

Annual Quality Assurance Report (AQAR)

IQAC, Digboi College, Digboi

Year of report - 2005-06

Name of the Institution: Digboi College, Digboi

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PART – A

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year.

After being accredited at B+ Grade (with an Institutional Score of 78.6 in the 100 point scale) by NAAC on 03-05-2004, the Internal Quality Assurance Cell (IQAC) of Digboi College was formally constituted as per revised guidelines of NAAC (dt. 27/4/2005) through a resolution adopted to that effect in the Governing Body meeting held on 20-07-2005.

While drawing the plan of action for quality enhancement of Digboi College, the following documents were taken into consideration –

- i) Report of the Peer Team of NAAC on the Institutional Accreditation.**
- ii) Vision Document [SSR Vol. – II].**
- iii) Recommendations of IQAC Meeting held on 30-07-2005 and 27-10-2005.**
- iv) Recommendations of GB Meeting, Parent-Teacher Meeting, Alumni Meeting etc.**

Some observations in respect of the college and its students are also being considered in this respect.

- i) Digboi College is situated in Rural Area in juxtaposition to Industrial Estate of IOCL (AOD), Digboi.**

- ii)** The college has a picturesque campus sprawling on 25.85 acres of land of its own in the lap on nature carved out of many hillocks, with a background of sylvan forest (upper Dihing Forest Reserve). The campus has uneven topography with many depressions.
- iii)** Only 50% of the land mass of its campus is currently in use and the remaining part is lying unutilized.
- iv)** About 40% of students are of purely rural background coming from far and remote areas stretching up to Myanmar border.
 - a)** These students lack in self confidence in fairing in competitive examinations.
 - b)** They have got least exposure to programmes of celebrities in different fields like art, culture, literature etc.
 - c)** They are not acquainted with modern methods of agriculture in the context of environmental conservation.

After studying all these, it was decided to develop a two prong strategy while chalking out plan of action for quality enhancement.

- 1.** Some broad based plan of action which will carry some message to the stake holders in particular and the community around in general are to be chalked out. Implementation of such plan may be done in phased manner depending upon the availability of fund. The focus of the plan will be -
 - a)** As for our region is concerned (applicable for the whole nation also), there is no two opinion about the point that agriculture is our mainstay. But in the rural areas of ours, it is practiced in the conventional ways with low output. Reform in this sector especially mean intensive changes in methods adopted in order to raise productivity to sustainable and commercially viable levels and also bring about change in the mindset. With these views in perspective, our students should be given sufficient exposure on organic farming, vermicomposting, water shed management, water literacy etc. so that they can carry the message to their respective societies.
 - b)** Students in general are to be given an exposure on e-governance and wide spread applications of ICT.
- 2.** Activities to be performed during the academic sessions should comprise of –
 - a)** Arrangement of programmes of celebrities in the fields of art, literature, culture etc.

- b) Holding of seminars/workshops/training programmes on the matters concerning health, education, careers, moral values, modern agricultural methods, entrepreneurship etc.
- c) Infusing consciousness about the society, career, latest developments in different fields etc.

Proposed plan of action	Outcome achieved by the end of the year
Enhancement of the Temporary Staff Salary. (Peer Team Recommendation)	The point of concern could not be addressed during this financial year due to fund constraint.
Computerization of Library activities and introduction of digital library. (Peer Team Recommendation)	Software customized as per our college requirement for library functioning, provided by a local developer was installed in the college library and was made functional during 2003-04. At present, functioning of the library work is going on with the software. However, Mr. A. K. Phukan, Asstt. Librarian Digboi College was deputed for training in SOUL software installation and operation in the INFLIBNET Centre, Ahmedabad during 13-17 June 2005. Now SOUL software has been installed and made functional in the college library. The Data Entry Operations are in progress and the completion will take some time.
Establishment of Language Laboratory. (Peer Team Recommendation)	Establishment of a Language Laboratory entails huge expenditure. Hence budget allocation could not be made for it at present.
Addition of Boys' Hostel. (Peer Team Recommendation)	Construction of a block of the proposed Boys' Hostel has been completed utilizing a grant of Rupees Ten Lakh under Chief Minister's "Buniyad Scheme" of Govt. of Assam. The block was formally inaugurated by Hon'ble Chief Minister Sri Tarun Gogoi himself on 17.12.2005
Enhancing Gymnasium facility by setting up a Multigym. (Peer Team Recommendation and IQAC Recommendation)	Budget allocation for this project could not be done during the session for paucity of fund.
Networking of college	Software developed by a local entrepreneur

<p>administration through LAN with an aim to make administrative process ICT enabled. (IQAC Recommendation)</p>	<p>customized as per our college requirements was installed in the computer system of cash counter in 2003-04 to serve the admission and student data management process. As per recommendation of IQAC, detailed plan and estimate for networking between Accounts branch, Certificate branch, Supervising Assistant's chamber and Principal's chamber has been drawn, courtesy System Department of IOCL (AOD) Digboi. However, budget allocation for the project could not be done during this financial year.</p>
<p>Face lifting of college campus through gardening and massive plantation of trees, particularly of local variety. (IQAC Recommendation)</p>	<p>The responsibility has been entrusted with the Digboi College Women Welfare Centre (DCWWC) which is shouldering this social responsibility in right earnest. Moreover, saplings of assorted varieties, courtesy Divisional Forest Office, Digboi Forest Division, Digboi, has been planted in the college campus on World Environment Day (5th June 2005) and Vanmahotsava (1 – 7 July 2005) of Govt. of Assam. This is an ongoing process and will continue.</p>
<p>Extension work in massive scale to be adopted in the nearby villages especially those inhabited by SC, ST, Tribal etc. people living below poverty line for raising awareness on environment, women health care, sanitation, AIDS awareness etc. (IQAC Recommendation)</p>	<p>Digboi College Women Welfare Centre has taken up the matter with seriousness for future activity of the cell.</p>
<p>Development of entrepreneurial spirit among the students. (IQAC Recommendation, also a proposed project in the Vision Document)</p>	<p>Student Counseling and Career Guidance Cell of Digboi College organized at three day entrepreneurship awareness camp from 26-28 October 2005 at Digboi College. The workshop was conducted by Mr. Pranab Sarma, Faculty, Indian</p>

	<p>Institute of Entrepreneurship, Guwahati, and was Sponsored by the Ministry of Science and Technology, Govt. of India. In the workshop, one of the successful entrepreneurs of this region, Mr. Nanak Boruah, an alumnus of Digboi College, interacted with the student participants. Fifty students were awarded certificate of participation on their successful completion of the course. Holding of such programmes will be a continuous process.</p>
<p>Construction of a Vermicomposting pit with fallen leaves, kitchen wastes from girls' hostel etc., for preparation of organic manure, setting up of a demonstration and training unit for organic farming. (IQAC Recommendation)</p>	<p>Pending fund allocation in the college budget, the matter is under active consideration of the college authority.</p>
<p>In order to create water literacy and water conservation awareness, a Roof Top Rain Water Harvesting Plant is to be set up in Digboi College. The water collected can be safely used in laboratories, toilets and for gardening. (IQAC Recommendation also a proposed project in the Vision Document)</p>	<p>A sum of Rupees Eight Thousand has been collected under this head through public donation during 2003-04. The project will be implemented after budget allocation of the requisite amount with respect to project cost.</p>
<p>Creation of water body through Water Shed management in the depressions of the campus land for setting up of fishery and beautification of the campus. (IQAC Recommendation and also a proposed project in the</p>	<p>The college authority approached Mr. Gautom Ganguli, Deputy Commissioner, Tinsukia District and also President, Governing Body of Digboi College for his help in this regard. At his instance, officials from Fishery Department of Tinsukia District visited and surveyed the campus and opined that the project will entail huge expenditure.</p>

Vision Document)	The project had to be kept in abeyance till huge surplus fund can be created.
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Accrued balance in the Grants in Aid from Govt. of Assam under the head of Salary for teachers and staff serving against sanctioned posts stands at Rs. 37,22,683/- only (F/Y- 2001 02 – Rs. 11,55,027/-, F/Y - 2003-04 - Rs. 11,26,019/- and F/Y - 2004-05 - Rs. 14,41,637/-). Whereas the said amount has actually been disbursed from college fund, Govt. of Assam is yet to release the same as Grant in Aid.

This deficit in the college fund has become a stumbling block towards execution of cost-intensive plans of action chalked out by IQAC towards all-round development of the college.

PART – B

1. Activities reflecting the goal and objective of the institution:

The vision, mission and belief of Digboi College reads as –

OUR VISION

The college has a vision of imparting quality education. Quality education would prepare students to cater to the demands of a modern technological and global world while inculcating in them the values and cultural heritage, India is known for.

OUR MISSION

The college seeks to:

- (i) Educate its students to become responsible, competent and ethical citizens of the world with the skill to think creatively, reason critically and communicate effectively.
- (ii) Encourage the students to pursue their courses with resolute determination, equanimity of mind and honesty of character.
- (iii) Foster global competency among students so that they can prepare themselves for the opportunities and challenges of life.
- (iv) Stimulate the academic ambience for quality sustenance and quality enhancement.
- (v) Build strong bonds with all stakeholders through dedicated teamwork, innovative strategies and commitment to excellence.

OUR BELIEF

We believe that:

- (i) Every student has the potential to develop himself/herself as a worthy individual of society.
- (ii) Education becomes most fruitful when individuals share and care for it.
- (iii) Learning is a lifelong process and that meaningful education opens up horizons of persistent learning.
- (iv) Lessons in discipline imbibed by the students make them not only responsible but responsive citizens.
- (v) If education is to produce socially useful individuals, the scientific, technological and economic learning imparted in educational institutions today must be supported by moral, intellectual and spiritual upbringing.

In realizing our goals of quality enhancement, and vision, mission and belief, the following activities were carried out during 2005-06 with the objective of covering the core values of (i) Contribute to National Development, (ii) Fostering Global Competencies among students (iii) Inculcating value-system among students (iv) Promoting the use of Technology and (v) Quest for Excellence.

1. To ensure continuous improvement in the entire operation of the institution and to assume the stakeholders of the accountability of the institution for its own quality and probity, the Internal Quality Assurance Cell of Digboi College was formally constituted through a Resolution in the Meeting of the Governing Body of Digboi College on 20/07/2005.

Subsequent to formal constitution, the IQAC, Digboi College, sat on 30-07-2005 and 27/10/2005 to formulate the broader outlines of the future course of action for all-round quality enhancement and quality sustenance of Digboi College.

2. An Interaction on “Indo-US Relationship” was held on 20-05-2005 with the dignitaries from American Centre, Calcutta. The key note address was delivered by Mr. Ramendra Sarkar, Programme Manager from American Centre, Kolkata. The programme is a follow-up of the visit and talk of Mr. Zachary V. Harkenrider, Deputy Director, American Centre, Consulate General of USA, Kolkata, in Digboi College on 04-02-2004.

On completion of the interaction session, Mr. Pulak R. Pattanayak, Special Services Librarian, American Centre, Kolkata, accompanying the team, formally inaugurated the Book-Rack containing 247 numbers of books gifted to Digboi College in 2004 by American Centre, Kolkata, as a token of goodwill, to Digboi College.

The programme held fostered the sustenance of healthy linkage developed with Consulate of USA.

3. Sri Ajit Kr. Phukan, Asstt. Librarian, Digboi College Library was sent to INFLIBNET, Ahmedabad, to get trained in “SOUL Installation and Operations” during 15 – 17 June 2005. Later SOUL – Software was installed in the college library in place of locally developed software in application.
4. A seminar was held on 27-09-2005 to celebrate the “World Year of Physics” with lectures delivered by two distinguished personalities of Physics – Dr. K. D. Krori, Retd. Principal of Cotton College, Guwahati and Dr. K. C. Barua, Retd. Professor of Physics, Dibrugarh University.

5. “Students’ Counselling, Information and Career Guidance Cell” of Digboi College organized a three day “Entrepreneurship Awareness Camp” from 26th to 28th October 2005 at Digboi College. The workshop was conducted by IIE, Guwahati and sponsored by the Ministry of Science and Technology, Govt. of India. Mr. Pranab Sharma, a faculty of IIE was the Resource Person. A successful entrepreneur of this region and also alumnus of Digboi College, Mr. Nanak Baruah interacted with the Students participants of the Workshop as a part of the programme. 50 student participants of the workshop were awarded certificate of participation in the Valedictory function held on 28-10-2005.
6. Workshop on Poem Recitation was held on 17/11/2005 with Sri Kishore Patowary of Rasaraj Gosthi, Guwahati, as Resource Person. The programme was organized by the Department of Assamese, Digboi College. In the inaugural session of the programme, wall magazine ‘Khoj’ of Assamese Department was inaugurated by Sri Punya Saikia, a litterateur of fame.
7. “Valedictory Function” of the completion of 3-month Spoken-English Certificate Course conducted by the English Department of Digboi College was held on 23-11-2005 with Mr. Gautam Ganguli, Deputy Commissioner, Tinsukia District and the President of Digboi College Governing Body, as Chief Guest. Successful students were awarded certificates. A colourful cultural function was held on the occasion and English Drama “REFUND” was enacted.
8. “Digboi College Women Welfare Centre” has organized a talk on “Interpreting Modern Women” on 08-12-2005 in the Digboi College Auditorium. The resourceful talk was delivered by Mrs. Chitrlekha Bora, Head Mistress, Valika Vidyamandir, Digboi, wherein she stressed that modern day women need to be effective decision makers in the matters of raising voice against exploitation. To develop an ability to cope up with crisis, she suggested that women should develop a positive mindset to think constructively making way for a global outlook. In this way women will stand as testimony to harmony and love in our society.
9. In a solemn function organized on 17.12.2005, Hon’ble Chief Minister Sri Tarun Gogoi formally inaugurated the newly constructed block of the proposed Boys’ Hostel. The block was constructed by complete utilization of a grant of Rupees Ten Lakhs received under Chief Minister’s ‘Buniyad’ Scheme of Govt. of Assam. The programme was attended by Sri R. Dhanowar, Hon’ble MLA, Digboi LAC, and many dignitaries of Digboi locality.

Over and above the activities mentioned, the following programmes of regular nature were held:

- (i) Plantation programme in the college campus on World Environment Day (05.06.2005).
- (ii) Meeting with faculty members at the beginning of the session (03.07.2005).
- (iii) College 'Foundation Day' celebration (15.07.2005).
- (iv) Freshers' Social (05.08.2005).
- (v) Independence Day celebration (15.08.2005).
- (vi) Viswakarma Puja celebration (17.09.2005).
- (vii) Digboi College Students' Union (DCSU) election (21.09.2005).
- (viii) College Week celebration (12th to 18th of December'2005).
- (ix) Parting Social for the final year students (20.01.2006).
- (x) Republic Day celebration (26.01.2006).
- (xi) Saraswati Puja celebration (03.02.2006).
- (xii) Women's Day celebration by DCWWC (08.03.2006).

2. New Academic programmes initiated (UG and PG):

In order to train students in ICT oriented soft-skill, a certificate course in ITES (Information and Communication Technology Enabled Services) has been proposed to be launched in collaboration with DOEACC Society. A subcommittee has been formed and approved by the Governing Body of Digboi College in its meeting held on 19-07-2005 for the execution of the proposal.

3. Innovation in curricular design and transaction:

Being a general degree college, affiliated to Dibrugarh University, Dibrugarh, Digboi College is to follow the curricular design drawn out by the university. However, faculty member, mostly H.O.D.s, of different teaching departments, attend and participate in the proceeding of studies in different subjects in Dibrugarh University as and when invited.

4. Inter-disciplinary programmes started:

Nil

5. Examination reforms implemented:

- Being an affiliated degree college, Digboi College strictly abides by the regulations framed by Dibrugarh University in the matter of conduction of Degree Examinations.
- Frequency of holding unit tests is increased.

- Library-work based Home Assignments are assigned to the students.

6. Candidates qualified: NET/SLET/GATE etc.:

Being a general degree college, the question of student appearing NET/SLET/GATE does not arise.

7. Initiative towards faculty development programme:

- Sri J. Changmai, Lecturer in Mathematics, was delegated to attend a 7 days workshop in Mathematics held in Dibrugarh University and jointly organized by Mathematics Education Trust, Assam and department of Mathematics, Dibrugarh University, from 18.09.2005 to 24.09.2005.
- An interactive session with Dr. G Handique, Advisor, Reliance (Gas and Oil) Industries, Mumbai, was arranged on 08.11.2005 for the students and teachers of the college to sensitise them about the quality of human resources required in the industries.
- The following teachers were released from their duty to attend Refresher Course-
 - Dr. T. C. Dutta (Botany)
 - Sri M. K. Gogoi (Assamese)
 - Sri J. Handique (Electronics)
 - Mrs M. Sharma (Economics)
 - Dr. P. K. Bharati (Hindi)
- The following teachers were released from their duties to attend Orientation Course-
 - Mrs. N. Deka (Education)
 - Sri P. Bharali (English)
- Sri B. S. Baruah, Lecturer in Commerce was deputed to participate in the Training Programme on Entrepreneurship at Indian Institute of Entrepreneurship, Guwahati held from 4th to 8th July'2005.

8. Total numbers of seminars/workshops conducted:

Sl. No.	Seminar/Workshop/Talk/Interaction	Date/s
1	Interaction on “indo-US Relationship” with dignitaries from American Centre, Kolkata.	20.05.2005

2	‘World Year of Physics’ was celebrated with two talks- a. “Light Triggered 20 th Century” by Dr. K D Krori, Retd. Principal, Cotton College, Guwahati. b. “Experimental Physics” by Dr. K. C. Baruah, Professor, Department of Physics, Dibrugarh University.	24.09.2005
3	“Entrepreneurship Awareness Camp” conducted by Indian Institute of Entrepreneurship, Guwahati and sponsored by Ministry of Science and Technology, Govt. of India.	26 th to 28 th of October’05
4	Interaction with Dr. G. Handique, Advisor, Reliance (Oil and Gas) Industries, Mumbai.	08.11.2005
5	Workshop on Poem Recitation	17.11.2005
6	“Valedictory Function” on the occasion of completion of 3-months “Spoken English’ Certificate course.	23.11.2005
7	A talk on “Interpretation of Modern Women” organized by Digboi College Women Welfare Cell.	08.12.2005

Cutting across streams/subjects, all students and teachers were encouraged to attend/participate in the programmes.

9. Research projects:

Name of the Faculty Member	Department	Topic of Project	Funding Agency	Amount of Grant in Rs.
Dr. (Ms) A. Neog	History	“Sanskritisation and Social changes in the Brahmaputra Valley”.	UGC	65,000/-
Sri M. K. Gogoi	Assamese	Nilmoni Phukanar Kabita.	UGC	40,000/-
Dr. B. K. Baruah	Commerce	A Study on the problems of agricultural labourer in Dibrugarh and Tinsukia districts.	UGC	48,000/-

10. Patents generated:

Nil

11. New collaborative research programmes:

Nil

12. Research grants received from various agencies:

As detailed in Point No.09.

13. Details of Research Scholars:

As detailed in Point No.09.

Sri. B. K. Baruah was awarded Ph. D. degree by Dibrugarh University for his thesis on the topic as mentioned during this year

14. Citation index of faculty members and impact factor:

Nil

15. Honors/Awards to the faculty:

Nil

16. Internal resources generated:

In kinds-

American Centre, Kolkata, donated 247 numbers of books on various subjects to the college library.

In cash-

- a. Grant received from Govt. of Assam under Chief Minister's "Buniyad" Scheme for construction of a block of Boys' Hostel- Rs. 10,00,000.00
- b. Collected as college fees under different heads- Rs. 18,04700.00

17. Details of department getting SAP, COSIST (ASSIST)/DST, FIST etc.:

Nil

18. Community services

Sl. No.	Date	Programmes
1	05.06.2005	Plantation Programme in the college campus on the occasion of 'World Environment Day'.
2	12.08.2005	Cleaning of college campus by students, teachers and college staff.
3	15.08.2005	Independence Day celebration in the college and participation of NCC unit in the Independence Day Parade of Digboi Town.
4	28.10.2005	SPICMACAY Programme by Dr. (Mrs) N. Rajan, Violinist from Mumbai, held in college auditorium wherein students from local

		educational institutions were invited.
5	30.10.2005	Digboi College hosted the Annual District Level science quiz competition of Digboi Science Society.
6	08.12.2005	A talk on “Interpretation of Modern Women”. Girl students and lady teachers of local educational institutions were invited.
7	18.12.2005	Annual Cultural Function at the end of College – Week. Students and teachers of local educational institutions were invited.
8	26.01.2006	Republic Day celebration in the college and participation of NCC unit in the Republic Day Parade of Digboi Town.
9	03.02.2006	Saraswati Puja celebration. Students and teachers of local educational institutions were invited.

19. Teachers and officers newly required:

Nil

20. Teaching – Non teaching staff ratio:

56 : 20 = 14 : 5

21. Improvements in the library services:

- SOUL software has been installed in the computer of college library and made functional.
- New books have been purchased.
- New periodicals have been subscribed.
- Access to internet resource centre has been encouraged for staff and students.

22. New books/journals subscribed and their cost:

258 numbers of new books on various subjects has been purchased. Cost of purchase- Rs. 60,721/- .

4 numbers of Periodicals has been subscribed. Cost of subscription Rs. 2,160/-.

23. Courses in which student assessment of teachers is introduced and the action taken on student feedback:

- Assessment of teachers by their students for all the three streams of Degree Classes and also of “Spoken English” Certificate course has been carried out like previous years.
- Based on feedbacks from students, teachers have been advised to – (i) improve class room teaching (ii) adopt ICT applications (iii) improve teaching methodology, (iv) attend refresher course, orientation course, workshop etc.

24. Unit cost of education:

- H.S. and Degree Course taken together-
Rs. 15530/- per annum per student.
- Degree Course (exclusively)-
Rs. 27691/- per annum per student.

25. Computerization of administration and the process of admissions and examinations results, issue of certificates:

- Software developed as per our college requirements was installed in the computer system of cash counter in 2003-04 to serve the admission and student data management process and is in use.
- Preparation of salary-sheet of employees is computerized.
- All Official Correspondences are done through computer.
- Issue of certificates is computerized.
- Admission process is controlled through computer.
- Preparation of Question Papers for Unit Test/Sessional Examinations is done through computer.
- Networking between Accounts Branch, Certificate Branch, Supervising Assistance’s Chamber and Principal’s Chamber is under process.

26. Increase in the infrastructural facilities:

- One block of proposed Boys’ Hostel has been completed and inaugurated by the Chief Minister on 17.12.2005.
- Construction works of the first floor of Commerce building has been started.
- Many departments have received new furnitures and equipments.
- Drinking water facility has been improved
- Toilet facility has been improved in the Boys’ and Girls’ Common Rooms.

- Laboratories of science departments have been enriched by purchasing new equipments, as given below-

Sl. No.	Department	Equipments acquired
1	Botany	Microscope –5
2	Chemistry	Single pan balance –1
3	Electronics	Oscillator –1, Digital LCR Meter –1, Over head Projector –1
4	Geography	Theodolite Eastman –1, Dumpy level –1, Raingauge –1, Dry-wet Bulb thermometer –1, Beam compass.
5	Physics	Digital Micro Voltmeter –1, Ballistic galvanometer –2, Junction Diode –3, RC Coupled transistor -1, Travelling Microscope –2, Audio oscillator –1, Electronic meter –2,
6	Zoology	Simple and compound microscope –17, Incubator – 2, Water hot bath –2, Weighing balance –1, Over head projector –1

27. Technology upgradation:

- Many departments use LCD-Projector for class-room teaching.
- Internet Resource Centre set up in the college office serves the purpose of teaching (by downloading of requisite data) and administration (receiving and sending e-mail, collection of information etc.).
- Teachers and students are encouraged to use Internet Resource Centre.
- Fax, Xerox and Scanning facilities are available in the college office.
- ‘Spoken English’ (Add on course) classes are aided with use of technology.

28. Computer and internet access and training to teachers and students:

- Teachers and students get access to internet facility in the Internet Resource Centre.
- Teachers of the Department of Computer Science offer necessary help and guidance as and when sought for.

29. Financial aid to students:

Category of Financial aid/Scholarship to students	No. of beneficiaries
Scholarship for SC/ST/OBC/MOBC students	SC-16 ST-14 OBC-8

	MOBC-7
Post Matric Scholarship to students of TGL (Tea Garden Labour) community	2
Financial aid from Digboi College Students' Aid Fund @ Rs. 1000/- per student.	36

30. Support from the Alumni Association and its activities:

- Dr. D. Borthakur, an alumnus of the college extends regular medical help to the students and staff as and when required. The girl-boarders of women's hostel in particular are beneficiaries to large extent.
- Many alumni help in organizing different sports and cultural activities of the college, especially during the College-Week celebration, Freshers' Social, Saraswati Puja, College Foundation day celebration, etc.
- Many alumni serving in the construction department of IOCL (AOD) help in construction works of the college through supervision and suggestions.
- Many alumni provide support in the academic matters.

31. Support from the Parent-Teacher Association and its activities:

Formal formation of Parent-Teacher Association is yet to be done. However the parents are associated in various development activities of the college.

- As per provision in the constitution of the Governing Body of Grant-in-Aid colleges by the Govt. of Assam, there is a Parent Member in the Governing Body. He is included in different sub-committees of the college
- Many parents help in organizing sports and cultural events of the college.

32. Health services:

- The college has a permanent health service unit. Dr. D. Borthakur, an alumnus of the College, visits the centre as and when requested for.
- The aforesaid medical practitioner, being the spouse of the Warden, resides in the Women's Hostel campus and extends medical aids regularly to the girl boarders.

33. Performance in sports activities:

Level	Games/Athletics or sports	Performance
College week (12-18 th of December'2005)	Cricket, football, volleyball, athletics, Badminton, Table Tennis, Carom, Chess,	Large number participants had participated in the events. 1 st , 2 nd , and 3 rd

	weight lifting, Arm wrestling, Boxing etc.	positions holders from each category, Best Athlete, Man of the Match (Cricket) were awarded.
Dibrugarh University Inter College Sports meet and Inter College Football competition	Football, Cricket, Athletics	Participated

34. Incentives to outstanding sports persons:

Nil.

35. Student achievements and awards:

A. Academic achievement

	Stream	Major	Core
a) Pass percentage	Arts	79 %	86 %
	Science	96.6 %	100 %
	Commerce	86 %	Nil
b) First class holders	Departments	First class	First Class with Distinction
	Economics	--	2
	Botany	1	--
	Mathematics	--	1
	Physics	2	1
	Zoology	--	4

B. NCC Cadets' achievements:

- 7 (seven) NCC cadets awarded "B" certificates.

C. Awards to NCC Cadets:

The following NCC Cadets have won various prizes during last two years.

Best/Second Best Cadet Award

No. & Rank/ name	Rs.	Rank
ASD/34207/2003 UO Ranjan Borah	3000/-	Best Cadet
ASD/34020/98 UO Kishanji Dev	3000/-	Best Cadet
ASD/34042/98 UO Santanu Sonowal	3000/-	Second Best Cadet

36. Activities of the Guidance and Counseling Cell:

- Displaying of all informations in Notice Board for Guidance and Counseling of the students.
- Counseling by Admission Committee.
- Entrepreneurial Awareness Camp held from 26th to 28th Oct'05 sponsored by Ministry of Science and Technology, Govt. of India, Conducted by IIE, Guwahati, Assam.

37. Placement services provided to students:

Nil

38. Development programmes for Non-Teaching staff:

- The Principal and the Vice-principal takes help from some Governing Body members and officers of IOCL (AOD), Digboi for up gradation of Administrative reforms.
- The college authority sits together with non teaching staff regularly and discuss about development of office works.
- The coordinators and convenors of different subcommittees and computer experts guided the non-teaching staff in respective works.

39. Best practices of the institution:

- Formation of IQAC in the college on 27.04.2005 and holding of IQAC meetings on 30.07.2005 and 27.10.2005.
- Continuation of shared administration by forming various sub-committees.
- Financial help to poor but academically strong students.
- Provision of Book Bank facilities for poor students.
- Provision of First Aid to students and staff.
- Holding of Fresher's and Parting Social celebration.
- Election of Digboi College Students' Union.

- Principal's appeal to all staff members to take initiatives towards increase in student enrollment.
- Interaction with teachers by holding meeting by the Principal at the beginning of academic session with a view to chalk out plans and programmes for the improvement of academic activities.
- Publication of Annual College Magazine and a wall Magazine by DCSU.
- Preparation of Wall Magazine by every department.
- Shuttle badminton and Volleyball courts have been set up for students and staff.
- A few teaching staff being invited acted as resource persons, judges and experts by various institutions.
- The Department of Botany has established and is maintaining Medicinal Plant garden in the campus.
- In some departments classes were taken in Gurukul style with students and teachers sitting face to face in open air.
- A few teaching staff published research papers, articles, books etc.
- Girls' Wing of NCC opened.
- Digboi College Students' "Science Club" formed under the banner of Digboi Science Society.
- Four students presented papers in a seminar organized by Digboi Science Club.
- Financial help to a cancer patient Mr. P. Das, a worker of Assam Science Society by Digboi College Science Society.
- Organization of SPICMACAY programme. Dr (Mrs) N. Rajan, Violinist from Mumbai was a resource person.
- Science Talent Examination of Assam Science Society held at Digboi College.
- Condolence meetings were held at the demise of Teachers, students and other eminent persons.
- Celebration of College Week, Prize distribution and cultural function by students, artists and alumni.
- Felicitation to eminent Academicians Dr. K. D. Krori, Retd. Professor of Physics and Principal (Retd.) of Cotton College, Guwahati and Dr. K. C. Barua, Retd. Professor of Physics, Dibrugarh University, for their contribution in the field of Physics.
- Annual District Level Science Quiz Competition organised by Digboi Science Society was held in Digboi College.
- Field works, project works, assignments have been conducted by some departments.

40. Linkages developed with National/International Academic/Research Bodies:

- American Center, Kolkata donated 247 books on various subjects to Digboi College. An interaction on 'Indo-US Relationship' was also organised on 20.05.2005 in collaboration with American Center, Kolkata,
- Linkage already developed with SPICMACAY was strengthened by organizing a programme of Dr. (Mrs.) N. Rajan, violinist of international repute in the college auditorium.

41. Any other relevant information:

- A few teaching staff have published research papers in National and International journals.
- Several staff members have presented papers/ participated in various state and national level conferences, seminars, workshops etc. organized by various institutions.
- A few members of the staff are life members of some organizations.
- A few teachers have guided M.Phil. Scholars through correspondence course under various universities.
- Several staff members participated national level orientation and refresher courses.
- The Chief Minister and the Labour & Excise Minister of Assam visited Digboi College to inaugurate a part of Boys' Hostel.
- Sri B. K. Baruah of Dept. of Commerce obtained Ph. D. degree from Dibrugarh University.

PART-C

Details of the plans of the institution for the next year

Action plans chalked out by IQAC is a long-term one. The aims and objectives remain unaltered.

- Some of the plans are continuous in nature and hence will be carried forward for the next session also.
- Due to paucity of available college fund caused due to non releasing the Grants in Aid to the tune of Rs. 37,22,683/- by the Govt. of Assam, some of the capital intensive plans could either not be initiated or has been partly executed. Such plans of action will be attempted to be executed in the next session.
- Overall performance of the students needs to be improved.
- Some add-on courses befitting to modern day needs are to be introduced.
- Attempts should be made to hold National level Seminar in the college.

Name and signature of the Coordinator,
IQAC

Name and signature of the Chairperson
IQAC