

# Annual Quality Assurance Report (AQAR)

## **IQAC, Digboi College, Digboi**

**Year of report - 2008-09**

**Name of the Institution: Digboi College, Digboi**

**Name of the head of the Institution: Sri M. Bharali Baruah, M. Sc.**

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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.**

Proposed Plan of action	Outcome achieved by end of the year
Computerization of Library activities and introduction of digital library. (Peer team Recommendation)  To provide reprographic facility in the library which may be commercialized. (Planning sub-committee recommendation)	i) SOUL software is in use  ii) Computer system in the library has been strengthened by adding new computers.  iii) Broadband connection (BSNL) has been provided in the library for use by students and teachers.  However setting up of digital library entails huge cost. The project had to be kept in abeyance till a huge surplus fund can be created.  A reprographic system has been installed in the library.
Establishment of Language Laboratory.	The project cost is not affordable at this moment because of some more urgent priority

(Peer team recommendation)	during this period however the project decided to be started during the next year.
<p>Face-lifting of college campus through gardening and massive plantation of trees particularly of local variety as a step towards conservation of bio-diversity.</p> <p>(IQAC and Planning sub-committee Recommendation)</p>	<p>i) Existing flower and plant gardens are being maintained.</p> <p>ii) Courtesy Digboi Forest office, saplings of plants of various varieties has been planted throughout the campus on the World Environment Day.</p> <p>iii) “Nature club of Digboi” College took up a plantation drive in the college campus on 26.03.2009.</p>
<p>Extension work in massive scale to be adopted in the nearby villages, especially there inhabited by SC, ST, Tribal etc. people living below poverty line for raising awareness on environment, women health care, sanitation, AIDS awareness etc.</p> <p>(IQAC Recommendation)</p>	<p>i) Digboi College Woman Welfare Cell (DCWWC) organised a free eye check-up camp in collaboration with IOCL (AOD). Hospital at Navojyoti Balijan L.P. School on 19-04-2008 for the benefit of poor villagers of Balijan area.</p> <p>ii) In collaboration with IOCL (AOD) hospital, the Research consultancy and Extension Sub Committee of Digboi College organised a free health camp at Lakhpathar L.P. School for the benefit of villagers of Lakhpathar area mostly inhabited by SC, ST and some backward communities on 10.05.2008</p> <p>iii) DCWWC conducted a socio-economic survey of the villagers of Naharkotia Gaon mostly inhabited by SC, ST and some backward communities near Digboi on 14.03.2009</p> <p>iv) An awareness campaign on Wetland Ecosystem was organised jointly by Zoology Department of Digboi College and Digboi Branch of Assam Science Society on 14<sup>th</sup> and</p>

	<p>17<sup>th</sup> March 2009.</p> <p>v) NSS unit of Digboi College organised a free Medical camp in collaboration with IOCL (AOD) Hospital at No. 1 Assomiya Gaon, Tingrai on 28.03.2009</p>
<p>Development of entrepreneurial spirit among the students.</p> <p>(IQAC Recommendation and also a proposed project in the vision document)</p>	<p>i) Student counseling and career Guidance Cell of Digboi College regularly displays the news items on available employment and entrepreneurial scopes in its notice board.</p> <p>ii) A talk on “Prospects on management Studies” was held on 22.04.2008 for the outgoing degree students.</p> <p>iii) A seminar on “Job Prospects in Wildlife Conservation” was held on 21.02.2009.</p>
<p>Construction of a vermicomposting pit with fallen leaves, kitchen wastes from Girls’ Hostel, Students’ Canteen etc. for preparation organic manure, setting up of a demonstration and training unit for organic farming.</p> <p>(IQAC and Planning sub-committee Recommendation)</p>	<p>A vermicomposting pit was constructed adjacent to the Medicinal Plant Garden by making full utilisation of an amount of Rs. 6000/- received as Grant from Ministry of Environment, Govt. of India, through its nodal agency, “Assam Science society”. The pit has been made functional. However the vermicomposting pit will be formally inaugurated on the Foundation Day of the College, and Demonstration and training programme will be launched on that day.</p>
<p>In order to create awareness about water literacy and water conservation, 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.</p> <p>(IQAC recommendation and also a</p>	<p>A sum of Rs. 8000/- collected under this head through public donation during 2003-04 has been kept intact. The amount being insufficient, and as a fund of appropriate amount could not be created, the project at present is kept pending at present.</p>

proposed project in the Vision Document)	
Holding of National Seminar/Workshop. (IQAC- Vision)	Departments of Political Science and Economics have organized a UGC and NEC sponsored National Seminar on the topic “Decentralisation of Power and Rural Development in India with special reference to North East India” on 10-11 November, 2008. Vice-Chancellor of Dibrugarh University graced the inaugural session as Chief-Guest.
Opening of Krishna Kanta Handique State Open University Centre. (IQAC recommendation and also a proposed project in the Vision Document)	The college authority has initiated the process for opening the centre vide letter No. Dig/Col/Misc/2008/05 dated 23.5.2008.
Make extension of Girl’s Hostel. (IQAC and planning sub-committee recommendation and also a proposed project in the Vision Document)	Foundation stone of New Women’s Hostel has been laid on 27.2.2009 with X <sup>th</sup> plan special UGC Grant of Rupees 60 lakh.
Construction of Boundary Wall of the college campus (Proposed project in the Vision Document)	A part of the Boundary Wall (college main gate entrance side) completed.
Installation of Generator set for office and Women’s Hostel (Proposed project in the Vision Document)	A generator set of 2.8 kW power has been installed for Administrative Block at the cost of Rs. 53,000/-.  For Women’s Hostel could not be installed for paucity of fund during this period.
Construction of a Centralized Computer Centre cum Conference Hall in the 1 <sup>st</sup>	The project of construction of a Centralized Computer Centre cum Conference Hall at

<p>floor of the college Administrative Block.</p> <p>(Planning sub-committee recommendation)</p>	<p>present is kept pending due to paucity of fund.</p>
<p>Construction of two big size class rooms cum examination hall.</p> <p>(Planning sub-committee recommendation)</p>	<p>A proposal has been submitted to UGC in this regard.</p>
<p>The enrollment in Degree level be increased at least by 20% in the coming session and necessary publicity be started.</p> <p>(Planning sub-committee recommendation)</p>	<p>Principal i/c circulated appeals to teaching and non-teaching Staff and visited schools of this township and its vicinity in order to enlighten the Principals/Headmasters/Teachers about the availability of different subject combinations and fee structure at our college.</p>
<p>Speciality course in e-commerce be introduced in TDC Commerce stream.</p> <p>(Planning sub-committee recommendation)</p>	<p>E-commerce (speciality course) in TDC commerce classes has been opened.</p>

**Govt. of Assam is yet to release a due sum of Rs. 37,22,683/- in the deficit Grant in Aid to Digboi College (due from the period from FY 2001-02 to 2004-05). Over and above this, 30% of the tuition fees collected during 2006-07 and 2007-08 amounting to Rs. 4,06,850/- (Rs. 2,02,667/- of 2006-07 + Rs. 2,04,183/- of 2007-08) is yet to be reimbursed to Digboi College by Govt. of Assam. Against this backdrop, it became difficult to complete or initiate some of the proposed projects and had to cut coat according to cloth.**

## **PART-B**

### **1. Activities reflecting the goals and objective of the institution:**

In realisation of the goals and objective for overall quality enhancement in conformity with our vision, mission and belief as detailed in the AQAR-2005-06 of Digboi College, the following activities have been carried out during 2008-09 with the objectives of covering the five core values as envisaged by NAAC.

#### **i) Attending CSR Programme of IOCL (AOD) (April 2, 2008)**

Principal i/c and Vice Principal i/c of Digboi College attended on being invited to a CSR execution programme of IOCL(AOD) on 02.04.2008, wherein 2(two) sets of computers has been donated by IOCL(AOD) to Digboi College to aid the running of DOEACC sponsored ITES course at Digboi College.

#### **ii) Valedictory function of One Month Computer Training Programme for teaching and Non-Teaching Staff of Digboi College (April 17, 2008):**

On completion of one month Computer Training Programme for Teaching and Non-Teaching Staff of Digboi College commencing from March 1, 2008, the valedictory function was held on 17.04.2008. Sri R. Dhanowar, Hon'ble President of the Governing Body of Digboi College and also MLA of Digboi LAC, graced the occasion and gave away the certificate of completion of the course to 32 numbers of teachers.

#### **iii) Management-Staff interaction (April 17, 2008)**

An interaction between the Governing Body and the Teaching and Non-teaching staff was arranged on 17.04.2008, wherein both parties exchanged their views regarding developmental aspects of the college Sri H.N. Sarma, Retd. Principal of Margherita College, and member of the G.B. in his deliberation focussed on the ways and means for attainment of academic as well as administrative excellence of our college.

#### **iv) Free Eye Check-up Camp (April 19, 2008)**

Digboi College Women Welfare Cell (DCWWC), in collaboration with the IOCL (AOD) Hospital, organised a free eye check-up camp at Navajyoti Baliyan L.P. School for the benefit of the villagers of Baliyan area. Eye specialist Dr. Bibhas Kumar Das extended his dedicated service to the poor villagers who are mostly below poverty line and of backward classes of society.

v) Talk on “Prospects on Management Studies” (April 22, 2008)

A talk on “Prospects on Management Studies” was organised by the Career Counselling and Guidance Cell of Digboi College for the benefit of the outgoing degree final year students of the college Mr. Rajit Singh, a faculty member of the Centre for Management Studies of Dibrugarh University enlightened the students about various scopes available for management studies through his lucid Power point Presentation.

vi) Health Camp (May 10, 2008)

Research Consultancy and Extension Sub-Committee of Digboi College arranged a Health Camp in collaboration with IOC (AOD) Hospital at Lakhpathar L.P. School, at Lakhpathar Rangahangi village. Dr. F.A. Devlal, Dr. (Mrs) Rita Bagchi and two other doctors of IOC (AOD) Hospital offered their free service to the poor villagers who mostly belong to SC, ST and other backward classes.

vii) Foundation Day celebration (July 15, 2008)

Digboi College celebrated its 44<sup>th</sup> Foundation Day with fanfare and gaiety. Dr. P.K. Bhuyan, Registrar, Dibrugarh University, graced the celebration as Chief Guest. Ms. Anindita Kakoty, a student of Digboi College was felicitated for her achievement of becoming the Best Graduate in Commerce of Dibrugarh University of the year 2008. A book fair “Anwesa Granthamela” was also held in the college on the occasion of Foundation Day celebration.

viii) SPICMACAY Programme (August 05, 2008)

Flute recital by Pandit Ranu Majumdar under the aegis of SPICMACAY was hosted at Digboi College. The programme was attended by the students of different institutions of Digboi locality.

(ix) Freshers’ Social (August 9, 2008)

Freshers’ Social was celebrated on 09.08.2008. Mr. Sarbananda Sonowal, M.P. of Dibrugarh HPC graced the celebration as Chief Guest and delivered his illuminating speech for the students.

(x) Holding of “Chemistry Olympiad” (September 14, 2008)

7<sup>th</sup> State – Level Chemistry Olympiad” was held at Digboi College on 14.09.2008. Students from several institutions of Digboi locality appeared in the test.

xi) National Seminar (November 10 and 11, 2008)

UGC and NEC sponsored National Seminar on the topic “Decentralisation of Power and Rural Development in India with special reference to North-East India” was held on November 10 and 11, 2008. Dr. K.K. Deka, V.C., Dibrugarh University graced the inaugural session as Chief Guest. Dr. K. K. Dwivedi, IAS, Deputy Commissioner of Tinsukia District has also addressed the session. Professor S.N. Mishra of Utkal University , Professor Pura Tadu of Rajib Gandhi University, Prof. (Mrs) R. R. Dhamala of Assam University, Silchar, Prof. Girin Phukan, Prof. Thaneswar Lahon, Professor M.N. Das of Dibrugarh University, Reader Dr. A.R. Dutta of Guwahati University, Dr. Gautam Purakayastha of Margherita College and Dr. A. B. Deb of G.C. College acted as resource persons. On this occasion a Souvenir “Vision – The Grassroots” edited by Mr. P. Bharali of English Department was also released.

xii) Workshop on Wild Life Conservation (December 01, 2008)

Nature Club of digboi College organised a workshop on “Nature: Care, Share and Conservation” on 01.12.2008. Mr. Jaynal Abedin, Secretary, Dibru-Saikhowa Wildlife Conservation Society and also a nature activist delivered an informative lecture with power point presentation. Mr. H. N. Sarma, an eminent social worker graced the workshop as distinguished guest.

xiii) Special Talk (December 23, 2008)

Political Science Department of Digboi College organised a special talk on “Indo-US Civil Nuclear Deal and its Impact” on 23.12.2008. Professor Adil Ul Yasin of Dibrugarh University delivered the talk and dealt at length the different aspects of the deal.

xiv) Workshop on Mushroom Cultivation (December 27, 2008)

Workshop on Mushroom Cultivation was held on 27.12.2008. Sub-Divisional Agriculture Officer, Margherita Sub-Division, Margherita delivered his key-note address. Experts from State Institute of Rural Development (SIRD) presented their demonstration. Several members of Self-Help Groups of adjoining area participated in the workshop and were awarded participation-certificate.

xv) Inter College Volleyball Tournament (December 29 and 30, 2008)

Digboi College hosted the Inter College Volleyball Tournament 2008, of Dibrugarh University on 29<sup>th</sup> and 30<sup>th</sup> December’2008. Over and above the competition among male



teams, Dibrugarh University organised a competition among female teams also for the first time. In the closing ceremony held on 30.12.2008, Sri R. Dhanowar, MLA of Digboi LAC acted as Chief Guest and gave away prizes to the winners.

(xvi) Intimate–Interaction (January 20, 2009)

An intimate interaction programme “In Search of Roots” (Shipar Sandhanot) was held on 20.1.2009, wherein the famous novelist of Assam Er. Phanindra Debchoudhury of OIL, Duliajan and eminent poet of Assam, Dr. Pronoy Phukan of Assam Medical College, Dibrugarh, elaborated the incidents and circumstances, which have influenced their creative works. The lucid programme convened by Dr. Mrinal Kr. Gogoi of Digboi College and was conducted by eminent literature Sri Punya Saikia.

xvii) NAAC Related Principal’s Meeting (January 23, 2009)

Principal i/c Mr. M. Bharali Boruah convened the meeting in order to discuss on the progress of re-accreditation process. He requested all the teaching and non-teaching staff of the college to extend extreme cooperation in preparing the NAAC reports. After threadbare discussion some decisions have been adopted for around development of the college. A decision has also been taken to purchase a digital camera for documentation and for face lifting of college campus through gardening and massive plantation of trees.

**xvi) IQAC Meeting (April 6, 2009)**

Meeting of the newly reconstituted body of IQAC of Digboi College was held on 06.04.2009. The body reviewed the progress of works and expressed its concern over the huge sum (amounting to Rs. 41,29,533/-) which have become due from Govt. of Assam, the matter which is causing delay in the implementation of proposed projects. However IQAC suggested continuance of on-going quality enhancing measures. The IQAC proposed to go all out for the process of Reaccreditation by NAAC. In this regard it suggested to hold a workshop, preferably a National one, on preparation for reaccreditation process. IQAC also felt for strengthening of documentation process and suggested for purchase of the Digital/Web Camera, so that the recoding of events can be saved in the IQAC-Computer, set chronologically and also criterion wise.

(xviii) Workshop on wildlife conservation (February 21, 2009)

A workshop on Job Prospects in Wildlife Conservation was held on 21.2.2009, wherein Dr. Chisty Williams, Programme-Coordinator of Asiatic Elephants and Rhinos of Asia under “WWF for Nature” delivered an informative lecture on Asiatic elephants and their

social behaviour. Another resource person Dr. Kashmira Kakoti, a renowned primatologist, delivered an informative talk on bio-diversity hotspots of South-East Asia, pitiable condition of endangered species Hoolock-Gibbon and their conservation. Department of Zoology organised the seminar.

(xix) Socio-Economic Survey (March 14, 2009)

Digboi College Women Welfare Cell (DCWWC) conducted a socio-economic survey at Naharkotia Gaon near Digboi on 14.3.2009.

(xx) Awareness Campaign on Wetland Ecosystem (March 14 and 17, 2009)

An Awareness Campaign on Wetland Ecosystem was organised jointly by Zoology Department of Digboi College and Digboi Branch of Assam Science Society on 14<sup>th</sup> and 17<sup>th</sup> March, 2009.

(xxi) Cleanliness and Plantation Drive (March 26, 2009)

A Cleanliness and Plantation Drive was taken up by Nature Club of Digboi College in the college campus on 26.3.2009.

(xxii) Medical Camp (March 28, 2009)

NSS Unit of Digboi College organised a Medical Camp in collaboration with IOCL (AOD) Hospital at Kath Gaon L. P. School, Tingrai on 28.3.2009.

Other activities which are of regular nature were carried out as usual.

- Observance of World Environment Day through plantation programme on 5.6.2008.
- Induction meeting for the newly admitted students on 1.7.2008.
- Meeting of Principal with the faculty members (on 2.7.2008) at the beginning of the session.
- Independence Day celebration on 15.8.2008.
- Teacher's Day celebration on 5.9.2008.
- Viswakarma Puja celebration on 17.9.2008.
- Students' Union Election on 24.9.2008.
- Annual College Week from 15<sup>th</sup> to 21<sup>st</sup> December, 2008.
- Parting Social for Final Year Degree Students on 14.2.2009.
- Saraswati Puja celebration.

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

- The college authority initiated for opening Krishna Kanta Handique State Open University centre in the college campus vide letter No. Dig Col/Misc/2008/05 dated 23.5.08.
- Career Oriented (Add-on) Courses in Bioinformatics, Sericulture and Date Care Management continued uninterrupted.
- The college authority has taken initiative measures to open a UGC funded and Dibrugarh University approved Human Rights Education certificate course programme on 27.11.2009 vide letter No.....

## **3. Innovation in curricular design and transaction:**

- UG section of Digboi College is affiliated to Dibrugarh University. It has to follow the syllabi and other guidelines framed by its affiliating university. However, suggestions regarding modification of syllabi and examination pattern were communicated to respective body of the concerned university authority for incorporation.
- The syllabus for Human Rights Education certificate course programme had been designed by the committee for this course and approved by Dibrugarh University vide letter No. .... dated. ....
- Sri J. Handique, Department of Electronics and Sri P. Saikia, Office Assistant, have been deputed to attend a workshop on Examination reform organised by Dibrugarh University on 20.9.2008.
- For betterment of teaching activities by faculty members, they are encouraged to attend seminars, workshops, refresher courses, orientation course etc. (details in item No. 7).
- Seminars/workshops on different topics are almost regularly held in the college for enlightenment of teaches, students and staff members.

## **4. Interdisciplinary programmes started:**

No new interdisciplinary programme has been started. However, the following interdisciplinary Add-on courses are running during this year-

- (i) Certificate course on ITES with 29 students in the 2<sup>nd</sup> batch.
- (ii) Certificate course in Bioinformatics (CoC and CCBio-DOEACC) with 10 students in the 2<sup>nd</sup> batch.
- (iii) Certificate course on Sericulture (CoC) with 3 students in the 2<sup>nd</sup> batch.

**5. Examination reforms implemented:**

Suggestions coming from Parent-Teacher Meet held on 2.2.2008 regarding holding of Test Examination in the pattern of university examination over and above the regular holding of unit tests, was implemented during 2008-09, with a hope for a better outcome in the final examination.

**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:**

(a) Leave on Duty was granted to the following faculty members:

(i) Mrs. A. Buragohain for attending National Seminar at Kakojan College (October 3-4, 2008).

(ii) Teachers of Botany department for educational tour on January 27, 2009.

(iii) Sri J. Handique, Dept. of Electronics, for presenting his Research Paper in an International Conference held in Hong Kong (March 18-20, 2009).

(iv) Sri C. C. Baruah and Sri P. K. Khound to attend a Workshop at Dibrugarh University (July 26-28, 2008).

(v) Dr. T. C. Dutta (Botany) for attending a UGC-sponsored Workshop on XI<sup>th</sup> - Plan Guidelines at Kaliabor College on 22.11.2008.

(vi) Sri M. Bharali Baruah Principal i/c, Sri C.C. Baruah (Commerce) and Dr. A. C. Sarmah (Physics) to participate in National Workshop of NAAC at Women's College, Tinsukia (January 9-10, 2009).

(vii) Sri T. K. Sanyal (Chemistry) and Sri A. B. Debnath (Chemistry) to participate in a Workshop on Prospects of Natural Product Research in NE India held at Dibrugarh University on 13.3.2009.

(viii) Dr. B. K. Boruah (Commerce) and Sri H. P. Verma (Commerce) to attend a Workshop on Project Report at Dibrugarh University on March 31, 2009.

(b) The following faculty members were allowed to attend Refresher Courses-

(i) Sri banjit Das (Political Science)

(ii) Mrs. J. Dutta (Chemistry)

(iii) Dr. P. K. Bharati (Hindi)

(iv) Dr. J. Lahkar (Mathematics)

(c) The following faculty members were allowed to attend Orientation Course-

(i) Sri Achyut Saikia (Assamese)

(d) The following faculty members were granted Leave on Duty for appearing in their M. Phil. Examination (through correspondence)-

(i) Sri Gauri Buragophain (English)

(ii) Sri Banjit Das (Political Science)

**8. Number of Seminars/Workshop Conducted:**

(i) National Seminar on “Panchayati Raj - Decentralization of Power and Rural Development” on 10<sup>th</sup> and 11<sup>th</sup> November’08.

(ii) Workshop on Nature: Care share and conservation on 1-12-08.

(iii) Mushroom cultivation workshop on 27-12-08.

(iv) Workshop on ‘Prospects of Wildlife as Professional Career’ on 21.2.2009.

Talk – 05, Workshop – 03, Seminar – 01

**9. Research Projects:**

Nil

**10. Patents Generated:**

Nil

**11. New Collaborative research programmes:**

Nil

**12. Research grants received from various agencies:**

Nil

**13. Details of research scholars:**

The following faculty members are actively engaged in research for their Ph. D.

Mrs. M. Sharma (Economics), Sri J. Changmai (Mathematics), Mrs. R. Patowary (Physics), Sri Achyut Saikia (Assamese) and Sri R. R. Tariang (Zoology)

**14. Citation Index of faculty members and impact factor:**

Nil

**15. Honours/Awards to the faculty:**

- FIP award to Sri J. Handique (Dept. of Electronics) for doing Ph. D. Sri J. Handique presented a research entitled “Hardware Implementation of Phase-Locked Loops for Communication System”
- Best NCSC District Coordinator award to Dr. T. C. Dutta.

**16. Internal Resource Generated:**

(i) For National Seminar/Workshop from UGC, NEC, ICSSR, OIL, SBI, UBI in cash and IOCL in kinds.

(ii) A sum of Rs. 19,34,165/- has been collected from fees under different heads.

(iii) Registration fees for National Seminar from participants (teachers and students).

(iv) Donation from faculty members.

(v) Donation of 3 (three) Computer Sets from IOCL (AOD), Digboi.

(vi) Rs. 6000/- from Ministry on Environmental Science through Assam Science Society.

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

Nil.

**18. Community service**

Date	Programmes
19.4.08	Free Eye Check up camp by DCWWC at Balijan Prathamik Vidyalaya.
10.5.08	Medical Camp at Rangchangi village (Lakhipathar) organized by Research and Consultancy Sub-committee in collaboration with IOCL (AOD) Hospital.
25.5.08	Free coaching camp for rural students organized by Shishu Kalyan Kendra, Borbil in collaboration with Digboi College.
5.6.08	World Environment Day celebrated at Jatiya Vidyalaya, Digboi.

7.7.08	Induction Meeting convened by Principal i/ c.
15.7.08	44 <sup>th</sup> College Foundation Day observed and felicitation to Best Graduate in Commerce Anindita Kakoty and other achievers. Chief Guest Dr. P. K. Bhuyan, Registrar, Dibrugarh University.
8.8.08	Hosting of Extempore Speech competition organized by DSS at Digboi College.
9.8.08	Fresher's social. Chief Guest – Sri S. Sonowal, MP of Dibrugarh HPC.
15.8.08	Independence Day observed.
5.9.08	Teachers' Day celebration by students.
14.9.08	7 <sup>th</sup> Chemistry Olympiad (State Level) held at Digboi College.
17.9.08	Celebration of Viswakarma Puja.
24.9.08	Digboi College Students' Union (DCSU) Election.
25.10.08	Annual Tinsukia District Prize Money Quiz Competition organized by Digboi Science Society at Digboi College.
15.12.08	Annual College Week. Chief Guest Mr. S. P. Bordoloi, GM (Tech).
20.12.08	Prize distribution and cultural programme in closing function of College week.
29 & 30 Dec'08	Inter College Volley Ball Tournament.
31.1.09	Saraswati Puja Celebration.
14.2.09	Parting Social to final year students. Chief Guest Dr. S. L. Prajapati.
28-2-09	National Science Day at Bhimpathar Bapuji High School.
14-3-09	A socio economic survey by DCWWC at Naharkotia Gaon.
14 <sup>th</sup> & 17 <sup>th</sup> March'09	Awareness campaign on wetland ecosystem, organized jointly by Zoology dept. and Assam Science Society.
26-3-09	"Cleanliness and plantation drive" by Nature Club in Digboi College
28-3-09	NSS of Digboi College organized Medical camp at Kath Gaon L. P. School in collaboration with IOCL (AOD) Hospital.

**19. Teachers and officers newly recruited:**

10 faculty members and 4 grade-IV employees recruited.

**20. Teaching-Non-teaching staff ratio:**

54:19

**21. Improvements in Library services:**

- Broadband connection (BSNL) is provided in the library for information retrieval.
- Reprography facility provided in the Library.
- Automation of Library services is in progress.

**22. New books/journals subscribed and their cost:**

No. of books: 820, Cost Rs. 1,61,679/-.

Total Journal 33 Nos. Cost Rs. 36,755/-

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

- Student assessment of all teachers belonging to all the three streams of B.A., B.Sc. and B.Com and also for add-on courses on Bioinformatics, Sericulture. Data Care Management and ITES have been obtained.
- Based on feedback from students, teachers have been advised to improve academic performance by (i) using suitable teaching methodology (ii) attending refresher courses, orientation courses, workshop etc. for greater effectiveness of the teaching process.

**24. Unit cost of education:**

For HS and Degree students taken together Rs. 18,356/-

For Degree students Rs. 31,397/-

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

- Admission Process – Selection list computerized
- Salary - Salary of employees computerized by M.S. Office
- Preparation of Question papers for Unit test/Sessional examinations etc.
- Internet facility to ITES and Bioinformatics students.
- For various official correspondences

**26. Increase in the infrastructural facilities:**

- Construction work of 1<sup>st</sup> floor of Commerce Building (a part) completed with all fittings and was made ready for classes.



- White washing of buildings and beautification of the campus were done.
- Front side boundary wall constructed
- Foundation Stone laid of new Girls' Hostel to be constructed with X<sup>th</sup> Plan Special UGC Grant.
- The college has received 5 PCs from IOCL for running of (DOEACC) ITES Certificate Course.
- The equipments purchased for departments:

Sl. No.	Department	Equipment acquired
1	Botany	Microton erma Japan type chemical balance pH meter – 1, Photometer – 1
2	Geography	Binocular – 1, Rotameter Scientific calculator
3	Zoology	Rotary microton spanner – 1

- A Generator Set of 2.8 kW has been provided in the Office.

**27. Technology upgradation:**

- Computers added for administrative and teaching learning purpose.
- Broad band connection (BSNL) is provided in the library.
- Computers provided in some departments.
- Office automation is installed.
- Automation of library has been initiated.
- New website – [www.digboicollege.com](http://www.digboicollege.com) hoisted with more information of the college.

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

- Faculties of Computer department and other experts offer computer training to students and staff on regular basis.
- Internet facility is provided to teachers and students and on request to CoC students.

**29. Financial aid to students:**

- APST (Arunachal Pradesh ST) scholarship (Stipend) – 2 (degree Students)
- Financial assistance to poor but meritorious SC students – 21 @ Rs. 4000/-
- Scholarship to OBC/MOBC students – 23 (degree), 21 (HS)
- Scholarship to ST students – 27

- The college granted financial assistance to 34 economically backward students @ Rs.700/- from Digboi College Students Aid Fund.
- Digboi College Teachers' Unit granted financial assistance to a student of Degree Course for Cancer treatment.

**30. Support from the Alumni Association and its activities:**

- A few alumni helped in the development of the college. Sri S. Phukan, Technical Officer of IOCL (AOD) and an alumnus of the college help with supervision and suggestions in different construction activities as a member of UGC Building Committee.
- Dr. D. Borthakur, an alumnus of Digboi College extends regular medical help to the students, staff and family members of staff.
- Many alumni help in getting financial help/help of any kind from different organization such as IOCL (AOD), Digboi.
- A good number of alumni help in organizing different sports such as Inter College Volleyball, College week sports and cultural activities of the college.
- A few alumni helped in organizing medical camp at Rangchangi Gaon (Lakhipathaer) on 10-5-09.

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

- A parent member helps in the developmental works of the college as a member of GB and various subcommittees under it.
- A parent has made financial contribution for the National Seminar held on 10<sup>th</sup> and 11<sup>th</sup> Nov, 2008
- Teachers' Council have extended financial assistance for the national Seminar held on 10<sup>th</sup> and 11<sup>th</sup> Nov. 2008
- Many parents help in organizing different sports and cultural activities of the college.
- A few parents help the college authority by their valuable suggestions when required.

**32. Health services:**

- A medical officer (alumnus of Digboi College) visits the permanent health centre of the college as and when required.
- The aforesaid medical officer is accommodated in the Girls' Hostel campus and extends health service permanently.

- Free health Check-up camp by Digboi College Women Welfare Centre on 19-4-08.
- Free Eye-Check up Camp held on 2-5-08 Balijan Prathamik Vidyalaya.
- Medical Camp at Rangchangi Village, Lakhipather organized by Research and Consultancy Sub-Committee in collaboration with IOCL(AOD) on 10-5-08
- NSS group of Digboi College organized a free medical Camp at Kathgaon L. P. School, Tingrai in collaboration with IOCL (AOD) on 28-3-09.

**33. Performance in sports activities:**

- The college organized Dibrugarh University Volleyball Tournament on 29<sup>th</sup> and 30<sup>th</sup> December 2008.
- Students participated in various Sports activities during the college week held from 15-12-08 to 21-12-08.

Level	Sports	Performance
1. College Week (15-12-08 to 21-12-08)	Cricket, football, Volleyball, athletes, Badminton, Table tennis, Carrom, Chess, Weight lifting, arm wrestling etc.	Many students participated 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> position holders, Best athlete, Man of the match (Cricket) were awarded prizes.
2. Inter college	Volleyball, Football, Cricket, athletics etc.	participated

**34. Incentives to outstanding sports persons:**

Nil

**35. Student achievements and awards:**

**(a) Academic achievements**

**Pass percentage**

<u>Major</u>	<u>Core</u>
Arts – 72%	61.7%
Science – 76%	100%
Com – 55%	100%

### **First Class Holders**

<u>Department</u>	<u>First Class holders</u>	<u>First Class with Distinction</u>
Commerce	-	1
Physics	-	6
Zoology	-	2

(b) Miss Anindita Kakoty became Best Graduate in Commerce under Dibrugarh University of this year, 2008. Sri Saurav Chakraborty achieved 1<sup>st</sup> class 2<sup>nd</sup> position in Physics.

#### **(c) Achievements of NCC cadets:**

- i) SOU, Robi Kr. Shub participated in Republic Day Parade and PM Rally at New Delhi.
- ii) 04 Cadets have been selected for valley of flowers and HEMKUR SAHEB TREK - 2008
- iii) 03 cadets have been selected for NIC – I, Delhi, Camp
- iv) 04 cadets have been selected for NIC – III Rothak, Punjab camp.

#### **36. Activities of the Guidance and Counseling Cell:**

- Displaying of all information in Notice Board for Guidance and Counselling of the students
- Counselling by Admission Committee.
- Counselling on Management Courses with Resource person: Dr. Ranjit Singh, MBA Dept, Dibrugarh University
- The students and staff were enlightened by some resource persons namely, i) Sr. S. Arandhara, SDO (Agri), Margherita, ii) Tapan Neog, Agriculture Officers, iii) Montu Hazarika, iv) Dr. Shantanu Dutta in Mushroom Cultivation held on 27-12-08.

#### **37. Placement services provided to students:**

- A Campus interview was held by ICICI Prudential LIC Ltd. On 23-07-08. Two students were selected for appointment.
- An MOU was made with India Career portal, Mumbai which has provided a website for information on career and placement opportunities for the students.

#### **38. Development programmes for Non-Teaching staff:**

- The Principal and the Vice-principal take 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 guide the non-teaching staff in respective works.

**39. Best practices of the institution:**

- Induction meeting by the Principal in every academic year.
- Preparation of academic calendar every year.
- The principal convened meeting with HODs.
- Continuation of shared administration by constructing various sub-committees involving teachers and staff members.
- Book bank for poor students.
- Financial help to poor but academically strong students.
- Provision of first aid to students and staff.
- Fresher's 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 court have been established for students and staff.
- A few teaching staff have been invited as a resource persons, judges and experts by various organizations.
- Various medicinal plants are planted in the garden.
- Group discussion and paper presentation in the departmental seminars were made compulsory.
- In some department classes were taken by sitting students and teachers face to face.
- Field works, project works, assignment have been conducted by some departments.
- A few teaching staff published papers articles, books etc.

- Organization of Tinsukia Dist. Zonal College Teachers' Cricket match by DCT and participation.
- Celebration of College week, Prizes distribution and cultural function by students, artists and alumni.
- Interaction of GB members with teachers
- Free coaching to rural students by teachers of the college
- Felicitation to the Best Graduate in commerce under Dibrugarh University and other achievers.
- SPICMACAY programme organized by Digboi College. Flute recited by pandit Ronu Majumder from Kolkota
- 7<sup>th</sup> State Level Chemistry Olympiad held at Digboi College on 14-09-08
- Annual Tinsukia District Prize Money Quiz Competition organized by DSS at Digboi College
- Organization of Inter College Volleyball Tournament under Dibrugarh University
- Study Circle under DCTC organized talks on various topics. Four teachers presented articles.
- Academic Exchange Programme with some departments of other colleges (Physics on 7& 8 Jan'09).
- "Cleanliness and Plantation Drive" by Nature Club
- Formation of Nature club
- Book fair organized
- Principal's meeting on NAAC activities on 23.1.2009.
- IQAC Steering Committee meetings.
- Student and teachers exchange programme organized by various departments among the nearby colleges.
- Inauguration of books and journals
- Most of the faculty members are associated with various organizations
- Value Education Training to students and staff
- Digboi College Staff chorus team was adjudged 2<sup>nd</sup> in chorus competition organized by Tinsukia District ACTA Zonal Committee
- Digboi College Mixed doubles team became champion in Badminton Tournament organized by Tinsukia District ACTA Zonal Committee
- Participation in Cricket Match organized by Tinsukia District ACTA Zonal Committee

- Formation of anti-ragging committee

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

- A few resource persons were invited to deliver talk on Indo-US relationship from American Centre, Kolkata.
- A few famous artists performed SPICMACAY programme under national and international level network.
- An MOU was made with India Career Portal, Mumbai for placement opportunities.
- Linkages developed with some organizations such as NEC, SIRD etc. and some resource persons of different organisations in connection with National Seminar held on 10 & 11 November' 08.

**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 Labour & Excise Minister of Assam visited for laying Foundation Stone of new Women's Hostel.
- Several Resource persons were invited from various universities of the country to the national level seminar held on 10<sup>th</sup> and 11<sup>th</sup> Nov. 2008
- MP, Dibrugarh HPC visited to act as Chief Guest in Fresher's social (9-8-08).
- A few faculty members were nominated as expert by the Hon'ble Vice Chancellor of Dibrugarh University for new appointment of lecture or selection of lecture under FIP.

## PART-C

### **Details of the plans of the institution for the next year**

In view of the amount due from Govt. of Assam accruing upto Rs. 41,29,533/- (Rs. 37,22,683/- under the head of salary + Rs. 4,06,850/- under the head of 30% of total fees collected), IQAC could not propose initiation/completion of several plans/projects. However, it plans modestly for-

- (i) Continuance of the ongoing quality enhancing projects.
- (ii) Make preparation for Reaccreditation process by NAAC
- (iii) Strengthening of documentation system through purchase of a Digital camera, web camera for video conference, saving the images chronologically and also criterion-wise.
- (iv) To open some new courses, educational centres etc. in the college.
- (v) To take initiative towards faculty development programmes.
- (vi) To increase enrollment in the college.
- (vii) Conducting National/State level seminars, workshops talks etc.
- (viii) Construction of centralized computer centre and new college library.
- (ix) To conduct computer literacy courses.
- (x) Initiative towards internal resource generation.
- (xi) To conduct inter-college tournaments.
- (xii) To improve sports activities of the students.
- (xiii) To improve the overall performance of students.
- (xiv) To enhance drinking water facility.
- (xv) To involve NSS unit in extension activities.

Name and signature of the Coordinator,  
IQAC

Name and signature of the Chairperson  
IQAC