

The Annual Quality Assurance Report (AQAR) of the IQAC

AQAR 2009-10

DIGBOI MAHILA MAHA VIDYALAYA

Part – A

1. Details of the Institution

1.1 Name of the Institution

1.2 Address Line 1

Address Line 2

City/Town

State

Pin Code

Institution e-mail address

Contact Nos.

Name of the Head of the Institution:

Tel. No. with STD Code:

Mobile:

Name of the IQAC Coordinator:

Mobile:

9435703112

IQAC e-mail address:

iqacdmm@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner-bottom of your institution's Accreditation Certificate)

NA*

*NA in the certificate(Xerox copy of the certificate is attached herewith)

1.5 Website address:

www.digboimahilamahavidyalaya.com

Web-link of the AQAR:

Accreditation Details

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

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

15-07-2003

1.8 AQAR for the year

2009-10

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

- i. AQAR___ 2005-06 19-08-2007
- ii. AQAR___ 2006-07 30-05 -2008
- iii. AQAR___ 2007-08 27-10-2008

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, Dibrugarh, Assam

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

Autonomy by State/Central Govt. / University

NO

University with Potential for Excellence

NO

UGC-CPE

NO

DST Star Scheme

NO

UGC-CE

NO

UGC-Special Assistance Programme

NO

DST-FIST

NO

UGC-Innovative PG programmes

NO

Any other (*Specify*)

NO

UGC-COP Programmes

NO

2. IQAC Composition and Activities

2.1 No. of Teachers

05

2.2 No. of Administrative/Technical staff

02

2.3 No. of students

Nil

2.4 No. of Management representatives

01

2.5 No. of Alumni

Nil

2.6 No. of any other stakeholder and
community representatives

Nil

2.7 No. of Employers/ Industrialists
2.8 No. of other External Experts
2.9 Total No. of members
2.10 No. of IQAC meetings held

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

Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes :

2.14 Significant Activities and contributions made by IQAC :

- In order to promote a sense of national and patriotic zeal amongst the students, commemorative days like the Independence Day, Republic Day, Teacher's Day are observed. Apart from this, Saraswati Puja, Viswakarma Puja, College Foundation Day, Fresher's Social, Parting Social etc are also observed with pomp and gaiety. In order to create awareness about the environment amongst the students, the World Environment Day is also observed enthusiastically.
- Students are encouraged to participate in the Annual College Week, other Cultural events, Inter-college Sports and Cultural activities. In order to harness the leadership qualities amongst the students, DMM Students' Union is formed every year after the conduction of elections, modeled on the Lok Sabha and Assembly elections of the country.
- As part of the programme on empowering women through various means, the college

has a Beautician's Course and conducts Entrepreneurship programmes, from time to time.

- Computer Application was introduced for the students.

2.15 Plan of Action by IQAC/Outcome

The IQAC at the beginning of the year chalked out an Action Plan covering some key aspects of the Institution which require immediate attention to ensure quality services. Some of the plans and their achievements are highlighted here-under.

Plan of Action	Achievements
i. Proposal taken for opening major in Home Science.	i. Major classes in the Department of Home Science started from the academic session 2009-10.
ii. Computerization of the Library and other allied activities.	ii. Process of computerization of the library started but could not be completed due to some inadvertent and unforeseen technical problems that cropped up on the way.
iii. Introduction of Career-oriented Course (Beautician's Course, Tourism and Travel Management) (as per Peer Team recommendation)	iii. With the active support of the college and whole-hearted participation of the Department of Home Science, the college successfully launched a short-term Beautician's Course. The Course on Tourism and Travel Management is still under consideration.
iv. Inculcating the spirit of entrepreneurship amongst the student community.	iv. The Department of Home Science successfully conducted a programme on Entrepreneurship Development. The Department of Economics too conducted a wide Field Survey on Tourism and had also visited the Jagiroad Paper Mill and Guwahati in this regard.
v. Undertaking a Special Study programme of people belonging to the SC/ST community in the adjoining areas of Digboi township.	v. The Department of Political Science conducted a Field Survey of the Sema Naga village, Lekhapani, which is approximately 30 K.M. from the college. The Department of Sociology also conducted a multi-aspect survey of the Tai-Khamti tribe, Mulang village, Ledo, (25 K.M. approx.) Margherita. The Department of Home Science undertook a 'Diet and Nutrition' survey at Nabajyoti,

vi. Empowering the students belonging to the poorer sections of the society by enhancing existing facilities of the college for them.	Powai under Margherita Sub-Division. vi. All the HoDs were instructed to strengthen the Departmental Libraries and ensure help of the poor and needy students, in terms of books.
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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 26-11-2016 and Digboi Mahila Mahavidyalaya Governing Body meeting subsequently held accepted the AQAR prepared as per the revised guidelines effecting from 01-01-2014 and advised the coordinator of IQAC to sent it to NAAC.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of Programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	--	--	--	--
PG	--	--	--	--
UG	01			--
PG Diploma	--	--	--	--

Advanced Diploma	--	--	--	--
Diploma	02	--	--	--
Certificate	--	--	--	--
Others	--	--	--	--
Total	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	--
Trimester	--
Annual	1

1.3 Feedback from stakeholders*

Alumni

Parents

Employers

Students

(On all aspects)

Mode of feedback: Online

Manual

Co-operating schools (for PEI)

**Please refer to Annexure II for an analysis of the feedback*

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

NO

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

Major course introduced in Home Science

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
27	10	17	0	0

2.2 No. of permanent faculty with Ph.D.

11

2.3 No. of Faculty

Positions

Recruited (R) and Vacant

(V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
10	0	17	0	0	0	0	0	27	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

NIL

NIL

10

2.5 Faculty participation in conferences and symposia, workshop:

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

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

- The college mandatorily follows the syllabus prescribed by the University of Dibrugarh to which it is affiliated. It may be pertinent to mention that the Department of Education has introduced an innovative method in the teaching process by the demonstration of the 'Simulation Model of Teaching'. In addition remedial classes for weaker students, group discussions, debates, departmental seminars are organized by the departments for promoting leadership quality and improving communication skill.

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)

The college follows the University guidelines for conduction of Examination.

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

Nil	Nil	Nil
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Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

82%

2.11 Course/Programme-wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA	119	Nil	3.01%	58.64%	24.06%	85.71%
BSc	NA	NA	NA	NA	NA	NA
BCom	NA	NA	NA	NA	NA	NA

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

In all the subjects/papers taught at the degree level, students' feedback on teachers is taken during the year. The data after analysis are shown to each of the teachers pointing out their strong and weak areas. In some individual cases, teachers are asked to improve themselves, in areas in which they are found to be weak.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	02

UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	0
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	08
Others	0

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	7+3=10	03
Technical Staff	01	0	0	0

Criterion – III

3. Research, Consultancy and Extension

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

<ul style="list-style-type: none"> Felicitation to M.Phil, PhD faculty member in the College Annual Function Encouraging faculty member to take Minor and Major Research Project. Providing facility to actively participate in Seminar/ Workshop/ Symposia/ Conference etc. at National and International level.
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3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
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Number	0	0	0	0
Outlay in Rs. Lakhs	0	0	0	0

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs	0	0	0	0

3.4 Details on research publications

	International	National	Others
Peer Review Journals	0	01	0
Non-Peer Review Journals	0	0	09
e-Journals	0	0	0
Conference proceedings	0	01	0

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	—	—	—	—
Minor Projects	—	—	—	—
Interdisciplinary Projects	—	—	—	—
Industry sponsored	—	—	—	—
Projects sponsored by the University/ College	—	—	—	—
Students research projects (<i>other than compulsory by</i>	—	—	—	—

<i>the University</i>)				
Any other(Specify)	—	—	—	—
Others	—	—	—	—

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

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	0	0	0	0	0
Sponsoring agencies	0	0	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	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialized	Applied	0
	Granted	0

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

Total	International	National	State	University	District	College
0	0	0	0	0	0	0

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:

- Visited Navajyoti gaon near Powai, 7 km away from our college. Books and book shelf were given to the village.
- Diet survey in Navajyoti gaon was done by the students of H.Sc. dept.
- Students went to Primary Health centre for training on family planning at Tingrai under block Hapjan PHC, Tinsukia on 28th June, 2010.
- Distribution of fruits and cloths in Blind School, Moran on 5th Nov, 2009

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	.	IOCL	12761 sq. mtr.

	mtr.			
Class rooms	25	NIL		25
Laboratories	2	--	--	--
Seminar Halls	1	--	--	--
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	--	--	--	--
Value of the equipment purchased during the year (Rs. in Lakhs)	--	--	--	--
Others	--	--	--	--

4.2 Computerization of administration and library

- Partially computerized.

4.3 Library services:

	Existing		Newly added		Total	
	No	Value	No	Value	No	Value
Text Books	13,103	21,12,675	371	1,86,916	13,474	22,99,591
Reference Books						
e-Books	0	0	0	0	0	0
Journals	6	3150	Nil	Nil	6	3150
e-Journals	0	0	0	0	0	0
Digital Database	0	0	0	0	0	0
CD & Video	0	0	0	0	0	0
Others (specify) Newspaper & Magazine	13	9413	Nil	Nil	13	9413

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	08	--	01	01	--	02	01	05
Added	--	--	--	--	--	--	--	--
Total	08	--	01	01	--	02	01	05

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

- Internet is available in the library and IQAC cum Internet room
- Computer related orientation programme has been organized for the staff.

4.6 Amount spent on maintenance in lakhs :

i) ICT

0.13

ii) Campus Infrastructure and facilities

12.16

iii) Equipments

00

iv) Others

00

Total :

12.29

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC makes students aware on

- Library facility, drinking water facility, sports facility, grievance redressal etc.

IQAC recommended the authority to improve above services by making rules stringent for providing facilities to more students.

5.2 Efforts made by the Institution for tracking the progression

- Meeting held with the teachers and Students' Union to discuss the progress in different fields and accordingly measures taken to improve the shortcomings.

5.3 (a) Total Number of students

UG	PG	Ph.D	OTHERS
407	0	0	0

(b) No. of students outside the state

(c) No. of international students

Men	No	%
	NA	NA

Women	No	%
	407	100%

Last Year						This Year					
General	ST	SC	OBC/MOBC	Physically challenged	Total	General	ST	SC	OBC/MOBC	Physically challenged	Total
144	43	20	153/35	0	395	132	41	30	169/35	0	407

Demand ratio 1:1

Dropout % 8.9%

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

No. of student beneficiaries

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

NET SET/SLET GATE CAT

IAS/IPS etc State PSC UPSC Others

5.6 Details of student counseling and career guidance

- The college has a guidance and counseling cell, responsible for guiding the students. There is also an Admission Committee comprising all the HoDs of the Depts. Information pertaining to guidance and counseling are displayed in the notice boards of the college for the benefit of the students. Counseling is done by the Admission Committee.

No. of students benefitted

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	Number of Students Placed
NIL	NIL	NIL	NIL	NIL

5.8 Details of gender sensitization programmes

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

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Numbers of students	Amount
Financial support from institution	--	--
Financial support from government	7	18455
Financial support from other sources	--	--
Number of students who received international/national recognitions	--	--

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 : Nil

5.13 Major grievances of students (if any) redressed: There has been no major recorded grievance of the students

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the Institution

VISION

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

MISSION

To make the students aware of-

- The basic concepts embedded in the Constitution of India viz. national integration, secularism etc.
- Social, political, economic and environmental problems of the state as well as the country.
- The importance of preserving local traditions, art and culture of the North-East in particular and Indian in general.
- Preparing, equipping and enlightening students to meet the demands of present times including I.C.T.
- The importance of co-curricular activities and its necessity for self employment.
- Knowledge and skill through curriculum for better future life as a child, young or an adult.
- The importance of being holistically fit for the present-day competitive world.
- Value-based education and to produce morally good students.
- 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

- Curriculum is developed by the parent University & is followed by the college.
- Field works are conducted by the department concerned vis-à-vis the syllabus.
- The college is offering two diploma courses – diploma in computer application and diploma in beautician
- One of the department introduced an innovative method in the teaching process by the demonstration of the ‘Simulation model of the teaching’

6.3.2 Teaching and Learning

- A routine is prepared in the beginning of the session in accordance with the syllabus. Discussions are made between teachers and principal regarding fuller utilization of available resources for academic improvement.

6.3.3 Examination and Evaluation

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

6.3.4 Research and Development

- Digboi Mahila Mahavidyalaya authority encourages research activity of the college teachers. Few teachers are actively engaged in research work.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- College has a library with reading room facility for the students and teachers. Few teachers are engaged in research work.

6.3.6 Human Resource Management

- The Principal holds meeting regularly with HoDs, all teaching and non teaching staff for upliftment of academic atmosphere of the college by taking course plan, work load, academic calendar, lesson plan etc. College authority entrust duties in different areas on the basis of their creative or active expertise in their concern areas.

6.3.7 Faculty and Staff recruitment

- The best persons are selected on the basis of merit & interview for filling various

sanctioned post as per guidelines of Director of Higher Education Assam.

- For non-sanctioned posts best among the available candidates are selected.

6.3.8 Industry Interaction / Collaboration

- From the inception of the college IOCL (AOD), Digboi and OIL, Duliajan are helping us in cash and kind and also in its management.

6.3.9 Admission of Students

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

6.4 Welfare schemes for

Teaching	01
Non-teaching	01
Students	02

6.5 Total corpus fund generated

4.79 lakh

6.6 Whether annual financial audit has been done

Yes

No

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

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

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

For UG Programmes

Yes

No

For PG Programmes

Yes

No

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

NA

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

- Dibrugarh University has academic control over the affiliated colleges. Part of the assessment process is entrusted to the colleges in the form of internal assessment. Degree examination copies are evaluated at different zone, which promote help to promote the autonomy of the colleges.

6.11 Activities and support from the Alumni Association

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

6.12 Activities and support from the Parent – Teacher Association

- Donations in terms of chair, bench, desk, fan etc from parents or guardians were received and also valuable suggestions for the management of the college and hostel.

6.13 Development programmes for support staff

- Librarian attended National Work shop on Library Automation. Two staff members were sent to Dibrugarh University for training on computerization.

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

- Plantation program is done regularly and green audit of the college was conducted.

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.

- Bulletin boards are published by the students on current topics.
- Departmental library for all the departments to meet the specific need of the economically backward students.

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

- Major classes in the Department of Home Science started from the academic session 2009-10.
- With the active support of the college and whole-hearted participation of the Department of Home Science, the college successfully launched a short-term Beautician's Course.
- The Department of Home Science successfully conducted a programme on Entrepreneurship Development.
- The Department of Economics conducted a wide Field Survey on Tourism.
- The Department of Political Science conducted a Field Survey of the Sema Naga village, Lekhapani, which is approximately 30 K.M. from the college.
- The Department of Sociology also conducted a multi-aspect survey of the Tai-Khamti tribe, Mulang village, Ledo, (25 K.M. approx.) Margherita.
- The Department of Home Science undertook a 'Diet and Nutrition' survey at Nabajyoti, Powai under Margherita Sub-Division.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

1. Book fair was organized in the college campus.
2. Hostel mess is managed by students themselves.

7.4 Contribution to environmental awareness / protection

- Plantation program.
- Participation in procession on Environmental awareness organized by IOCL (AOD), OIL, Digboi.

7.5 Whether environmental audit was conducted? Yes No

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

Strength

- Girls college located in a place well connected by transport.
- Support from dedicated teachers.

Weakness

- Awfully under staff.
- Library is not properly computerized.

- The dream of construction of a sprawling campus as well as playground has not taken off as yet due to lack of adequate area.

Opportunity

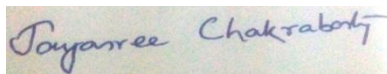
- A good number of schools having good academic track record are situated in the vicinity of our college.
- Presence of IOCL & OIL, who extend their co-operation in a number of ways for the well being of the college.

Challenges

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

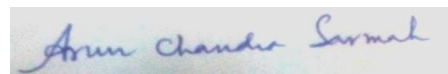
8. Plans of institution for next year

- i. Construction of new girls hostel.
- ii. Construction of Laboratory and class room of Home Science.
- iii. Involvement of students in various activities related to society.
- iv. Organize exchange programme and invite faculty members with outstanding knowledge about the latest development of the subject.
- iv. Computerization of office, accounts and library.



(Mrs. Jayasree Chakraborty)

Signature of the Coordinator, IQAC



(Dr. Arun Chandra Sarmah)


Signature of the Chairperson, IQAC

ANNEXURE-I

**ACADEMIC CALENDAR
DIGBOI MAHILA MAHAVIDYALAYA
YEAR – 2009**

SL No	Month	Working days	Sundays	Holidays	College/Board DU Exam	Activities
1	January	1,2,3,5,6,7,8,9,10,12,16,17,19,20,21,22,23,24,27,28,29,30=22days	4, 11, 18, 25,	13-15 Magh Bihu 26 Republic Day 31 st Saraswati Puja		22 Jan, Centre committee & Degree examination committee meeting
2	February	2,3,4,5,6,7,10,11,12,13,14,16,17,18,19,20,21,24,25,26,27,28,=22days	1, 8, 15, 22	9 Bir Chilarai divas 23 Shiv Ratri		Farewell Degree 3 rd Year Student
3	March	2,3,4,5,6,7,9,10,12,13,14,16,17,18,19,20,21,23,24,25,26,27,28,30,31=25 days	1, 8, 15, 22, 29	11 Holi, Dol Jatra (Fakua)	Degree Part III Exam	
4	April	1,2,3,4,6,7,8,9,11,13,17,18,20,21,22,23,24,25,27,28,29,30=22 days	5, 12, 19, 26	10 Good Friday 14-16 Rongali Bihu	Degree Part I, II, III Exam	
5	May	2,4,5,6,7,8,11,12,13,14,15,16,18,19,20,21,22,23,25,26,27,28,29,30=24 days	3, 10, 17, 24, 31	1 May Day 9 Buddha Purnima	Provisional Admission by 16 th May, Commencement of TDC 2 nd year & TDC 3rd year classes from 18 th May	
6	June	1,2,3,4,5,6,8,9,10,11,12,13,15,16,17,18,19,20,22,23,24,25,26,27,29,30=26 days	7, 14, 21, 28,		1 st June commencement of TDC 1 st year Classes	World environment day 5 th June
7	July		5, 12, 19, 26	1 – 31 Summer Vacation		24 th July College Foundation Day
8	August	1,3,4,5,6,7,8,10,11,12,13,14,17,18,19,20,21,24,25,26,27,28,29,31=24 days	2, 9, 16, 23, 30	15 Independence Day 22 Tithi of Sri Sri Sankardeva		8 th August Fresher's Social.
9	September	1,2,3,4,5,7,8,10,12,14,15,16,17,18,19,22,23,24=18 days	6, 13, 20, 27	9 Tithi of Sri Sri Madhavdeva 11 Janmastami 21 Id-UL-Fitre 25- 30 Durga Puja	Unit Test Exam for degree classes	5 th Sept Teachers Day Celebration
10	October	20,21,22,23,24,26,27,28,29,30,31=11 days	4, 11, 18, 25	1-3 Janmotsav of Sri Sri Sankardeva, Birthday of Mahatma Gandhi & Lakshmi Puja 17 Kali Puja & Deepawali 18 Kati Bihu		
11	November	3,4,5,6,7,9,10,11,12,13,14,17,18,19,20,21,23,25,26,27,30=22 days	1, 8, 15, 22, 29	2 Guru Nanak's Birthday 24 Lachit Divas 28 Id-Uz-Zuha		Student union election
12	December	1,3,4,5,7,8,9,10,11,12,14,15,16,17,18,19,21,22,23,24,26,28,29,30,31=25 days.	6, 13, 20, 27	2 Asom Divas 25 Christmas Day		Annual College Week 24 th -30 th Dec Week

Autumn Vacation - 25th September to 19th October
Total working days –241 days.


 Vice Principal
 Digboi Mahila Mahavidyalaya

