

**ANNUAL QUALITY ASSURANCE REPORT : 2015-16  
(AQAR)**

**IQAC : DIGBOI MAHILA MAHAVIDYALAYA**

**SUBMITTED TO  
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

## AQAR 2015-16

### The Annual Quality Assurance Report (AQAR) of the IQAC

#### Part – A

#### 1. Details of the Institution

1.1 Name of the Institution	DIGBOI MAHILA MAHAVIDYALAYA
1.2 Address Line 1	Muliabari
Address Line 2	P.O. + P.S.- Digboi
City/Town	DIGBOI
State	Assam
Pin Code	786171
Institution e-mail address	digboimmv@rediffmail.co
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

1.4 NAAC Executive Committee No. & Date:

NA\*

\* NA in the certificate(Xerox copy of the certificate is attached here-with )

1.5 Website address:

www.digboimahilamahavidyalaya.com

Web-link of the AQAR:

1.6 Accreditation Details

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

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

15-07-2003

1.8 AQAR for the year

2015-16

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
- iv. AQAR \_\_\_\_ 2009-10 10-03-2017
- v. AQAR \_\_\_\_ 2010-11 10-03-2017
- vi. AQAR \_\_\_\_ 2011-12 10-03-2017
- vii. AQAR\_\_\_\_2012-13 31-03-2017
- viii. AQAR\_\_\_\_2013-14 31-03-2017
- ix. AQAR \_\_\_\_ 2014-15 01-06-2017

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   
(e.g. 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

4

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 :

1. Self Development programme by Rtd. IPS officer Mr. A. P. Durai on 29-10-2015

2. Workshop on 18-06-2016 on Substance use awareness.

3. Workshop on 03-10-2015 on “preparing the groundwork for NAAC peer team visit”  
 Principal, Margherita College grace the occasion as resource person.

2.14 Significant Activities and contributions made by IQAC :

1. Action undertaken for timely sending of S.S.R. for 2<sup>nd</sup> cycle assessment.
2. I.Q.A.C & teacher's unit of the college met G.B for early arrangement for appointment of permanent Principal.
3. Taken initiative for preparation of the academic calendar of the college in the new format.
4. Conducted debate competition on International Women's day with women's cell & teachers unit of the college.
5. Organized World Environment day by plantation programme, procession with placard and a street play by the students.
6. A counseling programme was organized for the students on "Motivation and counseling". Mrs Nandita G. Sharma, a Psychological counselor was invited for the programme on 07/04/2016. Women Cell of the college took initiative for the programme.

#### 2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
i. Improving library facility.  ii) Computerization of the library  iii) Completion of Kitchen and Dining Hall of New girls' hostel iv) Renovation of girls' toilet v) Improving sports facilities	i) Library shifted to new building with a spacious reading room for students and there is a separate section for teachers earmarked as reading-cum-reference room.  ii) SOUL data entry started. But the process is getting delayed due to shortage of manpower.  iii) The process got delayed due to non release of the residual fund.  iv) Renovation work has been done.  v) A project for construction of new dual purpose court for basket ball and badminton, a playground and new volley ball court being

<p>vi) Introducing more vocational courses</p> <p>vii) Encouraging faculty members to pursue more research-oriented work.</p> <p>viii) Organizing field survey by the students to encouraged experimental learning.</p>	<p>undertaken. The process is in progress.</p> <p>vi) (a) U.G.C sponsored Certificate course on Baking started from this year from 17/08/2015. (b) Six months diploma on fashion designing started from 08/09/2015 organized by Home-Science Department.</p> <p>vii) Three teachers from the departments of English, Bengali &amp; History are actively engaged in research work. One teacher from the Dept. of Assamese awarded M.Phil degree from Dibrugarh University.</p> <p>viii) (a) Students of Assamese Department visited Bordumsa Deori Gaon to study Deori Culture on 25/09/2015. (b) Students of S.K.B under the guidance from History Department went to Jaipur Rain Forest, Naharkatia as a project work for travel &amp; tourism management. (c) Students of Philosophy &amp; Economics Department jointly visited historical tourist places of Tezpur &amp; Tezpur University on 02/10/2015. (d) Students of Department of Home-Science visited dietary unit of I.O.C.L (A.O.D) Hospital on 25/08/2015 to know about the set up of dietary unit &amp; routine hospital diet given to the patients. (e) Students of Department of Home-Science visited Kakopathar village for collection of Moran textile design on 15/03/2016 and Mrinaljyoti Rehabilitation centre, Duliajan on</p>
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<p>ix) Organize exchange programme</p> <p>x)Personality Development programme - development of communicative skill of student, Yoga programme</p>	<p>21/03/2016 to study and prepare report on different types of disable children.</p> <p>ix) The Department of Economics of Digboi Mahila Mahavidyalaya organized a student's exchange programme at Digboi Mahila Mahavidyalaya on 09/03/2016 where students from neighboring colleges took part. Prof D.K.Chakraborty, HoD Deptt of Economics, Dibrugarh University enlightened the gathering on this occasion. The students and teacher from Economics Department also went to nearby Margherita college to participate in student exchange programme</p> <p>x)The following programmes were undertaken as a part of personality development of the students</p> <p>(a)Workshop on Assamese poem recitation on 25/06/2016 by the Department of Assamese,</p> <p>(b)Yoga programme for the N.S.S volunteers from 20<sup>th</sup> to 27<sup>th</sup> March 2016.</p> <p>(c) Counseling programme on Motivation and counseling by Mrs Nandita G. Sharma, a Psychological counselor on 07-04-2016.</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 27-05-2017 and Digboi Mahila Mahavidyalaya Governing Body meeting subsequently held on 30.05.2017 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 Programmes Added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	01			
PG Diploma	01		01	
Advanced Diploma				
Diploma				
Certificate	02	01	02	
Others				
Total	04	01	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
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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.

No

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

Certificate course on Baking introduced this year under UGC career development programme

### Criterion – II

#### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
<b>Arts:</b>	25	7	18	0	0

2.2 No. of permanent faculty with Ph.D.

Asst. Professors		Associate Professors		Professors	Others	Total	
R	V	R	V	0	0	R	V

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

7	2	18	0	0	0	25	2
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2.4 No. of Guest and Visiting faculty and Temporary faculty

03	Nil	12
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	--	--	--
Presented papers	--	12	--
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 presentation 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.
- Micro teaching is being practiced in some departments.
- The institution has made arrangement for three digital classroom.

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

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

None
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2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus

00	00	00
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development as member of Board of  
Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

86%
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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.	222	0.45%	23.87%	22.52%	6.31%	53.15%
B.Sc.						
B.Com.						

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 of offering suggestions to all the departments to incorporate the latest and proven techniques of teaching like group discussion, extempore speech, quiz etc., within the class.

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	--
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 - 06
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"> <li>• IQAC of the college periodically holds meetings amongst the teachers of the college and disseminates information on UGC-related Minor/Major Research projects (wholly sponsored by the UGC)</li> <li>• IQAC encourages all the departments to conduct field surveys along with the students to develop research culture amongst the teachers and students.</li> <li>• It extends facilities enabling the teachers to avail leave in order to participate in Seminar/Workshops/Symposia/Conference.</li> </ul>
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##### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				

Outlay in Rs. Lakhs				
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### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	04	01	--
Non-Peer Review Journals	--	--	14
e-Journals	--	02	--
Conference proceedings	--	03	--

### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary				

Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects ( <i>other than compulsory by 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	01	0	0	0
Sponsoring agencies	0	UGC	0	0	0

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



3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National		
International		
Commercialized		

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

Total	International	National	State	University	Dist	College

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 :

- i) Workshop on “Substance use awareness programme” on 18/06/2016. The programme was organized in collaboration with I.O.C.L (A.O.D) & ACTA, Tinsukia District Zone. Students from Tinsukia College, Margherita College, Digboi College & Ledo College attended the programme.
- ii) Voter awareness programme conducted by the students of Political Science Department on 01/04/2016 to make aware, specially the new voters about the upcoming general election.
- iii) To make people aware of healthy cooking and hygiene and different types of printing for self employment generation in Borjan Village.

iv) Students of Home-Science Department visited Dangari gaon for collection of different textile design.

v) To make people aware of healthy cooking and hygiene and different types of printing for self employment generation, the students of Home-Science Department arranged one extension programme in Borjan Village on 19<sup>th</sup> Feb 2016.

vi) Baking workshop on 26<sup>th</sup> & 27<sup>th</sup> February 2016 amongst the students.

vii) Yoga for inner awareness programme by N.S.S volunteers from 20<sup>th</sup> to 27<sup>th</sup> of March, 2016.

#### Criterion – IV

#### 4. Infrastructure and Learning Resources

##### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	12761 sq mtr.	--	IOCL	12761 sq mtr.
Class rooms	25 (1634 sq.mtr)	--	--	25(1634sq.mt)
Laboratories	2 (160 sq mtr.)	--	--	--
Seminar Halls	2 (417sq mtr.)	--	--	--
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	--	--	--	--
Value of the equipment purchased during the year (Rs. in Lakhs)	--	8.77	UGC & College fund	8.77
Others ( Rs in Lakhs)	--	21.92	College fund	21.92

##### 4.2 Computerization of administration and library

- Administration and Library is partially computerized.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	17183	3566907	908	176890	18091	3743797
Reference Books						
e-Books	0	0	0	0	0	0
Journals	6	7250	Nil	Nil	6	7250
e-Journals						
Digital Database						
CD & Video						
Others (specify) News paper & Magazine	13	17033	Nil	Nil	13	17033

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	35	06	02	01	--	11	12	06
Added	01	--	--	--	--	--	--	01
Total	36	06	02	01	--	11	12	07

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

- Laptops were distributed to the Departments.

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

i) ICT

0.45

ii) Campus Infrastructure and facilities

34.47

iii) Equipments

0.17

iv) Others

3.90

**Total :**

38.99

### Criterion – V

#### 5. Student Support and Progression

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

IQAC enhance awareness about students support services by

- Contact programmes with the elected student's Union.
- Information given through the prospectus of the college.
- Suggested authority to upload the data in the college web site.
- IQAC requested the librarian to put the support services of the library in the notice board of the library

##### 5.2 Efforts made by the institution for tracking the progression

- The Academic Committee of the college keeps records of all internal and end semester examination with assistance from examination committee. IQAC plays an important role in this regard.
- Provide the students with the latest in education facilities and opportunities.
- IQAC also collects information of the students from alumni association and student union of the college.

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

UG	PG	Ph.D	OTHERS
838			

(b) No. of students outside the state

42

(c) No. of international students

00

No	%
838	100%

No	%

Women

Men

NA NA

Last Year(2014-15)						This Year(2015-16)					
General	ST	SC	OBC/MOBC	Physically challenged	Total	General	ST	SC	OBC/MOBC	Physically challenged	Total
216	102	32	256/88	0	694	232	145	32	332/97	0	838

Demand ratio 1:1

Dropout % 0

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

Nil

No. of students beneficiaries

Nil

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

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

## 5.6 Details of student counseling and career guidance

- The college has a guidance and counseling cell, responsible for guiding the students.
- There is also an Admission Committee comprising all the HoDs of the Depts. Counseling is 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

--	--	--	--
----	----	----	----

### 5.8 Details of gender sensitization programmes

Women Cell of the college organizes programmes related to gender issues. Psycho social counseling done by an external councilor were appreciated by all the participants.

### 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	1	Free registration
Financial support from government	12	70,590
Financial support from other sources	--	--
Number of students who received international/national recognitions	13	70,590

5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students: Few students are member of the Rotaract club and render services to the downtrodden people.

5.13 Major grievances of students (if any) redressed: 01

### Criterion – VI

#### 6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

##### VISION

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

##### MISSION

To make the students aware of-

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



## 6.2 Does the Institution have a management Information System

NO

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

### 6.3.1 Curriculum Development

- Curriculum is developed by Dibrugarh University. Teacher of our college attended Seminar and Workshop of new curriculum system CBCS which is going to be implemented from 2017-18 academic session and took part in the discussion.

For the following Diploma courses the curriculum were developed by the college faculty members of the college.

- i. Baking Course.
- ii. Computer diploma course
- iii. Beautician certificate course

### 6.3.2 Teaching and Learning

- i. Routine is prepared in the beginning of the session.
- ii. . Course distribution is done by the HoDs in consultation with the teacher and accordingly teaching plan is prepared by the teacher.
- iii. Field survey conducted by the departments relevant to the syllabi.
- iv. Internet, Computer is used by the faculty to provide up to date information to the student.

### 6.3.3 Examination and Evaluation

- Annual/Semester Examinations are conducted as per the schedule of Dibrugarh University.
- 20% of the exams are conducted by the college.
- Examination Committee conducts the internal, sessional examination.
- Evaluated scripts are shown to the students and necessary action is taken for improvement.
- Exam marks are displayed on the notice board to maintain transparency in the process.

### 6.3.4 Research and Development

- Three of our teacher is actively engaged in research work .One of our teacher has completed M.Phil in this academic year. One teacher is working as PhD guide. Research committee looks after the issues related to research activities of the teachers and students.

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation

College has a central library with reading room and internet facility for the students and teachers. Every year new books are added to the library. Almost all the department has been provided with Laptop. Departments have their own library and some of the departments have internet connection. College has a future plan of providing internet connection to all the departments and teachers.

#### 6.3.6 Human Resource Management

- The principal holds meeting regularly with HoDs, all teaching and non teaching staff for uplift of academic atmosphere of the college. Class routine, Academic Calendar is prepared in such a way to utilize the existing human resources in a judicial way. College authority entrust duties in different areas on the basis of their creative or active expertise in their concern areas. The college also appoints efficient teachers and encourages them in career progression and allows them to attend various programme for knowledge up gradation.

#### 6.3.7 Faculty and Staff recruitment

- i. The best persons are selected on the basis of merit & interview for filling various sanctioned post as per guidelines of Director of Higher Education Assam.
- ii. For non-sanctioned posts best among the available candidates are selected. Many members of teaching and non-teaching members are appointed on contractual basis depending on the requirement.

#### 6.3.8 Industry Interaction / Collaboration

From the inception of the college IOCL (AOD) and OIL are helping us in cash and kind and also in its management. IOCL (AOD) provides extensive support for organizing any event in the college.

#### 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. Admission Committee prepare the norms of admission after due consultation with the Principal, IQAC, Academic Committee and teachers

6.4 Welfare schemes for

Teaching	02
Non-teaching	02
Students	04

6.5 Total corpus fund generated

5.43Lakh

6.6 Whether annual financial audit has been done

Yes

No

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

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

- Proposal for introducing CBCS is going on from the academic session 2017-18 by the parent university.

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

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

#### 6.11 Activities and support from the Alumni Association

- Many of the ex-students visit to the college and offer constructive suggestion for the overall development of the college. Few alumni helped the college by taking classes. Alumni also help the college by donating books for the library.

#### 6.12 Activities and support from the Parent – Teacher Association

- Donations in kind from parents or guardians were received and also valuable suggestions for the management of the college and hostel

#### 6.13 Development programmes for support staff

- Programme on the use of ICT in office administration are conducted.

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

- Plantation drives are periodically undertaken in active support of the NSS Wing of the college in order to make the college eco-friendly and green. The entire college campus has been declared a No-Plastic Zone.

### **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.

- Laptop given to all the department.
- Using modern teaching aids in the teaching learning process by some of the teachers.

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

1. Renovation of girls' toilet
2. Improving sports facilities (construction of new dual purpose court for basket ball and badminton, a playground and new volley ball court being undertaken)
3. SOUL data entry started. But the process is getting delayed due to shortage of manpower.
4. Library shifted to new building with a spacious reading room for students and there is a separate section for teachers earmarked as reading-cum-reference room.
5. U.G.C sponsored Certificate course on Baking started from this year.
6. One teacher from the Dept. of Assamese got M.Phil degree. Two other teachers from the departments of English & History are actively engaged in research work.

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

- Survey on political participation of rural women
- Lecture by renowned personalities

7.4 Contribution to environmental awareness / protection

- The 'World Environment Day' was observed in the college. Students are made aware of the bio-non-degradability of materials like polythene/plastic and thereby efforts are constantly made both by the student as well as the teaching communities to keep the campus of the college polythene/plastic-free.
- Programme on wildlife conservation has been organized on 07/10/2015 by Home-Science Department.

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

- Awfully 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

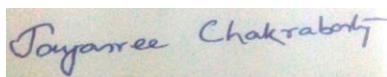
- Increase the strength of both the teaching faculty and the non-teaching staff.
- Opening up new courses with the required staff and infrastructure.
- Attracting good and promising students from nearby as well as far-off places.
- Empowering students to accept challenges of life.

The other important points which may be mentioned here are

i) Teachers of the college attended Zonal Cultural Meet of ACTA at Doomdooma College on 06/02/16 and participated in group song, solo song, recitation and extempore speech.

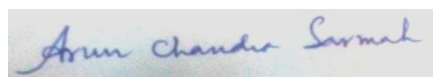
### 8. Plans of institution for next year

- i. Strengthening sports facilities students' Union body's recommendation and also suggested by the peer team from Dibrugarh University.
- ii. Computerization of all the process viz examination, admission, certificate & library.
- iii. Vermi compost production to be reintroduced.
- iv. Organizing workshop for developing communication skill of the student.
- v. Plan for introducing major in Hindi & M.Sc. in Home-Science.
- vi. Earlier proposal of opening NCC to be reviewed.
- vii. Introduce Xatriya dance as a career oriented course from the next session.
- viii. Installation of CC T.V in the library.
- ix. Introduce short term course on Self Defense.
- x. To organize workshop on CBCS.



MRS JAYASREE CHAKRABORTY

*Signature of the Coordinator, IQAC*



Dr. ARUN CHANDRA SARMAH

*Signature of the Chairperson*

**ANNEXURE-I**

**ACADEMIC CALENDAR  
DIGBOI MAHILA MAHAVIDYALAYA  
YEAR : 2015**

MONTHS	WORKING DAYS	SUNDAY	HOLIDAYS/OTHERS	CLASSES / EXAM	ACTIVITY
JANUARY	17, 19, 20, 21, 22, 23, 24, 27, 28, 29, 30	4, 11, 18, 25	Upto January 16 Sem End vacation for teaching staff 14th - 16th - Bhogali Bihu 26 - Republic Day 31 - Me-dam-Ma-Fe	17th Jan onward Even Sem classes	34th College week Jan 27th - 2nd Feb 25th Jan Saraswati Puja
	11				
FEBRUARY	2, 4, 5, 6, 7, 9, 10, 11, 12, 13, 14, 16, 18, 19, 20, 21, 23, 24, 25, 26, 27, 28	1, 8, 15, 22	3rd Chilarai Divas 17th - Shiv Ratri	20th Feb onward 1st Sessional exam of 2nd, 4th & 6th Sem H. S. 2nd Board exam	
	22				
MARCH	2, 3, 4, 6, 7, 9, 10, 11, 12, 13, 14, 16, 17, 18, 19, 20, 21, 23, 24, 25, 26, 27, 28, 30, 31	1, 8, 15, 22, 29	5th - Holi	1st sessional to continue upto 5th March 20th March notification 1st Sessional marks	
	25				
APRIL	1, 2, 4, 6, 7, 8, 9, 10, 11, 17, 18, 20, 21, 22, 23, 24, 25, 27, 28, 29, 30	5, 12, 19, 26	3rd Good Friday 13th - 16th - Rongali Bihu	2nd sessional (6th - 11th) 18th April Notification 2nd sessional marks 30th April last date of assignment submission	Farewell to 6th Sem students
	21				
MAY	2, 5, 6, 7, 8, 9, 11, 12, 13, 14, 15, 16, 18, 19, 20, 21, 22, 23, 25, 26, 27, 28, 29, 30	3, 10, 17, 24, 31	1st - May Day 4th Buddha Purnima	11th May onward End Sem exam	
	24				
JUNE	1, 2, 3, 4, 5, 6, 8, 9, 10, 11, 12, 13, 15, 16, 17, 18, 19, 20, 22, 23, 24, 25, 26, 27, 29, 30	7, 14, 21, 28		End Sem exam continued till 9th June 15th onward 1st, 3rd 5th Sem class begins	5th June World Environment Day 16th June Orientation programme for 1st Sem 26th Freshers Social
	26				
JULY			Semester End Vacation for teaching staff		24th Foundation Day
AUGUST	1, 3, 4, 5, 6, 7, 8, 10, 11, 12, 13, 14, 17, 18, 19, 20, 21, 22, 24, 25, 26, 27, 28, 29, 31	2, 9, 16, 23, 30	15th August - Independence Day	1st August recommencement of classes 17th - 25th August 1st sessional 29th 1st sessional exam marks notification	18th D.C.Dev Sarmah Memorial Day 11th - 14th August Students Union Election
	25				
SEPTEMBER	1, 3, 4, 7, 8, 9, 10, 11, 12, 14, 16, 17, 18, 19, 21, 22, 24, 26, 28, 29, 30	6, 13, 20, 27	2nd - Madhav Deva Tithi 5th - Janmastmi 15th - Sankardev Tithi 23rd - Janmotsav of Shri Shri Sankardeva 25th - Id-Ud-Zuha		5th Sep. Teachers Day
	21				
OCTOBER	1, 3, 4, 5, 6, 8, 9, 10, 11, 12, 13, 15, 16, 18, 19, 20, 25, 26, 27, 30, 31	4, 11, 18, 25	2nd - Gandhi Jayanti 18th - Kati Bihu 20th to 23rd Durga Puja & Vijaya Dashami 26th - Lakhmi Puja	1st - 10th Oct 2nd sessional 17th Oct Notification of 2nd sessional marks 1st - 14th Oct - 1st Unit Test H. S. I & II	2nd Oct Gandhi Jayanti celebration
	21				
NOVEMBER	2, 3, 4, 5, 6, 7, 9, 10, 11, 12, 13, 14, 16, 17, 18, 19, 20, 21, 23, 26, 27, 28, 30	1, 8, 15, 22, 29	10th - Kali Puja & Dewali 24th - Lachit Davas 25th - Birth Day of Guru Nanak	1st - 30th Nov Odd Sem exam	5th Nov. Death Anniversary of Sudhakontha Dr. Bhupen Hazarika
	23				
DECEMBER			Semester End Vacation for teaching staff		

*Agosni*  
17/11/15

Dr. Anima Gogoi  
Vice Principal  
Digboi Mahila Mahavidyalaya

**Annexure II**  
**Session-2015-16**  
**Best Practice-1**

1. Title of the Practice: Survey on Political parties of rural women.
2. Goal: To find out the participation of women in political decision making process.

From 14-03-2016 to 31-03-2016 a voter awareness programme was conducted by the Political Science department. The students conducted a door to door survey of households to find out the political awareness of women and their participation in the electoral process. All total 91 ladies of different ages and varied educational qualifications were asked questions by students. The findings were quite interesting. The area covered was from Bordumsa to Tingrai.

4. Evidence of success. (i) This survey taught the students techniques of interactions with respondents and to prepare a report.  
(ii) Active participation of respondents.
5. Problems encountered and resources required.  
(i) Fear and awkwardness to speak about their political views.

**Best Practice-2**

1. Title of the Practice: Lectures by renowned personalities
2. Goal: (i) To make students aware of recent trends in academics.  
(ii) To generate interest among the students in their respective field of study.
3. Limitations: A lecture was organized by the Economic Forum of Digboi Mahila Mahavidyalaya on 09-03-2016 in the college premises. The resource person was Prof Deb Kumar Chakraborty, HoD, department of Economics, Dibrugarh University. He delivered a very fruitful and thoughtful lecture on different topics related to the subject. The programme was entirely student centric. Students and faculty members from the Economics department of Digboi Mahila Mahavidyalaya, Digboi college, Ledo college and Margherita college participated in the programme.
4. Evidence of success. (i) Active participation of the students. "Exchange of views among students of different colleges.  
(ii) Request by the students to organize such camps in future.
5. Problems encountered and resources required. Scarcity of fund becomes a hindrance to organize such talks frequently.

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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<sup>+</sup> level.*

Date : February 16, 2004



*M. Anand*  
Director

• This certification is valid for a period of Five years with effect from February 16, 2004.  
• An institutional score 'A' in the range of 85-90 denotes C grade, 81-85 C<sup>+</sup> grade, 75-80 C<sup>+</sup> grade,  
71-75 B grade, 65-70 B<sup>+</sup> grade, 61-65 B<sup>+</sup> grade, 55-60 B grade, 51-55 B<sup>+</sup> grade, 45-50 B<sup>+</sup> grade,  
41-45 B<sup>+</sup> grade, 35-40 B<sup>+</sup> grade, 31-35 B<sup>+</sup> grade, 25-30 B<sup>+</sup> grade, 21-25 B<sup>+</sup> grade, 15-20 B<sup>+</sup> grade,  
11-15 B<sup>+</sup> grade, 5-10 B<sup>+</sup> grade, 1-5 B<sup>+</sup> grade.

### **Mechanism of Feedback**

The College authority used to take feedback from students to assure quality in teaching process on regular basis. The feedback forms contain different criteria for assessment of faculties. Final Semester Students used to rate the faculties on their performances on the following five point criteria. (e.g.: 5 excellent, 4. above average, 3. average, 2. below average and 1. poor) Out of the total respondent 10 students are selected from each Department depending on their attendance record and academic performances. As the college has 11 departments therefore the total sample size will be of 110 students. The authority identifies weak areas of each faculty on the basis of their ratings by the students. By emphasizing on the ratings of 'below average' and 'poor' from the responses, the college authority takes necessary action to ensure quality improvement.

STUDENTS' ASSESSMENT OF THE TEACHER 2015-16

Indicate the degree to which the characteristic present by putting √ 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 5,4,3,2,1	Mrs. J. Chakraborty Mrs. R. Paul
2. He/she deliberates contents of each topic In details fully and clearly	5,4,3,2,1 5,4,3,2,1	Mrs. J. Chakraborty Mrs. R. Paul
3. He/she presents subjects matters in simple Language and in an interesting way	5,4,3,2,1 5,4,3,2,1	Mrs. J. Chakraborty Mrs. R. Paul
4. Use black board and such other aids	5,4,3,2,1 5,4,3,2,1	Mrs. J. Chakraborty Mrs. R. Paul
5. He/she clarifies the objectives of subjects before hand.	5,4,3,2,1 5,4,3,2,1	Mrs. J. Chakraborty Mrs. R. Paul
6. He/she provides opportunity to the students To express their thought and make serious in the classroom?	5,4,3,2,1 5,4,3,2,1	Mrs. J. Chakraborty Mrs. R. Paul
7. He/she encourages the students to go into the depth of subject?	5,4,3,2,1 5,4,3,2,1	Mrs. J. Chakraborty Mrs. R. Paul
8. He/she tries to solve the problems of students Regarding their studies?	5,4,3,2,1 5,4,3,2,1	Mrs. J. Chakraborty Mrs. R. Paul
9. He/she inspire the students to learn new things?	5,4,3,2,1 5,4,3,2,1	Mrs. J. Chakraborty Mrs. R. Paul
10. He/she tries to find out the reasons Of indiscipline in the class?	5,4,3,2,1 5,4,3,2,1	Mrs. J. Chakraborty Mrs. R. Paul
11. He/she behaves in an affectionate Manner towards Students?	5,4,3,2,1 5,4,3,2,1	Mrs. J. Chakraborty Mrs. R. Paul
12. He/she instructs the students to Be obedient?	5,4,3,2,1 5,4,3,2,1	Mrs. J. Chakraborty Mrs. R. Paul

13. He/she completes the course allotted for him/her in time ?	5,4,3,2,1 5,4,3,2,1	Mrs.J.Chakraborty Mrs.R.Paul
14. He/she shows the students their marks in the Examination.	5,4,3,2,1 5,4,3,2,1	Mrs. J. Chakraborty Mrs. R. Paul
15. He/she shows the students their attainments .	5,4,3,2,1 5,4,3,2,1	Mrs. J.Chakraborty Mrs. R. Paul
16. He/she conducts seminars, debates & such Other literary activities.	5,4,3,2,1 5,4,3,2,1	Mrs. J. Chakraborty Mrs. R. Paul
19. 17.He/she participants in the cultural programmes & Festivals of the colleges?	5,4,3,2,1 5,4,3,2,1	Mrs. J. Chakraborty Mrs. R. Paul
18. He/she deals justly & impartially with students?	5,4,3,2,1 5,4,3,2,1	Mrs. J. Chakraborty Mrs. R. Paul
19. He/she give assignment?	5,4,3,2,1 5,4,3,2,1	Mrs. J. Chakraborty Mrs. R. Paul
20. He/she encourage the students for using library of effectively?	5,4,3,2,1 5,4,3,2,1	Mrs. J. Chakraborty Mrs. R. Paul
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 5,4,3,2,1	Mrs. J. Chakraborty Mrs. U. Sharma
22.He/she teaches lesson with full preparation?	5,4,3,2,1 5,4,3,2,1	Mrs. J. Chakraborty Mrs. R. Paul
23.He/she looks after the arrangement of the Class attentively before actual teaching?	5,4,3,2,1 5,4,3,2,1	Mrs. J. Chakraborty Mrs. R. Paul
24.He/she develops in students sense of healthy Competition?	5,4,3,2,1 5,4,3,2,1	Mrs. J. Chakraborty Mrs. R. Paul
25.He/she completes his/her course in time?	5,4,3,2,1 5,4,3,2,1	Mrs. J. Chakraborty Mrs. R. Paul