

Annual Quality Assurance Report (AQAR)

IQAC, Digboi College, Digboi

Year of report - 2007-08

Name of the institution: Digboi College, Digboi

Name of the head of the institution: Sri M. Bharali Baruah

Phone No. (Office) – (03751) 264416, 270472, (Res) 03751-265039

Name of the IQAC Coordinator: Sri T. K. Sanyal

Phone No. (Res) – (03751) 265465, (M) 09854005102

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:

Proposed plan of action	Outcome achieved by the end of the year
Computerisation of Library activities and introduction of digital library (Peer Team Recommendation)	Day to day library activities are being carried out with the modest use of SOUL software. However, as the Govt. of Assam has not released yet the accrued arrear amounting to Rs. 37,22,683/- only due to Digboi College in the Grants in aid, the ambitious project of Digital Library could not be initiated.
Establishment of language laboratory (Peer Team Recommendation)	Prohibitive cost of establishment of a Language Laboratory did not permit Digboi College to venture in this regard with its present financial position.
Addition of Boys' Hostel (Peer Team Recommendation)	First block of the Boys' Hostel already been completed during 2005-06, the construction of the second block has been completed during this year. The hostel is now ready for occupancy by students.

<p>Enhancing Gymnasium facility by setting up a Multigym (Peer Team Recommendation)</p>	<p>With the consent of Digboi College Students' Union for utilization of Rupees One Lakh from Union Fund, the Governing Body of Digboi College has approved the project for Multi-Gym. The project has been completed.</p>
<p>Face lifting of college campus through gardening and massive plantation of trees, particularly of local variety. (IQAC Recommendation)</p>	<p>Maintenance of Flower garden and Medicinal plant garden go-on on regular basis. On the occasion on Ban Mahotsava (July 1-7, 2007) of Digboi Forest Division, massive plantation of saplings of assorted varieties has been done on 7.7.2007 throughout the college campus. A small garden of assorted varieties of plants like Agar, Sandal wood etc. been set up in front of the Administrative Building. Massive Jatropha Plantation Programme was held on September, 24th 2007, courtesy Dehing Valley Multi Agro Society (an NGO).</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>(i) Digboi College Women Welfare Centre (DCWWC) Distributed School Bags, Shirts, White Paper, Pencil, Rubber among poor students of Navajyoti Balijan Prathamik Vidyalaya (L.P. School), Digboi and donated a Water Filter and Rs. 100/- each to first rank holders and one student with highest attendance record, on 5.4.2007. (ii) DCWWC distributed Shirts, Tiffin Boxes, White Papers, Pencils, Erasers, Books etc. among the poor students of Itavata Primary School, Digboi and awarded by giving Rs. 100/- each to the first rank holder and student with highest attendance record, on 9.4.2007. (iii) Faculty members and students of Digboi College organized a social survey programme at Rangchangi Village (Lakhipather), on 16.11.2007. (iv) On the occasion of International Women's Day, DCWWC organised a free Pregnant Women Health Check up camp at Balijan Prathamik Vidyalaya, Balijan Village, on 8.3.2008.</p>

<p>Development of entrepreneurial spirit among the students. (IQAC Recommendation and also a proposed project of the Vision Document)</p>	<p>(i) Student Counselling and Career Guidance Cell regularly displays the photocopies of advertisements and news items regarding entrepreneurial opportunities in the Display Board of the College.</p> <p>(ii) On Nov. 6, 2007, Mr. P. K. Saikia, General Manager District Industries and Commerce Centre (DICC), Tinsukia District, Delivered his Guest of the Month lecture wherein he elaborated various entrepreneurial scopes available in Assam, to enlighten the students and teachers in the perspective of setting up of Gas Cracker Project in Assam.</p> <p>(iii) DOEACC sponsored ITES courses were formally launched on 10.12.2007</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>Budget allocation could not be made due to paucity of fund.</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 and also a proposed project of the Vision Document)</p>	<p>Budget allocation towards the project cost beyond Rs. 8000/- collected during 2003-04 could not be made due to paucity of fund.</p>

Holding of National Seminar/Workshop in the college. (IQAC vision)	National seminar/Workshop could not be organised during this year due to delay in communication and reciprocation with UGC. However Sahitya Academi programme “Through My Window” which is of national character, was hosted on October 3, 2007 in Digboi College.
--	--

Accrued balance in the Grants-in-Aid from Govt. of Assam yet to be disbursed to Digboi College stands at Rs. 37,22,683/- only. Over and above this, in view of Provincialisation of Colleges by Govt. of Assam, 30% of the Tuition Fees collected during 2006-07 (which is normally reimbursed to the College) amounting to Rs. 2,02,667/- only has been kept frozen by government order to all provincialised colleges. Due to non-availability of these amounts during this year, some of the proposed ambitious projects either could not be finished or could not be initiated.

PART – B

1. Activities reflecting the goals and objectives of the institution:-

Vision and Mission of Digboi College has already been described in AQAR for 2005-06. Activities which took place in conformity with the vision and mission are enlisted below-

(i) Aid to poor primary school students of the locality (Date: 05-04-07 and 09-04-07)

Digboi College Women Welfare Centre (DCWWC) took up a novel measure of distribution of shirts, school bags, tiffin box, pencil, rubber, books among the poor students of two schools of vernacular medium of locality in the outskirts of Digboi. This was done in two phases – in Navajyoti Balijan prathamik Vidyalaya, Digboi Balijan, Digboi on 05-04-2007, and in the Itavata primary School, Digboi on 09-04-2007. Moreover two students from each school were extended scholarship – one for best result and the other for highest attendance. This was done under the Extension Service Scheme of UGC and the entire service entailed an expenditure of Rs. 34800.00 (Rupees thirty four thousand and eight hundred) only. Utilization certificate supported by documents has been sent to UGC.

(ii) Holding of concluding function of “Ban Mahotsava”

The concluding function of “Ban Mahotsava” (July 1-7, 2007) of Digboi Forest Division of Department of Forest, Govt. of Assam was held in Digboi College on 07.07.2007 in joint collaboration of Digboi College and Digboi Forest Division. The programme started as soon as the Nature Awareness Rally consisting of about 150 forest workers and nature lovers coming all the way from Jagun reached Digboi College. Plantation of saplings of assorted varieties in the Digboi College campus was initiated by Sri Rameswar Dhanowar, local MLA, Sri M. Bharali Baruah, Principal i/c, Digboi College, Mr. Prabhakar Das, DFO and Sri Avadhesh Shahi, a renowned social activist of Digboi locality. Later in the open meeting, Chief Guest Sri R. Dhanowar, Guest of Honour Sri L.D. Adhikari, DFO (Kundakaran), Dr. T. C. Dutta, Lecturer, delivered their speech advocating the conservation and afforestation drive taken by Digboi Forest Division. The meeting was attended by several distinguished guests and the students of Digboi College. Finally, Power point display through LCD on conservation measures was presented before the students.

The meeting was hosted with the sole aim to educate the students about the importance of conservation of environment and also to supplement the course study of Environmental Studies in Degree Course.

(iii) Foundation Day Celebration (July 15 and 16, 2007)

The 43rd Foundation Day (15.7.2007) of the college was celebrated with a two day programme in a very solemn and meaningful way.

The celebration began with the hoisting of College flag by the Principal i/c Sri. M. Bharali Boruah on 15th July 2007. Then Sri H. N. Sarma, Retd. Principal, Margherita College, inaugurated the “Anwasha Book Fair” in the college campus. Later, students, teachers and employees of Digboi College enthusiastically participated in the Plantation programme in the college campus.

In the next day, a meeting was held in the college auditorium to acquaint the students about the humble beginning and glorious past of the college and to inspire them to bring laurels to the college. Sri Jogesh Boruah, SDO (Civil), Margherita Sub Division (also an alumnus of the college) acted as Chief Guest and delivered an inspiring speech for the students.

(iv) Freshers’ Social (August 10, 2007)

Freshers of the 2007-08 session of Digboi College were heartily welcomed in the Freshers’ Social held on 10th of August 2007. Mr. P. L. Baruah, Executive Director, IOCL (AOD), Digboi was the Chief Guest of the meeting. The freshers were welcomed and also inspired to work hard for their career to become responsible citizen of the country.

(v) Chemistry Olympiad (9.9.2007)

Digboi College hosted the State Level Chemistry Olympiad examination on 9.9.2007. A total number of 90 students of Digboi locality belonging to several educational institutes including Digboi College appeared in the said examination.

(vi) Jatropha Plantation Programme (September 24, 2007)

Digboi College launched a Jatropha Plantation programme in its campus on 24.9.2007 in collaboration with Dehing Valley Multi Agro Society, an NGO formed by D1 Williamson Magor Biofuels Ltd. Kolkata. The programme was preceded by a meeting in the college auditorium wherein the Chief Guest Mr. Santanu Bhattacharjee, North East Co-coordinator of D1

Williamson Magor Biofuels Ltd. explained various aspects of Jatropha cultivation in the context of production of bio-diesel vis a vis the growing problem of depletion of fossil fuel reserves. Other dignitaries of Dehing Valley Multi Agro Society and the faculty members of Digboi College also spoke about Jatropha cultivation in order to sensitise the students about the matter. At the end of the meeting, the students and faculty members of Digboi College and the members of the NGO enthusiastically took part in the Jatropha plantation in the campus with 500 Jatropha saplings gifted by D1 Williamson Magor Biofuels Ltd.

This may be noted that this is a maiden venture on the part of any higher education institute of the north eastern region aimed at purposeful utilization on unused land resources of the campus.

(vii) “Sahitya Akademi Programme” (October 3, 2007)

The “Sahitya Akademi” in collaboration with Digboi College, held its programme “Through My Window” at Digboi College Auditorium on October 3, 2007. Dr. Gobinda Prasad Sharma, Retd. Head of English Department, Gauhati University, and also a literary critic and fiction writer, presented his observations on the life and literary works of Gyanpeeth Awardee literature Mamoni Raisom Goswami. The programme was conducted by Dr. Karabi Deka Hazarika, Laksmi Nath Bezbarouah Professor of Assamese, Dibrugarh University and also Convenor of Assam advisory board of Sahitya Akademi and was attended by Sahitya Akademi representative Sri Santanu Gangopadhyaya, teachers, students of different institutes and other distinguished guests. The programme began with Digboi College chorus, rendition of “Borgeet” (Assamese devotional song) and recitation of a poem “Red River” of Mamoni Raisom Goswami by Mrs. Debomita Chakraborty, HoD (English). In his lecture Dr. G. P. Sharma highlighted Mamoni Raisom Goswami primarily as a humanist writer trying to revive humanitarian feelings in mankind with a modernist trend. At the end an interactive session between the audiences, particularly students, and Dr. G. P. Sharma, made the whole programme lively and meaningful.

It will be worthwhile to mention that Dr. G. P. Sharma was so very impressed by the sincerity of Digboi College community as a whole in holding the Sahitya Akademi programme, that after a few days he published a full page article titled “Digboir Smriti” (Memories of Digboi) in the widely circulated Assamese daily “Dainik Janambhumi” praising the alround effort of Digboi College.

(viii) Participation in Workshop on Conservation of Environment (October 12-14, 2007)

A group of 10 students guided by faculty members Sri P. Gogoi and Sri J. Borah, participated in a 3-day Workshop on Conservation of Environment and Biodiversity at Dibru-Saikhowa National Park. The workshop was organised by “Banashree Eco Camp” and participants from four degree colleges and H. S. Schools attended it. Training on Wetland conservation, biodiversity conservation etc. was imparted to the students.

(ix) “Guest of the Month” Lecture on Industry and Commerce (November 6, 2007)

On November 6, 2007, Sri P. K. Kalita, General Manager, District Industries and Commerce Centre (DICC), Tinsukia, aided by other officials of DICC, gave a Powerpoint presentation of his “Guest of the Month” lecture. Sri Saikia in his lecture pointed out to the students and teachers various entrepreneurial scopes available in Assam which includes the downstream industries prospects of the Gas-Cracker Project (Brahmaputra Crackers and Polymers Ltd.) under way at Lepetkata near Dibrugarh. The programme was arranged by Dept. of Commerce of Digboi College.

(x) Career Counselling Workshop (November 15, 2007)

A career counseling workshop was arranged at Digboi College on 15.11.2007 with renowned Career Counsellor Dr. Gowranga Kumar Sarmah, a faculty of Assam Institute of Management, Guwahati as Resource Person and Sri Jogesh Barua, SDO (Civil), Margherita Sub Division (also an alumnus of Digboi College) as Distinguished Guest. Dr. Sarmah presented before the students various career opportunities available for students of different streams after their graduation. Distinguished Guest Sri Barua encouraged the students for good performance in their examinations through meticulous study in different subjects.

(xi) Social Survey Programme in village (on November 16, 2007)

Faculty members and students of Digboi College organised a social survey programme at Rangchangi village of Lakhpathar locality on 16.11.2007, as a part of “Gaonloi Jaon Bolok” programme chalked out by Assam College Teachers’ Association (ACTA). Altogether, 12 teachers and 43 students participated in the social and economic survey work which was sponsored by Digboi College.

(xii) Formal launching of employment oriented ITES Course (on December 10, 2007)

Guwahati Centre of DOEACC, an autonomous body under the Ministry of IT and Communication of Govt. of India, has sponsored and collaborated in the introduction of ITES Course in Digboi College. Inaugural programme for the introduction of the employment oriented ITES (Information Technology Enabled Services) course was held on 10.12.2007 with Er. Krishnacharya Barua, Director, DOEACC Centre Guwahati as Chief Guest and Mr. Sajjad Zahir, Coordinator of ITES course of DOEACC, Guwahati, as Guest of Honour.

(xiii) Yoga-Workshop (January 19-21, 2008)

A three day Yoga-Workshop “Bipassana Meditation” was conducted with Dr. Kavid Kashyap, an eminent Yoga teacher, as Resource Person. Students from different educational institutes participated in the camp. Bindu Bahenji of Prajapita Brahmakumari Iswariya Viswavidyalaya inaugurated the workshop. Certificates were given to successful participants.

(xiv) Alumni Association Meet (on February 16, 2008)

Alumni Association Meet was held on 16.2.2008 wherein new-office bearers were elected. The meet took a number of decisions regarding welfare and employment of existing students. The meet also pledged to work for allround development of their

(xv) International Women’s Day Celebration (on March 8, 2008)

DCWWC organised a free pregnant women health check up camp at Baliyan Prathamik Vidyalaya, Baliyan village, on the occasion of International Women’s Day Celebration on 8.3.2008. Lady Doctors from Digboi Civil Hospital and IOC (AOD) Hospital rendered their help and expertise.

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

- (i) Meeting of the Principal with the faculty members at the onset of the session on 2.7.2007.
- (ii) Independence Day celebration on 15.8.2007.
- (iii) Teachers’ Day celebration on 5.9.2007.
- (iv) Viswa Karma Puja celebration on 17.9.2007.
- (v) Republic Day celebration on 26.1.2008.
- (vi) Parting Social for students of final year on 8.2.2008.

(vii) Saraswati Puja Celebration on 11.2.2008.

2. New academic programmes initiated (UG/PG):

A new 2-months interdisciplinary certificate course on ITES (Information Technology enabled Services) of DOEACC was introduced in collaboration and sponsorship of DOEACC Centre, Guwahati. The programme was inaugurated and classes started from 10.12.2007. In this connection, Mrs. B. R. Phukan and Mr. P. Bharali, both faculties of the Dept. of English, got trained in ITES programme from 12.11.2007 to 16.11.2007 at DOEACC Centre Guwahati.

21 degree students registered their names for the ITES course, of whom 13 students appeared in the examination and all of them came out successfully.

3. Innovation in curricular design and transaction:

The college, being an affiliated general degree college, has to follow the syllabi prescribed by Dibrugarh University during the transaction of curriculum.

4. Interdisciplinary programmes started:

(i) Project cum theory oriented EVS subject introduced by Dibrugarh University is a compulsory paper for Degree Courses and is interdisciplinary in nature.

(ii) Add-on certificate courses on Bio-informatics, Sericulture and Data-care management introduced earlier are going on and these courses are interdisciplinary in nature.

(iii) A two-month Certificate course on ITES (Information Technology Enabled Services) run by DOEACC Society was introduced in 2007 with a ceremonial launching programme held on 10.12.2007. Formal inauguration of the interdisciplinary course was done by Er. K. Baruah, Director, DOEACC Society, Guwahati Centre, and also an alumnus of Digboi College. Altogether 21 students were admitted to the course through an on-line interview with DOEACC centre. 13 students appeared in the final examination and all of them came out successful.

5. Examination reforms implemented:

In the Parent Teacher Meet held on 2.2.08 in the college, a suggestion was given that in addition to the Unit Tests usually held, Test/Terminal Examination with University examination type question paper should also be conducted. The college authority accepted the suggestion and decided to implement the suggestion from the next session.

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

Being an UG college, the question of students appearing in NET/SLET/GATE does not arise. However, the following faculty members qualified the said tests:

1. Sri Jitu Borah (Political Science) – NET
2. Sri Poban Gogoi (Education) – NET and SLET

7. Initiative towards faculty development programme:

(i) Mrs. B. R. Phukan and Sri P. Bharali, faculty members of the Department of English, were deputed and got trained (ToTe) in ITES – Programme at DOEACC Centre, Guwahati, from 12th to 16th of November, 2007.

(ii) One month Computer training course for Teaching and Non-Teaching staff of Digboi College was conducted from 1.3.2008.

(iii) On being deputed, the following faculty members underwent Refresher Course:

- (a) Dr. M. K. Gogoi (Assamese)
- (b) Mrs. M. Sharma (Economics)
- (c) Dr. (Miss) A. Neog (History)
- (d) Mrs. J Dutta (Chemistry)
- (e) Dr. T C Dutta (Botany)

(iv) The following faculty members were granted leave for appearing in M. Phil. Examination:

- (a) Miss. Abhijita Buragohain (Economics)
- (b) Mrs. S. Saikia Boruah (Geography)
- (c) Mr. J. D. Dutta (English)

(v) Mrs. D. Sharma Borthakur (Assamese) was allowed to pursue M. Phil. Course at Dibrugarh University under FIP of UGC.

(vi) Leave on Duty (LOD) was granted to-

(a) Sri B. S. Baruah, Sri C. C. Boruah and Dr. B. K. Boruah (all from Commerce) for participating a one day Workshop held at Commerce Department of Dibrugarh University on 7.5.2007.

(b) Dr. B. K. Boruah (Commerce) for attending a seminar at Dibrugarh University, on 13 & 14 July, 2007

(c) Sri D. C. Sedai (Nepali) for attending seminar at Guwahati, from August 24th to 28th, 2007.

(d) Sri J. Handique (Electronics) and Sri Prakash Saikia (Office Assistant) for attending Workshop on ICR-Forms and Examination at Dibrugarh University on 4.9.2007.

(e) Sri J. Changmai for attending National Seminar at Dibrugarh University (3 - 5 March, 2008).

(f) Mrs. J. Dutta for attending a Workshop on Green and Sustainable Chemistry at Dibrugarh University on 28.3.2008.

8. Number of Seminars/Workshop Conducted:

No. of Talk – 03

No. of Workshop - 01

9. Research Projects:

(a) Newly implemented

Name of the faculty member	Department	Topic of research	Funding agency	Amount of grant in Rs.
Sri J. Changmai	Mathematics	“A study of Z-Parameter eigen value problem in perspective of finite elements”	UGC (MRP)	Rs. 50,000/-

(b) Completed

Dr. (Ms) A. Neog and Dr. M. K. Gogoi has completed their Research Projects sanctioned during 2005-06

10. Patents Generated:

Nil

11. New Collaborative research programmes:

Nil

12. Research grants received from various agencies:

As detailed in Point No. 9

13. Details of research scholars:

As detailed in Point No. 9

After getting registered for Ph. D. at Dibrugarh University, the following faculty members are actively engaged in research works:

(i) Mrs. M. Sharma (Economics)

(ii) Mrs R. Patowary (Physics)

(iii) Sri A. Saikia (Assamese)

14. Citation Index of faculty members and impact factor:

Dr. T. C. Dutta (Citation - 1)

15. Honours/Awards to the faculty:

Nil

16. Internal Resource Generated:

- Collected through fees under different heads: Rs. 11,99,120/-
- Grant from Assam Science Society: Rs. 4,800/-

- Grant from UNDP: Rs. 10,000/-
- Grant from IOCL for Water Project: Rs. 40,000/-

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

Nil

18. Community Services:

Sl. No.	Date	Activity
1	05.04.2007	Distribution of books, pencil, tiffin box etc. among poor students of Navajyotu Balijan Prathamik Vidyalaya by DCWWC.
2	09.04.2007	Distribution of books, pencil, tiffin box etc. among poor students of Itavata Primary School by DCWWC.
3	27.05.2007	Hosting of Prize Money Quiz Competition of Digboi Science Society.
4	07.07.2007	Holding of concluding function of Ban Mahotsava jointly with Divisional Forest Office, Digboi.
5	12.07.2007	Cleaning of College Campus by NSS Unit.
6	09.09.2007	Holding of State Level Chemistry Olympiad Examination and hosting of Foundation Day programme of Digboi Science Society (DSS).
7	23.09.2007	Hosting of Biennial Conference of DSS.
8	16.11.2007	Social and Economic Survey of Rangchangi village by students and faculty members.
9	05.02.2008	Hosting of Third Annual Zonal Conference of ACTA.
10	08.03.2008	DCWWC celebrated Women's Day with a Free Pregnant Women health check up camp at Balijan Prathamik Vidyalaya, Balijan Village.

19. Teachers and officers newly recruited:

The following teachers were appointed during 2007-08:

(i) Sri J. Borah (Political Science)

(ii) Sri P. Gogoi (Education)

(iii) Sri D. Mondal (Bengali)

20. Teaching-Non-teaching staff ratio:

14:5

21. Improvements in Library services:

Process of computerization of library services is going on with SOUL software.

22. New books/journals subscribed and their cost:

<u>Item</u>	<u>Number</u>	<u>Cost</u>
Books	397	Rs. 98,208/-
Journals	4	Rs. 2,640/-

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

- Assessments by students of all teachers belonging to all the three streams of B. A., B. Sc. and B.Com. and also of add on courses on Bioinformatics, Sericulture, Data Care Management and ITES has been obtained.
- Based on feedback from students, teachers have been advised to improve their teaching methodology accordingly.

24. Unit cost of education:

H. S. and Degree students taken together ---- Rs. 17,634/-

Considering only Degree students ----- Rs. 28,097/-

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

- College office is moderately networked through LAN.
- Cash counter is computerized.
- Official correspondence, financial statements, accounts works are done using computer.
- Admission selection list, examination results and certificates are prepared using computer.

26. Increase in the infrastructural facilities:

- Construction of first floor of the Commerce building has been completed.
- Construction work for accommodating Multi-Gym has been completed.

27. Technology upgradation:

- Computers have been provided for running CoC classes.
- One computer laboratory has been set up for Bioinformatics classes.
- In addition to existing dial-up internet connection, BSNL Broadband connection has also been provided to Network Resource Centre.
- College office has been provided with a new Xerox machine.
- College office has been modestly networked through LAN.
- With due permission, any student or teacher can use internet facility.
- Extensive use of LCD projector is encouraged in seminars, workshops and day to day teachings.

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

- With due permission, any student or teacher can use internet facility.
- Most of the teaching departments are provided with computers for use by students and teachers.

- One month Computer Training Programme was held (w. e. f. 01.03.2008) for Teaching and Non-teaching staff.

29. Financial aid to students:

- Scholarships were provided to –
 - (i) 1 No. Arunachal Pradesh ST students (Rs.4,550/-)
 - (ii) 29 Nos. MOBC students
 - (iii) 13 Nos. ST students
- Digboi College Students' Aid Fund disbursed financial aid to 49 students @ Rs. 700/-.
- Digboi College Teachers' Unit extended financial assistance of Rs.1000/- to Miss Himami Borah, a student of degree course.

30. Support from the Alumni Association and its activities:

- Alumni Association Meet held on 16.2.2008 chalked out a series of measures for the welfare of the students and also for the development of the institution.
- Sri S. Phukan, Technical Officer of IOCL (AOD) and an alumnus of Digboi College, is a member of UGC-Building Committee of Digboi College and provide technical expertise in the construction works of the college.
- Dr. D Borthakur, an alumnus of the college extends free medical assistance to the students and staff of the college.
- Many alumni help in organising different sports and cultural activities of the college.
- A few alumni help the college authority by rendering their expertise in various fields.

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

- Parent-Teacher Meeting held on 2.2.2008 extended some concrete suggestions regarding internal examinations of the college aiming at betterment of performance of students in the University examinations.

- Sri D. Bhattacharjee, Principal i/c, Sowmar Vidyapith H. S. School, Digboi is a Parent-Member of the Governing Body (G. B.) of Digboi College and is a member of various subcommittees of the G. B. such as IQAC, Building Subcommittee etc.
- Many parents help the college in organizing sports and cultural activities.

32. Health services:

- A free health check-up camp for pregnant women residing in nearby village areas was organised by Digboi College Women Welfare Cell (DCWWC) on 8.3.2008 (International Women’s Day) at Baliyan Prathamik Vidyalaya, Baliyan Village. Lady Doctors of Digboi Civil Hospital and IOC (AOD) Hospital rendered their voluntary service.
- To sensitise the students of Digboi College as well as other institutions of the locality about the influence of Yoga in shaping the body and mind healthy, Digboi College organised a workshop on “Bipassana Neditation” with eminent Yoga therapist of the region Dr. Kavid Kashyap as Resource Person. The three day workshop (January 19-21, 2008) was inaugurated by Bindu Bahenji of Prajapita Brahmakumari Iswariya Viswavidyalaya.
- Day to day health problems of the students and the staff are being looked after by medical practitioner Dr. D. Borthakur, who is also an alumnus of this institution.

33. Performance in sports activities:

Level	Sports	Performance
1. College Week	Cricket, Football, Volleyball, Athletics, Badminton, Table Tennis, Carrom, Chess, Weightlifting, Arm wrestling etc.	Many students participated. 1 st , 2 nd and 3 rd position holders, Best athlete, Man of the match (cricket) were awarded prizes.
2. Inter College	Football, Cricket, Athletics etc.	Participated.

34. Incentives to outstanding sports persons:

Nil

35. Student achievements and awards:

(a). Academic achievement:

	Stream	Major	Core
a) Pass percentage	Arts	53.2 %	53.8 %
	Science	59 %	75 %
	Commerce	58.3 %	91%
b) First class holders	Departments	First class	First Class with Distinction
	Physics	1	--
	Chemistry	1	--
	Zoology	--	1
	Commerce	--	1

(b). NCC Cadets' achievements:

1. 10 cadets selected to participate in trekking camp.
2. 15 cadets selected for Army Attachment camp.
3. ASD/05/CGF/34350-UO Santosh Chetry selected for Pre TSC - I & Pre TSC – II to be held at Jorhat, Assam.
4. 51 cadets selected for Annual Training Camp.
5. ASD/05/CCF/34350 UO Santosh Chetry attended IMA Attachment Camp/Course held at IMA Dehradun and qualified.
6. Two cadets have been selected for Republic Day Parade in Delhi.

7. Six cadets have attended TSC camp and All India shooting competition camp at Kolkata and achieved first and second position in All India level.

(c). Awards to NCC Cadets:

SUO – Dhiraj Pandey received a cash award of Rs. 25,000/- and a Gold Medal with his Bir Chilarai Award.

36. Activities of the Guidance and Counseling Cell:

- Guidance and Counseling Cell regularly displays in its notice board the photocopies of advertisements in the dailies regarding opportunities available in the fields of education, employment and entrepreneurship.
- Counselling of students is done by Admission Committee at the time of admission.
- A career-counselling workshop was conducted on 15.11.2007 by career counsellor of fame Dr. Gowranga Kumar Sharma, a faculty of Assam Institute of Management, Guwahati.
- Sri P K Saikia, General Manager, District Industries and Commerce Centre (DICC), Tinsukia and Er. Pranab Bora, guided the students and teachers by delivering a talk on “Emerging Business Opportunities” with demonstrations on 6.11.2007.

37. Placement services provided to students:

Nil

38. Development programmes for Non-Teaching staff:

- One month computer training programme for the Teaching and Non-teaching staff of the college was held from 1.3.2008 to give an edge to their functioning.
- Principal of the college holds consultations with the members of the Governing Body and higher officials of IOCL (AOD) with a view to chalk out ways to bring more efficiency in administrative functioning.
- Principal almost regularly sits with the non-teaching staff to discuss about the progress of the office works and problems faced by them in course of their functioning.

39. Best practices of the institution:

All the programmes held and activities carried out during the year as detailed in Point No. 1 and 18 are as per mission and vision of the college having focus on five core values. These may be considered as best practices.

Other activities of this category are summarised below-

- Meeting of Principal with faculty members at the beginning of academic session (on 2.7.2007).
- Preparation of academic calendar.
- The principal convened meetings with HODs and also with Non-teaching staff.
- Constitution of shared administration by forming various sub-committees
- Book bank for poor students.
- Financial help to poor but academically strong students.
- Provision of first aid to students and staff.
- Freshers' and Parting social celebration.
- Election of Digboi College Students' Union (DCSU).
- Publication of Annual magazine and a wall magazine by DCSU.
- Preparation of wall magazine by few departments.
- Shuttle badminton, volleyball, football and cricket courts used by students and staff.
- A few teaching staff have been invited as resource person, judge and expert by various organisations.
- Various medicinal plants are planted in the garden.
- Group discussion and paper presentation in the departmental seminars have been made.
- In some departments classes were taken in Gurukul mode.

- Field works, project works, assignments have been conducted by some departments.
- Felicitation to faculty members for obtaining Ph.D. (to Dr. M. K. Gogoi on 5.5.2007).
- Study circle under DCTC organised 'Alochana Chakra' on various subjects. Three teachers presented articles.
- Hosting of Quiz competition organized by DSS at Digboi College.
- Book Fair organised along with college Foundation Day celebration (July 15-17, 2007).
- Farewell to retired teachers Sri D. R. Deb, Principal i/c and HOD (Physics) and Dr. (Mrs) N . Devi, HOD (Philosophy) on 31.7.2007.
- Holding State Level Chemistry Olympiad on 9.9.07.
- Condolence held for sudden demise of employee (Sri Hiren Saikia, Lab. Bearer and Sri Pranab Roy, Lab. Bearer) and students.
- Hosting of Extempore speech competition organised by DSS at Digboi College.
- DCSU General Meeting held on 18.12.07.
- Digboi College chorus team was adjudged 2nd in chorus competition organized by Tinsukia District Zonal committee of ACTA.
- Hosting of Third Annual Zonal Meeting of ACTA, Tinsukia Zone.
- Setting up of Multi-Gym in the college.
- Celebration of Women's Day by DCWWC.
- Formation of Discipline committee to check ragging and other indisciplines of students.

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

- Linkage already developed earlier with DOEACC Society has been strengthened due to signing of MOU between DOEACC, Guwahati Centre, and Digboi College with respect to running the ITES Certificate Course of DOEACC at Digboi College with faculties and experts from DOEACC, Guwahati Centre.

- Linkage with Sahitya Akademi has been developed by holding the Sahitya Akademi programme ‘Through my window’ at Digboi College (on October 3, 2007).
- Linkage has been formed with government agency District Industries and Coimmerce Centre (DICC), Tinsukia District, Tinsukia, by arranging the talk on “Emerging Business Opportunities” on 6.11.2007.

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. organised by various institutions.
- A few members of the staff are life members of some organisations like Assam Science Society, Heart Care Society etc.
- Several staff members participated in national level orientation and refresher courses.
- Executive Director of Digboi Oil Refinery visited the college to act as Chief Guest in Freshers’ Social (on August 10, 2007).
- A few students participated in All Assam Inter College Quiz and All Assam Inter College Debate competitions.
- The following faculty members were appointed under different heads as given below-

Name	Head	Subject
Dr. A. C. Sarmah	Subject Expert	For selection of Physics Lecturer, nominated by V. C. of Dibrugarh University.
Dr. T. C. Dutta	Tinsukia District Academic Coordinator	National Children Science Congress

- The following faculty members obtained M. Phil. Degree-
 - (i) Mrs. D. Sharma Borthakur (Assamese)
 - (ii) Ms. A. Buragohain (Economics)
 - (iii) Mrs. S. Saikia Boruah (Geography)
 - (iv) Sri J. D. Dutta (English)

- In Letters to Editor Column of the Assamese daily “Dainik Janambhumi” dated February 22, 2008, a letter of Sri Nikhil Borkotoky was published wherein the person highly appreciated the efforts of Digboi College in making the campus green and maintaining it with utmost sincerity.

PART-C

Details of the plans of the institution for the next year:

- A total amounting to Rs. 39,25,350/- only (Salary arrear Rs. 37,22,683/- + Reimbursement due of 30% of fees collection Rs. 2,02,667/-) has become due and is yet to be released by Govt. of Assam. Under this circumstances, IQAC, Digboi College, decides not to take any new ambitious project as plan of action for 2008-09. only unfinished/initiated plans of action along those which are continual in nature are to be taken as plan of action for the next academic year 2008-09.
- More stress is to be laid on improvement of academic performance of students in the University examinations.

Name and signature of the Coordinator,
IQAC

Name and signature of the Chairperson
IQAC