

AQAR 2016-17

The Annual Quality Assurance Report (AQAR) of the IQAC

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 Co-ordinator:	MRS. JAYASREE CHAKRABORTY
Mobile:	7002422260
IQAC e-mail address:	iqacdmm@gmail.com
1.3 NAAC Track ID	ASCOGN10918
1.4 NAAC Executive Committee No. & Date:	N/A

1.5 Website address:

www.digboimahilamahavidyalaya.com

Web-link of the AQAR:

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGP A	Year of Accreditation	Validity Period
1	1 st cycle	C++	67.00	2004	5 years
2	2 nd cycle				
3	3 rd cycle				
4	4 th cycle				

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

18/09/04

1.8 AQAR for the year

2016-17

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*for example AQAR 2010-11 submitted to NAAC on 12-10-2011*)

- 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
- ix. AQAR ___ 2014-15 01-06-2017
- x. AQAR ___ 2015-16 01-06-2017

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 (eg. AICTE, BCI, MCI, PCI, NCI) Yes No

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)

1.12 Name of the Affiliating University (for the Colleges)

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

NA

2. IQAC Composition and Activities

2.1 No. of Teachers

06

2.2 No. of Administrative/Technical staff

02

2.3 No. of students

01

2.4 No. of Management representatives

01

2.5 No. of Alumni

01

2.6 No. of any other stakeholder and
community representatives

Nil

2.7 No. of Employers/ Industrialists

Nil

2.8 No. of other External Experts

01

2.9 Total No. of members

12

2.10 No. of IQAC meetings held

08

2.11 No. of meetings with various stakeholders:

08

Faculty

07

Non-Teaching Staff

01

Students Alumni

01

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.

02

International

National

State

Institution Level

02

(ii) Themes :

1. Workshop on “.Mobile Wallet exposure to students” on 06/09/2016. Initiative was undertaken by IQAC to make

students aware to use less cash. The senior officials from S.B.I Digboi Branch were invited for this purpose.

2. Workshop on “ ICT in Teaching Learning” on 20/05/2017 . Prof Khanindra Pathak from IIT Kharagpur graced the occasion as the Resource Person.

2.14 Significant Activities and contributions made by IQAC:

- IQAC took initiative to provide internet facility to all the departments.
- Despite the financial assistance received from the Government, a few students are still not in a position to bear the regular expenditures of the college. A fund in the name of ‘Student Aid Fund’ was created under the active initiative of the IQAC. Teachers Unit of the college was given the responsibility for effective implementation of the same.
- Awareness programme on Women Trafficking on 30/09/2016, sponsored by Women and Child Cell(Branch of UNICEF) D.C office Tinsukia. Department of Sociology and IQAC took the initiative.,
- One day workshop was organized by the Department of Political Science and IQAC of D.M.M on “Women Human Rights :Theory and Practice on 25/03/2017.The resource person was Dr. Bolin Hazarika, retired HoD of the Department of Political Science, J. B .College.
- Initiated discussion for arrangement of Play ground and improved Gymnasium for the students.
- Proposal submitted for raising senior NCC wing to 63 BNNCC Dibrugarh on 02/11/16. And accordingly, NCC wing of the college was opened.

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. Strengthening sports facilities (Students’ Union Body and Peer team from Dibrugarh University’s recommendation.)	i. Completion of the dual purpose Volley ball-cum-basket ball court and badminton court.
ii. Computerization of all the process viz. examination, admission, certificate & library.	ii. Examination, admission, library, issuing of certificate have been computerized. Data entry on SOUL 2.0 is going on .One new person has been appointed to complete the process at an early date.
iii. Earlier proposal of opening NCC to be reviewed.	iii. N.C.C. wing of the college opened with 32 students.
iv. Improve technology for developing communication skill of the students.	iv) a) Workshop on “Self Management and Employability Skill” was organized amongst the students

<p>v) Introduce short term course on Self Defense and make students aware about social problems.</p> <p>vi)Proposal for opening major in Hindi placed.</p> <p>vii)Organize programme on environment awareness</p> <p>ix) Increase use of E- resources(D.U. peer team suggestion made on 06-04-16)</p> <p>x).Organize programme on career guidance and counseling.</p> <p>xi)To organize workshop on CBCS.</p>	<p>by the faculty members of Kaziranga University on 04/01/2017.</p> <p>b) A Certificate course on ‘Spoken English and Communication Skill’ introduced on the 19th day of January in the college from this academic session.</p> <p>v) Workshop on ‘Women Trafficking’ was organized by IQAC and Department of Sociology. The workshop highlighted some aspects of self defense.</p> <p>vi)This proposal got delayed due to non-receipt of sanctioning of already existed posts.</p> <p>vii) Awareness program on Organic farming was arranged in collaboration with Rotary Club of Digboi and SEUJ PROKOLPO of IOCL(A.O.D).Vermi-compost production training was given to our Mali and to a selected few students of the college.</p> <p>ix)The process of implementation of the programme is ongoing.</p> <p>x)Three programmes were organized in this line:- a)Programme by faculty member of Kaziranga University on 04/01/2017 b)Career guidance for ACS and UPSC Exam by the members of Margherita S.D.O office under scheme PRAYAASH on 15/06/17 c)Career Guidance and Counselling in collaboration with Rotary Club of Digboi on 17/06/17.</p> <p>xi)It could not be materialised</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 30.05.2017 accepted the AQAR (2016-17) prepared as per the new guidelines and advised the coordinator of IQAC to submit it to NAAC after getting all financial informations from audited statement.

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	01		01	
UG	01			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	03		02	
Others				
Total	05		03	

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 II 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
25	9	16	0	0

2.2 No. of permanent faculty with Ph.D.

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
09	02	16	0	0	0	25	02

2.4 No. of Guest and Visiting faculty and Temporary faculty

Guest:

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended			
Presented papers	02	20	
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.
- Prepare 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

185 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

01	00	00
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2.10 Average percentage of attendance of students

85 %

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division			
		1 st Div with distinction	1 st Div	2 nd Div	Pass %
B.A	228		54	38	74.56%

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 process, the IQAC has taken initiatives of offering suggestions to all the departments to incorporate the latest and proven techniques of teaching like group discussion, extempore speech, quiz etc., within the class.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	03
UGC – Faculty Improvement Programme	06

HRD programmes	01
Orientation programmes	
Faculty exchange programme	01
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
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	01	Office - 06
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"> • IQAC encourages all the departments to conduct field surveys along with the students to develop research culture amongst the teachers and students. • It extends facilities enabling the teachers to avail leave in order to participate in Seminar/Workshops/Symposia/Conference. • Felicitate teachers who complete research projects. • It extends all support to the faculty members to avail the facility of FDP for completion of research work. • Teachers are allowed to avail leave for doing course work without
--

hampering the routine classes.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals	–	–	01
Non-Peer Review Journals	–	01	07
e-Journals	01	–	–
Conference proceedings	–	–	–

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				
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)

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	0	02	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		
International		
Commercialized		

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

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. Teachers' Unit of Digboi Mahila Mahavidyalaya donated Rs27,000/- to Chief Ministers Relief Fund for the flood victims of the area.
2. N.S.S team of the college arranged Swachchata Abhiyan in the college and its neighboring areas on 01/10/16
3. The N.S.S unit of the college organized a campaigning on demonetization and cashless transaction on 29/11/16

4. The Department of Home Science, Digboi Mahila Mahavidyalaya organized Awareness camp on Entrepreneurship Development programme from 20th – 24th October 2016 among Rural women and Self Help Group. It was sponsored by the Department of Science and Technology, Govt. of India.

5. Entrepreneurship Awareness Programme was organized by Women’s Cell of Digboi Mahila Mahavidyalaya in collaboration with Bharatiya Yuva Shakti Trust at Panchayat Office, Balijan, Dist- Tinsukia, Assam on 22.10.2016.

6. On 24-03-2017 department of Philosophy arranged a programme on “Value Education” at Nabajyoti L.P. school at Nabajyoti village, Golai no. 3.

They conveyed the meaning of Mahatma Gandhi’s three wise monkey narrated some value based story and also some value based teaching regarding their responsibility to protect the environment and surroundings. There was a good interaction between the school children and students of DMM.

In the occasion students of Nabajyoti Vidyalaya performed a short cultural programme for our students. One of our student also performed bihu dance.

7. Environment Awareness Programme organized by the students of the Department of Economics on World Environment Day 05/06/2017 at Powai Nabajyoti L.P. School in a nearby village. The programme was organized in connection with this year’s Environmental Day theme Connecting People to Nature. Students gave presentations on life cycle, plantation of trees, conservation of different varieties of animals, air pollution, water pollution, cleanliness etc. through power point. The young children were given food and also given lessons of putting waste so generated in a waste-disposal basket and they acknowledged very enthusiastically that they enjoyed the programme thoroughly.

8. The students of Home Science department visited Tamuligaon, Najirating on 20-02-2017 and Extended services to the villagers on Nutrition & Jewellery making.

9.

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.	--	IOCL	12761 sq mtr.
Class rooms	25 (1634 sq.mtr)	--	--	25(1634sq.mt)
Laboratories	2 (160 sq mtr.)	--	--	--

Seminar Halls	2 (417sq 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)	--	9.63	UGC and College fund	9.63
Others (Rs in Lakhs)	--	7.24	UGC and College fund	7.24

4.2 Computerization of administration and library

- Administration is computerized. SOUL data entry for library is in progress. Initiative is taken to introduce NLIST in the library.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	18,091	37,43,797	373	1,87,248	18464	39,31,045
Reference Books			12	4755	12	4755
e-Books						
Journals	6	7250	Nil	Nil	6	7250
e-Journals						
Digital Database						
CD & Video						
Others (specify) Newspaper & Magazine	13	17033	Nil	Nil	13	17033

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centers	Computer Centers	Office	Departments	Others
Existing	36	06	10	01	--	11	12	07
Added	06	--	10	--	--	04	--	02
Total	42	06	20	01	--	15	12	09

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

- Six new computers have been added this year to the existing corpus.
- Facility for internet has been extended to all the departments and hostels.

4.6 Amount spent on maintenance in lakhs :

i) ICT

1.21

ii) Campus Infrastructure and facilities

10.14

iii) Equipments

5.04

iv) Others

6.91

Total :

23.3

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

For academic development of students, IQAC conducted awareness programme about syllabus and course curricula and also the support provided for extra-curricular activities. Students are constantly given information about the support services through prospectus, website and the notice board, apart from personal counseling.

5.2 Efforts made by the institution for tracking the progression

Academic meetings are held regularly to track the progression of students in academic matters. Students are encouraged to vent their grievances regarding academic matters. The college authority tries to know about students' progression at the individual level. In the college students' union meeting also students' progression about academic and co-curricular activities are taken stock of.

5.3 (a) Total Number of students

UG	PG	Ph.D	OTHERS
764	Nil	Nil	Nil

(b) No. of students outside the state

(c) No. of international students

Women	No	%	Men	No	%
	764	100%		Nil	0

Last Year (2015-16)						This Year (2016-17)					
General	ST	SC	OBC/MOBC	Physically challenged	Total	General	ST	SC	OBC/MOBC	Physically challenged	Total
232	145	32	429	0	838	192	139	30	401	2	764

Demand ratio 1.37:1 Dropout % 13.79%

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

College does not provide systematic coaching for competitive examinations. 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 is very often used by the students and alumni. This year, the college took the initiative to invite two faculty members to make students aware about APSC & UPSC examinations.

No. of students 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 a 'Career guidance and counseling cell' which gives guidance to the students by experts invited from outside as well as faculty members of the college. This cell takes initiative to inform the students about different career options by displaying the necessary information through the notice board. This Cell organized

a. "SELF MANAGEMENT AND THE EMPLOYABILITY SKILL" on 04/01/17, supported by The Assam Kaziranga University, Jorhat. Speakers on this occasion were Mr. Rahul Bharadwaj and Ms Meghali Gogoi.

b. Career guidance and awareness programme on 15/06/17 on preparation for APSC and UPSC Exam in

collaboration with PRAYAASH Executive Team set up under the aegis of the office of the Sub-Divisional – Office(Civil) Margherita. Resource person were Mr. Rakesh Chetry, ACS, Circle Officer and Ms Jharna Patgiri, ACS, EAC, Margherita.

c. Career Guidance and Counseling in collaboration with Rotary Club of Digboi, Rotary International District 3240 on 17/06/17,with Resource Persons invited from various professions---the Indian Army, NCC, Paramedical Sciences, Police Service etc.

No. of students benefitted

211

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

5.8 Details of gender sensitization program e

- Awareness Programme on Women Trafficking organized by IQAC and the department of Sociology on 30/09/2016.
- Women Cell of the college organizes programme related to gender issues. Adolescent Health Awareness Programme was organized by IQAC and Women’s Cell on 8/3/2017 to celebrate the International Women’s Day. Dr. Dipen Borthakur, Health Officer, Margherita Civil Hospital participated in the Programme as the Resource Person .The programme touched upon almost all the important issues related to gender.
- Department of Political Science organized a talk as a part of Women’s Day Celebration. The invited chief guest Dr Nita Paul, Associate Professor from Tinsukia Women’s College delivered an enlightening lecture on “Women Empowerment and the need to change the age-old mind set”.
- Dr Bolin Hazarika , Rtd Prof J.B.College delivered a talk on Women Human Rights to sensitise the students about their rights.
- U.G.C sponsored National Seminar organized on “Violence Against Women in India :Issues Prospects & Challenge” on 28th and 29th June 2017 ,where good number of students attended the programme and some students presented paper .The key note address given by Prof Nazmin Farhan Aktar, HoD Department of Women Studies, Dibrugarh University sensitized the audience including student on different gender related issues.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level 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	03	11,300
Financial support from government	149	5,52,892
Financial support from other sources	11	77,000
Number of students who received international/national recognitions	Nil	

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

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

<p>VISION</p> <ul style="list-style-type: none"> To build a college of excellence for women. To enable students to be complete women, in every sense of the term. <p>MISSION</p> <p>To make the students aware of-</p> <ol style="list-style-type: none"> The basic concepts embedded in the Constitution of India viz. national integration secularism etc. Social, political, economic and environmental problems of the state as well as the country. The importance of preserving local traditions, art and culture of the North-East in particular and Indian in general.

- 4Preparing, equipping and enlightening students to meet the demands of present times including I.C.T.
- 5 The importance of co-curricular activities and its necessity for self employment.
- 6.Knowledge and skill through curriculum for better future life as a child, young or an adult.
- 7The importance of being holistically fit for the present-day competitive world.
- 8Value-based education and to produce morally good students.
- 9Ideas of scientific outlook, progressive humanistic approach to life, work culture, discipline, commitment to the social responsibility 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

Our college follow the University curriculum. Resource persons from different fields are invited off and on to orient our students with different emerging issues related to the curriculum. Elected member of the college to the UG Board of studies and give suggestions in the board meeting of the University.

6.3.2 Teaching and Learning

- i. From the session beginning January 2017 remedial classes are included in the routine. So as to give benefit to the weak student.
- ii. Power point presentation of the seminar paper encouraged for the student of some department.

6.3.3 Examination and Evaluation

- Annual Examinations are conducted as per the schedule of Dibrugarh University.
- An Examination Committee conducts the internal, sessional examination.
- Evaluated scripts are shown to the students and necessary action is taken for improvement.
- As per the policy of the affiliated University, our college was entrusted with the responsibility of Degree 5thSem Examination 2017 Zone of Dibrugarh University for Arts stream

6.3.4 Research and Development

- One of the teachers from the Department of Bengali availed leave for research work under FDP.

- Few teachers are actively engaged in research work.
- College extends all facilities and allows them to attend Seminar / workshop etc related to research work.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- One computer set has been purchased for data entry. One computer expert from INFLIBNET, Guwahati for installation of SOUL 2.0 has been recruited. Data entry SOUL2.0 started. All functions of the library will be done with the help of SOUL 2.0
- LAN connection has been done. New Internet browsing center has been introduced in the library building.
- 42 nos. of furniture for students and 7 set of furniture for teachers were purchased during the academic session.
- 5 nos. of newspaper reading stand has been purchased for the library.

6.3.6 Human Resource Management

The principal holds meetings regularly with HoDs, all teaching and non teaching staff for the uplift of academic atmosphere of the college by taking 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

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. Ad hoc and temporary staff, both teaching and non-teaching 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 off and on. One of our teacher from the Department of English is actively engaged with an multi dimensional N.G.O MICROFORCE since 2008

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

1158370

6.6 Whether annual financial audit has been done

Yes

No

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

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

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. Dibrugarh University entrusted on us examination for 2nd, 4th and 6th Semester degree examination Zone.

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. Alumni Association for the first time has donated money to the Student Aid Fund. One of our alumni Dr Upasana Sarma, Asst. Prof. Dibrugarh University delivered a talk on Theoretical Perspective in Sociology.

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 with due seriousness.

6.13 Development programme for support staff

Computer training was given to the support staff by a qualified person.

6.14 Initiatives taken by the institution to make the campus eco-friendly

Awareness program on Organic farming was arranged in collaboration with Rotary Club of Digboi and SEUJ PROKOLPO of IOCL(A.O.D).Vermi-compost production training was given to our gardener and to a few students.

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.

- 1.Silpi Divas Organized on the 66th death Anniversary of Rupkonwar Jyoti Prasad Agarwala on 17/01/2017
- 2.Workshop on “Improving quality of life through Yoga.” was organized by IQAC.
3. Open Access to the library introduced from this academic session.
- 4 . Felicitation to students and alumni for achievement in Assam Civil Services Examination.
5. National Science Day was observed for the first time in the college to arouse a scientific temperament amongst the students.
- 6 Rava Divas organized in the college to pay homage to the stalwart of Assam.
- 7 .N.C.C wing of the college begins from this year.
- 8 Improved sports facilities for the student have been provided this year. New football team came up.
9. College Week inaugurated by the students who won medal in the inter college sports meet of the University.

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

- i)Completion of the dual purpose Volley ball-cum-basket ball court and badminton court.
- ii).Examination, admission, library, issuing of certificate is computerized. Data entry on SOUL 2.0 is going on .One new person has been appointed to complete the process at an early date.
- iii).N.C.C. Wing of the college opened with 32 students.
- iv) Workshop on “SELF MANAGEMENT AND THE EMPLOYABILITY SKILL” organized by Career Counseling cell of D.M.M. on 04/01/17 supported by The Assam Kaziranga University, Jorhat. Certificate course on Spoken English and Communication Skill introduced in the college from this academic session.
- v) Workshop on ‘Women Trafficking’ was organized by IQAC and Department of Sociology.
- vii) Awareness program on Organic farming was arranged in collaboration with Rotary Club of Digboi and SEUJ PROKOLPO of IOCL(A.O.D).Vermi-compost production training was given to our gardener and to a few students.

7.3 Give two Best Practices of the institution (Details of the best practices are included in annexure II)

1. Open Access to the Library for the Students.
2. Career Awareness Programme for students.

7.4 Contribution to environmental awareness / protection

The College has been declared as a no polythene zone. Anybody found carrying polythene items will be fined from this year. Open burning of waste is strictly prohibited inside the college campus. One mini Green House has been constructed this year.

7.5 Whether environmental audit was conducted? Yes

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

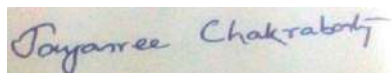
A field study was conducted by the Department of Education in which students of Education Major participated in a Field Study and prepared field report on the following topics

- Literacy Census in different villages under Margherita Sub-division of the Tinsukia District, Assam and one village under Dibrugarh District.
- A study on Environment Awareness among the students of some Secondary Schools of Digboi with special reference to Lower Secondary Classes.
- IQAC organized a one day workshop on disaster management.
- IQAC and Department of Sociology organized a talk on woman trafficking.
- Field Work for Skill Based Course Travel and Tourism Management was organized on 26-02-2017 under the guidance of the History Department at Dibru Saikhowa National Park Guijan where 105 students and 3 teachers participated.
- The various department of the college conducted field survey at different villages. The department of Assamese at Missing gaon to acquire knowledge about missing tribe, department of Sociology at Rangagara Sonowal Kachari village, Dhola to know about the socio-economic life of Sonowal Kachari tribe, department of Home Science Visit to Manmo village, Namsai, Arunachal Pradesh to know about Khamti Tribe.

8. Plans of institution for next year

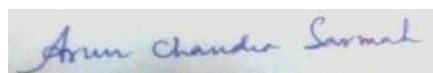
- i. Introduce Xatriya dance as a career oriented course from the next session.
- ii. Reintroduce Major course in History.
- iii. Open Science stream in Higher Secondary and Degree classes.
- iv. To take initiative for materializing earlier proposal of introducing M-Sc in Home-Science.
- v. To make arrangement for a football play ground.
- vi. To initiate process for an Indoor Stadium.
- vii. To organize a programme of SELF-DEFENCE.
- viii. To organize workshop on Mentor-Mentee programme.

- ix. To construct a new building for multi-gym inside the campus.
- x. Completion of 1st floor of the girls' hostel inside the campus.
- xi. Organize coaching for various competitive examination.
- xii. Organize Interdisciplinary Research Work.
- xiii. Fund raising drive for salary increment of non-sanctioned teaching and non-teaching staff.
- xiv. Organize more community development and extension work. To construct a separate cell for undergoing extension services in the name Extension Service Cell.
- xv. Publish first issue of research journal on 'Different tribes of N.E' by the IQAC Cell.
- xvi. To adopt a new village and provide all sorts of community services to the village.
- xviii. To organize National/International level seminar /workshop.
- xix. To take initiative for major and minor research projects.



MRS JAYASREE CHAKRABORTY

Signature of the Coordinator, IQAC



Dr. ARUN CHANDRA SARMAH

Signature of the Chairperson

ANNEXURE-I

**ACADEMIC CALENDAR - 2016
DIGBOI MAHILA MAHAVIDYALAYA**

DATE	DAYS	JAN	DATE	DAYS	FEB	DATE	DAYS	Mar
1	Friday		1	Monday		1	Tuesday	
2	Saturday		2	Tuesday		2	Wednesday	
3	Sunday		3	Wednesday		3	Thursday	
4	Monday		4	Thursday		4	Friday	
5	Tuesday		5	Friday		5	Saturday	
6	Wednesday		6	Saturday		6	Sunday	
7	Thursday		7	Sunday		7	Monday	
8	Friday		8	Monday		8	Tuesday	Int. Women's day Celebration
9	Saturday		9	Tuesday		9	Wednesday	
10	Sunday		10	Wednesday		10	Thursday	
11	Monday		11	Thursday		11	Friday	
12	Tuesday		12	Friday		12	Saturday	
13	Wednesday		13	Saturday	Saraswati Puja	13	Sunday	
14	Thursday	Magh Bihu	14	Sunday		14	Monday	
15	Friday	Magh Bihu	15	Monday		15	Tuesday	
16	Saturday		16	Tuesday		16	Wednesday	
17	Sunday		17	Wednesday		17	Thursday	
18	Monday	College Week	18	Thursday		18	Friday	
19	Tuesday	College Week	19	Friday		19	Saturday	
20	Wednesday	College Week	20	Saturday		20	Sunday	
21	Thursday	College Week	21	Sunday		21	Monday	
22	Friday	College Week	22	Monday	Bir Chhahari Divas	22	Tuesday	
23	Saturday	College Week	23	Tuesday		23	Wednesday	Dol Jatra/Holi
24	Sunday		24	Wednesday		24	Thursday	
25	Monday		25	Thursday		25	Friday	Good Friday
26	Tuesday	Republic Day	26	Friday		26	Saturday	
27	Wednesday		27	Saturday		27	Sunday	
28	Thursday		28	Sunday		28	Monday	
29	Friday		29	Monday		29	Tuesday	
30	Saturday					30	Wednesday	
31	Sunday	Me-Dam-Me-Fi				31	Thursday	
Working Days		22 Days	Working Days		23 Days	Working Days		24 Days
<ul style="list-style-type: none"> 01/01/16 (1) Commencement of even sem. classes. 2) Notification of Class Routine College, Dept. in the notice board 			<ul style="list-style-type: none"> (10/02/2016 to 25/02/2016) 1st Sessional Exam of Even Sem. Classes 29/02/16 Notification of 1st Sessional Exam Marks 					

E	DAYS	April	DATE	DAYS	May	DATE	DAYS	June			
1	Friday		1	Sunday		1	Wednesday	3 rd & 5 th Sem Classes begin			
2	Saturday		2	Monday		2	Thursday				
3	Sunday		3	Tuesday		3	Friday				
4	Monday		4	Wednesday		4	Saturday				
5	Tuesday		5	Thursday		5	Sunday	World Environment Day Celebration			
6	Wednesday		6	Friday		6	Monday				
7	Thursday		7	Saturday		7	Tuesday				
8	Friday	Farewel to 6 th Sem. Students	8	Sunday		8	Wednesday				
9	Saturday		9	Monday		9	Thursday				
10	Sunday		10	Tuesday	H. S. 2 nd Year Class begins	10	Friday				
11	Monday		11	Wednesday		11	Saturday				
12	Tuesday		12	Thursday		12	Sunday				
13	Wednesday	Rongali Bihu	13	Friday		13	Monday				
14	Thursday	Rongali Bihu	14	Saturday		14	Tuesday				
15	Friday	Rongali Bihu	15	Sunday		15	Wednesday	1 st . Sem. & H. S. 1 st Year Classes begin			
16	Saturday	Rongali Bihu	16	Monday		16	Thursday				
17	Sunday		17	Tuesday		17	Friday				
18	Monday		18	Wednesday		18	Saturday				
19	Tuesday		19	Thursday		19	Sunday				
20	Wednesday		20	Friday		20	Monday				
21	Thursday		21	Saturday	Buddha Purnima	21	Tuesday				
22	Friday		22	Sunday		22	Wednesday				
23	Saturday		23	Monday		23	Thursday				
24	Sunday		24	Tuesday		24	Friday				
25	Monday		25	Wednesday		25	Saturday				
26	Tuesday		26	Thursday		26	Sunday				
27	Wednesday		27	Friday		27	Monday				
28	Thursday		28	Saturday		28	Tuesday				
29	Friday		29	Sunday		29	Wednesday				
30	Saturday		30	Monday		30	Thursday				
			31	Tuesday							
Working Days		22 Days		Working Days		25 Days		Working Days		26 Days	
<ul style="list-style-type: none"> (01/04/16 to 08/04/16) 2nd Sessional Exam of Even Sem. Classes 20/04/16 (1) Last date of assignment submission (2) Notification of 2nd Sessional Marks Completion of Even Sem. Classes 				<ul style="list-style-type: none"> Even Sem. Exam 25/05/16 Issue of Forms for H. S. 1st Year & B. A. 1st. 				<ul style="list-style-type: none"> 01/06/16 Notification of Routine & Notification of Dept. class routine in the notice board (6th to 8th June) Submission of H. S. 1st. Year and B. A. 1st Sem. forms. (9th to 14th June) admission of H. S. 1st. Year & B. A. 1st Sem. Classes 			

E	DAYS	July	DATE	DAYS	August	DATE	DAYS	Sept.
1	Friday		1	Monday		1	Thursday	
2	Saturday		2	Tuesday		2	Friday	
3	Sunday		3	Wednesday		3	Saturday	Tithi of Sri Sri Sankardev
4	Monday		4	Thursday		4	Sunday	
5	Tuesday		5	Friday	Fresher's Social & Kriti Chatri Sambardhana	5	Monday	Teachers Day Celebration
6	Wednesday		6	Saturday		6	Tuesday	
7	Thursday		7	Sunday		7	Wednesday	
8	Friday		8	Monday		8	Thursday	Birthday celebration of Sudhakantha Dr. Bhupen Hazarika & World Literacy Day
9	Saturday		9	Tuesday		9	Friday	
10	Sunday		10	Wednesday		10	Saturday	
11	Monday		11	Thursday		11	Sunday	
12	Tuesday		12	Friday	Librarian day celebration	12	Monday	Id-Uz-Zuha
13	Wednesday		13	Saturday		13	Tuesday	
14	Thursday		14	Sunday		14	Wednesday	
15	Friday		15	Monday	Independence Day Celebration	15	Thursday	St Union Election
16	Saturday		16	Tuesday		16	Friday	
17	Sunday		17	Wednesday		17	Saturday	
18	Monday		18	Thursday	Death Anniversary of Dwijesh Chandra Sharma, Founder of the College	18	Sunday	
19	Tuesday		19	Friday		19	Monday	
20	Wednesday		20	Saturday	St.Uni.Election	20	Tuesday	
21	Thursday		21	Sunday		21	Wednesday	
22	Friday		22	Monday	Tithi of Madhav Dev	22	Thursday	
23	Saturday		23	Tuesday		23	Friday	
24	Sunday	Foundation Day Celebration	24	Wednesday		24	Saturday	Parent, Teacher Meet
25	Monday		25	Thursday	Janmastami	25	Sunday	
26	Tuesday		26	Friday		26	Monday	
27	Wednesday		27	Saturday	Fresher Social	27	Tuesday	
28	Thursday		28	Sunday		28	Wednesday	
29	Friday		29	Monday		29	Thursday	
30	Saturday		30	Tuesday		30	Friday	
31	Sunday		31	Wednesday				
Working Days		0 Days	Working Days		24 Days	Working Days		24 Days
<ul style="list-style-type: none"> • Mid Sem. vacation for the teaching staff of college 			<ul style="list-style-type: none"> • Re-commencement of odd sem. & H. s. Classes • (8th to 13th) August 1st Sessional test Degree classes • (8th to 17th) August 1st unit test of H. S. 2nd Year. • 20th August Last date for notification of 1st sessional marks 			<ul style="list-style-type: none"> • (1st to 10th Sept.) Seminar / Group Discussion etc. for degree classes • (6th to 16th Sept.) 2nd unit test H. S. 2nd year & 1st Unit Test of H. S 1st Year • (26th to 30th Sept.) 2nd sessional test of B. A. classes • 28th Sept. Last date of assignment submission for degree classes 		

	DAYS	Oct.	DATE	DAYS	Nov.	DATE	DAYS	Dec
1	Saturday		1	Tuesday		1	Thursday	
2	Sunday		2	Wednesday		2	Friday	
3	Monday		3	Thursday		3	Saturday	
4	Tuesday		4	Friday		4	Sunday	
5	Wednesday		5	Saturday		5	Monday	
6	Thursday		6	Sunday		6	Tuesday	
7	Friday		7	Monday		7	Wednesday	
8	Saturday	Durga Puja	8	Tuesday		8	Thursday	
9	Sunday	Durga Puja	9	Wednesday		9	Friday	
10	Monday	Durga Puja	10	Thursday		10	Saturday	
11	Tuesday	Janmotsav of Sri Sri Sankardev	11	Friday		11	Sunday	
12	Wednesday		12	Saturday		12	Monday	
13	Thursday		13	Sunday		13	Tuesday	
14	Friday		14	Monday	Birthday Guru Nanak	14	Wednesday	
15	Saturday	Laxmi Puja	15	Tuesday		15	Thursday	
16	Sunday		16	Wednesday		16	Friday	
17	Monday	Kati Billu	17	Thursday		17	Saturday	
18	Tuesday		18	Friday		18	Sunday	
19	Wednesday		19	Saturday		19	Monday	
20	Thursday		20	Sunday		20	Tuesday	
21	Friday		21	Monday		21	Wednesday	
22	Saturday		22	Tuesday		22	Thursday	
23	Sunday		23	Wednesday		23	Friday	
24	Monday		24	Thursday	Lachit Divas	24	Saturday	
25	Tuesday		25	Friday		25	Sunday	
26	Wednesday		26	Saturday		26	Monday	
27	Thursday		27	Sunday		27	Tuesday	
28	Friday		28	Monday		28	Wednesday	
29	Saturday	Kali Puja & Dewali	29	Tuesday		29	Thursday	
30	Sunday		30	Wednesday		30	Friday	
31	Monday					31	Saturday	
	Working Days	19 Days		Working Days	24 Days		Working Days	0 Days
	<ul style="list-style-type: none"> (5th Oct. 2nd) sessional exam marks notification 			<ul style="list-style-type: none"> (2nd to 11th Nov.) selection test for H. S. 2nd Year Odds sem exam for B. A. classes 			<ul style="list-style-type: none"> Semester end vacation for teaching staff of colleges. 	

Total Working Days = 234

Dr. Anima Gogoi
4.1.16

(Dr. Anima Gogoi)
Principal – In - Charge
Digboi Mahila Mahavidyalaya

ANNEXURE II
(Best Practice: 2016-17)

Best Practice-1

1. Title of the Practice: **Open Access System in the Library**

2. Goal: To provide facility to the students to personally search the books for their requirement. To get acquainted with the scholarly publication of the subject .To enlarge the knowledge base. To improve reading habit.

About the Programme Open Access System in the library is introduced in the institution from this academic session Students are allowed to directly choose their books relevant to their studies.

3. Limitations: Students are not aware of proper handling of the books.

4. Evidence of success: Evidence of success can be seen from the fact that students are visiting library more frequently as the source has become easily accessible for them

5. Problems encountered and resources required: Books are often misplaced by the students. There is requirement for more library staff to supervise and monitor the users.

Best Practice-2

1. Title of the Practice: Career Awareness Programme for students

2. Goal: To make the students aware of career prospects in NCC Military, Police and other Para-medical sectors.

About the Programme –

Career counseling cell of Digboi Mahila Mahavidyalaya in collaboration with Rotary Club of Digboi, organized a career counseling workshop[on 17/6/2017 in the college premises. Col. S. Sankaran of NCC and Mrs. Kakoli Banya Baruah DSP, Tinsukia among others delivered inspiring and motivational lecture in order to attract the students in the above mentioned sectors. Around 250 students participated.

3. Limitations: Lack of information amongst the participants about these career prospects.

More such programmes should be held to make students aware of careers in this fields.

4. Evidence of success- The index of success of the programme is born by the fact that the students actively participated by giving enthusiastic feed-back after the programme as well as making inquiries about the available jobs.

5. Problems encountered and resources required.

Annexure III

Mechanism of Feedback 2016-17

The College authority used to take feedback from students to assure quality in teaching process on regular basis. The feedback forms contain four broad criteria like A (Time sense), B (Subject command), C (Use of teaching methods / teaching aids), and D (Help) 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) Feedbacks from all the major students are collected. They also give feedback to their respective pass course subjects. 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.

Internal Quality Assurance Cell (IQAC)
DIGBOI MAHILA MAHAVIDYALAYA
STUDENTS' FEEDBACK FORM
 Session (2016-17)
 (Students having more than 60% attendance are eligible for filling the form)
 Part A
 (Feedback on Faculty)

This questionnaire has been designed to seek feedback from the student to strengthen the quality of the teaching learning environment in the college. It will help to improve teacher's performance in class-room engagement with students. You are requested to give your opinion. Your response will be kept confidential.

Semester : _____ Department: _____

Use the following five point scale to rank each category
 (5. Excellent, 4. Good, 3. Average, 2. Poor, 1. Very Poor.)

Category	Attribute	Name of Teachers				
A. Time Sense	1. Punctuality in class শ্রেণীৰ নিয়মানুবৃত্তিতা :					
	2. Regular in taking classes শ্রেণীত দৈনন্দিন উপস্থিতি :					
	3. Completes course in time সময়মতে পাঠ্যক্রমৰ সমাপ্তি :					
	4. Makes alternative arrangement of class in his/her absent অনুপস্থিতিত বিকল্প ব্যৱস্থা :					
Subtotal:						
B. Subject Command	1. Focus on syllabi বিষয়বস্তুৰ ওপৰত দৃষ্টি :					
	2. Level of confidence আত্মবিশ্বাসৰ স্তৰ :					
	3. Communication skill যোগাযোগৰ দক্ষতা :					
	4. Deliberates content of each topic in details fully and clearly প্ৰতি বিষয়ত স্পষ্ট আৰু বিতং আৰু সম্পূৰ্ণ ব্যাখ্যা :					
	5. Skill of linking subject to life experience and creating interest in the subject বিষয়বস্তুৰ লগত জীৱনৰ অভিজ্ঞতাৰ সহযোগ আৰু বিষয়বস্তুৰ মনোযোগীকৰণ :					
	6. Refers to latest development in the field. বিষয়বস্তুৰ শেহতীয়া বিকাশৰ প্ৰসংগ :					
Subtotal:						

C. Use of teaching methods/teaching aids.	1. Uses of teaching aids (Blackboard/PPPs/CD/any other পিনবোর্ড বা সা-স্ক্রীনিং ব্যৱহাৰ : (ব্লেকবোর্ড /CD /Power Point বা ব্যৱহাৰ)					
	2. Shares the answer of class test or sessional test question after the test. বাচনি বা অনা পৰীক্ষাৰ উত্তৰ সহজে আলোচনা হয় :					
	3. Shows evaluated answer copies to the student. মূল্যায়ন বহী দেখুওৱাই :					
Subtotal						
D. Help	1. Helping approach towards varied academic interest of students ছাত্ৰীৰ বিভিন্ন শৈক্ষিক দিশত সহায় আগবঢ়াই :					
	2. Help student in providing study material which is not readily available সহজলভ্য নোহোৱা পাঠ্যপুথি যোগান দিয়ে :					
	3. Helps student irrespective of ethnicity, culture and background. জাতি বৰ্ণ নিৰ্বিশেষে ছাত্ৰীক সহায় কৰে :					
	4. Helps student in realizing their strengths and developmental needs ছাত্ৰীৰ নিজ শক্তিৰ উন্নয়ন প্ৰয়োজন আৰু বাস্তবায়িত কৰাত সহায় কৰে :					
	5. Helps in organizing field survey, seminar and assignment preparation ক্ষেত্ৰ অধ্যয়ন, আলোচনা চক্ৰ, গৃহ কৰ্ম আয়োজন কৰাত সহায় কৰা :					
Subtotal						
Grand total						