



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

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

<b>2. Institutional Status</b>					
Affiliated / Constituent		Affiliated			
Type of Institution		Women			
Location		Semi-urban			
Financial Status		state			
Name of the IQAC co-ordinator/Director		Mrs Jayasree Chakraborty			
Phone no/Alternate Phone no.		03751264435			
Mobile no.		7002422260			
Registered Email		iqacdmm@gmail.com			
Alternate Email		jayasree127@gmail.com			
<b>3. Website Address</b>					
Web-link of the AQAR: (Previous Academic Year)		<a href="http://www.digboimahilamahavidyalaya.com/wp-content/uploads/2018/10/DMM-AQAR-2017-18.pdf">http://www.digboimahilamahavidyalaya.com/wp-content/uploads/2018/10/DMM-AQAR-2017-18.pdf</a>			
<b>4. Whether Academic Calendar prepared during the year</b>		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		<a href="http://www.digboimahilamahavidyalaya.com/news-and-events/academic-calendar-for-the-year-2019">http://www.digboimahilamahavidyalaya.com/news-and-events/academic-calendar-for-the-year-2019</a>			
<b>5. Accrediation Details</b>					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	C++	66.55	2004	16-Feb-2004	15-Feb-2009
2	B	2.29	2018	03-Jul-2018	02-Jul-2023
<b>6. Date of Establishment of IQAC</b>			18-Sep-2004		
<b>7. Internal Quality Assurance System</b>					

Quality initiatives by IQAC during the year for promoting quality culture

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Feedback from students	13-Feb-2019 1	243

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

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Digboi Mahila Mahavidyalaya	BPL Students Free Admission	DHE, Assam	2018 01	250500
Digboi Mahila Mahavidyalaya	Development	IRD, IIT, Delhi	2018 01	50000
Digboi Mahila Mahavidyalaya	Block Grant	Margherita Block	2018 01	75000
Digboi Mahila Mahavidyalaya	Seminar	ICSSR, New Delhi	2018 01	125000
Digboi Mahila Mahavidyalaya	NSS Grant	Dibrugarh University	2018 01	57000
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**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

4

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

Yes

Upload the minutes of meeting and action taken report

[View File](#)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

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

- Participation in AISHE and NIRF. • Extension programmes are initiated for the adopted village. • Various programmes are organized on health hygiene issues, legal issues etc which are related to girl students.
- Organised meeting, discussion etc and took initiative to send delegates to different workshop for CBCS curriculum which is to be implemented for the

academic session 2019 20. . Initiatives are taken for the regular maintenance of Teachers' Diary as well as HoD's diary.

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

Plan of Action	Achivements/Outcomes
Introduce MOODLE (Modular Object Oriented Dynamic Learning) software for teaching learning process.	A proposal for Smart Classroom is presented by the Project Monitoring Unit (PMU), RUSA.
Complete computerization of all activities of the college.	Partially fulfilled.
Strengthening Mentor -Mentee Programme and Organize Mentor Training Programme	Partially
Construction of New Girls' Common Room with all facilities.	Completed.
5. Take initiative for the construction of Multi-Gym room.	5. Proposal already submitted to Oil India Limited.
6. Adoption of a new village and provide extension services to them.	6. Plantation programme is being undertaken.
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**14. Whether AQAR was placed before statutory body ?**

Yes

Name of Statutory Body	Meeting Date
Governing Body	29-Jun-2019

**15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?**

Yes

Date of Visit

09-Apr-2018

**16. Whether institutional data submitted to AISHE:**

Yes

Year of Submission

2019

Date of Submission

28-Feb-2019

**17. Does the Institution have Management Information System ?**

Yes

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

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

## Part B

**CRITERION I – CURRICULAR ASPECTS****1.1 – Curriculum Planning and Implementation**

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

The college strictly follows the curriculum designed by the parent University. The institution ensures effective curriculum delivery through a well planned and documented process. The objectives are achieved by adopting the following measures.

- Preparation of Academic calendar of the institution in accordance with the university academic calendar and implement it in practice.
- Preparation of college routine to ensure maximum number of theory and practical classes and optimum utilization of the infrastructure. The college has an academic committee which draws up the scheme for the whole year. To introduce CBCS curriculum from academic session 2019-20, class routine has been arranged with one hour duration per classes.
- Preparation of teaching plan, course and class distribution as per the curriculum by the department
- Preparation of individual plans for covering the syllabus, field work, study tours, requirement for part time teachers and guest lecturers. Most of the departments conduct field surveys, related to the curriculum by the departments.
- Strict monitoring of attendance of the students.
- Mid time review of completion of syllabus.
- Organizing sessional examinations as per the university guideline.
- Organizing field survey with the dual motive of exposure of the student to the real world and to enhance knowledge in the related subject.
- Organize talk by the experienced teacher from other institutions and Universities for the benefit of students.
- The Principal holds meetings with the HoDs, Academic Committee, and IQAC Coordinator, besides the regular general meetings with the teachers to discuss such matters.
- The Principal readily deposes teachers to attend any curriculum related workshops conducted by the University or any other institutions. The faculty members of the college participated in the workshops organized by university and other colleges for implementation of CBCS curriculum from the academic session 2019-20
- The college has central library with reference section for teachers as well as students internet facilities to almost all the departments, spacious classrooms, audio visual facility for effectively translating the curriculum
- Teachers get support from the University for effectively translating the curriculum. The assessment and evaluation processes are executed by the university with the help of the college .The university also deposes experts to the institute for inspection of laboratory, departments and also recruitment and promotion of teachers and appoint external examiner for the practical examinations. College maintains network with the University and gets immediate guidance from it whenever required
- To fulfill our goal of providing quality education, we impart the curriculum through the traditional face to face mode. It is supplemented by other methods such as presentations, assignments, discussions, workshops, seminars, industrial visits, computer education, use of electronic gadgets etc.
- The institution interacts with different beneficiaries and industries, research bodies and the university like UGC, DU, NGOs etc. from time to time for the academic up gradation of the students.
- The college has availed the opportunities of funding from the IOCL, OIL, Department of Science and Technology, ICSSR, Govt. of India for organizing seminars and other activities.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene	Skill Development
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urship

No Data Entered/Not Applicable !!!

## 1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		

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

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

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

	Certificate	Diploma Course
Number of Students	0	0

## 1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	SKB-TTMG	40

## 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	No
Parents	No

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

Feedback Obtained

The students feedback obtained for the session 2018 19 from the students having more than 60 percent attendance and who have no backlog. The questionnaires are designed in two forms part A and Part B. The part A is designed to seek feedback from students on faculty members in order to strengthen the quality of the teaching environment of the college. It contains eighteen questions under four categories such as , A) Time sense, B) Subject command, C) use of teaching methods/ teaching aids and D) Help. Almost 50 students of UG level submitted the feedback data on time. The part B questionnaire intended to obtain 21 information on overall administrative facilities availed, neatness and cleanliness of the campus, discipline, social activities, internal assessment system etc. For part A and B questionnaire five point scale rank such as 5:

excellent, 4: good, 3: average, 2: poor, 1: Very poor. are adjusted and the students are instructed to give their opinion by indicating tick marks in the appropriate box. The IQAC monitored the whole process and after evaluation submitted to the principal for further necessary action. The principal in consultation with vice principal and coordinator, IQAC wrote letters to the concerned teachers on part A questionnaire for improvement of specific weak points mentioned in the questionnaire attached with the letter. All these matter are also discussed with the respective HoDs for betterment of the teaching methodology. In case of part B questionnaire the college authority has taken some certain steps to solve the weak points mentioned by the majority of the students.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	HONOURS/ NON-HONOURS	330	570	304

### 2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	736	0	22	0	0

### 2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
22	4	21	5	0	0

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

Mentoring is very essential for the balanced development of a student. In an educational institution, a teacher plays the role of a friend, guide as well as a mentor and thus helps the student in all aspects of their life. In the past few years, the college has adopted various mechanisms as part of its mentoring system. • The most important task is to find out the students' wants and needs, and how to address them in a timely manner. Various parameters, such as academics, extracurricular activities, career related issues, miscellaneous problems etc are identified along with the areas of interest of the students, which are also identified so that the hidden talents and potential that they have can be tapped in an appropriate manner. • After identifying the areas of interests of students, the mentor assesses and subsequently, supervises the student's performance in the field consistently and continuously as well. • The teacher cum mentor chalks out a plan of action for the students to enhance their potentialities and maximize opportunities for them at the same time. The mentor keeps a track of events/programmes/competitions etc held at different places of the state and ensures that the mentee participates in them for a proper harnessing of her potential to excel and consequently to win prizes too, at times. • The mentors relentlessly engage themselves in the mentor mentee programmes to inculcate hidden talents such as leadership quality, management skills among the students. The mentees are eventually entrusted with the responsibility of taking and guiding groups of students to different venues where competitions, both literary as



well as games and sports are held. This exercise enables the mentees to become independent in thinking and taking decisions at crucial times all by themselves, which indirectly help in inculcating leadership and management qualities in them. • The mentors encourage the students to think in an original manner and conceive new ideas and develop a critical approach for their pursuits in academics, in addition to their co curricular activities. • The mentees are always guided by their respective mentors to participate in various inter college programmes, Youth Festivals, Annual College Week and other extracurricular activities initiated by the state and national agencies to have proper exposure necessary for the allround development of the students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
736	22	1:33

## 2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
27	22	5	0	11

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Dr. Jovial Kalita	Associate Professor	Black Belt 2nd DAN from WADOKAI (RYU) KARATEDO, WADOKAI INDIA

## 2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	UG	Semester	31/03/2019	16/07/2019
<a href="#">View File</a>				

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

In continuous internal evaluation system, the Institution collects and analyzes information on the academic performance of the students through– • Regular checking of attendance and interaction in the class • Class tests and sessional tests • Overall performance of the students like timely submission of assignments, taking interest in the activities organized by the college • Through discussion at the personal level • For slow learners, extra and remedial classes are held to enhance their knowledge and skill • Encourage them for preparing for examinations, seminar papers and to guide them to develop their selfconfidence and overall competency • Parents are invited to collect necessary information • Teachers help by lending personal books to needy students • The disadvantaged sections of the society are given equal importance in all activities of the college and the differentlyabled students, though in few numbers, are dealt with great care, consideration and patience • Teaching plan is prepared individually by each department and allocations done accordingly. Teaching plan is supposed to be submitted before the commencement

of the session • Answer scripts of the college examinations are evaluated by the teachers within a week after the examinations are over and marks secured by the students are displayed in the departmental notice boards • Evaluation process in the final examination is strictly guided by the University rules and regulations made available a few days ahead of the commencement of evaluation work by the zone selected by the University

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

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

## 2.6 – Student Performance and Learning Outcomes

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

<http://www.digboimahilamahavidyalaya.com/news-and-events/student-performance-and-learning-outcomes>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
UG	BA	HONOURS/ NON-HONOURS	219	166	75.79

## 2.7 – Student Satisfaction Survey

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

<http://www.digboimahilamahavidyalaya.com/news-and-events/students-satisfaction-survey>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
<b>No Data Entered/Not Applicable !!!</b>				
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### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Child rights in India: issues and challenges	Department of Bengali	23/01/2019

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Recycled product (From waste material )	Nibedita Sarmah	District administration	02/10/2018	Swaachata hi Seva (District level competition)

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					

### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

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

Name of the Department	Number of PhD's Awarded
NA	0

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Home Science	1	00

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

Department	Number of Publication
HOME SCIENCE	10
ASSAMESE	4
ECONOMICS	2
ENGLISH	2
BENGALI	1
POLITICAL SCIENCE	1
PHILOSOPHY	1
<a href="#">View File</a>	

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

Title of the	Name of	Title of journal	Year of	Citation Index	Institutional	Number of
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Paper	Author		publication		affiliation as mentioned in the publication	citations excluding self citation
<b>No Data Entered/Not Applicable !!!</b>						
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### 3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
<b>No Data Entered/Not Applicable !!!</b>						
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### 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	8	0	0
Presented papers	0	4	0	0
Resource persons	0	1	0	0

### 3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Vanmahotsava	NSS Unit, Digboi Mahila Mahavidyalaya	1	20
Swachh Bharat Summer Internship	NSS Unit, Digboi Mahila Mahavidyalaya	1	31
Swachhata Pakhwada	NSS Unit, Digboi Mahila Mahavidyalaya	1	16
Swachhata hi Seva	NSS Unit, Digboi Mahila Mahavidyalaya	1	54
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#### 3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Swachh Bharat Mission (Gramin)	Recognition	District administration	72

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Swachh Bharat	NSS Unit of Digboi Mahila Mahavidyalaya	Cleanliness drive, awareness programme in the schools, rally by students, plantation programme	2	54
Awareness programme camp	Red Cross Society	Awareness Programme Camp on Breast and Ovarian Cancer of Women	2	19

### 3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Student Teacher exchange programme by department of history	31	College authority	01

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
<b>No Data Entered/Not Applicable !!!</b>					
No file uploaded.					

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Lions club of Digboi	19/09/2018	Various extension activities	55
<a href="#">View File</a>			

### CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

#### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
4382000	3395081

#### 4.1.2 – Details of augmentation in infrastructure facilities during the year

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

#### 4.2 – Library as a Learning Resource

##### 4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL2.0	Partially	SOUL 2.0	2017

##### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	19403	4275792	249	97072	19652	4372864
Journals	7	7850	0	0	7	7850
Digital Database	1	5906	0	0	1	5906
Reference Books	52	24822	0	0	52	24822
<a href="#">View File</a>						

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
<b>No Data Entered/Not Applicable !!!</b>			

#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MGBPS)	Others
Existing	42	6	5	1	6	15	12		9

Added									
Total	42	6	5	1	6	15	12	0	9

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

0 MBPS/ GBPS
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4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

#### 4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
1765000	1349290	10839700	4631948

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

The college has two well equipped laboratories attached to the Home Science and Education Departments, which are primarily maintained by the faculty members themselves. Additionally, the college also has a fulltime laboratory bearer in its regular payroll. Whenever the instruments belonging to the departments mentioned have any mechanical problems, professional technical help is hired to get them fixed. The college has a very well stocked library with racks neatly arranged for all the existing departments. There is a spacious room used exclusively as a reference section and facilities for teachers like individual seating arrangements are also available. Presently, the library building is under CCTV surveillance. It is pertinent to mention that in addition to the course books prescribed in the syllabi, the library subscribes a lot of journals and magazines in addition to regional and national newspapers in three languages viz. Assamese, English and Bengali. Adjacent to the room used as the reference section is another spacious hall which is used as the students' reading room equipped with adequate sitting facilities. For the maintenance of a dust free environment in the library, there are people employed for the manual work of sweeping and dusting regularly in the morning every day. For games and sports meant for the students, the college has basket ball and volleyball court, badminton, football, shotput, javelin etc. There is also a provision of multigym. The sports equipments are kept in the custody of the Students' Union, and they are also entrusted with the responsibility of the upkeep of the equipments. The Students' Union is also responsible for the regular maintenance of the multigym. The office of the college is fully computerized with an adequate number of desktops, which are routinely checked by technicians hired from professional firms. Each department of the college has been facilitate with a laptop, which are used for departmental works like record keeping, question paper typing, email etc. These laptops are supposed to be maintained by the respective departments and in case of a technical breakdown, the department is responsible for fixing it by incurring the expenses departmentally. The college has an adequate number of classrooms and individual rooms for all the departments. In addition to that, there is a conference room, a conference hall (much bigger in size) and an auditorium. All the classrooms are under CCTV surveillance, with the central monitor installed



in the Principal's chamber. There is also a Teachers' Common Room with proper drinking water facilities and separate toilets for both the male and the female teachers. The students of the college also have a Students' common Room. There are regular Grade IV employees who keep the rooms and halls clean, by regularly sweeping the floors, ceilings, windows and fans. The Students' Common Room Secretary, who is a member of the Students' Union and she is primarily responsible for maintaining a clean and hygienic atmosphere in the room meant for them.

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

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Financial support and encouragement to students	5	13375
Financial Support from Other Sources			
a) National	Financial support and encouragement to students	27	189000
b) International	NA	0	0
<a href="#">View File</a>			

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Yoga	21/06/2019	60	NSS Unit, Digboi Mahila Mahavidyalaya
Personal Counselling and Mentoring	07/08/2018	297	IQAC, Digboi Mahila Mahavidyalaya
<a href="#">View File</a>			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
<b>No Data Entered/Not Applicable !!!</b>					
No file uploaded.					

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

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



		redressal
0	0	0

## 5.2 – Student Progression

### 5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NA			NA		
No file uploaded.					

### 5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	3	BA(Honours)	Sociology	Dibrugarh University	Post Graduation
2018	3	BA(Honours)	Sociology	J.B. Law College and R.K.B. Law college	L.L.B.
2018	1	BA(Honours)	Sociology	K.K. Handique University	Mass Comm.
2018	2	BA(Honours)	Education	Dibrugarh University	Post Graduation
2018	1	BA(Honours)	Education	Digboi B.ed college	B.ed
2018	1	BA(Honours)	Economics	Dibrugarh University	Post Graduation
2018	1	BA(Honours)	Economics	Naharkatia H.S. School	D.el.ed
2018	2	BA(Honours)	Assamese	Dibrugarh University	Post Graduation
2018	1	BA(Honours)	English	Pragjyotish College	P.G. Travel and Tourism Management.

[View File](#)

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

Items	Number of students selected/ qualifying
NET	1
Any Other	2

[View File](#)

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

Activity	Level	Number of Participants
Annual College Week (Sports Cultural Competition)	Institution	200
Poetry Recitation	Institution	41
Shilpi Divas Extempore Speech Competition	Institution	8
Wildlife Week Slogan Competition	Institution	15
Extempore Speech Competition	Institution	227
On the Spot Essay and poem Writing competition	Institution	50
<a href="#">View File</a>		

### 5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
<b>No Data Entered/Not Applicable !!!</b>						

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

Representative of the student's council plays an important role in overall development of the college. Most of the times their roles are silent but the nature of their duty is salient. They form the basic shape and structure to build the initial infrastructure of the college for benefiting the students' community. The member of the council also receives a firsthand experience of the college committees and bodies, in which they were inducted as member for a period of one year. Being a member of such bodies they tend to learn the proceeding and the functions of the committee and how the rules are being passed and implemented. It is also a good practise to form a college committee with the members of the student council, as through them the student community will be able to gain the information on the different projects and works undertaken by the college for the benefit of the students. Keeping the above statements in view the college had inducted the General Secretary and other office bearers of the Digboi Mahila Mahavidyalaya Students' Union, in five different committees, they are i) AntiRagging Committee ii) Sexual Harassment Committee iii) Grievance Cell iv) RUSA committee v) IQAC .These committees are headed by, Principal of the college and are being assisted and supervised by senior and experience teachers of the college. All the committees had worked extensively for the development of the college and the students' community at large. Strict and vigilant role was played by the student representatives, ensuring no students were harassed or being exploited in any form. Measuring this, the committee didn't receive any complain during the session 2018 2019. This is an excellent example of the sincere endeavor of the members of the committee's along with the student's union body in creating awareness in the college against any harassment or exploitation of any form. Resulting by, all the students were aware of their rights and duties and also anyone who tries to break the rules and regulation of college would be definitely penalized. The role of the student in College's Rashtriya Uchchattar Shiksha Abhiyan (RUSA) is

very crucial. RUSA, aims in providing strategic funding to the higher educational institutions throughout the country. The students union share their valuable feedback to cater need and requirement of the students, following which the committee formulates a plan to fulfill the requirement within a stipulated and the monetary expenses to meet the ends are also discussed in the meeting. The member of students' union gain extensive knowledge about the work culture and nature of work performed by these committees along with an idea to conduct a formal meeting, carry on with its proceeding and if necessary to prepare a timely followup. It can be concluded that the knowledge, experience and exposures gained by the students/member will definitely be an added advantage for their lifetime.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

123

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

2500

5.4.4 – Meetings/activities organized by Alumni Association :

NIL

### CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 – Institutional Vision and Leadership

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

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

demand/s, the Principal approves and allocates funds for different student related activities of the college.

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

Yes

## 6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	<ul style="list-style-type: none"> <li>• Departments prepare teaching plan, course and class distribution.</li> <li>• Field surveys are undertaken by some departments.</li> <li>• Teachers are deputed to attend curriculumrelated workshops.</li> <li>• The college has a central library with reference section/internet facilities.</li> <li>• The University executing assessment, also deposes experts for laboratory inspection and for recruitment/promotion of teachers.</li> <li>• Presentations, assignments, discussions, workshops, seminars, industrial visits, computer education etc. are supplemented to classroom lectures.</li> <li>• Beautician's and Baking Courses, to be conducted by the Home Science Department have been newly introduced.</li> <li>• IOCL, OIL, Department of Science Technology, ICSSR etc fund for organizing seminars etc.</li> </ul>
Teaching and Learning	<ul style="list-style-type: none"> <li>• Teachers are encouraged to hold seminars/group discussions etc to provide a platform for students to interact among themselves as well as resource persons</li> <li>• Laptops/internet facilities are given to teachers to make the learning process more studentcentric</li> <li>• Students are encouraged for field work and visit different tribes/communities for experiential learning</li> <li>• Students are motivated to participate in NCC, NSS and extension activities</li> <li>• Shyamoli, (College magazine) and Prabahika, (College wall magazine). Wall magazines offer scope for students to nurture critical thought and innovative ideas</li> <li>• Teachers and students organize activities which develop their personality and organizing capacity</li> </ul>
Examination and Evaluation	<ul style="list-style-type: none"> <li>• Answer scripts of the college examination are evaluated within one week and the marks of the students are displayed in the departmental notice boards</li> <li>• Evaluated scripts are shown to the students for transparency and</li> </ul>

reason for poor scoring is discussed • Evaluation process of the final examination is strictly guided by the University blueprint made available a few days ahead of the commencement of evaluation work by the zone, selected by the University • An examination conduction board is constituted by the college to look after the smooth conduction of the internal as well as the University examinations

Research and Development

• Students from the departments of Sociology, Home Science, History and Education undertaking field work are required to submit project reports, with proper analysis and interpretation, usually guided by the teachers, which eventually prepare them for a methodologybound research work later in their academic lives • Research papers from the departments of Home Science and Bengali are currently under the process of being published in National as well as International journals • Faculty members participate and present papers in National Seminars/Workshops, held both within the college and those outside, which are eventually published both in Abstract Volumes/Volumes containing fulllength papers

Library, ICT and Physical Infrastructure / Instrumentation

The central library and the departmental libraries have large number of books. This year also, new books have been purchased. • There is an ICT Committee in the college which approves for purchasing ICT materials given by different departments of the college. Thereafter, orders are placed by the principal to firms for procurement of the items approved by the committee. • The college development committee of the college looks after the infrastructural requirements of the college and through the process of inviting tenders from firms, construction of buildings and other renovation works are carried out.

Human Resource Management

• The Principal holds meetings regularly with HoDs, all teaching and non teaching staff for the uplift of the academic atmosphere of the college by discussing about course plan, work load, academic calendar, lesson plan etc. • College authority entrusts duties in different areas on the basis of their creative or active expertise

in their areas concerned. • There is an academic committee consisting of senior members of the teaching faculty, specially constituted to select students to represent the college in different literary and symposium meets held at different points of time in different institutes including colleges and Universities.

**Industry Interaction / Collaboration**

- In various aspects concerning the welfare of the college, the IOCL (AOD) and OIL readily and very willingly, from time to time extend help both monetary as well as in kind, given the fact that these public sector undertakings have their bases in the township of Digboi. Apart from the help mentioned, these corporate houses also offer valuable suggestions off and on.
- A spacious hall, constructed as a CSR initiative by the IOCL (AOD) within the campus of the college was recently handed over in a formal meeting, to be used as the Girls' Common Room.

**Admission of Students**

- Admission procedures are managed during the academic session by an admission committee. The college takes the help of advertisements, apart from the prospectus to attract students. • The State Government has made admissions in Governmentfunded colleges free for students, who belong to families with an annual income of less than 2 lakh rupees. They are to produce income certificates issued by competent authority along with two photos of the student planting the sapling of a tree.
- Counseling is done by a committee of faculty members to students for a judicious combination of subjects at the time of admission.

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

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

**6.3 – Faculty Empowerment Strategies**

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Dipali Sarmah	Workshop on effective implementation of CBCS in the UG level of Dibrugarh University	Digboi Mahila Mahavidyalaya	200
2019	Minoti Sarmah	Workshop on effective implementation of CBCS in the UG level of Dibrugarh University	Digboi Mahila Mahavidyalaya	200
2019	Sanjib Dutta	Workshop on effective implementation of CBCS in the UG level of Dibrugarh University	Digboi Mahila Mahavidyalaya	200
2019	Ruma Paul	Workshop on effective implementation of CBCS in the UG level of Dibrugarh University	Digboi Mahila Mahavidyalaya	200
2019	Sanjita Chetia	Workshop on effective implementation of CBCS in the UG level of Dibrugarh University	Digboi Mahila Mahavidyalaya	200
2019	AF Md. Malik	Workshop on effective implementation of CBCS in the UG level of Dibrugarh University	Digboi Mahila Mahavidyalaya	200
2019	Smitarani Saikia	Workshop on effective implementation of CBCS in the UG level of Dibrugarh	Digboi Mahila Mahavidyalaya	200



		University		
2019	Ranjita Saikia	Workshop on effective implementation of CBCS in the UG level of Dibrugarh University	Digboi Mahila Mahavidyalaya	200
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
<b>No Data Entered/Not Applicable !!!</b>						

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
1. Refresher Course	1	03/09/2018	23/09/2018	21
2. Refresher Course	1	22/02/2019	14/03/2019	21
3. Refresher Course	1	23/02/2019	15/03/2019	21
4. Orientation Programme	1	20/08/2018	16/09/2018	28
5. Orientation Programme	1	17/11/2018	14/12/2018	28
6. Orientation Programme	1	05/06/2019	05/06/2019	1
<a href="#">View File</a>				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
<b>No Data Entered/Not Applicable !!!</b>			

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
03	03	02

**6.4 – Financial Management and Resource Mobilization**



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

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

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
<b>No Data Entered/Not Applicable !!!</b>		
No file uploaded.		

6.4.3 – Total corpus fund generated

1657319

### 6.5 – Internal Quality Assurance System

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

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

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

NIL

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

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

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

• A literary club, under the aegis of the English Department is expected to be started very soon. Initiative has also been taken to set up a language lab, which is expected to be completed next year. • Construction of the first floor of the hostel has been completed in 2018 19. In order to increase the intake capacity of the old girls' hostel, renovation/ extension work has been started. • MoUs have been signed by the college with the local chapters of the Rotary and Lion Clubs for taking initiatives for the development of the students and undertaking extension activities

6.5.5 – Internal Quality Assurance System Details

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

## 6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Self composed poem and Article among students	22/08/2018	22/08/2018	22/08/2018	50
2018	Extempore speech among students	25/09/2018	25/09/2018	25/09/2018	227
2019	Recitation competition among students	06/03/2019	06/03/2019	06/03/2019	51
2019	Ananda Ram Baruah Memorial Lecture	06/10/2018	06/10/2018	06/10/2018	531
2019	Debate competition among students	08/03/2019	08/03/2019	08/03/2019	20
2018	Blood donation camp	03/10/2018	03/10/2018	03/10/2018	50
2019	Workshop on Breast and Ovarian Cancer	03/02/2019	03/02/2019	03/02/2019	19
2019	Workshop on health "issues of using Sanitary napkins"	08/03/2019	08/03/2019	08/03/2019	83
2019	Workshop on sexual harassment of women.	27/03/2019	27/03/2019	27/03/2019	66

**CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES****7.1 – Institutional Values and Social Responsibilities**

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Short play competition	27/02/2019	27/02/2019	42	0

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

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

NIL

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Scribes for examination	Yes	0
Special skill development for differently abled students	No	0
Any other similar facility	No	0
Physical facilities	No	0
Provision for lift	No	0
Ramp/Rails	Yes	3
Braille Software/facilities	No	0
Rest Rooms	Yes	18

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	0	31/10/2018	31	BLOOD DONATION CAMP	TO CREATE AWARENESS AND MOTIVATE PEOPLE	18

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

Title	Date of publication	Follow up(max 100 words)
Code of conduct for students	20/05/2019	Students have an obligation to obey national, state and local laws. Every students while in college or representing the college anywhere should be dressed in full uniform of the college along with the identity card. Students should all lectures and practicals held during the academic session. In case the students has failed to attend the required

number of classes she will be ineligible to sit in the annual examinations. Any individual or collective act or practice or ragging constitutes gross indiscipline and will be dealt with under the university ordinance.

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Gandhi Jayanti	02/10/2018	02/10/2018	711
Teachers Day	05/09/2018	05/09/2019	694
Rastriya Ekta Divas	31/10/2018	31/10/2018	682
Silpi Divas	17/01/2019	17/01/2019	660
Bhupen Hazarika Birthday	08/09/2018	08/09/2018	719
National Science Day	28/02/2019	28/02/2019	613
Rabha Divas	20/06/2019	20/06/2019	598
World Environment day	05/06/2019	05/06/2019	684
International yoga day	21/06/2019	25/06/2019	285
International womens day	08/03/2019	08/03/2019	702

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

1. Making campus plastic free zone. 2. Bamboo waste baskets. 3 .Rain water harvesting. 4. Minimizing the use of paper in official works. 5. Tobacco free zone.

### 7.2 – Best Practices

#### 7.2.1 – Describe at least two institutional best practices

Best practice 1: Field survey of different tribes and areas by different departments. Best practice 2: Open access system in the library.

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

<http://www.digboimahilamahavidyalaya.com/news-and-events/best-practices-for-the-year-2018-19>

### 7.3 – Institutional Distinctiveness

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

Digboi Mahila Mahavidyalaya is an institution specifically meant for higher education of women, one area distinctive to its vision, priority and thrust is the empowerment of women in a holistic way, focused on not only the prescribed curriculum but going beyond to the domain of cocurricular activities of life.

The fundamental priority is the uplift of the present condition of women educationally, as well as socio culturally. The location of the college is such that it draws students mostly from remote and backward areas of not only the state but also some of the very remote districts of the neighboring state of Arunachal Pradesh. Majority of the students enrolled in the college are from Government run vernacular medium schools and most of them are first generation. Therefore it goes without saying that most of them, at the time of enrollment in the college are very naive in most of the important activities, intricately connected to life in general, not to speak of their ignorance in matters pertaining to their duties, responsibilities and rights as bonafide citizens of the country. The college provides various platforms to the students to showcase their latent talents, some of which are 'the Annual College Week' (includes music, dance, games and sports, literary activities like debating, quiz, spot story writing and poem writing competitions etc), Inter College Sporting and Literary Meets' 'State level Debating Competitions' and 'State level Sporting Meets' as well. Students who are talented or gifted in one way or another use these platforms as springboards to achieve higher goals in life. The students, at the end of their course in the college are mentally equipped with a firm zeal to do something in life and create an identity of their own. Most of them are actively engaged in different jobs, both in the private as well as the government sectors, although the remunerations that most of these jobs fetch might not be astronomical. They are satisfactorily living their lives, being economically independent and as conscious citizens of the nation. The track record of the institution's performance as an enabler has so far been positive and apparently it seems that the college is on the right track. Mention may be made in this context of students excelling in cocurricular activities like dance, music, sports not just within the district but also in different parts of the state and the country as well. Students of the college have many a time, been successful in bagging the top positions in the University conducted final examinations and it is very pertinent to note that these students originally hail from very farflung and remote areas of the state. The college is however far from being complacent and believes that the biggest room in the world is the room for improvement and it is precisely keeping this precept in mind that the college constantly keeps on striving to improve upon its own performance in terms of women's empowerment in a holistic fashion, taking into account all the myriad aspects of life.

Provide the weblink of the institution

<http://www.digboimahilamahavidyalaya.com>

## 8.Future Plans of Actions for Next Academic Year

1.Setting up of a language lab cum computer lab having video conferencing facility. The proposed language lab for the college will cater to the needs of the college students. The college has the good fortune of having language teachers for all the four departments viz. English, Hindi, Bengali, Assamese. Needless to say, the proposed computer lab will go a long way in fulfilling needs of both students as well as teachers. A centralized computer lab with internet facility in the college itself will also eliminate problems of going outside the college to Internet cafes, located very far. Videoconferencing facility has lately become an indispensable necessity for every institute of higher learning. It will surely consolidate the very process of education by bringing in online expertise for the students of the college. 2. To built separate rooms for all the departments. At present, there is a shortage of rooms because of which the basic requirements of some of the departments have not been adequately catered to. Building separate rooms for all the departments will indeed be a shot in the arm for those who are presently compelled to make do with the rudimentary facilities available presently. 3. Two smart class rooms will be constructed will be judiciously allotted to the departments which place requests for their use. 4.

Steps to be taken to enrich mindset of students in involvement of activities like national interpretation, scientific temperament, commitment to the society etc.

5. To organize workshop on drama. A workshop on drama, meant for the interested students of the college is under consideration, wherein, if required, experts/resource persons from outside would be roped in, in order to make the workshop a successful one and one that benefits the students in their lives.
6. To start diploma programmes, add on courses in distance learning. Diploma programmes and add on courses in distance learning, which are to be introduced are expected to help those students who are financially not in a position to enroll themselves as regular students of the college.
7. A proposal of opening of science stream has been submitted to the office to the Directorate of Higher Education, Guwahati which would indeed be a blessing for the student community.
8. Introduce coaching for Banking services, competitive examinations etc. Students seeking coaching for banking/competitive examinations have to either go to Tinsukia or Dibrugarh. Therefore, if coaching classes are introduced, it would immensely help students in increasing the prospect of employability of the students.
9. Opening a weaving training centre.
10. Initiative to be taken for mass participation of students in competitions such as sports and games, literary and cocurricular activities and various district , university, state and national level competitions.
11. Extension activities to be conducted on issues like health and hygiene, Nutrition's, Anemia etc.