

## AQAR 2017-18

### 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:

EC(SC)/30/ASCOGN10918 Dt July 03,2018

1.5 Website address:

www.digboimahilamahavidyalaya.com

Web-link of the AQAR:

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> cycle	C++	66.55	2004	5 years
2	2 <sup>nd</sup> cycle	B	2.29	2018	5years

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

18/09/04

1.8 AQAR for the year

2017-18

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

1.10 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No   
(eg. AICTE, BCI, MCI, PCI, NCI)

### Type of Institution

Co-education  Men  Women

Urban  Rural  Tribal

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

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

### 1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law

PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science

Management

Others (Specify)

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

Dibrugarh University

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

Autonomy by State/Central Govt. / University

NA

University with Potential for Excellence

NA

UGC-CPE

NA

DST Star Scheme

NA

UGC-CE

NA

UGC-Special Assistance Programme

NA

DST-FIST

NA

UGC-Innovative PG programmes

NA

Any other (*Specify*)

NA

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

2.10 No. of IQAC meetings held

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

Non-Teaching Staff  Students Alumni  Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution  
Level

(ii) Themes :

1. Workshop on "Improving quality of life through Yoga."
2. Smart class training programme organized by IQAC on 12/01/2018.
3. One-Day Disaster Management Workshop held on 14/2/2018

2.14 Significant Activities and contributions made by IQAC:

- IQAC took initiative to send SSR online for second cycle accreditation SSR submitted online on 21-10-2017. Also took initiative for Peer Team visit for Second cycle accreditation on 09/04/18 and 10/04/18.
- Smart class training programme organized by IQAC on 12/01/2018.
- Inter departmental Wall Magazine Competition organized by IQAC on 25-01-18
- Uploaded data for AISHE 2017-18 on 17/02/2018.
- Workshop on “Improving quality of life through Yoga.” was organized by IQAC .
- An agreement has been signed on 16-02-2018 between IOCL (AOD) management and Digboi Mahila Mahavidyalaya for using and development of football playground by our students.
- IQAC has taken initiative for updating email ID for the Student Satisfaction Survey(SSS)
- Introduction of mentor-mentee programme from the 2017-18 session onwards to make education more student-centric
- In collaboration with IOCL (AOD), Anti Corruption Pledge was taken by the teachers and students on 24-10-17 in presence of Mr Sunand Pandey, C.G.M Vigilance and Mr Anupom Talukdar, Manager, Vigilance, IOCL(A.O.D)
- Slogan Competition was organized amongst the students on National Science Day (28-02-18)
- International Mother Language Day celebrated on 21/02/2018. Art, Essay, Solo Song and Recitation competition organized on this occasion.
- Celebrated Shilpi Divas on 17-01-18.
- One-Day Disaster Management Workshop held on 14/2/2018.
- Multi-gym coaching started from 16/1/2018 and Ms Jayshree Sharma was appointed as instructor.

#### 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
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<p>i. Reintroduce Major course in History.</p> <p>ii. Open Science stream in Higher Secondary and Degree classes.</p> <p>iii.To take initiative for materializing earlier proposal of introducing M-Sc in Home-Science.</p> <p>iv.To make arrangement for a football play ground.</p> <p>v.To initiate process for an Indoor Stadium.</p> <p>vi. To organize a programme of SELF-DEFENCE and make students aware about social problems.</p> <p>vii. Computerization of all the processes viz. examination, admission, certificate &amp; library.</p> <p>viii) To construct a new building for multi-gym inside the campus.</p> <p>ix) Completion of 1<sup>st</sup> floor of the girls' hostel inside the campus.</p> <p>xiii) Develop research culture.</p> <p>.</p> <p>.</p>	<p>i. Major course in History started from the academic session 2016-17.</p> <p>ii. After getting Govt. concurrence and Dibrugarh University affiliation Science stream will be opened in our college.</p> <p>iii. As per recommendation of the PEER TEAM a fresh proposal has been submitted to Dibrugarh University.</p> <p>iv. An agreement has been signed with IOCL(AOD) for football playground.</p> <p>v) The process is on and will be started after getting assistance from any sources.</p> <p>vi) Students participated in various programme of NCC &amp; NSS.A workshop on self-defense was organized.</p> <p>vii) The initiatives have been taken in this regard. Computerization of all the processes are going on .</p> <p>viii)A proposal for the construction of multi-gym complex submitted to Oil India Limited, Duliajan.</p> <p>xii) The process of construction work is going on.</p> <p>xiii) Four National level seminars/conferences were held in the session 2017-18, where</p>
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	<p>students and teachers participated in large numbers .Moreover, two teachers are undertaking research work .One of them is doing PhD under the Faculty Development Programme of the UGC.</p> <p>To develop research culture the departments were encouraged to organize field work with the students. Department of Assamese organized field work at Long Tong Gaon to know about culture of SEMA NAGA Tribe. Field Study by Political Science Dept. at Sonpura Village of Nagaon was conducted on the socio-political awareness issues, Field study by the Dept. of History at Namphake Village of Dibrugarh District to know about tourism and travel management on 17/3/18, Field Study by the Dept of Sociology at Namphake Village on 24/3/18 to know about the socio-economic life of Tai Phake ethnic group, and the Dept also visited Sivsagar, historical place for tourism, on 18/3/2018</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 19/09/18 and Digboi Mahila Mahavidyalaya Governing Body meeting subsequently held on 20/09/18 accepted the AQAR (2017-18) and advised the coordinator of IQAC to submit it to NAAC with in the time frame.



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)

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

Discussion on the implementation of new syllabi under CBCS is on the way by the parent University.

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

Total	Asst. Professors	Associate Professors	Professors	Others
22	8	14	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
08	05	14	0	0	0	22	05

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
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Attended		1	
Presented papers	1	11	
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.
- Internet facilities for the students.

2.7 Total No. of actual teaching days during this academic year

180 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

02      00      00

2.10 Average percentage of attendance of students

85 %

2.11 Course/Programmewise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division			
		1 <sup>st</sup> Div with distinction	1 <sup>st</sup> Div	2 <sup>nd</sup> Div	Pass %
B.A	317	0.4	17.39	17.79	79.81

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. Moreover, student feedback are regularly collected to evaluate the teaching learning process and faculty members are advised accordingly to improve in the specified area

### 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
UGC – Faculty Improvement Programme	01
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	04
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	0	08
Technical Staff	i. Permanent non-sanctioned- 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:

- 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 National and International level Seminar/Workshops/Symposia/Conference.
- Encourages faculty member to take minor /major research project.
- 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. One faculty member joined for doing PhD under UGC FDP at Dibrugarh University in the academic session 2017-18.
- Teachers are allowed to avail leave for doing course work without hampering the routine classes.
- Encourages to publish seminar volume.

##### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	nil			
Outlay in Rs. Lakhs				

##### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
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Number	nil			
Outlay in Rs. Lakhs				

### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	<p><b>1:</b> A district level study on changing consumption pattern of Rural and Urban households. The Emperical Economics Letters, 17(5): (May,2018), ISSN: 1681-8997, Bangladesh _by Mr Sanjib Dutta.</p>	<p>1.Revisiting the relationship between Poverty and Economic Development in the context of India, <i>Journal of North East Region</i>, Issue;6, Volume-2, April, 2018, ISSN: 2321-0583, Bodoland University.(Mr S.Dutta)_</p>	
Non-Peer Review Journals	–		<p>1.Eeyu ek samoyor jantranaa – <u>Shyamoli</u> ( Mrs D. Sarmah)  2. Bharator Swadhinata Sangramor Patabhumit rachito JyotiPrasadar ‘Lovita’ Asomiya Jatiya Jibonor Sandhikhon: ek bislesanatmak alochana – <u>Manthan</u> ISSN – 2319-541X (Mrs D. Sarmah)  3.Globalisation and locating the role of Media in the changing scenario of rural Assam ,<u>MANTHAN</u> ISSN:2319-541X(Mr Pintu</p>

			<p>Roy)</p> <p>(4.)Extraction of Dyestuff from Flowers,Leaves,Vegetables forv dyeing of textiles MANTHAN ISSN:2319-541X(Dr. Smita Rani Saikia)</p> <p>5.Dr Mamoni Roychom Goswamir 'NILKONTHI BROJO' Uponyaxor ek Protibadi Nari Choritra Xoudamini RODALI,( Mrs Ranjita Saikia)</p>
e-Journals		–	–
Conference proceedings	–	<p>1.Women and Violence in two stories of Interpreter of Maladies: A case study ( Mr Pankaj Luchan Gogoi) VIOLENCE AGAINST WOMEN IN INDIA ISBN –978-93-80247-76-2</p> <p>2.Women Empowerment in India:Issues and Challenges(Dr. Smita Rani Saikia) VIOLENCE AGAINST WOMEN IN INDIA ISBN –978-93-80247-76-2</p> <p>3.Crime Against Women with special reference to Assam ISBN –978-93-</p>	–

		80247-76-2 ( Dr S.Chetia )	
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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	nil			
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 Nil

3.11 No. of conferences

organized by the  
Institution

Level	International	National	State	University	College
Number	0	04	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
01				Gauhati University		

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   
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. On 19-09-17, Women's Cell and IQAC of D.M.M in collaboration with Women and Children Cell (UNICEF) Deputy Commissioner's office, Tinsukia organized a programme on 'Advocacy and Communication' for the students of D.M.M and also for the students from neighbouring schools and colleges to develop communication skill and leadership qualities of them.
2. Seventeen(17) teachers from the college attended Gunotsav training and extended their service as experts of the Peer team in the fifty one(51) schools of nearby areas on 11<sup>th</sup> to 13<sup>th</sup> Oct 2017.
3. N.S.S team of the college has participated in a village cleanliness programme under Swachha Bharat Gramin on 23/9/2017.
4. A flood relief camp was organized by NSS Unit and Teachers' Unit of Digboi Mahila Mahavidyalaya on 2/9/2017.
5. Environment Awareness programme was organized by IQAC and NSS Unit in nearby schools on 5/6/2018.
6. Dept. of Philosophy organized a workshop at ' Surjudaya Children Home' at Makum on 'Skill development Activities' on 30/3/2018
7. Students of Home Science visited Navajyoti L.P. School and extended their service in the nursery school using different teaching aids on 14-03-2018
8. Students of Home Science went to Seva Foundation Rehabilitation Centre, Margherita to know about substance abuse and the method used for rehabilitation of drug addicts on 14-03-2018.
9. Students of Home Science visited Pohukhuwa Gaon , Sadiya on 14-03-18 to make the village women aware about health and nutrition and family budget.
10. D.M.M Students Union and Teachers donated Rs 8400/- to a student from Margherita who was suffering from cancer.
11. College library is used by the students and scholars of the neighboring areas which is encouraged by the college authority.
12. A Career counseling programme organized by the Women Cell of the college in collaboration with women and children cell (UNICEF), DC's office on 8/9/2017 at Panbari Village. The purpose of the programme was to motivate the unemployed youth to undergo various skill development programme and to be self-reliant.

## 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)	--	2.88	UGC and College fund	2.88
Others ( Rs in Lakhs)	--	5.27	UGC and College fund	5.27

#### 4.2 Computerization of administration and library

- Administration is computerized. SOUL data entry for library is in progress. NLIST introduced in the library in this session.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	18464	Rs39,31,045	939	Rs 3,44,747	19403	Rs 42,75,792

Reference Books	12	Rs 4755	40	Rs 20067	52	Rs 24822
e-Books						
Journals	6	Rs 7250	1	Rs 600	07	Rs 7850
e-Journals	N list		N list		Nlist	
Digital Database						
CD & Video						
Others (specify) Newspaper & Magazine	13	Rs 17033	nil	nil	nil	17033

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centers	Computer Centers	Office	Departments	Others
Existing	42	06	20	01	--	15	12	09
Added	0	0	0	0		0	0	0
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.)

- .Internet is available from the BSNL.
- Installing INFLIBNET(NLIST) in the central library.
- SOUL version 2.0 data entry is in process for initiating library automation process.

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT

0.02

ii) Campus Infrastructure and facilities

6.51

iii) Equipments

0.77

iv) Others 8.23

**Total :** 15.53

**Criterion – V**

**5. Student Support and Progression**

**5.1 Contribution of IQAC in enhancing awareness about Student Support Services**

. Students are constantly given information about the support services through

- prospectus,
- website and the notice board,
- Orientation programme for the new-comers.
- The elected students’ union

**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 regularly.

**5.3 (a) Total Number of students**

UG	PG	Ph.D	OTHERS
769	Nil	Nil	Nil

(b) No. of students outside the state 100

(c) No. of international students Nil

No	%	Women	No	%	Men
769	100%		Nil	0	

Last Year (2016-17)						This Year (2017-18)					
General	ST	SC	OBC/MOBC	Physically challenged	Total	General	ST	SC	OBC/MOBC	Physically challenged	Total

192	139	30	401	2	764	185	135	22	348/77	2	769
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Demand ratio 1:1

Dropout 4.94 %

#### 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. 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

136

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

NET	<input type="text"/>	SET/SLET	<input type="text"/>	GATE	<input type="text" value="NA"/>	CAT	<input type="text" value="NA"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	Others	<input type="text"/>

#### 5.6 Details of student counseling and career guidance

- 5.02.2018. An awareness programme on UPSC and APSC Examinations was organized by the IQAC, Digboi Mahila Mahavidyalaya in the auditorium of the college, specifically meant for the 4<sup>th</sup> and the 6<sup>th</sup> semester students.

Mr Dipankar Sonowal, Project Manager, Prayash, graced the occasion as the Resource person. PRAYASH is primarily a centre for career counseling and guidance, which is an initiative undertaken by the Margherita S.D.O's Office (Sub Divisional Officer, Civil).

It is meant to be an effort initiated to bridge the information divide and act as a catalyst in motivating students in the frontier areas to join the mainstream of the administrative mechanism of the country. Mr Sonowal informed that an entrance test would be conducted on 18.02.2018, where the students of the college can sit and those who qualify in the test would be eligible to avail the facilities of the centre, which include regular classes, library and e-resources etc.

No. of students benefitted

75

### 5.7 Details of campus placement

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

### 5.8 Details of gender sensitization program

- Assamese Department organized a workshop on 'Positive Education and Thinking' on 27/2/2018.
- On 19/9/2017 Womens' Cell in collaboration with women and children cell (UNICEF) DC office, Tinsukia, organized a programme on Advocacy and Communication
- A talk was organized by the women Cell of the college on the occasion of International Womens' Day on 8/03/2018 on **Empowerment of Women: Legal Rights**. By Mr Phani Bhusan Sarma, Principal, Tinsukia Law College to sensitize the student.

### 5.9 Students Activities

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

State/ University level

04

National level

International level

No. of students participated in cultural events

State/ University level

01

National level

International level

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

Sports : State/ University level

02

National level

International level

Cultural: State/ University level

06

National level

International level



### 5.10 Scholarships and Financial Support

	Numbers of students	Amount
Financial support from institution	03	3350
Financial support from government	315	10,81,528
Financial support from other sources	05	40,000
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 04

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><b>VISION</b></p> <ul style="list-style-type: none"> <li>To build a college of excellence for women.</li> <li>To enable students to be complete women, in every sense of the term.</li> </ul> <p><b>MISSION</b></p> <p>To make the students aware of-</p> <ol style="list-style-type: none"> <li>The basic concepts embedded in the Constitution of India viz. national integration secularism etc.</li> <li>Social, political, economic and environmental problems of the state as well as the country.</li> </ol>
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3. The importance of preserving local traditions, art and culture of the North-East in particular and Indian in general.
4. Preparing, equipping and enlightening students to meet the demands of present times including 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.
7. The importance of being holistically fit for the present-day competitive world.
8. Value-based education and to produce morally good students.
9. Ideas of scientific outlook, progressive humanistic approach to life, work culture, discipline, commitment to 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 follows 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. Teacher Exchange Programmes undertaken by Assamese and Philosophy Department have enriched the students in this regard. Elected member of the college to the UG Board of studies also give suggestions in the board meeting of the University.

### 6.3.2 Teaching and Learning

- From the session beginning January 2017, remedial classes are included in the routine, so as to provide extra-assistance/benefit to the academically weak students.
- Power point presentation of the seminar papers for the students are encouraged.

### 6.3.3 Examination and Evaluation

- Final Examinations are conducted as per the schedule of Dibrugarh University.
- Examination Conduction Board conducts internal, sessional and final examinations.

- 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 5<sup>th</sup> Sem Examination 2017 Zone of Dibrugarh University held in Nov 2017 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 and was awarded Ph.D from Gauhati University.
- One teacher from the department of English is undergoing 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

The central library and the departmental libraries have large number of books .This year also, new books have been purchased depending on the needs of the students .One scanner cum laser printer was purchased this year.

#### 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 .A smart class training programme was organized for the faculty member of the college on 12/01/2018.

#### 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. Appointment of Ad hoc and temporary staff, both teaching and non-teaching are done by the college administration as and when required.

### 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. An agreement between IOCL(AOD) and College have been made regarding the use of playground by our students. One of our teachers 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. College is liberal in giving admission to the students coming from BPL families.

### 6.4 Welfare schemes for

Teaching	02
Non-teaching	02
Students	04

### 6.5 Total corpus fund generated

Rs 12,20,377

### 6.6 Whether annual financial audit has been done

No

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

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

### 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 the responsibility to us for the 5<sup>th</sup> Semester degree examination Zone 2017

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 donated money to the Students' Aid Fund.

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. Parent-Teacher Meets are held at regular intervals of time and these meetings provide the college with a lot of valuable advice for the overall improvement of the college.

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

- Plastic free campus. Even the dustbins are made from bamboo, a biodegradable product.
- Programmes on Environment awareness among the students specially on environment day and NSS day.
- Maintenance of a mini green house.
- Mini aqua reserve to grow aquatic plants.
- Preserving rainwater and use it for gardening.

## 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.

- Semester-wise teaching plan of the faculty.
- Installation of bamboo made dustbin for promoting an eco-friendly campus
- Internal quality audit of the departments.

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

- i) Major course in History started from the academic session 2016-17.
- ii). An MOU has been signed between IOCL(AOD) and arrangement for football playground has been made.
- iii) Students participated in various programme of NCC & NSS.
- iv) Workshop on self-defense was organized.
- v) Four National level conferences were held in the session 2017-18, where students and teachers joined in large numbers. Two teachers are undergoing research work. One of them is doing under the Faculty Development Programme of the UGC
- vi) To develop research culture, the departments were encouraged to organize field work with the students
- vii) Major target of the institution was the 2<sup>nd</sup> cycle assessment which was a long awaited need of the college. 2<sup>nd</sup> cycle reaccreditation by NAAC peer team has been completed on 9<sup>th</sup> & 10<sup>th</sup> April, 2018.

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

- **Green Awareness Programme .**
- **Youth Parliament**

7.4 Contribution to environmental awareness / protection

- The college organizes World Environment Day every year.
- Tree plantation programme is a part of all the important events of the college

7.5 Whether environmental audit was conducted? Yes, Green Audit of the college was done by the students of Economics Department

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

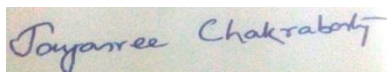
- N.S.S team of the college attended Swachch Bharat Programme at Bhimpathar village on 23<sup>rd</sup> Sept. 2017.
- NSS Day celebration and cleanliness drive within college premises on 24<sup>th</sup> Sept. 2017.
- Four NSS volunteers attended NSS Mega Special Camp at Dibrugarh University from 7<sup>th</sup> to 11<sup>th</sup> Feb. 2018
- Assamese Department Organized workshop on ‘Positive Education and Thinking’ on 27/2/2018
- A field study was conducted by 52 major students of Political Science department on 04-03-2018 at Nagaon Natun Balijan, Soonpura of Sadiya sub-division on socio-political awareness of the rural population. All the students participated in the study and they were accompanied by HoD Dr. D. Goswami and Asst. Prof Nasima Khatun
- A field study was conducted by 17 major students of Home Science department on 27<sup>th</sup> Feb. 2018 at Haatmile Gaon, Sadiya to collect different textile designs.
- Mrs Deepali Sarma, Mrs Tilottama Gogoi, Mrs Ranjita Saikia, Mr Apu Bora from the Department of Assamese took part in the Teacher Exchange Programme between D.M.M & Margherita College.
- Dr Sanjita Chetia and Dr Smita Rani Saikia were enrolled as Life Members of the NUTRITION SOCIETY of INDIA.
- Seminar proceedings of Bengali Department released entitled “VIOLENCE AGAINST WOMEN IN INDIA under the editorship of Dr A.F.Md Malik and Dr Jovial Kalita
- Mrs Deepali Sarmah Co-editor of Manthan, Annual Magazine of Assam College teachers association ,Tinsukia Zone.
- 14 students participated in NCC Combined Annual Training Camp at DHSK college from 22<sup>nd</sup> July to 31<sup>st</sup> July under 63 ASSAM GIRLS BN NCC Dibrugarh
- Usha Chetry and Beauty Borsaikia have undergone training course in theory and practice of First Aid at 162 Military Hospital from 3<sup>rd</sup> Oct to 14<sup>th</sup> Oct 2017 and duly passed in the examination.
- One Day Disaster Management Workshop held on 14/2/2018.

Multi-gym coaching started on 16/1/2018 and Jayshree Sharma was appointed as instructor



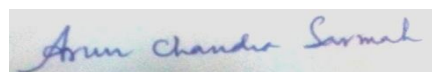
## 8. Plans of institution for next year

- Introduce MOODLE (Modular Object Oriented Dynamic Learning) software for teaching learning process.
- Complete computerization of all activities of the college.
- Strengthening Mentor –Mentee Programme and Organize Mentor Training Programme
- Construction of New Girls' Common Room with all facilities.
- Take initiative for the construction of Multi-Gym room.
- Adoption of a new village and provide extension services to them.
- Arrangement for alternative sources of energy viz., solar energy.
- Opening Science/Commerce Stream.
- Organize Awareness programme on sexual harassment and Gender sensitization.
- To start Diploma Programme, add on courses in Distance Learning
- Construction of Second floor of the existing Girls' Hostel
- Taking initiative for Opening of PG Course in Home Science, Sociology and Education
- Wi fi Zone in College and Hostel Campus
- Opening of Multi-disciplinary Courses
- To build separate rooms for all the Departments.
- Take initiative for Digital Library.
- To start English language lab and literary club.



MRS JAYASREE CHAKRABORTY

*Signature of the Coordinator, IQAC*



Dr. ARUN CHANDRA SARMAH

*Signature of the Chairperson*

# ANNEXURE-I



## ACADEMIC CALENDAR DIGBOI MAHILA MAHAVIDYALAYA, DIGBOI

(From January 2017 To Decembe,2017)

Sl. No.	Date(s)	Events/Activities
1	2 <sup>nd</sup> January, 2017 (Monday)	1. Commencement of the even semester and H. S. 1 <sup>st</sup> year classes. 2. Notification of class routine/course plants etc.
2	4 <sup>th</sup> January (Wednesday)	1. Workshop on self management and employability skills (Assam Kaziranga Univ.) (at 1.30 PM.)
3	5 <sup>th</sup> January	Opening ceremony of NCC girls' wing.
4	6 <sup>th</sup> January	Workshop on cashless transaction (SBI, Digboi) at 1-30PM.
5	9 <sup>th</sup> January	Beautician and Baking course opening
6	12 <sup>th</sup> January	Last date for submission of Evaluated Answer Scripts of the End Semester Examination of the BA. Programmes with relevant documents by the Zonal Officers to the University
7	17 <sup>th</sup> January	Shilpi Divas
8	19 <sup>th</sup> January	Inauguration of spoken Eng. (B. Voc.) course
9	24 <sup>th</sup> - 30 <sup>th</sup> January	College week
10	26 <sup>th</sup> January	Republic Day
11	30 <sup>th</sup> January, 2017	i) Death anniversary of M.K. Gandhi ii) Orientation Programme on vocational course.
12	1 <sup>st</sup> February, 2017	Saraswati Puja celebration
13	3 <sup>rd</sup> February	Inauguration of PGDCA course
14	10 <sup>th</sup> February	Coaching camp for Banking entrance Test
15	10 – 15 February	Declaration of the results of odd sem. by D.U.
16	12 <sup>th</sup> February	Alumni Meet
17	20 <sup>th</sup> February – 20 <sup>th</sup> March, 2017	H. S. 2 <sup>nd</sup> Year Final Exam
18	21 – 24 February, 17	1 <sup>st</sup> Sessional Exam of 2 <sup>nd</sup> , 4 <sup>th</sup> & 6 <sup>th</sup> Sem. Programmes (Four days)
19	25 – 28 February, 17	Counseling for the Students of the BA. Programmes and Mid Semester Feedback Assessment (any one day)
20	28 February, 17	National Science Day
21	1 <sup>st</sup> March, 17	Last date for notification of 1 <sup>st</sup> Sessional Examination Marks of the 2 <sup>nd</sup> , 4 <sup>th</sup> and 6 <sup>th</sup> Semester BA. programmes in the Departmental Notice Boards
22	From 24 <sup>th</sup> March	H. S. 1 <sup>st</sup> year exam.
23	8 March, 17	International Women's Day
24	22-24 <sup>th</sup> March	Form fill up of 2 <sup>nd</sup> , 4 <sup>th</sup> , & 6 <sup>th</sup> Sem. programme (3 days)
25	1 – 8 April	2 <sup>nd</sup> Sessional Exam.
26	4 April, 17	Last date for submission of filled in exam forms of 2 <sup>nd</sup> , 4 <sup>th</sup> & 6 <sup>th</sup> Sem. Exam
27	18 <sup>th</sup> April, 2017	Commencement of H. S. 2 <sup>nd</sup> year classes.
28	20 <sup>th</sup> April, 17	1. Last date for submission of Assignment by the students of BA programmes (if any) 2. Farewell 3. Completion of the even semester classes of the BA programme. 4. Last date for notification of 2 <sup>nd</sup> Sessional Examination Marks of the BA programmes in the Departmental Notice Board.
29	2 – 31 May, 17	End Sem. Examinations of BA programmes
30	5 -- 31 May, 2017	Evaluation of Answer Scripts of the BA End Semester Examination (2 <sup>nd</sup> , 4 <sup>th</sup> & 6 <sup>th</sup> Sem.) at the Zones.
31	9 <sup>th</sup> May, 2017	Last date for submission of Internal Assessment marks of the 2 <sup>nd</sup> , 4 <sup>th</sup> & 6 <sup>th</sup> Semester Students of the

		BA Programmes to the University
32	25 <sup>th</sup> May, 17	Admission Notice for H.S. I. & 1 <sup>st</sup> Sem and issuing of forms.
33	1 <sup>st</sup> - 30 <sup>th</sup> June, 17	Admission to the BA 3 <sup>rd</sup> & 5 <sup>th</sup> Sem. classes.
34	1 <sup>st</sup> June, 17	1. Commencement of the Odd Semester Classes of the BA Programmes 2. Notification of Class Routine in the Colleges. 3. Notification of Course Plan/Departmental Class Routine in the Dept. Notice Boards of the Colleges.
35	5 <sup>th</sup> June, 17	World Environmental day observance.
36	6 <sup>th</sup> – 8 <sup>th</sup> June	Submission of H.S.I. & BA 1 <sup>st</sup> Sem. forms.
37	9 <sup>th</sup> – 14 <sup>th</sup> June	Admission to 1 <sup>st</sup> Sem. & H.S.I. classes
38	9 <sup>th</sup> June	Last date for submission of evaluated Scripts of the End Semester Examinations of the BA Programmes with relevant documents by the Zonal Officers of the University.
39	15 <sup>th</sup> June	1 <sup>st</sup> Sem. & H.S. 1 classes begin.
40	20 <sup>th</sup> June, 2017	Rabha Divas
41	24 <sup>th</sup> July	Foundation Day Celebration.
42	1 <sup>st</sup> August	Re-commencement of H. S. & BA. classes
43	8 – 13 August, 2017	1 <sup>st</sup> Sessional Exam
44	12 <sup>th</sup> August, 2017	Fresher's Social
45	8 – 17 Aug	1 <sup>st</sup> Unit Test of H.S. 2 <sup>nd</sup> year
46	18 <sup>th</sup> Aug	Death anniversary of D. C. Devsarmah / S.L. Gogoi Memorial Talks
47	16 – 23 August	Counseling for the BA. Semester Students and Mid Semester Feedback Assessment (any one day)
48	16 – 25 August	Digboi Mahila Mahavidyalaya Students Union Election
49	14 <sup>th</sup> August	Submission of filled in Registration Forms for BA & HS 1 <sup>st</sup> .
50	15 <sup>th</sup> August, 2017	Independence Day
51	19 <sup>th</sup> August	Last date of notification of 1 <sup>st</sup> sessional marks of BA. Programme.
52	1 – 10 September	Internal Assessment of the BA programme through Seminar/GD etc.
53	6 – 16 September	2 <sup>nd</sup> unit test of HS – 2 <sup>nd</sup> year & 1 <sup>st</sup> unit test of H.S. 1 <sup>st</sup> year
54	22 <sup>nd</sup> September	1. Last date for Assignment Submission by the students (if any) of the BA. Programmes in the Semester System. 2. Last date for Form Fill up of the BA. End Semester Examination.
55	18 -22 Sept.	2 <sup>nd</sup> Sessional Test
56	22 Sept.	Parent-Teachers meet
57	23 <sup>rd</sup> September	Form fill up of the BA end Sem. Exam.
58	4 <sup>th</sup> October	1. Last date for notification of 2 <sup>nd</sup> Sessional BA programmes in the Semester System) Examination Marks in the Departmental Notice Boards. 2. Last date for Submission of the filled in Exam Forms of the BA End Semester Exam. by the Colleges at the University. 3. Completion of the Odd Sem. Classes of the BA. Programmes.
59	2-11Nov.	Selection test of H.S. 2 <sup>nd</sup> year.
60	1 – 30 Nov	Odd Sem. BA exam.
61	6 <sup>th</sup> Nov.	Last date for submission of Internal Assessment marks of the Students of the BA. Programmes to the University
62	1 - 31 December, 17	Semester End vacation for teaching staff of colleges.

  
 (Dr. Arun Chandra Sarmah)  
 Principal  
 Digboi Mahila Mahavidyalaya

## ANNEXURE II

(Best Practice: 2017-18)

### Best Practice-1

1. Title of the Practice: **Green Awareness Programme**

2. Goal: To inculcate green habits amongst the students.

About the Programme The college celebrates World Environment Day programme every year keeping a similarity with the UN theme of the day. The college always try to spread the message through the activities organized on the special day. This year's theme was 'BEAT PLASTIC POLLUTION'. Plastic has become a serious threat for the humanity. The world has generated more plastic in the last decade than the last century as a whole. 50% of the plastic used is single use plastic. To make aware of the threat of plastic use our college NSS team comprising of 15 student members delivered short speech on the bad impact of plastic and take an oath to control plastic pollution in presence of the students of two neighboring schools viz., Swamar Vidyapith & Sishu Niketon separately. Children from 9<sup>th</sup>,10<sup>th</sup>,11<sup>th</sup> standard attended the programme. Environment related quiz was organized amongst the students and COTTON BAG was given to the winner. This was a humble effort on the part of the student to arouse consciousness amongst the young generation to reduce plastic use and use cotton bag which can be reused and biodegradable. Two video clips was shown to them The students as well as the teachers of both the schools enjoyed the programme thoroughly and made a commitment to spread the message to their family members, friends and relatives. The team was accompanied by Mrs Jayasree Chakraborty(co-ordinator IQAC),Mr Sanjeeb Dutta.(NSS programme Officer) Dr Minoti Sarmah(Asst Programme Officer NSS)

3. Limitations: Due to Paucity of fund we had to restrict the programme .

4. Evidence of success: Evidence of success can be seen from the fact that students from our college as well as two neighbouring schools have become conscious to use cotton bags in place of plastic bags or use reusable plastic bags.

## Best practice – 2

1. Title of the practice – **Youth Parliament**
2. Goals -- To give opportunities to students to learn the parliamentary procedures by participating in mock parliamentary debates.
3. About the programme
4. As a part of series of youth parliament programme organized by the Dist. Adm., the IQAC of Digboi Mahila Mahavidyalaya organized the “Youth Parliament on 03/04/2017. Around 60 students participated. Students were divided into two group—treasury bench and opposition bench. One student was selected as speaker. During “Zero Hour” questions were asked by the opposition bench on different topics of national and international concern, the questions were aptly answered by the Treasury bench.

Limitations –

- i. Lack of knowledge about the parliamentary procedures i.e. How debates are carried on, decorum maintained etc.  
More such programmes should be held to make students aware of democratic values.

Evidence of Success –

Evidence of success can be seen from the enthusiastic participation of students in large no. as participants as well as audience. In their feed-backs they have expressed the need of such programmes where more & more students can participate.

Problems encountered and resources required---

It has been seen that in the process of debating students gets carried away by their political leanings. To conduct more such programme resources are very much needed. Students can also be taken to have firsthand experience of parliamentary debate.

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