

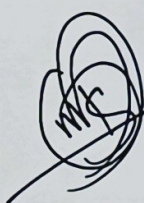
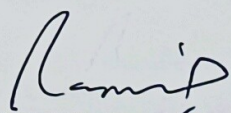
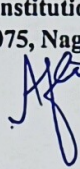


**INSTITUTIONAL ASSESSMENT AND ACCREDITATION
(Effective from July 2017)**

Accreditation - (Cycle - 3)


**PEER TEAM REPORT ON
INSTITUTIONAL ACCREDITATION OF
DIGBOI COLLEGE
C-8485**

**Digboi
Assam
786171**

 NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission
P.O. Box No. 1075, Nagarbhavi, Bengaluru, 560 072, INDIA

29-08-2023

29/08/2023

Section I: GENERAL INFORMATION

1.Name & Address of the institution:	DIGBOI COLLEGE Digboi Assam 786171	
2.Year of Establishment	1965	
3.Current Academic Activities at the Institution(Numbers):		
Faculties/Schools:	3	
Departments/Centres:	20	
Programmes/Course offered:	20	
Permanent Faculty Members:	66	
Permanent Support Staff:	49	
Students:	1382	
4.Three major features in the institutional Context (Asperceived by the Peer Team):	1. 1.Located in the middle of the town and catering to the educational needs of the rural folk 2. 2. Environmental friendly Lush Green Campus rich with bio-diversity 3. 3. Dynamic leadership and supportive Management	
5.Dates of visit of the Peer Team (A detailed visit schedule may be included as Annexure):	Visit Date From : 28-03-2023 Visit Date To : 29-03-2023	
6.Composition of Peer Team which undertook the on site visit:		
	Name	Designation & Organisation Name
Chairperson	DR. N V KALYANKAR	Former Vice Chancellor, Gondwana University
Member Co-ordinator:	DR. AFTAB ALAM	Dean, Rama University
Member:	DR. RAJU GEORGE	Former Principal, Don Bosco College Panaji Goa
NAAC Co - ordinator:	Dr. Neelesh Pandey	



N.V. Kalyankar
29/03/2023.

Ramji
29-03-2023

Section II: CRITERION WISE ANALYSIS

Observations (Strengths and/or Weaknesses) on each qualitative metrics of the key Indicator under the respective criterion (This will be a qualitative analysis of descriptive nature aimed at critical analysis presenting strength and weakness of HEI under each criteria)

Criterion I - Curricular Aspects (Key Indicator and Qualitative Metrics(QIM) in Criterion I)	
1.1	Curricular Planning and Implementation
1.1.1 QIM	The Institution ensures effective curriculum delivery through a well planned and documented process
1.1.2 QIM	The institution adheres to the academic calendar including for the conduct of CIE
1.2	Academic Flexibility
1.3	Curriculum Enrichment
1.3.1 QIM	Institution integrates crosscutting issues relevant to Professional Ethics ,Gender, Human Values ,Environment and Sustainability into the Curriculum
1.4	Feedback System

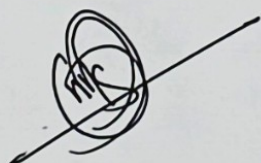
Qualitative analysis of Criterion 1

Established on 15 July 1965 in the historic Oil town of Digboi in the Tinsukia District of Assam, Digboi College, Itavata is affiliated with Dibrugarh University. The college is provincialized under the Govt. of Assam. Some of the faculty are BOS of the affiliating University. The College has contributed to the formation of the syllabus in Small Tea Garden Management and Tourism & Hospitality Management under the B-VOC Scheme of the UGC. There is a formal mechanism to obtain feedback on the Curriculum and its transaction.

The Academic year begins with the Principal's address and orientation for the freshers.

The National Service Scheme of the College has adopted a village neighboring Sairpung forest wherein rescue of wild animals entering human occupancy, training of youth as tourist guides, training and Development of Mushroom Cultivation, Vermin-Composting, etc. Three of their Volunteers won the National Best Volunteer Award for Three Consecutive years.

The College organizes programs on Gender sensitization and self-defense. It enriches the delivery of Curriculum through experiential learning through project work/fieldwork, and. Internships. The College website has dedicated e-Contents



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22/03/23

Ranip
29.03.2023

Criterion2 - Teaching-learning and Evaluation (Key Indicator and Qualitative Metrics(QIM) in Criterion2)	
2.1	Student Enrollment and Profile
2.2	Catering to Student Diversity
2.2.1 QIM	The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners
2.3	Teaching- Learning Process
2.3.1 QIM	Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences
2.3.2 QIM	Teachers use ICT enabled tools for effective teaching-learning process.
2.4	Teacher Profile and Quality
2.5	Evaluation Process and Reforms
2.5.1 QIM	Mechanism of internal assessment is transparent and robust in terms of frequency and mode
2.5.2 QIM	Mechanism to deal with internal/external examination related grievances is transparent, time- bound and efficient
2.6	Student Performance and Learning Outcomes
2.6.1 QIM	Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.
2.6.2 QIM	Attainment of programme outcomes and course outcomes are evaluated by the institution.
2.7	Student Satisfaction Survey

Qualitative analysis of Criterion 2

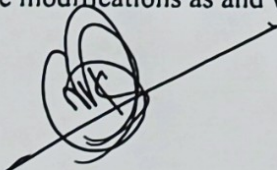
Students are admitted based on merit, considering the State and Central Govt policies on reservations. The average enrolment is 84% including 64 % from the reserved categories. The student-teacher ratio is 20:1. At the beginning of the academic year, teachers identify both the slow and advanced learners and organize specific programs. Students-Centric methods are introduced by employing ICT-enabled Teaching Learning in Blended Mode.

The College has three faculties and twenty Departments running fourteen Honors. Three Msc programs, 2 B.Voc Programs in Small Tea Garden Management, and Tourism & Hotel Management, and Post Graduate Diploma in Computer Applications along with 7 Add-on Programs.,

The College has an excellent track record in academics with 25 University toppers in three consecutive years.

The Teachers prepare their daily Teaching Plan strictly adhering to the Academic Calendar. The POs and COs are communicated to the students. The mechanism of Internal assessment is prevalent and transparent, and the time-bound redressal of grievances in both IA and EA exists.

The Student Satisfaction Survey is held annually to keep a quality - check on the transaction of the curriculum so as to introduce modifications as and when necessary.



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Criterion3 - Research, Innovations and Extension (Key Indicator and Qualitative Metrics(QIM) in Criterion3)

3.1	Resource Mobilization for Research
3.2	Innovation Ecosystem
3.2.1 QIM	Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge
3.3	Research Publications and Awards
3.4	Extension Activities
3.4.1 QIM	Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.
3.5	Collaboration

Qualitative analysis of Criterion 3

The College is under 12B of the UGC and has received Rs 16.5 lakhs on 18 MRPs. The College is also under the RUSA Scheme of the UGC. More than 50% of the faculty are PhDs and the Principal of the College is a research guide in Physics. The faculty has 56 research papers, 105 books & Chapters published in UGC-listed journals. They have conducted 15 workshops on Research Methodology, IPR, Skills enhancements, and Entrepreneurship to create an eco-system for innovations and transfer of knowledge. 13 functional MoUs with Institutions of higher learning, Industries, and corporate houses are in place.

The college has organized 82 extension and outreach activities like surveys on health and hygiene, training in vermin-composting, mushroom farming, bio-gas, etc. with the participation of 65% of students, and has won 30 awards for extension work. The NSS volunteers organize training classes for the village women and organize recreational activities for schoolchildren.

Criterion4 - Infrastructure and Learning Resources (Key Indicator and Qualitative Metrics(QIM) in Criterion4)

4.1	Physical Facilities
4.1.1 QIM	The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.
4.1.2 QIM	The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.
4.2	Library as a Learning Resource
4.2.1 QIM	Library is automated using Integrated Library Management System (ILMS)
4.3	IT Infrastructure
4.3.1 QIM	Institution frequently updates its IT facilities including Wi-Fi
4.4	Maintenance of Campus Infrastructure
4.4.2 QIM	There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Qualitative analysis of Criterion 4

The College campus is located on hillocks in an area of 25.85 acres with a built-up area of 11124 square metres.

It has 15 Academic Blocks, 57 Classrooms with 2 smart classrooms and 14 ICT-enabled classrooms.

It has 15 well-equipped UG/PG labs, 2 computer labs, 1 Instrumentation Centre under the Star College Scheme of DBT, 1 Tissue Culture Lab, an Orchidarium and a Herbarium and a Botanical garden with several species of medicinal plants.

It has a large Auditorium with an audience capacity of 1000, a well-equipped 100-seated conference hall, and an additional 60-seated Seminar Hall. Well-equipped offices for IQAC, NSS, NCC, Students' Union, office of the Controller of Exams and Distance Education Centre do exist on the campus.

There is a multi-purpose Indoor stadium with two synthetic badminton Courts, YOGA, and meditation cum Fitness Centre.

They have a large playground with a natural gallery for Football, Cricket, Volley and basketball.

Independent Canteen, Health Centre are in Place.

110-capacity Girls' Hostel having a good ambience is constructed with UGC funding and a boys' hostel.

The Central Library is fully automated with SOUL 2.0 software and has a membership of the N-List of INFLIBNET. There are 39000 books, 9 Journals, 10 magazines and 7 Newspapers along with an Instrumental Repository of around 200 records. The books are classified using the Dewey Decimal Classification (DDC) 24th edition and are pasted with a barcode code that facilitates faster check-in and check-out, easy sorting of books and increased accuracy and efficiency, and improved circulation capabilities. It provides membership and open access to all the students and teachers of the College. The Reading Room has 100 seating capacity. The Footfall measurement needs to be systemised and secured.

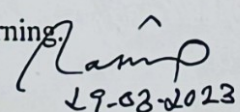
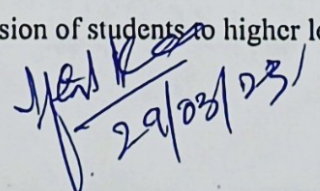
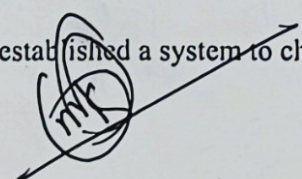
Criterion5 - Student Support and Progression (Key Indicator and Qualitative Metrics(QIM) in Criterion5)

5.1	Student Support
5.2	Student Progression
5.3	Student Participation and Activities
5.3.2 QIM	Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities following duly established processes and norms (student council, students representation on various bodies)
5.4	Alumni Engagement
5.4.1 QIM	There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Qualitative analysis of Criterion 5

The college maintains a healthy ambience for the all-round development of the learners and strives to support students in academics, sports, cultural programs, and counseling.

The College has established a system to check the progression of students to higher learning.



Around 3400 students have benefitted from various scholarships and free ships amounting to around 72 lakhs.

23 Capacity building and skill enhancement initiatives on soft skills, language and communication skills, ICT and computing skills, life skills like Yoga and Meditation,

There is zero tolerance for ragging and sexual harassment, Guidance for competitive exams and career counseling on the prospects of Higher education are in place.

Students' Council does exist and is elected on democratic norms. There is a systematic representation of students in administrative, co-curriculum, and extracurricular activities on campus.

The Alumni Association of the College is quite active, has contributed Rs 85000 for developmental activities, and is in the process of registration.



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Criterion6 - Governance, Leadership and Management (Key Indicator and Qualitative Metrics(QIM) in Criterion6)	
6.1	Institutional Vision and Leadership
6.1.1 QIM	The governance of the institution is reflective of and In tune with the vision and mission of the institution
6.1.2 QIM	The effective leadership is visible in various institutional practices such as decentralization and participative management
6.2	Strategy Development and Deployment
6.2.1 QIM	The institutional Strategic / Perspective plan is effectively deployed
6.2.2 QIM	The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules and procedures, etc.
6.3	Faculty Empowerment Strategies
6.3.1 QIM	The institution has effective welfare measures for teaching and non-teaching staff
6.3.5 QIM	Institutions Performance Appraisal System for teaching and non-teaching staff
6.4	Financial Management and Resource Mobilization
6.4.1 QIM	Institution conducts internal and external financial audits regularly
6.4.3 QIM	Institutional strategies for mobilisation of funds and the optimal utilisation of resources
6.5	Internal Quality Assurance System
6.5.1 QIM	Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes
6.5.2 QIM	The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Qualitative analysis of Criterion 6

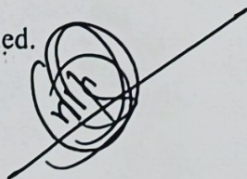
The College has a well-defined Vision and Mission for the holistic development of the students

A perspective plan for 15-25 years has been drawn up and is being executed.

The College leadership is knowledgeable, dynamic, and all-inclusive. Decentralization & Participative Management is a key feature of administration with the cooperation of all stakeholder-groups.

Appointment of Teachers is made purely on merit and following State and UGC norms.

c-Governance is established.



Head IQAC
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Principal
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44 faculty members have been given assistance for FDP and the College has organized 4 FDPs

Internal and External audits are done regularly.

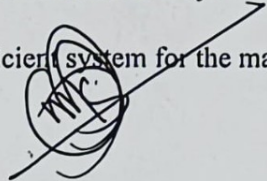
The IQAC has been quite successful in Institutionalising quality assurance strategies and processes by fulfilling the Second Cycle Peer Team Recommendations by introducing MSc Program in Physics, and Life Science, automating the Central Library, and enhancing the use of ICT tools in teaching-learning, and have participated in the NIRF ranking & and processed quality audits.

Criterion7 - Institutional Values and Best Practices (Key Indicator and Qualitative Metrics(QIM) in Criterion7)	
7.1	Institutional Values and Social Responsibilities
7.1.1 QIM	Measures initiated by the Institution for the promotion of gender equity during the last five years.
7.1.3 QIM	Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words) <ul style="list-style-type: none"> • Solid waste management • Liquid waste management • Biomedical waste management • E-waste management • Waste recycling system • Hazardous chemicals and radioactive waste management
7.1.8 QIM	Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).
7.1.9 QIM	Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).
7.1.11 QIM	Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).
7.2	Best Practices
7.2.1 QIM	Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.
7.3	Institutional Distinctiveness
7.3.1 QIM	Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Qualitative analysis of Criterion 7

The College has conducted several programs for the promotion of gender equity during the assessment period. It is observed that 106 CCTV cameras have been installed on the campus for safety and security. There are separate common-room facilities for Boys and girls.

The College has an efficient system for the management of solid, liquid, biomedical, and e-waste



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management.

To meet the acute scarcity of water, the college has a good setup of rainwater harvesting and installed a bore-well and several tanks along with the necessary distribution system on the campus. Waste water is recycled to water the gardens.

To maintain the lush green campus, the college has developed policies, and restricted entry of outside automobiles, encouraging an eco-friendly environment.

The College provides an inclusive environment irrespective of caste, creed, and gender in all its activities.

Section III: OVERALL ANALYSIS based on Institutional strengths, Weaknesses, Opportunities & Challenges (SWOC) (up to 500 words)

Overall Analysis

Strength:

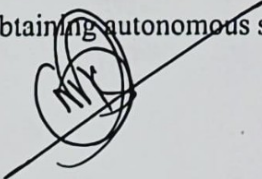
1. Eco-friendly, bio-diversity rich, the ashram-like milieu of a 25-acre campus.
2. More than 50% of the faculty is with research degrees.
3. Located in the oil city of Assam having Industrial affinity
4. Under 12B of UGC, supported by DBT & RUSA for Research and Development.
5. Healthy and Industrious students hailing from rural backgrounds and supported by young and dynamic faculty.
6. State of the earth infrastructure facilities for sports and cultural activities.

Weaknesses:

1. Being in the affiliating system constrains the college in regular curriculum design and development.
2. Inadequate provision for internal resource mobilization.
3. Being hilly and far off from the capital and Industrial cities of Assam, there is a huge student migration.
4. Acute water shortage hampers the efficient functioning of the College.

Opportunities:

- 1 Scope for obtaining autonomous status.



Head Office
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Ranip
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2. Scope for having Tie-up with the neighboring industries.
3. Scope for exploring wildlife conservation and Tourism related Courses.
4. Scope for establishing a Centre for language studies, tribal art & culture.

Challenges:

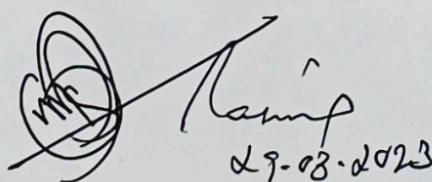
1. Delinking Higher Secondary from the College since the Govt. of Assam does not have any policy for it.
2. Providing Internships and placement drives
3. Establishing viable consultancy and collaborations
4. Appointment of a qualified physical education director.
5. The policies of the State Government prevents further developments.

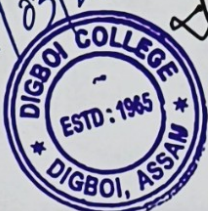
Section IV: Recommendations for Quality Enhancement of the Institution

(Please limit to ten major ones and use telegraphic language) (It is not necessary to indicate all the ten bullets)

- The College should strive for autonomous status
- Establish a system for Legal literacy, Professional and Career Counselling
- Appoint a qualified Physical Education Director.
- Start more postgraduate programs relevant to students' needs.
- Extension of accommodation facilities in the Boys' Hostel
- Providing more space for Science Laboratories
- Acquisition of sophisticated high-level Research equipments.
- Create Corpus for FDP, Research and Consultancy.
- Establish language Lab
- Provide assistance for Competitive Exams.

I have gone through the observations of the Peer Team as mentioned in this report

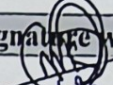
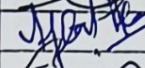
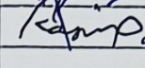

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Signature of the Head of the Institution
29/03/2023

Seal of the Institution
Principal & Secretary
Digboi College, Digboi
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29/03/2023

Ramip
29-03-23

Sl.No	Name		Signature with date
1	DR. N V KALYANKAR	Chairperson	 29/03/23
2	DR. AFTAB ALAM	Member Co-ordinator	 29/03/2023
3	DR. RAJU GEORGE	Member	 25.03.23
4	Dr. Neelesh Pandey	NAAC Co - ordinator	

Place Digboi
Date 29/03/2023 .