



Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	DIGBOI MAHILA MAHAVIDYALAYA
Name of the head of the Institution	Dr. Arun Chandra Sarmah
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	03751-264446
Mobile no.	8638399405
Registered Email	digboimmv@rediffmail.com
Alternate Email	dr.arunchsarmah50@gmail.com
Address	Muliabari, P.O.-Digboi, P.S-Digboi, Pin-786171
City/Town	Digboi
State/UT	Assam

Pincode	786171
2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Women
Location	Semi-urban
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr. Ratnadip Purkayastha
Phone no/Alternate Phone no.	03751264435
Mobile no.	7002746766
Registered Email	iqacdmm@gmail.com
Alternate Email	ratnadip.purkayastha@rediffmail.com
3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	http://www.digboimahilamahavidyalaya.com/wp-content/uploads/2020/09/AQAR-2018-19-FINAL-REPORT.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes, whether it is uploaded in the institutional website: Weblink :	http://www.digboimahilamahavidyalaya.com/wp-content/uploads/2020/09/Academic-Calendar-2020.pdf
5. Accrediation Details	

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	C++	66.55	2004	16-Feb-2004	15-Feb-2009
2	B	2.29	2018	03-Jul-2018	02-Jul-2023

6. Date of Establishment of IQAC

18-Sep-2004

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Best Library User Award	30-Jan-2020 01	2
Best Department Award	30-Jan-2020 01	35
Student's Feedback	03-Jul-2020 15	502
Highest Attendance Award	30-Jan-2020 01	2

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Digboi Mahila Mahavidyalaya	Seminar Grants	The Maulana Abul Kalam Azad Institute of Asian Studies, Union Ministry of Culture, Govt. Of India	2019 1	76500

Digboi Mahila Mahavidyalaya	Students' Toilet Facility	DHE, Assam	2019 1	100000
Digboi Mahila Mahavidyalaya	FDP, Home Science Department	National Implementing and Monitoring Agency for training , Dept. of Science and Technology, Govt. of India	2019 1	10500
Digboi Mahila Mahavidyalaya	FDP, Substitute teacher salary	UGC	2020 1	477301
Digboi Mahila Mahavidyalaya	Exam centre fee of BPL students of H.S. exam	AHSEC, Guwahati, Assam	2020 1	39300
Digboi Mahila Mahavidyalaya	BPL Free students admission fee	DHE, Assam	2020 1	1510038
Digboi Mahila Mahavidyalaya	Seminar	Oil India Limited	2020 1	20000
Digboi Mahila Mahavidyalaya	seminar	Indian Council of Historical Research	2020 1	120000
Digboi Mahila Mahavidyalaya	For Book Purchasing	Government of Assam	2020 1	200000

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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

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10. Number of IQAC meetings held during the year :

5

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

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11. Whether IQAC received funding from any of the funding

No

agency to support its activities during the year?

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

1. Participation in AISHE and NIRF 2. Different extension programme were being organised. 3. Organised drama workshop with NSD. 4. Talk on New Education Policy 5. Organised National Seminars, Faculty Development Programme and Webinars.

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

Plan of Action	Achievements/Outcomes
<p>Setting up of a language lab cum computer lab having video conferencing facility. The proposed language lab for the college will cater to the needs of the college students. The college has the good fortune of having language teachers for all the four departments viz. English, Hindi, Bengali, Assamese. Needless to say, the proposed computer lab will go a long way in fulfilling needs of both students as well as teachers. A centralized computer lab with internet facility in the college itself will also eliminate problems of going outside the college to Internet cafes, located very far. Videoconferencing facility has lately become an indispensable necessity for every institute of higher learning. It will surely consolidate the very process of education by bringing in online expertise for the students of the college.</p>	<p>Partially completed language lab.</p>
<p>To built separate rooms for all the departments. At present, there is a shortage of rooms because of which the basic requirements of some of the departments have not been adequately catered to. Building separate rooms for all the departments will indeed be a shot in the arm for</p>	<p>The construction for the same is in progress which will be completed by the end of 2020</p>

those who are presently compelled to make do with the rudimentary facilities available presently.	
Two smart class rooms will be constructed will be judiciously allotted to the departments which place requests for their use.	Not yet completed. Construction for the same has already been undertaken.
Steps to be taken to enrich mindset of students in involvement of activities like national integration, scientific temperament, commitment to the society etc.	Few programme undertaken viz., Republic Day celebration, Anti corruption Pledge undertaken on 23-10-2019, Programme on disaster management, National Science Day, National Seminar on Human Rights 31st August & 1st Sept. 2019, Online National Yoga Day observation, Free eye checkup camp organised by NSS unit of the college on 13th Sept 2019, Endangered Ethnic Culture on 19th & 20th Oct 2019. Two research projects have been undertaken under the initiative of IQAC by the department of Economics & Home Science on the tribal community of Singphoo & Taiphake.
To organize workshop on drama. A workshop on drama, meant for the interested students of the college is under consideration, wherein, if required, experts/resource persons from outside would be roped in, in order to make the workshop a successful one and one that benefits the students in their lives.	Workshop on Drama was organised from 3rd to 5th March 2020 which was conducted by National School of Drama Tripura Wing.
Diploma programmes in computer and add on courses in distance learning, which are to be introduced are expected to help those students who are financially not in a position to enroll themselves as regular students of the college	Diploma in Computer Application was started from 14/02/2020. But had to be discontinued due to Covid 19 Pandemic.
A proposal of opening of science stream has been submitted to the office to the Directorate of Higher Education, Guwahati which would indeed be a blessing for the student community.	Not yet received any response from the Government of Assam

Introduce coaching for Banking services, competitive examinations etc. Students seeking coaching for banking/competitive examinations have to either go to Tinsukia or Dibrugarh. Therefore, if coaching classes are introduced, it would immensely help students in increasing the prospect of employability of the students.	Could not be materialized due to Covid 19 situation
Opening a weaving training centre	Could not be materialized due to Covid 19 situation
Initiative to be taken for mass participation of students in competitions such as sports and games, literary and co curricular activities and various district , university, state and national level competitions.	Could not be materialized due to Covid 19 situation.

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14. Whether AQAR was placed before statutory body ?	Yes
Name of Statutory Body	Meeting Date
Governing Body of the College	16-Oct-2020
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2020
Date of Submission	18-Feb-2020
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	Digboi Mahila Mahavidyalaya has a management information system which is an information system

used for decision and policy making, and for the coordination, control, analysis of the issues related to the institution. It is a three layered system comprises of Governing body of the college, Principal and Internal Quality Assurance Cell (IQAC). Governing body of the college is the final decision maker in case of each and every aspects of the institution. Under the guidance and leadership of Principal and IQAC various committees and subcommittees are being formed to look after different academic and co curricular areas. In the beginning of the year plan are being prepared and in the subsequent period thrust is given on its accomplishment. Official notification from the office of the Principal and IQAC are being issued to the teaching and nonteaching staff of the college to convey certain essential information. From time to time college website is also used as a platform to carry forward certain information. College has one academic committee consist of all HoDs of the departments and entrusted with the responsibility of monitoring the results and other academic issues. The institution also has committees like admission committee, examination committee, anti ragging committee, research committee and grievance redressal cell under the broad category of academic. Planning committee looks after the planning oriented activities. Financial matters are observed by financial committee. Development and Purchase committee are related to various developmental and purchase activities of the institution. College library is monitored by the library committee headed by college Librarian. In order to deal with hostel related Issues College has one hostel committee. The institution has some other cells and committees like career

counseling cell, ICT committee, Health care cell, women cell, beautification committee, canteen committee, National Service Scheme (NSS), and NCC. Women cell for organising different programmes, talks, workshops, etc.

Part B

CRITERION I - CURRICULAR ASPECTS

1.1 - Curriculum Planning and Implementation

1.1.1 - Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Digboi Mahila Mahavidyalaya strictly follows the curriculum designed by the parent University i.e. Dibrugarh University. The institution ensures effective curriculum delivery through a well planned and documented process. Following strategies are being adopted to fulfill the set objectives:

- Preparation of Academic calendar of the institution in accordance with the university academic calendar and implement it in practice.
- Preparation of college routine to ensure maximum number of theory and practical classes and optimum utilization of the infrastructure. The college has an academic committee which draws up the scheme for the whole year.
- Choice based Credit System has been implemented from the session 2019-20 as per the guideline provided by the parent university.
- Teaching plan, course and class distribution are being prepared as per the curriculum by the departments.
- Faculty members also prepare individual plans for covering the syllabus. Most of the departments conduct field studies and engage part time teachers and guest lecturers as per the need of the prescribed curriculum.
- Strict monitoring of attendance of the students.
- Mid time review of completion of syllabus.
- Organizing sessional examinations as per the university guideline.
- Organize talk by the experienced teacher from other institutions and Universities for the benefit of students.
- The college has central library with reference section for teachers as well as students internet facilities to almost all the departments, spacious classrooms, audio visual facility for effectively translating the curriculum
- The institution interacts with different beneficiaries and industries, research bodies and the university like UGC, DU, NGOs etc. from time to time for the academic up gradation of the students.
- The principal holds meeting with HoDs and other committees to discuss issues related to curriculum and co-curricular aspects. He readily deputed teachers to attend any curriculum related workshops conducted by the University or any other institutions.
- The college has availed the opportunities of funding from the IOCL, OIL, Department of Science and Technology, ICHR, Govt. of India for organizing seminars and other activities.
- During Covid-19 pandemic period classes are being conducted in online mood by using

various online platforms. Some time online assessment of students is also being carried out. • Faculty members have participated in online webinars organised by different institutions across the nation.

1.1.2 - Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship	Skill Development
Certificate course in computer application	Advanced Diploma in Computer Application	14/02/2020	01	YES	YES

1.2 - Academic Flexibility

1.2.1 - New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NIL	Nil

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1.2.2 - Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Honours/Non-Honours	10/06/2019

1.2.3 - Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	10	9

1.3 - Curriculum Enrichment

1.3.1 - Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
NIL	Nil	Nil

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1.3.2 - Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	A study on Textiles of Singpho Tribe in Tinsukia District	50
BA	A study on socio-economic condition of Tai-Phake tribe in Dibrugarh District	31
BA	Male/ Female literacy rate in Tinsukia District of Assam	14
BA	Project on Food and Restaurant Management (Under TTMG)	3
BA	Project on Hotel Management(Under TTMG)	9
BA	Project on Museum(Under TTMG)	5
BA	Project on Eco Tourism(Under TTMG)	2
BA	Project on Homestay Management(Under TTMG)	2
BA	Project on Travel Agency Management(Under TTMG)	7

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1.4 - Feedback System

1.4.1 - Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	No
Parents	Yes

1.4.2 - How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

Feedback from both students and parents are being taken for the year 2019-20. The students' feedback obtained through online mood by using Google form. The form was designed to collect

information regarding the completion of the course both via offline and online mode. Feedback was also asked on the response from the teacher towards students during their need. Information were being collected from 2nd sem, 4th sem and 6th sem students. Parent teacher meet was organised during for the year 2019-20 and parents feed was being taken. They were asked about to give comment on the overall environment of the institution and also being asked to provide information about his/her daughter regarding study hour, mobile using habit, extracurricular activities, time management etc. Further suggestions were seek (if any) for further improvement of the institution. Their comments were being recorded. The IQAC monitored the whole process and after evaluation submitted to the principal for further necessary action. The principal in consultation with vice principal and coordinator, IQAC wrote letters to the concerned individual for improvement of specific weak points mentioned in the questionnaire attached with the letter. All these matter are also discussed with the respective HoDs for betterment of the teaching methodology. In case of parents comments the college authority has prepared a plan to look into it

CRITERION II - TEACHING- LEARNING AND EVALUATION

2.1 - Student Enrolment and Profile

2.1.1 - Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Honours	330	590	321

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2.2 - Catering to Student Diversity

2.2.1 - Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	788	Nil	26	Nil	Nil

2.3 - Teaching - Learning Process

2.3.1 - Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of	Number of teachers using ICT	ICT Tools and	Number of ICT	Number of smart	E-resources and
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Teachers on Roll	(LMS, e-Resources)	resources available	enabled Classrooms	classrooms	techniques used
26	26	21	5	Nil	Nil

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 - Students mentoring system available in the institution? Give details. (maximum 500 words)

In Digboi Mahila Mahavidyalaya, there are Mentors (teacher advisors) who are in charge different portfolios of the College Students' Union. The Mentors are required to advice in different matters for smooth conduct of any college function. Well-trained teachers who know the background of the students are made responsible. Generally, the Mentors provide encouragement, motivation and counseling support in various fields. Mentoring is very essential for the balanced development of a student. In an educational institution, a teacher plays the role of a friend, guide as well as a mentor and thus helps the student in all aspects of their life. In the past few years, the college has adopted various mechanisms as part of its mentoring system. The most important task is to find out the students wants and needs, and how to address them in a timely manner. Various parameters, such as academics, extracurricular activities, career related issues, miscellaneous problems etc are identified along with the areas of interest of the students, which are also identified so that the hidden talents and potential that they have can be tapped in an appropriate manner. After identifying the areas of interests of students, the mentor assesses and subsequently, supervises the students performance in the field consistently and continuously as well. Mentors help greatly in identifying the diversity in terms of learning challenges as well. They provide first-hand support to the students with difficulties and gives relevant inputs to improve their academic hurdles. Subject teachers are required to help the student in their respective subject and be more effective in handling challenges and obstacles. The Mentors also provide additional support in terms of providing career guidance. When students graduate and seek higher studies, almost always the students approach the Mentors for providing them with references. The teacher cum mentor chalks out a plan of action for the students to enhance their potentialities and maximize opportunities for them at the same time. The mentor keeps a track of events/programmes/competitions etc held at different places of the state and ensures that the mentee keeps an eye on those events and encourage maximum students for participation. The mentors encourage the students to think in an original manner and conceive new ideas and develop a critical approach for their pursuits in academics, in addition to their co-curricular activities. The mentee are always guided by their respective mentors to participate in various inter-college programmes like: Youth festival, Annual College Week and other state and national level exposures for all round development.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
788	26	1 : 31

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
27	26	1	5	14

2.4.2 - Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2020	NIL	Nil	NIL

[View File](#)

2.5 - Evaluation Process and Reforms

2.5.1 - Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
Nil	NA	NA	Nil	Nil

[View File](#)

2.5.2 - Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

In continuous internal evaluation system, the Institution collects and analyzes information on the academic performance of the students through-

- Regular checking of attendance and interaction in the class
- Class tests and sessional tests
- Overall performance of the students like timely submission of assignments, taking interest in the activities organized by the college
- Through discussion at the personal level
- For slow learners, extra and remedial classes are held to enhance their knowledge and skill
- Encourage them for preparing for examinations, seminar papers and to guide them to develop their selfconfidence and overall competency
- Parents are invited to collect necessary information
- Teachers help by lending personal books to needy students
- The disadvantaged sections of the society are given equal importance in all activities of the college and the differently-abled students, though in few numbers, are dealt with great care, consideration and patience
- Teaching plan is prepared individually by each department and allocations done accordingly. Teaching plan is supposed to be submitted before the commencement of the session
- Answer scripts of the college examinations are evaluated by the teachers within a week after the examinations are over and marks secured by the students are displayed in the departmental notice

boards • Evaluation process in the final examination is strictly guided by the University rules and regulations made available a few days ahead of the commencement of evaluation work by the zone selected by the University

2.5.3 - Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Academic calendar is prepared by Dibrugarh University and the college follows the same. Digboi Mahila Mahavidyalaya prepared its own academic calendar in accordance with the University calendar for the effective functioning. The college calendar is prepared keeping the academic and nonacademic aspects in mind and the college tries to adhere to it. Academic aspects: • Completion of course within a stipulated time frame • Holding of sessional examinations • Counseling of the students • Submission of assignments, holding departmental seminars, project works etc. Nonacademic aspects: • Holding college week • Participation in the youth festivals (including cultural meet, quiz, debates, sports etc) which are generally held during the month of January • Holding election for the students' union • Observation of National and International Commemorative Days. The college tries adhere to the academic calendar strictly according to the schedule. However, sometimes, due to unavoidable circumstances, the schedule of the programme used to be either advanced or postponed as per the convenience of the college.

2.6 - Student Performance and Learning Outcomes

2.6.1 - Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://www.digboimahilamahavidyalaya.com/wp-content/uploads/2020/12/Student-Performance-and-Outcome.pdf>

2.6.2 - Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
NA	Nil	NA	Nil	Nil	00

[View File](#)

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://www.digboimahilamahavidyalaya.com/wp-content/uploads/2020/12/Student-Satisfaction->

[Survey.pdf](#)**CRITERION III - RESEARCH, INNOVATIONS AND EXTENSION****3.1 - Resource Mobilization for Research****3.1.1 - Research funds sanctioned and received from various agencies, industry and other organisations**

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	365	Digboi Mahila Mahavidyalaya	0.2	0.2
Minor Projects	365	Digboi Mahila Mahavidyalaya	0.2	0.2

[View File](#)**3.2 - Innovation Ecosystem****3.2.1 - Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year**

Title of workshop/seminar	Name of the Dept.	Date
NIL	NIL	

3.2.2 - Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	Nil	NIL

[View File](#)**3.2.3 - No. of Incubation centre created, start-ups incubated on campus during the year**

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nil

[View File](#)**3.3 - Research Publications and Awards****3.3.1 - Incentive to the teachers who receive recognition/awards**

State	National	International

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3.3.2 - Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
N/A	Nil

3.3.3 - Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	English	1	4.23
International	Philosophy	1	6.23

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3.3.4 - Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Home Science	3
Bengali	9
Economics	2
English	3
Assamese	1
History	1

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3.3.5 - Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	Nil	0	NIL	Nil

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3.3.6 - h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	Nil	Nil	Nil	NIL

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3.3.7 - Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	11	52	Nil	Nil
Presented papers	3	10	Nil	Nil
Resource persons	Nil	Nil	Nil	Nil

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3.4 - Extension Activities

3.4.1 - Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Yoga camp	NSS Unit, Digboi Mahila Mahavidyalaya	2	25
Eye Check up camp	NSS Unit, Digboi Mahila Mahavidyalaya , in Association with District blindness control society, Tinsukia . As per MOU (7-09-2019)	2	100
Swachhta Hi Sewa	NSS Unit, Digboi Mahila Mahavidyalaya (27-09-2019)	2	35
Observance of Rastiya Poshan Maah	NSS Unit and Women's Cell, Digboi Mahila Mahavidyalaya	4	40
Awareness Programme	NSS Unit and Women's Cell , Digboi Mahila	2	20

on Nutrition and Door to Door campaign	Mahavidyalaya		
Free eye check up (Cataract detection Camp)	NSS Unit and Women's Cell , Digboi mahila Mahavidyalaya In collaboration with District blindness control society, Tinsukia	2	20
National Nutrition month	Department of Home Science, Digboi Mahila Mahavidyalaya on 27th September, 2019	2	29
Extension programme on " Health and Superstitions"	Department of Home Science, Digboi Mahila Mahavidyalaya on 13th February	4	29

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3.4.2 - Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NIL	NIL	Nil

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3.4.3 - Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Awareness Programme on Nutrition and Door to Door campaign	NSS Unit and Women's Cell , Digboi Mahila Mahavidyalaya	Awareness Campaigning on Nutritional value, cleanliness drive, Distribution of Food Items	2	20
Free eye check up	NSS Unit and Women's Cell , Digboi Mahila Mahavidyalaya In collaboration with District	Cataract detection, Spectacles distribution	2	20

blindness control society,
Tinsukia

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3.5 - Collaborations

3.5.1 - Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Student Teacher exchange Programme	30	College Authority	01
Interdisciplinary exchange programme	40	College Authority	02

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3.5.2 - Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NIL	NIL	NIL	Nil	Nil	00

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3.5.3 - MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Lions Club Of Digboi	07/09/2019	Various Extension Activities	100
Digboi College, Margherita College, Ledo College	Nil	Student Teacher Exchange Programme, Students Orientation Programme, Literary Competitions, Special Lecture	118

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CRITERION IV - INFRASTRUCTURE AND LEARNING RESOURCES**4.1 - Physical Facilities****4.1.1 - Budget allocation, excluding salary for infrastructure augmentation during the year**

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
1060000	2238136

4.1.2 - Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Newly Added
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added

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4.2 - Library as a Learning Resource**4.2.1 - Library is automated {Integrated Library Management System (ILMS)}**

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Soul-2	Partially	Soul-2	2017

4.2.2 - Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	19652	4372864	648	333910	20300	4706774
Reference Books	52	24822	220	208371	272	233193

Journals	7	7850	Nil	Nil	7	7850
Digital Database	1	5960	Nil	Nil	1	5960

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4.2.3 - E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NA	NA	Nil

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4.3 - IT Infrastructure

4.3.1 - Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	42	6	5	1	6	15	12	0	9
Added	41	0	0	0	0	0	0	0	2
Total	83	6	5	1	6	15	12	0	11

4.3.2 - Bandwidth available of internet connection in the Institution (Leased line)

0 MBPS/ GBPS

4.3.3 - Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	Nil

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities

6.92

176104

19.8

983469

4.4.2 - Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The college has two well equipped laboratories attached to the Home Science and Education Departments, which are primarily maintained by the faculty members themselves. Additionally, the college also has a fulltime laboratory bearer in its regular payroll. Technical support is hired from outside to fix the instrumental problems of the respective departments. The college has a rich library facility for the students and the faculty members. There is a reference section facility in the library which is exclusive for the teachers. Presently, the library building is under CCTV surveillance. In addition to the course books prescribed in the syllabus, the library also subscribes various journals, magazines and newspapers which are published in various languages viz., Assamese, Bengali and English. There is a reading room facility for students as well with adequate and separate sitting arrangements adjacent to the reference section. Manual forces are employed for maintaining the cleanliness of the library regularly. For games and sports meant for the students, the college has basket-ball and volleyball courts, badminton, football, shot-put, javelin etc. There is also a provision of multi-gym. The sports equipments are kept in the custody of the Students' Union, and they are also entrusted with the responsibility of the upkeep of the equipments. The sports Students' Union is also responsible for the regular maintenance of the equipments. Moreover, the college has one computer laboratory facility. In addition, the office of the college is fully computerized with an adequate number of desktops, which are routinely checked by technicians hired from professional firms. Each department of the college has been facilitating with a laptop which are used for departmental works like record keeping, question paper preparation, email etc. These laptops are maintained by the respective departments and bear all the expenses in case of arising of any technical issue. The college has adequate number of classrooms and individual rooms for all the departments. In addition to that, there are a conference room, a conference hall (much bigger in size) and an auditorium. All the classrooms are under CCTV surveillance, with the central monitor installed in the Principal's chamber. There is also a Teachers' Common Room with proper drinking water facility along with attached and separate toilets for both male and female teachers. The students of the college also have a Students' common room. Grade IV employees used to maintain the cleanliness of the same. The Students' Common room Secretary is primarily responsible for maintaining a hygienic atmosphere of the room.

<http://www.digboimahilamahavidyalaya.com/news-and-events/report-on-maintaining-and-utilizing-physical-academic-and-support-facilities-for-the-year-2019-20>

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Financial support and encouragement to students	34	42040
Financial Support from Other Sources			
a) National	National Scholarship	22	1188000
b) International	NIL	Nil	0

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5.1.2 - Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Webinar on Family Resource Management	23/06/2020	150	Department of Home Science, Digboi Mahila Mahavidyalaya
Remedial coaching	01/08/2019	75	Department of Assamese and Home Science, Digboi Mahila Mahavidyalaya
Personal Counselling and Mentoring	01/08/2019	270	All the departments of Digboi Mahila Mahavidyalaya
Yoga (Online)	21/06/2020	30	NSS, Unit Digboi Mahila Mahavidyalaya

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5.1.3 - Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2020	Career Counselling	Nil	79	Nil	Nil

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5.1.4 - Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nil	Nil	Nil

5.2 - Student Progression

5.2.1 - Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Not Applicable	Nil	Nil	00	Nil	Nil

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5.2.2 - Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	1	B.A. (honours)	Economics	Gauhati University	M.A (Economics)
2019	1	B.A. (honours)	Economics	Dibrugarh University	M.A. (Economics)
2019	5	B.A. (honours)	Assamese	Dibrugarh University	M.A. (Assamese)
2019	1	B.A. (honours)	Political Science	Gauhati University	M.A. (Political Science)
2019	1	B.A.	General	Chatribari School of Nursing	Nursing
2019	1	B.A. (honours)	Assamese	Barpeta Medical College	Nursing

2019	1	B.A. (honours)	Home Science	Roskilde University	M.Sc (International Business)
2019	1	B.A. (honours)	Home Science	Hemchandra Achrya North Gujrat University	M.Sc (Human Development)
2019	3	B.A. (honours)	Sociology	Tinsukia DIET College	D.El.Ed
2019	2	B.A. (honours)	Sociology	Dibrugarh University	PGDCA

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5.2.3 - Students qualifying in state/ national/ international level examinations during the year
(eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	2

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5.2.4 - Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Cooking competition	Institutional Level	40
Wildlife week slogan competition	Institutional Level	19
Shilpi Divas Extempore Speech Competition	Institutional Level	21
Poetry Recitation	Institutional Level	35
Annual College Week	Institutional Level	510
Rally and Street Play	Institutional Level	50
National Nutritional Month	Institutional Level	50

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5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a

team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	44th All Assam Yogasana Championship 2019	National	1	Nil	52700218	Pooja Sinha
2019	Vigilance Awareness Week (Inter- College Essay Competition in Hindi)	National	Nil	1	52700222	Neha Das
2019	Sports Kickboxing	International	1	Nil	177	Kanchan Kachari
2020	Inter-college Kick-Boxing Competition	National	1	Nil	177	Kanchan Kachari
2020	Inter-college Boxing Competition	National	1	Nil	177	Kanchan Kachari
2020	Inter-college Kick-Boxing Competition (Low Kick)	National	1	Nil	177	Kanchan Kachari
2020	Inter-college Karate Competition (Kumite)	National	1	Nil	RN 149	Puja Borgohain

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5.3.2 - Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution
(maximum 500 words)

Representative of the student's council plays an important role in overall development of the college. They form the basic shape and structure to build the initial infrastructure of the college for benefitting the student's community. The member of the council also receives a firsthand experience of the college committees and bodies, in which they were inducted as member for a period of one year. Being a member of such bodies they tend to learn the proceeding and the functions of the committee and how the rules are being passed and implemented. It is also a good practice to form a college committee with the members of the student council, as through them the student community will be able to gain the information on the different projects and works undertaken by the college for the benefit of the student's. keeping the above statements in view the college had inducted the General Secretary and other office bearers of the DigboiMahilaMahavidyalaya Students'

Union in five different committees, they are i) AntiRagging Committee ii) Sexual Harassment Committee iii) Grievance Cell iv) RUSA Committee v) IQAC. These committees are headed by, Principal of the college and are being assisted and supervised by senior and experience teachers of the college. All the committees had worked extensively for the development of the college and the student's community at large. Strict and vigilant role was played by the student representatives, ensuring no students were harassed or being exploited in any form. Measuring this, the committee didn't receive any complain during the session 2019-2020. This is an excellent example of the sincere endeavor of the members of the committee's along with the student's union body in creating awareness in the college against any harassment or exploitation of any form. Resulting by, all the students were aware of their rights and duties and also anyone who tries to break the rules and regulation of college would be definitely penalized. The role of the student in College's Rashtriya Uchchattar Shiksha Abhiyan (RUSA) is very crucial. RUSA, aims in providing strategic funding to the higher educational institutions throughout the country. The students union share their valuable feedback to cater need and requirement of the students, following which the committee formulates a plan to fulfill the requirement within a stipulated and the monetary expenses to meet the ends are also discussed in the meeting. The member of the student's union gain extensive knowledge about the work culture and nature of work performed by these committees along with an idea to conduct a formal meeting, carry on with its proceeding and if necessary to prepare a timely follow-up. It can be concluded that the knowledge, experience and exposures gained by the students/ member will definitely be an added advantages for their lifetime

5.4 - Alumni Engagement

5.4.1 - Whether the institution has registered Alumni Association?

No

5.4.2 - No. of enrolled Alumni:

179

5.4.3 - Alumni contribution during the year (in Rupees) :

17900

5.4.4 - Meetings/activities organized by Alumni Association :

NIL

CRITERION VI - GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - Mention two practices of decentralization and participative management during the last year (maximum 500 words)

For the smooth functioning and seamless coordination of the various units, the Institution follows the principle of participative management, which seeks active participation of the teaching and the non-teaching staff. The Principal, after due consultation with the HODs, teaching, non-teaching staff, members of the different committees, (Finance Committee, College Development Committee, Purchase Committee etc) takes various plans and programmes and frames policies for qualitative improvement of the college. The Principal, supported by the Vice Principal, looks after the day to day academic and administrative works of the college. IQAC takes up a major role in this regard. The college management strictly follows Government, UGC and University guidelines to monitor its policies. The College ensures that all information, objectives and decisions are communicated to all levels through regular meetings with teaching and non-teaching staff and separately communicated to the students as well. Formal notices are also issued to all the departments, which are concurrently put up in the general notice boards. • Students are also the primary stakeholders of the Institution. Interaction with the students takes place through two mechanisms (1) through discussions initiated by the Principal, formally and informally with the students and (2) collecting feedback from them through feedback forms distributed beforehand. Students can approach the Principal whenever they have problems in the college or even at the personal level, they are allowed to have one on one interactions with the Principal. The Principal holds meetings with the members of the Students' Union at regular intervals of time regarding different matters of the college, including organizing events such as College Week, Freshmen's Social, Union Body Election (Annual), Seminars, Inter College Sports/Youth festivals etc. On the basis of their demand/s, the Principal approves and allocates funds for different student related activities of the college.

6.1.2 - Does the institution have a Management Information System (MIS)?

Yes

6.2 - Strategy Development and Deployment

6.2.1 - Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	Departments prepare teaching plan, course and class distribution. • Field surveys are undertaken by some departments. • Teachers are deputed to attend curriculum related workshops. • The college has a central library with reference section/internet facilities. • The University executing assessment, also deputes experts for laboratory inspection and for recruitment/promotion of teachers. •

	<p>Presentations, assignments, discussions, workshops, seminars, industrial visits, computer education etc. are supplemented to classroom lectures • IOCL, OIL, Department of Science Technology, ICSSR etc fund for organizing seminars etc.</p>
Teaching and Learning	<p>Teachers are encouraged to hold seminars/group discussions etc to provide a platform for students to interact among themselves as well as resource persons • Laptops/internet facilities are given to teachers to make the learning process more student centric • Due to the outbreak of Covid-19 Pandemic and the subsequent lock down imposed by the state government, the teachers are taking classes on online platforms like Google Meet and Zoom . Students are encouraged for field work and visit different tribes/communities for experiential learning • Students are motivated to participate in NCC, NSS and extension activities • Shyamoli, (College magazine) and Prabahika, (College wall magazine). Wall magazines offer scope for students to nurture critical thought and innovative ideas • Teachers and students organize activities which develop their personality and organizing capacity</p>
Examination and Evaluation	<p>Answer scripts of the college examination are evaluated within one week and the marks of the students are displayed in the departmental notice boards • Evaluated scripts are shown to the students for transparency and reason for poor scoring is discussed • Evaluation process of the final examination is strictly guided by the University blueprint made available a few days ahead of the commencement of evaluation work by the zone, selected by the University • An examination conduction board is constituted by the college to look after the smooth conduction of the internal as well as the University examinations</p>
Research and Development	<p>Students from the departments of Sociology, Home Science, History and Education undertaking field work are required to submit project reports, with proper analysis and interpretation, usually guided by the teachers, which eventually prepare them for a methodology bound research work later in their academic lives • Research papers from the departments of Home Science and Bengali are currently under the process of being published in National as well as International journals • Faculty members participate and present papers in National Seminars/Workshops, held both within the college and those outside, which are eventually published both in Abstract Volumes/Volumes containing full length papers</p>
Library, ICT and Physical Infrastructure / Instrumentation	<p>The central library and the departmental libraries have large number of books. This year also, new books have been purchased. • There is an ICT Committee in the college which approves for purchasing ICT materials given by different departments of the college. Thereafter, orders are placed by the principal to firms for procurement of the items approved by the committee. • The college development</p>

	committee of the college looks after the infrastructural requirements of the college and through the process of inviting tenders from firms, construction of buildings and other renovation works are carried out.
Human Resource Management	The Principal holds meetings regularly with HODs, all teaching and non-teaching staff for the uplift of the academic atmosphere of the college by discussing about course plan, work load, academic calendar, lesson plan etc. • College authority entrusts duties in different areas on the basis of their creative or active expertise in their areas concerned. • There is an academic committee consisting of senior members of the teaching faculty, specially constituted to select students to represent the college in different literary and symposium meets held at different points of time in different institutes including colleges and Universities.
Industry Interaction / Collaboration	In various aspects concerning the welfare of the college, the IOCL (AOD) and OIL readily and very willingly, from time to time extend help both monetary as well as in kind, given the fact that these public sector undertakings have their bases in the township of Digboi. Apart from the help mentioned, these corporate houses also offer valuable suggestions off and on. • A spacious hall, constructed as a CSR initiative by the IOCL (AOD) within the campus of the college was recently handed over in a formal meeting, to be used as the Girls' Common Room.
Admission of Students	Admission procedures are managed during the academic session by an admission committee. The college takes the help of advertisements, apart from the prospectus to attract students. • The State Government has made admissions in Government funded colleges free for students, who belong to families with an annual income of less than 2 lakh rupees. They are to produce income certificates issued by competent authority along with two photos of the student planting the sapling of a tree. • Counseling is done by a committee of faculty members to students for a judicious combination of subjects at the time of admission.

6.2.2 - Implementation of e-governance in areas of operations:

E-governance area	Details
Finance and Accounts	College has a partial e-governance mechanism in the finance and accounts section. Specially billing and payment procedures are carried out through online system. The college has already been included in the RUSA beneficiary list and all the financial transactions under RUSA will be carried out through e-governance mechanism. College authority is preparing a plan for full computerization of the office.

Student Admission and Support	<p>Online admission process has been introduced for the current academic session. The admission data of the college is being maintained online through a separate website. The students are communicated through the bulk SMS mode for the conformation of their selection for admission. Besides, the college also has extended support for the online registration of the students as directed by the Director of Higher Education, Assam, for the purpose of free admission to economically backward students. In addition, online feedback system is newly introduced for this academic session.</p>
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6.3 - Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nil	NIL	NIL	NIL	Nil

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6.3.2 - Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nil	NIL	NIL	Nil	Nil	Nil	Nil

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6.3.3 - No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Course	1	11/09/2019	24/09/2019	14
Refresher Course	1	16/10/2019	29/10/2019	14
Refresher Course	1	19/02/2020	03/03/2020	14
Orientation Programme	1	05/02/2020	25/02/2020	21

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6.3.4 - Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
5	Nil	Nil	Nil

6.3.5 - Welfare schemes for

Teaching	Non-teaching	Students
3	3	2

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly (with in 100 words each)

- Internal Audit of the college is done by a Chartered Accountant every year. Audited accounts include General Fund, Development Fund, Library Fund, UGC Grant Fund etc. The Head Accountant prepares the Receipt/Payment Register on a daytoday basis which is scrutinized by the Firm (Chartered Accountant), within a stipulated duration of time. At the end of the audit, the firm hands over the Balance Sheet to the College authority.
- The External (Government) Audit is conducted by Government Appointed auditor(s) deputed from the Director of the Local Accounts, Government of Assam. The last Government Audit was for the year 2016-17.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	00

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6.4.3 - Total corpus fund generated

1685411

6.5 - Internal Quality Assurance System

6.5.1 - Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NIL	No	NIL
Administrative	No	NIL	No	NIL

6.5.2 - Activities and support from the Parent - Teacher Association (at least three)

- Parent-teacher meets are organized ever year department-wise where issues related to the academic performance of the students are discussed.
- An executive body of Parent-Teacher Association is formulated every year with both parents and teachers as its members
- Under the initiative of the Association, the Parents are to participate in the Parent-Feedback surveys which are organized department-wise every year

6.5.3 - Development programmes for support staff (at least three)

1. Staff Benefit Fund
2. Training to office staff for computerization of accounts.
3. Residential quarters for support staff.

6.5.4 - Post Accreditation initiative(s) (mention at least three)

- The construction of language lab has been completed. The Language Lab will be operational after receiving the second installment grant from RUSA
- Construction of the New Hostel and renovation of the Old Hostel has been completed. Intake capacity of both Old and New Hostel has been increased to accommodate more students.
- MoUs have been signed by the college with the local chapters of the Rotary and Lion Clubs for taking initiatives for the development of the students and undertaking extension activities

6.5.5 - Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 - Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
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2019	National Seminar on Human Rights and Gender Justice	31/08/2019	31/08/2019	01/09/2019	83
2019	Free Eye Checkup Camp	13/09/2019	13/09/2019	13/09/2019	190
2019	FDP (Behavioral remodeling and use of ICT tools for Classroom Delivery of Teachers)	03/08/2019	03/08/2019	08/08/2019	21
2019	National Seminar on Endangered Ethnic Cultures and Languages in NE India	19/10/2019	19/10/2019	20/10/2019	79
2019	Workshop on New Education Policy	09/11/2019	09/11/2019	09/11/2019	30
2019	Parent-Teacher Meet (Various Depts)	11/10/2019	11/10/2019	12/10/2019	302
2019	Anti-Corruption Pledge (Students and Teachers)	28/10/2019	28/10/2019	28/10/2019	307
2019	Rashtriya Pushan Maah	01/09/2019	01/09/2019	30/09/2019	121
2019	Student Rally for Free Eye Check-up	28/09/2019	28/09/2019	28/09/2019	60
2020	National Seminar on ' Migration, Diaspora and Nation Building: Opportunities and Challenges'	01/02/2020	01/02/2020	02/02/2020	89

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CRITERION VII - INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Karate -Do-Academy	05/03/2020	17/03/2020	23	Nil
NSD Workshop	03/03/2020	05/03/2020	32	Nil
Career counselling Programme	20/02/2020	20/02/2020	79	Nil
Inter college boxing championship	24/10/2019	25/10/2019	1	Nil
Inter College Karate (Kumite) Competition	24/08/2019	25/08/2019	2	Nil

7.1.2 - Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

NIL

7.1.3 - Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	Nil
Provision for lift	No	Nil
Ramp/Rails	Yes	3
Braille Software/facilities	No	Nil
Rest Rooms	Yes	10
Scribes for examination	Yes	1
Special skill development for differently abled students	No	Nil
Any other similar facility	No	Nil

7.1.4 - Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	07/09/2019	01	Eye checkup camp engaging the youth: organised by Lions Club, Digboi NSS Unit of Digboi Mahila Mahavidyalaya with District Blindness control society, Digboi Mahila Mahavidyalaya	Eye checkup : medicine and spectacles donated	225
2019	1	1	28/09/2019	01	Eye checkup at Kherjan village (One of the near by villages to the institution)	Check up of eye	25
2019	1	1	30/09/2019	30	Rastriya Pushan Mah observed at kherjan village organised by NSS Unit and Women's Cell	Nutrition	84

of Digboi Mahila
Mahavidyalaya

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7.1.5 - Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of Conduct for Parents	24/07/2019	Guardian should participate in the Parent-Teacher Meet regularly and share their views with proper feed-back.
Code of Conduct for students	24/07/2019	a. They must come in College uniform and display their identity cards. b. They must have the required class attendance to get internal marks as well as to sit in the final examination. c. Digital equipment such as mobile phone,digital watch, scientific calculators are strictly prohibited inside the examination hall. d. Students have to strictly follow examination guidelines outlined by the parent university and the Assam Higher Secondary Education Council. e. Students, representing the college anywhere, also are required to be in college uniform and display identity card. f. All the students have to maintain the code of conduct outlined by the college authority within the campus.
Code of Conduct for Teachers	24/07/2019	Taking responsibility for the academic development of the students. To encourage students to show case their talents. Take care of under privileged and specially able students. Teachers should give proper feedback to the parents during parent teachers meet about the students

7.1.6 - Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Shilpi Divas Celebration	17/01/2020	17/01/2020	327
National Science Day Celebration	28/02/2020	28/02/2020	113
International Yoga Day	21/06/2020	21/06/2020	30
Birthday of Dr Bhupen Hazarika	08/09/2019	08/09/2019	598
Rastriya Ekta Divas	31/10/2019	31/10/2019	600

Republic Day	26/01/2020	26/01/2020	143
Independence Day	15/08/2019	15/08/2019	83
Mahatma Gandhi Jayanti	02/10/2019	02/10/2019	61
International Womens Day	08/03/2020	08/03/2020	255
Foundation Day	24/07/2019	24/07/2019	25

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7.1.7 - Initiatives taken by the institution to make the campus eco-friendly (at least five)

a) Tree plantation in the campus. b) Use of polythene is strictly prohibited c) Installation of sanitary napkins vending machine. d) Installation of Incinerator. e) Minimization of paper.

7.2 - Best Practices

7.2.1 - Describe at least two institutional best practices

Best practice-1: Karate: A Karate Club, named DMM Karate-do Academy, exclusively meant for the students of Digboi Mahila Mahavidyalaya was inaugurated by the Principal of the College on 5/3/2020. Sensei Babla Jamal, Black Belt 5th Dan, Chief Technical Instructor of Wadokai Karate-do, Assam talked at length on the sport and it's importance for students, irrespective of the gender. He demonstrated various techniques of self-defence and appointed Dr Jovial Kalita, Black Belt 2nd Dan (a teacher of the college) as the regular instructor of the club, to be run inside the campus of the college regularly. More than fifty (50) students participated in the inaugural workshop and they expressed their happiness for being able to learn the sport and that too, within the campus of their own college. They too agreed on the importance of games and sports for students, which basically enable them to remain physically fit and mentally alert for it's said that a 'healthy mind can reside only in a healthy body'. Around 15 teachers of the college and a few prominent citizens of Digboi were present in the inaugural function. Goal: 1. The primary goal of teaching the students of the college martial arts is to enable them to defend themselves in adverse situations, apart from making them physically strong and mentally alert. Karate (or for that matter, any form of Martial Arts) should be compulsorily taught to students of educational institutions, particularly female students, the college authorities feel. In the present times, having regular classes on karate for the students of the college is surely a part of women's empowerment. 2. The college has a very good track record of it's students doing really well in games and sports, not only in different inter-college events (organized by the affiliating University), but also in national competitions. The second important goal of this best practice introduced in the college is to basically provide a platform for the students intending to take up

martial arts as a competitive sport, participate in various state, national as well as international events and earn a name not only for themselves, but also the college and our state as a whole. For those who excel in the sport, there is ample prospect to take it up professionally as a career in their lives. Limitations: 1. Most of the day scholars of the college are from very distant and remote places and many of them are desirous of enrolling themselves as students of karate. While the students of the hostels can regularly attend karate classes, which are held after the regular classes of the college, the students who came from far-flung places are not able to practice karate regularly. Evidence of success: 1. There are scores of students who have been practicing karate even before they joined the college. The evidence of success is the fact that students practicing karate in the college have already won gold in inter-college karate championship as well as national championships held in different parts of the country. Best practice-2: Drama Workshop by N.S.D. : A 2-member team comprises of Mrs. Dipika Dutta Mukharjee, Mr. Sonit Jyoti Saikia representing the National School of Drama, conducted a 3-day workshop from 3rd March to 5th March, 2020 on drama in the conference hall of the college. Inaugurated by the Principal of the College, the workshop, which dwelt extensively on the various aspects of drama had more than 60 students participating on it wholeheartedly. It may be pertinent to mention in this context that the college has quite a good number of students excelling in the creative arts, particularly acting and at different points of time, they have brought laurels to the college by winning trophies in competitions held in different parts of the state. All those who enthusiastically participated concurred that they have successfully been able to learn the finer nuances of acting on stage. Certificates were given away at the conclusion of the programme to all those who were participant in the workshop. The students were of the opinion that more workshops on drama, conducted by veteran thespians from the NSD should be organized in the future as well, which will prove to be immensely beneficial for all those who want to professionally take up acting as a career goal in life. Goal: 1. There are scores of students in the college with budding talents in the creative arts. Students of the college with a special inclination for acting on the stage have performed in plays in different parts of the state at different points of time and have done reasonably well in competitions. The primary goal of this best practice is to give the students with a liking for the creative arts, particularly acting, a platform to hone their skills. 2. The Performing Arts is a discipline which draws students in hordes and there are departments in many educational institutions including Universities which are specifically dedicated to Performing and the Creative Arts. Students who really do well in acting can surely think about pursuing it as an academic goal in life. By attending workshops, like the one held in the college (best practice), students of the college would be better equipped to qualify for pursuing higher formal academic degrees, which at a later point of time in life, will definitely help them in seeking career options in films and the theatre. And acting is not only a rewarding profession but a very paying one as well. Limitations: The most prominent limitation is prodding

and convincing students to shed inhibitions and participate wholeheartedly in workshops on drama. Although there are a good number of students with extraordinary talents in acting, they are either very shy to come forward or are not successful in convincing their parents of the prospects of acting as a career goal. Evidence of success: Many students, individually, as well as members of a team representing the college have already earn laurels for the college by winning drama competitions in different parts of the state. It is sincerely hoped that students from the college will also do well on the national stage and there are students, who have participated in the workshop (as well as workshops held earlier in the college) having the prospect of excelling in this art form in the future.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://www.digboimahilamahavidyalaya.com/news-and-events/best-practices-for-the-year-2019-20>

7.3 - Institutional Distinctiveness

7.3.1 - Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Digboi Mahila Mahavidyalaya is an institution meant for higher education of women, one area distinctive to its vision, priority and thrust is the empowerment of women in a holistic way, focused on going beyond to the co-curricular activities of life. The fundamental priority is the uplift of the present condition of women educationally, as well as socio-culturally. The location of the college is such that it draws students mostly from remote and backward areas of not only the state but also some of the very remote districts of the neighboring state of Arunachal Pradesh. Majority of the students enrolled in the college are from Government-run vernacular medium schools. Therefore it goes without saying that most of them, at the time of enrolment in the college are very naive in most of the important activities of life in general. The college provides various platforms to the students to showcase their latent talents, some of which are 'the Annual College Week' (includes music, dance, games and sports, literary activities like debating, quiz, spot-story writing and poem writing competitions etc), Inter-College Sporting and Literary Meets' 'State-level Debating Competitions' and 'State-level Sporting Meets' as well. The students, at the end of their course in the college are mentally equipped with a firm zeal to do something in life and create an identity of their own. Most of them are actively engaged in different jobs, both in the private as well as the government sectors. They are satisfactorily living their lives, being economically-independent and as conscious citizens of the nation. The track record of the institution's performance as an enabler has so far been positive and apparently it seems that the college is on the right track. Mention may be made in this context of

students excelling in co-curricular activities like dance, music, sports not just within the district but also in different parts of the state and the country as well. Students of the college have many a time, been successful in bagging the top positions in the University-conducted final examinations. The college is however far from being complacent and believes that the biggest room in the world is the room for improvement and it is precisely keeping this precept in mind that the college constantly keeps on striving to improve upon its own performance in terms of women's empowerment in a holistic fashion, taking into account the various aspects of life. Add-On courses like vocational training on baking, beautician's course and computer education are being presently imparted which will enable students to be gainfully employed (self-employment) As a part of it's Extension Activity, the NSS Unit of the college had organized an Eye Camp for the local people of Digboi and distribution of relief materials for the poor and the needy during the lockdown period had also been undertaken. As far as the teachers are concerned, the college has provided financial grants to the Departments of Home Science and Economics for carrying out MRPs (Minor Research Projects) as a part of it's Research Initiative.

Provide the weblink of the institution

<http://www.digboimahilamahavidyalaya.com/news-and-events/institutional-distinctiveness-for-the-year-2019-20>

8.Future Plans of Actions for Next Academic Year

1. The college has a plan to introduce MOODLE (Modular Object Oriented Dynamic Learning) software for teaching learning process in the very near future. 2. There is also a plan to introduce Diploma Programmes and other useful add- on courses in the Distance Learning mode shortly. 3. Plans for also afoot for Complete Computerization of all the activities of the college. 4. The college has a plan to very shortly convert the entire College and Hostel Campus to Wi-Fi zones. 5. Awareness programmes on Covid 19 Pandemic, Sexual Harassment and Gender Sensitization are planned to be organized. 6. Subject to normalcy being restored, in terms of the present situation, the college has a plan to complete the pending proposals of the previous year. viz., (a) Introduce coaching classes for Banking services, competitive examinations etc. At present, students seeking coaching classes for banking/competitive examinations have to either go to Tinsukia or Dibrugarh. Therefore, if coaching classes are introduced, it would immensely help students in cutting down expenses incurred in commuting back and forth from Tinsukia/Dibrugarh etc, curtailing the exorbitant costs in enrolling themselves as students of the private coaching institutes and will also increase the prospect of clearing the exams. and thereby, get employment for their livelihood. (b) Opening a weaving training centre within the campus of the college. (c) Initiative to be taken for mass participation of students in competitive events related to games and sports, literary and co-curricular activities in the various districts of the state, inter-college competitions organized

by the university and national level competitions also. 7. Workshop/training on Drama, kick boxing and various other sporting activities will be organized, it is planned. 8. The institution has a plan to build a state-of-the-art Flag hoisting Platform. 9. There are plans for renovation of the old girls hostel. 10. There is a plan to include online classes and video conferencing in the curriculum. 11. The college plans to allow in-service teachers to undergo training programmes related to this type of pandemic vis-à-vis it's awareness, so that they can be equipped with the right kind of knowledge to face the eventualities themselves, as well as disseminate information about it amongst the general public.