

AQAR 2011-12

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by 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:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID

1.4 NAAC Executive Committee

(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 in the certificate (Xerox copy of the certificate attached herewith)

1.5 Website address:

Web-link of the AQAR:

1.6 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

1.8 AQAR for the year

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

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

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*)

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and community representatives

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:

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2.14 Significant Activities and contributions made by IQAC:

- | |
|--|
| <ul style="list-style-type: none">• The IQAC takes initiatives to organize regular programme in college campus, Independence Day, Republic Day, Teacher's Day, World Environment Day, National Girl child day, International Women's day.• Students are encouraged to participate in the Annual College Week, college foundation day, Death anniversary of college founder Sri D.C. Deb Sarmah.• IQAC took the initiative for continuation of vocational career oriented vocational courses like beautician course and PGDCA (in collaboration with NICET) |
|--|

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. Construction of Home Science laboratory and classroom.	i. Construction of Home Science laboratory and classroom started.
ii. To appoint a whole time physical instructor for Gym facility.	ii. Gym facilities have been provided and a physical instructor has been appointed on 26-03-2012.
iii. Re-Introduce biometric machine for recording attendance of the teaching and nonteaching staff.	iii. Biometric machine has been re-introduced from this session.
iv. To develop research culture amongst the teachers. (NAAC recommendation)	iv. To develop research culture amongst the teachers, a Research Cell was formed which encouraged faculty members for adopting MRP and start research work leading Ph.D.
v. To organize faculty exchange programme, invite guest faculty.	v. The Department of Philosophy organized a faculty exchange programme on 12-03-2012. The Department of Assamese organized a lecture session by guest speaker from a

<p>vi. To give more importance to develop writing skill amongst the student.</p> <p>vii. Organize Environment awareness programme.</p>	<p>neighboring college.</p> <p>vi. A On-the-Spot poem and a short story writing competitions were organized by the Department of Assamese (02-09-2011). The Departments of Hindi and Assamese published individual magazines from the respective Departments.</p> <p>vii. Seminar on Snake Conservation was organized on 24-01-2012.</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 15-02-2017 and Digboi Mahila Mahavidyalaya Governing Body meeting subsequently held on 16-02-2017 accepted the AQAR prepared as per the revised guidelines w.e.f. 01-01-2014 and advised the Coordinator of IQAC to send 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 existing Programmes	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	04	--	--	--

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	B.A. Part I
Trimester	Nil
Annual	B.A. (Part II & Part III)

1.3 Feedback from stakeholders*

Alumni

Parents

Employers

(On all aspects) Students

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.

Dibrugarh University introduced Semester System with new syllabi w.e.f 2011-12

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

Post Graduate Distance Education in Political Science

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Arts:

Total	Asst. Professors	Associate Professors	Professors	Others
26	8	18	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
8	1	18	0	0	0	26	1

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

Attended	01	04	--
Presented papers	06	21	03
Resource Persons	--	--	--

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

- Few departments use Audio-Visual aids resources.
- Internet facilities for faculty as-well-as students.
- Flexibility in class routine.
- Remedial classes for weaker students.

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

185 days

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

The college follows the University guidelines for conduction of Examinations and Evaluation

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development, as member of Board of Study/Faculty/Curriculum Development workshop

Nil	Nil	Nil
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2.10 Average percentage of attendance of students

85%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	PASS %
B.A.	156	9.62%	3.21%	50%	16.66	79.49
B.Sc.	NA	NA	NA	NA	NA	NA
B.Com.	NA	NA	NA	NA	NA	NA

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

- IQAC plays crucial role in the development of teaching & learning processes. It operates through various committees to monitor and evaluate the same. The college mandatorily follows the syllabus prescribed by D.U. to which it is affiliated. Syllabi of the Diploma Courses are designed by respective departments. To cope with Semester System, Internal Semester monitoring Committee set up comprising all HoD & IQAC Co-ordinator.

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	02
HRD programmes	--
Orientation programmes	02
Faculty exchange programme	--
Staff training conducted by the university	--
Staff training conducted by other institutions	--
Summer / Winter schools, Workshops, etc.	07
Others	--

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	a. Office i. Permanent sanctioned - 07 ii. Permanent non-sanctioned -03 b. Library i. Permanent non-sanctioned -03	0	01	Office – 04 Library - 01
Technical Staff	01	0	0	0

Criterion – III

3. Research, Consultancy and Extension

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

<ul style="list-style-type: none"> • 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
Number	--	--	--	--
Outlay in Rs. Lakhs	--	--	--	--

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	--	01	--
Outlay in Rs. Lakhs	--	---	50000	MRP not done due to non receipt of fund.

3.4 Details on research publications

	International	National	Others
Peer Review Journals	--	--	--
Non-Peer Review Journals	01	--	14
e-Journals	--	--	--
Conference proceedings	--	01	--

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	2011-12	UGC	50000	Nil
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/				

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

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

3.8 No. of University Departments receiving funds from

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

3.9 For colleges

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number					
Sponsoring agencies					

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: Nil

From funding agency From Management of University/College
Total

3.16 No. of patents received this year

Type of Patent	Number
National	00
International	00
Commercialized	00

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	--	01	--	--	--	--

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

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

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)
JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

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

University level State level
National level International level

3.23 No. of Awards won in NSS:

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

3.24 No. of Awards won in NCC:

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

3.25 No. of Extension activities organized

University forum	<input type="text" value="00"/>	College forum	<input type="text" value="04"/>	NCC	<input type="text" value="00"/>
NSS	<input type="text" value="01"/>	Any other	<input type="text" value="00"/>		

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

- 1 .Extension programme in Tupula Bosti on Nutrition and making people aware of textile printing.
2. Extending service to Omola Ghar Nursery School.
- 3, Visit to Primary Health Centre-Panbari for family planning training of adolescent girls.
4. Diet survey among village women in Panbari Gaon on 2nd September, 2011.
5. Training for Quick and healthy food preparation for daily use was given to the rural women of Golai no 1 (NSS).

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	12761 sq mtr.	--	--	12761 sq mtr.
Class rooms	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)	--	6.01	--	6.01
Others	--	--	--	--

4.2 Computerization of administration and library

Administration is partially computerized.

4.3 Library services:

	Existing		Newly added		Total	
	No	Value	No	Value	No	Value
Text Books	14101	2507801	844	385512	14945	2893313
Reference Books						
e-Books	0	0	0	0	0	0

Journals	6	850	Nil	Nil	6	850
e-Journals	0	0	0	0	0	0
Digital Database	0	0	0	0	0	0
CD & Video	0	0	0	0	0	0
Others (specify) News paper & Magazine	13	10480	Nil	Nil	13	10480

4.4 Technology up gradation (Overall)

	Total Computers	Computer Labs	Internet	Browsing centre	Computer centre	Office	Departments	Others
Existing	10	--	01	01	--	03	02	05
Added	05	04	01	--	--	01	--	--
Total	15	04	02	01	--	04	02	05

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

- Training to Librarian & Library Assistant on Computer application.
- Laptop provided to all the departments.

4.6 Amount spent on maintenance in lakhs :

i) ICT

0.97

ii) Campus Infrastructure and facilities

4.50

iii) Equipments

0.007

iv) Others 2.07

Total : 7.547

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- The information about support system is given in the prospectus.
- The information on support system is displayed on the general notice board, department notice board and library notice board.
- Receiving feedback from the students and alumni for further improvement of the support system and action taken accordingly.

5.2 Efforts made by the institution for tracking the progression

- The college keeps records of all internal and end semester examination through examination cell in collaboration with IQAC.
- Provide the students with the latest education facilities and opportunities.
- Provide the student with some new facilities and opportunities for development of co-curricular activities and monitor their achievement in various fields.

5.3 (a) Total Number of students

UG	PG	PhD	OTHERS
491			

(b) No. of students outside the state 10

(c) No. of international students NIL

Men	<table style="width: 100%; border-collapse: collapse;"><thead><tr><th style="width: 50%;">Number</th><th style="width: 50%;">Percentage</th></tr></thead><tbody><tr><td>NIL</td><td>0%</td></tr></tbody></table>	Number	Percentage	NIL	0%
Number	Percentage				
NIL	0%				

Women	<table style="width: 100%; border-collapse: collapse;"><thead><tr><th style="width: 50%;">Number</th><th style="width: 50%;">Percentage</th></tr></thead><tbody><tr><td>491</td><td>100%</td></tr></tbody></table>	Number	Percentage	491	100%
Number	Percentage				
491	100%				

Last Year						This Year					
General	ST	SC	OBC/MO BC	Physically challenged	Total	General	ST	SC	OBC/MOB C	Physically challenged	Total
155	44	41	180/39	0	459	164	42	41	186/58	0	491

Demand ratio 1:1

Dropout % 10.12%

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

Coaching classes for TET were undertaken.

No. of students beneficiaries

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

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

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. Counseling are done by the Admission Committee.
- Information pertaining to guidance and counseling are displayed in the notice boards of the college for the benefit of the students.

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

00	00	00	06
----	----	----	----

5.8 Details of gender sensitization programmes

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

5.9 Students Activities

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

State/ University level 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	42	1,05,820
Financial support from other		

sources		
Number of students who received international/national recognitions		

5.11 Student organized / 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

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

MISSION

To make the students aware of-

1. The basic concepts embedded in the Constitution of India viz. national integration, secularism etc.
2. Social, political, economic and environmental problems of the state as well as the country.
3. The importance of preserving local traditions, art and culture of the North-East in particular and Indian in general.
4. Preparing, equipping and enlightening students to meet the demands of present times

including ICT.

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

- New curriculum of Semester system implemented this year by the parent University
- College follows the University curriculum and designs the class routine, lesson plan accordingly.
- One career oriented Computer diploma course is also provided.

6.3.2 Teaching and Learning

- A general routine is prepared in the beginning of the session utilizing the available infrastructure.
- All the departments prepare their course plan, teaching plan accordingly.
- The college plan a judicious mixture of curricular and co curricular and other activities like project, study tour etc. to strengthen the teaching learning process.

6.3.3 Examination and Evaluation

- Semester examinations are conducted by Dibrugarh University.
- Sessional examinations are conducted internally. Setting of question papers and evaluation are done by the teachers and closely monitored by the Principal.

6.3.4 Research and Development

- Few teachers are actively engaged in research work.
- Teachers are allowed to avail library facility to continue research work.
- Teachers are allowed to avail leave without hampering the regular classes.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- CCTV is installed for the surveillance of the college campus.

6.3.6 Human Resource Management

- The best persons are selected through interview.
- Principal holds regular meeting with the teaching & non-teaching staff and assigns job accordingly.

6.3.7 Faculty and Staff recruitment

- The best persons are selected on the basis of merit & interview for filling various sanctioned posts as per guidelines of Director of Higher Education, Govt. of Assam.
- For non-sanctioned posts, the best among the available candidates are selected.

6.3.8 Industry Interaction / Collaboration

Since the inception of the college IOCL (AOD), Digboi and OIL Duliajan have been extending help 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

3.62 lakhs

6.6 Whether annual financial audit has been done

Yes No

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

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

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?

- Semester System of Examination started from the year.

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

Dibrugarh University (DU) has only academic control over the affiliated colleges. Part of the

assessment process is entrusted to the colleges in the form of internal assessment. DU examination conduction is done by the colleges. Evaluation of scripts is done by the Zone. The responsibility of the Zone is entrusted to the colleges.

6.11 Activities and support from the Alumni Association

Alumni Association helps us in teaching when required and gives suggestion for the improvement of the college as well.

6.12 Activities and support from the Parent – Teacher Association

Meetings with parents and guardian are arranged. Parents give their valuable suggestions for the betterment of the college.

6.13 Development programmes for support staff

Computer training programme attended by Office and Library Staff.

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

Plantation programme is done regularly and Green Audit of the college is done occasionally.

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.

- Introduction of movement register during college hour for teaching and non-teaching staff.

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

- i. Construction of Home Science laboratory and classroom started.
- ii. Gym facilities have been provided and a physical instructor has been appointed on 26-03-2012.

iii. Biometric machine has been re-introduced from this session.

iv. To develop research culture amongst the teachers, a Research Cell was formed which encouraged faculty members for adopting MRP and start Ph.D. work.

v. The Department of Philosophy organized a faculty exchange programme on 12-03-2012. The Department of Assamese organized a lecture session by guest speaker from a neighboring college.

vi. A On-the-Spot poem and a short story writing competitions were organized by the Department of Assamese (02-09-2011). The Departments of Hindi and Assamese published individual magazines from the respective Departments.

vii. Seminar on Snake Conservation was organized on 24-01-2012.

7.3 Give two Best Practices of the institution

- Field Survey of different tribes and areas by different departments
- Health awareness programme for adolescent girls.

7.4 Contribution to environmental awareness / protection

- World Environment Day is organized to arouse environmental awareness. Every effort is made to make the campus clean.

7.5 Whether environmental audit was conducted? Yes No

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

Strengths

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

Weaknesses

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

Opportunities

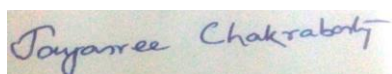
- A good number of schools having good academic track record are situated in the vicinity of our college.
- Presence of IOCL & OIL, who extend their co-operation in a number of ways for the development of the college.

Challenges

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

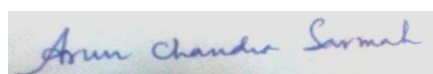
8. Plans of institution for next year

- i. Construction of Home Science laboratory and classroom. / Construction of Digital Library.
- ii. Improving health care facilities
- iii. Field work and extension services.
- iv. Increasing the spirit of entrepreneurship amongst the students.
- v. Enhancing the aspect of creativity in the students.
- vi. Improvement of physical education facilities for the students.



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 :2011

Sl. No	Month	Working Days	Sundays	Holidays	College/Board DU Exam	Activities
1	Jan, 11	1, 3, 4, 5, 6, 7, 8, 10, 11= 9	2, 9, 16, 23, 30	12 th Jan, to 31 st Jan winter break 14 th – 16 th Magh Bihu, 26 th Republic Day, 31 st Medam-Me-Fe		
2	Feb, 11	1, 2,3,4, 5, 7, 9, 10, 11, 12, 14, 15, 16, 17, 19, 21, 22, 23, 24, 25, 26, 28= 22	6, 13, 20, 27	8 th Saraswati Puja 18 th Chilar Divas		8 th Sraswati Puja Celebration
3	Mar, 11	1, 3, 4, 5, 7,8, 9, 10, 11, 12, 14, 15, 16, 17, 18, 21, 22, 23,24,25, 26,28,29, 30, 31 = 25	6, 13, 20,27	2 nd Sivaratri 19 th Holi		
4	April, 11	1, 2, 4, 5, 6,7,8, 9, 11, 12,13, 18, 19, 20, 21, 23, 25, 26, 27, 28, 29, 30=22	3, 10, 17, 24	13 th to 16 th Bohag Bihu 22 nd Good Friday		
5	May, 11	2, 3, 4, 5,6, 7,9, 10, 11, 12, 13,14,16,18, 19, 20, 21, 23, 24, 25, 26, 27, 28, 30 =24	1, 8, 15,22, 29	1 st May Day 17 th Buddha Purnima	10 th May onward BA, Part II & Part III class begins	
6	June, 11			1 st – 30 th Vacation		
7	July, 11	1, 2,4, 5,6,7,8, 9, 11, 12, 13, 14, 15, 16, 18, 19, 20, 21, 22, 23,25,26,27, 28, 29, 30 =26	3, 10, 17, 24, 31			1 st Sem class begins 24 th Foundation Day 12 th Fresher Social
8	Aug, 11	1, 2, 3, 4, 5, 6, 8, 9, 10, 11, 12, 13, 16, 17, 19, 20, 21, 23, 24, 26, 27, 29 = 23	7, 14, 21, 28	15 th Independence Day,18 th Madhav Dev Tithi, 22 nd Janmastami, 30 th Sankardev Tithi 31 st Id-Ul-Fitre	16 th – 24 th Aug, 1 st Sessional	29 th Aug, S.U. Election 18 th Aug, Death Ann. of D. C. Dev Sarmah
9	Sept, 11	1, 2, 3, 5, 6, 7,8, 9, 10, 12, 13, 14, 15, 16, 17, 19, 20, 21, 22, 23, 24, 26, 27, 28, 29, 30 = 26	4,11,18, 25		2 nd Sessional for 1 st Semester 20 th – 30 th Aug.	Teachers' Day Celebration
10	Oct, 11	1, 7, 8, 12, 13, 14, 15, 17, 19, 20, 21, 22, 24,25,27, 28, 29, 30, 31 = 20	2, 9, 16, 23	2 nd Gandhi Jayanti, 3 rd – 6 th Durga Puja,18 th Kati Bihu, 26 th Kali Puja, 11 th Lakhmi Puja		
11	Nov, 11	1,2,3,4, 5,8,9, 11, 12, 14, 15, 16, 17, 18, 19, 21, 22, 23, 25, 26, 28, 29, 30 = 23	6, 13, 20, 27	7 th Idd, 10 th Birth Day of Guru Nanak 24 th Lachit Divas	End Sem Exam of 1 st Sem	
12	Dec, 11		4, 11, 18, 25	1 st – 31 st Semester end vacation		

Total working days = 220


 Vice Principal
 Digboi Mahila Mahavidyalaya

Annexure II:
Session-2011-2012

Best practice-1

Title: Field Survey of different tribes and areas by different departments

Different departments conduct field study to impart knowledge through practical and socio-cultural experiences. It is notable to mention that in conducting field study the themes of the curriculum are given special consideration. Field studies have been conducted every year by concerned departments. Students acquire lively experience on different Tribes, Historical places, Tourist spots and also gather anthropological insight apart from their theoretical studies.

Goal: 1. To inculcate research skill among the students.

2. To gather practical experience about different fields of study.

Limitations: 1. Studies are conducted mainly on the basis of the requirement of the syllabus due to time constraint.

2. Most of the studies are confined within the state.

Evidence of success: 1. Students learn to prepare reports based on their field studies.

2. Students are getting more insights towards their respective study areas.

3. Number of participants has gradually increased.

Problem encountered: 1. As our institution is a girls' college we have some problems to visit remote places.

2. Some students are economically backward to afford the field studies.

Resource required: 1. Financial assistance is required to make it feasible for all the students.

2. Provisions for student oriented research project are required at the institutional level.

Best practice-2

Title: Health awareness programme for adolescent girls.

Students of our college visit nearby villages and health centers to interact with adolescent girls where by they impart knowledge about female hygiene, nutrition as well as family planning programmes. They highlight on the issues like child marriage, infant mortality, maternal mortality etc. As most of the women in these areas suffer from anemia our students also put emphasis on educating them about balanced diet.

- Goal:**
1. To make the adolescent girls understand about the need of health, hygiene and nutrition.
 2. To make aware about child marriage, infant mortality, maternal mortality etc.
 3. To create awareness about gender related justice.

- Limitations:**
1. The study is confined to the adolescent girls only.
 2. Programme is conducted by the students of Home Science only.

- Evidence of success:**
1. The girls became aware about the issues regarding health and hygiene.
 2. Active engagement of the students.

Problem encountered: 1. Lack of provision for organization of training camp.

- Resource required:**
1. Financial support.
 2. Assistance by doctors and paramedics.