

The Annual Quality Assurance Report (AQAR) of the IQAC
Digboi Mahila Mahavidyalaya
AQAR 2013-14

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. MHCOGN 18879)

1.4 NAAC Executive Committee No. & Date:

NA*

**Accreditation certificate is attached herewith*

1.5 Website address:

www.digboimahilamahavidyalaya

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

2013-14

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

- i. AQAR ___ 2005 December 2005
- ii. AQAR___ 2006-07 26-12-2007
- iii. AQAR___ 2007-08 13-12-2008
- iv. AQAR___ 2008-09 29-10-2010
- v. AQAR ___ 2009-10 10-03-2017
- vi. AQAR ___ 2010-11 10-03-2017
- vii. AQAR ___ 2011-12 10-03-2017
- viii. AQAR ___ 2012-13 31-03-2017

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)

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 :

| |
|--|
| |
|--|

2.14 Significant Activities and contributions made by IQAC :

- | |
|---|
| <ul style="list-style-type: none"> • 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, Dr Bhupen Hazarika’s death anniversary 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 IQAC proposed opening of more career-oriented courses from the next session. • IQAC encourages faculties to undertake research activities. It encourages all the departments to undertake field survey along with the students and develop research culture amongst the teachers as well as students. |
|---|

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC at the beginning of the year towards quality enhancement and the outcome achieved by the end of the year

| Plan of Action | Achievements |
|--|---|
| i) Plan of construction of a new girls’ hostel was undertaken due to increase in enrolment of out-station students | i. Foundation stone for new girls’ hostel was laid by Hon’ble Education Minister, Govt. of Assam (funded by U.G.C.) |
| ii. Encourage the faculty members to take up | ii. Two MRPs are in progress. |

| | |
|---|--|
| <p>MRPs and more research-oriented works.</p> <p>iii. Extending ICT training to teaching and non-teaching staff.</p> <p>iv. Organize National-level Seminars/Workshops etc.</p> <p>v. Organize programme on health awareness.</p> | <p>iii. Library assistant attended training programme on ‘Management of E-Resources for Library professionals of Assam’, organized by Dibrugarh University.</p> <p>iv. The Dept. of Home Science organized a National Workshop on—</p> <p>(a) . Innovation and change of Socio-economic conditions of women with special reference to health consciousness of NE India on 24th & 25th July, 2013.</p> <p>(b) . Silk Cultivation in North East India with special reference to Assam on 17th and 18th August, 2013.</p> <p>(c) Processing of Bamboo shoots and economic prospects in North-East Region on 6th & 7th November, 2013</p> <p>(d) , National Seminar on “. Certain Aspects on Commercial floriculture” on 7th & 8th March, 2014.</p> <p>v. Awareness programme organized on</p> <p>(a) Obesity on 19th Feb 2014 and</p> <p>(b) Japanese Encephalitis-cum-vaccination programme on 20th Feb 2014.</p> |
|---|--|

| | |
|---|---|
| <p>vi. Improvement and up-gradation of class-room infrastructure.</p> <p>vii. To introduce PG Course in Home Science.</p> | <p>by the IQAC & Women Cell of the college.</p> <p>vi. Smart board facility was provided to the Dept. of Home Science.</p> <p>vii The VC and the CDC of Dibrugarh University paid a visit to the College to conduct an on-the-spot assessment of the existing infrastructure of the college. They suggested increasing the number of faculty in the Department.</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 16-02-2017 and Digboi Mahila Mahavidyalaya Governing Body meeting subsequently held accepted the AQAR prepared as per the revised guidelines effective from 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 | 03 | | | |

| | |
|-------------------|--|
| Interdisciplinary | |
| Innovative | |

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

Core/Elective option

(ii) Pattern of programmes

| Pattern | Number of programmes |
|-----------|----------------------|
| Semester | 01 |
| Trimester | |
| Annual | |

1.3 Feedback from stakeholders* Alumni

Parents

Employers

Students

(On all aspects)

Mode of feedback : Online

Manual

Co-operating schools (for PEI)

**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.

NA

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

NA

Criterion – II

2. Teaching, Learning and Evaluation

| | | | | | |
|------------------------------------|-------|------------------|----------------------|------------|--------|
| 2.1 Total No. of permanent faculty | 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 01 Nil 12

2.5 Faculty participation in conferences and symposia:

| No. of Faculty | International level | National level | State level |
|------------------|---------------------|----------------|-------------|
| Attended | -- | 05 | 01 |
| Presented papers | 03 | 22 | -- |
| Resource Persons | -- | 01 | -- |

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.
- In collaboration with organizations like IIE, SIRD, imbibe in the students the sense of

entrepreneurship.

- Micro teaching adopted by some of the departments of the college. Department of Education adopted innovative process of simulation

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

186days

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

NA

2.9 No. of faculty members involved in Curriculum

Nil

Nil

01

restructuring/revision/syllabus

development as member of Board of

Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

87%

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. | 107 | - | 25.23% | 17.76% | 51.40% | 94.39% |
| 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 operates through various committees to monitor and evaluate the teaching learning process. For improvement of the teaching learning process, the IQAC has taken initiatives in collecting information from the stakeholders.

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, the 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 | |
| UGC – Faculty Improvement Programme | 01 |
| HRD programmes | |
| Orientation programmes | |
| Faculty exchange programme | 02 |
| Staff training conducted by the university | |
| Staff training conducted by other institutions | |
| Summer / Winter schools, Workshops, etc. | |
| 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 | 0 | 01 | Office - 04 |

| | | | | |
|-----------------|---|---|---|---|
| | ii. Permanent non-sanctioned -03 b. Library i. Permanent non-sanctioned -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:

- Felicitation of faculty member in the College Annual Function for their academic achievements.
- Encouraging faculty members to take Research Projects.
- Providing facility to actively participate in Seminar/ Workshop/ Symposia/ Conference etc. at National and International levels.
- IQAC encourages all the departments to conduct field survey along with the students so as to develop research culture amongst the teachers and students.
- IQAC encourages publishing the research materials.

3.2 Details regarding major projects

| | Completed | Ongoing | Sanctioned | Submitted |
|------------------------|-----------|---------|------------|-----------|
| Number | Nil | Nil | Nil | Nil |
| Outlay in Rs. Lakhs | | | | |

3.3 Details regarding minor projects

| | Completed | Ongoing | Sanctioned | Submitted |
|--|-----------|---------|------------|-----------|
| | | | | |

| | | | | |
|---------------------|-----|----------|----------|-----|
| Number | Nil | 03 | 01 | Nil |
| Outlay in Rs. Lakhs | NA | 3,85,000 | 4,75,000 | NA |

3.4 Details on research publications

| | International | National | Others |
|--------------------------|---------------|----------|--------|
| Peer Review Journals | 00 | 01 | 00 |
| Non-Peer Review Journals | 00 | 06 | 10 |
| e-Journals | 00 | 00 | 00 |
| Conference proceedings | 00 | 01 | 00 |

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 | 2013-16 | UGC | 4,75,000 | 4,40,000 |
| Interdisciplinary Projects | | | | |
| Industry sponsored | | | | |
| Projects sponsored by the University/ College | | | | |
| Students research projects (<i>other than</i> | | | | |

| | | | | |
|--------------------------------------|--|--|--|--|
| <i>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 | 04 | 0 | 0 | 0 |
| Sponsoring agencies | 0 | UGC | 0 | 0 | 0 |

3.12 No. of faculty served as experts, chairpersons or resource persons

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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. Medical test for body fat of 106 students was conducted by medically certified health energy drink company on 19th February 2014. They were made aware of the obesity problem and given responsibility to make others aware of it. They were also given suggestions for taking healthy diet to reduce obesity.

2. Japanese Encephalitis Vaccination programme for students and neighboring residents of the college was organized within the campus of the college on 20-02-2014.

3. Extension programme on printing at Borjan village on 14th March 2014, Home Science Dept.

4. Women Cell organized a talk on “Integral Education in the light of the Mother and Sri Aurobindo” by Sri Gopal Bhattacharjee International Secretary of Aurobindo Society of Pudicherry on 13-01-2015

5. Extension programme on 14th march 2014 at Balijan Borjan gaon was organized to help and guide those rural people with new techniques of Block and Stencil printing.
6. Visit to Mrinaljyoti Rehabilitation centre, Duliajan on 24th April 2014 to prepare report on different types of children with special needs.
7. Field trip to Nokte gaon, Margherita on 24th April 2014 to collect different types of tribal traditional textile design samples of Naga people.
8. Voter- awareness programme organized by the Pol. Science Department to make the first time voters aware of the importance of casting votes and also to motivate others to do so.

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 | 28 | -- | -- | -- |
| 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) | -- | 18.65 | UGC & College Fund | 18.65 |
| Others | -- | 30.35 | | 30.35 |

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 & Reference Books | 15615 | 30,77,971 | 648 | 2,27,382 | 16263 | 33,05,353 |
| e-Books | 0 | 0 | 0 | 0 | 0 | 0 |
| Journals | 6 | 7550 | Nil | Nil | 6 | 7550 |
| 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 | 16170 | Nil | Nil | 13 | 16170 |

4.4 Technology up gradation (overall)

| | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Departments | Others |
|----------|-----------------|---------------|----------|------------------|------------------|--------|-------------|--------|
| Existing | 27 | 06 | 02 | 01 | -- | 06 | 10 | 05 |
| Added | -- | -- | -- | -- | -- | -- | -- | -- |
| Total | 27 | 06 | 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.)

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

4.6 Amount spent on maintenance in lakhs:

i) ICT

0.76

| | |
|--|------|
| ii) Campus Infrastructure and facilities | 2.71 |
| iii) Equipments | 0.30 |
| iv) Others | 5.42 |
| Total : | 9.19 |

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- IQAC recommended to the college authority at the beginning of the session to organize a general meeting with the students to make them aware of the student support system of the college. During this period, IQAC recommended specifically to the student community, through the elected representatives of the Students' Union, to further increase their efforts to improve the academic environment including sports and cultural activities in order to make the Institution an attractive destination for not just students of the state but also students from the neighboring states.

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 | Ph.D | OTHERS |
|-----|-----|------|--------|
| 660 | Nil | Nil | Nil |

(b) No. of students outside the state

(c) No. of international students

| Men | No. | % |
|-----|-----|---|
| | Nil | 0 |

| Women | No. | % |
|-------|-----|------|
| | 660 | 100% |

| Last Year | | | | | | This Year | | | | | |
|-------------|----|----|----------|--------------------------|-------|-----------|----|----|----------|--------------------------|-------|
| Gene ral | ST | SC | OBC/MOBC | Physically challenged | Total | General | ST | SC | OBC/MOBC | Physically challenged | Total |
| 190 | 61 | 40 | 198/77 | 0 | 566 | 205 | 73 | 26 | 249/107 | 0 | 660 |

Demand ratio 1:1

Dropout % 9.3%

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

No. of students beneficiaries

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

| | | | | | | | |
|-------------|---------------------------------|-----------|---------------------------------|------|---------------------------------|--------------|---------------------------------|
| NET | <input type="text" value="00"/> | SET/SLET | <input type="text" value="00"/> | GATE | <input type="text" value="00"/> | CAT | <input type="text" value="00"/> |
| IAS/IPS etc | <input type="text" value="00"/> | State PSC | <input type="text" value="00"/> | UPSC | <input type="text" value="00"/> | Others (TET) | <input type="text" value="10"/> |

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

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 |
| | | | 20 |

5.8 Details of gender sensitization programmes

Women Cell of the college organizes programmes related to gender issues. 'National Girl Child Day', 'International Women Day' were observed in the college to sensitize the students against superstition, ignorance, inequality, illiteracy etc

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 | 2 | Free studentship |
| Financial support from government | 2 | 12,000 |
| Financial support from other sources | | |
| Number of students who received international/national recognitions | | |

5.11 Student organized / initiatives :Nil

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

5.13 Major grievances of students (if any) redressed:

- Water cooler was installed this year to solve the problem of drinking water in summer season.
- A new, spacious Canteen, with better facilities was constructed this year to meet the grievances 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, youngster 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

- Regular departmental meeting for monitoring syllabus coverage, review of academic plan & programme of the year.
- Periodic meeting of HoDs with the Principal to get feedback from the departments.
- Periodic meeting of Principal with teaching, non-teaching staff of the college.
- Periodic G.B. meeting for finalizing plans of action.
- Monthly monitoring of student attendance record and activities of the department.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

- Digboi Mahila Mahavidyalaya is affiliated to Dibrugarh University, which design the curriculum.
- Computer diploma course. Course module has been prepared by the college.
- Beautician diploma course. The syllabus has been prepared by the Home Science Department.

6.3.2 Teaching and Learning

- In the beginning of the session, academic calendar is prepared at the college level.
- The Routine is prepared by the academic committee utilizing the available resources.
- Assignments, Projects, group discussions, study tours are integral part of the total learning process of the college.
- Teachers are provided with Laptops and encouraged to use it for the benefit of the students.
- Power-Point presentation is done by some departments.

6.3.3 Examination and Evaluation

- The College has an Examination Conduction Committee constituted for a period of two years, which conduct all the examinations as per the University guidelines.
- The Examination Committee also conducts the internal, sessional examinations as scheduled in the academic calendar.
- Twenty percent of the total marks allotted for each of the papers are evaluated on the basis of the internal examinations, attendance, assignments, performance in group discussions etc. by the respective Departments.
- Evaluated scripts are shown to the students and necessary action is taken for improvement.

6.3.4 Research and Development

- DMM encourages research activity of the college teachers. Few teachers are actively

engaged in research work .The College allowed to avail FDP to one of the teachers, granted by the UGC, to undertake a doctoral research work.

6.3.5 Library, ICT and physical infrastructure / instrumentation

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

6.3.6 Human Resource Management

- The Principal holds meetings regularly with HoDs, teaching and non teaching staff for the uplift of academic atmosphere of the college. Course plan, work load, academic calendar, lesson plan etc. are thoroughly discussed. College authority entrusts duties in different areas on the basis of their respective areas of expertise.

6.3.7 Faculty and Staff recruitment

- Permanent posts of faculty members are filled by the authority according to the guidelines of the DHE. The shortage in the faculty members of respective departments are filled by contractual or part time appointments by internal selection committee. Non –teaching members in sanctioned posts are appointed as per Govt. rule. Non sanctioned members in temporary /ad-hoc posts are appointed by the Governing Body of the college.

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 in its management.

6.3.9 Admission of Students

- Admission procedures are managed during the academic session by an admission committee. The College also takes the help of advertisement, apart from the prospectus,

to attract students.

6.4 Welfare schemes for

| | |
|--------------|----|
| Teaching | 02 |
| Non-teaching | 02 |
| Students | 04 |

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? No

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

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 zones, which 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 kind from parents or guardians and also valuable suggestions for the management of the college and hostel were received.

6.13 Development programmes for support staff

- Assistant Librarian attended a training programme on ‘Management of E-Resources for Library Professionals of Assam’, organized by Dibrugarh University.

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

- Plantation programmes like planting of decorative as well as fruit tree saplings are periodically undertaken within the campus of the college with the active participation of the members of the NSS.

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.

- Laptops were distributed one each to each of the Departments of the college.

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

- I. Foundation stone of new girls’ hostel was laid down by the Hon’ble Education Minister of Assam, which will be constructed with U.G.C. funds.

- II. Two MRP projects are in progress. Library assistant attended training programme on 'Management of E-Recourses' for Library professionals of Assam, organized by DU.
- III. Under the aegis of the college, the Dept. of Home Science organized a 'National Workshop' and three National Seminars.
- IV. Awareness programme on obesity and Japanese Encephalitis-cum-vaccination programme' were organized.
- V. Smart board facility was provided to the Dept. of Home Science.
- VI. A proposal of opening PG Course in the Department of Home Science was submitted to Dibrugarh University and as a follow-up action; the VC and the CDC of the University paid a visit to the College to conduct an on-the-spot assessment of the existing infrastructure of the college. They recommended the Department to increase the strength of the faculty.
- VII. Department of Philosophy conducted survey(30/03/2014) on social and religious customs of Mulang, a predominantly Buddhist village. Department of Assamese conducted field study(29/09/2013) of historical place Tezpur, Department of Economics conducted field survey(27/03/2014) on Tea industry and diversification at Powai Tea Estate. The students of the department of Education visited(05.10.13 & 06.10.13) NEHU,Shillong and Gauhati University .
- VIII. Students from the Department of Economics took part in Student exchange programme on13.03.2014.

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

- 'National Girl Child Day' was observed in the college and the teachers and the students of the college took out a procession holding in their hands, placards with girl-centric slogans.
- Voter's Awareness Camp was organized on 05.04.2014 in the College.

7.4 Contribution to environmental awareness / protection

- The 'World Environment Day' was observed in the college and plantation of flowers and

different species of trees took place.

- Students are made aware of the non bio-degradable materials like polythene/plastic and thereby, efforts are constantly made both by the student as well as the staff members to keep the campus of the college polythene/plastic-free.
- College also took initiative to organize seminar, workshop on the issues viz., Bamboo Industry, floriculture to make aware of this precious natural resources.

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

- Badly 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 of 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.

Other relevant information:

- Students of the college were taken to the Office of the Town Committee, in front of which the bust of Sri Dwijesh Chandra Deva Sarmah, founder of the college is installed. On the occasion of the hundredth birth anniversary of the founder of the college, (20.01.2014) the students paid a floral tribute as a mark of obeisance and respect to the departed soul.
- Teachers of the college actively participated in the Tinsukia District College

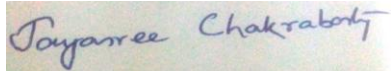
Teachers' Zonal Cultural Meet and this particular occasion was crucial for the teachers to develop a sense of fellow-feeling and camaraderie.

- Gandhi Jayanti was celebrated on 2nd October 2013.
- On 5th April 2014, a voter's awareness camp was organized by the Political Science Department of the college. Dr. Arun Dutta, Head of the Political Science Department of Digboi College delivered a resourceful speech on the occasion.
- The Women's Cell of the college organized 'International Women's Day' in the College on 8th March 2014 and a speech on women awareness was delivered by some of the teachers and the Principal.
- A group of students of Assamese Major visited the Assam's cultural and traditional capital, six hundred years old Sibsagar city on 29th September 2013 under the guidance of the HoD. The students benefitted a lot by visiting the Talatal Ghar, a landmark monument, Rangghar, the amusement building, and the historic Joysagar tank of 120 bigha built during the Ahom dynasty. They also visited Joysagar College. On October 2014, Major students of the Assamese Department visited Gangtok, the capital city of Sikkim. They also visited Sikkim Central University and were accompanied by few senior teachers.
- Teachers and students of the Department of Philosophy visited Munglang village of Margherita on 23-04-2014. The objective of the trip was to understand the socio-cultural and religious aspects of the people residing in the village. Students benefitted by the interaction with the people of the village in acquiring knowledge and information about their culture and society. The majority of the people of that village are Buddhists.

8. Plans of institution for next year

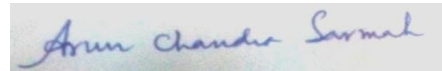
- i) Introduction of career-oriented skill-based courses.
- ii) Introduction of inter-disciplinary approach to teach new courses.
- iii) Proposal adopted for opening NCC wing of the college.
- iv) Proposal to improve and increase research-related work culture amongst the faculty members.

- v) Construction of digital library.
vi) Improving health facilities of students.



MRS JAYASREE CHAKRABORTY

Signature of the Coordinator, IQAC




Dr. ARUN CHANDRA SARMAH

Signature of the Chairperson,

ANNEXURE-I

Academic Calendar Digboi Mahila Mahavidyalaya Year : 2013

| Sl. No. | Month | Working Days | Sundays | Holidays | College/Board DU Exam | Activities |
|---------|--------------|--|-------------------|--|---|--|
| 1. | January, 13 | 17, 18, 19, 21, 22, 23, 24, 25, 28, 29, 30 = 11 | 6, 13, 20, 27 | Upto Jan, 15 Semester End Vacation for teaching staff, 14 th - 16 th Magh Bihu, 26 th Republic Day, 31 st Me-dam-Me-Fe | | 32 nd College Week Jan 17 onwards. Annual College Week. |
| 2. | February, 13 | 1, 2, 4, 5, 6, 7, 8, 9, 11, 12, 13, 14, 16, 18, 19, 20, 21, 22, 23, 26, 27, 28 = 22 | 3, 10, 17, 24 | 5 th Sarwasati Puja, 25 th Chilari Divas | 20 th Feb 1 st Sessional 21 st Feb. onwards Part II Exam '13 | |
| 3. | March, 13 | 1, 2, 4, 5, 6, 7, 8, 9, 11, 12, 13, 14, 15, 16, 18, 19, 20, 21, 22, 23, 25, 26, 28, 30, 31 = 25 | 3, 10, 17, 24, 31 | 10 th Sivaratri, 27 th Holi, 29 th Good Friday | 1 st Sessional upto 5 th March, Part II Exam upto 31 st March, 22 nd March onward Part III Exam | 6 th Mar, Parting Social |
| 4. | April, 13 | 1, 2, 3, 4, 5, 6, 8, 9, 10, 11, 12, 17, 18, 19, 20, 22, 23, 24, 25, 26, 27, 29, 30 = 23 | 7, 14, 21, 28 | 13 th to 16 th Bohag Bihu | Part III Exam Cont. upto 26 th April, 18 th to 30 th 2 nd Sessional Test for 2 nd & 4 th Sem. | |
| 5. | May, 13 | 2, 3, 4, 6, 7, 8, 9, 10, 11, 13, 14, 15, 16, 17, 18, 20, 21, 22, 23, 24, 27, 28, 29, 30, 31 = 25 | 5, 12, 19, 26 | 1 st May Day 25 th Buddha Purnima | 28 th May onward End Sem Exam of 2 nd & 4 th Sem | |
| 6. | June, 13 | 1, 3, 4, 5, 6, 7, 8, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 22, 23, 24, 25, 26, 27, 29, 30, 31 = 27 | 2, 9, 16, 21, 28 | 17 th onward Semester End Vacation | End Sem. Cont. upto 16 th June | 5 th World Environmental Day |
| 7. | July, 13 | | | Upto 15 th July Sem Break Cont. | | 24 th July Foundation Day Celebration |
| 8. | Aug, 13 | 1, 2, 3, 5, 6, 7, 8, 10, 12, 13, 14, 16, 17, 19, 20, 21, 22, 23, 24, 26, 27, 29, 30, 31 = 24 | 4, 11, 18, 25 | 9 th Idd 15 th Independence Day, 25 th Tithi of Sankar Dev, 28 th Janmastami | | 3 rd Aug, Fresher Social |
| 9. | Sept., 13 | 2, 3, 4, 5, 6, 9, 10, 11, 12, 13, 14, 16, 17, 18, 19, 23, 21, 23, 24, 25, 26, 27, 28, 30 = 24 | 1, 8, 15, 22, 29 | 7 th Sankardev Tithi | Up to 4 th Sept., 1 st Sessional Cont. | 5 th Teachers' Day, |
| 10. | Oct., 13 | 1, 3, 4, 5, 7, 8, 9, 10, 15, 16, 17, 19, 21, 22, 23, 24, 25, 26, 28, 29, 30, 31 = 22 | 6, 13, 20, 27 | 2 nd Oct, Gandhi Jayanti, 11 th - 14 th Durga Puja, 16 th Idd, 18 th Kati Bihu | 21 st - 26 th Oct. 2 nd Sessional | 2 nd Gandhi Jayanti Celebration |
| 11. | Nov, 13 | 1, 4, 5, 6, 7, 8, 9, 11, 12, 13, 14, 15, 16, 18, 19, 20, 21, 22, 23, 25, 26, 27, 28, 29, 30 = 25 | 3, 10, 17, 24 | 2 nd Kali Puja 17 th Birth Day of Guru Nanak 24 th Lachit Divas | 20 th Nov. End Sem. Exam Starts | 1 st Nov. S.U. Election 5 th Nov Dr. Bhupen Hazarika Death Anniversary |
| 12. | Dec, 13 | 3, 4, 5, 6, 7, 9, 10, 11, 12, 13, 14 = 11 | 1, 8, 15 | 2 nd Sukapha Divas 25 th Christmas Day From 16 th Semester End Vacation | Upto 14 th Dec. End Sem. Exam | |


 Dr. Anima Gogoi,
 Vice-Principal,
 Digboi Mahila Mahavidyalaya

Annexure II
Feedback form for the Session of 2013-2014

STUDENTS' ASSESSMENT OF THE TEACHER 2013-14

Indicate the degree to which the characteristic present by putting \surd mark as you judge for the teacher/teachers represented by number shown below.

5. Excellent 4. above average 3. Average 2. below Average 1. Poor

Teaching characteristics:-
To what extent does-

| | | |
|--|-----------------|--------------|
| 1. He/she attends classes regularly? | 5, 4, 3, 2, 1 - | Dr. M.Sharma |
| 2. He/she deliberates contents of each topic In details fully and clearly | 5, 4, 3, 2, 1 - | Dr. M.Sharma |
| 3. He/she presents subjects matters in simple Language and in an interesting way | 5, 4, 3, 2, 1 - | Dr. M.Sharma |
| 4. Use black board and such other aids | 5, 4, 3, 2, 1 - | Dr. M.Sharma |
| 5. He/she clarifies the objectives of subjects before hand. | 5, 4, 3, 2, 1 - | Dr. M.Sharma |
| 6. He/she provides opportunity to the students To express their thought and make serious in the classroom? | 5, 4, 3, 2, 1 - | Dr. M.Sharma |
| 7. He/she encourages the students to go into the depth of subject? | 5, 4, 3, 2, 1- | Dr. M.Sharma |
| 8. He/she tries to solve the problems of students Regarding their studies? | 5, 4, 3, 2, 1 - | Dr. M.Sharma |
| 9. He/she inspire the students to learn new things? | 5, 4, 3, 2, 1 - | Dr. M.Sharma |

- | | | |
|---|-----------------|--------------|
| 10. He/she tries to find out the reasons Of indiscipline in the class? | 5, 4, 3, 2, 1 - | Dr. M.Sharma |
| 11. He/she behaves in an affectionate Manner towards Students? | 5, 4, 3, 2, 1- | Dr. M.Sharma |
| 12. He/she instructs the students to Be obedient? | 5, 4, 3, 2, 1- | Dr. M.Sharma |
| 13. He/she completes the course allotted for him/her in time ? | 5, 4, 3, 2, 1- | Dr. M.Sharma |
| 14. He/she shows the students their marks in the Examination. | 5, 4, 3, 2, 1- | Dr. M.Sharma |
| 15. He/she shows the students their attainments . | 5, 4, 3, 2, 1 - | Dr. M.Sharma |
| 16. He/she conducts seminars, debates & such Other literary activities. | 5, 4, 3, 2, 1- | Dr. M.Sharma |
| 19. 17.He/she participants in the cultural programmes & Festivals of the colleges? | 5, 4, 3, 2, 1- | Dr. M.Sharma |
| 18. He/she deals justly & impartially with students? | 5, 4, 3, 2, 1 - | Dr. M.Sharma |
| 19. He/she give assignment? | 5, 4, 3, 2, 1 - | Dr. M.Sharma |

| | | |
|---|-----------------|--------------|
| 20. He/she encourage the students for using library of effectively? | 5, 4, 3, 2, 1- | Dr. M.Sharma |
| 21.He/she guide & render help to the students even Beyond the class hours to the needy students Without any remuneration? | 5, 4, 3, 2, 1 – | Dr. M.Sharma |
| 22.He/she teaches lesson with full preparation? | 5, 4, 3, 2, 1 - | Dr. M.Sharma |
| 23.He/she looks after the arrangement of the Class attentively before actual teaching? | 5, 4, 3, 2, 1- | Dr. M.Sharma |
| 24.He/she develops in students sense of healthy | 5, 4, 3, 2, 1- | Dr. M.Sharma |
| 25.He/she completes his/her course in time? | 5, 4, 3, 2, 1 - | Dr. M.Sharma |

Annexure III:
Session-2013-2014

Best Practice-1

1. Title of the Practice: Voter Awareness Programme

2. Goal: To educate first time voters

Before the Parliamentary Elections 2014, a voters' awareness programme was organized at the College Auditorium. Faculties from the college as well as nearby colleges spoke to the 'first time voters' about the importance of casting votes and electing the right representatives. They were made aware of the voting procedure and code of conduct. The programme was highly appreciated by the target group

3. Limitation: The programme is limited to the 'first time voters' only.

4. Evidence of success. Most of the new voters of the college understood the importance of the subject and participated in the electoral process very effectively.

- I. Request by students to organize such programme in future also.
- II. Two students of our college were selected by District Administration as voter's ambassadors. They render service till completion of Parliamentary Election 2014.

5. Problems encountered and resources required.

- I. Lack of political awareness.
- II. Needs financial support.

Best Practice-2

1. Title of the Practice: Observation of National Girl Child Day

2. Goal: The programme had the following objectives

- Gender Sensitization
- Awareness against feticide
- Importance of female education

National Girl Child Day was observed by the students of the college. They took out a procession with placards accompanied by the faculty members on the streets of Digboi.

3. Limitations:

- The programme was confined to the students of the college.
- The area of procession was limited.

4. Evidence of success.

- Significant number of participants
- Students enthusiastically and actively engaged themselves in the programme.
- Innovative slogans on the topic by the students.

5. Problems encountered and resources required.



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्
विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission

Certificate of Accreditation

*The Executive Committee of the
National Assessment and Accreditation Council
on the recommendation of the duly appointed
Peer Team is pleased to declare the
Digboi Mahila Mahavidyalaya
Digboi, affiliated to Dibrugarh University, Assam as
Accredited
at the C⁺⁺ level.*

Date : February 16, 2004



M. S. S. S.
Director

• This certification is valid for a period of Five years with effect from February 16, 2004.
• An institutional score '5' in the range of 55-60 denotes C grade, 61-65 - C⁺ grade, 66-70 - C⁺⁺ grade,
71-75 - B grade, 76-80 - B⁺ grade, 81-85 - B⁺⁺ grade, 86-90 - A grade, 91-95 - A⁺ grade, 96-100 - A⁺⁺ grade.
• Higher limits exclusive.

