

## SELF STUDY REPORT

### Executive Summary

#### *Introduction:*

Digboi Mahila Mahavidyalaya is an institution established to promote higher education of women and women empowerment in the easternmost part of the state of Assam. The college has been providing qualitative higher education to students since its inception in 1981. The institution is trying to maintain a good balance between academic environment and students' overall achievements, in terms of both curricular as well as co-curricular activities. It has secured a good standing in the University (to which it is affiliated). Among other achievements, the college is proud of the students securing first class first position amongst the successful candidates of the University in the B.A. final examinations. The College Emblem bears a significant meaning. It signifies – “Lead me from incivility to civility, darkness to light, and from a moribund state of life to a vibrant way of life”. This motto in the logo is self explanatory for the purpose of establishing the college – to guide from darkness of ignorance to the light of knowledge.

Digboi Mahila Mahavidyalaya, was accredited by NAAC with C++ status in 2004. The suggestions made by the peer team proved fruitful in making the institution march forward with emphasis on initiatives related to quality sustenance and enhancement. Significant quality sustenance and improvement measures have been undertaken in post-accreditation years.

#### *Vision:*

- To build a college of excellence for women.
- To enable each and every student to be a complete woman, 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 the use of I.C.T.
- The importance of co-curricular activities and its necessity for self employment.
- Knowledge and skill through curriculum for better future life.
- The importance of being holistically fit for the present-day competitive world.
- Value-based education and to produce morally good citizens.

- Ideas of scientific outlook, progressive humanistic approach to life, work culture, discipline, realization of the sense of social responsibility etc.

## SWOC

### *Institutional Strength :*

- Eastern most girls college with dedicated teachers.
- A very supportive and active GB
- Transparency in the admission process
- A well planned Academic Calendar
- Ragging-free campus
- Participative management in decision making
- Good hostel accommodation for girls
- Well-equipped seminar halls with ICT tools for training and classroom purposes
- Providing liberal financial help to the deserving students at the time of admission
- Awards for best athlete ,best singer, best graduate and academic achievements.
- Computers, Wi-Fi internet facility easily accessible to perform academic related tasks by the teachers.
- Literary activities of the various departments (Hindi & Assamese) to improve the creative literary talents and skills of the students.
- Green and eco-friendly environment
- Spacious and well lighted classroom for the students.
- A diverse groups of students learning in harmony
- Engagement in socially relevant programmes.
- A well-equipped gymnasium hall.
- Well-equipped Education, Home Science and Computer Labs
- A well-organized feedback from students
- The College houses Study Centers of Distance learning of DU.
- Cordial relationship between faculty and students
- The entire campus is under CCTV surveillance
- Vast campus area utilized for sports and games
- A number of faculties render services to the University over and above conducting regular classes.
- Members of the student community are democratically elected for the Student Union.
- Spacious canteen facility for all (student and staff)

### *Institutional Weakness :*

- Awfully under staff.
- Time consuming process in filling up of vacant faculty /staff position due to cumbersome government procedure
- Library is not digitalized.
- The dream of construction of a sprawling campus has not taken off as yet due to lack adequate area.
- Limited scope for campus placements for the students
- Percentage of students progressing to higher education is rather low.
- Limited records of outgoing students
- Poor communication skill of the students

***Institutional Opportunity :***

- A good number of schools having good academic track record are situated in the vicinity of the college.
- Organization of leadership training for the students, mentor-mentee programme
- Establishment of network with local authorities in spreading awareness on environmental issues like Energy Conservation, Waste management, Water harvesting and recycling, sanitation, etc.
- The College is located in the Digboi Oil township where the Asia's oldest oil field & World's 2nd oldest oil refinery is situated. It is well connected by all means of transport. Presence of IOCL (AOD) & OIL extend their co-operation in a number of ways for the well being of the college.
- Improvement in soft skill of the faculty and students
- Upgradation of research facility in all departments
- Organization of more entrepreneurship development programmes.
- Unlimited scope for extension activities to teach the students various skills of life.
- Introduction of Vocational/UG courses on Knitting, Tailoring and designing, mass communication, Satriya dance, handloom.
- UGC has helped tremendously in funding the construction, installation, up-gradation,

renovation, purchase of various equipments for developing the college Infrastructure

***Institutional Challenge :***

- Increase the number of the both teaching and non-teaching staff.
- Establishment of linkage and collaboration with various research organizations/industries.
- Opening up new courses with the required staff and infrastructure.
- Establishment of a full-fledged digital library.
- Attracting good and promising students from nearby and far-off places.
- Empowering the student to accept the challenges.
- The college liberally enrolls students, even though they might be below average with the sole intention of disseminating education, specifically amongst women in this part of the country.

- Improvement of communication skill of students.
- Keeping pace with the rapid changes in higher education.
- Upgradation of the college to a Institute of Excellence
- As majority of the students are from the vernacular medium, it is difficult to teach them English, which needs special attention from the point of view of employability.
- Upgradation of more technologically enabled class room.
- Students do not retain their interest in any newly introduced program consistently. It is a challenge for the faculty to motivate them and make them aware regarding the fruitfulness of such subjects in terms of employability in the future.

### **Criteria wise Summary**

#### ***Curricular Aspects :***

- The college follows the curriculum provided by the affiliating university for UG programme. The college has an academic committee to monitor the curricular aspects of the college. Each department prepares teaching plan, course and class distribution as per the curriculum and prepares individual plans for covering the syllabus, field work, study tours, requirement for part time teachers and guest lecturers. Seminars, group discussions and workshops are organized on subjects and issues related to the curriculum. Books, journals, magazines, equipments etc are procured as per the requirement of the curriculum. Two of the teachers of the college are also members of ‘Under Graduate Board of Studies’ of Dibrugarh University. The Principal also holds meetings at regular intervals with the teachers for effective and timely implementation of the curriculum. To fulfill the goal of providing quality education, the teachers impart the curriculum through the traditional face to face mode of teaching. It is supplemented by other teaching aids made available by modern technology to some extent. However, the college has to go a long way in this direction.
- Over and above the UG programme, the college has a six month-long ‘Beautician Course’ and six months’ certificate course in Baking. The Curriculum has been designed by the Department of Home Science.

The college concurrently runs a Computer Application course parallel to the main curriculum. The curriculum is prepared by the ICT cell of the college and the coaching centre as per the requirements of the students.

#### ***Teaching-learning and Evaluation :***

The admission process of the college is fully transparent. The admission committee announces the dates for issue of prospectus and submission of admission forms. Merit lists of the applicants are prepared and displayed on the college notice board. For major courses, a combination of merit, entrance test and interview (wherever necessary) are carried out by the departments. Reservation of seats under OBC/SC/ST/ differently able /Sports categories/freedom fighter is carried out strictly as per the state government guidelines. The disadvantaged sections of the society are given equal importance in all the activities of the college. The college organizes orientation and induction programme for the fresher’s. The Institution has its own mechanism of collecting and analyzing the information on the academic performance of the students through—

- Regular check of attendance and interaction in the class.
- Class tests and Sessional tests and
- Assignment,

- Student's interest in the activities of the college.

The teachers are provided with Laptops, internet facilities, audio-visuals aids in order to make the learning process more student-centric. Library facility with provision of reading room and internet help the students to learn independently. To inculcate the practice of collaborative learning, the students are encouraged to participate in study tours, excursions, field works, various competitions, cultural functions, games, sports, Yogasana, NCC, NSS etc. Different forums consisting of teachers and students help to develop personality and organizing capacity of the students.

Feedback is collected from the students on different aspects to analyze the achievement of learning outcomes.

### ***Research, Innovations and Extension :***

The college has a research and consultancy committee to monitor and address the issue of research. The faculty members are encouraged to apply for research projects under various agencies. Full autonomy is given to the principal investigator covering financial matters for smooth execution of the projects. The college does the needful to arrange study leave for availing FDP as per UGC norms and appoint substitute teacher. One of our teachers has completed research work and submitted his thesis under FDP. One more teacher is going to avail this facility in this academic session. The college library is rich in books and reference materials belonging to diverse academic disciplines, journals and newspapers which support the principal investigator in his/her research activities. The students are sent to different higher educational centers like Tezpur Central University, Dibrugarh University, Gauhati University, Assam Agricultural University and colleges for exposure and to participate in seminars, workshops, talks etc. to develop scientific temper, research culture and aptitude.

All the required facilities like adequate work-space, electricity, library, assistance from administrative staff are provided to the investigator. The Institute tries to conserve energy and resources and take measures to develop cleaner, safer and a greener environment. It used CFL bulbs earlier. An attempt has been made in recent years to gradually change them to LED bulb.

For women's empowerment in various aspects of life and awareness in matters pertaining to health-related issues, the college organizes workshops, seminars and field trips for the students at regular intervals of time.

### ***Infrastructure and Learning Resources :***

The institution has sufficient facilities in terms of infrastructure to conduct curricular activities. The institution ensures the optimum utilization of all the infrastructural facilities. Annual college routine is prepared so to utilize all the available infrastructure of the college to the fullest possible extent. The institution has twenty five spacious class rooms, an IQAC room with all modern amenities, one conference room, one seminar hall, a big auditorium, a computer centre, two Girls' Hostels, a volleyball court, a basketball cum badminton court, a multi-gym centre, a girls' common room, a well furnished teachers' common room with internet and DTH connection, Health Care centre, a canteen, an NCC room, students' union office, a mini green house, two well equipped laboratories, six (6) Aqua guards and two (2) nos. of water filters, in terms of the infrastructural facilities. The college has a spacious library with open access system. The college library committee looks after the functioning, purchase of reading materials, equipments etc. At present it has 18818 number of books (including reference books). There are 42 Computers in the college. Free internet facility is provided to the students in the internet browsing centre in addition to reprographic facility and printer. LAN facility is available in the library. Wi-Fi facility is available in the central library and the departments. The college has two generator sets and inverter for uninterrupted power supply. The college has budgetary allocation for maintenance of the facilities available.

***Student Support and Progression :***

- The College is committed to a holistic approach towards education. SC/ST/OBC students are admitted and avail scholarships as per existing norms of the Government. The students of the college are taken to the campuses of various Universities to get exposure. There is a Career Counseling Cell, a Grievance Redressal Cell in the Institution. The students are also encouraged and assisted for field trips and industry visits by the teachers. The students of the college get ample opportunities to express themselves through the printed word through the college magazine, wall magazine and bulletin board of the departments, hostel magazine, participation in College Week events, inter-college events, participation in NCC, NSS etc.

The College provides a gamut of welfare and motivational schemes for the students viz.,

- (i) Best graduate award.
- (ii) Award for first position holder in Philosophy in memory of founder Principal Late Swarnalata Gogoi
- (iii) Best Singer award in memory of Dr. Ruby Borthakur (AIR Singer), ex-teacher in the Dept. of Economics of the college.
- (iv) Book Bank, Student Aid fund and free studentship are provided to help the poor and meritorious students
- (v) Free access to internet
- (vi) First aid and emergency medical facilities

The students of the college have excelled in the field of teaching (primary to University level), some have become writers, airhostesses, beauticians, some got clerical jobs and some of the students have become dieticians. A part of the students go for higher education.

***Governance, Leadership and Management :***

The Governing Body is the top management of the college. It consists of well known educationists, University representatives and representatives of various stake holders. . The transparency in governance is reflected in its decentralization and participative management The Principal is the administrative head and the DDO of the college. As the head of the institution, he takes decisions after getting due approval of the G.B. The Principal, after due consultation with the HoDs, teaching, non-teaching staff, members of different committees takes various plans and programme and frames policies for qualitative improvement of the college. Students' satisfaction on different parameters is gathered through feedback and from inputs of the Grievance Redressal Cell. The college follows the guidelines of UGC/State Govt. strictly in the matter of new recruitments and takes necessary and timely action in the case of promotion of the teaching and non-teaching staff of the college. The authority ensures and provides necessary help to teaching and non-teaching staff for enhancement of their skills and efficiency. The college prepares annual budget and strictly adheres to and reviews at the end of the session. The IQAC, constituted with internal and external members, contributes significantly to the all round development of the college. The IQAC takes part in planning strategies, preparing action plan and monitoring academic and other developmental activities.

***Institutional Values and Best Practices :***

The college has introduced several innovative practices for improvement of the teaching-learning scenario of the college. For example—

1. To create consciousness of the environment among the students and the staff, the college organizes tree plantation programs on world environment day and it has banned the use of polythene and reduced the use of plastic inside the college campus, has kept dustbins at various corners for collection of the waste materials.
2. Students are encouraged to prepare wall magazines, departmental journals and bulletin boards. All the departments have wall magazines, which provide the students a chance to improve the skill of writing and creativity. The department of Assamese organizes an annual literary competition amongst the students and publishes a departmental magazine. The Department of Hindi also brings out a magazine annually. The department of Home Science publishes newsletter of the department and the department of Economics publishes a hand-written magazine annually.
3. Book fairs are organized inside the college campus annually or biennially.
4. Regular study tours, field work are conducted for the students in order to provide a chance to the students to gather first-hand knowledge of people and places from personal and practical experience.
5. Biometric attendance system and CCTV at different strategic points of the campus have been installed to maintain regularity and punctuality.
6. The Women's Cell and the Medical Cell of the college annually organize camp, workshop on health-related issues of the students.
7. The college organizes Yoga Camps regularly for the students.

**Profile****BASIC INFORMATION**

<b>Name and Address of the College</b>	
Name	Digboi Mahila Mahavidyalaya
Address	Muliabari, Digboi P.O.- Digboi, P.S.- Digboi Dist. Tinsukia
City	Digboi
State	Assam
Pin	786171

Website	<a href="http://www.digboimahilamahavidyalaya.com">www.digboimahilamahavidyalaya.com</a>
---------	--

<b>Contacts for Communication</b>
-----------------------------------

Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Arun Chandra Sarmah	03751-264446	8638399405	-	digboimmv@rediffmail.com
IQAC Coordinator	Jayasree Chakraborty	03751-264435	7002422260	-	iqacdmm@gmail.com

<b>Status of the Institution</b>
----------------------------------

Institution Status	Constituent
--------------------	-------------

<b>Type of Institution</b>
----------------------------

By Gender	For Women
By Shift	Regular

<b>Recognized Minority institution</b>
--

If it is a recognized minority institution	No
--	----

<b>Establishment Details</b>
------------------------------

Date of establishment of the college	24-07-1981
--------------------------------------	------------

<b>University to which the college is affiliated/ or which governs the college (if it is a constituent college)</b>
---



State	University name	Document		
Assam	Dibrugarh University	<a href="#">View Document</a>		
<b>Details of UGC recognition</b>				
<b>Under Section</b>		<b>Date</b>		
2f of UGC		16-04-1990		
12B of UGC		16-04-1990		
<b>Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)</b>				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				
<b>Details of autonomy</b>				
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?		No		
<b>Recognitions</b>				
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?		No		
Is the College recognized for its performance by any other governmental agency?		No		
<b>Location and Area of Campus</b>				
Campus Type	Address	Location *	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Muliabari, Digboi P.O.- Digboi, P.S.- Digboi Dist. Tinsukia	Semi-urban	12761	9847

**ACADEMIC INFORMATION**

**Details of Programmes Offered by the College (Give Data for Current Academic year)**

Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Department Of Assamese	36	Higher Secondary	Assamese	300	221
UG	BA,Department Of Bengali	36	Higher Secondary	Bengali	50	24
UG	BA,Department Of Economics	36	Higher Secondary	English + Assamese	80	18
UG	BA,Department Of Education	36	Higher Secondary	English + Assamese	160	108
UG	BA,Department Of English	36	Higher Secondary	English	330	280
UG	BA,Department Of Hindi	36	Higher Secondary	Hindi	70	60
UG	BA,Department Of History	36	Higher Secondary	English + Assamese	80	56
UG	BA,Department Of Home Science	36	Higher Secondary	English + Assamese	70	42
UG	BA,Department Of Philosophy	36	Higher Secondary	English + Assamese	80	33
UG	BA,Department Of Political Science	36	Higher Secondary	English + Assamese	150	112
UG	BA,Department Of Sociology	36	Higher Secondary	English + Assamese	150	136

**Position Details of Faculty & Staff in the College****Teaching Faculty**

	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				14				13			
Recruited	0	0	0	0	4	10	0	14	5	3	0	8
Yet to Recruit	0				0				5			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				18			
Recruited	0	0	0	0	0	0	0	0	2	16	0	18
Yet to Recruit	0				0				0			

**Non-Teaching Staff**

	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				

				6
Recruited	4	2	0	6
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				14
Recruited	10	4	0	14
Yet to Recruit				0

**Technical Staff**

	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				1
Recruited	1	0	0	1
Yet to Recruit				0

**Qualification Details of the Teaching Staff**

<b>Permanent Teachers</b>										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	1	0	0	0	0	0	1
Ph.D.	0	0	0	3	4	0	1	1	0	9
M.Phil.	0	0	0	0	0	0	3	2	0	5
PG	0	0	0	0	6	0	1	0	0	7

<b>Temporary Teachers</b>										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	

D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

<b>Part Time Teachers</b>										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	2	16	0	18

<b>Details of Visting/Guest Faculties</b>				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
	0	0	0	0

<b>Provide the Following Details of Students Enrolled in the College During the Current Academic Year</b>						
Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	0	0	0	0	0
	Female	669	100	0	0	769
	Others	0	0	0	0	0
Diploma	Male	0	0	0	0	0
	Female	15	0	0	0	15
	Others	0	0	0	0	0
Certificate	Male	0	0	0	0	0
	Female	15	10	0	0	25
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	0	0	0	0
	Female	26	32	32	30
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	73	102	145	139
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	249	256	332	324
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	205	216	232	192
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	107	88	97	79
	Others	0	0	0	0
Total		660	694	838	764

## QIF

### 1. Curricular Aspects

#### 1.1 Curricular Planning and Implementation

##### 1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process

#### Answer:

- o The college strictly follows the curriculum designed by the parent University

The institution ensures effective curriculum delivery through a well planned and documented process. The objectives are achieved by adopting the following measures .

- Preparation of Academic calendar of the institution in accordance with the university academic calendar and implement it in practice.
- Preparation of college routine to ensure maximum number of theory and practical classes and optimum utilization of the infrastructure. The college has an academic committee which draws up the scheme for the whole year
- Preparation of teaching plan, course and class distribution as per the curriculum by the department
- Preparation of individual plans for covering the syllabus, field work, study tours, requirement for part time teachers and guest lecturers. Most of the departments conduct field surveys, related to the curriculum by the departments.
- Strict monitoring of attendance of the students.
- Mid time review of completion of syllabus.
- Organizing sessional examinations as per the university guideline.
- Organizing field survey with the dual motive of exposure of the student to the real world and to enhance knowledge in the related subject.
- Organize talk by the experienced teacher from other institutions and Universities for the benefit of students.
- The Principal holds frequent meetings with the HoDs, Academic Committee, and IQAC Coordinator, besides the regular general meetings with the teachers to discuss such matters.
- The Principal readily deposes teachers to attend any curriculum related workshops conducted by the University or any other institutions.
- The college has central library with reference section for teachers as well as students internet facilities to almost all the departments, spacious classrooms, audio visual facility for effectively translating the curriculum
- Teachers get support from the University for effectively translating the curriculum. The University prepares academic calendar and list of holidays. The assessment and evaluation processes are executed by the university with the help of the college. The university also deposes experts to the institute for inspection of laboratory, departments and also recruitment and promotion of teachers and appoint external examiner for the practical examinations. College maintains network with the University and gets immediate guidance from it whenever required
- To fulfill our goal of providing quality education, we impart the curriculum through the traditional face to face mode. It is supplemented by other methods such as presentations, assignments, discussions, workshops, seminars, industrial visits, computer education, use of electronic gadgets etc.
- The institution interacts with different beneficiaries and industries, research bodies and the university like UGC, DU, NGOs and other such bodies from time to time for the academic up-gradation of the students.
- Experts and resource persons from Assam Agricultural University are easily accessible, specially for the Home Science department.
- The college has availed the opportunities of funding from the IOCL, OIL, Department of Science and Technology, Govt. of India for organizing seminars and other activities.
- The college gets supports for visiting industry and educational tours

### ***1.1.2 Number of certificate/diploma program introduced during the last five years***

**Answer: 2**

#### **1.1.2.1 Number of certificate/diploma programs introduced year wise during the last five years**

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
---------	---------	---------	---------	---------

01 01 00 00 00

File Description	Document
Details of the certificate/Diploma programs	<a href="#">View Document</a>

**1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years**

**Answer: 1.6**

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year wise during last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
01	01	00	00	00

File Description	Document
Details of participation of teachers in various bodies	<a href="#">View Document</a>

**1.2 Academic Flexibility**

**1.2.1 Percentage of new courses introduced of the total number of courses across all programs offered during the last five years**

**Answer: 50**

1.2.1.1 How many new courses are introduced within the last five years

Answer: 02

File Description	Document
Details of the new courses introduced	<a href="#">View Document</a>

**1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented**

**Answer: 0**

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

Answer: 00

File Description	Document
Name of the programs in which CBCS is implemented	<a href="#">View Document</a>

**1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years**

Answer: 14.33

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year wise during last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
83	156	86	74	105

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	<a href="#">View Document</a>

**1.3 Curriculum Enrichment**

**1.3.1 Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum**

Answer:

The affiliating university does not permit any institution under its jurisdiction to tamper with the curriculum prescribed by it. However, the institute integrates the following issues in its curriculum.

**Gender**

Gender issue is a part of the curriculum in almost all the subject. International Women's Day, National Girl Child Day is celebrated every year with enthusiasm and talks/debate competitions on gender issues are organized by the Women's Cell of the college. Special talks are occasionally organized on Women human rights, women health issues.

**Environment and Sustainability :**

The College offers environmental studies as a core subject. Students are offered project works on environmental issues. The college opted for Tourism and Travel Management which adopt project work on eco-tourism development. Emphasis is given on environment by celebrating World Environment Day. Plantation programme, talk, street play, procession with placard are organized on the very Day. To ensures sustainability College takes the following steps (i) use of CFL and LED bulb, (ii) inculcate the habit among the students and members to switch off electrical equipment when not in use, (iii) avoiding use of plastics inside the campus, (iv) minimize the use of paper and increase the use of electronic gadgets.



**Human Values and Professional Ethics:**

To impart human values the college organizes talk on various topics (viz. Integral education in the light of Sri Aurobindo, talk on substance use, talk on meditation etc), students are taken to various programme to represent college (e.g. Century celebration of our founder, Oil productivity week etc). Yogasana is done by the students. The teachers also give substantial lecture on moral & ethical values in each function organized by the college. The members of the college practice the habit of being honest and doing the right thing at all times. Teachers complete the course within stipulated time and provide assistance to the students irrespective of caste and creed.

***1.3.2 Number of valued added courses imparting transferable and life skills offered during the last five years*****Answer: 4**

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during last five years

Answer: 4

File Description	Document
Any additional information	<a href="#">View Document</a>
Details of the value-added courses imparting transferable and life skills	<a href="#">View Document</a>

***1.3.3 Percentage of students undertaking field projects / internships*****Answer: 0**

1.3.3.1 Number of students undertaking field projects or internships

Answer: 0

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

**1.4 Feedback System*****1.4.1 Structured feedback on curriculum obtained from***

**1) Students 2) Teachers 3) Employers 4) Alumni 5) Parents**

**For design and review of syllabus semester wise/ year wise**

**Answer:** D. Any 1 of the above

**1.4.2 Feedback processes of the institution may be classified as follows:**

**Answer:** C. Feedback collected and analysed

File Description	Document
URL for feedback report	<a href="#">View Document</a>

## **2. Teaching-learning and Evaluation**

### **2.1 Student Enrolment and Profile**

#### **2.1.1 Average percentage of students from other States and Countries during the last five years**

**Answer:** 9.75

2.1.1.1 Number of students from other states and countries year wise during last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
97	103	72	50	33

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
List of students (other states and countries)	<a href="#">View Document</a>

#### **2.1.2 Average Enrolment percentage**

**(Average of last five years)**

**Answer:** 84.73

2.1.2.1 Number of students admitted year wise during last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
239	330	279	287	263

2.1.2.2 Number of sanctioned seats year wise during last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
330	330	330	330	330

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

**2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years**

Answer: 55.06

2.1.3.1 Number of actual students admitted from the reserved categories year wise during last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
174	256	198	198	185

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

**2.2 Catering to Student Diversity**

**2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners**

Answer:

- The college identifies special advanced learners on the basis of—
- Merit lists of the students during the admission process.

- Class tests and Sessional exams.
- Interaction in the class room.
- Group discussions occasionally organized in the class.
- Participation in seminars, workshops etc.
- Participation in other college activities.
- Leadership quality and organizational capability for various programs held within and outside the college.
- Through discussion at a personal level.

The college responds to the special educational/learning needs of the advanced learners in the following ways—

- Encouraging the participation of such students in seminars, workshops under the active and constant guidance of the teachers.
- Encouraging the participation in extra- curricular activities (e.g. quiz/debate etc).
- Providing extra reading materials from personal resource as well as from internet sources especially for these students.
- They are encouraged to study beyond the stipulated course module.
- By encouraging them to use advanced texts and journals which are available in the library. The library even procures books according to their requirements.
- Inviting guest teachers from nearby/peer institutes to deliver lectures on various relevant topics.
- Encouraging the students to use ICT for seminar paper presentation.
- Organizing exchange programmes with the nearby colleges for interaction and inculcate the spirit of competitiveness.
- Moreover, the students are encouraged and motivated by the counseling programme organized from time to time.
- Giving guidance for their career at regular intervals.

Slow learners are also identified on the basis of the merit list prepared during the admission, their performances in the internal examinations and class activities. For slow learners, the following steps are taken as remedial measures—

- Extra and remedial classes are held to enhance their knowledge and skill.
- Encourage them for preparing for exams, seminar papers and to guide them to develop their self confidence and overall competency.
- Encouraging participation in life skill development programme.
- Encouraging participation in different activities of the college.
- Parents are invited to collect necessary information and giving assistance whenever required.
- Teachers help by lending personal books to needy students. If the identified slow learners are from economically backward families, then efforts are made to provide financial assistance from the institution or departments.

**2.2.2 Student - Full time teacher ratio****Answer:** 19.23

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

**2.2.3 Percentage of differently abled students (Divyangjan) on rolls****Answer:** 0.26**2.2.3.1 Number of differently abled students on rolls****Answer:** 2

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

**2.3 Teaching- learning Process****2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences****Answer:****The college makes learning more student-centric by—**

- Encouraging the teachers to hold seminars, group-discussions etc to provide the students sufficient opportunities to interact among themselves and also with the resource persons for the development of their participative and interactive learning.
- Providing the teachers with Laptops, internet facilities, audio-visual aids like projectors and P.A. system in order to make the learning process more student-centric. The project works helps the students to develop the skill of independent thinking, in addition to learning.
- Library facility with provision of reading room and internet helps them in this regard.
- Encouraging experiential learning. Experiential learning is the process of learning through experience where students play an active role. Experiential learning is concerned with more concrete issues. Our students are encouraged to go to the practical field to experience the issues personally. Instead of reading within the four walls of the classroom, they come into contact with people belonging to different tribes, communities vis-à-vis their lifestyles, culture, socio-economic conditions, village lives etc. Our students also visited various major

- industries like tea industries, sericulture unit, silk industry, paper mill and acquired knowledge through observation. They also interacted with an RRB bank and gathered knowledge about it. Our students met the voters (old and new) to have a practical knowledge about the electoral process.
- Supporting the students in organizing study tours, college excursions, field work and to facilitate them acquaint with the problems and trying to find out the problem solving methodologies. Students are also encouraged to participate in various competitions, cultural functions, games, sports, Yogasana etc. to inculcate the practice of collaborative learning. Students are motivated to participate in NCC, NSS and Extension activities.
  - Annual college magazine “Shyamoli”, the college wall magazine “Prabahika” and departmental wall magazines/Bulletin boards, magazines of Assamese and Hindi departments which provide ample scope to nurture critical thought and creativity of the students. Department of Home Science publishes Annual Newsletter. To make it more student-centric and increase student involvement, the Department of Economics introduced an innovative idea of publishing hand-written magazine. This serves the dual purpose of providing the students a platform to showcase their creativity and active participation.
  - The students of the department of Education participate in practice teaching, department of History in project work, department of Home-Science in extension activities as a part of their syllabus. All these activities encourage participative learning.
- 
- All the departments have separate forum of their own. Different forums consisting of teachers and students organize activities which develop their personality and organizing capacity. Students are given a freehand to organize such event. Teachers only play the role of a mentor.
- 
- Some of the departments also practice micro-teaching which helps the students to acquire in-depth knowledge of the subject.

### ***2.3.2 Average percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.***

**Answer: 0**

#### **2.3.2.1 Number of teachers using ICT**

Answer: 0

File Description	Document
List of teachers (using ICT for teaching)	<a href="#">View Document</a>

### ***2.3.3 Ratio of students to mentor for academic and stress related issues***

**Answer:** 42.72

### 2.3.3.1 Number of mentors

Answer: 18

File Description	Document
Year wise list of number of students, full time teachers and students to mentor ratio	<a href="#">View Document</a>

### 2.3.4 Innovation and creativity in teaching-learning

**Answer:**

- Apart from lecture method audio-visual methods such as power point presentation, computer assisted learning (CAL), learning through internet are also adopted. P.A system with modern appliances are also introduced in the college to address classes comprising large number of students. The impact of such approaches has been reflected in the growing enthusiastic spirit of learning amongst the students.
- To improve writing skills, teachers used to check home assignments and provide valuable suggestions to the students. Annual college magazine “Shyamoli”, wall magazines “Prabahika” and departmental wall magazines / Bulletin boards, magazines of Assamese and Hindi departments provide ample scope to nurture critical thought and creativity of the students.
- Debate, departmental seminars, group discussions etc are also conducted to encourage self learning among the students.
- To infuse creative art among the students, teachers, especially from literature Departments takes special classes on Drama, Acting, Mass Communications and Media Interactions.
- Quiz competitions are also conducted occasionally by some of the departments to impart interests towards general knowledge and current affairs among the students. During the main events that are being organized by College like Annual College Week, essay writing, short story writing, poem writing, poem recitation are also organized every year to find out the potentialities of every student in their respective field of interests. Study tours, field works are also organized by the respective departments to give practical experiences apart from theoretical outlook. Students pursuing courses in Education and Home Science Department are provided with laboratory facilities.
- Different forums consisting of teachers and students organize activities which develop their personality and organizing capacity.

## 2.4 Teacher Profile and Quality

### 2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

**Answer:** 91.11

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	<a href="#">View Document</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View Document</a>

### 2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

**Answer:** 45.57

2.4.2.1 Number of full time teachers with Ph.D. year wise during last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
12	11	11	11	11

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	<a href="#">View Document</a>

**2.4.3 Average teaching experience of full time teachers in number of years**

**Answer:** 12.63

File Description	Document
List of Teachers including their PAN, designation,dept and experience details	<a href="#">View Document</a>

**2.4.4 Average percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years**

**Answer:** 1.6

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year wise during last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
00	00	00	02	00

File Description	Document
e-copies of award letters (scanned or soft copy)	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

**2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years**



**Answer:** 7.41

#### 2.4.5.1 Number of full time teachers from other states year wise during last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
02	02	02	02	02

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	<a href="#">View Document</a>

## 2.5 Evaluation Process and Reforms

### 2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

**Answer:**

Continuous Internal Evaluation (CIE) system, the Institution collects and analyzes the information on the academic performance of the students through—

- Regular checking of attendance and interaction in the class.
  - Class tests and Sessional tests.
  - Overall performance of the student like timely submission of assignments, taking interest in the activities organized by the college.
  - Through discussion at a personal level.
  - For slow learners, extra and remedial classes are held to enhance their knowledge and skill.
  - Encourage them for preparing for exams, seminar papers and to guide them to develop their self confidence and overall competency.
  - Parents are invited to collect necessary information and give assistance wherever required.
- Teachers help by lending personal books to needy students.
  - The disadvantaged sections of the society are given equal importance in all the activities of the college and the physically challenged students, though few in number, are dealt with great care, consideration and patience.
  - Teaching plan is prepared individually by each department and allocations done accordingly. Teaching plan is to be submitted to the principal before the beginning of the session.
  - Answer scripts of the college examination are evaluated by the teacher within one week of the examination and the marks secured by the students are displayed in the departmental notice board. Evaluated scripts are shown to the students for transparency in the system and reason of poor scoring is discussed.
  - Evaluation process of the final examination is strictly guided by the University blue print made available a few days ahead of the commencement of evaluation work by the zone selected by the University.

### ***2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety***

#### **Answer:**

The internal assessment of the UG students of the college includes sessional examinations, attendance, seminar paper presentation/group discussion/assignment submission, which are supposed to be completed in their respective classes. There are two sessional tests held before the University examinations at the end of the semester, consisting of the first half of their academic session. The internal assessment carries 20% out of the total of 100 marks in each paper.

The papers of the sessional examinations and assignments, after being checked, are shown to the students and the mistakes they commit are pointed out, so that they become cautious and do not repeat similar mistakes again in the future. Besides this, the mark-lists are displayed in the notice boards of the college.

Internal assessment has variety in the sense that it has different components. The sessional examinations test their grasp of knowledge and the information that they have been able to internalize by attending their classes, whereas their home assignments basically evaluate their individual intelligence, in terms of whether they have been able to choose and pick the relevant contents in relation to the topic given.

In so far as their seminar papers are concerned, they prepare a paper on a specific topic under the guidance of teachers. On a given day, the students present their individual papers keeping the time allotted to them in mind. This practice enables the students to build up their confidence to not only present but also to think independently at the spur of the moment and decide what to speak, because they are asked questions at the end of their presentation by their classmates as well as the teachers.

Within the stipulated timeframe of the session, sometimes, group discussions are also organized, particularly for the Major students. But this last component is non-mandatory in nature and therefore, it is held only if it becomes possible to overcome the time constraint, keeping in mind the fact that the prescribed portions of the syllabus will also have to be covered before the onset of the University examinations.

Therefore, the mechanism of internal assessment, conducted by the college can be safely assumed to be transparent (because the students are allowed to access their answer-scripts and clear their doubts and ask for clarifications) and robust in terms of frequency and variety.

### ***2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and efficient***

#### **Answer:**

The ratio of weight in terms of the Internal and the External Examinations respectively of the B.A. Program offered by Digboi Mahila Mahavidyalaya, like the other affiliated colleges under Dibrugarh University, is 20:80 (with 80 marks for the University-conducted External Examinations). There are two sessional tests conducted by the college in each of the six Semesters, spaced out for a period of the three years, which is the entire duration of the Program.

The grievances that the students have are primarily related to these sessional examinations and the nature of these grievances is in connection with the marks that they are awarded. Normally, the students approach teachers for clarifications as to why they have scored less mark than they'd expected. The teacher who faces a situation like that makes a detailed explanation of the reasons (mistakes made in terms of content, explanation, rationale, quotation of statements in answers, grammar etc) there and then to the satisfaction of the student concerned. Sometimes, there might be a mistake in terms of totaling of the marks, which happens very rarely. In such cases, the teacher rectifies the mistake as soon as it is brought to his or her notice. Therefore, it can be said that the mechanism to deal with examination related grievances in place is not only just efficient and time-bound but also very transparent too.

So far as the External Examination conducted by the University is concerned, there are times when the college has to handle grievances of the students, which are basically related to the withholding of their results, non-receipt of the with-held results or being shown absent in a particular paper (whereas, as a matter of fact, the candidate appeared in that paper). The college instantaneously verifies the official records of the aggrieved student and once the reason is zeroed in, the college authority takes it seriously and send to university for immediate solutions of the problem. At times, the aggrieved student applies for re-check of their marks in some specific papers. This is also a time-bound process and therefore, in a matter of 15 days to a maximum of a month's time, the work is completed. Besides being time-bound, this entire exercise is also efficiently and in a very transparent manner carried out.

#### ***2.5.4 The institution adheres to the academic calendar for the conduct of CIE***

##### **Answer:**

- The college generally follows the Academic Calendar prepared by Dibrugarh University. However the institution has its own Academic Calendar which contains the dates of internal examinations, curricular and co-curricular activities and holidays.
- The internal examinations, curricular and co-curricular activities, particularly during the annual college week, apart from the inter-college sporting meets, debating, quiz etc meant for the students, to a substantial extent, are also an integral part of the Continuous Internal Evaluation (CIE) Mechanism that is in place for years now.

## **2.6 Student Performance and Learning Outcomes**

### ***2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students***

##### **Answer:**

PO1. Critical Thinking—Rather than spoon-feed students with notes and other allied materials, which are easily available on the net these days, the students of Digboi Mahila Mahavidyalaya are dissuaded from rote learning and taught to concentrate more on internalizing their lessons well. Application of this pedagogical process enables them to think independently and thereby develop their faculty of critical thinking, which is extremely crucial in the world today. The validity and accuracy of their ideas and assumptions are evaluated in the internal tests and necessary steps are taken for course correction so that they can truly be intellectually ready to face the world with a sense of confidence.

For developing a sound frame of mind for critical thinking in their organizational and other personal abilities, there are a good number of occasions like the college week, (includes games and sports, debating, quiz and other literary activities etc) fresher's social, parting social, workshops/seminars etc that they get and which they utilize to the maximum possible limit to the satisfaction of all concerned.

PO2. Effective Communication—Students are provided with ample opportunities to interact with teachers in the class in the English language, apart from their own mother tongue, which is generally the state language i.e. Assamese. The students get the chance to develop the four skills of language viz. listening, speaking, reading and writing in the class itself because the students,

who are asked questions, are selected at random. Therefore, they have to be well-prepared and always on their toes. They are also given home assignments to work on, which actually gives them a chance to develop their writing skills. Alluding to the world of people, books, media and technology, while preparing their assigned tasks or while responding verbally to questions also make them creative in their expressions.

PO3. Social Interaction—At times, group tasks are given to the students both in their studies as well as in the other co-curricular activities. This kind of activities is a very useful tried and tested formula to enable students to elicit views and opinions of other people. This also provides them a platform to try out their negotiating skills when discord or dissent takes place.

PO4. Effective Citizenship—The college has an NSS Wing, which provides the students opportunities to undertake a lot of socio-cultural activities. Apart from this, quite often than not, the students also voluntarily participate in programs like Cleanliness Drives, Plantation Drives and other social work. All of these make them socially aware and concerned citizens of the country, willing to shoulder any responsibility given to them.

PO5. Ethics—Once in a while, the college organizes talks on ethics and morality by inviting eminent personalities from different places. The students are all aware of the value-systems that exist in our country. The talks mentioned are actually intended to be reminders. And this apart, whenever or wherever any student is found to be lacking in any aspects of the values, they are counseled by the teacher concerned and the problem is resolved. Students committing mistakes are constantly reminded to develop the sense of owning up and accepting responsibilities.

PO6. Environment and Sustainability— The students of the college are made aware of the environment and the environmental hazards that the world faces today. The first thing that they are asked to do is not to litter the campus of the college, because the college sincerely believes that charity begins at home. Once they start taking care of their college and the importance of its cleanliness, they start to evolve as responsible citizens aware of environmental issues and sustainable development.

PO7. Self-directed and Life-long Learning—Once a student becomes a student of Digboi Mahila Mahavidyalaya, she is told in no ambiguous terms that , one has to be prepared to be a learner all throughout one’s life. She will initially be familiarized with the myriad ways of developing the faculty to critically and independently think. She will gradually start to have a view or opinion of her own on anything that relates to her life, once her sense of discretion evolves and matures to a desired level. Thereafter, she will be able to acquire the ability to truly engage in independent and life-long learning in the broadest sense of the term.

File Description	Document
COs for all courses (exemplars from Glossary)	<a href="#">View Document</a>

### ***2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution***

#### **Answer:**

Digboi Mahila Mahavidyalaya is an Arts College which has to mandatorily abide by the Rules and Regulations issued from time to time, by the University of Dibrugarh. The college has a three year B.A. program which includes six semesters (two semesters per academic session). So far as the Program Outcome (PO) of the college is concerned, there are three steps which are sequentially taken into account while evaluating the level of attainment of the students. These three steps which the college adheres to are Data Collection, Data Analysis and Data Evaluation.

**Data Collection:** The data of the students' performance in Academics is confined to the two sessional examinations (per semester), Seminar Paper presentations and Home assignments, which constitute the three components of the Internal Examinations of the college, carrying 20 marks per paper. The remaining 80 marks are meant for the University-conducted external Examinations. The data mentioned above is collected by the respective teachers of the Departments concerned, after the conduction of the Internal Examinations and holding of the Seminars individually by the Departments. Likewise, the task of preparing Home Assignments is given to the students and they submit the same within a stipulated period of time.

**Data Analysis:** The analysis of the data so collected by the individual Departments is scrupulously done by the teachers themselves. Mistakes and shortcomings in the performance of the students are highlighted so that necessary remedial measures can be taken at a later point of time at the end of the Semester Examinations.

**Data Evaluation:** The third and final step i.e. Data Evaluation is, though done again by the teachers, bears a difference with the 'Analysis' step in the sense that all the teachers of a particular Department collectively take decisions to formulate pedagogical strategies to improve upon the academic performance of the students. This is almost like a de facto rule for all the Departments of the college. Besides a host of suggested strategies, tried and tested formulae like 'remedial classes' are applied intensively in order to improve upon the students' performance in their academics so as to upgrade their existing level of academic attainment.

### ***2.6.3 Average pass percentage of Students***

**Answer:** 72.53

2.6.3.1 Total number of final year students who passed the university examination

Answer: 689

2.6.3.2 Total number of final year students who appeared for the examination

Answer: 950

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

**2.7 Student Satisfaction Survey****2.7.1 Online student satisfaction survey regarding teaching learning process****Answer:**

File Description	Document
Database of all currently enrolled students	<a href="#">View Document</a>

**3. Research, Innovations and Extension****3.1 Resource Mobilization for Research****3.1.1 Grants for research projects sponsored by non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years****Answer: 0**

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year wise during last five years(INR in lakhs)

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
00	00	00	00	00

File Description	Document
List of project and grant details	<a href="#">View Document</a>

**3.1.2 Average number of research projects per teacher funded by government and non government agencies during the last five years****Answer: 0.13**

3.1.2.1 Number of research projects funded by government and non-government agencies during last five years

Answer: 04

File Description	Document
List of research projects and funding details	<a href="#">View Document</a>

**3.2 Innovation Ecosystem**

### 3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

#### Answer:

Seuj Prakalpa', a unit of IOCL(AOD) in collaboration with the Digboi Unit of the Rotary Club runs a horticulture garden commercially producing vegetables using vermi-compost, which is produced in the garden itself. At the beginning of the year 2017, the Principal of Digboi Mahila Mahavidyalaya took the initiative to conduct a workshop in the college with assistance from the unit and with the active co-operation of the college authority and technical assistance rendered by Ms Peggy Creswell (an expert from Canada), a workshop was conducted on 8/3/2017 and accordingly a vermi-compost producing unit was established with in the campus of the college. Since then, the unit installed has been duly taken care of as per the instructions given by the expert.

### 3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

#### Answer: 12

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year wise during last five years

#### Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
02	01	04	04	01

File Description	Document
List of workshops/seminars during last 5 years	<a href="#">View Document</a>

### 3.3 Research Publications and Awards

#### 3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

#### Answer: No

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

#### 3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

#### Answer: Yes

File Description	Document
List of Awardees and Award details	<a href="#">View Document</a>
e- copies of the letters of awards	<a href="#">View Document</a>

### 3.3.3 Number of research papers per teacher in the Journals notified on UGC website during the last five years

**Answer:** 0.29

#### 3.3.3.1 Number of research papers in the Journals notified on UGC website during the last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
01	09	16	08	01

File Description	Document
List of research papers by title, author, department, name and year of publication	<a href="#">View Document</a>

### 3.3.4 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

**Answer:** 0.23

#### 3.3.4.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year wise during last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
00	04	14	01	09

File Description	Document
List books and chapters in edited volumes / books published	<a href="#">View Document</a>

### 3.4 Extension Activities

#### 3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

**Answer:**



Departments of Digboi Mahila Mahavidyalaya conducted various extension activities at the near by villages to sensitize students, children and women to social issues.

#### Department of Home Science

Nutrition and Textile Printing at Tapala Basti, Digboi (2012-2013)

Food and Nutrition and Febric finishes at Ram Nagar, Digboi (2012-13)

New techniques of Block and stencil Printing at Baliyan- Borjan village and Durgabari (2013-2014) & (2014-2015)

Healthy Cooking and Printing in Borjan village (2015-2016), to make them aware of healthy cooking and empower rural women.

Nutrition Education and Jewellery making at Tamuli Gaon, Nazirating (2016-2017)

The objectives of these extension programs were to make rural women economically empowered and impart knowledge on health and Nutrition.

Visited Mrinaljyoti Rehabilitation centre and Snehalaya Rehabilitation centre to prepare reports on different types of children with special needs.

Visited Dangari Gaon for collection of different textile designs.(2014-2015) to make them aware of marketing the product.

Visited Kakopathar for collection of Moran textile and designs.(2015-2016) to make them aware of marketing the product.

#### I.Q.A.C & Teacher Unit

‘Substance use awareness programme’. The programme was organized in collaboration with I.O.C.L (A.O.D) & ACTA, Tinsukia district Zone. Students from Tinsukia College and Ledo College attended the programme.

#### Medical Cell

Organized Japaneze encephalitis Vaccination Programme for students and neighbouring residents of the college within the college campus (2013-2014)

Arranged a Health Awareness Camp at Panchayat office Baliyan. Dr, Geeta Devi, senior medical officer of Ketetong Medical health centre delivered a speech on “Safe Motherhood. The main objective of the camp was to make the rural women aware of precautions to be taken at the time of pre and post pregnancy period.(2015-2016)

#### Philosophy

On 24-3-2017 Dept of Philosophy organized a workshop on “value education” at Nabajyoti L.P school situated at Nabajyoti L.P.school situated at Nabajyoti village, Golai-3. The objective of the programme was to impart moral values to the primary school children through value based story and also and also by delivering implication of Mahatma Gandhi’s three wise monkeys. By these students of Dept of Philosophy tried to make children aware of their duties and responsibilities as to keep the surroundings clean and also to protect the environment. Bharati Haloi a student of 6th Sem gave demonstration of bihu dance for the small children. At the end stents were given sweets, copy, pencil and eraser.

#### Economics

Environment Awareness programme organized by the students of Economics Department on world environment day at Nabajyoti L.P. school of Nabajyoti village, Golai no.3. The programme was organized in connection with this year Environment Day Theme ‘Connecting People to Nature’. Life cycle, plantation of trees, conservation of different varieties of animal, air pollution, water pollution, cleanliness are some of the areas that were discussed by the students in their presentation through power point The children were given food and also taught the lesson of putting waste so generated in waste disposal bin.

### 3.4.2 Number of awards and recognitions received for extension activities from Government /recognised bodies during the last five years

**Answer: 0**

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year wise during last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
00	00	00	00	00

File Description	Document
Number of awards for extension activities in last 5 years	<a href="#">View Document</a>

### 3.4.3 Number of extension and outreach programs conducted in collaboration with industry, community and Non-Government Organisations through NSS/NCC/Red cross/YRC etc., during the last five years

**Answer: 2**

3.4.3.1 Number of extension and outreach programs conducted in collaboration with industry,community and Non-Government Organisations through NSS/NCC/Red cross/YRC etc.,year wise during last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
01	01	00	00	00

File Description	Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	<a href="#">View Document</a>

**3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years**

**Answer: 0**

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year wise during last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
00	00	00	00	00

File Description	Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	<a href="#">View Document</a>

**3.5 Collaboration**

**3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years**

**Answer: 1**

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
00	01	00	00	00

File Description	Document
Number of Collaborative activities for research, faculty etc.	<a href="#">View Document</a>

**3.5.2 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. during the last five years**

*(only functional MoUs with ongoing activities to be considered)*

**Answer: 1**

## 3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year wise during last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
01	00	00	00	00

File Description	Document
Details of functional MoUs with institutions of national, international importance, other universities etc. during the last five years	<a href="#">View Document</a>
e-copies of the MoUs with institution/ industry/ corporate house	<a href="#">View Document</a>

**4. Infrastructure and Learning Resources****4.1 Physical Facilities****4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.**

Answer:

The institution has adequate facilities

for teaching- learning. viz., classrooms,

laboratories, computing equipment,

etc.

- The institution has twenty five spacious class rooms including one smart class with proper seating arrangement, blackboards, five LCD projectors, CDs, Movies, eight white boards, podium etc
- Two laboratories
- There are eight departmental rooms in addition to a separate Teachers common room.
- Two conference rooms.
- The institution has 27 nos desktop and 15 nos laptop with UPS backup.
- The entire college campus and library is under CCTV surveillance which is connected to Principal's chamber & Librarian's chamber respectively.
- One student common room.
- Three multi-functioning photocopier
- Internet connectivity to all departments
- One computer lab with internet facility.

- One central library with more than 18,000 books. The library is partially computerized with internet facility. There is a reference section, separate reading room for the teachers and the students.
- One room for beautician course
- Administrative block comprising 5 rooms

1. Principal's room
2. Vice Principal's room
3. Office room – 3 nos.

- Two generator sets
- Eight nos. of aqua guard for safe drinking water.
- One water cooler

#### ***4.1.2 The institution has adequate facilities for sports, games (indoor, outdoor) gymnasium, yoga centre etc. and cultural activities***

##### **Answer:**

The institution has adequate facilities

for sports, games (indoor, outdoor

gymnasium, yoga centre etc.) and cultural activities

i. Sports (Outdoor & Indoor games)

Name	Area & facility	Year of establishment	User rate
Volley ball court	50ftx25ft	1999	30%
Basket ball and Badminton court	80 ft x 44 ft	2016	50%
Table Tennis	TT board, etc	2003	10%
Indoor games	Carom, Chess etc	1982	80%
	Bench press stand		
	Lat pulley		

Multi Gym	Weight lifting sets	2013	5%
	Weighing machine		
	Dumbbells		
	Twister		
	Weight training bar		
	Weight training disc		
	Abdominal raised bench		
NCC	1	2016	4.5%
NSS	1	1990	30%
Yoga	1	2001	20%

#### Cultural activities

The college has musical instruments like Harmonium, Congo, Tabla, Synthesiser, Flute, for cultural activities.

Khol, Pepa, Gogona etc for cultural activities. Moreover the following facilities are available

Name	Facilities	Area/Size	Year of establishment
Auditorium	Well equipped stage with green room	9775 sq ft	2005
	P.A. system with amplifier, sound mixer		
	Seating capacity 1200		
Seminar hall	LCD projector	3025 sq ft.	2015
	Amplifier with cordless microphone		
	Seating capacity 100		
Conference Room	LCD projector	730 sq ft	2003
	Seating capacity 30		

#### 4.1.3 Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc

**Answer:** 19.23

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Answer: 05

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	<a href="#">View Document</a>

**4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.**

**Answer:** 64.93

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year wise during last five years (INR in lakhs)

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
25.05	30.68	60.67	37.02	43.93

File Description	Document
Details of budget allocation, excluding salary during the last five years	<a href="#">View Document</a>

**4.2 Library as a Learning Resource**

**4.2.1 Library is automated using Integrated Library Management System (ILMS)**

**Answer:**

Our College Library has partially introduced Integrated Library Management Systems (ILMS) which is an automated package on library services that contains several functions like circulations, acquisitions and cataloging etc. The college library has already started the cataloging process through the SOUL version 2.0 data entry and the process is still underway. The automated acquisition and circulation of library services will be initiated once the process of cataloging is complete.

**4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment**

**Answer:**

Sl. No.	Title	Author	Copies
1	National Talent Search exam.	B.S. Sharma	1
2	Concise General Knowledge	Edgar Phorpe	2
3	North East Yellow Pages	J A Choudhary, ed.	3
4	The World Atlas of Birds	Sir Peter Scott	2
5	Birds of the World	David Olderton	1
6	General Knowledge for ACS	Hiren Gohain, ed.	1
7	UGC NET/SLET, Eng	H. S. Bhatia	1
8	Guidance and Counselling	Bishnta Distea M	1
9	UGC NET/ SLET: Geography	Anupam Magon	1
10	UGC NET/SLET: Psychology	Amit Abraham	1
11	Group Discussion on Current Topic	P. N. Joshi	1
12	General Knowledge	Tarun Goyel	2
13	UGC NET/JRF/SET	B. B. Jain	1
14	NTSE	Concept	2
15	Quantitative Aptitude	Abhijit Guha	1
16	Reasoning: Verbal & Non Verbal	R S Aggarwal	1
17	Hotel Management and Hospitality	Arihant	1
18	Cracking the new GRE	Laura Brawell	1
19	GMAT: Review	GMAC	1
20	NDA Entrance Exam	Rajesh Singh	1
21	CMAT: The Complete Reference Management	S K Singh	1
22	Bank P.O.: 35 Practice Sets	Arihant	1
23	CAT: Face to Face	D S Sijwali	1
24	Test of Reasoning	Edger, Thorpe	1
25	Space Exploration	Michael Levi	1
26	Universe	-Do-	1
27	Volcanoes and Earthquakes	-Do-	1
28	The Greatness Guide	Rabin Sharma	2
29	Family Wisdom	Do	1
30	General Studies: ACS/APS	Sawpon Dowarh	2
31	Body Language: Your Success	Shalini Verma	2
32	General English for ACS	Hiren Gohain	1
33	CSAT: Civil Service Aptitude Test	J K Chopra	1
34	UGC NET/SLET: Economics	R Gupta	1
35	UGC NET/SLET: History	P C Mishra	1
36	UGC NET/SLET: Eng. Litre.	Shyam Anand	1
37	Year Book 2012	S K Sachdeva	2
38	General Knowledge: Manual 2012	Barry O'Brien	1
39	Banking Awareness	Upendra Rai	2



40	Civil Services Planner	Vivek Kumar Singh	2
41	Assam Quiz Book	Pinky Jain	1
42	General Studies	Tara Chand	1
42	Atlas of the Universe	Patrick Moore	1
43	Corporate Awareness	Arihant	2
44	Objective Arithmetic	R S Aggarwal	2
45	Advanced Objective General Knowledge	R S Aggarwal	1
46	Clerical Cadre Recruit Exam	Darpan Pratiyagith	2
47	Probationary Officers and Management	J K Chopra	3
48	Technical Grades Exam	Sanjeev Joon	1
49	Learning Community	P. Calderwood	1
50	The Story of Indian Tiger	Kailash Sankhala	1
51	Assam: 1945-1970	Mrinal Talukdar	1
52	Assam: 1971-2000	-Do-	1

## B. Reports

Sl. No.	Title	Author	Copies
1	Eleventh Five Years Plan 2007-2012		
2	Twelfth Five Years Plan 2012-2017	Planning Commission	3 Vols.
3	Economic Survey Report 2014-2015	Govt. of India	2 Vols.
4	Economic Survey Report 2015-2016	Govt. of India	2 Vols.

## C. Rare Books

Sl. No.	Title	Author	Copies
1	Hastividyarnava	Pratap Chandra Choudhury, ed.	1
2	Kalhana's Rajtorangini	Sten M. A.	3

## 4.2.3 Does the institution have the following:

1. e-journals

2. e-ShodhSindhu

3. Shodhganga Membership

4. e-books

5. Databases

**Answer:** E. None of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc.	<a href="#">View Document</a>

**4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in lakhs)**

**Answer:** 2.04

4.2.4.1 Annual expenditure for purchase of books and journals year wise during last five years (INR in lakhs)

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
.98	2.01	2.75	2.51	1.96

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	<a href="#">View Document</a>

**4.2.5 Availability of remote access to e-resources of the library**

**Answer:** No

File Description	Document
Details of remote access to e-resources of the library	<a href="#">View Document</a>

**4.2.6 Percentage per day usage of library by teachers and students**

**Answer:** 27.81

4.2.6.1 Average number of teachers and students using library per day over last one year

Answer: 225

File Description	Document
Details of library usage by teachers and students	<a href="#">View Document</a>

**4.3 IT Infrastructure****4.3.1 Institution frequently updates its IT facilities including Wi-Fi****Answer:**

- o Yes, the Institution updates its IT facilities at regular intervals. In the year 2012, Wi-Fi facility was available only in the Principal's chamber. Wi-Fi- facility was extended to the entire office of the college in the year 2016. Apart from the Office, presently, there is Wi-Fi- facility in the library (July, 2016) and the internet connections were installed in the Department of Bengali, Home Science, Political Science, Sociology, Philosophy, Assamese, Economics, History, English in 2016. Six internet connections were available which is now extended to 20 computers. Mention may be made that LAN was also installed in the premises of the library in the year 2016 (July). The total number of computers is 42.

**4.3.2 Student - Computer ratio****Answer:** 18.31

File Description	Document
Student - Computer ratio	<a href="#">View Document</a>

**4.3.3 Available bandwidth of internet connection in the Institution (Lease line)****Answer:** <5 MBPS

File Description	Document
Details of available bandwidth of internet connection in the Institution	<a href="#">View Document</a>

**4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)****Answer:** No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	<a href="#">View Document</a>

**4.4 Maintenance of Campus Infrastructure****4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years****Answer:** 68.38

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year wise during last five years (INR in lakhs)

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
26.13	32.77	63.45	39.61	45.90

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	<a href="#">View Document</a>

**4.4.2** *There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.*

**Answer:**

There are established systems and procedures for maintaining and utilizing

physical, academic and support facilities –laboratory, library, sports complex, computers, classrooms etc

- o The systems and procedures are established after duly conducting series of consultations with the teachers and other stakeholders, with the Principal at the helm, are as enumerated below
  1. The classrooms of the college are allotted as per the routine in such a way that they are optimally used.
  2. The laboratories (Departments of Education and Home Science) are maintained by the respective Departments themselves and whenever technical support and help is required, technicians are called in.
  3. For the upkeep of all the facilities of the library, a library committee is in place with the librarian as the over-all In-Charge.
  4. For keeping the premises (of the facilities viz. sports complex, library, classrooms etc) clean and hygienic, manual laborers are employed on a contractual basis.
  5. The Principal of the college makes a weekly inspection of the systems and procedures and the maintenance of the same. On detecting any lacunae or shortcomings, the same is brought to the notice of the teacher concerned and accordingly, rectifications are made.

## **5.Student Support and Progression**

### **5.1 Student Support**

#### **5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years**

**Answer:** 11.51

## 5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year wise during last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
149	00	04	00	212

File Description	Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	<a href="#">View Document</a>

## 5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Answer: 0.16

## 5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year wise during last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
3	0	3	0	0

File Description	Document
Number of students benefited by scholarships and freeships besides government schemes in last 5 years	<a href="#">View Document</a>

## 5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses

**7. Yoga and meditation****8. Personal Counselling**

**Answer:** C. Any 5 of the above

File Description	Document
Details of capability enhancement and development schemes	<a href="#">View Document</a>

**5.1.4 Average percentage of student benefitted by guidance for competitive examinations and career counselling offered by the institution during the last five years**

**Answer:** 6.76

5.1.4.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
211	52	00	00	00

File Description	Document
Number of students benefitted by guidance for competitive examinations and career counselling during the last five years	<a href="#">View Document</a>

**5.1.5 Average percentage of students benefitted by Vocational Education and Training (VET) during the last five years**

**Answer:** 17.32

5.1.5.1 Number of students attending VET year wise during last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
155	282	20	74	105

File Description	Document
Details of the students benefitted by VET	<a href="#">View Document</a>

**5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases****Answer:** Yes

File Description	Document
Details of student grievances including sexual harassment and ragging cases	<a href="#">View Document</a>

**5.2 Student Progression****5.2.1 Average percentage of placement of outgoing students during the last five years****Answer:** 6.24

5.2.1.1 Number of outgoing students placed year wise during last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
10	03	10	08	11

File Description	Document
Details of student placement during the last five years	<a href="#">View Document</a>

**5.2.2 Percentage of student progression to higher education (previous graduating batch)****Answer:** 9.41

5.2.2.1 Number of outgoing students progressing to higher education

Answer: 16

File Description	Document
Details of student progression to higher education	<a href="#">View Document</a>

**5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years***(eg: NET/SLET/GATE/ GMAT/CAT, GRE/ TOFEL/ Civil Services/State government examinations)*

**Answer: 23**

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/SLET/GATE/GMAT/CAT, GRE/TOFEL/Civil Services/State government examinations) year wise during last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
02	06	00	00	00

5.2.3.2 Number of students who have appeared for the exams year wise during last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
05	08	03	04	02

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	<a href="#">View Document</a>

### 5.3 Student Participation and Activities

**5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.**

**Answer: 22**

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
06	06	02	08	00

File Description	Document



Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years [View Document](#)

### ***5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution***

#### **Answer:**

- o Yes, the College has a Union body for the students named Digboi Mahila Mahavidyalaya Students' Union (DMMSU). It is an elected body with a tenure of one year. The members are elected through the use of secret ballot. The Union Body consists of a President, Vice President, General Secretary, Assistant General Secretary, Major Games Secretary, Minor Games Secretary, Debate and Literary Secretary, General Sports Secretary Cultural Secretary, Girls Common Room Secretary, Social Service Secretary, Magazine Secretary. Every year, a committee is appointed by the Principal involving some Senior teachers to conduct the election smoothly. The General Secretary convenes meetings of the Students' Union. The Principal in consultation with the Student Union appoints teachers as the advisors of each of the portfolios. So far as the participation of the students union in college administration is concerned, the Principal calls for a meeting of the Union and advisor teachers before some important events of the College viz., college freshers, college week, convention of important academic exercises like Seminars, Workshops, Career Orientation Programmes, Observance of Red Letter Days and the like. The Student Union plays a significant role in maintaining an orderly environment inside the college premises. To a great extent, the union body serves as a watchdog agency for the students. Members of Union disseminate information to all the students vis-a-vis all the programmes to be held at the college other than our own and try to make sure college representation therein. These functions of the student body create a very nice rapport with the college authority which helps in accomplishing academic and extracurricular activities of the institute.

#### Constitution

There is a written constitution of the Union Body.

#### Activities

- They keep a vigil on the students for a healthy academic atmosphere in the college campus.
- Each secretary has a particular portfolio with assigned duties and responsibilities. (Sports, Culture, Publication etc.)
- They collectively organize activities of the college like college week, Inter-college competition, Fresher's social, celebration of Saraswati Puja and other events.
- The authority allocates funds to each secretary depending on their volume of activities.

**In administrative matter the students also play a major role. They are also members of the different administrative committees of the institution viz.,**

- o IQAC
- o Grievance Redressal cell & Anti-ragging Committee.
- o Editorial Board of the college magazine
- o Hostel Committee
- o NSS unit
- o Saraswati Puja Committee

- o Election Committee
- o Political Science Association
- o Axomiya Bibhagiyo Chora
- o Sociological Association, DMM.
- o DMM Economics Forum
- o Philosophy Association
- o Education Forum

### 5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

**Answer:** 34.4

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year wise during last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
35	34	34	34	35

File Description	Document
Number of sports and cultural activities / competitions organised per year	<a href="#">View Document</a>

### 5.4 Alumni Engagement

5.4.1 *The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years*

**Answer:**

- o Yes, the college has an Alumni association. However it has not been registered yet. The major contributions of the Alumni towards institutional, academic and infrastructural developments are—

- (i) Alumni members provide their services for a nominal remuneration. Most of our temporary posts are filled by meritorious alumni members.
- (ii) Alumni members donated books to the college library and the book bank.
- (iii) Established alumni members are often invited by the college to deliver speeches on various topics. They render their services free of cost for the betterment of the college.
- (iv) Alumni members in the last academic session (2016-17) have collectively contributed Rs. 3200/- to the Students' Aid fund of the college.
- (v) They help the college with their valuable suggestions as and when called for.
- (vi) The Alumni Association keeps on networking with guardians.

#### **5.4.2 Alumni contribution during the last five years**

**Answer:** <1 Lakh

<b>File Description</b>	<b>Document</b>
Alumni association audited statements	<a href="#">View Document</a>

#### **5.4.3 Number of Alumni Association / Chapters meetings held during last five years**

**Answer:** 2

##### **5.4.3.1 Number of Alumni Association / Chapters meetings held year wise during last five years**

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
01	00	01	00	00

<b>File Description</b>	<b>Document</b>
Number of Alumni Association / Chapters meetings conducted during the last five years.	<a href="#">View Document</a>

## **6. Governance, Leadership and Management**

### **6.1 Institutional Vision and Leadership**

### ***6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution***

#### **Answer:**

#### **VISION OF THE INSTITUTION :**

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

#### **MISSION OF THE INSTITUTION:**

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 the use of I.C.T.
- The importance of co-curricular activities and its necessity for self employment.
- Knowledge and skill through curriculum for better future life.
- The importance of being holistically fit for the present-day competitive world.
- Value-based education and to produce morally good citizens.
- Ideas of scientific outlook, progressive humanistic approach to life, work culture, discipline, realization of the sense of social responsibility etc.

#### ***Nature of Governance***

The Mission and Vision of the Institution are kept on display to remind and involve every stakeholder of the college. The Governing Body is the top management of the college. The College Governing Body is constituted according to the guidelines of Government of Assam. The Principal is the administrative head and the DDO of the college. As the head of the institution, he takes decision after getting due approval of the G.B. The Principal is the person for fulfillment of various aspects of the college. He plays an active role, in consultation with the various committees, such as Governing body, IQAC & sub-committees, holding meetings with them from time to time and takes necessary steps for implementation of the same IQAC looks into the various needs and requirements of the different stakeholders and advises the authority for the formulation and implementation of various action plans.

- The college Academic Calendar is prepared before the beginning of the academic year, based on the University Calendar. Faculty members participate in this activity under the supervision of the Academic Committee.

#### **Perspective Plan:**

- To introduce M.A. in Home Science and Major course in Hindi
- To use more ICT facility in the teaching learning process.
- To encourage more students to undergo computer course.
- Opening a weaving training center.

- Introduce more vocational courses like candle manufacturing, Fashion Designing, Course on classical dance (Xatriya Dance), canning centre etc.
- . To open a Tribal study centre and Museum
- Computerization of all the activities of the college.

Infrastructure Development Plan: **viz.,**

1. Construction of Digital library .
2. Separate Administrative building
3. Construction of 1st floor of the girls hostel
4. Separate room for all the Departments.
5. Arrangement for play ground
6. Car-shed for the staff
7. Cycle & Scooty shed for the students.
8. Well Designed Gymnasium Room
9. Girls Common Room with all modern facilities.
10. Wi-Fi Campus.

### ***6.1.2 The institution practices decentralization and participative management***

**Answer:**

- For the smooth functioning and coordination of the various units, the Institution follows the principle of participative management seeking active participation of teaching and non-teaching staff. The Principal after due consultation with the HoDs, teaching, non-teaching staff, members of different committees, (Finance committee, College Development Committee, purchase committee etc) takes various plans and programmes and frames policies for qualitative improvement of the college. The Principal, supported by the Vice Principal, looks after the day today academic and administrative works of the college. IQAC takes a major role in this regard. The college management follows strictly Government, UGC and University guidelines to monitor policies College ensures that all information, objectives and decisions are communicated to all levels through regular meetings with teaching and non-teaching staff and separately with the students as well. Formal notices are also issued to all the departments and put up in the general notice boards and the college web site.
- Students also are the primary stakeholders of the Institution. Interaction with the students takes place through two mechanisms- (1) by discussing formally and informally with the students by the Principal and (2) collecting feedback from them through feedback forms. Students can approach the Principal whenever they have a problem in the college or even at the personal level. The Principal holds meetings with the members of the Students' Union at regular intervals regarding different matters of the college including organizing events such as College Week, freshmen's social, union body election, seminars, inter college sports youth festival etc .On the basis of their demand Principal approves and allocates fund for different student related activities of the college.
- The office staff works in close coordination with the Principal. The Principal holds meeting with the non-teaching staff whenever required. The Principal keeps a close tab on the activities of the office staff.

## 6.2 Strategy Development and Deployment

### 6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

#### Answer:

Perspective Plan	Deployment documents
i. Construction of girls' hostel.	2013-14
ii. Construction of Laboratory and class room of Home Science	2013-14
iii. Spacious College Canteen	2014-15
iv. Providing uninterrupted power supply	First generator set (1/01/2011)Second generator set (21/06/2013), 4 inverter purchased Arrangement for 58 KW Transformer has been made(2012-13)
v. 24 hours water supply	2012 IOCL(AOD)
vi. Internet and Wi-Fi connection	2012-16
vii. New Girls Hostel	2013
viii.(a) Spacious college library.	2014-15
(b)Reading room -	2016-17
ix. Laptop to all the departments.	2012
x. Green Initiative. (a ) Vermicompost project	Awareness program on Organic farming was arranged in collaboration with Rotary Club of Digboi and SEUJ PROKOLPA of IOCL(A.O.D).Vermicompost production training was given to gardener and few students in 2016-17 session
xi)Girls Common Room	2014-15
xii) Separate room for the departments.	2014-15
xiii. Improving health care facilities, and Organize various health awareness programmes	From 2012 the charge of First Aid Cell is taken over by the medical cell. Earlier First Aid Cell is renamed as

for the students.	Medical Cell to provide facilities other than first aid. Some health awareness programmes are also undertaken every year.  In 2012 & 2014 some fitness equipments purchased by the college for students.
xiv. Encourage more research-oriented work,	To develop research culture amongst the teachers, a Research Cell was formed which encouraged faculty members for adopting MRP and start research work leading Ph.D. One teacher from the Dept. of Bengali was granted study leave under UGC (FDP) (2014). Two more teachers from the department of English and History Department are busy with research works.
xv. Introduction of career-oriented skill-based courses.	(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
xvi. NCC wing of the college.	NCC wing of the college opened in 2016
xvii Organizing National-level Seminars/Workshops.	10 seminars, 1 workshop, 1 conference at national level and 1 regional level workshop was organized in the college during last few year.
xviii. Improvement and up-gradation of class-room infrastructure.	.Renovation of the of old hostel done in 2012-13 .Class room renovation done in 2013-14, 2015-16 and 2016-17

**6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism**

**Answer:**

- For the smooth functioning and coordination of the various units, the Institution follows the principle of participative management seeking active participation of teaching and non-teaching staff. The Principal after due consultation with the HoDs, teaching, non-teaching staff, members of different committees, (Finance committee, College Development Committee, purchase committee etc) takes various plans and programmes and frames policies for qualitative improvement of the college. The Principal, supported by the Vice Principal, looks after the day today academic and administrative works of the college. IQAC takes a major role in this regard. The college management follows strictly Government, UGC and University guidelines to monitor policies College ensures that all information, objectives and decisions are communicated to all levels through regular meetings with teaching and non-teaching staff and separately with the students as well. Formal notices are also issued to all the departments and put up in the general notice boards and the college web site.
- Students also are the primary stakeholders of the Institution. Interaction with the students takes place through two mechanisms- (1) by discussing formally and informally with the students by the Principal and (2) collecting feedback from them through feedback forms. Students can approach the Principal whenever they have a problem in the college or even at the personal level. The Principal holds meetings with the members of the Students' Union at regular intervals regarding different matters of the college including organizing events such as College Week, freshmen's social, union body election, seminars, inter college sports youth festival etc .On the basis of their demand Principal approves and allocates fund for different student related activities of the college.
- The office staff works in close coordination with the Principal. The Principal holds meeting with the non-teaching staff whenever required. The Principal keeps a close tab on the activities of the office staff.

File Description	Document
Any additional information	<a href="#">View Document</a>

### ***6.2.3 Implementation of e-governance in areas of operation:***

#### ***1.Planning and Development***

#### ***2. Administration***

#### ***3. Finance and Accounts***

#### ***4. Student Admission and Support***

#### ***5.Examination***

**Answer:** E. Any 1 of the above

File Description	Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	<a href="#">View Document</a>

### ***6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions***



**Answer:**

Women's Cell in its meetings took some welfare schemes for the society and has implemented them accordingly. Documentation Cell records every event in addition to individual records of teachers and students as far as practicable. Prospectus committee members, along with the members of routine cum academic calendar and academic committee take decisions for preparation of the prospectus for every academic year. IQAC, which is one of the main architects for the development of the college, takes decisions for preparation of annual reports, AQAR, SSR etc and is also responsible for organizing various types of events in the college. Digboi Mahila Mahavidyalaya Teachers' Unit(DMMTU)organizes meeting on different issues related to the development of the institution . DMMTU routinely takes steps for the all-round development of the college and extends co-operation in a positive way to the authority of the college. At times, DMMSU in its meeting takes decisions and places it to the principal for resolving problems faced by the students as and when required. The Beautification Committee in its meetings takes decisions and implements the same with the help of the college authority. The Finance Committee prepares the annual budget for the funds under different heads.

**6.3 Faculty Empowerment Strategies****6.3.1 The institution has effective welfare measures for teaching and non-teaching staff****Answer:**

The institution has effective welfare measures for teaching and non-teaching staff.

- o College has welfare schemes like the 'first aid and emergency medical facilities' to provide emergency health care services to the members of teaching and non teaching staff.
- o Staff Benefit Fund: Run by the teaching and non-teaching staff members of the college which provide emergency financial help to the members at a nominal rate of interest. Also provide general loan to its members .
- o There are provisions for Maternity Leave, Child Care Leave etc. for all teaching and non-teaching staff.

**6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years****Answer: 0**

6.3.2.1 Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year wise during last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
00	00	00	00	00

File Description	Document

Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years

[View Document](#)

**6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years**

**Answer: 2**

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year wise during last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
06	01	01	01	01

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	<a href="#">View Document</a>

**6.3.4 Average percentage of teachers attending professional development programmes viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programme during the last five years**

**Answer: 19.41**

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year wise during last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
9	6	3	3	3

File Description	Document
Details of of teachers attending professional development programs during the last five years	<a href="#">View Document</a>

**6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff**

**Answer:**

Yes, the institution has Performance Appraisal System for Teaching and Non-Teaching Staff. A self appraisal form is given to the Teaching and Non-Teaching Staff of the college to fill in with the latest achievement of them. There are quite a good number of Committees and other monitoring mechanisms to constantly keep an eye and take necessary measures, whenever any lacunae is detected, as and when required. Feedback from students about teachers and other aspects of the college is routinely collected using proformas.

Performance appraisal report is maintained by the Principal and communicated to the appropriate authority from time to time, whenever necessary.

The college keeps track and maintains reports on the activities of various staff of the college in the form of Service Records individually for all the employees of the college. Every member of the staff has to submit a report on their activities inside and outside the college in a self appraisal form from time to time. Moreover, in case of any publication of work or participation in any Refresher course, Orientation Course, workshop, seminar, conference etc, copies of certificates have to be submitted to the office of the college. The office collects the information of yearly performances of the employees and submits them to the affiliating University for record and publication in the Annual report of Dibrugarh University.

- o The College has up-to-date information of every employee through performance appraisal reports and the Principal places the same before the Governing Body regarding in-service promotions. The appraisal reports are considered as one of the criteria for all promotions of teaching and non-teaching staff.
- o Reports are sent to the Director of Higher Education with prior approval of GB for promotion and pay fixation (Initial Pay Statement) and pay enhancements are determined accordingly.

## **6.4 Financial Management and Resource Mobilization**

### ***6.4.1 Institution conducts internal and external financial audits regularly***

#### **Answer:**

The Internal Audit of the college is done by Ajoy Paul & Associate (Chartered Accountant), Tinsukia and the audit is conducted on the transactions of the college for every financial year starting on the 1st April to the 31st March of the following year. The Fund accounts which are audited include General Fund, Development Fund, Library Fund, UGC Grant Fund etc (Total number 16). The Head Accountant of the college prepares the Receipt/Payment Register on a day-to-day basis. This register is thoroughly scrutinized by the Firm of the Chartered Accountant, which is completed within a stipulated duration of time. At the end of the audit, the Firm hands over the Balance Sheet to the college authority.

The External (Government) Audit is conducted by Government appointed auditor/s deputed from the Director of Local Accounts, Government of Assam. The Government Audit has been annually done barring the financial years 2013-14, 2014-15. As a matter of fact, the Government has already been informed about this gap in the Audit. The onus is on the Government to depute auditors to undertake this exercise at any given point of time.

### ***6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropers during the last five years (not covered in Criterion III)***

#### **Answer: 3.6**

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropers year wise during last five years (INR in lakhs)

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
.1	.25	.05	.05	3.15

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	<a href="#">View Document</a>

#### ***6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources***

Answer:

- Institution approaches different authority like IOCL(AOD),OIL,local M.L.A.,M.P. etc for donations .
- The institution collects fund from canteen rent, Auditorium rent, self financing courses, and 4th grade staff quarter rent.

The funds so generated are utilized for the academic uplift of the students. A large sum of money is being utilized for making payment of the non-sanctioned teaching and non-teaching staff. A budget is prepared in the beginning of the session for optimum utilization of the resources.

### **6.5 Internal Quality Assurance System**

#### ***6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes***

Answer:

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes.

The Internal Quality Assurance Cell (IQAC) of the college is constantly on its toes to contribute to quality assurance strategies and processes and in this regard, mention may be made of the following two best practices.

Student participation in different activities encouraged by IQAC in the following ways: The practice of annually undertaking field trips/project work by the different departments of the college has been institutionalized. Teachers from different departments accompany the students to the place where the field work is conducted. Once the field trip/project work is over, the participant-students mandatorily have to submit project reports to the departments, which undertake the field work. There is also active participation of both the teachers and the students alike in the preparation of the college bulletin, departmental wall-magazines, news-letters (brought out by a few departments). Apart from this, there is also active participation of the students witnessed in areas like debating literary competition, games and sports etc. both at the inter- and intra-college levels.

Another best practice which has been institutionalized by the college is inviting eminent personalities having expertise in different fields of life to deliver talks. This invitational talk by prominent writers/social workers etc, generally twice a year, is organized in such a way that both the students and the attending teachers can participate in the deliberations in the Q & A sessions. Eminent personalities are also occasionally invited to occasions like the birth and death anniversaries of stalwarts of the nation which are celebrated with gusto and verve in which all stakeholders of the college enthusiastically participate.

### ***6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms***

#### **Answer:**

- Example 1: Academic calendar is prepared in the beginning of the year in accordance with the guidelines issued by the parent university i.e. Dibrugarh University. Each Department is advised by IQAC to prepare class distribution, teaching plan/ course plan, requirement of ad hoc teachers and books and submit the same to IQAC at the beginning of the session. Departments are also asked to organize seminar, workshop amongst the students and prepare plans for Field trips.
- Example 2: Two sessional tests are conducted within each semester. Based on the outcome of the sessional results, students are categorized as advanced learners and slow learners. Remedial classes are arranged for slow learners while advanced learners are given more exposure through the recommendation and arrangement of additional books etc.

In all, the subject taught at the degree level, students' feedback for all teachers is taken. The data, after analyses, is shown to the teachers pointing out their strong and weak areas.

### ***6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year***

**Answer:** 8.4

#### **6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years**

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
23	12	4	2	1

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	<a href="#">View Document</a>

#### ***6.5.4 Quality assurance initiatives of the institution include:***

1. *Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements*
2. *Academic Administrative Audit (AAA) and initiation of follow up action*
3. *Participation in NIRF*
4. *ISO Certification*
5. *NBA or any other quality audit*

**Answer:** C. Any 2 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	<a href="#">View Document</a>

**6.5.5 Incremental improvements made for the preceding five years with regard to quality (in case of first cycle)**

*and post accreditation quality initiatives (second and subsequent cycles)*

**Answer:**

Post – accreditation initiative of the institution

- As a post-accreditation drive the college has set up IQAC on 18th September 2004 .
- The college has introduced career oriented courses like six months beautician diploma course in 2007 as recommended by peer team, courses on baking in 2015 and compulsory skill based course for 5th and 6th semester named Travel and Tourism Management, Spoken English and Communication Skill in 2016-17.
- A long-term lease agreement has been reached between the college authority and the IOCL(AOD) Management for the college hostel and subsequently, it has been up-graded and renovated for convenience of the boarders. In addition to that, the college has also constructed a new hostel for the students within the campus of the college with grants received from the UGC.
- At degree level students who are detected as less competent in their performance as evident in sessional test, home assignment or interaction are taken care of through the tutorial classes.
- Enrichment of the library is ensured by the increase in number of books, journals, and magazines. Poor students are supported by the book bank facility. Departmental libraries also extend valuable support to the students. Accommodation of separate reading rooms for teachers and students is also done. Library automation work is in SOUL data entry version 2.0 is in progress. LAN, Wi-Fi, internet, reprography facilities are available in the library. Initiative for N-List registration is under way.
- In order to enhance the employability of the students, the college organizes short-term courses, workshops etc. on Spoken English and Communication Skills, Fashion Designing (Six Months), Jewellery Making, Stencil Printing, Glass Painting, Block Painting, Tie and Dye, Batik Printing
- Minor research project with reference to the region have been undertaken and successfully completed by many of the teachers of the college with grants from the UGC.
- Sports infrastructure developed viz., dual purpose basket ball and badminton court has been constructed. Foot ball team of the college was formed for the time in the history of the college and the team participated in the inter-college football competition. Two students got selected for district team

- As regards financial matters appropriate record is maintained in all transaction.
- The college has in its credit of organizing 12 national level seminars and a regional level workshop in recent years
- After long efforts, the first NCC unit was launched in 2016.
- NSS team of the college become vibrant now-a-days. Our NSS volunteers have actively participated in The nationwide Swachha Bharat Gramin Programme
- Almost all the department of the college has been provided with laptop and internet facility.
- The college organizes meetings with the parents/guardians occasionally and the alumni meet, at regular intervals. Their suggestions on resource generation and other aspects of the college's development are seriously taken and properly analyzed by the Principal along-with the IQAC

## 7. Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

#### 7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

**Answer: 6**

7.1.1.1 Number of gender equity promotion programs organized by the institution year wise during last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
2	2	0	1	1

File Description	Document
List of gender equity promotion programs organized by the institution	<a href="#">View Document</a>

#### 7.1.2

**1. Institution shows gender sensitivity in providing facilities such as:**

**1. Safety and Security**

**2. Counselling**

**3. Common Room**

**Answer:**

Institution shows gender sensitivity in providing facilities such as:

a) Safety Security: Grievances, whatever they might be, are submitted individually or are collected by the Grievance Redressal Cell from the Complaint Box and after measured decisions taken by the Committee, follow-up action is initiated to redress the same to the satisfaction of the students.

b) Counseling: Different types of counseling are provided to the students admitted in the college. One type of counseling is given at the time of admission, which is specifically related to the combination of subjects, suitable and appropriate to them. Another type of counseling is given at counseling sessions, which focus on their academic pursuits and career opportunities. Psycho-social counseling sessions are also organized for them by inviting resource persons from outside the college.

c) Common Room: Spacious Common Room is there for the students with facilities like Drinking Water and well-maintained toilets.

### ***7.1.3 Alternate Energy initiatives such as:***

#### ***1. Percentage of annual power requirement of the Institution met by the renewable energy sources***

**Answer: 0**

7.1.3.1 Annual power requirement met by the renewable energy sources (In Kilowatt)

Answer: 0

7.1.3.2 Total annual power requirement (In Kilowatt)

Answer: 23

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	<a href="#">View Document</a>

### ***7.1.4 Percentage of annual lighting power requirements met through LED bulbs***

**Answer: 4.35**

7.1.4.1 Annual lighting power requirement met through LED bulbs (In Kilowatt)

Answer: 1

7.1.4.2 Annual lighting power requirement (In Kilowatt)



Answer: 23

File Description	Document
Details of of lighting power requirements met through LED bulbs	<a href="#">View Document</a>

**7.1.5 Waste Management steps including:**

- *Solid waste management*
- *Liquid waste management*
- *E-waste management*

**Answer:**

1. ) Waste Management steps including:

Solid waste management: Solid waste materials generated in the college are of two types:

(i) Generated by nature. (ii) Generated by human beings. Solid waste, in the form of dead leaves are used for vermin-compost plant. All other solid waste products are dumped at the town committee waste disposal dustbin. The campus is also smoke free. The dead leaves and waste papers are not allowed to be set ablaze.

Liquid waste management: The College does not generate any liquid waste.

E-waste management

Solid waste, in the form of e-waste is a major problem for the world today. The obsolete and unusable electronic devices are kept separately and safely inside the campus and are sold to scrap-dealers, from time to time.

**7.1.6 Rain water harvesting structures and utilization in the campus****Answer:**

The college envisions rain water harvesting in its campus and very soon it is going to launch the project after following the findings of the feasibility study. The college has decided to adopt this project considering its location in a rain sufficient area. This particular project will enable the college in minimising its dependence on ground water as accessed by power run motor system. The college has sufficient scope in storing rain water which will be processed in gardening, cleansing and drinking as well. This will save the bulk of the money spend on power tariff and can be utilized in other areas.

**7.1.7 Green Practices**

- *Students, staff using*
  - a) *Bicycles*
  - b) *Public Transport*
  - c) *Pedestrian friendly roads*
- *Plastic-free campus*
- *Paperless office*
- *Green landscaping with trees and plants*

**Answer:**

- We follow almost all types of green practices inside the campus as far as practicable. Efforts are being made to go for paperless office. More than half of the staff, both teaching and non-teaching use different modes of public transport to commute back and forth from the college and their respective places of residence. Out of thousand odd students of the college, around sixty percent of them come to the college on foot. Roughly twenty percent of them use bicycles as a mode of transport. Approximately fifteen percent use different modes of public transport like buses, auto-rickshaws and rickshaws and only the remaining five percent, which is very less, commute to the college using motored two wheelers like scootys. Although the roads are not pedestrian-friendly by any standards, the students have to make-do with the existing narrow roads, which are in a deplorable state, leading to the college. The entire campus of the college has been declared to be a 'no-polythene zone' and any student found littering the campus is immediately taken to task by the authority of the college. Over the years, the college has gradually switched to a paperless office by doing away with the cumbersome manual system of record-keeping etc., thereby promoting and enhancing the very concept of green practice. Despite the campus of the college not being a huge one, plantation drives are periodically undertaken by the students, actively assisted by the teachers, and this is done with the express purpose of green landscaping with as many trees and plants as well. Sustained efforts in this direction are made in order to give a boost to the ecology vis-à-vis the environment of the college and its vicinity.

**7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years****Answer:** 0.11

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year wise during last five years(INR in lakhs)

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13

.25                      00                      .09                      00                      .01

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	<a href="#">View Document</a>

**7.1.9 Resources available in the institution:**

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

**Answer:** C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	<a href="#">View Document</a>

**7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years****Answer:** 22

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year wise during last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
04	06	04	05	03

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	<a href="#">View Document</a>

**7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)****Answer:** 21

7.1.11.1 Number of initiatives taken to engage with and contribute to local community during year wise during last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
05	04	03	03	06

File Description	Document
Details of initiatives taken to engage with local community during the last five years	<a href="#">View Document</a>

**7.1.12**

*Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff*

Answer: Yes

**7.1.13** *Display of core values in the institution and on its website*

Answer: Yes

**7.1.14** *The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations*

Answer: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	<a href="#">View Document</a>

**7.1.15** *The institution offers a course on Human Values and professional ethics*

Answer: No

**7.1.16** *The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions*

Answer: Yes

**7.1.17** *Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years*

Answer: 09

**7.1.18** *Institution organizes national festivals and birth / death anniversaries of the great Indian personalities*

**Answer:**

Digboi Mahila Mahavidyalaya, since its inception has been routinely observing National Festivals and the Birth and Death Anniversaries of great personalities of our country.

Along with the rest of the country, the college observes national festivals like the Independence Day (15th August) and Republic Day (26th January) by hoisting the National Flag in the morning, by the Principal. The teachers of the college arrive at the college very early in the morning and with a sense of being proud to belong to this great nation, they participate in all the activities associated with the celebration of these two festivals.

Birth and Death Anniversaries of stalwarts of the nation are also observed religiously by the college and both the teachers as well as the students of the college actively participate. Of the numerous anniversaries observed, mention may be made of the following few—

Birth Anniversaries—

- 2nd October (Gandhi Jayanti)
- 5th September (Dr Radhakrishnan's Birthday observed as Teacher's Day)
- 31st October (Birthday of Sardar Vallabhbhai Patel observed as Rastriya Ekta Divas)
- 17th January (Silpi Divas—Jyoti Prasad Agarwala's Birthday)
- 8th September (Bhupen Hazarika's Birthday)
- 28th February (National Science Day—C.V. Raman's Birthday)

Death Anniversaries—

- 20th June (Rabha Divas—Death Anniversary of Bishnu Prasad Rabha)

### ***7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions***

**Answer:**

The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions. So far as financial matters are concerned, we call for quotations from the contractors/ publishers/ builders/ dealers and the contract of the same is awarded to the bidders who can afford the quality service with minimum cost. Accordingly, vouchers are maintained by the office and the audit of each work is done by a reputed chartered accountant. Moreover, annual audit of all the transaction of the college is carried out by a government auditor for further authentication of the reports.

The academic committees of the college try to improve the academic performance of the students at all the stages. It particularly stresses on those students who are quite competitive and also those who are quite weak. The institute conducts periodical tests to evaluate the teaching and learning process. The mark sheets of the internal examinations are displayed on the departmental notice board. Evaluated answer scripts are shown to the students to maintain transparency in the learning process. The students are also interacted personally..

The transparency of the administrative process of the college is maintained through the Governing Body, the supreme body of the college. The college GB has its members from the teaching and non-teaching staff, guardians, VC nominee. All the academic and non-academic matters raised in its sittings are discussed threadbare to secure consensus. The GB takes all the

decisions for the interest of the institute unanimously which makes its transparent in character.

Apart from the GB the college has many auxiliary/ Subsidiary committees. The sitting of these committees find out the possibilities and limitations of the areas and inform the authority for assistance and guidance. Subsequently securing the assistance and guidance of the college authority, they try to address the problems therein..

## 7.2 Best Practices

### 7.2.1 State at least two institutional best practices (as per NAAC template)

#### Answer:

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

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

**Goal:** (i) To inculcate research skills among the students.

(ii) To gather practical experience about different fields of study.

(iii) To know about the different aspects of tribal people of the area.

**Limitations:** (i) Studies are conducted mainly confined to the requirements of the syllabus, due to the constraints of time.

(ii) Most of the studies conducted are confined within the state.

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

2. Students are getting more insights on their respective study areas.
3. Number of participants has gradually increased.

**Problems encountered:**

- (i) As our institution is a girls' college, we have some practical problems to visit remote places.
- (ii) Some students cannot afford to undertake the field trips visits because they belong to economically backward sections of the society

**Resource required:**

- (i). Financial assistance is required to make it feasible for all the students.
- (ii) Provisions for student-oriented research projects are required at the institutional level

**Best practice-2**

. Title of the Practice: **Open Access System in the Library**

1. Goal: To provide facility to the students to personally search the books they require.  
To facilitate students to get acquainted with the scholarly publications of their respective subjects.  
To enlarge the knowledge base.  
To improve the habit of reading.

About the Programme: Open Access System in the library has been introduced in the institution from this academic session.

Students are allowed to directly choose their books relevant to their studies.

3. Limitations: Students are not aware of proper handling of the books.
4. Evidence of success: Evidence of success can be seen from the fact that students are visiting the library more frequently as the source of books itself has become accessible for them.
5. Problems encountered and resources required: Books are often misplaced by the students.

There is requirement for more library staff to supervise and monitor the users.

### **7.3 Institutional Distinctiveness**

#### **7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust**

##### **Answer:**

Given the fact that Digboi Mahila Mahavidyalaya is an institution specifically meant for higher education of women, one area distinctive to its vision, priority and thrust is the empowerment of women in a holistic way, focused on not only the prescribed curriculum but going beyond to the domain of co-curricular activities of life. The fundamental priority is the uplift of the present condition of women educationally, as well as socio-culturally. The location of the college is such that it draws students mostly from remote and backward areas of not only the state but also some of the very remote districts of the neighboring state of Arunachal Pradesh. Majority of the students enrolled in the college are from Government-run vernacular medium schools.

Therefore it goes without saying that most of them, at the time of enrolment in the college are very naïve in most of the important activities, intricately connected to life in general, not to speak of their ignorance in matters pertaining to their duties, responsibilities and rights as bonafide citizens of the country.

The college provides various platforms to the students to showcase their latent talents, some of which are ‘the Annual College Week’(includes music, dance, games and sports, literary activities like debating, quiz, spot-story writing and poem writing competitions etc), Inter-College Sporting and Literary Meets’ ‘State-level Debating Competitions’ and ‘State-level Sporting Meets’ as well. Students who are talented or gifted in one way or another use these platforms as springboards to achieve higher goals in life. The students, at the end of their course in the college are mentally equipped with a firm zeal to do something in life and create an identity of their own. Most of them are actively engaged in different jobs, both in the private as well as the Government sectors, although the remunerations that most of these jobs fetch might not be astronomical. They are satisfactorily living their lives, being economically-independent and as conscious citizens of the nation.

The track record of the institution’s performance as an enabler has so far been positive and apparently it seems that the college is on the right track. Mention may be made in this context of students excelling in co-curricular activities like dance, music, sports not just within the district but also in different parts of the state and the country as well. Students of the college have many a time, been successful in bagging the top positions in the University-conducted final examinations and it is very pertinent to note that these students originally hail from very far-flung and remote areas of the state. The college is however far from being complacent and believes that the biggest room in the world is the room for improvement and it is precisely keeping this precept



in mind that the college constantly keeps on striving to improve upon its own performance in terms of women's empowerment in a holistic fashion, taking into account all the myriad aspects of life.

## Extended Profile

### Programme

*Number of courses offered by the institution across all programs during last five years*

**Answer:** 4

*Number of self-financed Programmes offered by college*

**Answer:** 2

*Number of new programmes introduced in the college during last five years*

**Answer:** 2

### Student

*Number of students year wise during last five years*

**Answer:**

2016-17	2015-16	2014-15	2013-14	2012-13
764	838	694	660	566

*Number of seats earmarked for reserved category as per GOI/State Govt rule year wise during last five years*

**Answer:**

2016-17	2015-16	2014-15	2013-14	2012-13
401	440	364	347	297

*Number of outgoing / final year students year wise during last five years*

**Answer:**

2016-17	2015-16	2014-15	2013-14	2012-13
170	118	154	94	142

***Total number of outgoing / final year students*****Answer:** 678**Academic*****Number of teachers year wise during last five years*****Answer:**

2016-17	2015-16	2014-15	2013-14	2012-13
37	37	35	37	37

***Number of full time teachers year wise during the last five years*****Answer:**

2016-17	2015-16	2014-15	2013-14	2012-13
25	25	23	25	25

***Number of sanctioned posts year wise during last five years*****Answer:**

2016-17	2015-16	2014-15	2013-14	2012-13
27	27	27	27	27

***Total experience of full-time teachers*****Answer:** 505.33***Number of full time teachers worked in the institution during the last 5 years*****Answer:** 32**Institution**

***Total number of classrooms and seminar halls*****Answer:** 26***Total Expenditure excluding salary year wise during last five years ( INR in Lakhs)*****Answer:**

2016-17	2015-16	2014-15	2013-14	2012-13
60.59	60.33	66.04	63.38	53.45

***Number of computers*****Answer:** 42***Unit cost of education including the salary component(INR in Lakhs)*****Answer:** 0.596***Unit cost of education excluding the salary component(INR in Lakhs)*****Answer:** 0.079**Conclusion*****Additional Information :***

The following points are furnished as additional information.

A couple of months back, the college took the initiative of opening an NCC Wing for the students of the institute. At present, the training programme of NCC is being conducted within the campus of the college. Two NCC students have completed training course in theory and practical of First Aid and four NCC students have been selected for NCC training camp in Jammu and Kashmir. There are a good number of sports loving students in the college. A football team was formed with the students to participate in the Inter-college sports meet of Dibrugarh University. And finally, the college team did participate in the meet and although it could not achieve a position, the team created history by being the first football team of the college to have ever participated in an Inter-college sports meet. Three members of this football team of the college have been selected to represent the Margherita District Girls' Team to participate in the 10th All Assam Inter District Football Championship to be held from 17th September, 2017 to 23rd September, 2017. One student received Gold Medal in the State Level Kick Boxing Competition held at Borpeta, Assam.

Digboi Mahila Mahavidyalaya is an Arts College, although the Science Stream was very much a part in the master plan of the college. Proposal for the same have already been submitted to the Government of Assam.

***Concluding Remarks:***

Digboi Mahila Mahavidyalaya, as an institution of higher learning for women functions by taking all the stakeholders on board for every decision that it takes in matters pertaining to the curriculum as well as the other co-curricular activities. It scrupulously follows and adheres to the existing norms, laws and notifications issued by both the State Government as well as the University, from time to time. The college authority strictly enforces the academic calendar in order to maintain a consistently good academic standard. However, it must be mentioned that continuous efforts are also made to improve on the existing standing of the college in this eastern-most part of Assam. In the matter of women's empowerment, the staff of the college, both teaching and non-teaching leave no stone unturned to see to it that the students develop their personalities in a holistic way. Besides the help and cooperation solicited from the teachers in matters relating to their studies, which is always readily offered, the students of the college also receive active support from the teachers in all the other sundry issues that they consider to be insurmountable problems. Though the college has many weaknesses, along with its strengths and opportunities, the college ready to take on the challenges of the 21st century higher education.