

**ANNUAL QUALITY ASSURANCE REPORT : 2014-15  
(AQAR)**

**IQAC : DIGBOI MAHILA MAHAVIDYALAYA**

**SUBMITTED TO  
NATIONAL ASSESSMENT AND ACCREDIATION COUNCIL**

**The Annual Quality Assurance Report (AQAR) of the IQAC**  
**July 1, 2014 to June 30, 2015**

Part – A

**1. Details of the Institution**

1.1 Name of the Institution

DIGBOI MAHILA MAHAVIDYALAYA

1.2 Address Line 1

Muliabari

Address Line 2

P.O. + P.S.- Digboi

City/Town

DIGBOI

State

Assam

Pin Code

786171

Institution e-mail address

digboimmv@rediffmail.com

Contact Nos.

03751 264446 (office)

Name of the Head of the Institution:

Dr. ARUN CHANDRA SARMAH

Tel. No. with STD Code:

03751 264446

Mobile:

8399851534 (Principal)

Name of the IQAC Coordinator:

MRS. JAYASREE CHAKRABORTY

Mobile:

9435703112

IQAC e-mail address:

iqacdmm@gmail.com

1.3 NAAC Track ID

1.4 NAAC Executive Committee No. & Date:

NA\*

\*NA in the certificate (Xerox copy of the certificate is attached in **annexure-III**)

1.5 Website address:

www.digboimahilamahavidyalaya.com

Web-link of the AQAR:

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> cycle	C++	67.00	2004	5 years
2	2 <sup>nd</sup> cycle				
3	3 <sup>rd</sup> cycle				
4	4 <sup>th</sup> cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY

15-07-2003

1.8 AQAR for the year

2014-15

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

- i. AQAR\_\_\_ 2005-06 19-08-2007
- ii. AQAR\_\_\_ 2006-07 30-05 -2008
- iii. AQAR\_\_\_ 2007-08 27-10-2008
- iv. AQAR \_\_\_ 2009-10 10-03-2017

- v. AQAR \_\_\_\_ 2010-11 10-03-2017
- vi. AQAR \_\_\_\_ 2011-12 10-03-2017
- vii. AQAR \_\_\_\_ 2012-13 31-03-2017
- viii. AQAR \_\_\_\_ 2013-14 31-03-2017

1.10 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(e.g. AICTE, BCI, MCI, PCI, NCI)

Type of Institution

Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B

Grant-in-aid +  Self Financing  Totally Self-financing

1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

Skill based programmes

1.12 Name of the Affiliating University (*for the Colleges*)

Dibrugarh University

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc  
Autonomy by State/Central Govt. / University

Nil

University with Potential for Excellence

Nil

UGC-CPE

Nil

DST Star Scheme

Nil

UGC-CE

Nil

UGC-Special Assistance Programme

Nil

DST-FIST

Nil

UGC-Innovative PG programmes

Nil

Any other (*Specify*)

Nil

UGC-COP Programmes

Nil

## 2. IQAC Composition and Activities

2.1 No. of Teachers

05

2.2 No. of Administrative/Technical staff

01

2.3 No. of students

Nil

2.4 No. of Management representatives

01

2.5 No. of Alumni

Nil

2.6 No. of any other stakeholder and  
community representatives

Nil

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No.  Faculty

Non-Teaching Staff  Students Alumni  Others

2.12 Has IQAC received any funding from UGC during the year? Yes  No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.  International  National  State  Institution Level

(ii) Themes:

1. IQAC and Women's Cell organized a talk on "Integral Education in the light of the Mother and Sri Aurobindo" by Sri Gopal Bhattacharjee International Secretary of Aurobindo Society of Puducherry on 13-01-2015

2. Entrepreneurship programme was organized in the college by IQAC in collaboration with OIL, Duliajan implemented by Indian Institute of Entrepreneur (IIE), Guwahati on 13<sup>th</sup> & 14<sup>th</sup> February 2015

2.14 Significant Activities and contributions made by IQAC:

1. Initiated action for preparation of S.S.R for 2<sup>nd</sup> cycle assessment
2. Rastriya Ekta Divas and Sankalpa Divas was celebrated on 30/10/2014 by IQAC on the birth anniversary of Sardar Ballav Bhai Patel and death anniversary of Indira Gandhi.
3. New Canteen constructed from local M.L.A. fund.

4. Hindi Divas celebrated by the Department of Hindi under the initiative of IQAC on 22/09/2014. A special lecture was organized on “the Position of Hindi in North East India”. Sri Devi Prasad Bagrodia, a prominent writer and translator of Assam delivered a resourceful speech on the topic. Departmental magazine of Hindi Department “Purvottar Sahitya Vimarsh” was released on that day.
5. On a surprise move, the Prime Minister of India, launched the Swachh Bharat Abhiyan project on 02/10/2014. Concurrently, synchronizing with the national *Abhiyan* to clean India by 2019, commemorating the year of Mahatma Gandhi’s hundredth birthday, our college conducted a kindred programme of “Clean Campus” on 07/11/2014, where students, teaching and non teaching members of the college actively and enthusiastically participated.

#### 2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year .

Plan of Action	Achievements
i) Introduction of career-oriented, skill-based course. (NAAC peer team recommendation)	i. Decision taken for opening Career-oriented, skill-based course on Travel and Tourism Development from next academic session.
ii) Introduction of inter-disciplinary approach of teaching.	ii. An inter- disciplinary Skill-based course on Travel and Tourism Development has been adopted.
iii) Proposal adopted for opening NCC wing of the college.	iii. Initiative taken but did not materialize.
iv) To improve and increase research-related works amongst the faculty members.	iv) One teacher from the Dept. of Bengali was granted study leave under UGC (FDP) for two years for undergoing research work. One more teacher from English Dept. has registered his name

<p>v) Construction of digital library and improving library facilities.</p> <p>vi) Improving health facilities for the students.</p>	<p>for PhD after completion of course works. One teacher from the Dept. of Assamese is doing M. Phil.</p> <p>One National level and one State level seminar were conducted, which improved the academic ambience of the college.</p> <p>v) Construction of the new library building started. The Library assistant attended ‘ESDP on computer accounting with Tally’ organized by Indian Institute of Entrepreneurship, Guwahati.</p> <p>vi) A Multi-gym was installed with all the required equipments to provide facilities to the students.</p>
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\* Please refer to **Annexure I** for the Academic Calendar of the year.

2.16 Whether the AQAR was placed in statutory body.      Yes       No

Management       Syndicate       Any other body

Provide the details of the action taken

The IQAC meeting held on 27-05-2017 and Digboi Mahila Mahavidyalaya Governing Body meeting subsequently held on 30.5.2017 accepted the AQAR prepared as per the revised guidelines effective from 01-01-2014 and advised the coordinator to do the needful after scrutiny of few points.



Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of existing Programmes	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	01			
PG Diploma	01		01	
Advanced Diploma				
Diploma				
Certificate	01		01	
Others				
Total	03		02	

Interdisciplinary	
Innovative	

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

Core/Elective option

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	01
Trimester	--
Annual	--

1.3 Feedback from stakeholders\* Alumni  Parents  Employers   
 students

(On all aspects)

Mode of feedback: Online  Manual  Co-operating schools (for PEI)

*\*Please refer to Annexure IV for an analysis of the feedback*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

No

1.5 Any new Department/Centre introduced during the year. If yes, give details.

No

**Criterion – II**

**2. Teaching, Learning and Evaluation**

2.1 Total No. of permanent Faculty

**Arts:**

Total	Asst. Professors	Associate Professors	Professors	Others
23	6	17	0	0

2.2 No. of permanent faculty with PhD

11

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors	Others	Total	
R	V	R	V			R	V
6	4	17	0	0	0	23	4

2.4 No. of Guest and Visiting faculty and Temporary faculty

Nil Nil 11

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	06	01
Presented papers	02	19	--
Resource Persons	--	--	--

2.6 Innovative processes adopted by the Institution in Teaching and Learning:

- Improvement of teaching learning by using Audio-Visual aids and Power Point etc.
- Encourage the students to acquire Computer knowledge.
- Preparing the students to face the competitive job market with the knowledge of the latest version of accounting software like Tally etc.

2.7 Total No. of actual teaching days

During this academic year

182 days

2.8 Examination/ Evaluation Reforms initiated

by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Nil

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of

Study/Faculty/Curriculum Development workshop

Nil	Nil	Nil
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2.10 Average percentage of attendance of students

86%

2.11 Course/Programme-wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.	190	--	28.95%	26.84%	27.37%	83.07%
B.Sc.						
B.Com.						

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

IQAC operates through various committees to monitor and evaluate the teaching learning process. For improvement of the teaching-learning processes, the IQAC has taken initiatives in offering suggestions to all the departments to incorporate the latest and proven techniques of teaching like group discussion, forming intra-class peer groups to participate in quizzing activities within the class, extempore speech etc. IQAC monitors the attendance of the students', timely completion of courses by the departments closely. It also keeps a close eye on academic calendar, routine preparation, conduction of unit test, sessional test etc.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	--
UGC – Faculty Development Programme	1 teacher awarded Teacher Fellowship under FDP during 12 <sup>th</sup> plan period
HRD programmes	--
Orientation programmes	--
Faculty exchange programme	--

Staff training conducted by the university	2 teachers attended course work for doing M.Phil and PhD
Staff training conducted by other institutions	--
Summer / Winter schools, Workshops, etc.	18
Others	--

#### 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	a. Office i. Permanent sanctioned -07 ii. Permanent non-sanctioned -03 b. Library i. Permanent non-sanctioned -03	0	02	Office – 05 Library - 01
Technical Staff	01	0	0	0

### Criterion – III

#### 3. Research, Consultancy and Extension

##### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution:

<ul style="list-style-type: none"> <li>• IQAC of the college periodically holds meetings amongst the teachers of the college and disseminates information on UGC-related Minor/Major Research projects.</li> <li>• IQAC encourages all the departments to conduct field surveys along with the students to develop research culture amongst the teachers and students.</li> <li>• It extends facilities enabling the teachers to avail leave in order to participate in Seminar/Workshops/Symposia/Conference.</li> <li>• Felicitate teachers who complete research projects, M.Phil., Ph.D etc.</li> <li>• It extends all support to the faculty member to avail the facility of FDP for completion of research work.</li> <li>• Teachers were extended leave for doing course work without hampering the regular classes.</li> </ul>
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### 3.2 Details regarding major projects: Nil.

	Completed	Ongoing	Sanctioned	Submitted
Number	–	–	–	–
Outlay in Rs. Lakhs	–	–	–	–

### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	02	01	01	02
Outlay in Rs. Lakhs	2,70,000	4,75,000	4,75,000	2,70,000

### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	01	03	01
Non-Peer Review Journals	0	02	11
e-Journals	05	0	0
Conference proceedings	0	02	0

### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

### 3.6 Research funds sanctioned and received from various funding agencies, industry and other organizations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	--	--	--	--
Minor Projects	2 years	UGC	7,45,000	2,70,000
Interdisciplinary	--	--	--	--

Projects				
Industry sponsored	--	--	--	--
Projects sponsored by the University/ College	--	--	--	--
Students research projects ( <i>other than compulsory by the University</i> )	--	--	--	--
Any other(Specify)	--	--	--	--
Others	--	--	--	--

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books   
ii) Without ISBN No.

3.8 No. of University Departments receiving funds from  
UGC-SAP  CAS  DST-FIST  
DPE DBT  Scheme/funds

3.9 For colleges  
Autonomy  CPE DBT  Star Scheme   
INSPIRE  CE  Any Other (specify)

Awareness camp-DST Seminar, conference, workshop-UGC
--

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	0	03	0	0	0
Sponsoring agencies	0	UGC	0	0	0

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From funding agency  From Management of University/College   
 Total

3.16 No. of patents received this year

Type of Patent	Number	
National	Nil	Nil
International	Nil	Nil
Commercialized	Nil	Nil

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College
00						

3.18 No. of faculty from the Institution who are Ph. D. Guides   
 and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
 National level  International level

3.22 No. of students participated in NCC events: University level State level



University level  State level

National level  International level

3.23 No. of Awards won in NSS:

University level  State level

National level  International level

3.24 No. of Awards won in NCC:

University level  State level

National level  International level

3.25 No. of Extension activities organized

University forum  College forum  NCC   
NSS  Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

1. Visit to Snehalaya - centre for Rehabilitation, Tinsukia to study about the differently-abled children and distribution of fruits to them on 25-03-2015
2. Extension programme on block and stencil printing at Durga Bari, Digboi to make the civilians aware of the importance of “income generating activities” on 21<sup>st</sup> March 2015, Home Science department.
3. Exhibition and cafeteria was organized on 25<sup>th</sup> Sept 2014 by the students of Home Science department to show the creativity and their ability of presenting something new and extraordinary.
4. Field trip to (i)Nocte gaon on 24<sup>th</sup> April 2015 to collect different types of tribal traditional textile design samples of Naga people by Home Science department. (ii)New Mising village, Tinsukia to know about the socio-economic life of Mising tribe on 27-03-2015 by Sociology

Department. (iii) A visit to Directorate of Handloom and Textiles, Tinsukia to expose the students to various designs of textiles on 25-03-2015 by Home Science department.

5. Swachhata Abhiyan Divas held on 02-10-2014 in and around the college campus by NSS wing of the college.

#### Criterion – IV

#### 4. Infrastructure and Learning Resources

##### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	12761 sq mtr.	--	--	12761 sq mtr.
Class rooms	28	1	College fund	29
Laboratories	2	--	--	--
Seminar Halls	1	1	Govt. fund	417 sq mtr
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)		28.51	UGC	28.51
Others (Rs. in Lakhs)		20.98	UGC	
		11.19	College fund	32.17

##### 4.2 Computerization of administration and library

- Administration is partially computerized. Admission process is partly computerized. Internal assessment is done by computer. Internet facility is available in the library.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	16263	3305353	920	261554	17183	3566907
Reference Books						
e-Books	0	0	0	0	0	0
Journals	6	1325	Nil	Nil	6	1325
e-Journals	0	0	0	0	0	0
Digital Database	0	0	0	0	0	0
CD & Video	0	0	0	0	0	0
Others (specify) News paper & Magazine	13	12701	Nil	Nil	13	12701

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centers	Computer Centers	Office	Departments	Others
Existing	26	05	02	01	--	06	10	05
Added	09	01	02	01	--	05	02	01
Total	35	06	02	01	--	11	12	06

#### 4.5 Computer, Internet access, training to teachers and students and any other programme for technology up-gradation (Networking, e-Governance etc.)

- Internet is available in the library, IQAC cum Internet room and Principal's room.
- Computer related orientation programme has been organized for the staff.
- Teaching and non-teaching staff of the college were encouraged to use computer, internet for their work .
- Some departments were provided Laptops and internet facility.

4.6 Amount spent on maintenance in lakhs:

i) ICT 0.79

ii) Campus Infrastructure and facilities 3.84

iii) Equipments 1.04

iv) Others 4.65

**Total :** 10.32

**Criterion – V**

**5. Student Support and Progression**

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- The College offers a number of support services to the students. IQAC takes initiatives to make students aware of the support system through the prospectus, orientation programme, notice board, various programmes of the college, personal contact and through the elected students' Union. IQAC suggested the authority to improve the library support system for the students.

5.2 Efforts made by the institution for tracking the progression

- The college keeps records of all internal and end-semester examination through examination cell in collaboration with IQAC.
- Keeps contact with the alumni and organized alumni meet.
- Provide the students with some new facilities and opportunities for development of co-curricular activities and monitor their achievement in various fields.
- Advanced students are encouraged to participate in different co-curricular and extra-curricular activities, both at the institution level and state or district level.

5.3 (a) Total Number of students

UG	PG	PhD	OTHERS
694	--	--	--

(b) No. of students outside the state 32

(c) No. of international students

Woman	No	%	Men	No	%
	694	100%		Nil	0

Last Year (2013-14)						This Year (2014-15)					
General	ST	SC	OBC/MOBC	Physically challenged	Total	General	ST	SC	OBC/M OBC	Physically challenged	Total
205	73	26	249/107	0	660	216	102	32	256/88	0	694

Demand ratio 1:1 Dropout % 23.43%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

- College does not provide systematic coaching for competitive examination. But it offers services to the students as and when required by them. Students can avail the library facility for their preparations, free of cost. Guide books for different competitive examinations are available in the library, which are very often used by the students as well as the alumni.

No. of student beneficiaries

5.5 No. of students qualified in these examinations NET SET/SLET GATE

NET  SET/SLET  GATE  CAT   
 IAS/IPS etc  State PSC  UPSC  Others

5.6 Details of student counseling and career guidance

- The college has Career guidance and counseling cell which gives guidance to the students by experts/resource persons invited from outside as well as by the internal faculty members from time to time. This cell takes initiatives to inform the student about

different career options by displaying the necessary information through the notice board.

No. of students benefitted

50

### 5.7 Details of campus placement

On campus			Off campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Nil	Nil	Nil	35

### 5.8 Details of gender sensitization programmes

- Women Cell of the college organizes programmes related to gender issues.

### 5.9 Students Activities

#### 5.9.1 No. of students participated in Sports, Games and other events

State/ University level

01

National level

International level

No. of students participated in cultural events

State/ University level

01

National level

03

International level

#### 5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level

National level

International level

Cultural: State/ University level

National level

International level

### 5.10 Scholarships and Financial Support

	Numbers of students	Amount
Financial support from institution	--	--

Financial support from government	--	--
Financial support from other sources	--	--
Number of students who received international/national recognitions	--	--

5.11 Student organized / initiatives

Fairs :	State/ University level	<input type="text" value="00"/>	National level	<input type="text" value="00"/>	International level	<input type="text" value="00"/>
Exhibition:	State/ University level	<input type="text" value="00"/>	National level	<input type="text" value="00"/>	International level	<input type="text" value="00"/>

5.12 No. of social initiatives undertaken by the students: Nil

5.13 Major grievances of students (if any) redressed: 01

**Criterion – VI**

**6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

**VISION**

- To build a college of excellence for women.
- To enable each and every student to be a complete woman, in every sense of the term.

**MISSION**

To make the students aware of—

1. The basic concepts embedded in the Constitution of India viz. national integration, secularism etc.
2. Social, political, economic and environmental problems of the state as well as the country.
3. The importance of preserving local traditions, art and culture of the North-East in particular and Indian in general.
4. Preparing, equipping and enlightening students to meet the demands of present times, including the use of I.C.T.
5. The importance of co-curricular activities and its necessity for self employment.
6. Knowledge and skill through curriculum for a better future life.
7. The importance of being holistically fit for the present-day competitive world.

8. Value-based education and to produce morally good students.

9. Ideas of scientific outlook, progressive humanistic approach to life, work culture, discipline, commitment to social responsibilities etc.

## 6.2 Does the Institution have a management Information System

No

## 6.3 Quality improvement strategies adopted by the institution for each of the following:

### 6.3.1 Curriculum Development

- Curriculum is prepared by the affiliating university. IQAC encourages the departments to organize field work related to the curriculum. Syllabus for the diploma/certificate courses are prepared by the institution.

### 6.3.2 Teaching and Learning

- Routine is prepared at the beginning of the session.
- The college gives active support to the Depts. for organizing study tours, group discussions, exchange programmes, as supplementary activities to the syllabi.
- To benefit the students and also to improve the teaching-learning process, Podium with attached speaker and collar microphone is used by the teacher as and when necessary.

### 6.3.3 Examination and Evaluation

- Semester Examinations are conducted as per the schedule of Dibrugarh University.
- The Examination Committee conducts the internal, sessional examinations.
- Evaluated scripts are shown to the students and necessary action is taken for improvement.

### 6.3.4 Research and Development

- The College has a congenial atmosphere for research work. Few teachers are actively engaged in research work.



### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- The whole college campus has been brought under CCTV.

### 6.3.6 Human Resource Management

- The Principal holds meetings regularly with the 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 respective areas.

### 6.3.7 Faculty and Staff recruitment

- Permanent vacancies are filled as per Government rules and regulations after following the due process of advertisement in newspapers. Recruitment of both teaching and non-teaching staff members(temporary) are done by the college administration as and when required after procuring necessary permission of the GB.

### 6.3.8 Industry Interaction / Collaboration

- In various aspects concerning the welfare of the college, the IOCL and the OIL readily and very willingly extend help, both monetary as well as in kind, given the fact that these public sector undertakings have their bases in this township of Digboi. Apart from the help mentioned, these corporate houses also offer valuable suggestions, from time to time.

### 6.3.9 Admission of Students

- Admission procedures are managed during the academic session by an admission committee. The College also takes the help of advertisement, apart from the prospectus, to attract students.

### 6.4 Welfare schemes for

Teaching	02
Non-teaching	02
Students	04

6.5 Total corpus fund generated

14.09 lakhs

6.6 Whether annual financial audit has been done

Yes

No

6.7 Whether Academic and Administrative Audit (AAA) have been done?

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

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes

Yes

No

For PG Programmes

Yes

No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

N.A.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

- Internal assessment of 20% for all the papers of all the subjects taught in the college is done by the college as per DU rules and this is definitely a positive step on the part of the University in awarding and promoting autonomy to the affiliated colleges.

6.11 Activities and support from the Alumni Association

- Few alumni helped the college by taking classes. Alumni also help the college by giving books and also by giving valuable suggestions from time to time.

6.12 Activities and support from the Parent-Teacher Association

- Donations in kind from parents or guardians are received and also valuable suggestions

for the management and improvement of facilities of the college and hostel taken as and when required.

#### 6.13 Development programmes for support staff

- The Library assistant attended 'ESDP on computer accounting with Tally', organized by Indian Institute of Entrepreneurship, Guwahati.

#### 6.14 Initiatives taken by the Institution to make the campus eco-friendly

- Plantation drives are periodically undertaken in active support of the NSS Wing of the college in order to make the college eco-friendly and green. The entire college campus has been declared a No-Plastic Zone.

### Criterion – VII

#### 7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Good hostel facilities for the girls.
- Introduction of career oriented Baking course.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- Initiative taken for opening Career-oriented, skill-based course (inter- disciplinary— the Department of History and Department of English will work side by side.) on Travel and Tourism Development from next academic session.
- Facility extended to:
  - a) One teacher from the Department of Bengali (U G C Fellowship under F D P, for two years) for undertaking research work.
  - b) One more teacher from English Department. has registered his name for PhD after completion of course work.
  - c) One teacher from the Department of Assamese for doing M. Phil.
    - Three National level seminars, one conference and one workshop conducted, which

improved the academic ambience of the college.

- Construction of the new library building started. The Library assistant attended ‘ESDP on computer accounting with Tally’, organized by Indian Institute of Entrepreneurship.
- A Multi-gym was installed with all the required equipments, to provide facilities to the students.

### 7.3 Give two Best Practices of the institution\*

1. Organize talks on value based education.
2. Entrepreneur-ship Awareness programme

\*Details of the practices are included in ***annexure II***

### 7.4 Contribution to environmental awareness/protection

The ‘World Environment Day’ was observed in the college. Students are made aware of the bio-non-degradability of materials like polythene/plastic and thereby, efforts are constantly made both by the students as well as the teaching staff to keep the campus of the college polythene/plastic-free.

7.5 Whether environmental audit was conducted?    Yes        No   

### 7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

#### Strengths

- Girls’ college with dedicated teachers located at the eastern-most part of the State.

#### Weaknesses

- Awfully under-staffed, both in terms of teaching faculty as well as non-teaching staff.
- Library is not properly digitalized.
- The dream of construction of a sprawling campus has not taken off yet due to lack of adequate area/space.

#### Opportunities

- A good number of schools having good academic track record are situated in the vicinity of our college.
- Presence of IOCL & OIL, who extend their co-operation in a number of ways for the development of the college.

## Challenges

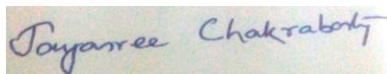
- Increase the strength of both the teaching faculty and the non-teaching staff.
- Opening of new courses with the required staff and infrastructure.
- Attracting good and promising students from nearby as well as far-off places.
- Empowering students to accept challenges of life.

### Other relevant information:

1. Gitali Moran, best athlete of the college participated in Inter-college cross country race held on 29.08.2014 at Dibrugarh University campus and secured the 7<sup>th</sup> position.
2. IQAC and DMM teachers' Unit organized a Zonal Workshop on RUSA ,its implication in Assam on 24/09/2014 under ACTA's Zonal Academic Development programme
3. Entrepreneurship awareness Programmes were organized under active initiative of IQAC on 13/02/2015
4. Swachh Bharat Abhiyan inside the college campus on 7/11/2014
5. Hosting the Alumni meet on 10/09/2014
6. Workshop on Fevicryl / Hobby ideas on 13 and 14 Feb. 2015 amongst the students.
7. A visit to Sikkim was undertaken to visit Sikkim University on 30-09-2014 by the students of Assamese Department.

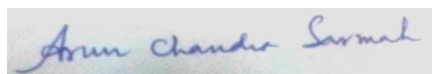
## 8. Plans of institution for next year

- i. Completion of Kitchen and Dining Hall of the New girls' hostel
- ii. Renovation of girls' toilet
- iii. Improve sports facilities (construction of new dual purpose court for basket ball and badminton and new volley Ball court and making arrangement for a playground for holding the Annual Track and Field events during the College Week)
- iv. Computerization of the library.
- v. Improvement of library facilities.
- vi. Introduce more vocational courses.
- vii. Encourage faculty members to pursue more research-oriented work.



MRS JAYASREE CHAKRABORTY

*Signature of the Coordinator, IQAC*



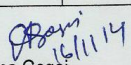
Dr. ARUN CHANDRA SARMAH

*Signature of the Chairperson*

**ANNEXURE-I**

**ACADEMIC CALENDAR  
DIGBOI MAHILA MAHAVIDYALAYA  
YEAR : 2014**

MONTHS	WORKING DAYS	SUNDAY	HOLIDAYS/OTHERS	CLASSES / EXAM	ACTIVITY
JANUARY	16,17,18, 20, 21,22, 23, 24,25, 27, 28, 29,30	5, 12, 19, 26	Upto January 15 Sem End vacation for teaching staff 14th -16th – Magh Bihu 26 - Republic Day 31 - Me-dam-Ma-Fe	16 <sup>th</sup> Jan onward Even Sem classes	Jan 25 <sup>th</sup> – 1 <sup>st</sup> Feb 33 <sup>rd</sup> College week 24 <sup>th</sup> National Girl Child Day Celebration.
	13				
FEBRUARY	1,3, 5, 6, 7,8,10, 11, 12 13, 15, 17, 18, 19, 20, 21, 22, 24, 25, 26, 27, 28.	2, 9, 16, 23	4 <sup>th</sup> Saraswati Puja 14 <sup>th</sup> Chilarai Divas	20 <sup>th</sup> Feb onward 1 <sup>st</sup> Sessional exam of 2 <sup>nd</sup> , 4 <sup>th</sup> & 6 <sup>th</sup> Sem H. S. 2 <sup>nd</sup> Board exam	
	22				
MARCH	1, 3, 4,5, 6, 7,8, 10, 11, 12, 13, 14,18, 19, 20, 21, 22, 24, 25, 26, 27, 28,29,31	2, 9, 16, 23, 30	17 <sup>th</sup> – Holi		8 <sup>th</sup> International Womens Day Celebration.
	24				
APRIL	1, 2,3, 4,5, 7, 8, 9, 10, 11,12, 21, 22, 23, 24, 25,26, 28, 29, 30	6, 13, 20, 27	14 <sup>th</sup> -19 <sup>th</sup> –Rongali Bihu/Good Friday.	18 <sup>th</sup> -30 <sup>th</sup> April 2 <sup>nd</sup> Sessional exam 26 <sup>th</sup> last date of assignment submission.	
	20				
MAY	2,3, 5, 6, 7, 8, 9,10, 12, 13, 15, 16, 17, 19, 20, 21, 22, 23, 24, 26, 27, 28, 29, 30,31	4, 11, 18, 25	1 <sup>st</sup> – May Day 14 <sup>th</sup> Buddha Purnima	7 <sup>th</sup> last date of Internal assessment marks 19 <sup>th</sup> May onward End Sem exam	6 <sup>th</sup> Farewell to 6 <sup>th</sup> Sem students.
	25				
JUNE	2, 3, 4, 5, 6,7, 9, 10, 11, 12, 13,14,	1,8, 15, 22, 29	16 <sup>th</sup> onward Semester End Vacation.		
	12				
JULY	16,17,18,19,21,22,23,24,25,26,28,30,31	6,13,20,27	Up to 15 <sup>th</sup> July Semester Break continued. 29 <sup>th</sup> Id-Ul-Fitre.		24 <sup>th</sup> Foundation Day Celebration.
	13				
AUGUST	1,2, 4, 5, 6, 7, 8,9, 11, 12, 13,14,16,19, 20, 21, 22,23, 25, 26, 28, 29, 30	3, 10, 17, 24, 31	15 <sup>th</sup> August Independence Day 18 <sup>th</sup> Janmasthanmi 27 <sup>th</sup> Tithi of Sankardev	25 <sup>th</sup> onward 1 <sup>st</sup> Sessional Exam.	2 <sup>nd</sup> Fresher's Social
	23				
SEPTEMBER	1, 2,3, 4,5,6, 8, 9, 10, 11, 12, 15, 16, 17, 18, 19, 20,22,23, 24, 25,26, 27, 29,30	7, 14, 21, 28	13 <sup>th</sup> – Madhav Dev Tithi	Up to 4 <sup>th</sup> September 1 <sup>st</sup> Sessional Exam.	5 <sup>th</sup> Sep. Teachers Day. 11 <sup>th</sup> Alumni meet. 18 <sup>th</sup> S.U. election
	25				
OCTOBER	8, 9, 10, 11, 13,14, 15, 16,17, 20,21,22,24, 25, 27,28,29, 30, 31	5, 12, 19, 26	1 <sup>st</sup> – 4 <sup>th</sup> Gandhi Jayanti & Durga Puja etc 6 <sup>th</sup> Id-Uz-Zuha 7 <sup>th</sup> Laxmi puja 18 <sup>th</sup> – Kati Bihu 23 <sup>rd</sup> Dewali.	21 <sup>st</sup> – 26 <sup>th</sup> Oct 2 <sup>nd</sup> sessional 30 <sup>th</sup> last date of assignment submission	
	19				
NOVEMBER	1, 3, 4, 5, 7,8, 10, 11, 12, 13, 14,15, 17, 18, 19, 20, 21, 22,25, 26, 27, 28, 29	2, 9, 16, 23, 30	6 <sup>th</sup> Birthday of Guru Nanak 24 <sup>th</sup> – Lachit Divas	20 <sup>th</sup> Nov End Sem exam start	5 <sup>th</sup> Nov. Death Anniversary of Sudhakontha Dr. Bhupen Hazarika
	23				
DECEMBER	1,2,3,4,5,6,8,9,10,11,12,13,15	7,14,21,28	2 <sup>nd</sup> Ahom Divas, 25 <sup>th</sup> Christmas From 16 <sup>th</sup> Semester End Vacation	Up to 14 <sup>th</sup> End Semester Exam	
	13				

  
 Dr. Anima Gogoi  
 Vice Principal  
 Digboi Mahila Mahavidyalaya

**Annexure II**  
**2014-15**  
**Best Practice-I**

1. Title of the Practice: ‘Talks on value-based education’
2. Goal: To make students aware of the importance of ethics, morality and value-based education in life.  
Women’s Cell of the college organized a lecture session on 13/01/2015 in the college premises. Sjt. Gopal Bhattacharjee, International Secretary, Sri Aurobindo Society, Puducherry, delivered a very enlightening lecture on “Integral Education in the Light of Sri Aurobindo” in which he emphasized the importance of ethics and value-based education in modern day life along with the regular curriculum of studies. The lecture was well attended.
3. Evidence of success: The index of success of the programme is borne by the fact that the students actively participated by way of actively interacting with the resource persons.
4. Limitations: Number of participants was less than expected.
5. Problems encountered and resources required.

**Best Practice-2**

1. Title of the Practice: Entrepreneurship Awareness Programme.
2. Goal:
  - To make the students aware of the prospects of small-scale industries in the rural areas.
  - To bring about a sense of awareness amongst the students about the core concept of entrepreneurship.
  - To enhance the spirit of entrepreneurship amongst the students.The college organized an Entrepreneurship Awareness Programme in collaboration with Oil India Limited on 13.02.15-14.02.15 in the Auditorium of the college. More than 100 students participated. Faculty of the Indian Institute of Entrepreneurship, Guwahati, delivered lectures to the students on entrepreneurship development.
3. Limitations: Lack of information amongst the participants about Entrepreneurship, MSME etc.
4. Evidence of success: The participants learned how to become self-dependent. The resource persons also dwelt at length on the scope of cottage industries in the rural areas. The students became aware of the funding agencies in the field of MSME.
5. Problems encountered and resources required.

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राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्  
विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान  
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL  
An Autonomous Institution of the University Grants Commission

## *Certificate of Accreditation*

*The Executive Committee of the  
National Assessment and Accreditation Council  
on the recommendation of the duly appointed  
Peer Team is pleased to declare the  
Digboi Mahila Mahavidyalaya  
Digboi, affiliated to Dibrugarh University, Assam as  
**Accredited**  
at the **C<sup>+</sup>** level.*

Date : February 16, 2004



*Manoj*  
Director

• This certification is valid for a period of five years with effect from February 16, 2004.  
• An institutional score '5' in the range of 55-64 denotes C grade, 65-69 - C<sup>+</sup> grade, 70-74 - B grade, 75-80 - B<sup>+</sup> grade, 81-85 - B<sup>++</sup> grade, 86-90 - A<sup>+</sup> grade, 91-95 - A<sup>++</sup> grade, 96-100 - A<sup>+++</sup> grade.  
• Upper limits exclusive.



## Mechanism of Feedback

The College authority used to take feedback from students to assure quality in teaching process on regular basis. The feedback forms contain different criteria for assessment of faculties. Final Semester Students used to rate the faculties on their performances on the following five point criteria. (e.g.: 5 excellent, 4. above average, 3. average, 2. below average and 1. poor) Out of the total respondent 10 students are selected from each Department depending on their attendance record and academic performances. As the college has 11 departments therefore the total sample size will be of 110 students. The authority identifies weak areas of each faculty on the basis of their ratings by the students. By emphasizing on the ratings of ‘below average’ and ‘poor’ from the responses, the college authority takes necessary action to ensure quality improvement.

### STUDENTS’ ASSESSMENT OF THE TEACHER 2014-15

Indicate the degree to which the characteristic present by putting √ mark as you judge for the teacher/teachers represented by number shown below.

5. Excellent	4. Above average	3. Average	2. Below Average	1. Poor
<b>Teaching characteristics:-</b>				
<b>To what extent does-</b>				
1. He/she attends classes regularly?	5,4,3,2,1 5,4,3,2,1			Dr. P. Sarmah Dr. N. Borah
2. He/she deliberates contents of each topic In details fully and clearly	5,4,3,2,1 5,4,3,2,1			Dr. P. Sarmah Dr. N. Borah
3. He/she presents subjects matters in simple Language and in an interesting way	5,4,3,2,1 5,4,3,2,1			Dr. P. Sarmah Dr. N. Borah
4. Use black board and such other aids	5,4,3,2,1 5,4,3,2,1			Dr. P. Sarmah Dr. N. Borah
5. He/she clarifies the objectives of subjects before hand.	5,4,3,2,1 5,4,3,2,1			Dr. P. Sarmah Dr. N. Borah
6. He/she provides opportunity to the students To express their thought and make serious in the classroom?	5,4,3,2,1 5,4,3,2,1			Dr. P. Sarmah Dr. N. Borah
7. He/she encourages the students to go into the depth of subject?	5,4,3,2,1 5,4,3,2,1			Dr. P. Sarmah Dr. N. Borah
8. He/she tries to solve the problems of students Regarding their studies?	5,4,3,2,1 5,4,3,2,1			Dr. P. Sarmah Dr. N. Borah
9. He/she inspire the students to learn new things?	5,4,3,2,1 5,4,3,2,1			Dr. P. Sarmah Dr. N. Borah
10. He/she tries to find out the reasons Of indiscipline in the class?	5,4,3,2,1 5,4,3,2,1			Dr. P. Sarmah Dr. N. Borah
11. He/she behaves in an affectionate Manner towards Students?	5,4,3,2,1 5,4,3,2,1			Dr. P. Sarmah Dr. N. Borah
12. He/she instructs the students to Be obedient?	5,4,3,2,1 5,4,3,2,1			Dr. P. Sarmah Dr. N. Borah
13. He/she completes the course allotted for him/her in time ?	5,4,3,2,1 5,4,3,2,1			Dr. P. Sarmah Dr. N. Borah

14. He/she shows the students their marks in the Examination.	5,4,3,2,1 5,4,3,2,1	Dr. P. Sarmah Dr. N. Borah
15. He/she shows the students their attainments .	5,4,3,2,1 5,4,3,2,1	Dr. P. Sarmah Dr. N. Borah
16. He/she conducts seminars, debates & such Other literary activities.	5,4,3,2,1 5,4,3,2,1	Dr. P. Sarmah Dr. N. Borah
19. 17.He/she participants in the cultural programmes Festivals of the colleges?	5,4,3,2,1 5,4,3,2,1	Dr. P. Sarmah Dr. N. Borah
18. He/she deals justly & impartially with students?	5,4,3,2,1 5,4,3,2,1	Dr. P. Sarmah Dr. N. Borah
19. He/she give assignment?	5,4,3,2,1 5,4,3,2,1	Dr. P. Sarmah Dr. N. Borah
20. He/she encourage the students for using library of effectively?	5,4,3,2,1 5,4,3,2,1	Dr. P. Sarmah Dr. N. Borah
21.He/she guide & render help to the students even Beyond the class hours to the needy students Without any remuneration?	5,4,3,2,1 5,4,3,2,1	Dr .P. Sarmah Dr. N. Borah
22.He/she teaches lesson with full preparation?	5,4,3,2,1 5,4,3,2,1	Dr. P. Sarmah Dr. N. Borah
23.He/she looks after the arrangement of the Class attentively before actual teaching?	5,4,3,2,1 5,4,3,2,1	Dr. P. Sarmah Dr. N. Borah
24.He/she develops in students sense of healthy Competition?	5,4,3,2,1 5,4,3,2,1	Dr. P. Sarmah Dr. N. Borah
25.He/she completes his/her course in time?	5,4,3,2,1 5,4,3,2,1	Dr. P. Sarmah Dr .N. Borah