidth, and the establishment of ICT-enabled classrooms, seminar halls, and smart classrooms, along with the implementation of an online admission portal.

Currently, the college houses a total of 88 computers, with 50 of them equipped with internet facilities specifically for students. The college benefits from three Internet connections, utilizing BSNL Fibre Broadband and Wi-Fi from JIO, with an impressive internet bandwidth of 100 MBPS. To ensure widespread access, the college has strategically placed 40 Wi-Fi routers across the campus, extending Wi-Fi facilities to both the Boys' and Girls' Hostels.

In terms of educational infrastructure, the college boasts 12 classrooms equipped with projectors and screens, along with two smart classrooms, all of which are internet-enabled. In an effort to streamline attendance tracking, an iris recognition attendance system was implemented in 2015 for all employees.

Ensuring security and safety, the entire college campus is under CCTV surveillance, with a total of 164 CCTV cameras strategically installed throughout the premises. This comprehensive approach to IT and security infrastructure underscores the college's commitment to providing a technologically advanced and secure learning environment.

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

4.3.2 - Number of Computers

90

File Description	Documents
Upload any additional information	[View File](#)
List of Computers	[View File](#)

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

the Institution

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

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

122.3

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

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

1. Classrooms:

- Resources in classrooms undergo timely repairs as needed.

- The college schedule is carefully crafted to ensure the optimal utilization of classroom spaces.

2. Library:

- The library offers book borrowing and photocopying services.

- Departmental libraries provide additional book resources to students.

- Borrowing is facilitated through a bar-coded smart card, allowing an initial seven-day loan period, renewable for another fourteen days in two cycles.

- Fines are imposed for the loss of borrowed books.

- A reading room with a seating capacity of 60 is available.

- Newly arrived journals are prominently displayed for easy access.

3. Laboratories:

- Laboratories are under the strict control of respective Heads of Departments (HoD).

- Laboratory bearers are accountable for maintaining these facilities.

- Different time slots are allocated for various course levels (HS, UG, PG).

4. Computers:

- Computer labs, managed by the faculty members of the Computer Science Department, are well-maintained.

- The overall maintenance and upgradation of computers fall under the purview of the college ICT cell.

5. Sports Complex:

- The multi-gym is overseen by a Gym Instructor.

6. Maintenance of Other Facilities:

- Special committees are established for the proper maintenance of various facilities, including the Canteen, Hostels, DCSU office, NCC, and the sports complex.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.digboicollege.edu.in/faciliti es/

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

706

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
Upload any additional information	[View File](#)
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

14

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	https://www.digboicollege.edu.in/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

1097

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

1097

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student

A. All of the above

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

24

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

45

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

9

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

9

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

At Digboi College, we deeply value the active involvement and voices of our student body in shaping their educational journey. Through established processes and norms, we have created a robust framework that ensures students are represented and engaged across various administrative, co-curricular, and extracurricular activities.

- A democratically elected student council in the name and style "Digboi College Student Union" acts as a liaison between students and the college administration.

- Regular feedback mechanisms are in place to gauge student opinions, suggestions, and grievances.

- Students are given opportunities to be part of the different administrative committees and decision-making bodies within the college, such as cultural committees, sports bodies, and more.
- We encourage and support a wide array of co-curricular and extracurricular activities where students can showcase their talents, skills, and interests.

The college follows clearly defined processes and norms for the selection, election, or nomination of student representatives. At Digboi College, our commitment to fostering an environment of inclusivity, participation, and engagement is at the core of our educational philosophy. We believe that by empowering our students to actively engage in various facets of college life, we not only enhance their educational experience but also prepare them for a dynamic and collaborative future.

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

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

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

30

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

The Registered Alumni Association plays a pivotal role in fostering the growth and progress of Digboi College, channeling its commitment into invaluable contributions. Their unwavering dedication and support, both financial and otherwise, stand as pillars that uphold the institution's advancement.

During the two Peer Team visits to the college during 2022-23, the alumni association contributed significantly through their active participation in the interaction of the Peer Team with Alumni.

Bijoy Duwarah, eminent film producer and owner of Mumbai-based advertising agency (Complete Films), an alumnus of the college, interacted with the students on 4th Nov 2022 and shared his

experience in the advertising world and motivated the students for such an entrepreneurial venture.

The Alumni Association offers a wealth of expertise, mentorship, and networking opportunities. Alumni, with their diverse professional backgrounds and experiences, actively engage with students, offering guidance, mentorship, and career advice. This mentorship not only helps students navigate their academic journey but also assists in their transition into the professional world.

The Alumni Association's unwavering dedication fosters a strong sense of community and pride among past and present members of the college.

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

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

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The college has a vision of imparting quality education and produce morally upright, socially responsible, technologically up-to-date and globally competent youths. With this vision, the college with the involvement of all staffs dedicatedly takes up missions which are reflected in its perspective plans. The academic plans, e.g. opening of PG Programmes and starting of UG Honours Programmes, aimed to foster global competency, are decided with due discussion with the College CBCS board, concerned departmental faculty members and subsequent approval of the Governing Body. The infrastructure development plans are carried out by the College Infrastructure Development Committee

with due recommendations of the Governing Body. To remain
technologically up-to-date, the college has formed an ICT cell
that looks after software and hardware up-gradation, takes
measure to implement e-governance in all areas of operation,
viz. admission, teaching-learning, examination, finance and
accounts, library automation as well as general administration.

File Description	Documents
Paste link for additional information	https://www.digboicollege.edu.in/wp-content/uploads/2022/08/Digboi-College-Prospectus-2022-23-.pdf
Upload any additional information	View File

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

The college has a decentralized governance system and allows
equal participation of all the stakeholders.The management
encourages participative governance and provides ample
opportunity to all the staff members to be involved in the
college developmental process. Regular meetings with teaching,
non teaching staff and respective committees are conducted to
ensure effective functioning of the institution. The different
committees are formed for streamliningthe academic and
administrative process in the college.

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

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Implementation of E-Governance: The IQAC Core Committee meeting discusses various aspects as per needs and requirements of the college and prepares its plan for short term (5 years) and long term (10 years) implementation taking into consideration the deficiencies, opportunities, strength and challenges ahead of the institution which is approved by the Governing Body. The college has successfully implemented egovernance in the matter of Administrative, Financial and Teaching learning processes:

I. Meetings are organized and conducted through blended mode. Notices and all other information are served through WhatsApp groups by the Principal;

II. Financial matters are dealt with in Public Finance ManagementSystem (PFMS);

III. Admission, classes, conduction of examination and evaluation are being smoothly conducted through blended mode; and

IV. The College Library is fully digitalized.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.digboicollege.edu.in/wp-content/uploads/2022/03/Institutional-Perspective-Plan.pdf
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from

policies, administrative setup, appointment and service rules, procedures, etc.

The Governing Body 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.

File Description	Documents
Paste link for additional information	https://www.digboicollege.edu.in/
Link to Organogram of the institution webpage	https://www.digboicollege.edu.in/organogram/
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

1. Staff Benefit Fund: This fund is for both teaching and nonteaching staff. It provides both Emergency and General Loans at a very low rate of interest.

2. Teachers Benefit Fund: Teachers' Unit runs a benefit fund for the teaching staff; Teachers can take both Emergency and General Loan at a very low rate of interest.

3. DCTU Distressed Aid Fund has been created for supporting the distressed 4th grade employees.

4. Besides, the college authority provides one time aid to teachers, office staff and fourth grade employees in their urgent needs and in case of severe illness.

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

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

33

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

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

02

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

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

12

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

Performance Appraisal System for teachers: IQAC (Chairperson + Co-ordinator) of the college evaluate and keep records of faculty performance year-wise as per PBAS. The college authority encourages both teaching and non-teaching staff for their skill enhancement 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 prescribed format.

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

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for

settling audit objections within a maximum of 200 words

Both internal and external financial audits are carried out regularly. Internal financial audit is carried out by an internal auditor appointed by the Governing Body for every financial year. Further, audit of all funds and accounts are carried out by an external auditor appointed by the Govt. of Assam.

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

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

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

1.04

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The sources of financial funds for the college are UGC, Government of Assam and RUSA, Government of India, students' fees (admission, students' Union, examination) and course fee for self-financed programs including Post Graduate courses and add-on courses. Moreover, funds or services are mobilized from local industries like OIL, Dulianjan and IOCL(AOD), Digboi for research projects and inhouse facilities. The funds received from the sources are utilized as per plan and budget of the college for construction of new buildings, purchase of materials, Books and Journals and in various academic activities

like Seminar/webinar Guest lectures, 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 the all-round development of the institution.

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

6.5 - Internal Quality Assurance System

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

Practices institutionalized as a result of IQAC initiatives:

a) Quality Audit:

i) Internal quality assurance through internal Academic and
Administrative Audit: to know the status of quality of various
academic and administrative initiatives of the college, IQAC
stresses the need for self-assessment regularly. During 2022-23,
Internal AAA was conducted by an internal team consisting of Mr.
H. N. Sarma, President, GB, Dr. Dip Saikia, Principal, and Dr.
A. C. Dutta, vice-principal.

ii) NAAC accreditation successfully conducted leading to the
achievement of an A+ grade with CGPA of 3.49.

b) Grooming Responsible youth dedicated to society :

Service to society as a mark of social responsibility has been
institutionalized and it is reflected in the various extension
activities conducted by the NSS unit of the College. In the
various activities of NSS from the adoption of village to
performance of street plays, awareness camps, cleanliness
drives, plantation, and community service related to livelihood
skills, etc, the youth are groomed as responsible citizens.
Details of activities are given in Criterion III andcan also be
viewed in these links:

a) YouTube: https://www.youtube.com/@nssdigboicollege88/featured

b) Facebook:https://www.facebook.com/nss.digboicollege.9

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

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Blended mode of teaching-learning practice

Keeping in view the advancements in educational technologies and modes of academic transactions and the demands posed by the crisis of COVID-19, the college made a paradigm shift from physical spaces of classrooms to blended modes - offline and online modes of teaching, learning, and evaluation. For imparting/disseminating knowledge, teachers utilized the online mode of pedagogy during the COVID-19 lockdowns by making wide use of meeting platforms like Zoom, Google Meet, Cisco Webex, etc. As the situation gradually eases back to normalcy, the blended mode has been adopted so that the learners can be supported with online classes in addition to the traditional classes and study materials provided as and when required. The Google Classroom is extensively used for cushion classes. The college, besides, conducting Sessional examinations internally in the online mode, successfully conducted the End Semester examinations.

The teaching learning and evaluation processes were carried out through blended mode (online and offline) mode during the period (June 2022 to May 2023).

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC);   **A. All of the above**

Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	https://www.digboicollege.edu.in/
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

1. Safety and Security
2. In response to the safety and security of female students Women Welfare Cell Disciplinary Committee, the Internal Complain Committee (ICC) is functional.
3. The college has strict round-the-clock security at the college gate and girls' hostel to create a safe campus.
4. CCTV cameras and Solar streetlights are installed throughout the campus to ensure the safety and security of the students.
5. Self Defense Training Programme is conducted for female students.
6. Counseling
7. Counseling Programmes are organized in the college to create awareness about health and hygiene among girl students..
8. Digboi College Women Cell organizes seminars, talks, programs to address issues on gender sensitization and equity.
9. Common Rooms: Self-sufficient Girls' Common Rooms with

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   24-hour running water facility with drinking water,
   leisure games equipment, magazines, washrooms, changing
   room, incinerators sanitary napkins vending machine, etc.
   are functional.
10. Facilities for Women on the Campus
11. Girl's Hostel: The college has aGirls' hostel onthe
    college campus with a seat capacity of 106.
12. Incinerators: There is the provision of incineratorsin the
    Girls' hostel as well as in the ladies' washroom of the
    Teachers' Common room and the Auditorium ladies' washroom.
13. Sanitary pad vending machine: The facility is available in
    Girl's Common room.
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File Description	Documents
Annual gender sensitization action plan	https://www.digboicollege.edu.in/wp-content/uploads/2023/12/7.1-Action-Plan-and-Activities.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.digboicollege.edu.in/wp-content/uploads/2023/12/7.1.1.-Facilities.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

A. 4 or All of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

SOLID WASTE:

There are dustbins throughout the campus that are colour coded for biodegradable and non-biodegradable waste.

After segregation, non-biodegradable wastes are sold to the local recycling facilities. Biodegradable generated from are used as base material for production of vermicompost.

Use-and-throw products are replaced with reusable steel utensils at the college canteen.

The college is gradually transitioning to a digital workplace.

The NSS, Digboi College Unit, has created an innovative method to combat the problem of plastic waste by creating eco-bricks from plastic bottles.

LIQUID WASTE:

Water from wash basins and kitchen drained to soak pits.

The college has 3 numbers of rainwater harvesting plants.

The waste water from the bathrooms goes into septic tanks

E-WASTE:

The still-usable components are separated from the parent systems and storing for future . The not usable wastes are sold to scrap dealers.

BIOMEDICAL AND HAZARDOUSWASTE:

Eight incinerators have been installed by the collegein locations. The dissected specimens of the Zoology and Botany departments are disposed of in the biomedical waste chamber. The hazardous chemicals are treated in a hazardous waste management chamber.

WASTE RECYCLING:

The practice has been carried out by the formation of eco-bricks from plastics and biofertilizer preparation unit.

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

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

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File]
Any other relevant information	[View File]

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

A. Any 4 or All of the above

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

File Description	Documents
Geo tagged photos / videos of the facilities	[View File]
Various policy documents / decisions circulated for implementation	[View File]
Any other relevant documents	[View File]

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit   3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment   5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen   reading

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

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.

Cultural Approaches in College Week:

Digboi College has organized a week-long College Week program (Pratibha Bikash Saptah) from 28th January 2023. The vibrant cultures of the tribes of nearby areas are reflected by the students of different departments in cultural rallies. The College also organizes various cultural programs in college week in terms of Classical dance competitions, Traditional dress competitions, etc. The regional aspects are also covered by organizing competitions like Borgeet, Bisnu- Jyoti Sangeet, Bhupendra Sangeet, Folksong, etc.

Digboi College Magazine and Departmental Wall Magazine:

The College publishes the magazine in every year which inculcates the practice of writing among the igniting minds. Every department has been involved in the preparation of an attractive and thematic wall magazine and participated in the Interdepartmental wall magazine competition of College Week.

Establishment of the Center for Performing Arts:

The center was established in June 2022 under the Art and Cultural Society, Digboi College and performed various activities like mime workshops, street play, etc. along with a certificate course program on Performing Arts.

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

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

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, 2023. Different programmes like free health check up, self defense workshop has been organized.
2. World Human Rights Day is observed on 10th December 2022. Popular talk has been arranged on the theme "Dignity, Freedom and Justice for All".
3. The college celebrates Independence Day on 15th of August, 2022.
4. The college celebrates Republic Day on 26th of January, 2023.
5. The college celebrates Constitution Day on 26th of November, 2022 on the theme "India The Mother of Democracy".
6. NSS Day is celebrated on 24th September, 2022. Awareness programme has been organized on "Adolescence and Addiction".
7. NCC Day is celebrated on the 4th Sunday of November 2022.
8. The College observes World Blood Donor's Day on 14th June 2022 to raise awareness of the need for safe blood donation with a blood donation camp
9. International Youth Day is celebrated on 12th August 2022 by organizing a tree plantation program on Golai (Baroputia Gaon). .

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://www.digboicollege.edu.in/wp-content/uploads/2023/12/7.1.9-Activities.pdf
Any other relevant information	https://youtu.be/3S_GHahnPHE?si=3MvElcFDvDPB003L

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts

A. All of the above

periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

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

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

1. World Environment Day was celebrated on 5/6/2022
2. Blood Donor's Day was celebrated on 14/6/2022 by organizing a blood donation camp
3. Rabha Divas was celebrated on 20/6/2022 by organizing the singing competition and popular talk.
4. Swacchata Pakhwada was celebrated on 12/7/2022 by organizing one day workshop on and a street Play.
5. Celebration of Azadi Ka Amrit Mahotsav from 1/08/2022 – 15/08/2022
6. International Youth Day was celebrated on 12/8/2022 by organizing a tree plantation programme
7. Independence Day was celebrated on 15/8/2022 by hoisting the tricolour.
8. NSS Day was celebrated on 24/9/2022 by organizing an awareness programme on "Adolescence and Addiction"
9. National Unity Day was celebrated on 31/12/2022 by a "Run for Unity" programme
10. Constitution Day was celebrated on 26/11/2022
11. World Human Rights Day was celebrated on 10/12/2022 by organizing a Popular talk

12. **Lachit Divas was celebrated on 24/12/2022**
13. **Republic Day was celebrated on 26/01/2023 by unfurling the Tricolour**
14. **Matribhasha Diva was celebrated on 21/02/2023**
15. **National Science Day was celebrated on 28/02/2023 by organizing a poster and seminar competition.**
16. **International Women's Day was celebrated on 8/03/2023 by organizing a free medical health check-up camp and a Self-defense workshop.**

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

7.2 - Best Practices

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

Title of the Practice: Introducing Yoga Education by Yoga Meditation Center

Objectives:

1. **To enable the student to have good health**
2. **To practice mental hygiene.**
3. **To integrate moral values and attain a higher level of consciousness.**

The Context:

A yoga education could help someone gain a basic understanding of their personality.

The Practice:

Various programmes organized by Digboi College Yoga Meditation Center.

Evidence of Success:

Two batches of Certificate course was conducted successfully.

Problems Encountered and Resources Required:

- Lack of physical agility and flexibility.
- Permanent Yoga Instructor

Details:https://www.digboicollege.edu.in/wp-content/uploads/2023/12/BestPractice1Yoga-2022-23.pdf

Title of the Practice: Adoption of a new village and the implementation of livelihood initiatives

Objectives:

1. To work along with the community at the grass root level and to empower them
2. Boosting the socio-economic development of the rural area.

The Context:

The Village Adoption Scheme is to provide information about the socioeconomic aspects of rural communities.

The Practice:

NSS Digboi College Unit has adopted the village Baro Futia, Golai Gaon No. 4 on August, 2022 to perform different activities.

Evidence of Success:

Sufficient numbers of people's involvement and their eagerness.

Problems Encountered and Resources Required:

Time constraint and distance of the village is a matter of concern.

Details:https://www.digboicollege.edu.in/wp-content/uploads/2023/12/Best-Practice-2-Village-Adoption.pdf

File Description	Documents
Best practices in the Institutional website	https://www.digboicollege.edu.in/wp-content/uploads/2023/12/BestPracticeAQAR2022-23.pdf
Any other relevant information	https://www.youtube.com/watch?v=QlpmPLsblxA

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Digboi College is located in Tinsukia, Assam, within the boundaries of the Dihing-Patkai National Park. The site of the college is naturally lush and home to a wide variety of plants and animals. Because the college campus is located inside the Indo-Burma Biodiversity Hotspot of North East India, it has been endowed with a rich biodiversity by nature. TheUpper Dihing Elephant Reserve is bordered by the college. Due to its favorable topography, sufficient rainfall, and climate, Digboi College boasts an environmentally friendly campus with high species diversity. The rain forest belt offers a fully canopy, lush, verdant campus. The campus is about 80% covered in green space, with a variety of plant life including trees, bushes, and plants. The College has created the "Fruit Orchard" and Garden, which highlights the campus's great floral diversity and includes both medicinal and ethnomedically significant plants.

The college has carried out a variety of initiatives, including a cleanliness campaign, plantationprogram, restricted use of single used plasticand recycling plastic garbage. Teachers and students are also urged to plant trees on campus, and every year on Environment Day, plantation drives are held in support of this initiative.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Digboi College is affiliated to Dibrugarh University, Dibrugarh.It follows the curriculum designed and approved by the Parent University. The college has been trying to ensure effective curriculum delivery through a well-planned and documented process and to achieve this, certain measures are undertaken by the college. Some of those measures are listed below:

1) All the departments of college follow academic calendar designed and developed by the Parent University.

2) While preparing the Academic calendar at the institution level, the University academic calendar, working and teaching days are sorted out and delivery of curriculum is planned accordingly.

3) The College admistration organises an all teachers meeting to chalk out plan for curriculum delivery at the start of new semester.

4) Teaching plan is prepared by every department which includes the delivery of lectures, tutorials and practicals. Course progression is recorded at the departments.

5) Periodical meetings of Academic Board are held with the Principal to review and discuss the curriculum delivery system.

6) Sessional Examinations are conducted and its results are displayed and discussed with the students in the class room. A significant portion of the internal assesment of the students are calculated based on the performance in the Sessional Examinations. Further, Sessional Examinations provides a mean to identify advanced and slow learners and organise various programmes accordingly.

7) Records of seminars, assignments, field studies, project work are maintained by the departments.

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	https://www.digboicollege.edu.in/aqar-2022-23/

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

1) Digboi College follows the Academic Calendar prepared by Dibrugarh University. At the institution level, the college designs its own Academic Calendar in tune to its parent university.

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

3) During the Orientation/Induction Programme, the students are informed about the syllabus, generic/optional papers available and requirements for Internal Assessment.

4) For the Internal Assessment marksas 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.

5) For Continuous Internal Evaluation, the College takes up the following steps -

- Two Sessional Tests.

- Seminar presentations for Honours courses.

- Group Discussion amongst the students.

- Project workto learners in some of the departments.

- Every student has to submit Assignments for each course.

- Students' attendance is recorded and periodically displayed

in notice boards and reported to parents.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://www.digboicollege.edu.in/aqar-2022-23/

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 year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	**A. All of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File](#)
Any additional information	[View File](#)

1.2 - Academic Flexibility

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

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

18

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

6

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

182

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

1.3 - Curriculum Enrichment

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

- **The curriculum provided in the college integrates some cross-cutting 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 some gender related issues.**
- **The institution integrates several cross-cutting 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.**

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

3

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

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

190

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**A. All of the above**

File Description	Documents
URL for stakeholder feedback report	https://www.digboicollege.edu.in/wp-content/uploads/2023/12/1.4-Feedback-Report-2022-23.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows	**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.digboicollege.edu.in/wp-content/uploads/2023/12/1.4-Feedback-Report-2022-23.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

474

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the

year

131

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

Learning levels of students are assessed primarily on the basis of performance in the 1st Sessional exam.

STEP: 1 Calculation of Normalised marks= (Marks obtained - lowest mark obtained) x 100/ (Highest mark obtained -lowest mark obtained)

STEP: 2 On the bass of the normalized marks, students are categorized as follows:

Student = slow learner, if normalised mark <20

Student =advanced learner, if normalised mark > or= 90

In addition to the above assignments having questions requiring critical and higher-order thinking and direct classroom interaction strengthens the identification. For the identified slow learners, Remedial classes are arranged in addition to the regular classes. The following strategies are designed for said advanced and slow learners.

- Remedial Classes are incorporated into the College routine.
- For the advanced learners, tutorial classes are arranged where guidance for JAM, JEST, MBA, CLAT, and other PG entrance examinations are provided.
- Assignments of higher-order thinking are assigned to these students, and the problems are discussed in the tutorial classes.
- Guest Lectures, Alumni talks are organized with a view to motivate them to strive for greater academic

pursuits. Apart from that, advanced books and study mater supplied to the students.

- Remedial/Tutorial classes are also arranged for other intending students as well.

File Description	Documents
Paste link for additional information	https://www.digboicollege.edu.in/aqar-2022-23/
Upload any additional information	View File

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

Number of Students	Number of Teachers
1547	74

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

The Institution uses the following student-centric methods for enhancing the learning experience of students:

1. Every semester, the institute organizes student-seminar presentations.
2. Inter Departmental Seminar Competitions are organized under the aegis of the Digboi College Students' science club.
3. Minor Research Projects are assigned to students where they get an opportunity to apply their learning as well as explore their innovativeness.
4. Every department publishes a Wall Magazine annually, prepared by the students. This activity allows them to harness their creativity and learn through team participation.
5. Field study is organized to infuse a sense of involvement and learning through experience.

File Description	Documents
Upload any additional information	[View File]()
Link for additional information	[https://www.digboicollege.edu.in/events/]()

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The Institution uses

1. **Power-point presentation: Faculties and students use PowerPoint presentations frequently for effective and efficient engagement of teaching-learning processes.**

1. **Google Classroom: A Separate classroom has been created for each class. Each student is enrolled in the respective classes. All assignments and study materials are uploaded into the respective Google Classrooms.**
2. **E-content: Faculties develop topics-oriented e-contents in the form of study material or video lectures, texts, etc., and ensure the online delivery of the same to the students via various online platforms such as YouTube, Google classroom, etc.**
3. **Virtual Platforms: Google meet, Zoom, Webex, Microsoft Teams, etc., are used by faculties for taking online live classes.**
4. **Cushion Classes: Teachers take cushion classes in online mode. Open Source software: The Institution focuses on using open source software like sci-lab, python, FORTRAN, C, C++, etc., for programming; LibreOffice, GIMP, KdenLive, Kazam, LaTex, etc., for editing and creating new materials.**

File Description	Documents
Upload any additional information	[View File]()
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	[View File]()

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the

latest completed academic year)

2.3.3.1 - Number of mentors

68

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	[View File](#)
Circulars pertaining to assigning mentors to mentees	[View File](#)
Mentor/mentee ratio	[View File](#)

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

64

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	[View File](#)
Any additional information	[View File](#)
List of the faculty members authenticated by the Head of HEI	[View File](#)

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

38

File Description	Documents
Any additional information	[View File](#)
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	[View File](#)

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

2.4.3.1 - Total experience of full-time teachers

814

File Description	Documents
Any additional information	[View File](#)
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	[View File](#)

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college follows the transparent structure of Internal Assessment provided by the affiliating university.

Assessment Scheme for UG:

1. Two Sessional Exams (5%+5%): Two Sessional exams are organized centrally each having weightage of 5% of the total marks.

2. Attendance (5%): Minimum 80%

3. Assignment/Seminar/Group-discussion: 5%.

Assessment scheme for PG:

1. Two Sessional Exams (20%)

2. Assignment/Presentation/attendance (20%)

Sessional exams are held two times every semester, and the time of the Sessional exams as well as holding seminar/group discussions are incorporated into the Academic Calendar. Students are made aware of this mechanism through the orientation program at the beginning of the session. The same has also been displayed on the college website. The Sessional marks, as well as the monthly attendance of the students are displayed on the notice board of each department.

File Description	Documents
Any additional information	[View File]()
Link for additional information	https://www.digboicollege.edu.in/syllabus/

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

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

1. **Students first approach the course Teacher for any grievance related to marks obtained in any sessional examinations.**
2. **The answer sheets of the Sessional exam are evaluated by the concerned teacher within a stipulated time.**
3. **The evaluated answer sheets are made available to the students for any grievance related to the evaluation within the stipulated time.**
4. **In case the grievance is found to be genuine, the same is resolved immediately.**
5. **In case the grievance is unfounded, the student is counseled.**
6. **In case of students failing to sit for a sessional exam due to genuine reasons, upon receiving an application from the students, another chance is given to the student to write the examination on another date with a separate question paper**

File Description	Documents
Any additional information	[View File]()
Link for additional information	https://www.digboicollege.edu.in/administrative-bodies/

2.6 - Student Performance and Learning Outcomes

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

The PO and CO are uploaded to the website department-wise, and the same is conveyed to the students in the orientation programme. At the beginning of the session, the syllabus,

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

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.digboicollege.edu.in/syllabus/
Upload COs for all Programmes (exemplars from Glossary)	View File

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

1. For direct measurement of the level of attainment of POs and PSOs the institution uses final semester results of the students.
2. Since the final examination result includes the cumulative SGPA of all the intermediate semester exams, as well as all the other assessment metrics, it can be considered as a reliable indicator of the program outcome.
3. For a robust and transparent process of measuring the attainment of POs and PSOs rubric-1 and rubric-2 are used for quantitative and qualitative measures. The rubrics are described in the additional file.

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

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

302

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	*View File*
Upload any additional information	*View File*
Paste link for the annual report	https://www.digboicollege.edu.in/wp-content/uploads/2023/12/2022-DU-Annual-Report.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://www.digboicollege.edu.in/wp-content/uploads/2023/12/2.7-SSS-REPORT.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

NA

File Description	Documents
Any additional information	*View File*
e-copies of the grant award letters for sponsored research projects /endowments	*View File*
List of endowments / projects with details of grants(Data Template)	*View File*

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

3.1.2.1 - Number of teachers recognized as research guides

1

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

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

NA

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	NA

3.2 - Innovation Ecosystem

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

Research Synergies: The college faculty members are encouraged to undertake research activities, publishing research articles in UGC care listed journal and in Scopus. They have been publishing chapters in edited volumes and books time to time.

Collaborative Activities for Seminar/ Webinar/Competitions etc: Various collaborative activities are being undertaken with experts on different topics. 'Workshop on Mine', 'NIRF ranking Programme' Carrier Counseling', etc. are some of the examples of collaborative activities undertaken by the college.

Teaching Innovation: There has been an excellent academic environment in the college where different innovative and technology based learning tools are used along with the traditional teaching methods in the learning process. Google Meet, YouTube videos etc. have been used profoundly for successful teaching-learning process in the college.

Pioneering Programmes: Programmes like – 'Application of Kritagyata', 'Leadership Development & Motivation', 'Cartooning for a Cause' are some of the pioneering programmes undertaken in the college. Besides, some departments of the college have organized some interactive sessions with the greater benefit of the students.

Health Awareness: Yoga exercise, physical exercise and training under the guidance of experts are also carried on where a large section of students are benefited.

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

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

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

5

File Description	Documents
Report of the event	[View File]()
Any additional information	[View File]()
List of workshops/seminars during last 5 years (Data Template)	[View File]()

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

02

File Description	Documents
URL to the research page on HEI website	https://www.digboicollege.edu.in/research-and-development
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

7

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

22

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing

students to social issues, for their holistic development, and impact thereof during the year

College students are encouraged to involve in community extension activities to make them conscious about social issues. Some of such activities cover:

- ○ WORLD ENVIRONMENT DAY on 5.6.2022
- ○ Celebration of Blood Donor Day on 14.06.2022,
- ○ Street Plays on 11.7.2022
- ○ Celebration of Har Ghar Triranga Program from 01.08.2022 to 15.08.2022,
- ○ Chief Minister's Institutional Plantation Program on 04.08.2022,
- ○ AZADI KA AMRIT MOHATSAV on 11.8.2022
- ○ 400TH BIRTH ANNIVERSARY OF THE VALIANT LACHIT BARPHUKAN on 24.11.2022
- ○ Workshop on Self Defence for Girls on 08.03.2023
- ○ WORKSHOP ON 'LEADERSHIP DEVELOPMENT & MOTIVATION' on19.04.2023

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

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

1

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

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

9

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

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

562

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

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

02

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

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

02

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The Institution boasts of sufficient infrastructure and physical resources to facilitate an effective teaching and learning environment during the 2022-23 academic year, encompassing a total constructed area of 11,220.36 square meters to accommodate 1,976 learners. This translates to an approximate allocation of 7 square meters per student. The instructional spaces are distributed across six building blocks, dedicated to classrooms, laboratories, and associated teaching tools, including information and communication technology (ICT) resources.

Within this framework, the institution is equipped with 57 classrooms and 15 laboratories, incorporating both undergraduate (UG) and postgraduate (PG) facilities. Specialized labs, such as the tissue culture lab and computer labs, contribute to a comprehensive learning experience. Furthermore, the institution has invested in Instrumentation Facilities through the Star College scheme of the Department of Biotechnology (DBT), enhancing the overall academic infrastructure.

To optimize the use of available resources, the college has meticulously designed its routine to ensure the efficient utilization of infrastructure and physical facilities. This includes the implementation of effective procedures to maximize the functionality of laboratories, promoting an environment conducive to learning and research.

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

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

A) Facilities for cultural activities: a) Auditorium; b) PA system; c) musical instruments

B) Facilities for Sports: a) playground for outdoor sports like football, volleyball, cricket etc; b) Indoor stadium for badminton and Table Tennis (size of the indoor Stadium: 85'x85'=7225 square feet area; three(3) nos. of Table Tennis Boards for boys and girls); c) Boys' and Girls' common rooms for indoor games like chess, carom etc; d) sports equipment

C) Gymnasium facility: Two nos of the multi-station gym; 1 no of Smith Machine; 2 nos of indoor exercise cycle; 1 no of Fitness Automatic Trade Mill; Olympic set with weight 40 kg, 20 kg, 15 kg, 5 kg, 2.5 kg, 2 kg, 1 kg, - 2 nos each; 2 nos of twister; Adjustable Bench Press Station- 1 no; Abdominal Press Set- 1 no; Leg Press Set 1 no; Dumbbells (rubber coated) 15 kg-2 nos, 12 kg 2 nos, 10 kg 2 nos, 7 kg 2nos, 5 kg 2 nos; Dumbbells (Iron)- 6 nos; Iron Weight Plates 15 kg-

```
2 nos, 10kg-2 nos, 5 kg- 2 nos; Iron Weight in
Pounds(Plates)12 nos; Cable- Pully Station With – 1 no.)

D) Yoga facility at the Indoor Stadium.
```

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.digboicollege.edu.in/sports-and-cultural-facilities/

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

14

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.digboicollege.edu.in/it-facilities/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

54.1

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

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

Digboi College Central Library underwent full automation in 2019 with the adoption of the SOUL 2.0 Integrated Library Management Software. The central library boasts an extensive collection of over 39,000 printed books, each affixed with a barcode and organized according to the Dewey Decimal Classification (DDC) scheme, 24th edition.

In addition to its rich book collection, the library has a subscription of 8 journals, 10 magazines, and 7 newspapers. It operates on an Open-Access model, allowing all users to benefit from its resources, with usage being meticulously recorded through footfall metrics. The Central Library has a seating capacity of 100 persons, ensuring a conducive environment for study and research.

To enhance user experience, the library provides an Online Public Access Catalogue (OPAC) facility. Furthermore, the library is a member of N-LIST and DELNET E-Resources, an initiative based in New Delhi [https://delnet.in]. Through N-LIST, the library offers access to a vast repository comprising 6,150 e-journals and 31,64,309 e-books for member institutions.

In 2019, the central library implemented an Institutional Repository, encompassing 208 records that includes question papers, college magazines, photos, thesis, and administrative documents. Users can conveniently access to Digboi College Institutional Repository through a quick response code (QR code), adding an extra layer of accessibility to the wealth of resources available.

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

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

0.83

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

137

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The college places a high priority on providing advanced IT facilities to students, faculty members, and office staff. To meet the evolving needs, the college consistently upgrades its IT infrastructure. This includes regular enhancements such as the installation of an ample number of Wi-Fi routers to maximize internet accessibility, an increase in internet bandwidth, and the establishment of ICT-enabled classrooms, seminar halls, and smart classrooms, along with the implementation of an online admission portal.

Currently, the college houses a total of 88 computers, with 50 of them equipped with internet facilities specifically for students. The college benefits from three Internet connections, utilizing BSNL Fibre Broadband and Wi-Fi from JIO, with an impressive internet bandwidth of 100 MBPS. To ensure widespread access, the college has strategically placed 40 Wi-Fi routers across the campus, extending Wi-Fi facilities to both the Boys' and Girls' Hostels.

In terms of educational infrastructure, the college boasts 12 classrooms equipped with projectors and screens, along with two smart classrooms, all of which are internet-enabled. In an effort to streamline attendance tracking, an iris recognition attendance system was implemented in 2015 for all employees.

Ensuring security and safety, the entire college campus is under CCTV surveillance, with a total of 164 CCTV cameras strategically installed throughout the premises. This comprehensive approach to IT and security infrastructure underscores the college's commitment to providing a technologically advanced and secure learning environment.

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

4.3.2 - Number of Computers

90

File Description	Documents
Upload any additional information	[View File](#)
List of Computers	[View File](#)

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

File Description	Documents
Upload any additional Information	[View File](#)
Details of available bandwidth of internet connection in the Institution	[View File](#)

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

122.3

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

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

1. Classrooms:

- Resources in classrooms undergo timely repairs as needed.

- The college schedule is carefully crafted to ensure the optimal utilization of classroom spaces.

2. Library:

- The library offers book borrowing and photocopying services.

- Departmental libraries provide additional book resources to students.

- Borrowing is facilitated through a bar-coded smart card, allowing an initial seven-day loan period, renewable for another fourteen days in two cycles.

- Fines are imposed for the loss of borrowed books.

- A reading room with a seating capacity of 60 is available.

- Newly arrived journals are prominently displayed for easy access.

3. Laboratories:

- Laboratories are under the strict control of respective Heads of Departments (HoD).

- Laboratory bearers are accountable for maintaining these facilities.

- Different time slots are allocated for various course levels (HS, UG, PG).

4. Computers:

- Computer labs, managed by the faculty members of the Computer Science Department, are well-maintained.

- The overall maintenance and upgradation of computers fall under the purview of the college ICT cell.

5. Sports Complex:

- The multi-gym is overseen by a Gym Instructor.

6. Maintenance of Other Facilities:

- Special committees are established for the proper maintenance of various facilities, including the Canteen, Hostels, DCSU office, NCC, and the sports complex.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

706

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

14

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**A. All of the above**

File Description	Documents
Link to Institutional website	https://www.digboicollege.edu.in/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

1097

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

1097

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

24

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

45

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

9

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

9

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

At Digboi College, we deeply value the active involvement and voices of our student body in shaping their educational journey. Through established processes and norms, we have created a robust framework that ensures students are represented and engaged across various administrative, co-curricular, and extracurricular activities.

- **A democratically elected student council in the name**

and style "Digboi College Student Union" acts as a liaison between students and the college administration.

- Regular feedback mechanisms are in place to gauge student opinions, suggestions, and grievances.

- Students are given opportunities to be part of the different administrative committees and decision-making bodies within the college, such as cultural committees, sports bodies, and more.
- We encourage and support a wide array of co-curricular and extracurricular activities where students can showcase their talents, skills, and interests.

The college follows clearly defined processes and norms for the selection, election, or nomination of student representatives. At Digboi College, our commitment to fostering an environment of inclusivity, participation, and engagement is at the core of our educational philosophy. We believe that by empowering our students to actively engage in various facets of college life, we not only enhance their educational experience but also prepare them for a dynamic and collaborative future.

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

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

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

30

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

The Registered Alumni Association plays a pivotal role in fostering the growth and progress of Digboi College, channeling its commitment into invaluable contributions. Their unwavering dedication and support, both financial and otherwise, stand as pillars that uphold the institution's advancement.

During the two Peer Team visits to the college during 2022-23, the alumni association contributed significantly through their active participation in the interaction of the Peer Team with Alumni.

Bijoy Duwarah, eminent film producer and owner of Mumbai-based advertising agency (Complete Films), an alumnus of the college, interacted with the students on 4th Nov 2022 and shared his experience in the advertising world and motivated the students for such an entrepreneurial venture.

The Alumni Association offers a wealth of expertise, mentorship, and networking opportunities. Alumni, with their diverse professional backgrounds and experiences, actively engage with students, offering guidance, mentorship, and career advice. This mentorship not only helps students navigate their academic journey but also assists in their transition into the professional world.

The Alumni Association's unwavering dedication fosters a strong sense of community and pride among past and present

members of the college.

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

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

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The college has a vision of imparting quality education and produce morally upright, socially responsible, technologically up-to-date and globally competent youths. With this vision, the college with the involvement of all staffs dedicatedly takes up missions which are reflected in its perspective plans. The academic plans, e.g. opening of PG Programmes and starting of UG Honours Programmes, aimed to foster global competency, are decided with due discussion with the College CBCS board, concerned departmental faculty members and subsequent approval of the Governing Body. The infrastructure development plans are carried out by the College Infrastructure Development Committee with due recommendations of the Governing Body. To remain technologically up-to-date, the college has formed an ICT cell that looks after software and hardware up-gradation, takes measure to implement e-governance in all areas of operation, viz. admission, teaching-learning, examination, finance and accounts, library automation as well as general administration.

File Description	Documents
Paste link for additional information	https://www.digboicollege.edu.in/wp-content/uploads/2022/08/Digboi-College-Prospectus-2022-23-.pdf
Upload any additional information	View File

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

The college has a decentralized governance system and allows equal participation of all the stakeholders.The management encourages participative governance and provides ample opportunity to all the staff members to be involved in the college developmental process. Regular meetings with teaching, non teaching staff and respective committees are conducted to ensure effective functioning of the institution. The different committees are formed for streamliningthe academic and administrative process in the college.

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

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Implementation of E-Governance: The IQAC Core Committee meeting discusses various aspects as per needs and requirements of the college and prepares its plan for short term (5 years) and long term (10 years) implementation taking into consideration the deficiencies, opportunities, strength and challenges ahead of the institution which is approved by the Governing Body. The college has successfully implemented egovernance in the matter of Administrative, Financial and Teaching learning processes:

I. Meetings are organized and conducted through blended mode. Notices and all other information are served through WhatsApp groups by the Principal;

II. Financial matters are dealt with in Public Finance ManagementSystem (PFMS);

III. Admission, classes, conduction of examination and evaluation are being smoothly conducted through blended mode; and

IV. The College Library is fully digitalized.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.digboicollege.edu.in/wp-content/uploads/2022/03/Institutional-Perspective-Plan.pdf
Upload any additional information	View File

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

The Governing Body 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.

File Description	Documents
Paste link for additional information	https://www.digboicollege.edu.in/
Link to Organogram of the institution webpage	https://www.digboicollege.edu.in/organogram/
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

1. Staff Benefit Fund: This fund is for both teaching and nonteaching staff. It provides both Emergency and General Loans at a very low rate of interest.

2. Teachers Benefit Fund: Teachers' Unit runs a benefit fund for the teaching staff; Teachers can take both Emergency and General Loan at a very low rate of interest.

3. DCTU Distressed Aid Fund has been created for supporting the distressed 4th grade employees.

4. Besides, the college authority provides one time aid to teachers, office staff and fourth grade employees in their urgent needs and in case of severe illness.

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

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

33

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

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

02

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

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

12

File Description	Documents
IQAC report summary	*View File*
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	*View File*
Upload any additional information	*View File*
Details of teachers attending professional development programmes during the year (Data Template)	*View File*

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

Performance Appraisal System for teachers: IQAC (Chairperson + Co-ordinator) of the college evaluate and keep records of faculty performance year-wise as per PBAS. The college authority encourages both teaching and non-teaching staff for their skill enhancement 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 prescribed format.

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

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the

various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Both internal and external financial audits are carried out regularly. Internal financial audit is carried out by an internal auditor appointed by the Governing Body for every financial year. Further, audit of all funds and accounts are carried out by an external auditor appointed by the Govt. of Assam.

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

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

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

1.04

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The sources of financial funds for the college are UGC, Government of Assam and RUSA, Government of India, students' fees (admission, students' Union, examination) and course fee for self-financed programs including Post Graduate courses and add-on courses. Moreover, funds or services are mobilized from local industries like OIL, Dulianjan and IOCL(AOD), Digboi for research projects and inhouse facilities. The

funds received from the sources are utilized as per plan and budget of the college for construction of new buildings, purchase of materials, Books and Journals and in various academic activities like Seminar/webinar Guest lectures, 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 the all-round development of the institution.

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

6.5 - Internal Quality Assurance System

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

Practices institutionalized as a result of IQAC initiatives:

a) Quality Audit:

i) Internal quality assurance through internal Academic and Administrative Audit: to know the status of quality of various academic and administrative initiatives of the college, IQAC stresses the need for self-assessment regularly. During 2022-23, Internal AAA was conducted by an internal team consisting of Mr. H. N. Sarma, President, GB, Dr. Dip Saikia, Principal, and Dr. A. C. Dutta, vice-principal.

ii) NAAC accreditation successfully conducted leading to the achievement of an A+ grade with CGPA of 3.49.

b) Grooming Responsible youth dedicated to society :

Service to society as a mark of social responsibility has been institutionalized and it is reflected in the various extension activities conducted by the NSS unit of the College. In the various activities of NSS from the adoption of village to performance of street plays, awareness camps, cleanliness drives, plantation, and community service related to livelihood skills, etc, the youth are groomed as

responsible citizens. Details of activities are given in Criterion III andcan also be viewed in these links:

a) YouTube:
https://www.youtube.com/@nssdigboicollege88/featured

b) Facebook:https://www.facebook.com/nss.digboicollege.9

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

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Blended mode of teaching-learning practice

Keeping in view the advancements in educational technologies and modes of academic transactions and the demands posed by the crisis of COVID-19, the college made a paradigm shift from physical spaces of classrooms to blended modes - offline and online modes of teaching, learning, and evaluation. For imparting/disseminating knowledge, teachers utilized the online mode of pedagogy during the COVID-19 lockdowns by making wide use of meeting platforms like Zoom, Google Meet, Cisco Webex, etc. As the situation gradually eases back to normalcy, the blended mode has been adopted so that the learners can be supported with online classes in addition to the traditional classes and study materials provided as and when required. The Google Classroom is extensively used for cushion classes. The college, besides, conducting Sessional examinations internally in the online mode, successfully conducted the End Semester examinations.

The teaching learning and evaluation processes were carried out through blended mode (online and offline) mode during the period (June 2022 to May 2023).

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.digboicollege.edu.in/
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

1. Safety and Security
2. In response to the safety and security of female students Women Welfare Cell Disciplinary Committee, the Internal Complain Committee (ICC) is functional.
3. The college has strict round-the-clock security at the college gate and girls' hostel to create a safe campus.
4. CCTV cameras and Solar streetlights are installed throughout the campus to ensure the safety and security

of the students.

5. Self Defense Training Programme is conducted for female students.
6. Counseling
7. Counseling Programmes are organized in the college to create awareness about health and hygiene among girl students..
8. Digboi College Women Cell organizes seminars, talks, programs to address issues on gender sensitization and equity.
9. Common Rooms: Self-sufficient Girls' Common Rooms with 24-hour running water facility with drinking water, leisure games equipment, magazines, washrooms, changing room, incinerators sanitary napkins vending machine, etc. are functional.
10. Facilities for Women on the Campus
11. Girl's Hostel: The college has aGirls' hostel onthe college campus with a seat capacity of 106.
12. Incinerators: There is the provision of incineratorsin the Girls' hostel as well as in the ladies' washroom of the Teachers' Common room and the Auditorium ladies' washroom.
13. Sanitary pad vending machine: The facility is available in Girl's Common room.

File Description	Documents
Annual gender sensitization action plan	https://www.digboicollege.edu.in/wp-content/uploads/2023/12/7.1-Action-Plan-and-Activities.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.digboicollege.edu.in/wp-content/uploads/2023/12/7.1.1.-Facilities.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to	A. 4 or All of the above

the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

File Description	Documents
Geo tagged Photographs	[View File](#)
Any other relevant information	[View File](#)

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

SOLID WASTE:

There are dustbins throughout the campus that are colour coded for biodegradable and non-biodegradable waste.

After segregation, non-biodegradable wastes are sold to the local recycling facilities. Biodegradable generated from are used as base material for production of vermicompost.

Use-and-throw products are replaced with reusable steel utensils at the college canteen.

The college is gradually transitioning to a digital workplace.

The NSS, Digboi College Unit, has created an innovative method to combat the problem of plastic waste by creating eco-bricks from plastic bottles.

LIQUID WASTE:

Water from wash basins and kitchen drained to soak pits.

The college has 3 numbers of rainwater harvesting plants.

The waste water from the bathrooms goes into septic tanks

E-WASTE:

The still-usable components are separated from the parent systems and storing for future . The not usable wastes are

sold to scrap dealers.

BIOMEDICAL AND HAZARDOUSWASTE:

Eight incinerators have been installed by the collegein locations. The dissected specimens of the Zoology and Botany departments are disposed of in the biomedical waste chamber. The hazardous chemicals are treated in a hazardous waste management chamber.

WASTE RECYCLING:

The practice has been carried out by the formation of eco-bricks from plastics and biofertilizer preparation unit.

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus | **A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: | **A. Any 4 or All of the above**

    1. **Restricted entry of automobiles**

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

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Various policy documents / decisions circulated for implementation	[View File](#)
Any other relevant documents	[View File](#)

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	**A. Any 4 or all of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	[View File](#)
Certification by the auditing agency	[View File](#)
Certificates of the awards received	[View File](#)
Any other relevant information	[View File](#)

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts	**A. Any 4 or all of the above**

Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Policy documents and information brochures on the support to be provided	[View File](#)
Details of the Software procured for providing the assistance	[View File](#)
Any other relevant information	[View File](#)

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

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.

Cultural Approaches in College Week:

Digboi College has organized a week-long College Week program (Pratibha Bikash Saptah) from 28th January 2023. The vibrant cultures of the tribes of nearby areas are reflected by the students of different departments in cultural rallies. The College also organizes various cultural programs in college week in terms of Classical dance competitions, Traditional dress competitions, etc. The regional aspects are also covered by organizing competitions like Borgeet, Bisnu- Jyoti Sangeet, Bhupendra Sangeet, Folksong, etc.

Digboi College Magazine and Departmental Wall Magazine:

The College publishes the magazine in every year which

inculcates the practice of writing among the igniting minds. Every department has been involved in the preparation of an attractive and thematic wall magazine and participated in the Interdepartmental wall magazine competition of College Week.

Establishment of the Center for Performing Arts:

The center was established in June 2022 under the Art and Cultural Society, Digboi College and performed various activities like mime workshops, street play, etc. along with a certificate course program on Performing Arts.

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

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

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, 2023. Different programmes like free health check up, self defense workshop has been organized.
2. World Human Rights Day is observed on 10th December 2022. Popular talk has been arranged on the theme "Dignity, Freedom and Justice for All".
3. The college celebrates Independence Day on 15th of August, 2022.
4. The college celebrates Republic Day on 26th of January, 2023.
5. The college celebrates Constitution Day on 26th of November, 2022 on the theme "India The Mother of Democracy".
6. NSS Day is celebrated on 24th September, 2022. Awareness programme has been organized on "Adolescence

and Addiction".

7. NCC Day is celebrated on the 4th Sunday of November 2022.

8. The College observes World Blood Donor's Day on 14th June 2022 to raise awareness of the need for safe blood donation with a blood donation camp

9. International Youth Day is celebrated on 12th August 2022 by organizing a tree plantation program on Golai (Baroputia Gaon). .

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://www.digboicollege.edu.in/wp-content/uploads/2023/12/7.1.9-Activities.pdf
Any other relevant information	https://youtu.be/3S_GHahnPHE?si=3MvElcFDvDPB003L

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

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

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

1. World Environment Day was celebrated on 5/6/2022
2. Blood Donor's Day was celebrated on 14/6/2022 by organizing a blood donation camp
3. Rabha Divas was celebrated on 20/6/2022 by organizing the singing competition and popular talk.
4. Swacchata Pakhwada was celebrated on 12/7/2022 by organizing one day workshop on and a street Play.
5. Celebration of Azadi Ka Amrit Mahotsav from 1/08/2022 – 15/08/2022
6. International Youth Day was celebrated on 12/8/2022 by organizing a tree plantation programme
7. Independence Day was celebrated on 15/8/2022 by hoisting the tricolour.
8. NSS Day was celebrated on 24/9/2022 by organizing an awareness programme on "Adolescence and Addiction"
9. National Unity Day was celebrated on 31/12/2022 by a "Run for Unity" programme
10. Constitution Day was celebrated on 26/11/2022
11. World Human Rights Day was celebrated on 10/12/2022 by organizing a Popular talk
12. Lachit Divas was celebrated on 24/12/2022
13. Republic Day was celebrated on 26/01/2023 by unfurling the Tricolour
14. Matribhasha Diva was celebrated on 21/02/2023
15. National Science Day was celebrated on 28/02/2023 by organizing a poster and seminar competition.
16. International Women's Day was celebrated on 8/03/2023 by organizing a free medical health check-up camp and a

Self-defense workshop.

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

7.2 - Best Practices

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

Title of the Practice: Introducing Yoga Education by Yoga Meditation Center

Objectives:

1. **To enable the student to have good health**
2. **To practice mental hygiene.**
3. **To integrate moral values and attain a higher level of consciousness.**

The Context:

A yoga education could help someone gain a basic understanding of their personality.

The Practice:

Various programmes organized by Digboi College Yoga Meditation Center.

Evidence of Success:

Two batches of Certificate course was conducted successfully.

Problems Encountered and Resources Required:

- **Lack of physical agility and flexibility.**
- **Permanent Yoga Instructor**

Details:https://www.digboicollege.edu.in/wp-content/uploads/2023/12/BestPractice1Yoga-2022-23.pdf

Title of the Practice: Adoption of a new village and the implementation of livelihood initiatives

Objectives:

1. To work along with the community at the grass root level and to empower them
2. Boosting the socio-economic development of the rural area.

The Context:

The Village Adoption Scheme is to provide information about the socioeconomic aspects of rural communities.

The Practice:

NSS Digboi College Unit has adopted the village Baro Futia, Golai Gaon No. 4 on August, 2022 to perform different activities.

Evidence of Success:

Sufficient numbers of people's involvement and their eagerness.

Problems Encountered and Resources Required:

Time constraint and distance of the village is a matter of concern.

Details:https://www.digboicollege.edu.in/wp-content/uploads/2023/12/Best-Practice-2-Village-Adoption.pdf

File Description	Documents
Best practices in the Institutional website	https://www.digboicollege.edu.in/wp-content/uploads/2023/12/BestPracticeAQAR2022-23.pdf
Any other relevant information	https://www.youtube.com/watch?v=QlpmPLsblxA

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Digboi College is located in Tinsukia, Assam, within the boundaries of the Dihing-Patkai National Park. The site of the college is naturally lush and home to a wide variety of plants and animals. Because the college campus is located inside the Indo-Burma Biodiversity Hotspot of North East India, it has been endowed with a rich biodiversity by nature. TheUpper Dihing Elephant Reserve is bordered by the college. Due to its favorable topography, sufficient rainfall, and climate, Digboi College boasts an environmentally friendly campus with high species diversity. The rain forest belt offers a fully canopy, lush, verdant campus. The campus is about 80% covered in green space, with a variety of plant life including trees, bushes, and plants. The College has created the "Fruit Orchard" and Garden, which highlights the campus's great floral diversity and includes both medicinal and ethnomedically significant plants.

The college has carried out a variety of initiatives, including a cleanliness campaign, plantationprogram, restricted use of single used plasticand recycling plastic garbage. Teachers and students are also urged to plant trees on campus, and every year on Environment Day, plantation drives are held in support of this initiative.

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

7.3.2 - Plan of action for the next academic year

- **Organization of workshop and orientation programmes for successful implementation of FYUGP/NEP-2020;**
- **Start process for infrastructure development to meet the needs of NEP/FYUGP and autonomy;**
- **Start the process for the autonomous status of the college;**
- **Erection of the boundary wall on the west border of the college;**
- **Taking measures to provide more accommodation in Boys' as well as Girls' hostels;**
- **Organization of programmes related to Legal Literacy;**
- **Organization of extensive awareness programmes and workshops to assist with competitive exams and placement;**
- **Acquire more sophisticated research equipment;**
- **Acquisition of more ICT tools;**
- **Focus on quality research publications;**
- **Taking Quality initiatives at the institutional level as well as through collaboration with other institutions;**
- **Conduction of quality audits -ISO certification, Green Audit, Energy Audit, and Environment audit;**
- **Organization of seminars/workshops/awareness programmes on women empowerment and women-related issues;**
- **Organization of Staff Development programs for both teaching and non-teaching;**
- **Publication of College History;**
- **Publication of research books.**