YEARLY STATUS REPORT - 2023-2024

Part A	
Data of the Institution	
1.Name of the Institution	DIGBOI COLLEGE
• Name of the Head of the institution	DR. DIP SAIKIA
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	09954487650
• Mobile no	
• Registered e-mail	digboicollege@yahoo.com
• Alternate e-mail	digboicollege@gmail.com
• Address	Digboi-Duliajan Road
• City/Town	Digboi
• State/UT	ASSAM
• Pin Code	786171
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Rural
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University		**Dibrugarh University**
• Name of the IQAC Coordinator		**Dr. Pabitra Bharali**
• Phone No.		**8011681493**
• Alternate phone No.		**9435003400**
• Mobile		
• IQAC e-mail address		**digboicollegeiqac@gmail.com**
• Alternate Email address		

3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.digboicollege.edu.in/aqar-2022-23/
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.digboicollege.edu.in/wp-content/uploads/2024/12/Academic-Calendar-2023-24.pdf

5.Accreditation Details

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

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

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institutional	Fee Waiver scheme for students	Govt. of Assam	2024	2573070.00
Faculty -Dr. Dimpy Das	Research Project	National Innovation Foundation, India	2024	250000.00

8.Whether composition of IQAC as per latest NAAC guidelines	Yes	
• Upload latest notification of formation of IQAC	View File	
9.No. of IQAC meetings held during the year	07	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

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

• Application to UGC for conferment of Autonomous Status to the college. • Application to NCTE for introdcution of ITEP (BA, B.Ed & BSc, B.Ed) in the college. • Organising programmes for effective implementation of NEP (2020) based-FYUGP in the college including events for orienting faculty and students & Organising programmes to support students for competitive exams.; • Conduction of quality audits - Green Audit, Energy Audit, and Environment audit; • Participation in NIRF, AISHE.

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

Plan of Action	Achievements/Outcomes
Processing for the conferment of Autonomous Status to the College	Application with all necessary documents submitted on 27 June 2024; Autonomous status confered on 09.09.2024
Processing for introduction of ITEP	Application submitted to NCTE for ITEP (BA,BEd & BSc BEd) 21.05.2024
Introduction of Major/Honours in History, Geography, Computer Science and Bengali	Permission from the affiliating University, Dibrugarh University, was received on 29.04.2024 for introduction of Major/Honours in History, Geography, Computer Science and Bengali
Erection of the boundary wall on the west border of the college	Fund constraints.
Organise programmes for motivating students for competitive exams, placements and entrepreneurial ventures	successfully organised.

13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	09/12/2024

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022-23	31/01/2024

15.Multidisciplinary / interdisciplinary

The college has launched the Four year under graduate programas (FYUGP) per the National Education Policy 2020 from the 2023-24 session. As skill based, generic elective courses and value added courses have been in incorporated in the syllabi of the new education policy, the college has selected a number of Multidisciplinary as well as Interdisciplinary courses. Presently the syllabi of these courses are being prepared by the respective departments. Since M.Sc. CBCS mode has the provision for selecting GE courses across disciplines the PG (Physics and Life science) students have opted course of other disciplines such as Green and Sustainable Chemistry, Material chemistry, Entrepreneurship development, in their 2nd and 3rd semesters. Since the college is conducting programs in Arts, Science and Commerce, it is in an advantageous position for integration of humanities and science with STEM. Generic courses and their syllabi are being prepared keeping in mind the incorporation of STEM. The College offers a considerable range of options/subject combinations crosscutting disciplines and more such courses will be introduced from the forthcoming session. In addition to the courses based on community service and value-based education going on in the college several valuebased course such as Yoga and wellness, and Understanding India have been incorporated in the new syllabi and the college. Multiple exit system is present in B. Voc Programs (STGM and THM). It is also proposed in the FYUGP.

16.Academic bank of credits (ABC):

Institutional Registration to ABC is under process.

17.Skill development:

The college is conducting SECs (Web design, Repairing and maintenance of Electronic Appliances, Human Rights, NSS, Library information, Tourism, Entrepreneurship) as well as introducing new courses (HTML &CMS tools, Electrical Wiring and Maintenance, Wild life photography, LED bulb repairing technician, Tea plantation and management ,creative writing,) PGDCA program, Diploma course in Computer Hardware and Networking, B. Voc in STGM and THM, certificate course on Yoga meditation are being conducted. Add-on course on mushroom cultivation is going on.

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

Bilingual (English and Assamese) mode of curriculum transaction is available at the UG level. Honours program in Hindi and Assamese are available. Mother tongue day – Matri Bhasha Divas, Hindi Divas are celebrated with talks on their importance. Classical music and dance

competitions, folk song and dance competitions, and Cultural processions showcasing diverse Indian cultures forms significant parts of the Annual Talent Development week (College sports and cultural week). The College has a Yoga meditation centre which conducts training programmes and add-ons and other courses of different durations for the students. Preparations are going for establishing a cultural museum and an Ambedkar study centre.

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

The course outcomes as given in the prescribed syllabus are displayed on the website and are communicated to students at the orientation programs organized at the institutional as well as departmental level. As a step forward towards outcome-based education the college has made conscious efforts to measure the levels of attainment of program and course outcomes for all the programs and courses and they are displayed on the website. From Learning outcomes measured from performance in internal examinations, slow and advanced learners can be found out and measures such as organizing special programs can be taken. While designing the Add-On courses, SEC, and GEC, well-defined and measurable course outcomes have been incorporated in the syllabi since it is the primary requirement of outcome-based education.

20.Distance education/online education:

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

Extended Profile

1.Programme

1.1	621

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

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

2.Student

2.1	**1701**
Number of students during the year	

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

2.2	**516**
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

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

2.3	**340**
Number of outgoing/ final year students during the year	

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

3.Academic

3.1	**75**
Number of full time teachers during the year	

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

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

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

4.Institution	
4.1 Total number of Classrooms and Seminar halls	**57**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**100.98**
4.3 Total number of computers on campus for academic purposes	**77**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Digboi College holds affiliation with Dibrugarh University in Dibrugarh. It adheres to the curriculum that has been formulated and sanctioned by the Parent University. The college is committed to facilitating effective curriculum implementation through a carefully organized and documented approach, and to accomplish this, various steps are taken by the institution. Several of these steps are outlined below:

1) Each department within the college adheres to the academic calendar established by the Parent University.

2) When creating the academic calendar at the institution level, the university's academic calendar is referenced, and working and teaching days are identified to ensure effective curriculum delivery.

3) The college administration arranges a meeting for all teachers.

4) Each department prepares a teaching plan outlining the schedule for lectures, tutorials, and practical sessions, and tracks the course progression within the departments.

5) Regular meetings of the Academic Board take place with the Principal to assess and discuss the effectiveness of the curriculum delivery system.

6) Sessional Examinations are administered, and their results are shared and discussed with students in the classroom. A substantial portion of students' internal assessment is based on their performance in these examinations. Additionally, Sessional Examinations help develop a strategy for curriculum delivery at the beginning of each new semester, allowing for the identification of advanced and slow learners and the organization of various programs accordingly.

7) Departments keep records of seminars, assignments, field studies, and project work.

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

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

1) Digboi College adheres to the Academic Calendar established by Dibrugarh University. At the institutional level, the college formulates its own Academic Calendar in alignment with that of its parent university.

2) Students are made aware of the Academic Calendar, which is also posted on the college's website.

3) During the Orientation/Induction Programme, students receive information about the syllabus, the available generic/optional courses, and the requirements for Internal Assessment.

4) For the Internal Assessment marks as specified by Dibrugarh University, the Arts stream receives 10 marks for two sessional tests, 5 marks for assignments/projects, and 5 marks for attendance; the Science stream is allocated 6 marks for sessionals, 4 marks for assignments/seminars, and 3 marks for attendance; while the Commerce stream receives 10 marks for two sessionals, 5 marks for assignment/GD/seminar/project, and 5 marks for attendance.

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

- Two Sessional Tests.

- Seminar presentations for Honours courses.

- Group Discussion amongst the students.

- Project workto learners in some of the departments.

- Every student has to submit Assignments for each course.

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

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.digboicollege.edu.in

1.1.3 - Teachers of the Institution participate in **A. All of the above**
following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

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

1.2 - Academic Flexibility

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

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

18

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

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

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

03

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

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

131

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

1.3 - Curriculum Enrichment

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

- The college curriculum incorporates various cross-disciplinary topics related to professional ethics, gender, human values, as well as environmental and sustainability concerns.

- Concerns surrounding professional ethics are incorporated into the curricula of English, Commerce, and Education.

- Human values constitute an essential component of all academic curricula and are particularly emphasized in subjects like Assamese, English, Political Science, Philosophy, Commerce, and Education.

- Topics concerning the environment and sustainability are incorporated into the curricula of Environmental Studies, Zoology, Botany, Geography, Physics, and Chemistry, along with eco-critical analyses in literature courses.

- Courses such as Political Science, English, and Assamese also cover various issues related to gender.

- The institution integrates several cross-cutting issuesrelevant to Professional Ethics, Gender, Human Values,Environment and Sustainability into the Co-curricular andExtracurricular Activities also.

- N.S.S. of the institution is very dynamic and is engagedin various developmental activities of the societies. Itorganizes tree plantation drives and other sustainabledevelopment programmes. Time and again N.S.S. unitundertakes a host of activities in the nearby vicinity andin some remote areas. N.S.S. also adopts some villageswhere it is engaged in various welfare programs for itsresidents. It organizes various environment relatedprograms including tree plantation, village and towncleanliness program, single-use plastic free drive, postercompetition etc. Activities like quiz and postercompetition, popular talks are organized to createawareness about nature, biodiversity, environment andsustainability.

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

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

02

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

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

80

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students

A. All of the above

Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	https://www.digboicollege.edu.in/wp-content/uploads/2025/02/1.4.1-Feedback-report-2023-24.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.digboicollege.edu.in/wp-content/uploads/2025/02/1.4.1-Feedback-report-2023-24.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

679

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

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

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

124

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

2.2 - Catering to Student Diversity

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

The institution assessed the learning levels of the students and organizes special Programmes for advanced learners and slow learners. Learning levels of students were assessed primarily on the basis of performance in the 1st Sessional examination.

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

STEP: 2 Based on the normalized marks, students werecategorized as follows: Student = slow learner, if normalized mark <20 Student = advanced learner, if normalized mark >or= 90.

The different strategies were designed for advanced and slow learners. For the advanced learners, tutorial classes were arranged where guidance for JAM, JEST, MBA, CLAT, and other PG entrance examinations was provided. Higher-order thinking assignments were given to these students, and the problems were discussed in the tutorial classes. Guest lectures were organized to motivate them to strive for greater academic pursuits. Apart from that, advanced books and study materials were also supplied to the students. Remedial/Tutorial classes were arranged for other intending students as well.In addition to the above assignments, having questions requiring critical and higher-order thinking and direct classroom interaction strengthens the identification.

File Description	Documents
Paste link for additional information	https://www.digboicollege.edu.in/aqar-2023-24/
Upload any additional information	View File

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

Number of Students	Number of Teachers
1701	**75**

File Description	Documents
Any additional information	[View File]()

2.3 - Teaching- Learning Process

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

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

1. Every semester, the institute organized student-seminar presentations.

2. Inter-Departmental Seminar Competitions wereorganized under the aegis of the Digboi College Students' Science Club.

3. Minor research projects wereassigned to students where they get an opportunity to apply their learning as well as explore their innovativeness.

4. Every department published a Wall Magazine, prepared by the students. This activity allowed them to harness their creativity and learn through team participation.

5. Field studies were organized to infuse a sense of involvement and learning through experience.

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

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

The Institution used

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

2. Google Classroom: A separate classroom has been created for each class. Each student was enrolled in the respective classes. All assignments and study materials were uploaded into the respective Google Classrooms.

3. E-content: Faculties develop topic-oriented e-contents in the form of study material or video lectures, texts, etc., and ensure the online delivery of the same to the students via various online platforms such as YouTube, Google classroom, etc.

4. Virtual Platforms: Google meet, Zoom, Webex, Microsoft Teams, etc., were used by faculties for taking online live classes.

5. Cushion Classes: Teachers took cushion classes in online mode. Open Source software: The Institution focused on using open source software like sci-lab, python, FORTRAN, C, C++, etc., for programming; LibreOffice, GIMP, KdenLive, Kazam, LaTex, etc., for editing and creating new materials.

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

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

2.3.3.1 - Number of mentors

68

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

2.4 - Teacher Profile and Quality

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

75

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

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

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

38

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

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

2.4.3.1 - Total experience of full-time teachers

949

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

2.5 - Evaluation Process and Reforms

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

The college followed the transparent structure of Internal Assessment provided by the affiliating university. Assessment Scheme for UG and PG programmes:

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

2. Attendance (5%): Minimum 80% 3. Assignment/Seminar/Group-discussion: 5%.

3. Assignment/Presentation/attendance (20%) Sessional exams were held two times every semester, and the time of the Sessional exams as well as holding seminar/group discussions were incorporated into the Academic Calendar.

Students were made aware of this mechanism through the orientation program at the beginning of the session. The same has also been displayed on the college website. The sessional marks, as well as the monthly attendance of the students, were displayed on the notice board of each department.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.digboicollege.edu.in/wp-content/uploads/2024/12/2-5-2-grievance-redressal.pdf

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

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

1. Students first approach the course Teacher for any grievance related to marks obtained in any sessional examinations.

2. The answer sheets of the Sessional exam are evaluated by the concerned teacher within a stipulated time.

3. The evaluated answer sheets are made available to the students for any grievance related to the evaluation within the stipulated time.

4. In case the grievance is found to be genuine, the same is resolved immediately.

5. In case the grievance is unfounded, the student is counselled.

6. In case of students failing to sit for a sessional exam due to genuine reasons, upon receiving an application from the students, another chance is given to the student to write the examination on another date with a separate question paper

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://www.digboicollege.edu.in/aqar-2023-24/

2.6 - Student Performance and Learning Outcomes

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

The PO and CO were uploaded to the website department-wise, and the same was conveyed to the students in the orientation programme. At the beginning of the session, the syllabus, along with PO and CO, was stated and shown to the students. Moreover, the required textbooks and reference books for the session werealso stated to the students.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.digboicollege.edu.in/wp-content/uploads/2024/12/2.6.1-course-outcome_NEP.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

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

1. For direct measurement of the level of attainment of POs and PSOs, the institution uses the final semester results of the students.

2. Since the final examination result includes the cumulative SGPA of all the intermediate semester exams, as well as all the other assessment metrics, it can be considered as a reliable indicator of the program outcome

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.digboicollege.edu.in/wp-content/uploads/2024/12/2.6.2-CO-ATTAINMENT.pdf

2.6.3 - Pass percentage of Students during the year

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

340

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://www.digboicollege.edu.in/wp-content/uploads/2024/12/2.6.3-Annual-report-2023.pdf

2.7 - Student Satisfaction Survey

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

https://www.digboicollege.edu.in/wp-content/uploads/2024/12/2.7-SSS-REPORT-2023.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

5.40

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

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

3.1.2.1 - Number of teachers recognized as research guides

01

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	[View File](#)

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

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

01

File Description	Documents
List of research projects and funding details (Data Template)	[View File](#)
Any additional information	[View File](#)
Supporting document from Funding Agency	[View File](#)
Paste link to funding agency website	https://www.nif.org.in/

3.2 - Innovation Ecosystem

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

Research Synergies:

College faculty members are motivated to engage in research projects and publish their findings in journals listed by UGC care as well as in Scopus. They periodically contribute chapters to edited volumes and books.

Collaborative Activities for Seminar/ Webinar/Competitions etc: The college is engaged in several collaborative efforts with specialists on various subjects. Some examples of these cooperative activities include 'Workshop on Entrepreneurial Career in Organic Farming', 'Sericulture Training Programme, 'Workshop on 3D Printing' etc.

Pioneering Programmes:

Programs such as Street Drama, Health camp programs at nearby villages were carried on time to time. Additionally, certain

departments within the college have arranged engaging sessions that greatly benefit the students.

Health Awareness: Yoga practices, physical workouts, and training with the help of professionals are conducted, benefitting a significant number of students.

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

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

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

4

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

3.3 - Research Publications and Awards

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

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

1

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

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

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

11

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

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

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

10

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

3.4 - Extension Activities

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

College students are encouraged to involve in community extension activities to make them conscious about social issues.

Some of such activities cover:

Celebration of World Environment Day on 5th June 2023

Celebration of World Blood Donor Day on 14th June 2023

International Yoga Day on 21st June 2023

National Van Mahotsav on 1st July 2023

Independence Day Celebration on 15th August 2023

Street Play on Child Labour, Child Marriage and Child Trafficking on 23rd August 2023

Amrit Brikshya Andolanon 17th September 2023

Free Eye Checkup, Free Health Camp and Drawing Competition on the occasion of NSS Day on 24th September 2023

Swachhta Hi Seva Campaign on 1st October 2023

Amrit Kalash Yatra under Meri MatiMeraDesh Campaign on 12th October 2023

Workshop on Entrepreneurial Career in Organic Farming on 14th October 2023

National Integration Camp on 11th December 2023 to 17th December 2023

Campus Bird Count Programme on 16th February 2024 to 19th February 2024

Voter Awareness Campaign on 28th February 2024

Swachhata Hi Seva Campaign on 24th March 2024

Nasha Mukt Bharat Campaign at Rashtriya Vidhyalay HS School on 12th April 2024

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

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

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

2

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

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

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

28

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

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

3.4.4.1 - Total number of Students participating in extension activities conducted in

collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

1553

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

3.5 - Collaboration

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

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

1

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

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

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

1

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institution has demonstrated a commitment to providing robust infrastructure and physical resources to support an effective teaching and learning environment during the 2023-24 academic year. With a total constructed area of 11,220.36 square meters accommodating 1701 learners, each student benefits from approximately 7 square meters of space. The infrastructure is organized into six building blocks housing 57 classrooms and 15 laboratories, equipped for both undergraduate (UG) and postgraduate (PG) programs. Specialized facilities, such as tissue culture and computer labs, further enrich the academic experience.

The institution has enhanced its infrastructure through investments like the Star College scheme of the Department of Biotechnology (DBT), providing advanced instrumentation facilities. ICT tools are integrated into instructional spaces to foster innovative learning approaches. Additionally, efficient scheduling and resource management ensure optimal use of laboratories and other physical facilities, creating a conducive environment for both learning and research.

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

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

The institution is well-equipped with facilities to support cultural activities, sports, and fitness, contributing to the holistic development of its students:

A) Facilities for Cultural Activities

1. Auditorium: A spacious venue for hosting cultural events.
2. PA System: Advanced public address system to ensure effective sound delivery during events.
3. Musical Instruments: A range of instruments to support music and cultural programs.

B) Facilities for Sports

1. Outdoor Sports:
   - A playground for football, volleyball, cricket, and other outdoor games.
2. Indoor Sports:
   - Indoor Stadium: Measuring 85'x85' (7,225 square feet), equipped with three Table Tennis boards for boys and girls.
   - Common Rooms: Separate rooms for boys and girls, designed for indoor games like chess and carom.
   - Sports Equipment: Comprehensive equipment for various sports activities.

C) Gymnasium Facility

The gymnasium is outfitted with a range of modern equipment to cater to diverse fitness needs:

1. Multi-Station Gyms: Two units.
2. Smith Machine: One unit.
3. Indoor Exercise Cycles: Two units.
4. Fitness Automatic Treadmill: One unit.
5. Olympic Weight Set: Includes 40 kg, 20 kg, 15 kg, 5 kg, 2.5 kg, 2 kg, and 1 kg weights (2 units of each).
6. Twisters: Two units.
7. Adjustable Bench Press Station: One unit.
8. Abdominal Press Set: One unit.
9. Leg Press Set: One unit.
10. Dumbbells (Rubber Coated):
    - 15 kg, 12 kg, 10 kg, 7 kg, and 5 kg (2 units of each).

11. **Dumbbells (Iron): Six units.**
12. **Iron Weight Plates:**
    ○ **15 kg and 10 kg (2 units each).**
13. **Iron Weight in Pounds (Plates): 12 units.**
14. **Cable-Pulley Station: One unit.**

These facilities collectively support a dynamic and inclusive environment, encouraging students to participate in cultural, recreational, and fitness activities.

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

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

14

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

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

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

23.22

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

4.2 - Library as a Learning Resource

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

Digboi College Central Library underwent full automation in 2019 with the adoption of the SOUL 2.0 Integrated Library Management Software. The library has upgraded to SOUL 3.0 on 2nd August 2023. The central library boasts an extensive collection of over 39,892 printed books, each affixed with a barcode and organized according to the Dewey Decimal Classification (DDC) scheme, 24th edition. In addition to its rich book collection, the library has been subscribing to 8 journals, 11 magazines, and 7 newspapers.

The Central Library has a seating capacity of 100 students, ensuring a conducive environment for study and research. To enhance user experience, the library provides an Online Public Access Catalogue (OPAC) facility. Furthermore, the library is a member of N-LIST and DELNET E-Resources, an initiative based in New Delhi [https://delnet.in]. Through NLIST, the library offers access to a vast repository comprising 6,150 e-journals and 31,64,309 e-books for member institutions.

In 2019, the central library implemented an Institutional Repository. The total digital collection encompassing 283 records, including question papers, college magazines, photos, thesis, and administrative documents. Users can conveniently access to Digboi College Institutional Repository through a quick response code (QR code), adding an extra layer of accessibility to the wealth of resources available.

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

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

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

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

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

0.45

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

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

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

53

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

4.3 - IT Infrastructure

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

The college indeed seems committed to fostering a technologically advanced and secure environment! Here's a **brief** summary of what you shared:

1. **IT Infrastructure**: - Regular upgrades to keep pace with evolving needs. - 88 computers, with 50 internet-enabled for students. - Three Internet connections from BSNL Fibre Broadband and JIO Wi-Fi, with 100 Mbps bandwidth.

2. **Internet Accessibility**: - 40 strategically placed Wi-Fi routers across the campus. - Internet extended to Boys' and Girls' Hostels.

3. **Educational Infrastructure**: - 12 classrooms with projectors and screens. - Two smart classrooms, all internet-enabled. - ICT-enabled classrooms, seminar halls, and smart classrooms.

4. **Security & Monitoring**: - Iris recognition attendance system for employees. - 164 CCTV cameras for comprehensive surveillance.

5. **Additional Facilities**: - Online admission portal.

This integrated IT approach ensures that all students, faculty, and staff have access to the best resources and a secure campus. Is there anything specific you'd like to discuss or explore further about the college's infrastructure.

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

4.3.2 - Number of Computers

90

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

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

Institution

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

4.4 - Maintenance of Campus Infrastructure

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

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

21.46

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

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

Here's a briefsummary of the additional details about the college:

1. Classrooms: - Resources undergo timely repairs. - College schedule ensures optimal use of classroom spaces.

2. Library: - Offers book borrowing and photocopying services. - Departmental libraries provide additional resources. - Borrowing with a bar-coded smart card, 7-day loan, renewable for 14 days. - Fines for lost books. - Reading room with 60 seating capacity. - Newly arrived journals prominently displayed.

3. Laboratories: - Controlled by respective Heads of Departments (HoD). - Laboratory bearers maintain facilities. - Different time slots for HS, UG, PG courses.

4. Computers: - Computer labs managed by Computer Science faculty. - Maintenance and upgrades by the college ICT cell.

5. Sports Complex: - Multi-gym overseen by a Gym Instructor.

6. Maintenance of Other Facilities: - Special committees maintain various facilities: Canteen, Hostels, DCSU office, NCC, sports complex.

These facilities and practices contribute to a well-rounded and supportive environment for students and staff.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

921

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

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

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

27

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

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

A. All of the above

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

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

546

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

546

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

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

9

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

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

5.2.2.1 - Number of outgoing student progression to higher education

19

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

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

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

7

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

5.3 - Student Participation and Activities

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

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

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

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

Digboi College actively promotes student representation and engagement in its administrative, co-curricular, and extracurricular activities through a well-structured framework. The institution ensures that students have a voice in decision-making processes by including their representatives on various committees and bodies, such as the student council, grievance redressal cell, and anti-ragging committee, in adherence to established norms. These platforms empower students to share their perspectives and contribute to the institution's governance. Additionally, the college organizes a wide range of co-curricular and extracurricular activities, such as cultural events, sports meets, and academic competitions, providing opportunities for students to showcase their talents, develop leadership skills, and foster teamwork. This inclusive approach not only nurtures holistic development but also creates a vibrant campus culture that aligns with the college's commitment to democratic values and participative management.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	*View File*

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

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

34

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

5.4 - Alumni Engagement

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

The registered Alumni Association of Digboi College plays a pivotal role in the institution's development by offering both financial and non-financial support. The association regularly contributes to infrastructure enhancement, scholarships for meritorious and underprivileged students, and funding for academic and extracurricular initiatives. Beyond financial aid, alumni actively engage in mentoring current students, organizing career guidance sessions, and facilitating industry-academia linkages. Their collective efforts foster a strong sense of belonging and ensure sustained growth and progress for the college community.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

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

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

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

The college has a decentralized governance system and allows equal participation of all the stakeholders.The management encourages participative governance and provides ampleopportunity to all the staff members to be involved in the college developmental process. Regular meetings with teaching, non teaching staff and respective committees are conducted to ensure effective functioning of the institution. The different committees are formed for streamlining the academic and administrative process in the college.With the objective of facilitating prompt decision making,involving staffs in different committees, ensuring transparencyin all academic and administrative activities, the college constitutes a Core Admission Committee.The core committee consists of, besides the Principal, Vice-Principal, and IQAC Coordinator, teaching members from all the three streams in the college, viz., Arts, Science and Commerce. Each stream has a committee headed by a faculty as Chairperson, along

with two or more teaching faculties/HODs as Joint Convenors or members respectively. HODs, in consultation with concerned departmental faculties, prepares the provisional list for admission into the Honours programme/the generic course of the dept. Grievances relating to admission are looked after/resolved by the admission committees in consultation with College CBCS board primarily and, if necessary, through resolutions of all teachers' meeting.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

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

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

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

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

IV. The College Library is fully digitalized.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	https://www.digboicollege.edu.in/wp-content/uploads/2022/03/Institutional-Perspective-Plan.pdf
Upload any additional information	**No File Uploaded**

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

The Governing Body is the apex policy making body in the college headed by the President .The President of the Governing body is nominated by the government of Assam. The Body is constituted as per the provision of the college management rules 2001. The Governing Body includes nominees of affiliating University,representative of teaching and non-teaching staff and Guardian representative. The Principal of the College as the secretary and head of the institution executes the decisions of the Governing Body. He heads all administrative, academic and supporting activities. He is assisted by the Vice- Principal and IQAC of the college in all his activities. While the office is managed through the Head Assistant, different administrative activities are carried out through administrative committees formed (IDP, Finance, RUSA, CDC, Purchase, Grievance redressal,publicity, medical, disaster management, campus beautification and Canteen supervising). The Academic body comprising of Principal, Vice Principal, IQAC and Heads of the departments is the decision making body in all academic matters.The decisions of the academic body are executed through the HoDs, Course coordinators and faculties of the respective departments. For library administration, the librarian is assisted by library committee.

File Description	Documents
Paste link for additional information	https://www.digboicollege.edu.in/supporting-bodies/
Link to Organogram of the institution webpage	https://www.digboicollege.edu.in/wp-content/uploads/2022/03/Organogram_Digboi-College_2022.pdf
Upload any additional information	View File

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

1. Staff Benefit Fund: This fund is for both teaching and nonteaching staff. It provides both Emergency and General Loans at a very low rate of interest. 2. Teachers' Benefit Fund: Teachers' Unit runs a benefit fund for the teaching staff; Teachers can take both Emergency and General Loan at a very low rate of interest. 3. DCTU Distressed Aid Fund has been created for supporting the distressed 4th grade employees. 4. Besides, the college authority provides one time aid to teachers, office staff and fourth grade employees in their urgent needs and in case of severe illness.

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

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

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

50

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

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

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

128

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

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

08

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

Performance Appraisal System for teachers: IQAC (Chairperson +Co-ordinator) of the college evaluate and keep records of faculty performance year-wise as per PBAS. The college authority encourages both teaching and non-teaching staff for their skill enhancement so that they can utilize their time scale promotional benefits as per Assam Government rules. Individual API score of the concerned teachers is calculated as per the norms framed by the UGC under the API scheme at the time of their promotion. It is thoroughly verified and certified by the IQAC and concerned Heads of the Departments of the College. If requisite score of the teacher fulfills the government norms, it is sent to the DPC. The IQAC of the college strictly maintains the quality culture, takes feedback time to time from the students and parents that helps in improvement of performance of the college.

Performance Appraisal of the non-teaching staff : Performance Appraisal of the non-teaching staff is solely done by the Principal year-wise as per prescribed format.

File Description	Documents
Paste link for additional information	https://www.digboicollege.edu.in/?page_id=15183&preview=true
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

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

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

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

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

0.67

File Description	Documents
Annual statements of accounts	View File
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

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

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

6.5 - Internal Quality Assurance System

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

Practices institutionalized as a result of IQAC initiatives: a) Quality Audit: i) Internal quality assurance through internal Academic and Administrative Audit: to know the status of quality of variousacademic and administrative initiatives of the college, IQAC stresses the need for self-assessment regularly. During 2023-24, Internal AAA was conducted by an internal team consisting of Mr.H. N. Sarma, President, GB, Dr. Dip Saikia, Principal, and Dr. A. C. Dutta, vice-principal. ii) NAAC accreditation successfully conducted leading to the achievement of an A+ grade with CGPA of 3.49. b) Grooming Responsible youth dedicated to society : Service to society as a mark of social responsibility has beeninstitutionalized and it is reflected in the various extension activities conducted by the NSS unit of the College. In thevarious activities of NSS from the adoption of village to performance of street plays, awareness camps, cleanliness drives, plantation, and community service related to livelihood skills, etc, the youth are groomed as responsible citizens. Details of activities are given in Criterion III and can also be viewed in these links: a) YouTube: https://www.youtube.com/@nssdigboicollege88/featured

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

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

Keeping in view the advancements in educational technologies and modes of academic transactions, the college made a paradigm shift from physical spaces of classrooms to blended modes - offline and online modes of teaching, learning, and evaluation. For imparting/disseminating knowledge, teachers utilized the online mode of pedagogy by making wide use of meeting platforms like Zoom, Google Meet, Cisco Webex,etc. The blended mode has been adopted so that the learners can be supported with online classes in addition to the traditional classes and study materials provided as and when required. The Google Classroom is extensively used for cushion classes. The college, besides, conducting Sessional examinations internally in the online mode, successfully conducted the End Semester examinations. The teaching learning and evaluation processes were carried out through blended mode (online and offline) mode during the period (June 2023 - May 2024).

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

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

A. All of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

1. Gender Sensitization Programs

The college organizes sessions aimed at raising awareness about gender issues. These programs help to break stereotypes, challenge gender biases, and promote respectful behavior.

2. Establishment of Women's and Gender Equity Committees

College forms dedicated committees to address gender-related concerns. These committees are responsible for formulating policies, supporting victims of gender-based discrimination or violence, and promoting gender-sensitive initiatives.

3. Support for Women's Career Development

To foster gender equity in professional and academic growth, the institution offers mentorship programs, networking opportunities, and workshops specifically designed for women. Skill-based trainings are offered to the women of adopted villages to foster their economic growth.

4. Safe and Inclusive Campus

The institution takes steps to ensure that all individuals feel safe and respected on campus, whether through lighting, campus security, or support systems like counseling and helplines. Programs to combat gender-based violence and discrimination are also commonly implemented.

File Description	Documents
Annual gender sensitization action plan	https://www.digboicollege.edu.in/wp-content/uploads/2025/02/Annual-Gender-Sensitization-Action-Plan-1.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.digboicollege.edu.in/wp-content/uploads/2025/02/Facilities1.pdf

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

A. 4 or All of the above

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

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

SOLID WASTE:

Biodegradable and non-biodegradable waste are separated by color-coded dustbins located across the campus. Non-biodegradable wastes are sold to nearby recycling facilities after being separated. Vermicompost is made using biodegradable materials as a starting point. At the college canteen, reusable steel utensils are used in place of throwaway items. The college is making a slow shift to a digital work environment. By turning throwaway bottles into eco-bricks, the NSS, Digboi College Unit, has developed a creative way to address the issue of plastic waste. LIQUID WASTE:

Kitchen and sink water that has been drained into soak pits. There are three rainwater collection plants at the college. Septic tanks receive the bathroom waste water. E-WASTE:

The parts that are still usable are taken out of the parent systems andkeepingforlater. Scraptraderspurchasethenon-usablegarbage.

HAZARDOUS AND BIOMEDICAL WASTE:

Thecollegehasinstalledeightincineratorsinvarioussites.Thebiomedicalw astechamberiswherethedissectedspecimensfromthedepartmentsofbotanyand zoologyaredisposedof.Thehazardouswastemanagementchamberiswherethehaz ardoussubstancesareprocessed.

WASTE RECYCLING:Theprocesshasbeenimplementedbyusingabiofertilizerpre parationmachineandcreatingecobricksfromplastics.

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

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

A. Any 4 or all of the above

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

7.1.5 - Green campus initiatives include

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

A. Any 4 or All of the above

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

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

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

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

A. Any 4 or all of the above

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

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

A. Any 4 or all of the above

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

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

Digboi College has long fostered the tradition of educating students about the social, linguistic, regional, and cultural diversity of the state and the country.

Cultural Approaches in College Week:

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

Digboi College Magazine and Departmental Wall Magazine:

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

Activities of the Center for Performing Arts:

Centre for Performing Arts, Digboi College in association with IQAC, Digboi College invited eminent educationist, dramatist, and author Sri Munindra Nath Sarmah to deliver a talk on "Theatre: in General"

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

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

Various programs are organized by the college to promote constitutional obligations, including citizens' rights, duties, and responsibilities. The following are some events the college has planned in this regard:

1. **The college celebrates International Women's Day on March 8, 2024**
2. **Chatra Divas was celebrated in Digboi College on 31st March 2024.**
3. **World Human Rights Day is observed on 10th December 2022.**
4. **The college celebrates 77th Independence Day on the 15th of August, 2023.**
5. **The college celebrates Republic Day on the 26th of January, 2024.**
6. **Celebration of National Voters Day in DigboiCollege, 25th January 2024 by NSS Unit and Department of Political Science, Digboi College.**
7. **NSS Day is celebrated on 24th September, 2023.**
8. **NCC Day is celebrated on the 4th Sunday of November 2023.**
9. **Vigilance Awareness Week was Celebrated from 30th October to 5th November 2023 by the NSS Unit, Digboi College on the theme "Say No to Corruption; Commit to Nation".**
10. **The College observes World Blood Donor's Day on 14th June 2023**

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://www.digboicollege.edu.in/wp-content/uploads/2024/12/7.1.9-Activities.pdf
Any other relevant information	https://www.digboicollege.edu.in

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, **A. All of the above**

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

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

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

1. **Blood Donor's Day was celebrated on 14/6/23 by organizing a blood donation camp**
2. **Rabha Divas was celebrated on 20/6/2023 by organizing a singing competition and popular talk.**
3. **9th International Day for Yoga, 21st June 2023 was observed.**
4. **Van Mahotsav, 1/7/2023 was celebrated by organizing a Plantation Drive.**
5. **Independence Day was celebrated on 15/8/2023 by hoisting the tricolor.**
6. **NSS Day was celebrated on 24/9/2023 by organizing a Free Eye Checkup, Free Health Camp, and Drawing Competition at Golai No. 03 village**
7. **World Habitat Day was celebrated on 9/10/2023.**
8. **Vigilance Awareness Week, 30th October-5th November 2023 on the theme "Say No to Corruption; Commit to Nation".**
9. **World AIDS Day was celebrated on 1/12/2023.**
10. **National Voters Day was celebrated on 25/1/2024**
11. **International Mother Language Day was celebrated on 21/02/2024**
12. **National Science Day was celebrated on 28/02/2024 by organizing a talk and Treasure Hunt competition.**
13. **International Women's Day was celebrated on 8/03/2024 by**

organizing a talk on "Emotional and Mental Health of Women and Indian Society"

14. Chatra Divas was celebrated on 31/3/2024. Digboi College Student Union, IQAC, and NSS. On this occasion, the Inter-Departmental Extempore Speech Competition and Debating Competition were organized among the students.

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

7.2 - Best Practices

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

Title: Enhancing Career Opportunities

Objectives: To assist students in making informed career decisions and securing job opportunities.

The Context: With rising competition in the job market, it is essential for students to be well-prepared for their careers even before graduation.

The Practice: Various programs are arranged by Career Counselling Cell for the students.

Evidence of Success: Positive feedback regarding the support and guidance received through career counseling and placement services.

Problems Encountered and Resources Required:

Challenges include a lack of student awareness, Resource Constraints, Expectation Mismatches

Resources needed: Skilled Counsellors and Trainers and Funding

Title: Implementation of Livelihood and Awareness Programs

Objectives:The key aim of establishing livelihood programs in an adopted village is to elevate the community's economic status by providing sustainable and varied income sources.

The Context:

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

The Practice: Various programs are arranged by the NSS Unit.

Evidence of Success:

Sufficient numbers of people's involvement and their eagerness to learn the skills implies a successful step.

Problems Encountered and Resources Required:

Challenges faced and Resources required include: Infrastructure Gaps,Funding Issues and Financial Support,Expertise, and Training

File Description	Documents
Best practices in the Institutional website	https://www.digboicollege.edu.in/wp-content/uploads/2024/12/7.2.-Best-Practice-1-Carreer-Couselling-Cell.pdf
Any other relevant information	https://www.digboicollege.edu.in/wp-content/uploads/2024/12/7.2.-Best-Practice-2-Village-Adoption.pdf

7.3 - Institutional Distinctiveness

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

Digboi College is situated inside the limits of Dihing-Patkai National Park in Tinsukia, Assam. The college's location is naturally lush and supports a diverse range of flora and fauna. The

college campus has a rich biodiversity by nature because it is situated inside the Indo-Burma Biodiversity Hotspot in North-East India. The college borders the Upper Dihing Elephant Reserve. Digboi College has a high species diversity and an eco-friendly campus because of its climate, topography, and adequate rainfall. A lush, verdant campus with complete cover is provided by the rain forest belt. Trees, bushes, and other plants abound on the campus, which is roughly 80% covered in green space. The "Fruit Orchard" and Garden, established by the College, showcases the campus's remarkable floral diversity and contains species with both medicinal and ethnomedical significance. The college has implemented a number of programs, such as a plantation program, a cleaning drive, a ban on single-use plastics, and a recycling program for plastic waste. Every year on Environment Day, plantation drives are organized to promote the campus tree-planting effort, which encourages both teachers and students to do the same.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Digboi College holds affiliation with Dibrugarh University in Dibrugarh. It adheres to the curriculum that has been formulated and sanctioned by the Parent University. The college is committed to facilitating effective curriculum implementation through a carefully organized and documented approach, and to accomplish this, various steps are taken by the institution. Several of these steps are outlined below:

1) Each department within the college adheres to the academic calendar established by the Parent University.

2) When creating the academic calendar at the institution level, the university's academic calendar is referenced, and working and teaching days are identified to ensure effective curriculum delivery.

3) The college administration arranges a meeting for all teachers.

4) Each department prepares a teaching plan outlining the schedule for lectures, tutorials, and practical sessions, and tracks the course progression within the departments.

5) Regular meetings of the Academic Board take place with the Principal to assess and discuss the effectiveness of the curriculum delivery system.

6) Sessional Examinations are administered, and their results are shared and discussed with students in the classroom. A substantial portion of students' internal assessment is based on their performance in these examinations. Additionally, Sessional Examinations help develop a strategy for curriculum delivery at the beginning of each new semester, allowing for the identification of advanced and slow learners and the organization of various programs accordingly.

7) Departments keep records of seminars, assignments, field studies, and project work.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.digboicollege.edu.in

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

1) Digboi College adheres to the Academic Calendar established by Dibrugarh University. At the institutional level, the college formulates its own Academic Calendar in alignment with that of its parent university.

2) Students are made aware of the Academic Calendar, which is also posted on the college's website.

3) During the Orientation/Induction Programme, students receive information about the syllabus, the available generic/optional courses, and the requirements for Internal Assessment.

4) For the Internal Assessment marks as specified by Dibrugarh University, the Arts stream receives 10 marks for two sessional tests, 5 marks for assignments/projects, and 5 marks for attendance; the Science stream is allocated 6 marks for sessionals, 4 marks for assignments/seminars, and 3 marks for attendance; while the Commerce stream receives 10 marks for two sessionals, 5 marks for assignment/GD/seminar/project, and 5 marks for attendance.

5)For Continuous Internal Evaluation, the College takes up the

following steps -

- Two Sessional Tests.

- Seminar presentations for Honours courses.

- Group Discussion amongst the students.

- Project workto learners in some of the departments.

- Every student has to submit Assignments for each course.

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

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

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	**A. All of the above**

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

1.2 - Academic Flexibility

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

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

18

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

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

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

03

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

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

131

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

1.3 - Curriculum Enrichment

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

- The college curriculum incorporates various cross-disciplinary topics related to professional ethics, gender, human values, as well as environmental and sustainability concerns.

- Concerns surrounding professional ethics are incorporated into the curricula of English, Commerce, and Education.

- Human values constitute an essential component of all academic curricula and are particularly emphasized in subjects like Assamese, English, Political Science, Philosophy, Commerce, and Education.

- Topics concerning the environment and sustainability are

incorporated into the curricula of Environmental Studies, Zoology, Botany, Geography, Physics, and Chemistry, along with eco-critical analyses in literature courses.

- Courses such as Political Science, English, and Assamese also cover various issues related to gender.

- The institution integrates several cross-cutting issuesrelevant to Professional Ethics, Gender, Human Values,Environment and Sustainability into the Co-curricular andExtracurricular Activities also.

- N.S.S. of the institution is very dynamic and is engagedin various developmental activities of the societies. Itorganizes tree plantation drives and other sustainabledevelopment programmes. Time and again N.S.S. unitundertakes a host of activities in the nearby vicinity andin some remote areas. N.S.S. also adopts some villageswhere it is engaged in various welfare programs for itsresidents. It organizes various environment relatedprograms including tree plantation, village and towncleanliness program, single-use plastic free drive, postercompetition etc. Activities like quiz and postercompetition, popular talks are organized to createawareness about nature, biodiversity, environment andsustainability.

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

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

02

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

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

80

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

1.4 - Feedback System

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

File Description	Documents
URL for stakeholder feedback report	https://www.digboicollege.edu.in/wp-content/uploads/2025/02/1.4.1-Feedback-report-2023-24.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.digboicollege.edu.in/wp-content/uploads/2025/02/1.4.1-Feedback-report-2023-24.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

679

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

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

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

124

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

2.2 - Catering to Student Diversity

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

The institution assessed the learning levels of the students and organizes special Programmes for advanced learners and slow learners. Learning levels of students were assessed primarily on the basis of performance in the 1st Sessional examination.

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

STEP: 2 Based on the normalized marks, students werecategorized as follows: Student = slow learner, if normalized mark <20 Student = advanced learner, if normalized mark >or= 90.

The different strategies were designed for advanced and slow learners. For the advanced learners, tutorial classes were arranged where guidance for JAM, JEST, MBA, CLAT, and other PG entrance examinations was provided. Higher-order thinking assignments were given to these students, and the problems were discussed in the tutorial classes. Guest lectures were organized to motivate them to strive for greater academic pursuits. Apart from that, advanced books and study materials were also supplied to the students. Remedial/Tutorial classes were arranged for other intending students as well.In addition to the above assignments, having questions requiring critical and higher-order thinking and direct classroom interaction strengthens the identification.

File Description	Documents
Paste link for additional information	https://www.digboicollege.edu.in/aqar-2023-24/
Upload any additional information	View File

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

Number of Students	Number of Teachers
1701	75

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

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

1. Every semester, the institute organized student-seminar presentations.

2. Inter-Departmental Seminar Competitions wereorganized under the aegis of the Digboi College Students' Science Club.

3. Minor research projects wereassigned to students where they get an opportunity to apply their learning as well as explore their innovativeness.

4. Every department published a Wall Magazine, prepared by the students. This activity allowed them to harness their creativity and learn through team participation.

5. Field studies were organized to infuse a sense of involvement and learning through experience.

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

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

The Institution used

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

2. Google Classroom: A separate classroom has been created for each class. Each student was enrolled in the respective classes. All assignments and study materials were uploaded into the respective Google Classrooms.

3. E-content: Faculties develop topic-oriented e-contents in the form of study material or video lectures, texts, etc., and ensure the online delivery of the same to the students via various online platforms such as YouTube, Google classroom, etc.

4. Virtual Platforms: Google meet, Zoom, Webex, Microsoft Teams, etc., were used by faculties for taking online live classes.

5. Cushion Classes: Teachers took cushion classes in online mode. Open Source software: The Institution focused on using open source software like sci-lab, python, FORTRAN, C, C++, etc., for programming; LibreOffice, GIMP, KdenLive, Kazam, LaTex, etc., for editing and creating new materials.

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

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

2.3.3.1 - Number of mentors

68

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

2.4 - Teacher Profile and Quality

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

75

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

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

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

38

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

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

2.4.3.1 - Total experience of full-time teachers

949

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

2.5 - Evaluation Process and Reforms

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

The college followed the transparent structure of Internal Assessment provided by the affiliating university. Assessment Scheme for UG and PG programmes:

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

2. Attendance (5%): Minimum 80% 3. Assignment/Seminar/Group-discussion: 5%.

3. Assignment/Presentation/attendance (20%) Sessional exams were held two times every semester, and the time of the Sessional exams as well as holding seminar/group discussions were incorporated into the Academic Calendar.

Students were made aware of this mechanism through the orientation program at the beginning of the session. The same has also been displayed on the college website. The sessional marks, as well as the monthly attendance of the students, were displayed on the notice board of each department.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://www.digboicollege.edu.in/wp-content/uploads/2024/12/2-5-2-grievance-redressal.pdf

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

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

1. Students first approach the course Teacher for any grievance related to marks obtained in any sessional examinations.

2. The answer sheets of the Sessional exam are evaluated by the concerned teacher within a stipulated time.

3. The evaluated answer sheets are made available to the students for any grievance related to the evaluation within the stipulated time.

4. In case the grievance is found to be genuine, the same is resolved immediately.

5. In case the grievance is unfounded, the student is counselled.

6. In case of students failing to sit for a sessional exam due to genuine reasons, upon receiving an application from the students, another chance is given to the student to write the examination on another date with a separate question paper

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://www.digboicollege.edu.in/aqar-2023-24/

2.6 - Student Performance and Learning Outcomes

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

The PO and CO were uploaded to the website department-wise, and the same was conveyed to the students in the orientation programme. At the beginning of the session, the syllabus, along with PO and CO, was stated and shown to the students. Moreover, the required textbooks and reference books for the session werealso stated to the students.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://www.digboicollege.edu.in/wp-content/uploads/2024/12/2.6.1-course-outcome_NEP.pdf
Upload COs for all Programmes (exemplars from Glossary)	[View File](#)

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

1. For direct measurement of the level of attainment of POs and PSOs, the institution uses the final semester results of the students.

2. Since the final examination result includes the cumulative SGPA of all the intermediate semester exams, as well as all the other assessment metrics, it can be considered as a reliable indicator of the program outcome

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://www.digboicollege.edu.in/wp-content/uploads/2024/12/2.6.2-CO-ATTAINMENT.pdf

2.6.3 - Pass percentage of Students during the year

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

340

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://www.digboicollege.edu.in/wp-content/uploads/2024/12/2.6.3-Annual-report-2023.pdf

2.7 - Student Satisfaction Survey

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

https://www.digboicollege.edu.in/wp-content/uploads/2024/12/2.7-SSS-REPORT-2023.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

5.40

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

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

3.1.2.1 - Number of teachers recognized as research guides

01

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	[View File](#)

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

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

01

File Description	Documents
List of research projects and funding details (Data Template)	[View File](#)
Any additional information	[View File](#)
Supporting document from Funding Agency	[View File](#)
Paste link to funding agency website	https://www.nif.org.in/

3.2 - Innovation Ecosystem

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

Research Synergies:

College faculty members are motivated to engage in research projects and publish their findings in journals listed by UGC care as well as in Scopus. They periodically contribute chapters to edited volumes and books.

Collaborative Activities for Seminar/ Webinar/Competitions etc: The college is engaged in several collaborative efforts with specialists on various subjects. Some examples of these cooperative activities include 'Workshop on Entrepreneurial Career in Organic Farming', 'Sericulture Training Programme, 'Workshop on 3D Printing' etc.

Pioneering Programmes:

Programs such as Street Drama, Health camp programs at nearby

villages were carried on time to time. Additionally, certain
departments within the college have arranged engaging sessions
that greatly benefit the students.

Health Awareness: Yoga practices, physical workouts, and training
with the help of professionals are conducted, benefitting a
significant number of students.

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

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

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

4

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

3.3 - Research Publications and Awards

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

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

1

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

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

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

11

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

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

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

10

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

3.4 - Extension Activities

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

College students are encouraged to involve in community extension

activities to make them conscious about social issues.

Some of such activities cover:

Celebration of World Environment Day on 5th June 2023

Celebration of World Blood Donor Day on 14th June 2023

International Yoga Day on 21st June 2023

National Van Mahotsav on 1st July 2023

Independence Day Celebration on 15th August 2023

Street Play on Child Labour, Child Marriage and Child Trafficking on 23rd August 2023

Amrit Brikshya Andolanon 17th September 2023

Free Eye Checkup, Free Health Camp and Drawing Competition on the occasion of NSS Day on 24th September 2023

Swachhta Hi Seva Campaign on 1st October 2023

Amrit Kalash Yatra under Meri MatiMeraDesh Campaign on 12th October 2023

Workshop on Entrepreneurial Career in Organic Farming on 14th October 2023

National Integration Camp on 11th December 2023 to 17th December 2023

Campus Bird Count Programme on 16th February 2024 to 19th February 2024

Voter Awareness Campaign on 28th February 2024

Swachhata Hi Seva Campaign on 24th March 2024

Nasha Mukt Bharat Campaign at Rashtriya Vidhyalay HS School on 12th April 2024

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

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

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

2

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

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

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

28

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

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

3.4.4.1 - Total number of Students participating in extension activities conducted in

collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

`1553`

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

3.5 - Collaboration

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

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

`1`

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

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

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

`1`

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institution has demonstrated a commitment to providing robust infrastructure and physical resources to support an effective teaching and learning environment during the 2023-24 academic year. With a total constructed area of 11,220.36 square meters accommodating 1701 learners, each student benefits from approximately 7 square meters of space. The infrastructure is organized into six building blocks housing 57 classrooms and 15 laboratories, equipped for both undergraduate (UG) and postgraduate (PG) programs. Specialized facilities, such as tissue culture and computer labs, further enrich the academic experience.

The institution has enhanced its infrastructure through investments like the Star College scheme of the Department of Biotechnology (DBT), providing advanced instrumentation facilities. ICT tools are integrated into instructional spaces to foster innovative learning approaches. Additionally, efficient scheduling and resource management ensure optimal use of laboratories and other physical facilities, creating a conducive environment for both learning and research.

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

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

The institution is well-equipped with facilities to support cultural activities, sports, and fitness, contributing to the holistic development of its students:

A) Facilities for Cultural Activities

1. Auditorium: A spacious venue for hosting cultural events.
2. PA System: Advanced public address system to ensure effective sound delivery during events.
3. Musical Instruments: A range of instruments to support music and cultural programs.

B) Facilities for Sports

1. Outdoor Sports:
   ○ A playground for football, volleyball, cricket, and other outdoor games.
2. Indoor Sports:
   ○ Indoor Stadium: Measuring 85'x85' (7,225 square feet), equipped with three Table Tennis boards for boys and girls.
   ○ Common Rooms: Separate rooms for boys and girls, designed for indoor games like chess and carom.
   ○ Sports Equipment: Comprehensive equipment for various sports activities.

C) Gymnasium Facility

The gymnasium is outfitted with a range of modern equipment to cater to diverse fitness needs:

1. Multi-Station Gyms: Two units.
2. Smith Machine: One unit.
3. Indoor Exercise Cycles: Two units.
4. Fitness Automatic Treadmill: One unit.
5. Olympic Weight Set: Includes 40 kg, 20 kg, 15 kg, 5 kg, 2.5 kg, 2 kg, and 1 kg weights (2 units of each).
6. Twisters: Two units.
7. Adjustable Bench Press Station: One unit.
8. Abdominal Press Set: One unit.
9. Leg Press Set: One unit.
10. Dumbbells (Rubber Coated):
    ○ 15 kg, 12 kg, 10 kg, 7 kg, and 5 kg (2 units of

```
           each).
11. Dumbbells (Iron): Six units.
12. Iron Weight Plates:
        o  15 kg and 10 kg (2 units each).
13. Iron Weight in Pounds (Plates): 12 units.
14. Cable-Pulley Station: One unit.

These facilities collectively support a dynamic and inclusive
environment, encouraging students to participate in cultural,
recreational, and fitness activities.
```

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

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

14

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

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

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

23.22

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

4.2 - Library as a Learning Resource

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

Digboi College Central Library underwent full automation in 2019 with the adoption of the SOUL 2.0 Integrated Library Management Software. The library has upgraded to SOUL 3.0 on 2nd August 2023. The central library boasts an extensive collection of over 39,892 printed books, each affixed with a barcode and organized according to the Dewey Decimal Classification (DDC) scheme, 24th edition. In addition to its rich book collection, the library has been subscribing to 8 journals, 11 magazines, and 7 newspapers.

The Central Library has a seating capacity of 100 students, ensuring a conducive environment for study and research. To enhance user experience, the library provides an Online Public Access Catalogue (OPAC) facility. Furthermore, the library is a member of N-LIST and DELNET E-Resources, an initiative based in New Delhi [https://delnet.in]. Through NLIST, the library offers access to a vast repository comprising 6,150 e-journals and 31,64,309 e-books for member institutions.

In 2019, the central library implemented an Institutional Repository. The total digital collection encompassing 283 records, including question papers, college magazines, photos, thesis, and administrative documents. Users can conveniently access to Digboi College Institutional Repository through a quick response code (QR code), adding an extra layer of accessibility to the wealth of resources available.

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

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

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

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

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

0.45

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

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

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

53

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

4.3 - IT Infrastructure

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

The college indeed seems committed to fostering a technologically advanced and secure environment! Here's a **brief** summary of what you shared:

1. **IT Infrastructure**: - Regular upgrades to keep pace with evolving needs. - 88 computers, with 50 internet-enabled for students. - Three Internet connections from BSNL Fibre Broadband and JIO Wi-Fi, with 100 Mbps bandwidth.

2. **Internet Accessibility**: - 40 strategically placed Wi-Fi routers across the campus. - Internet extended to Boys' and Girls' Hostels.

3. **Educational Infrastructure**: - 12 classrooms with projectors and screens. - Two smart classrooms, all internet-enabled. - ICT-enabled classrooms, seminar halls, and smart classrooms.

4. **Security & Monitoring**: - Iris recognition attendance system for employees. - 164 CCTV cameras for comprehensive surveillance.

5. **Additional Facilities**: - Online admission portal.

This integrated IT approach ensures that all students, faculty, and staff have access to the best resources and a secure campus. Is there anything specific you'd like to discuss or explore further about the college's infrastructure.

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

4.3.2 - Number of Computers

90

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

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

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

4.4 - Maintenance of Campus Infrastructure

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

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

21.46

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

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

Here's a briefsummary of the additional details about the college:

1. Classrooms: - Resources undergo timely repairs. - College schedule ensures optimal use of classroom spaces.

2. Library: - Offers book borrowing and photocopying services. -

Departmental libraries provide additional resources. - Borrowing with a bar-coded smart card, 7-day loan, renewable for 14 days. - Fines for lost books. - Reading room with 60 seating capacity. - Newly arrived journals prominently displayed.

3. Laboratories: - Controlled by respective Heads of Departments (HoD). - Laboratory bearers maintain facilities. - Different time slots for HS, UG, PG courses.

4. Computers: - Computer labs managed by Computer Science faculty. - Maintenance and upgrades by the college ICT cell.

5. Sports Complex: - Multi-gym overseen by a Gym Instructor.

6. Maintenance of Other Facilities: - Special committees maintain various facilities: Canteen, Hostels, DCSU office, NCC, sports complex.

These facilities and practices contribute to a well-rounded and supportive environment for students and staff.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

921

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

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

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

27

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

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

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

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

546

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

546

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

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

9

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

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

5.2.2.1 - Number of outgoing student progression to higher education

19

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

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

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

7

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

5.3 - Student Participation and Activities

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

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

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

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

Digboi College actively promotes student representation and engagement in its administrative, co-curricular, and extracurricular activities through a well-structured framework. The institution ensures that students have a voice in decision-making processes by including their representatives on various committees and bodies, such as the student council, grievance redressal cell, and anti-ragging committee, in adherence to established norms. These platforms empower students to share their perspectives and contribute to the institution's governance. Additionally, the college organizes a wide range of co-curricular and extracurricular activities, such as cultural events, sports meets, and academic competitions, providing opportunities for students to showcase their talents, develop leadership skills, and foster teamwork. This inclusive approach not only nurtures holistic development but also creates a vibrant campus culture that aligns with the college's commitment to democratic values and participative management.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**View File**

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

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

34

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

5.4 - Alumni Engagement

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

The registered Alumni Association of Digboi College plays a pivotal role in the institution's development by offering both financial and non-financial support. The association regularly contributes to infrastructure enhancement, scholarships for meritorious and underprivileged students, and funding for academic and extracurricular initiatives. Beyond financial aid, alumni actively engage in mentoring current students, organizing career guidance sessions, and facilitating industry-academia linkages. Their collective efforts foster a strong sense of belonging and ensure sustained growth and progress for the college community.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

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

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

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

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

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

The college has a decentralized governance system and allows equal participation of all the stakeholders.The management encourages participative governance and provides ampleopportunity to all the staff members to be involved in the college developmental process. Regular meetings with teaching, non teaching staff and respective committees are conducted to ensure effective functioning of the institution. The different committees are formed for streamlining the academic and administrative process in the college.With the objective of facilitating prompt decision making,involving staffs in different committees, ensuring transparencyin all academic and administrative activities, the college constitutes a Core Admission Committee.The core committee consists of, besides the Principal, Vice-Principal, and IQAC Coordinator, teaching members from all the three streams in the college, viz., Arts, Science and Commerce. Each stream has a committee headed by a faculty as Chairperson, along with two or more teaching faculties/HODs as Joint Convenors or members respectively. HODs, in consultation with concerned departmental faculties, prepares the provisional list for admission into the Honours programme/the generic course of the dept. Grievances relating to admission are looked after/resolved by the admission committees in consultation with College CBCS board primarily and, if necessary, through resolutions of all teachers' meeting.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

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

Administrative, Financial and Teaching learning processes:

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

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

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

IV. The College Library is fully digitalized.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.digboicollege.edu.in/wp-content/uploads/2022/03/Institutional-Perspective-Plan.pdf
Upload any additional information	**No File Uploaded**

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

The Governing Body is the apex policy making body in the college headed by the President .The President of the Governing body is nominated by the government of Assam. The Body is constituted as per the provision of the college management rules 2001. The Governing Body includes nominees of affiliating University,representative of teaching and non-teaching staff and Guardian representative. The Principal of the College as the secretary and head of the institution executes the decisions of the Governing Body. He heads all administrative, academic and supporting activities. He is assisted by the Vice- Principal and IQAC of the college in all his activities. While the office is managed through the Head Assistant, different administrative activities are carried out through administrative committees formed (IDP, Finance, RUSA, CDC, Purchase, Grievance redressal,publicity, medical, disaster management, campus beautification and Canteen supervising). The Academic body comprising of Principal, Vice Principal, IQAC and Heads of the departments is the decision making body in all academic

matters.The decisions of the academic body are executed through the HoDs, Course coordinators and faculties of the respective departments. For library administration, the librarian is assisted by library committee.

File Description	Documents
Paste link for additional information	https://www.digboicollege.edu.in/supporting-bodies/
Link to Organogram of the institution webpage	https://www.digboicollege.edu.in/wp-content/uploads/2022/03/Organogram_Digboi-College_2022.pdf
Upload any additional information	View File

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

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

6.3 - Faculty Empowerment Strategies

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

1. Staff Benefit Fund: This fund is for both teaching and nonteaching staff. It provides both Emergency and General Loans at a very low rate of interest. 2. Teachers' Benefit Fund: Teachers' Unit runs a benefit fund for the teaching staff; Teachers can take both Emergency and General Loan at a very low rate of interest. 3. DCTU Distressed Aid Fund has been created for supporting the distressed 4th grade employees. 4. Besides, the college authority provides one time aid to teachers, office

staff and fourth grade employees in their urgent needs and in case of severe illness.

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

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

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

50

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

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

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

128

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

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

08

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

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

enhancement so that they can utilize their time scale promotional benefits as per Assam Government rules. Individual API score of the concerned teachers is calculated as per the norms framed by the UGC under the API scheme at the time of their promotion. It is thoroughly verified and certified by the IQAC and concerned Heads of the Departments of the College. If requisite score of the teacher fulfills the government norms, it is sent to the DPC. The IQAC of the college strictly maintains the quality culture, takes feedback time to time from the students and parents that helps in improvement of performance of the college.

Performance Appraisal of the non-teaching staff : Performance Appraisal of the non-teaching staff is solely done by the Principal year-wise as per prescribed format.

File Description	Documents
Paste link for additional information	https://www.digboicollege.edu.in/?page_id=15183&preview=true
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

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

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

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

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

`0.67`

File Description	Documents
Annual statements of accounts	View File
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

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

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

6.5 - Internal Quality Assurance System

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

Practices institutionalized as a result of IQAC initiatives: a) Quality Audit: i) Internal quality assurance through internal Academic and Administrative Audit: to know the status of quality of variousacademic and administrative initiatives of the college, IQAC stresses the need for self-assessment regularly. During 2023-24, Internal AAA was conducted by an internal team consisting of Mr.H. N. Sarma, President, GB, Dr. Dip Saikia, Principal, and Dr. A. C. Dutta, vice-principal. ii) NAAC accreditation successfully conducted leading to the achievement of an A+ grade with CGPA of 3.49. b) Grooming Responsible youth

dedicated to society : Service to society as a mark of social responsibility has beeninstitutionalized and it is reflected in the various extension activities conducted by the NSS unit of the College. In thevarious activities of NSS from the adoption of village to performance of street plays, awareness camps, cleanliness drives, plantation, and community service related to livelihood skills, etc, the youth are groomed as responsible citizens. Details of activities are given in Criterion III and can also be viewed in these links: a) YouTube: https://www.youtube.com/@nssdigboicollege88/featured

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

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

Keeping in view the advancements in educational technologies and modes of academic transactions, the college made a paradigm shift from physical spaces of classrooms to blended modes - offline and online modes of teaching, learning, and evaluation. For imparting/disseminating knowledge, teachers utilized the online mode of pedagogy by making wide use of meeting platforms like Zoom, Google Meet, Cisco Webex,etc. The blended mode has been adopted so that the learners can be supported with online classes in addition to the traditional classes and study materials provided as and when required. The Google Classroom is extensively used for cushion classes. The college, besides, conducting Sessional examinations internally in the online mode, successfully conducted the End Semester examinations. The teaching learning and evaluation processes were carried out through blended mode (online and offline) mode during the period (June 2023 - May 2024).

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

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

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

1. Gender Sensitization Programs

The college organizes sessions aimed at raising awareness about gender issues. These programs help to break stereotypes, challenge gender biases, and promote respectful behavior.

2. Establishment of Women's and Gender Equity Committees

College forms dedicated committees to address gender-related concerns. These committees are responsible for formulating policies, supporting victims of gender-based discrimination or violence, and promoting gender-sensitive initiatives.

3. Support for Women's Career Development

To foster gender equity in professional and academic growth, the institution offers mentorship programs, networking opportunities,

and workshops specifically designed for women. Skill-based trainings are offered to the women of adopted villages to foster their economic growth.

4. Safe and Inclusive Campus

The institution takes steps to ensure that all individuals feel safe and respected on campus, whether through lighting, campus security, or support systems like counseling and helplines. Programs to combat gender-based violence and discrimination are also commonly implemented.

File Description	Documents
Annual gender sensitization action plan	https://www.digboicollege.edu.in/wp-content/uploads/2025/02/Annual-Gender-Sensitization-Action-Plan-1.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.digboicollege.edu.in/wp-content/uploads/2025/02/Facilities1.pdf

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

A. 4 or All of the above

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

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

SOLID WASTE:

Biodegradable and non-biodegradable waste are separated by color-coded dustbins located across the campus. Non-biodegradable

wastes are sold to nearby recycling facilities after being separated. Vermicompost is made using biodegradable materials as a starting point. At the college canteen, reusable steel utensils are used in place of throwaway items. The college is making a slow shift to a digital work environment. By turning throwaway bottles into eco-bricks, the NSS, Digboi College Unit, has developed a creative way to address the issue of plastic waste. LIQUID WASTE:

Kitchen and sink water that has been drained into soak pits. There are three rainwater collection plants at the college. Septic tanks receive the bathroom waste water. E-WASTE:

The parts that are still usable are taken out of the parent systems andkeepingforlater. Scraptraderspurchasethenon-usablegarbage.

HAZARDOUS AND BIOMEDICAL WASTE:

Thecollegehasinstalledeightincineratorsinvarioussites.Thebiomedicalwastechamberiswherethedissectedspecimensfromthedepartmentsofbotanyandzoologyaredisposedof.Thehazardouswastemanagementchamberiswherethehazardoussubstancesareprocessed.

WASTE RECYCLING:Theprocesshasbeenimplementedbyusingabiofertilizerpreparationmachineandcreatingecobricksfromplastics.

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

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

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of bicycles/ Battery-powered vehicles** 3. **Pedestrian-friendly pathways** 4. **Ban on use of plastic** 5. **Landscaping**	**A. Any 4 or All of the above**

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

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

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

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	A. Any 4 or all of the above

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

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

Digboi College has long fostered the tradition of educating students about the social, linguistic, regional, and cultural diversity of the state and the country.

Cultural Approaches in College Week:

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

Digboi College Magazine and Departmental Wall Magazine:

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

Activities of the Center for Performing Arts:

Centre for Performing Arts, Digboi College in association with IQAC, Digboi College invited eminent educationist, dramatist, and author Sri Munindra Nath Sarmah to deliver a talk on "Theatre: in General"

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

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

Various programs are organized by the college to promote constitutional obligations, including citizens' rights, duties, and responsibilities. The following are some events the college has planned in this regard:

1. The college celebrates International Women's Day on March 8, 2024
2. Chatra Divas was celebrated in Digboi College on 31st March

   2024.
3. World Human Rights Day is observed on 10th December 2022.
4. The college celebrates 77th Independence Day on the 15th of August, 2023.
5. The college celebrates Republic Day on the 26th of January, 2024.
6. Celebration of National Voters Day in DigboiCollege, 25th January 2024 by NSS Unit and Department of Political Science, Digboi College.
7. NSS Day is celebrated on 24th September, 2023.
8. NCC Day is celebrated on the 4th Sunday of November 2023.
9. Vigilance Awareness Week was Celebrated from 30th October to 5th November 2023 by the NSS Unit, Digboi College on the theme "Say No to Corruption; Commit to Nation".
10. The College observes World Blood Donor's Day on 14th June 2023

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://www.digboicollege.edu.in/wp-content/uploads/2024/12/7.1.9-Activities.pdf
Any other relevant information	https://www.digboicollege.edu.in

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

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

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

1. Blood Donor's Day was celebrated on 14/6/23 by organizing a blood donation camp
2. Rabha Divas was celebrated on 20/6/2023 by organizing a singing competition and popular talk.
3. 9th International Day for Yoga, 21st June 2023 was observed.
4. Van Mahotsav, 1/7/2023 was celebrated by organizing a Plantation Drive.
5. Independence Day was celebrated on 15/8/2023 by hoisting the tricolor.
6. NSS Day was celebrated on 24/9/2023 by organizing a Free Eye Checkup, Free Health Camp, and Drawing Competition at Golai No. 03 village
7. World Habitat Day was celebrated on 9/10/2023.
8. Vigilance Awareness Week, 30th October-5th November 2023 on the theme "Say No to Corruption; Commit to Nation".
9. World AIDS Day was celebrated on 1/12/2023.
10. National Voters Day was celebrated on 25/1/2024
11. International Mother Language Day was celebrated on 21/02/2024
12. National Science Day was celebrated on 28/02/2024 by organizing a talk and Treasure Hunt competition.
13. International Women's Day was celebrated on 8/03/2024 by organizing a talk on "Emotional and Mental Health of Women and Indian Society"
14. Chatra Divas was celebrated on 31/3/2024. Digboi College Student Union, IQAC, and NSS. On this occasion, the Inter-Departmental Extempore Speech Competition and Debating Competition were organized among the students.

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

7.2 - Best Practices

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

Title: Enhancing Career Opportunities

Objectives: To assist students in making informed career decisions and securing job opportunities.

The Context: With rising competition in the job market, it is essential for students to be well-prepared for their careers even before graduation.

The Practice: Various programs are arranged by Career Counselling Cell for the students.

Evidence of Success: Positive feedback regarding the support and guidance received through career counseling and placement services.

Problems Encountered and Resources Required:

Challenges include a lack of student awareness, Resource Constraints, Expectation Mismatches

Resources needed: Skilled Counsellors and Trainers and Funding

Title: Implementation of Livelihood and Awareness Programs

Objectives:The key aim of establishing livelihood programs in an adopted village is to elevate the community's economic status by providing sustainable and varied income sources.

The Context:

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

The Practice: Various programs are arranged by the NSS Unit.

Evidence of Success:

Sufficient numbers of people's involvement and their eagerness to learn the skills implies a successful step.

Problems Encountered and Resources Required:

Challenges faced and Resources required include: Infrastructure Gaps,Funding Issues and Financial Support,Expertise, and Training

File Description	Documents
Best practices in the Institutional website	https://www.digboicollege.edu.in/wp-content/uploads/2024/12/7.2.-Best-Practice-1-Carreer-Couselling-Cell.pdf
Any other relevant information	https://www.digboicollege.edu.in/wp-content/uploads/2024/12/7.2.-Best-Practice-2-Village-Adoption.pdf

7.3 - Institutional Distinctiveness

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

Digboi College is situated inside the limits of Dihing-Patkai National Park in Tinsukia, Assam. The college's location is naturally lush and supports a diverse range of flora and fauna. The college campus has a rich biodiversity by nature because it is situated inside the Indo-Burma Biodiversity Hotspot in North-East India. The college borders the Upper Dihing Elephant Reserve. Digboi College has a high species diversity and an eco-friendly campus because of its climate, topography, and adequate rainfall. A lush, verdant campus with complete cover is provided by the rain forest belt. Trees, bushes, and other plants abound

on the campus, which is roughly 80% covered in green space. The "Fruit Orchard" and Garden, established by the College, showcases the campus's remarkable floral diversity and contains species with both medicinal and ethnomedical significance. The college has implemented a number of programs, such as a plantation program, a cleaning drive, a ban on single-use plastics, and a recycling program for plastic waste. Every year on Environment Day, plantation drives are organized to promote the campus tree-planting effort, which encourages both teachers and students to do the same.

File Description	Documents
Appropriate web in the Institutional website	[View File](#)
Any other relevant information	[View File](#)

7.3.2 - Plan of action for the next academic year

1. Organization of workshop and seminar at national and international level;

2. Start process for infrastructure development to meet the needs of NEP/FYUGP and autonomy;

3. Erection of the boundary wall on the west border of the college;

4. Taking measures to provide more accommodation in Boys' as well as Girls' hostels;

5. Organization of programmes related to Legal Literacy;

6. Organization of extensive awareness programmes and workshops to assist with competitive exams and placement;

7. Acquire more sophisticated research equipment;

8. Acquisition of more ICT tools;

9. Focus on quality research publications;

10. Taking Quality initiatives at the institutional level as well as through collaboration with other institutions;

11. Conduction of quality audits -ISO certification, Green Audit,

Energy Audit, and Environment audit;

12. Organization of seminars/workshops/awareness programmes on women empowerment and women-related issues;

13. Organization of Staff Development programs for both teaching and non-teaching;

14. Publication of College History;

15. Publication of research books etc.