

The Annual Quality Assurance Report (AQAR) of the IQAC

AQAR 2012-13

Digboi Mahila Mahavidyalaya

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:

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.

NA*

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

*Accreditation certificate is attached herewith

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 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 (for example 2010-11)

2012-13

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

- i. AQAR___ 2005-06 19-08-2007
- ii. AQAR___ 2006-07 30-05 -2008
- iii. AQAR___ 2007-08 27-10-2008
- iv. AQAR ___ 2009-10 10-03-2017
- v. AQAR ___ 2010-11 10-03-2017
- vi. AQAR ___ 2011-12 10-03-2017

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)

Multi-disciplinary, Skill based

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

NO

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

05

2.2 No. of Administrative/Technical staff

01

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, Gandhi Jayanti, 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.

- Youth Festival was organized in our college on 4/02/13 where students from neighboring colleges attended .This was to develop extracurricular activities of the student and encourage exchange of thought and ideas amongst the student.

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. (a) Construction of Home Science laboratory and classroom. (b) Construction of Digital Library.	i. (a) Completion of Home Science Laboratory and class room. (b) Construction of new separate library building started after receiving financial aid from the government.
ii. Improving health care facilities of the college.	ii. From 2012 the charge of First Aid Cell is taken over by the medical cell. Earlier First Aid Cell is renamed as Medical Cell to provide facilities other than first aid.
iii Encouraging field work and extension services.	iii. Department of Sociology arranged field trips to Tai Khamyang village of Powai, Margherita(25.11.2012), Missing village, Naharoni of Dhemaji(13.02.2013), and the students of the Department of Assamese visited Tezpur(09.11.2012) one of the historical place of Assam. Department of Pol Science arranged a trip(11.11.2012) to Bordumsa Deori Gaon Extension programme on Food and Nutrition and Fabric finishes at Ram Nagar, Digboi by the students of Home Science.
iv. Increasing entrepreneurship amongst the students.	iv. To encourage young entrepreneurs and also generate income an exhibition cum sale was organized by the students of Home Science in the college campus.
v. Improving creativity of the students.	v. Assamese department organized Spot story writing, article writing and poem writing competition amongst the student. The Dept. of

<p>vi. Improvement of physical education facilities for the students.</p> <p>vii) To organize programme to inculcate the sense of fellow feelings amongst the students.</p>	<p>Hindi and Dept. of Assamese released departmental magazine. Quiz & extempore speech competitions organized by the department of Economics.</p> <p>vi) Process is in progress.</p> <p>vii). Youth festival was organized on 3rd & 4th February 2013 at college where students from neighboring colleges viz., Digboi college, Margherita college, R. D. Junior college had participated.</p>
---	--

* 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	01			
Advanced Diploma				
Diploma	01			
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	01(B.A.1st & B.A.2 nd year)
Trimester	--
Annual	01 (B.A 3 rd year)(Old)

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.

Nil

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

Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Arts:

Total	Asst. Professors	Associate Professors	Professors	Others
25	7	18	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	0	0	R	V
7	2	18	0	0	0	25	2

2.4 No. of Guest and Visiting faculty and Temporary faculty

Nil

Nil

12

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	02	01
Presented papers	03	13	01
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.
- Preparing the students to face the competitive job market with the knowledge of latest version of accounting software like Tally etc.
- One digital classroom facility was given to Home Science department.

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

The college follows the University guidelines for conduction of Examination. The college has examination committee appointed for two years which look after examination of the college. Internal Semester Monitoring committee (ISMC) review the matter related to Internal Assessment

Examination, Bar Coding, Double Valuation,
Photocopy, Online Multiple Choice Questions)

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

Nil	Nil	Nil
-----	-----	-----

Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

86%

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.	203	3.94%	3.45%	33.99%	28.57%	69.95%
B.Sc.						
B.Com.						

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	01
UGC – Faculty Improvement Programme	--
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.	18
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	Office – 03 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 and PhD faculty members in the College Annual Function Encouraging faculty members to take Minor and Major Research Projects. Providing facility to actively participate in Seminar/ Workshop/ Symposia/ Conference etc. at National and International level.

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	Nil	--	03	Nil
Outlay in Rs. Lakhs	--	--	3,85,000.00	--

3.4 Details on research publications

	International	National	Others
Peer Review Journals	--	--	--
Non-Peer Review Journals	--	02	15
e-Journals	--	--	--
Conference proceedings	--	--	--

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	--	--	--	--
Minor Projects	2012-13	UGC (NERO)	3,85,000	3,27,500
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/				

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

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

3.8 No. of University Departments receiving funds from

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

3.9 For colleges

Autonomy CPE DBT Star Scheme

INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the
Institution

Level	International	National	State	University	College
Number	0	0	01	0	0
Sponsoring agencies	0	0	UGC	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	Nil
International	Nil
Commercialized	Nil

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
Nil	Nil	01	01	Nil	Nil	Nil

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

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

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

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

University level State level

National level

International level

3.23 No. of Awards won in NSS:

University level

State level

National level

International level

3.24 No. of Awards won in NCC:

University level

State level

National level

International level

3.25 No. of Extension activities organized

University forum

College forum

NCC

NSS

Any other

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

1. Health awareness programme for the students of Digboi Mahila Mahavidyalaya organized by Medical Cell on 28-08-2012 at college campus, DMM.

i. Blood group test

ii. Heamoglobin test

iii. First aid training

2. Short term Extension Programme on Food and Nutrition and Fabric successfully completed, at Ram Nagar, Digboi on 15th - 18th October, 2012 conducted by the Home Science department, where some local women were invited.

The objectives of the extension programme are –

i. To make them aware of the importance of income generating activities.

ii. To make them understand about the proper utilization of leisure time.

iii. To give them knowledge about the art of basic stencil and block printing method.

iv. To make them acquainted with the tools and accessories required for block and stencil method.

v. To teach them the skill of block and stencil printing method.

3. Field trip to Inthame Gaon to collect different textile designs of Singpho people on 6th March, 2013, Home Sc. Dept.

4. Extending services to Omola ghor from 2-4-2013 to 9-4-2013, Home Sc. Dept.

5. Exhibition cum sale as income generating activity on 4th Sept 2012, Home Sc. Dept.

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	03	UGC	28
Laboratories	2	--	--	--
Seminar Halls	1	--	--	--
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	--	22 nos.	UGC	
Value of the equipment purchased during the year (Rs. in Lakhs)		34.36		34.36
Others		2.88		2.88

4.2 Computerization of administration and library

- Administration was partially computerized.
- Internal assessment works are done through computer.
- Issue of certificate has been computerized.
- Question papers for all internal examination are set on computer.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value(Rs)	No.	Value(Rs)	No.	Value(R)

Text Books	14945	28,93,313	670	1,84,658	15615	30,77,971
Reference Books						
e-Books	0	0	0	0	0	0
Journals	6	0	0	0	6	0
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	11,850	0	0	13	11,850

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	06	--	02	01	--	01	--	05
Added	25	10	--	--	--	05	10	--
Total	31	10	02	01	--	06	10	05

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

- A new Xerox machine installed in the library.
- Library assistant and Office Accountant attended workshop on Qualitative Up-gradation of Office Management and Accounting Practices.
- Department of Sociology and Department of Home Science were provided with laptops.

4.6 Amount spent on maintenance in lakhs:

i) ICT

0.27

ii) Campus Infrastructure and facilities

4.52

iii) Equipments

0.51

iv) Others	4.33
Total:	9.63

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- The students were informed about the support services during admission and in the orientation programme (16/07/12) before beginning of the session. IQAC also recommended the authority to organize contact programme with the elected Student Union to make them aware and enhance student support system. IQAC makes students aware of the importance of extra-curricular activities by taking initiatives in organizing different activities for them.

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 and ISMC (Internal Semester Monitoring Committee).
- Provide latest education facilities and opportunities to the students.
- Provide the student with some new facilities and opportunities for development of co-curricular activities and monitor their achievements in various fields.

5.3 (a) Total Number of students

UG	PG	PhD	OTHERS
566			

(b) No. of students outside the state

(c) No. of international students

Women	No	%	Men	No	%
	566	100		Nil	0

Last Year						This Year					
General	ST	SC	OBC/MOBC	Physically challenged	Total	General	ST	SC	OBC/MOBC	Physically challenged	Total
164	42	41	186/58	0	491	190	61	40	198/77	0	566

Demand ratio 1:1

Dropout % 16.53%

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

NIL

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 is also 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

All

5.7 Details of campus placement

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

5.8 Details of gender sensitization 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	10	38,890
Financial support from other sources		
Number of students who received international/national recognitions		

5.11 Students' 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:

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-

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 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, a youngster 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

- i. College follows the curriculum of the Dibrugarh University
- ii. College has a Computer diploma course
- iii. Beautician diploma course.
- iv. Curriculum for (ii) and (iii) are prepared by the college.

6.3.2 Teaching and Learning

Routine is prepared at the beginning of the session by the Academic committee. Efforts are made to utilize the human resources as well as the available infrastructure to the fullest possible extent.

6.3.3 Examination and Evaluation

- Final exams are conducted by the University.
- Appointed teachers take part in University exams starting with paper setting, paper evaluation and eventually, scrutiny etc.
- As per the policy of the affiliated University, our college was entrusted with the responsibility of conducting the T.D.C part II (1+1+1) Exam /2012 Zone for Arts stream.

6.3.4 Research and Development

- Teachers are extended support to continue Research work. Few teachers are engaged in research work.
- Motivating the teachers to take major or minor research project.
- Teachers are encouraged to present papers in National/International level seminars.

6.3.5 Library, ICT and physical infrastructure / instrumentation

College has a library with reading room facility for the students and teachers. Few departments are supplied with Laptops, LCD projectors. Two rooms were provided with LCD projector facility.

6.3.6 Human Resource Management

- The best persons are elected through interview.
- Principal holds regular meetings with teaching and non-teaching staff and assigns different jobs according to their capacity.

6.3.7 Faculty and Staff recruitment

i. The best persons are selected on the basis of merit & interview for filling various sanctioned posts as per the guidelines of the Director of Higher Education, Assam.

ii. 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) and OIL are helping the College in cash and kind and also, its management. They utilize the infrastructure of the College for various purposes. Our students participate in the programmes like 'OILCON WEEK', organized by them.

6.3.9 Admission of Students

During the academic session, admission procedures are managed by an Admission Committee. The College also takes the help of prospectus and advertisements to attract the students.

6.4 Welfare schemes for

Teaching	02
Non-teaching	02
Students	02

6.5 Total corpus fund generated

Nil

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	
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?

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, which ensures partial autonomy to the colleges.

6.11 Activities and support from the Alumni Association

- Few alumni helped the college by taking classes. Two book shelves were also donated by ex-students.

6.12 Activities and support from the Parent –Teacher Association

- Donations in terms of chairs, benches, desks, fans etc from parents or guardians were received and they also offered valuable suggestions for the management of the college and hostel.

6.13 Development programmes for support staff

- Librarian attended National Workshop on Library Automation. Two office staff members were sent to Dibrugarh University for training on computerization.
- Computer teachers and the teachers from other departments extend their expertise for the development of the non-teaching staff of the college from time to time.

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

- Plantation programme is done regularly and green survey 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.

1. A running trophy and cash award of Rupees One Thousand will be given to the best singer in memory of Late Dr Ruby Borthakur.
2. To improve the standard of papers, best paper presenters both in Assamese section and English sections of the National Seminar organized by English Dept. were awarded cash prize.

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

- i. (a) Completion of Home Science Laboratory and class room.
(b) Construction of a new separate library building started from the financial aid received from the Govt. of Assam.
- ii. From 2012 onwards, the charge of first Aid Cell has been replaced by the Medical Cell. First Aid Cell has been renamed as Medical Cell in order to provide facilities, other than first aid as well.
- iii. The Department of Sociology arranged a field trip to Dhemaji Naharani village and the students of the Department of Assamese visited Tezpur, one of the historical places of Assam. Extension programme was done by Home Science.
- iv. To encourage young entrepreneurs and also to generate income, an exhibition-cum-sale was organized by the students of the Home Science in the college campus.
- v. The Assamese Department organized Spot story writing, article writing and poem writing competitions amongst the students. The Departments of Hindi and Assamese released departmental magazines to improve creative writing of the students.
- vi. Youth festival was organized on 3rd & 4th February 2013 at the college, where students from neighboring colleges had also participated. This festival was meant to develop the extra-curricular aspects of the students and encourage an exchange of thoughts and ideas amongst themselves.
- vii. Students from the Department of Economics along with two teachers, on invitation, attended the Valedictory Function of 'Productivity Week', organized by the IOCL (AOD). Dr Pulin B. Nayak, Professor, Delhi School of Economics and Dr Deb Kumar Chakraborty, Professor, Dibrugarh University were the guest speakers on the occasion. The students liked the programme and were greatly fascinated and enlightened by their speeches.

7.3 Give two Best Practices of the institution

- Blood group and Hemoglobin testing programmes for the students undertaken.
- Diet survey at Tingrai gaon to examine Iodine deficiency in the local people conducted.

7.4 Contribution to environmental awareness / protection

- College organizes plantation programme, talk on environment on 'World Environment Day'.

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 with dedicated teachers located at the eastern-most part of the State.

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

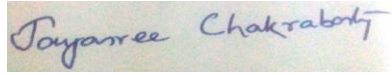
- A good number of schools having good academic track record are situated in the vicinity of our college.
- Presence of IOCL & OIL, which extend their co-operation in a number of ways for the development of the college.

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.

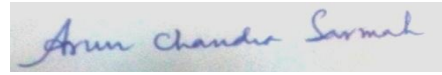
8. Plans of institution for next year

- i. Increase of enrolment of out-station students led to the demand for college-hostel accommodation and therefore, the construction of a new girls' hostel was proposed.
- ii). Encouraging the faculty to take up MRPs, encourage more research-oriented work, extending ICT training to teaching and non-teaching staff.
- iii. Organizing National-level Seminars/Workshops.
- iv. Organizing various health awareness programmes.
- v. Improvement and up-gradation of class-room infrastructure.
- vi. To introduce PG Course in Home Science.
- vii. Introduction of Digital 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 : 2012

MONTHS	WORKING DAYS	EXAM	SUNDAY	HOLIDAYS/OTHERS	Activity
JANUARY, 2012	2, 3, 4, 5, 6, 7, 9, 10, 11, 12, 13, 17, 18, 19, 20, 21, 23, 24, 25, 27, 30		1, 8, 15, 22, 29	14, 15, 16 – Bhogali Bihu 26 - Republic Day 28 - Saraswati Puja 31 - Me-dam-Ma-Fe	
	21		5	5	
FEBRUARY, 2012	1, 2, 3, 4, 6, 8, 9, 10, 11, 13, 14, 15, 16, 17, 18, 21, 22, 23, 24, 25, 27, 28, 29	1 st week 1 st sessional exam for BA 2 nd Sem	5, 12, 19, 26	7 – Chalari Divas 20 – Shiv Ratri	4 th parting social
	23		4	2	
MARCH, 2012	1, 2, 3, 4, 5, 6, 7, 9, 10, 12, 13, 14, 15, 16, 17, 19, 20, 21, 22, 23, 24, 26, 27, 28, 29, 30, 31	BA Part II & Part III exam H.S.S.L.C exam 2 nd sessional exam for B.A 2 nd sem	4, 11, 18, 25	8 – Holi	
	26		4	5	
APRIL, 2012	2, 3, 4, 5, 6, 7, 9, 10, 11, 12, 16, 17, 18, 19, 20, 21, 23, 24, 25, 26, 27, 28, 30		1, 8, 15, 22, 29	13-14 – Rongali Bihu	
	23		5	2	
MAY, 2012	2, 3, 4, 5, 7, 8, 9, 10, 11, 12, 14, 15, 16, 17, 18, 19, 21, 22, 23, 24, 25, 26, 28, 29, 30, 31	BA 2 nd Semester exam	6, 13, 20, 27	1 – May Day	
	26		4	1	
JUNE, 2012	1, 2, 4, 5, 6, 7, 8, 9, 11, 12, 13, 14, 15		3, 10, 17, 24	16 to 30 – Semester End Vacation	5 th World Environment Day
	13		4		
JULY, 2012	16, 17, 18, 19, 20, 21, 23, 24, 25, 26, 27, 28, 30, 31		1, 8, 15, 22, 29	1 to 15 Semester End Vacation	16 th Orientation programme for 1 st Sem 24 th Foundation Day
	14		5	5	
AUGUST, 2012	1, 2, 3, 4, 6, 7, 8, 9, 10, 11, 13, 14, 16, 17, 18, 21, 22, 23, 24, 25, 27, 28, 29, 30, 31	23 rd Aug. to 4 th Sept. 1 st Sessional Test for BA 1 st & 3 rd Sem.	5, 12, 19, 26	15 th August – Independence Day 20 th August – Id-ul-fitre	11 th Fresher's Social 18 th D.C.Dev Sarmah Memorial Day
	25		4	2	
SEPTEMBER, 2012	1, 3, 4, 6, 7, 10, 11, 12, 13, 14, 15, 17, 18, 19, 20, 21, 22, 24, 26, 27, 28, 29	26 Sept. to 19 th Oct. H. S. I, II, T.D.C. III Unit Test	2, 9, 16, 23, 30	5 – Madhav Deva Tithi 8 – Janmastmi 25 – Janmotsav of Shri Shri Sankardeva	5 th Teachers Day 12 th Student Union Election
	22		5	3	
OCTOBER, 2012	1, 3, 4, 5, 6, 8, 9, 10, 11, 12, 13, 15, 16, 18, 19, 20, 25, 26, 27, 30, 31	26 th Sept. to 29 th Sept. Unit Test and 9 th Oct. to 19 th Oct. BA 1 st & 3 rd Sem. 2 nd Sessional Test	7, 14, 21, 28	2 – Gandhi Jayanti 17 – Kati Bihu 21 to 24 Durga Puja & Vijaya Dashami 29 – Lakhmi Puja / Bezbaruah Divas	2 nd Gandhi Jayanti celebration
	21		4	7	
NOVEMBER, 2012	1, 2, 3, 5, 6, 7, 8, 9, 10, 12, 14, 15, 16, 17, 19, 20, 21, 22, 23, 26, 27, 29, 30	BA 1 st Sem & 3 rd Sem exam	4, 11, 18, 25	13 – Kali Puja & Dewali 24 – Lachit Davas 28 – Birth Day of Guru Nanak	1 st Death Anniversary of Sudhakontha Dr. Bhupen Hazarika
	23		4	3	
DECEMBER, 2012	1, 3, 4, 5, 6, 7, 8, 10, 11, 12, 13, 14		2, 9, 16, 23, 30	2 – Asom Divas (Su-Ka- Pha Divas) 25 - Christmas 15 th – 31 st Semester End Vacation	
	12		4	2	

Dr. Anima Gogoi
Vice Principal
Digboi Mahila Mahavidyalaya

Best Practice-1

Session-2012-13

1. Title of the Practice: Health Camp
2. Goal: Awareness about health problems of girls
3. Limitations: The turnout was far less than was expected.

On 28-8-2012, Digboi Mahila Mahavidyalaya's Medical Wing in collaboration with IOC (AOD) Ltd conducted a blood and haemoglobin testing camp among the students of the college. Three (3) doctors and two (2) paramedics from the IOCL (AOD) Hospital conducted the tests. They also discussed with the students about the need to test blood group as well as haemoglobin percentage. 120 students were benefitted by the programme.

4. Evidence of success:

- i. 120 girls tested
- ii. 25 students took practical training on first aid.

5. Problems encountered and resources required.

- i. Lack of basic knowledge about health
- ii. Fear & awkwardness to speak about their problems relating to their health.

Best Practice-2

Session-2012-13

1. Title of the Practice: Diet Survey

2. Goals:

- To study matrimonial aspects of women and adolescents of Ram Nagar, Digboi
- To impart knowledge of proper diet and nutrition
- To make the village women aware of the importance of a protein-rich diet

3. Limitations: Difficulty of dissemination of information pertaining to the Survey, owing to low-rate of literacy amongst the participants of the target group.

The Diet Survey was conducted by the students of the Home Science Department at the Ram Nagar area of Digboi on 16.10.12. The target group was mainly from the low-income group and majority of the participants were illiterate. It was found that health conditions of the women and the children were not satisfactory. They suffered from protein deficiency, which in turn lead to many health problems. Attempt was taken to raise awareness amongst the women and the adolescent girls on issues like diet, health and hygiene. The programme was seamlessly conducted by the Medical and Health Officer of the Digboi Civil Hospital and was attended by around 80 women and a group of young girls.

4. Evidence of success.

- The number of participants exceeded 80% of the target group
- The participants listened attentively and raised important and relevant questions which were answered to the satisfaction of all concerned
- The participants expressed sincere appreciation to the college authorities for carrying out such a lively, educative and informative programme

5. Problems encountered and resources required.

- Hesitation of the women folk to come forward shedding inhibitions, and open up.
- Social taboo and superstition
- Lack of resources to conduct more such programmes.
