# YEARLY STATUS REPORT - 2020-2021

| Part A | |
|---|---|
| **Data of the Institution** | |
| **1.Name of the Institution** | DIGBOI MAHILA MAHAVIDYALAYA |
| • Name of the Head of the institution | Dr. Sanjita Chetia |
| • Designation | Principal |
| • Does the institution function from its own campus? | Yes |
| • Phone no./Alternate phone no. | 03751264446 |
| • Mobile No: | 7896394070 |
| • Registered e-mail | digboimmv@rediffmail.com |
| • Alternate e-mail | asksanjita06@gmail.com |
| • Address | Muliabari, P.O- Digboi, P.S.- Digboi, Pin- 786171 |
| • City/Town | Digboi |
| • State/UT | Assam |
| • Pin Code | 786171 |
| **2.Institutional status** | |
| • Type of Institution | Women |
| • Location | Semi-Urban |
| • Financial Status | UGC 2f and 12(B) |

| | |
|---|---|
| • Name of the Affiliating University | **Dibrugarh University** |
| • Name of the IQAC Coordinator | **Dr. Ratnadip Purkayastha** |
| • Phone No. | **9435402971** |
| • Alternate phone No. | **03751264435** |
| • Mobile | **7002746766** |
| • IQAC e-mail address | **iqacdmm@gmail.com** |
| • Alternate e-mail address | **ratnadip.purkayastha@rediffmail.com** |

| | |
|---|---|
| **3.Website address (Web link of the AQAR (Previous Academic Year)** | https://digboimahilamahavidyalaya.org/wp-content/uploads/2021/12/AQAR-Draft-19-20-FINAL_compressed.pdf |
| **4.Whether Academic Calendar prepared during the year?** | **Yes** |
| • if yes, whether it is uploaded in the Institutional website Web link: | https://digboimahilamahavidyalaya.org/wp-content/uploads/2022/01/Academic-Callender-1.pdf |

**5.Accreditation Details**

| Cycle | Grade | CGPA | Year of Accreditation | Validity from | Validity to |
|---|---|---|---|---|---|
| **Cycle 1** | **C++** | **66.55** | **2004** | **16/02/2004** | **15/02/2009** |
| **Cycle 2** | **B** | **2.29** | **2018** | **03/07/2018** | **02/07/2023** |

| | |
|---|---|
| **6.Date of Establishment of IQAC** | **18/09/2004** |

**7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

| Institutional/Department /Faculty | Scheme | Funding Agency | Year of award with duration | Amount |
|---|---|---|---|---|
| **Digboi Mahila Mahavidyalaya** | **BPL Free students admission fee** | **DHE, Assam** | **2021** | **3191364** |

| | |
|---|---|
| **8.Whether composition of IQAC as per latest NAAC guidelines** | **Yes** |

| | |
|---|---|
| • Upload latest notification of formation of IQAC | View File |
| **9.No. of IQAC meetings held during the year** | 05 |
| • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? | Yes |
| • If No, please upload the minutes of the meeting(s) and Action Taken Report | No File Uploaded |
| **10.Whether IQAC received funding from any of the funding agency to support its activities during the year?** | No |
| • If yes, mention the amount | |

**11.Significant contributions made by IQAC during the current year (maximum five bullets)**

•Participation in AISHE and NIRF. • Different extension programs were being organized by the NSS unit and Women's Cell of the college. Awareness programme on Women issues on 6-2-2021, campus cleaning on 15-02-2021, distribution of masks 8-3-2021, Blood donation on 14-06-2021. • IQAC took the initiative for the release of two edited books funded by the institution, on 20-03-2021, college founder D.C. Dev Sharma memorial lecture on 15-03-2021 and K.K. Handique memorial lecture on 20-03-2021. • Initiative was taken for organizing Parent-Teacher meet on 07-03-2021, International Yoga Day celebration on 21-06-2021, World Environment Day on 05-06-2021, Observation of Constitution Day on 26-11-2020, Vigilance Awareness Week in collaboration with IOCL from 27-10-2020 to 02-11-2020, Online Integrity Pledge Taking Ceremony on 30-10-2020, Shilpi Divas celebration 17-01-2021, National Voters' Day 25-01-2021, Republic Day 26-01-2021, Rava Divas 20-06-2021 and Selfie competition for Voter Awareness programme on 16th & 17th Feb 2021. • IQAC takes initiative for research work. This year's Research project has been submitted by the Department of Economics and Home Science. Three more Departments (Philosophy, Home Science, and Education) submitted research proposals for the next year. Different departments, in collaboration with the IQAC of the college organized Webinars on different issues.

**12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year**

| Plan of Action | Achievements/Outcomes |
| --- | --- |
| Introduce MOODLE (Modular Object Oriented Dynamic Learning) software for teaching learning process in the very near future. | Not yet introduced. But faculty members are utilizing Google meet, online evaluation through free application like KAAMI extension and Google Chrome. Alternative software like Teach mint, Google classroom is used by the teachers for online attendance and distribution of study materials. |
| Introduce Diploma Programmes and other useful add-on courses in the Distance Learning mode shortly. | Could not be materialized due to Covid 19 situation. |
| Plans for also afoot for complete computerization of all the activities of the college. | Partially done. |
| Convert the entire College and Hostel Campus to Wi-Fi zones. | Not yet done. |
| Awareness programmes on Covid 19 Pandemic, Sexual Harassment and Gender Sensitization are planned to be organised. | Different extension programme were being organised, Awareness programme on Women issues on 6-2-2021, distribution of mask 8-3-2021, National Webinar on Covid-19 "Lesson to Look Mother Nature Ethically" on 24-07-2020. |
| Subject to normalcy being restored, in terms of the present situation, the college has a plan to complete the pending proposals of the previous year. | Could not be materialized due to continuation of Covid-19 Pandemic. However, students participated in various curricular activities like inter college debate competition, intra college speech competition on virtual platform. |
| Workshop/training on Drama, kick boxing and various other sporting activities will be | Could not be materialized due to Covid 19 pandemic situation. |

| | |
|---|---|
| organised, it is planned. | |
| The institution has a plan to build a state-of-the-art Flag hoisting Platform. | Done and inaugurated on 26-01-2021. |
| There are plans for renovation of the old girls hostel. | Done |
| Include online classes and video conferencing in the curriculum. | The plan to include online classes and video conferencing in the curriculum has not yet been materialized but the faculty members are using various online platforms like Google classroom, Google meet, WhatsApp etc for different activities and online classes simultaneously with off line mode. |
| Allow in-service teachers to undergo training programmes related to this type of pandemic vis-à-vis it's awareness, so that they can be equipped with the right kind of knowledge to face the eventualities themselves, as well as disseminate information about it amongst the general public. | Various webinars relating to this topic have been arranged by the institution as well as by other institutions. The college has allowed the teachers to participate in various programmes. |

| | |
|---|---|
| **13.Whether the AQAR was placed before statutory body?** | **Yes** |

- Name of the statutory body

| Name | Date of meeting(s) |
|---|---|
| **Governing Body, Digboi Mahila Mahavidyalaya** | **05/01/2022** |

**14.Whether institutional data submitted to AISHE**

| Year | Date of Submission |
|---|---|
| **2019-20** | **18/02/2020** |

**15.Multidisciplinary / interdisciplinary**

| |
|---|
| |

**16.Academic bank of credits (ABC):**

| |
|---|
| |

**17.Skill development:**

| |
|---|
| |

**18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

| |
|---|
| |

**19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):**

| |
|---|
| |

**20.Distance education/online education:**

| |
|---|
| |

# Extended Profile

**1.Programme**

| 1.1<br><br>Number of courses offered by the institution across all programs during the year | **11** |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | [View File](#) |

**2.Student**

| 2.1<br><br>Number of students during the year | **872** |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | [View File](#) |

| 2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year | 166 |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | View File |

| 2.3 Number of outgoing/ final year students during the year | 117 |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | View File |

## 3.Academic

| 3.1 Number of full time teachers during the year | 27 |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | View File |

| 3.2 Number of Sanctioned posts during the year | 27 |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | View File |

## 4.Institution

| 4.1 Total number of Classrooms and Seminar halls | 26 |
|---|---|

| 4.2 Total expenditure excluding salary during the year (INR in lakhs) | 2674955 |
|---|---|

| 4.3 Total number of computers on campus for academic purposes | 83 |
|---|---|

# Part B

**CURRICULAR ASPECTS**

## 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Digboi Mahila Mahavidyalaya is affiliated to Dibrugarh University of Assam. The institution adheres to the curriculum designed and prescribed by the parent university. In order to ensure effective curriculum delivery, the college used to prepare an academic calendar at the outset of the year. College class routine is prepared for smooth conduction of classes (both practical and theory) in regular mode. In compliance to the college class routine, each department also prepares departmental class routine. Departments also keep record of course distribution and faculty members prepare teaching plan for timely completion of the syllabus. Most of the departments conduct field studies and

engage part time teachers and guest lecturers as per the need of the prescribed curriculum. During Covid-19 pandemic all the departments had continued their classes and other academic activities through various online platforms like Zoom, Google Meet, WhatsApp etc.

| File Description | Documents |
|---|---|
| Upload relevant supporting document | [View File](#) |
| Link for Additional information | https://digboimahilamahavidyalaya.org/wp-content/uploads/2022/01/1.1.1.pdf |

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Academic calendar of Digboi Mahila Mahavidyalaya for each year is prepared in strict compliance with the academic calendar prescribed by Dibrugarh University. The college academic calendar incorporates prefixed dates for upcoming internal examinations within the stipulated time referred by the university. Attendance of the students is strictly monitored for both online and off line classes. Midterm review regarding the completion of the syllabus is also conducted. The institution organizes talk programmes by the experienced experts and academicians from other institutions and Universities for the sake of students preferably on the dates set in the academic calendar. Two sessional examinations are conducted for

each semester and it is complemented by assignments, projects and viva-voce for the internal evaluation of the students. To encourage the students for being punctual and regular in classes and to promote library visit among the students, the college authority gives awards to the best three students for that matter. Due to pendamic this regular best practice was disturbed.

| File Description | Documents |
|---|---|
| Upload relevant supporting documents | No File Uploaded |
| Link for Additional information | Nil |

**1.1.3 - Teachers of the Institution participate in** B. Any 3 of the above **following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs  Design and Development of Curriculum for Add on/ certificate/ Diploma Courses  Assessment /evaluation process of the affiliating University**

| File Description | Documents |
|---|---|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | [View File](View File) |
| Any additional information | No File Uploaded |

## 1.2 - Academic Flexibility

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

11

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Minutes of relevant Academic Council/ BOS meetings | [View File](#) |
| Institutional data in prescribed format (Data Template) | [View File](#) |

## 1.2.2 - Number of Add on /Certificate programs offered during the year

## 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

**21**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Brochure or any other document relating to Add on /Certificate programs | **No File Uploaded** |
| List of Add on /Certificate programs (Data Template ) | [View File](#) |

## 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

**13**

## 1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

**00**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | [View File](#) |

## 1.3 - Curriculum Enrichment

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

**Digboi Mahila Mahavidyalaya follows the curriculum prescribed by the parent university. At present the institution is running with the**

Choice Based Credit System. The ongoing curriculum makes the students aware about various social, political and environmental issues. Although there is specific syllabus related to environmental issues, but some of the syllabialso incorporate issues related to gender, human values/rights, ethics etc. Department of Political Science, department of Philosophy, Department of History etc are some of the departments which deal with the said issues. Specifically, department of Economics deals with a special paper titled ' Environmental Economics'. Moreover, there is a general course named ' Environmenatl Studies' for all the regular students.

| File Description | Documents |
|---|---|
| Any additional information | No File Uploaded |
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum | View File |

## 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

02

| File Description | Documents |
|---|---|
| Any additional information | No File Uploaded |
| Programme / Curriculum/ Syllabus of the courses | View File |
| Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses | No File Uploaded |
| MoU's with relevant organizations for these courses, if any | No File Uploaded |
| Number of courses that include experiential learning through project work/field work/internship (Data Template) | View File |

## 1.3.3 - Number of students undertaking project work/field work/ internships

57

| File Description | Documents |
|---|---|
| Any additional information | View File |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template) | View File |

## 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni**     **E. None of the above**

| File Description | Documents |
|---|---|
| URL for stakeholder feedback report | No File Uploaded |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload) | No File Uploaded |
| Any additional information(Upload) | No File Uploaded |

**1.4.2 - Feedback process of the Institution may be classified as follows**     **E. Feedback not collected**

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |
| URL for feedback report | https://digboimahilamahavidyalaya.org/wp-content/uploads/2022/02/2.7.1-SSR.pdf |

## TEACHING-LEARNING AND EVALUATION

## 2.1 - Student Enrollment and Profile

## 2.1.1 - Enrolment Number Number of students admitted during the year

## 2.1.1.1 - Number of sanctioned seats during the year

**300**

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |
| Institutional data in prescribed format | [View File](#) |

**2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**

**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

**183**

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |
| Number of seats filled against seats reserved (Data Template) | [View File](#) |

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Digboi Mahila Mahavidyalaya assesses the learning levels of the students through timely sessional exams, end-semester exams, assignments, presentations, etc. on regular basis. The marks of these exams are displayed on the departmental notice boards; students are offered to see their answer scripts and ways for their improvement are discussed in the class. The college authority has given clear instructions to all the departments to organize online classes separately for both advanced learners and slow learners during the pandemic situation. This practice is initiated as a part of blended learning system for the students having different learning capabilities. Moreover, tutorials and remedial classes along with doubt clearing sessions are held by departments for the slow learners. Students are encouraged for active participation in seminars and workshops organized at the college on various levels. Students are also engaged in various fruitful discussions in the class. Slow learners are given one-on-one feedback and suggestions for their improvement. The college library plays a vital role in imparting subject specific knowledge by supplying various reference books, journals and e-resources.

| File Description | Documents |
|---|---|
| Link for additional Information | **Nil** |
| Upload any additional information | **No File Uploaded** |

## 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

| Number of Students | Number of Teachers |
|---|---|
| **872** | **27** |

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |

## 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

**The College practices various student centric methods, such as experimental learning, participative learning and problem-solving methodologies for enriching learning experiences. Department of Education and Department of home science have two separate practical labs for their students. In addition, the institution also prescribes skill based courses in Travel and Tourism Management and Teaching in elementary level. Both the courses offer hands on practice along with innovative ideas benefiting the students. For that matter, industrial and academic visits are being conducted by some departments in order to facilitate practical learning among students which gives them better exposure to industry and the work culture. NSS and NCC units of the college also provide opportunities to the students for incorporating them in extensive social activities. For participatory learning projects, field-works, seminars, excursions, talk shows and group discussions are conducted among the students which create a scope for awareness and multicultural learning.**

| File Description | Documents |
| --- | --- |
| Upload any additional information | View File |
| Link for additional information | https://digboimahilamahavidyalaya.org/wp-content/uploads/2022/01/2.3.1-Project-details-converted.pdf |

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

**Covid-19 pandemic has affected the academic year which halted the process of traditional classroom teaching and learning. It in turn inadvertently encouraged teaching to be more ICT oriented. The use of ICT tools like laptops, PCs, mobile phones, internet has become a common practice in teaching learning process. Tech-friendly and easy to use apps like: Google classroom, Google Meet, Zoom, WebEx etc were extensively used to take classes and to conduct end semester examination. The pandemic however did not curb the enthusiasm of various departments to explore alternate means to continue the quest for knowledge through national and international webinars. The pandemic has also encouraged teachers and students alike to use and explore various e- resources that enrich the prescribed curriculum which were otherwise remained unnoticed.**

| File Description | Documents |
| --- | --- |
| Upload any additional information | View File |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | https://digboimahilamahavidyalaya.org/wp-content/uploads/2022/01/2.3.2-ICT-details-converted.pdf |

**2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )**

**2.3.3.1 - Number of mentors**

**NIL**

| File Description | Documents |
|---|---|
| Upload, number of students enrolled and full time teachers on roll. | **No File Uploaded** |
| Circulars pertaining to assigning mentors to mentees | **No File Uploaded** |
| mentor/mentee ratio | **No File Uploaded** |

## 2.4 - Teacher Profile and Quality

## 2.4.1 - Number of full time teachers against sanctioned posts during the year

**27**

| File Description | Documents |
|---|---|
| Full time teachers and sanctioned posts for year (Data Template) | [View File](#) |
| Any additional information | [View File](#) |
| List of the faculty members authenticated by the Head of HEI | [View File](#) |

## 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

## 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C  Superspeciality / D.Sc. / D.Litt. during the year

**18**

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |
| List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template) | [View File](#) |

## 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

## 2.4.3.1 - Total experience of full-time teachers

**474**

| File Description | Documents |
| --- | --- |
| Any additional information | **No File Uploaded** |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | View File |

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

**Digboi Mahila Mahavidyalaya follows a transparent internal assessment system, as directed by the parent university. The institution conducts two sessional examinations of 25 marks for each semester. Weightage is also given on attendance and timely submission of assignments by students which culminate in internal assessment process. To uphold transparency, marks of assessments are displayed for the students' perusal on departmental notice board. Extensive records are maintained by every department for future references. Parents and guardians are also allowed to check the performance of their children and wards as and when required.**

| File Description | Documents |
| --- | --- |
| Any additional information | View File |
| Link for additional information | https://digboimahilamahavidyalaya.org/wp-content/uploads/2022/01/2.5.1.pdf |

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

**Digboi Mahila Mahavidyalaya has a grievance redressal system for students unsatisfied with their internal examination issues. Results of the internal examinations are displayed at the noticeboard and answer scripts are shared by the concerned teacher in the classroom. If any student finds any discrepancy or anomaly in the answer script, she can directly report it to the teacher concerned and efforts are made to resolve the issue at the onset. However, if the student is not satisfied with the resolution offered by the teacher concerned, then she can certainly report the matter to the Head of the Department and the Principal of the college through a written application. The entire process is considered as a serious priority and usually is resolved within a week time.**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Link for additional information | **Nil** |

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

**Digboi Mahila Mahavidyalaya offers courses as prescribed by the parent university. The institution currently follows a Choice Based Credit System. Each syllabus provides a detailed course outline along with the expected learning outcome. The syllabus of each program provides clear information about core courses, generic elective courses, fundamental courses, and discipline-specific courses along with the assessment and evaluation process. The institution and teachers together ensure effective execution of the same so as to meet the goals set by the curriculum.**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for Additional information | [https://digboimahilamahavidyalaya.org/wp-content/uploads/2022/01/2.6.1-2-Student-Performance-and-learning-outcomes.pdf](#) |
| Upload COs for all courses (exemplars from Glossary) | [View File](#) |

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

**Digboi Mahila Mahavidyalaya follows a simple but specific strategy to assess the programme outcome and course outcome. The various programmes are meant to develop critical thinking and problem-solving skills among the students. Learning outcomes are the specifications of what a student should learn and demonstrate, on successful completion of the course or programme. The students are expected to gather the socio-economic processes and their direct and indirect impacts on various disciplines of humanities. The attainment of the course outcomes and program outcome is assessed by the institution from the performance of students in the continuous internal assessment examinations as well as end semester examinations. The attainment of course outcomes and programme**

**outcomes is also assessed through viva-voce, student seminars, group discussions, practical experiments, field study and projects.**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for Additional information | https://digboimahilamahavidyalaya.org/wp-content/uploads/2022/01/2.6.2-Internal-Assessment-of-Course-Outcome.pdf |

### 2.6.3 - Pass percentage of Students during the year

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

**117**

| File Description | Documents |
|---|---|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | View File |
| Upload any additional information | View File |
| Paste link for the annual report | https://digboimahilamahavidyalaya.org/wp-content/uploads/2022/01/2.6.3-BA-6th-Sem-Result-2020-21.pdf |

### 2.7 - Student Satisfaction Survey

### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://digboimahilamahavidyalaya.org/wp-content/uploads/2022/02/2.7.1-SSR.pdf

### RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

### 3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

### 3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

`0.20`

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| e-copies of the grant award letters for sponsored research projects /endowments | [View File](#) |
| List of endowments / projects with details of grants(Data Template) | [View File](#) |

**3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year**

**3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

`02`

| File Description | Documents |
|---|---|
| List of research projects and funding details (Data Template) | [View File](#) |
| Any additional information | [View File](#) |
| Supporting document from Funding Agency | [View File](#) |
| Paste link to funding agency website | https://digboimahilamahavidyalaya.org/wp-content/uploads/2022/01/3.1.1-3.1.2-Project-Report.pdf |

**3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year**

**3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year**

`12`

| File Description | Documents |
|---|---|
| Report of the event | [View File](#) |
| Any additional information | [View File](#) |
| List of workshops/seminars during last 5 years (Data Template) | [View File](#) |

**3.2 - Research Publications and Awards**

**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year**

**3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

**03**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| List of research papers by title, author, department, name and year of publication (Data Template) | View File |

**3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year**

**3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

**19**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| List books and chapters edited volumes/ books published (Data Template) | View File |

**3.3 - Extension Activities**

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

**Due to the Covid-19 pandemic, the conventional awareness programmes of the college were severely affected. However, following the SOP guidelines, outlined by the State Government from time to time, several activities were undertaken for sensitization of the social issues.**

**The NSS unit of the college undertook the task of manufacturing masks. The masks were freely distributed to the locals as measures of prevention from COVID-19 pandemic.**

**The NSS Unit of the College also organized a Yoga Camp at Jaleswari**

**LP School from 16th to 27th of June, 2021. The faculty members of the College also extended help to the pandemic-stricken people as a relief measure.**

| File Description | Documents |
|---|---|
| Paste link for additional information | https://digboimahilamahavidyalaya.org/wp-content/uploads/2022/01/3.3.1-NSS-Extension.pdf |
| Upload any additional information | View File |

**3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**

**3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year**

**01**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Number of awards for extension activities in last 5 year(Data Template) | View File |
| e-copy of the award letters | View File |

**3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

**3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

**08**

| File Description | Documents |
|---|---|
| Reports of the event organized | View File |
| Any additional information | View File |
| Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template) | View File |

**3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**

**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

**508**

| File Description | Documents |
|---|---|
| Report of the event | View File |
| Any additional information | View File |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | View File |

**3.4 - Collaboration**

**3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year**

**02**

| File Description | Documents |
|---|---|
| e-copies of linkage related Document | View File |
| Details of linkages with institutions/industries for internship (Data Template) | View File |
| Any additional information | No File Uploaded |

**3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year**

**3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year**

**06**

| File Description | Documents |
|---|---|
| e-Copies of the MoUs with institution./ industry/corporate houses | View File |
| Any additional information | View File |
| Details of functional MoUs with institutions of national, international importance, other universities etc during the year | View File |

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

**The college has adequate infrastructure and physical facilities for teaching-learning, viz., classrooms, laboratories with adequate apparatus computing equipment. There are 19 classrooms in the college. The college has an adequate number of classrooms and individual rooms for all the departments. The classrooms of the college have desks, benches, blackboards, ceiling fans, light facilities, good ventilation, etc. in adequate numbers. The college has two well-equipped laboratories attached to the Education and Home Science Departments. These laboratories are well maintained by the faculty members of the respective departments with the help of the laboratory bearer. The college has 2 computer laboratories which are maintained by one faculty member. There are 32 computers in the computer laboratory which are used by the college students. Five (5 nos.) of Projectors are available for demonstration in PPT mode.**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for additional information | https://digboimahilamahavidyalaya.org/wp-content/uploads/2022/01/411.pdf |

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

**The college organizes different cultural activities for the students. There are various cultural instruments in the college such as Tabla, Harmonium, Synthesizer, etc. For games and sports, the**

college has basketball and badminton (80ft x44ft, the year 2016, user rate-50%), volleyball courts (50ft x 25ft, the year 1999, user rate-30%), Table tennis (the year 2003, user rate- 10%) carrom board and chess (1982, user rate- 80%), football, shotput, javelin, etc. There is also a provision of multi-gym (the year 2013, user rate-45%) The sports equipments are kept in the custody of the Students' Union, and they are also entrusted with the responsibility of the upkeep of the equipments. The Students' Union is also responsible for the regular maintenance of the equipments. There is also a yoga center/room (2001, user rate- 20%) in the college with a clean and hygienic atmosphere which is regularly used by the students for their health benefits. The college has conducted 5 farewell programs at different times with various cultural activities. There are various online essays, quizzes, and debate competitions which are organized by various Departments. In addition, the college signed an MOU with IOCL to use their land as a playground.

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for additional information | https://digboimahilamahavidyalaya.org/wp-content/uploads/2022/01/Basket-ball-court-412.pdf |

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

01

## 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

01

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | NIL |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | View File |

## 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in

**Lakhs)**

## 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

**30.40**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Upload audited utilization statements | <u>View File</u> |
| Upload Details of budget allocation, excluding salary during the year (Data Template) | <u>View File</u> |

## 4.2 - Library as a Learning Resource

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

.

• **Name of ILMS software: Soul-2**

• **Nature of automation (fully or partially): Partially**

• **Version: Soul 2**

. **Year of Automation: 2017**

| File Description | Documents |
|---|---|
| Upload any additional information | <u>View File</u> |
| Paste link for Additional Information | <u>https://digboimahilamahavidyalaya.org/wp-content/uploads/2022/01/441.pdf</u> |

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access to e-resources**    **D. Any 1 of the above**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template) | View File |

### 4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

### 4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

**0.25**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Audited statements of accounts | View File |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | View File |

### 4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)

### 4.2.4.1 - Number of teachers and students using library per day over last one year

**32**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Details of library usage by teachers and students | View File |

### 4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

**The College regularly updates its IT facilities to ensure the smooth functioning of academic-cum-administrative works. The ICT committee is formed with two faculty members to monitor IT facilities and internet connectivity. The task of software updating and antivirus installation is undertaken by the ICT regularly. Besides, the**

**departments are provided with a laptop meant to be used for academic purposes. Currently, the college provides a wi-fi facility exclusively for IQAC.**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for additional information | [https://digboimahilamahavidyalaya.org/wp-content/uploads/2022/01/431.pdf](https://digboimahilamahavidyalaya.org/wp-content/uploads/2022/01/431.pdf) |

## 4.3.2 - Number of Computers

**83**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Student – computer ratio | [View File](#) |

## 4.3.3 - Bandwidth of internet connection in the Institution    **A. ? 50MBPS**

| File Description | Documents |
|---|---|
| Upload any additional Information | **No File Uploaded** |
| Details of available bandwidth of internet connection in the Institution | [View File](#) |

## 4.4 - Maintenance of Campus Infrastructure

## 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

## 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

**34.09**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Audited statements of accounts. | View File |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | View File |

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.

**The college has two well-equipped laboratories attached to the Home Science and Education Departments, which are primarily maintained by the respective departments. The College also has a full-time laboratory bearer in its regular payroll. There is a rich library facility for the students and the faculty members including a reference section for the latter. In addition to the books prescribed in the syllabus, the library also subscribes various local and national journals, magazines and newspapers. The students also have a reading room facility adjacent to the reference room. The college provides games and sports facilities. It has basketball, volleyball and badminton courts and a multi- gym within the campus which are maintained by the students' union, NSS and Grade-IV employees. The college has one computer laboratory facility for the students and a fully computerized office. Each department of the college has been provided with a laptop for departmental works. The college has an adequate number of classrooms and separate rooms for all the departments. In addition, there are a conference room, a conference hall and an auditorium. There is also a Teachers' Common Room with a proper drinking water facility along with attached toilets for both male and female teachers. The students of the college also have a Students' Common Room.**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for additional information | https://digboimahilamahavidyalaya.org/wp-content/uploads/2022/01/442.pdf |

**STUDENT SUPPORT AND PROGRESSION**

**5.1 - Student Support**

**5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

**5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

**226**

| File Description | Documents |
|---|---|
| Upload self attested letter with the list of students sanctioned scholarship | **No File Uploaded** |
| Upload any additional information | View File |
| Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template) | View File |

**5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year**

**5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

**03**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template) | View File |

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

**A. All of the above**

| File Description | Documents |
|---|---|
| Link to institutional website | https://digboimahilamahavidyalaya.org/student-support-and-progression/ |
| Any additional information | View File |
| Details of capability building and skills enhancement initiatives (Data Template) | View File |

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

`00`

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

`00`

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template) | View File |

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

**B. Any 3 of the above**

| File Description | Documents |
|---|---|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | View File |
| Upload any additional information | View File |
| Details of student grievances including sexual harassment and ragging cases | No File Uploaded |

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

### 5.2.1.1 - Number of outgoing students placed during the year

04

| File Description | Documents |
|---|---|
| Self-attested list of students placed | View File |
| Upload any additional information | No File Uploaded |

### 5.2.2 - Number of students progressing to higher education during the year

### 5.2.2.1 - Number of outgoing student progression to higher education

05

| File Description | Documents |
|---|---|
| Upload supporting data for student/alumni | View File |
| Any additional information | No File Uploaded |
| Details of student progression to higher education | View File |

### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

### 5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government

**examinations) during the year**

**02**

| File Description | Documents |
|---|---|
| Upload supporting data for the same | [View File](#) |
| Any additional information | [View File](#) |

**5.3 - Student Participation and Activities**

**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year**

**5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

**00**

| File Description | Documents |
|---|---|
| e-copies of award letters and certificates | **No File Uploaded** |
| Any additional information | **No File Uploaded** |
| Number of awards/medals for outstanding performance in sports/cultural activities at univer sity/state/national/international level (During the year) (Data Template) | **No File Uploaded** |

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

**So far as the representation and engagement are concerned, the College has an inclusive mechanism since it provides ample scope for student representation at various committees. Student members in such committees are provided with the opportunity to learn the proceedings, functions of the committee, rules and regulations and implementation so that the student community can access the information on the different projects and works undertaken by the college for their welfare. The college has inducted the General Secretary and other office-bearers of the Digboi Mahila Mahavidyalaya Students' Union in the following committees: i) Anti-**

Ragging Committee ii) Sexual Harassment Committee iii) Grievance Cell iv) RUSA Committee v) IQAC. All the Committees are headed by the Principal to ensure the development of the college and the student community at large. Students' Union shares their valuable feedback with the RUSA Committee of the College which is very crucial to ensure strategic funding for the infrastructural development of the institution.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://digboimahilamahavidyalaya.org/wp-content/uploads/2022/01/532-Cell-Committee.pdf |
| Upload any additional information | View File |

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

03

| File Description | Documents |
|---|---|
| Report of the event | No File Uploaded |
| Upload any additional information | View File |
| Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template) | View File |

### 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Since its inception, the alumni association of the college has taken all the possible steps for its development. The Association continues to contribute financially and engages to provide support services such as donations of bookshelves, notice boards as well as funds and scholarships for poor students. To encourage extracurricular practices, the Association arranges various games &

sports, culture, and literary activities in various fields. It also promotes activities for educational and socio-economic development of the society including various training programs to impart higher education among girls. To assist the Department of Health & Family Welfare in implementing their schemes, the Association organizes health awareness programs for the downtrodden and illiterate sections of society. It also undertakes plantation programs to create awareness about forestry and environment conservation and protection.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://digboimahilamahavidyalaya.org/wp-content/uploads/2022/01/541-Alumni.pdf |
| Upload any additional information | View File |

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**    E. <1Lakhs

| File Description | Documents |
|---|---|
| Upload any additional information | View File |

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

VISION


To build a college of excellence for women.

To enable students to be complete women, in every sense of the term.


MISSION


To make the students aware of-


1. The basic concepts embedded in the Constitution of India viz. national integration secularism etc.

2. Social, political, economic and environmental problems of the state as well as the country.

3. The importance of preserving local traditions, art and culture of the North-East in particular and India in general.

4. Preparing, equipping and enlightening students to meet the demands of present times including I.C.T.

5. The importance of co-curricular activities and their necessity for self-employment.

6. Knowledge and skill through the curriculum for a better future as a full grown adult.

7. The importance of being holistically fit for the present-day competitive world.

8. Value-based education and to produce morally good students.

9. Ideas of the scientific outlook, progressive humanistic approach to life, work culture, discipline, commitment to social responsibility etc.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://digboimahilamahavidyalaya.org/about-us/ |
| Upload any additional information | View File |

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Currently, the institution has a total number of 11 departments and each one of them functions as an independent unit to a large extent. The departments prepare course plan, lesson plan, teaching plan and workload as per the departmental requirements. Matters related to internal evaluation such as attendance of students, setting of sessional test question papers, conduction and evaluation of internal tests, design and development of question bank, inviting eligible external examiners etc. are done independently by the departments. Departments are provided with full autonomy to plan and organize conferences, seminars, webinars, workshops etc., and the budgets prepared by the respective departments for the same are

generally approved by the principal. Departments are given autonomy to select students for Honours and Generic courses and all the HoDs are de-facto members of the admission committee.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://digboimahilamahavidyalaya.org/wp-content/uploads/2022/01/621-Strategic-Plan-Committee-Docs-compressed.pdf |
| Upload any additional information | View File |

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college has deployed its strategic plan in an efficient and result-oriented manner.

Physical infrastructure, viz. library with open access for students, reference room for teachers, reading room for students, laboratories for the departments of Home Science and Education, gymnasium, basketball and volleyball courts, Karate, NCC, NSS, are incorporated in the academic plan of the institute, which are looked after by various committees and these committees constantly monitor the smooth functioning ensuring the quality of both academic and co-curricular activities. Following committees have been constituted for the purpose of strategic/perspective planning of the college: 1. Research Committee 2. Women's Cell 3. Anti-ragging Committee 4. Documentation Committee 5. ICT Committee 6. Construction Committee 7. Purchasing Committee 8. Sexual Harassment Cell 9. Campus Beautification Committee 10.Planning Committee 11. Finance Committee 12. Development Committee 13. Hostel Committee 14. Career Counselling Committee 15. Library Committee 16. Canteen Committee17. Grievance Redressal Cell.

| File Description | Documents |
|---|---|
| Strategic Plan and deployment documents on the website | [View File]() |
| Paste link for additional information | https://digboimahilamahavidyalaya.org/wp-content/uploads/2022/01/621-Strategic-Plan-Committee-Docs-compressed.pdf |
| Upload any additional information | **No File Uploaded** |

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

**Administration**

**Governing body**

**The college is managed by the Governing Body constituted as per the guide line laid down by the Govt. of Assam. Following are the Hon'ble office bearers and members of the Governing Body**

**1. Mr. Lakhinandan Gogoi ,President, Governing Body**

**2. Dr. Sanjita Chetia, Principal, Digboi Mahila Mahavidyalaya**

**3.Dr. KP Upadhyaya Principal, Ledo College (University Nominee, Dibrugarh University)**

**4.Mrs. A. Borgohain Retd. Associate Professor, Department of Zoology, Digboi College (University Nominee, Dibrugarh University**

**5.Dr. J. Kalita, Teachers' Representative**

**6.Ms. K. Teronpi,Teachers' Representative**

**7.Mr. Abdul Kalam,Guardian Member**

**8.Ms. Meera Begum ,Member, Non-teaching Staff**

| File Description | Documents |
| --- | --- |
| Paste link for additional information | https://digboimahilamahavidyalaya.org/wp-content/uploads/2022/02/622-Addl-Information.pdf |
| Link to Organogram of the Institution webpage | https://digboimahilamahavidyalaya.org/wp-content/uploads/2022/01/622-Organogram-of-DMM.pdf |
| Upload any additional information | View File |

**6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination**

**C. Any 2 of the above**

| File Description | Documents |
| --- | --- |
| ERP (Enterprise Resource Planning)Document | View File |
| Screen shots of user interfaces | View File |
| Any additional information | View File |
| Details of implementation of e-governance in areas of operation, Administration etc (Data Template) | View File |

## 6.3 - Faculty Empowerment Strategies

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

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

**The college has welfare schemes like the 'first aid and emergency medical facilities to provide emergency health care services to the members of the teaching and non-teaching staff.**

**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. It also provides general loans to its members.**

**There are provisions for Casual Leave, Earned Leave, Maternity Leave, Child Care Leave, etc. for all teaching and non- teaching staff.**

| File Description | Documents |
|---|---|
| Paste link for additional information | https://digboimahilamahavidyalaya.org/wp-content/uploads/2022/01/631.pdf |
| Upload any additional information | View File |

**6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

**6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

**00**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | View File |

**6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

**00**

| File Description | Documents |
|---|---|
| Reports of the Human Resource Development Centres (UGCASC or other relevant centres). | **No File Uploaded** |
| Reports of Academic Staff College or similar centers | **No File Uploaded** |
| Upload any additional information | **No File Uploaded** |
| Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template) | View File |

**6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**

**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

**06**

| File Description | Documents |
|---|---|
| IQAC report summary | View File |
| Reports of the Human Resource Development Centres (UGCASC or other relevant centers) | **No File Uploaded** |
| Upload any additional information | View File |
| Details of teachers attending professional development programmes during the year (Data Template) | View File |

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

**The college follows Performance Appraisal System for teaching and non-teaching staff as per the guidelines provided by the University Grants Commission and Higher Education Department, Govt. of Assam. As per clause 26 of Assam College Employees (Provincialization) Rules, 2010 the Personal Appraisal Report is prepared by the recording, reviewing and accepting authority. In pursuance to**

Government notification No. AHE.162/2012/Pt/46, Dt. 13th November, 2013 and AHE.162/2012/Pt/47, Dt. 13th November, 2013, of the Government of Assam, the Internal Quality Assurance Cell (IQAC) of the institution invites applications from the faculty members in the prescribed PBAS Proforma for promotion under CAS of UGC, which are verified and checked by the IQAC and the Principal and forward the same to the Departmental Promotion Committee, comprising the VC Nominee and Subject Experts from the affiliating University. The verified files are sent to the Director of Higher Education, Government of Assam for necessary action. The Performance Appraisal System of non- teaching staff is followed as per the Assam Govt. Employees' Service Rules. During the academic session 2020-21, the files of 05 faculty members and the file of 01 non-teaching staff for promotion to the next higher grade/level were sent to the Government for necessary action.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://digboimahilamahavidyalaya.org/wp-content/uploads/2022/01/635.pdf |
| Upload any additional information | View File |

## 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Internal Audit of the college is done by a Chartered Accountant every year. Audited accounts include General Fund, Development Fund, Library Fund, UGC Grant Fund, etc. The Head Accountant prepares the Receipt/Payment Register on a day- today basis which is scrutinized by the Firm (Chartered Accountant), 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 the Local Accounts, Government of Assam. The last Government Audit was for the year 2016-17.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://digboimahilamahavidyalaya.org/wp-content/uploads/2022/01/643.pdf |
| Upload any additional information | View File |

**6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)**

**6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)**

**00**

| File Description | Documents |
|---|---|
| Annual statements of accounts | **No File Uploaded** |
| Any additional information | **No File Uploaded** |
| Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template) | View File |

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

**Mobilization of Funds:**

**The major source of income of the College comes from the Govt. of Assam. The other important source of income is different types of fees collected from the students. Apart from the funding received from the Government of Assam, the college receives funds for UGC, ICHR, ICSSR etc. to organize national seminars, research projects, and other academic activities. In addition, UGC and RUSA are the major agencies for funding the infrastructural development of the college.**


**Utilization of funds:**


**Salary expenditures are meted out from the funds received from the Finance Department, Govt. of Assam.**

The College organizes National Seminars from the funds received from UGC, ICHR, and ICSSR.

For infrastructural augmentation, the college receives funds from UGC and RUSA. The college depends on UGC for granting scholarships to the students. Expenses for library and e-resource and salary of non-sanctioned posts are borne by the Development Fund of the College.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://digboimahilamahavidyalaya.org/wp-content/uploads/2022/01/643.pdf |
| Upload any additional information | View File |

## 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

IQAC organizes webinars, online lectures which maintain the academic environment of the institution to a large extent. This practice has successfully engaged faculty members as well as the students in the teaching-learning process, especially during the Covid-19 Pandemic. The IQAC encourages the relentless participation of students in the series of webinars, online debates, quizzes, and essay writing competitions in order to facilitate students acquire new skills. Special lectures were also organized to address the relevant issues of the present scenario.

IQAC has successfully configured the mechanism of encouraging research for its own faculty members. The Research Committee which is constituted with a view to promoting the research programs amongst the faculty members has initiated the practice of financing grants for research at different levels. The committee sanctions institutional grants both at the departmental and individual levels to engage the teachers in different research projects of their interests.

Departments and faculty members can submit the research proposal in the prescribed format to avail of the institutional grants. The constituted research committee reviews the research proposals to consider financial grants for the same. TheConvener of the Research Committee monitors the ongoing projects regularly to ensure the

**expected progress of the research activities.**

| File Description | Documents |
|---|---|
| Paste link for additional information | https://digboimahilamahavidyalaya.org/wp-content/uploads/2022/01/651.pdf |
| Upload any additional information | View File |

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 and recorded the incremental improvement in various activities

**The IQAC reviews the academic progress of the institution to maintain and improve the quality of teaching-learning. To ensure smooth functioning of the teaching-learning process, the IQAC prepares Academic Calendar as per the guidelines of the affiliating university at the start of the academic session. IQAC reviews the teaching plan, workload, course progression, and distribution of every department and suggests necessary measures of improvements.**

**The followings are the post-accreditation initiatives:**

**As per the recommendation of the NAAC Peer team in 2018 to enhance the research skills and ability of the faculty members, the college initiated an institutional research grant for minor research projects which are monitored and reviewed by the IQAC.**

**The IQAC ensures the practice of collaboration with other institutes as a post-accreditation quality initiative.**

**IQAC monitors Programme Outcomes, Programme Specific Outcomes, and Course Outcomes by reviewing Course Progression, Workload, Course Distribution, and feedback analysis of every department. Program Specific outcomes are regularly published on the official website of the college.**

| File Description | Documents |
|---|---|
| Paste link for additional information | https://digboimahilamahavidyalaya.org/wp-content/uploads/2022/01/652.pdf |
| Upload any additional information | View File |

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**A. All of the above**

| File Description | Documents |
|---|---|
| Paste web link of Annual reports of Institution | https://digboimahilamahavidyalaya.org/wp-content/uploads/2022/02/Annual-report-2020.pdf |
| Upload e-copies of the accreditations and certifications | View File |
| Upload any additional information | View File |
| Upload details of Quality assurance initiatives of the institution (Data Template) | View File |

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

**The issue of gender equity and sensitization does not bear importance in a way it would have, had it been a co- educational institution, given the fact that Digboi Mahila Mahavidyalaya is an all-women educational institution. But still, since it is a highly sensitive and significant issue, the college undertakes certain programmes specifically on gender equity and sensitization and chalked out specific plan of action and counselling measures for the same.**

| File Description | Documents |
|---|---|
| Annual gender sensitization action plan | https://digboimahilamahavidyalaya.org/wp-content/uploads/2022/02/7.1.1-Action-Plan.pdf |
| Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | https://digboimahilamahavidyalaya.org/wp-content/uploads/2022/01/7.1.1.pdf |

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**D. Any 1 of the above**

| File Description | Documents |
|---|---|
| Geo tagged Photographs | View File |
| Any other relevant information | View File |

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management  Waste recycling system Hazardous chemicals and radioactive waste management

- **The college facilitates various methods for the management of degradable and non-degradable waste. The primary focus is on "No Plastic Zone". Dustbins (green and blue) are installed for solid and liquid waste disposal, which are then disposed off at specific places collected regularly by vehicles deployed by the municipal town committee of Digboi.**

  **. Two incinerators in the hostel of the college are installed and both are in a functional state.**

| File Description | Documents |
|---|---|
| Relevant documents like agreements/MoUs with Government and other approved agencies | **No File Uploaded** |
| Geo tagged photographs of the facilities | https://digboimahilamahavidyalaya.org/wp-content/uploads/2022/01/7.1.3.pdf |
| Any other relevant information | **No File Uploaded** |

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

**D. Any 1 of the above**

| File Description | Documents |
|---|---|
| Geo tagged photographs / videos of the facilities | View File |
| Any other relevant information | View File |

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

**C. Any 2 of the above**

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly  pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

| File Description | Documents |
|---|---|
| Geo tagged photos / videos of the facilities | View File |
| Any other relevant documents | **No File Uploaded** |

**7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution**

**7.1.6.1 - The institutional environment and energy initiatives are confirmed  through the**

**E. None of the above**

**following 1.Green audit 2. Energy audit
3.Environment audit 4.Clean and green
campus recognitions/awards 5. Beyond the
campus environmental promotional activities**

| File Description | Documents |
|---|---|
| Reports on environment and energy audits submitted by the auditing agency | **No File Uploaded** |
| Certification by the auditing agency | **No File Uploaded** |
| Certificates of the awards received | **No File Uploaded** |
| Any other relevant information | **No File Uploaded** |

**7.1.7 - The Institution has disabled-friendly,
barrier free environment Built environment
with ramps/lifts for easy access to classrooms.
Disabled-friendly washrooms Signage
including tactile path, lights, display boards
and signposts Assistive technology and
facilities for persons with disabilities
(Divyangjan) accessible website, screen-
reading software, mechanized equipment    5.
Provision for enquiry and  information :
Human assistance, reader, scribe, soft copies of
reading material, screen           reading**

**D. Any 1 of the above**

| File Description | Documents |
|---|---|
| Geo tagged photographs / videos of the facilities | [View File](#) |
| Policy documents and information brochures on the support to be provided | **No File Uploaded** |
| Details of the Software procured for providing the assistance | **No File Uploaded** |
| Any other relevant information | **No File Uploaded** |

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e.,
tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other
diversities (within 200 words).

**The Institution is committed to maintaining an inclusive**

environment. Students from diverse backgrounds, irrespective of caste, creed, religion, and region get admission every year as per the norms and reservation rules (SC, ST, OBC, MOBC) of the Government of India. Free admission is provided to underprivileged students as per the Government norms. The College encourages students to avail SC, ST, OBC, MOBC, and Minority Scholarships. At present, the college provides MIL courses in Assamese, Bengali, and Hindi. The college has both English and Assamese languages as the medium of instruction at the UG level to encourage regional students as well as students from other states.

Apart from the academic administration, the college organizes several cultural events of regional and national importance. Regional events like Shilpi Divas, Rabha Divas, Birthday of Dr. Bhupen Hazarika, etc. to promote regional culture. College Week is organized every year where students are given equal opportunities to showcase their diverse cultural ethos and practice at different Cultural programs and competitions under the aegis of the Digboi Mahila Mahavidyalaya Student Union.

(NB: Due to the Covid-19 Restrictions and SOPs the cultural events could not be organized)

| File Description | Documents |
|---|---|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | [View File](View File) |
| Any other relevant information | No File Uploaded |

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The College observes the following days/weeks to sensitize students and employees of the institution towards constitutional values, rights duties, and responsibilities.

1. National Voters' Day

2. Observance of vigilance Awareness Week

3. Observance of Security Week

4. World Environment Day

In addition, the Women Cell of Digboi Mahila Mahavidyalaya takes several initiatives to sensitize students about women's rights and issues. The Women Cell and the NSS Unit of the college jointly organized a street play depicting domestic violence, discrimination against women in professional advancement, etc. on the occasion of International Women's Day on 08/03/2021.

To celebrate Constitution Day, a sensitization program was organized by NSS Unit on 26/11/2020 for the students to instill the spirit of the constitution embodied in the Preamble. Mrs. Urmi Sharma, Asso. Prof. & Head, Dept. of Political Science, was the keynote speaker.

| File Description | Documents |
|---|---|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | View File |
| Any other relevant information | View File |

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff      4. Annual awareness programmes on Code of Conduct are organized**

D. Any 1 of the above

| File Description | Documents |
|---|---|
| Code of ethics policy document | View File |
| Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims | No File Uploaded |
| Any other relevant information | No File Uploaded |

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The College observes and celebrates the following various national and international commemorative days, events, and festivals to instill the spirit and essence of the respective days among the students.

1. Independence Day – 15th August
2. Teachers' Day – 5th September
3. Constitution Day – 26th November
4. National Voters' Day – 25th January
5. Republic Day – 26th January
6. Observance of Security Week – 3rd March-10th March
7. World Environment Day – 5th June
8. International Yoga Day – 21st June

| File Description | Documents |
|---|---|
| Annual report of the celebrations and commemorative events for the last (During the year) | View File |
| Geo tagged photographs of some of the events | No File Uploaded |
| Any other relevant information | View File |

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

PRACTICE -I

1. Title of the Practice: "Institutional Grant for Research"

2. Objectives of the Practice

To configure a mechanism of research management in the institution
To engage departmental faculty members in collaborative research

To encourage minor research projects at the level of individuals as well as the respective departments.

In addition to the existing governmental and non-governmental institutions for academic research funding for the faculty members, the college has the objective of encouraging research by funding research of its own faculty members

3. The Context

Due to the lack of sanctioned teaching posts, engagement in research by faculty members is more difficult considering the workload on them.

The paucity of funds led to a limitation on granting research projects

The lack of co-ordination between curriculum, designed by the affiliating university and research, makes the entire process less feasible

4. The Practice

The institutional grant for research will not only generate research interests among the teaching members but also encourage academic study within Digboi and its vicinity. Since research projects can be pursued.Departmentally, they will provide a unique environment of collaborative research among its faculty members.

Limitations:

a. The numbers of research projects undertaken by the faculty members are still very low

b. Covid-19 pandemic also posed severe challenges to the progress of research projects.

5. Evidence of Success

Department of Home Science and the Department of Economics have submitted their research projects on A Study on Textiles of Singpho Tribe in Tinsukia District and A Study on Socio-Economic Status of Tai Phake Community in the Dibrugarh District of Assam, respectively, which are based extensively on the indigenous communities of the localities. Currently, the Department of Education is pursuing research on A Study on the Problem and Development of Women Education in the Area of Powai Tea Estate of Tinsukia District.

At the individual level, Dr. Manik Konch, a faculty member in the Department of Philosophy, is pursuing research on the impact of Medium of Instruction on Quality of Education Imparted at the Senior Secondary Level: A Case Study of Assam.

6. Problems Encountered and Resources Required

a. Paucity of funds

b. Fieldwork had to be carried out in a restrained manner owing solely to the SOPs issued from time to time by the Government in connection with the prevailing Covid-19 pandemic

c. In order to conduct systematic research on any given area, a dedicated set of infrastructure viz. a research room, computers, internet connectivity, access to peer-reviewed e-journals, etc. is important, which is woefully lacking in the college.

d. Apart from the conduction of examinations and evaluation of answer scripts, the affiliating University has never come up with any incentivizing initiatives or innovative mechanisms to encourage the faculty members of colleges to undertake any research at the micro-level.


PRACTICE II

1. Title of the Practice: "Inter-Departmental teacher exchange program"

The College encourages an inter-disciplinary approach to teaching and learning. The various departments used to invite teachers of other disciplines to promote a multi-disciplinary approach in teaching-learning among students.

2. Objectives of the Practice

To impart a better understanding of other disciplines. To enhance the language skills of the students.

To broaden ideas of pedagogy.

To expose the students to new perspectives

3. The Context

Due to the process of evaluation, which becomes rigorous in terms of the CBCS examination, the constraint of time is a constant challenge requiring negotiation when it comes to inter-department teaching exchange programs.

Since the very exercise of the inter-department teaching exchange program is bereft of any incentives, in terms of grades or

otherwise, both for the teaching as well as the student communities, too much serious pursuit in this matter is not quite visible.

Generally, an inter-department teaching exchange program is needed for research-based studies meant for students. The affiliating University is not quite forthcoming in trying out innovative and research-based curricula meant for the UG student community.

## 4. The Practice:

Needless to say, we live in a world of the interdependence of cultures, communities, countries and in the domain of academics, no discipline can contemplate the enhancement of knowledge on its own. The interdisciplinary approach in teaching-learning is a model widely acknowledged across the world to be the best in the pursuit and enhancement of knowledge. Digboi Mahila Mahavidyalaya has had a culture for a long time back of conducting classes and workshops by exchanging teachers across subjects/disciplines. It also invites teachers from other institutions.

Digboi Mahila Mahavidyalaya is a college which has only the Arts stream and this proves to be a constraint in itself in sofar as inter-disciplinary approach to learning is concerned. Despite repeated reminders to the State Government to allow the introduction of the Science stream in the college, there has been no concrete response yet. For those colleges which have all the three streams of arts, science, and commerce, it becomes a lot easier to follow the inter- disciplinary approach to teaching-learning and the icing on the cake is students end up learning a lot about all the three streams viz. arts, science, and commerce, so much needed for students in the present-day world. They are also exposed to science laboratories, which help them in witnessing the conduction of experiments firsthand.

## 5. Evidence of Success:

A faculty member of the Assamese Department regularly takes a paper prescribed for the Bengali UG course of 3rd Semester.

A senior faculty member of the Department of Home Science regularly takes classes for the students of the Nursing School, IOCL (AOD) Hospital, Digboi.

A senior faculty member from the Department of Economics takes few classes of the Department of Home Science.

**6. Problems encountered and Resources Required:**

**The Departments of the college are woefully understaffed because of which most of the time is taken up in conducting the routine classes, examinations and faculty exchange programs, albeit organized are very less in number, as the teachers are not expendable for programs outside the ambit of classes and examinations.**

**Although the college has the UG course, it is also yoked with +2 classes, because of which the teachers are burdened with classes more than the prescribed norm.**

**The basic resource/s required is a human resource in terms of the Departments being adequately staffed in order to seamlessly carry out exchange programs in addition to the conduction of regular classes and examinations.**

**Subjects like geography, anthropology, and psychology need to be introduced, in order to give the students of the college exposure to these all-important disciplines which are extremely essential topics in the world today.**

| File Description | Documents |
|---|---|
| Best practices in the Institutional web site | [View File]() |
| Any other relevant information | **No File Uploaded** |

## 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

**The vision of the college states "to build a college of excellence for women in every sense of the term" and keeping this as a guiding force, throughout the years since in inception way back in the year 1981, the college has presently a strength of around 1200 hundred students in its roll starting with just a handful, and this definitely is concrete evidence of its success story of spreading knowledge amongst women and rising in stature to a premier institute of learning for women in the entire belt of Upper Assam.**

**Apart from excelling in academics, the students of the college have consistently shown brilliant results in games and sports, music, and culture both within the state as well as at the national level. In this context, it may be pertinent to mention a few of the**

achievements of the students, such as winning medals in karate (inter-college youth festival, national karate championship, Hyderabad), boxing (state level and national levels), kabaddi (inter-collegechampionship); in music also, our students have gone on to win prizes in the state-level competitions from time to time; in dance too, our students have brought laurels to the college at different points of time.

## Part B

### CURRICULAR ASPECTS

### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Digboi Mahila Mahavidyalaya is affiliated to Dibrugarh University of Assam. The institution adheres to the curriculum designed and prescribed by the parent university. In order to ensure effective curriculum delivery, the college used to prepare an academic calendar at the outset of the year. College class routine is prepared for smooth conduction of classes (both practical and theory) in regular mode. In compliance to the college class routine, each department also prepares departmental class routine. Departments also keep record of course distribution and faculty members prepare teaching plan for timely completion of the syllabus. Most of the departments conduct field studies and

engage part time teachers and guest lecturers as per the need of the prescribed curriculum. During Covid-19 pandemic all the departments had continued their classes and other academic activities through various online platforms like Zoom, Google Meet, WhatsApp etc.

| File Description | Documents |
| --- | --- |
| Upload relevant supporting document | [View File](#) |
| Link for Additional information | [https://digboimahilamahavidyalaya.org/wp-content/uploads/2022/01/1.1.1.pdf](https://digboimahilamahavidyalaya.org/wp-content/uploads/2022/01/1.1.1.pdf) |

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Academic calendar of Digboi Mahila Mahavidyalaya for each year is prepared in strict compliance with the academic calendar prescribed by Dibrugarh University. The college academic calendar incorporates prefixed dates for upcoming internal examinations within the stipulated time referred by the university. Attendance of the students is strictly monitored for both online and off line classes. Midterm review regarding the completion of the syllabus is also conducted. The institution organizes talk programmes by the experienced experts and academicians from other

institutions and Universities for the sake of students preferably on the dates set in the academic calendar. Two sessional examinations are conducted for each semester and it is complemented by assignments, projects and viva-voce for the internal evaluation of the students. To encourage the students for being punctual and regular in classes and to promote library visit among the students, the college authority gives awards to the best three students for that matter. Due to pendamic this regular best practice was disturbed.

| File Description | Documents |
|---|---|
| Upload relevant supporting documents | No File Uploaded |
| Link for Additional information | Nil |

| 1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University  Setting of question papers for UG/PG programs  Design and Development of Curriculum for Add on/ certificate/ Diploma Courses  Assessment /evaluation process of the affiliating University | B. Any 3 of the above |
|---|---|

| File Description | Documents |
|---|---|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | View File |
| Any additional information | No File Uploaded |

## 1.2 - Academic Flexibility

### 1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

### 1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

11

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Minutes of relevant Academic Council/ BOS meetings | <u>View File</u> |
| Institutional data in prescribed format (Data Template) | <u>View File</u> |

## 1.2.2 - Number of Add on /Certificate programs offered during the year

## 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

**21**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Brochure or any other document relating to Add on /Certificate programs | **No File Uploaded** |
| List of Add on /Certificate programs (Data Template ) | <u>View File</u> |

## 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

**13**

## 1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

**00**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | <u>View File</u> |

## 1.3 - Curriculum Enrichment

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

**Digboi Mahila Mahavidyalaya follows the curriculum prescribed by the parent university. At present the institution is running with**

the Choice Based Credit System. The ongoing curriculum makes the students aware about various social, political and environmental issues. Although there is specific syllabus related to environmental issues, but some of the syllabialso incorporate issues related to gender, human values/rights, ethics etc. Department of Political Science, department of Philosophy, Department of History etc are some of the departments which deal with the said issues. Specifically, department of Economics deals with a special paper titled ' Environmental Economics'. Moreover, there is a general course named ' Environmenatl Studies' for all the regular students.

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum | View File |

## 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

02

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Programme / Curriculum/ Syllabus of the courses | View File |
| Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses | **No File Uploaded** |
| MoU's with relevant organizations for these courses, if any | **No File Uploaded** |
| Number of courses that include experiential learning through project work/field work/internship (Data Template) | View File |

## 1.3.3 - Number of students undertaking project work/field work/ internships

**57**

| File Description | Documents |
|---|---|
| Any additional information | [View File] |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template) | [View File] |

**1.4 - Feedback System**

| 1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni | **E. None of the above** |
|---|---|

| File Description | Documents |
|---|---|
| URL for stakeholder feedback report | **No File Uploaded** |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload) | **No File Uploaded** |
| Any additional information(Upload) | **No File Uploaded** |

| 1.4.2 - Feedback process of the Institution may be classified as follows | **E. Feedback not collected** |
|---|---|

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| URL for feedback report | https://digboimahilamahavidyalaya.org/wp-content/uploads/2022/02/2.7.1-SSR.pdf |

**TEACHING-LEARNING AND EVALUATION**

**2.1 - Student Enrollment and Profile**

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of sanctioned seats during the year**

300

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Institutional data in prescribed format | View File |

**2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**

**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

183

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Number of seats filled against seats reserved (Data Template) | View File |

**2.2 - Catering to Student Diversity**

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Digboi Mahila Mahavidyalaya assesses the learning levels of the students through timely sessional exams, end-semester exams, assignments, presentations, etc. on regular basis. The marks of these exams are displayed on the departmental notice boards; students are offered to see their answer scripts and ways for their improvement are discussed in the class. The college authority has given clear instructions to all the departments to organize online classes separately for both advanced learners and slow learners during the pandemic situation. This practice is initiated as a part of blended learning system for the students having different learning capabilities. Moreover, tutorials and remedial classes along with doubt clearing sessions are held by departments for the slow learners. Students are encouraged for active participation in seminars and workshops organized at the college on various levels. Students are also engaged in various fruitful discussions in the class. Slow learners are given one-on-one feedback and suggestions for their improvement. The college library plays a vital role in imparting subject specific knowledge by supplying various reference books, journals and e-resources.

| File Description | Documents |
|---|---|
| Link for additional Information | **Nil** |
| Upload any additional information | **No File Uploaded** |

## 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

| Number of Students | Number of Teachers |
|---|---|
| **872** | **27** |

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |

## 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

**The College practices various student centric methods, such as experimental learning, participative learning and problem-solving methodologies for enriching learning experiences. Department of Education and Department of home science have two separate practical labs for their students. In addition, the institution also prescribes skill based courses in Travel and Tourism Management and Teaching in elementary level. Both the courses offer hands on practice along with innovative ideas benefiting the students. For that matter, industrial and academic visits are being conducted by some departments in order to facilitate practical learning among students which gives them better exposure to industry and the work culture. NSS and NCC units of the college also provide opportunities to the students for incorporating them in extensive social activities. For participatory learning projects, field-works, seminars, excursions, talk shows and group discussions are conducted among the students which create a scope for awareness and multicultural learning.**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Link for additional information | https://digboimahilamahavidyalaya.org/wp-content/uploads/2022/01/2.3.1-Project-details-converted.pdf |

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

**Covid-19 pandemic has affected the academic year which halted the process of traditional classroom teaching and learning. It in turn inadvertently encouraged teaching to be more ICT oriented. The use of ICT tools like laptops, PCs, mobile phones, internet has become a common practice in teaching learning process. Tech-friendly and easy to use apps like: Google classroom, Google Meet, Zoom, WebEx etc were extensively used to take classes and to conduct end semester examination. The pandemic however did not curb the enthusiasm of various departments to explore alternate means to continue the quest for knowledge through national and international webinars. The pandemic has also encouraged teachers and students alike to use and explore various e- resources that enrich the prescribed curriculum which were otherwise remained unnoticed.**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | https://digboimahilamahavidyalaya.org/wp-content/uploads/2022/01/2.3.2-ICT-details-converted.pdf |

**2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )**

**2.3.3.1 - Number of mentors**

**NIL**

| File Description | Documents |
|---|---|
| Upload, number of students enrolled and full time teachers on roll. | **No File Uploaded** |
| Circulars pertaining to assigning mentors to mentees | **No File Uploaded** |
| mentor/mentee ratio | **No File Uploaded** |

## 2.4 - Teacher Profile and Quality

### 2.4.1 - Number of full time teachers against sanctioned posts during the year

**27**

| File Description | Documents |
|---|---|
| Full time teachers and sanctioned posts for year (Data Template) | [View File] |
| Any additional information | [View File] |
| List of the faculty members authenticated by the Head of HEI | [View File] |

### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C  Superspeciality / D.Sc. / D.Litt. during the year

**18**

| File Description | Documents |
|---|---|
| Any additional information | [View File] |
| List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template) | [View File] |

### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

### 2.4.3.1 - Total experience of full-time teachers

**474**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | View File |

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

**Digboi Mahila Mahavidyalaya follows a transparent internal assessment system, as directed by the parent university. The institution conducts two sessional examinations of 25 marks for each semester. Weightage is also given on attendance and timely submission of assignments by students which culminate in internal assessment process. To uphold transparency, marks of assessments are displayed for the students' perusal on departmental notice board. Extensive records are maintained by every department for future references. Parents and guardians are also allowed to check the performance of their children and wards as and when required.**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Link for additional information | https://digboimahilamahavidyalaya.org/wp-content/uploads/2022/01/2.5.1.pdf |

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

**Digboi Mahila Mahavidyalaya has a grievance redressal system for students unsatisfied with their internal examination issues. Results of the internal examinations are displayed at the noticeboard and answer scripts are shared by the concerned teacher in the classroom. If any student finds any discrepancy or anomaly in the answer script, she can directly report it to the teacher concerned and efforts are made to resolve the issue at the onset. However, if the student is not satisfied with the resolution offered by the teacher concerned, then she can certainly report the matter to the Head of the Department and the**

**Principal of the college through a written application. The entire process is considered as a serious priority and usually is resolved within a week time.**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Link for additional information | **Nil** |

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

**Digboi Mahila Mahavidyalaya offers courses as prescribed by the parent university. The institution currently follows a Choice Based Credit System. Each syllabus provides a detailed course outline along with the expected learning outcome. The syllabus of each program provides clear information about core courses, generic elective courses, fundamental courses, and discipline-specific courses along with the assessment and evaluation process. The institution and teachers together ensure effective execution of the same so as to meet the goals set by the curriculum.**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for Additional information | [https://digboimahilamahavidyalaya.org/wp-content/uploads/2022/01/2.6.1-2-Student-Performance-and-learning-outcomes.pdf](#) |
| Upload COs for all courses (exemplars from Glossary) | [View File](#) |

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

**Digboi Mahila Mahavidyalaya follows a simple but specific strategy to assess the programme outcome and course outcome. The various programmes are meant to develop critical thinking and problem-solving skills among the students. Learning outcomes are the specifications of what a student should learn and demonstrate, on successful completion of the course or programme. The students are expected to gather the socio-economic processes and their direct and indirect impacts on various disciplines of**

**humanities. The attainment of the course outcomes and program outcome is assessed by the institution from the performance of students in the continuous internal assessment examinations as well as end semester examinations. The attainment of course outcomes and programme outcomes is also assessed through viva-voce, student seminars, group discussions, practical experiments, field study and projects.**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for Additional information | https://digboimahilamahavidyalaya.org/wp-content/uploads/2022/01/2.6.2-Internal-Assessment-of-Course-Outcome.pdf |

**2.6.3 - Pass percentage of Students during the year**

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

**117**

| File Description | Documents |
|---|---|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | View File |
| Upload any additional information | View File |
| Paste link for the annual report | https://digboimahilamahavidyalaya.org/wp-content/uploads/2022/01/2.6.3-BA-6th-Sem-Result-2020-21.pdf |

**2.7 - Student Satisfaction Survey**

**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

https://digboimahilamahavidyalaya.org/wp-content/uploads/2022/02/2.7.1-SSR.pdf

**RESEARCH, INNOVATIONS AND EXTENSION**

**3.1 - Resource Mobilization for Research**

**3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

**3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

**0.20**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| e-copies of the grant award letters for sponsored research projects /endowments | View File |
| List of endowments / projects with details of grants(Data Template) | View File |

**3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year**

**3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

**02**

| File Description | Documents |
|---|---|
| List of research projects and funding details (Data Template) | View File |
| Any additional information | View File |
| Supporting document from Funding Agency | View File |
| Paste link to funding agency website | https://digboimahilamahavidyalaya.org/wp-content/uploads/2022/01/3.1.1-3.1.2-Project-Report.pdf |

**3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year**

**3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year**

**12**

| File Description | Documents |
|---|---|
| Report of the event | View File |
| Any additional information | View File |
| List of workshops/seminars during last 5 years (Data Template) | View File |

## 3.2 - Research Publications and Awards

## 3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

## 3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

**03**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| List of research papers by title, author, department, name and year of publication (Data Template) | View File |

## 3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

## 3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

**19**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| List books and chapters edited volumes/ books published (Data Template) | View File |

## 3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

**Due to the Covid-19 pandemic, the conventional awareness programmes of the college were severely affected. However,**

following the SOP guidelines, outlined by the State Government from time to time, several activities were undertaken for sensitization of the social issues.

The NSS unit of the college undertook the task of manufacturing masks. The masks were freely distributed to the locals as measures of prevention from COVID-19 pandemic.

The NSS Unit of the College also organized a Yoga Camp at Jaleswari LP School from 16th to 27th of June, 2021. The faculty members of the College also extended help to the pandemic-stricken people as a relief measure.

| File Description | Documents |
| --- | --- |
| Paste link for additional information | https://digboimahilamahavidyalaya.org/wp-content/uploads/2022/01/3.3.1-NSS-Extension.pdf |
| Upload any additional information | View File |

**3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**

**3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year**

01

| File Description | Documents |
| --- | --- |
| Any additional information | No File Uploaded |
| Number of awards for extension activities in last 5 year(Data Template) | View File |
| e-copy of the award letters | View File |

**3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

**3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

**08**

| File Description | Documents |
|---|---|
| Reports of the event organized | View File |
| Any additional information | View File |
| Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template) | View File |

**3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**

**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

**508**

| File Description | Documents |
|---|---|
| Report of the event | View File |
| Any additional information | View File |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | View File |

**3.4 - Collaboration**

**3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year**

**02**

| File Description | Documents |
|---|---|
| e-copies of linkage related Document | View File |
| Details of linkages with institutions/industries for internship (Data Template) | View File |
| Any additional information | **No File Uploaded** |

**3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year**

**3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year**

**06**

| File Description | Documents |
| --- | --- |
| e-Copies of the MoUs with institution./ industry/corporate houses | View File |
| Any additional information | View File |
| Details of functional MoUs with institutions of national, international importance, other universities etc during the year | View File |

**INFRASTRUCTURE AND LEARNING RESOURCES**

**4.1 - Physical Facilities**

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college has adequate infrastructure and physical facilities for teaching-learning, viz., classrooms, laboratories with adequate apparatus computing equipment. There are 19 classrooms in the college. The college has an adequate number of classrooms and individual rooms for all the departments. The classrooms of the college have desks, benches, blackboards, ceiling fans, light facilities, good ventilation, etc. in adequate numbers. The college has two well-equipped laboratories attached to the Education and Home Science Departments. These laboratories are well maintained by the faculty members of the respective departments with the help of the laboratory bearer. The college has 2 computer laboratories which are maintained by one faculty member. There are 32 computers in the computer laboratory which are used by the college students. Five (5 nos.) of Projectors are available for demonstration in PPT mode.

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for additional information | https://digboimahilamahavidyalaya.org/wp-content/uploads/2022/01/411.pdf |

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

**The college organizes different cultural activities for the students. There are various cultural instruments in the college such as Tabla, Harmonium, Synthesizer, etc. For games and sports, the college has basketball and badminton (80ft x44ft, the year 2016, user rate-50%), volleyball courts (50ft x 25ft, the year 1999, user rate-30%), Table tennis (the year 2003, user rate-10%) carrom board and chess (1982, user rate- 80%), football, shotput, javelin, etc. There is also a provision of multi-gym (the year 2013, user rate- 45%) The sports equipments are kept in the custody of the Students' Union, and they are also entrusted with the responsibility of the upkeep of the equipments. The Students' Union is also responsible for the regular maintenance of the equipments. There is also a yoga center/room (2001, user rate- 20%) in the college with a clean and hygienic atmosphere which is regularly used by the students for their health benefits. The college has conducted 5 farewell programs at different times with various cultural activities. There are various online essays, quizzes, and debate competitions which are organized by various Departments. In addition, the college signed an MOU with IOCL to use their land as a playground.**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for additional information | https://digboimahilamahavidyalaya.org/wp-content/uploads/2022/01/Basket-ball-court-412.pdf |

**4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.**

**01**

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

**01**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for additional information | NIL |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | View File |

**4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)**

**4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)**

**30.40**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Upload audited utilization statements | View File |
| Upload Details of budget allocation, excluding salary during the year (Data Template) | View File |

**4.2 - Library as a Learning Resource**

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

**.**

**· Name of ILMS software: Soul-2**

**· Nature of automation (fully or partially): Partially**

**· Version: Soul 2**

**. Year of Automation: 2017**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for Additional Information | https://digboimahilamahavidyalaya.org/wp-content/uploads/2022/01/441.pdf |

| **4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources** | **D. Any 1 of the above** |
|---|---|

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template) | View File |

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

**0.25**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Audited statements of accounts | View File |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | View File |

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)**

**4.2.4.1 - Number of teachers and students using library per day over last one year**

**32**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Details of library usage by teachers and students | View File |

## 4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

**The College regularly updates its IT facilities to ensure the smooth functioning of academic-cum-administrative works. The ICT committee is formed with two faculty members to monitor IT facilities and internet connectivity. The task of software updating and antivirus installation is undertaken by the ICT regularly. Besides, the departments are provided with a laptop meant to be used for academic purposes. Currently, the college provides a wi-fi facility exclusively for IQAC.**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for additional information | https://digboimahilamahavidyalaya.org/wp-content/uploads/2022/01/431.pdf |

## 4.3.2 - Number of Computers

**83**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Student – computer ratio | View File |

| 4.3.3 - Bandwidth of internet connection in the Institution | **A. ? 50MBPS** |
|---|---|

| File Description | Documents |
|---|---|
| Upload any additional Information | **No File Uploaded** |
| Details of available bandwidth of internet connection in the Institution | View File |

**4.4 - Maintenance of Campus Infrastructure**

**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)**

**4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

34.09

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |
| Audited statements of accounts. | View File |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | View File |

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.

The college has two well-equipped laboratories attached to the Home Science and Education Departments, which are primarily maintained by the respective departments. The College also has a full-time laboratory bearer in its regular payroll. There is a rich library facility for the students and the faculty members including a reference section for the latter. In addition to the books prescribed in the syllabus, the library also subscribes various local and national journals, magazines and newspapers. The students also have a reading room facility adjacent to the reference room. The college provides games and sports facilities. It has basketball, volleyball and badminton courts and a multi-gym within the campus which are maintained by the students' union, NSS and Grade-IV employees. The college has one computer laboratory facility for the students and a fully computerized office. Each department of the college has been provided with a laptop for departmental works. The college has an adequate number of classrooms and separate rooms for all the departments. In addition, there are a conference room, a conference hall and an auditorium. There is also a Teachers' Common Room with a proper drinking water facility along with attached toilets for both male and female teachers. The students of the college also have a Students' Common Room.

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for additional information | https://digboimahilamahavidyalaya.org/wp-content/uploads/2022/01/442.pdf |

## STUDENT SUPPORT AND PROGRESSION

## 5.1 - Student Support

## 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

## 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

**226**

| File Description | Documents |
|---|---|
| Upload self attested letter with the list of students sanctioned scholarship | **No File Uploaded** |
| Upload any additional information | [View File](#) |
| Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template) | [View File](#) |

## 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

## 5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

**03**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template) | View File |

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

A. All of the above

| File Description | Documents |
|---|---|
| Link to institutional website | https://digboimahilamahavidyalaya.org/student-support-and-progression/ |
| Any additional information | View File |
| Details of capability building and skills enhancement initiatives (Data Template) | View File |

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

00

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

00

| File Description | Documents |
|---|---|
| Any additional information | No File Uploaded |
| Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template) | View File |

**5.1.5 - The Institution has a transparent**     B. Any 3 of the above

| | |
|---|---|
| **mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees** | |

| File Description | Documents |
|---|---|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | View File |
| Upload any additional information | View File |
| Details of student grievances including sexual harassment and ragging cases | **No File Uploaded** |

## 5.2 - Student Progression

## 5.2.1 - Number of placement of outgoing students during the year

## 5.2.1.1 - Number of outgoing students placed during the year

**04**

| File Description | Documents |
|---|---|
| Self-attested list of students placed | View File |
| Upload any additional information | **No File Uploaded** |

## 5.2.2 - Number of students progressing to higher education during the year

## 5.2.2.1 - Number of outgoing student progression to higher education

**05**

| File Description | Documents |
|---|---|
| Upload supporting data for student/alumni | View File |
| Any additional information | **No File Uploaded** |
| Details of student progression to higher education | View File |

**5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**

**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

**02**

| File Description | Documents |
|---|---|
| Upload supporting data for the same | View File |
| Any additional information | View File |

**5.3 - Student Participation and Activities**

**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year**

**5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

**00**

| File Description | Documents |
|---|---|
| e-copies of award letters and certificates | **No File Uploaded** |
| Any additional information | **No File Uploaded** |
| Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template) | **No File Uploaded** |

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

So far as the representation and engagement are concerned, the College has an inclusive mechanism since it provides ample scope for student representation at various committees. Student members in such committees are provided with the opportunity to learn the proceedings, functions of the committee, rules and regulations and implementation so that the student community can access the information on the different projects and works undertaken by the college for their welfare. The college has inducted the General Secretary and other office-bearers of the Digboi Mahila Mahavidyalaya Students' Union in the following committees: i) Anti-Ragging Committee ii) Sexual Harassment Committee iii) Grievance Cell iv) RUSA Committee v) IQAC. All the Committees are headed by the Principal to ensure the development of the college and the student community at large. Students' Union shares their valuable feedback with the RUSA Committee of the College which is very crucial to ensure strategic funding for the infrastructural development of the institution.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://digboimahilamahavidyalaya.org/wp-content/uploads/2022/01/532-Cell-Committee.pdf |
| Upload any additional information | View File |

**5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**

**5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

03

| File Description | Documents |
|---|---|
| Report of the event | **No File Uploaded** |
| Upload any additional information | View File |
| Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template) | View File |

## 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

**Since its inception, the alumni association of the college has taken all the possible steps for its development. The Association continues to contribute financially and engages to provide support services such as donations of bookshelves, notice boards as well as funds and scholarships for poor students. To encourage extracurricular practices, the Association arranges various games & sports, culture, and literary activities in various fields. It also promotes activities for educational and socio-economic development of the society including various training programs to impart higher education among girls. To assist the Department of Health & Family Welfare in implementing their schemes, the Association organizes health awareness programs for the downtrodden and illiterate sections of society. It also undertakes plantation programs to create awareness about forestry and environment conservation and protection.**

| File Description | Documents |
|---|---|
| Paste link for additional information | https://digboimahilamahavidyalaya.org/wp-content/uploads/2022/01/541-Alumni.pdf |
| Upload any additional information | View File |

| | |
|---|---|
| **5.4.2 - Alumni contribution during the year (INR in Lakhs)** | **E. <1Lakhs** |

| File Description | Documents |
|---|---|
| Upload any additional information | View File |

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

**VISION**

**To build a college of excellence for women.**

**To enable students to be complete women, in every sense of the term.**

**MISSION**

**To make the students aware of-**

**1. The basic concepts embedded in the Constitution of India viz. national integration secularism etc.**

**2. Social, political, economic and environmental problems of the state as well as the country.**

**3. The importance of preserving local traditions, art and culture of the North-East in particular and India in general.**

**4. Preparing, equipping and enlightening students to meet the demands of present times including I.C.T.**

**5. The importance of co-curricular activities and their necessity for self-employment.**

**6. Knowledge and skill through the curriculum for a better future as a full grown adult.**

**7. The importance of being holistically fit for the present-day competitive world.**

**8. Value-based education and to produce morally good students.**

**9. Ideas of the scientific outlook, progressive humanistic approach to life, work culture, discipline, commitment to social responsibility etc.**

| File Description | Documents |
|---|---|
| Paste link for additional information | https://digboimahilamahavidyalaya.org/about-us/ |
| Upload any additional information | View File |

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

**Currently, the institution has a total number of 11 departments and each one of them functions as an independent unit to a large extent. The departments prepare course plan, lesson plan, teaching plan and workload as per the departmental requirements. Matters related to internal evaluation such as attendance of students, setting of sessional test question papers, conduction and evaluation of internal tests, design and development of question bank, inviting eligible external examiners etc. are done independently by the departments. Departments are provided with full autonomy to plan and organize conferences, seminars, webinars, workshops etc., and the budgets prepared by the respective departments for the same are generally approved by the principal. Departments are given autonomy to select students for Honours and Generic courses and all the HoDs are de-facto members of the admission committee.**

| File Description | Documents |
|---|---|
| Paste link for additional information | https://digboimahilamahavidyalaya.org/wp-content/uploads/2022/01/621-Strategic-Plan-Committee-Docs-compressed.pdf |
| Upload any additional information | View File |

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

**The college has deployed its strategic plan in an efficient and**

result-oriented manner.

Physical infrastructure, viz. library with open access for students, reference room for teachers, reading room for students, laboratories for the departments of Home Science and Education, gymnasium, basketball and volleyball courts, Karate, NCC, NSS, are incorporated in the academic plan of the institute, which are looked after by various committees and these committees constantly monitor the smooth functioning ensuring the quality of both academic and co-curricular activities. Following committees have been constituted for the purpose of strategic/perspective planning of the college: 1. Research Committee 2. Women's Cell 3. Anti-ragging Committee 4. Documentation Committee 5. ICT Committee 6. Construction Committee 7. Purchasing Committee 8. Sexual Harassment Cell 9. Campus Beautification Committee 10.Planning Committee 11. Finance Committee 12. Development Committee 13. Hostel Committee 14. Career Counselling Committee 15. Library Committee 16. Canteen Committee17. Grievance Redressal Cell.

| File Description | Documents |
|---|---|
| Strategic Plan and deployment documents on the website | [View File](#) |
| Paste link for additional information | https://digboimahilamahavidyalaya.org/wp-content/uploads/2022/01/621-Strategic-Plan-Committee-Docs-compressed.pdf |
| Upload any additional information | No File Uploaded |

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Administration

Governing body

The college is managed by the Governing Body constituted as per the guide line laid down by the Govt. of Assam. Following are the Hon'ble office bearers and members of the Governing Body

1. Mr. Lakhinandan Gogoi ,President, Governing Body

2. Dr. Sanjita Chetia, Principal, Digboi Mahila Mahavidyalaya

3.Dr. KP Upadhyaya Principal, Ledo College (University Nominee, Dibrugarh University)

4.Mrs. A. Borgohain Retd. Associate Professor, Department of Zoology, Digboi College (University Nominee, Dibrugarh University

5.Dr. J. Kalita, Teachers' Representative

6.Ms. K. Teronpi,Teachers' Representative

7.Mr. Abdul Kalam,Guardian Member

8.Ms. Meera Begum ,Member, Non-teaching Staff

| File Description | Documents |
|---|---|
| Paste link for additional information | https://digboimahilamahavidyalaya.org/wp-content/uploads/2022/02/622-Addl-Information.pdf |
| Link to Organogram of the Institution webpage | https://digboimahilamahavidyalaya.org/wp-content/uploads/2022/01/622-Organogram-of-DMM.pdf |
| Upload any additional information | View File |

| **6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination** | C. Any 2 of the above |
|---|---|

| File Description | Documents |
|---|---|
| ERP (Enterprise Resource Planning)Document | View File |
| Screen shots of user interfaces | View File |
| Any additional information | View File |
| Details of implementation of e-governance in areas of operation, Administration etc (Data Template) | View File |

**6.3 - Faculty Empowerment Strategies**

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

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

**The college has welfare schemes like the 'first aid and emergency medical facilities to provide emergency health care services to the members of the teaching and non-teaching staff.**

**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. It also provides general loans to its members.**

**There are provisions for Casual Leave, Earned Leave, Maternity Leave, Child Care Leave, etc. for all teaching and non- teaching staff.**

| File Description | Documents |
|---|---|
| Paste link for additional information | https://digboimahilamahavidyalaya.org/wp-content/uploads/2022/01/631.pdf |
| Upload any additional information | View File |

**6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

**6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

**00**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | View File |

**6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

00

| File Description | Documents |
| --- | --- |
| Reports of the Human Resource Development Centres (UGCASC or other relevant centres). | **No File Uploaded** |
| Reports of Academic Staff College or similar centers | **No File Uploaded** |
| Upload any additional information | **No File Uploaded** |
| Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template) | View File |

**6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**

**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

06

| File Description | Documents |
| --- | --- |
| IQAC report summary | View File |
| Reports of the Human Resource Development Centres (UGCASC or other relevant centers) | **No File Uploaded** |
| Upload any additional information | View File |
| Details of teachers attending professional development programmes during the year (Data Template) | View File |

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The college follows Performance Appraisal System for teaching and non-teaching staff as per the guidelines provided by the University Grants Commission and Higher Education Department, Govt. of Assam. As per clause 26 of Assam College Employees (Provincialization) Rules, 2010 the Personal Appraisal Report is prepared by the recording, reviewing and accepting authority. In pursuance to Government notification No. AHE.162/2012/Pt/46, Dt. 13th November, 2013 and AHE.162/2012/Pt/47, Dt. 13th November, 2013, of the Government of Assam, the Internal Quality Assurance Cell (IQAC) of the institution invites applications from the faculty members in the prescribed PBAS Proforma for promotion under CAS of UGC, which are verified and checked by the IQAC and the Principal and forward the same to the Departmental Promotion Committee, comprising the VC Nominee and Subject Experts from the affiliating University. The verified files are sent to the Director of Higher Education, Government of Assam for necessary action. The Performance Appraisal System of non- teaching staff is followed as per the Assam Govt. Employees' Service Rules. During the academic session 2020-21, the files of 05 faculty members and the file of 01 non-teaching staff for promotion to the next higher grade/level were sent to the Government for necessary action.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://digboimahilamahavidyalaya.org/wp-content/uploads/2022/01/635.pdf |
| Upload any additional information | View File |

## 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Internal Audit of the college is done by a Chartered Accountant every year. Audited accounts include General Fund, Development Fund, Library Fund, UGC Grant Fund, etc. The Head Accountant prepares the Receipt/Payment Register on a day- today basis which is scrutinized by the Firm (Chartered Accountant), 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 the Local Accounts,

**Government of Assam. The last Government Audit was for the year 2016-17.**

| File Description | Documents |
|---|---|
| Paste link for additional information | https://digboimahilamahavidyalaya.org/wp-content/uploads/2022/01/643.pdf |
| Upload any additional information | View File |

**6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)**

**6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)**

**00**

| File Description | Documents |
|---|---|
| Annual statements of accounts | **No File Uploaded** |
| Any additional information | **No File Uploaded** |
| Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template) | View File |

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

**Mobilization of Funds:**

**The major source of income of the College comes from the Govt. of Assam. The other important source of income is different types of fees collected from the students. Apart from the funding received from the Government of Assam, the college receives funds for UGC, ICHR, ICSSR etc. to organize national seminars, research projects, and other academic activities. In addition, UGC and RUSA are the major agencies for funding the infrastructural development of the college.**

**Utilization of funds:**

**Salary expenditures are meted out from the funds received from**

the Finance Department, Govt. of Assam.

The College organizes National Seminars from the funds received from UGC, ICHR, and ICSSR.

For infrastructural augmentation, the college receives funds from UGC and RUSA. The college depends on UGC for granting scholarships to the students. Expenses for library and e-resource and salary of non-sanctioned posts are borne by the Development Fund of the College.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://digboimahilamahavidyalaya.org/wp-content/uploads/2022/01/643.pdf |
| Upload any additional information | View File |

## 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

IQAC organizes webinars, online lectures which maintain the academic environment of the institution to a large extent. This practice has successfully engaged faculty members as well as the students in the teaching-learning process, especially during the Covid-19 Pandemic. The IQAC encourages the relentless participation of students in the series of webinars, online debates, quizzes, and essay writing competitions in order to facilitate students acquire new skills. Special lectures were also organized to address the relevant issues of the present scenario.

IQAC has successfully configured the mechanism of encouraging research for its own faculty members. The Research Committee which is constituted with a view to promoting the research programs amongst the faculty members has initiated the practice of financing grants for research at different levels. The committee sanctions institutional grants both at the departmental and individual levels to engage the teachers in different research projects of their interests.

Departments and faculty members can submit the research proposal in the prescribed format to avail of the institutional grants.

**The constituted research committee reviews the research proposals to consider financial grants for the same. TheConvener of the Research Committee monitors the ongoing projects regularly to ensure the expected progress of the research activities.**

| File Description | Documents |
|---|---|
| Paste link for additional information | https://digboimahilamahavidyalaya.org/wp-content/uploads/2022/01/651.pdf |
| Upload any additional information | View File |

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 and recorded the incremental improvement in various activities

**The IQAC reviews the academic progress of the institution to maintain and improve the quality of teaching-learning. To ensure smooth functioning of the teaching-learning process, the IQAC prepares Academic Calendar as per the guidelines of the affiliating university at the start of the academic session. IQAC reviews the teaching plan, workload, course progression, and distribution of every department and suggests necessary measures of improvements.**

**The followings are the post-accreditation initiatives:**

**As per the recommendation of the NAAC Peer team in 2018 to enhance the research skills and ability of the faculty members, the college initiated an institutional research grant for minor research projects which are monitored and reviewed by the IQAC.**

**The IQAC ensures the practice of collaboration with other institutes as a post-accreditation quality initiative.**

**IQAC monitors Programme Outcomes, Programme Specific Outcomes, and Course Outcomes by reviewing Course Progression, Workload, Course Distribution, and feedback analysis of every department. Program Specific outcomes are regularly published on the official website of the college.**

| File Description | Documents |
|---|---|
| Paste link for additional information | https://digboimahilamahavidyalaya.org/wp-content/uploads/2022/01/652.pdf |
| Upload any additional information | View File |

| **6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)** | **A. All of the above** |
|---|---|

| File Description | Documents |
|---|---|
| Paste web link of Annual reports of Institution | https://digboimahilamahavidyalaya.org/wp-content/uploads/2022/02/Annual-report-2020.pdf |
| Upload e-copies of the accreditations and certifications | View File |
| Upload any additional information | View File |
| Upload details of Quality assurance initiatives of the institution (Data Template) | View File |

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

**The issue of gender equity and sensitization does not bear importance in a way it would have, had it been a co- educational institution, given the fact that Digboi Mahila Mahavidyalaya is an all-women educational institution. But still, since it is a highly sensitive and significant issue, the college undertakes certain programmes specifically on gender equity and sensitization and chalked out specific plan of action and**

**counselling measures for the same.**

| File Description | Documents |
|---|---|
| Annual gender sensitization action plan | https://digboimahilamahavidyalaya.org/wp-content/uploads/2022/02/7.1.1-Action-Plan.pdf |
| Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | https://digboimahilamahavidyalaya.org/wp-content/uploads/2022/01/7.1.1.pdf |

| **7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy   Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/power efficient equipment** | **D. Any 1 of the above** |
|---|---|

| File Description | Documents |
|---|---|
| Geo tagged Photographs | View File |
| Any other relevant information | View File |

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management  Waste recycling system Hazardous chemicals and radioactive waste management

- **The college facilitates various methods for the management of degradable and non-degradable waste. The primary focus is on "No Plastic Zone". Dustbins (green and blue) are installed for solid and liquid waste disposal, which are then disposed off at specific places collected regularly by vehicles deployed by the municipal town committee of Digboi.**

  **. Two incinerators in the hostel of the college are installed and both are in a functional state.**

| File Description | Documents |
| --- | --- |
| Relevant documents like agreements/MoUs with Government and other approved agencies | **No File Uploaded** |
| Geo tagged photographs of the facilities | https://digboimahilamahavidyalaya.org/wp-content/uploads/2022/01/7.1.3.pdf |
| Any other relevant information | **No File Uploaded** |

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

**D. Any 1 of the above**

| File Description | Documents |
| --- | --- |
| Geo tagged photographs / videos of the facilities | View File |
| Any other relevant information | View File |

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly  pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

**C. Any 2 of the above**

| File Description | Documents |
| --- | --- |
| Geo tagged photos / videos of the facilities | View File |
| Any other relevant documents | **No File Uploaded** |

**7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution**

**7.1.6.1 - The institutional environment and energy initiatives are confirmed  through the**

**E. None of the above**

| following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities | |
| --- | --- |

| File Description | Documents |
| --- | --- |
| Reports on environment and energy audits submitted by the auditing agency | **No File Uploaded** |
| Certification by the auditing agency | **No File Uploaded** |
| Certificates of the awards received | **No File Uploaded** |
| Any other relevant information | **No File Uploaded** |

| **7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen             reading** | **D. Any 1 of the above** |
| --- | --- |

| File Description | Documents |
| --- | --- |
| Geo tagged photographs / videos of the facilities | [View File](#) |
| Policy documents and information brochures on the support to be provided | **No File Uploaded** |
| Details of the Software procured for providing the assistance | **No File Uploaded** |
| Any other relevant information | **No File Uploaded** |

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The Institution is committed to maintaining an inclusive environment. Students from diverse backgrounds, irrespective of caste, creed, religion, and region get admission every year as per the norms and reservation rules (SC, ST, OBC, MOBC) of the Government of India. Free admission is provided to underprivileged students as per the Government norms. The College encourages students to avail SC, ST, OBC, MOBC, and Minority Scholarships. At present, the college provides MIL courses in Assamese, Bengali, and Hindi. The college has both English and Assamese languages as the medium of instruction at the UG level to encourage regional students as well as students from other states.

Apart from the academic administration, the college organizes several cultural events of regional and national importance. Regional events like Shilpi Divas, Rabha Divas, Birthday of Dr. Bhupen Hazarika, etc. to promote regional culture. College Week is organized every year where students are given equal opportunities to showcase their diverse cultural ethos and practice at different Cultural programs and competitions under the aegis of the Digboi Mahila Mahavidyalaya Student Union.

(NB: Due to the Covid-19 Restrictions and SOPs the cultural events could not be organized)

| File Description | Documents |
| --- | --- |
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | [View File](#) |
| Any other relevant information | No File Uploaded |

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The College observes the following days/weeks to sensitize students and employees of the institution towards constitutional values, rights duties, and responsibilities.

1. National Voters' Day

2. Observance of vigilance Awareness Week

3. Observance of Security Week

**4. World Environment Day**

**In addition, the Women Cell of Digboi Mahila Mahavidyalaya takes several initiatives to sensitize students about women's rights and issues. The Women Cell and the NSS Unit of the college jointly organized a street play depicting domestic violence, discrimination against women in professional advancement, etc. on the occasion of International Women's Day on 08/03/2021.**

**To celebrate Constitution Day, a sensitization program was organized by NSS Unit on 26/11/2020 for the students to instill the spirit of the constitution embodied in the Preamble. Mrs. Urmi Sharma, Asso. Prof. & Head, Dept. of Political Science, was the keynote speaker.**

| File Description | Documents |
|---|---|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | View File |
| Any other relevant information | View File |

| | |
|---|---|
| **7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized** | D. Any 1 of the above |

| File Description | Documents |
|---|---|
| Code of ethics policy document | View File |
| Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims | No File Uploaded |
| Any other relevant information | No File Uploaded |

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The College observes and celebrates the following various national and international commemorative days, events, and festivals to instill the spirit and essence of the respective days among the students.

1. Independence Day – 15th August
2. Teachers' Day – 5th September
3. Constitution Day – 26th November
4. National Voters' Day – 25th January
5. Republic Day – 26th January
6. Observance of Security Week – 3rd March-10th March
7. World Environment Day – 5th June
8. International Yoga Day – 21st June

| File Description | Documents |
|---|---|
| Annual report of the celebrations and commemorative events for the last (During the year) | View File |
| Geo tagged photographs of some of the events | No File Uploaded |
| Any other relevant information | View File |

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

PRACTICE -I

1. Title of the Practice: "Institutional Grant for Research"

2. Objectives of the Practice

To configure a mechanism of research management in the institution To engage departmental faculty members in collaborative research

To encourage minor research projects at the level of individuals as well as the respective departments.

In addition to the existing governmental and non-governmental institutions for academic research funding for the faculty members, the college has the objective of encouraging research by funding research of its own faculty members

3. The Context

Due to the lack of sanctioned teaching posts, engagement in research by faculty members is more difficult considering the workload on them.

The paucity of funds led to a limitation on granting research projects

The lack of co-ordination between curriculum, designed by the affiliating university and research, makes the entire process less feasible

4. The Practice

The institutional grant for research will not only generate research interests among the teaching members but also encourage academic study within Digboi and its vicinity. Since research projects can be pursued.Departmentally, they will provide a unique environment of collaborative research among its faculty members.

Limitations:

a. The numbers of research projects undertaken by the faculty members are still very low

b. Covid-19 pandemic also posed severe challenges to the progress of research projects.

## 5. Evidence of Success

Department of Home Science and the Department of Economics have submitted their research projects on A Study on Textiles of Singpho Tribe in Tinsukia District and A Study on Socio-Economic Status of Tai Phake Community in the Dibrugarh District of Assam, respectively, which are based extensively on the indigenous communities of the localities. Currently, the Department of Education is pursuing research on A Study on the Problem and Development of Women Education in the Area of Powai Tea Estate of Tinsukia District.

At the individual level, Dr. Manik Konch, a faculty member in the Department of Philosophy, is pursuing research on the impact of Medium of Instruction on Quality of Education Imparted at the Senior Secondary Level: A Case Study of Assam.

## 6. Problems Encountered and Resources Required

a. Paucity of funds

b. Fieldwork had to be carried out in a restrained manner owing solely to the SOPs issued from time to time by the Government in connection with the prevailing Covid-19 pandemic

c. In order to conduct systematic research on any given area, a dedicated set of infrastructure viz. a research room, computers, internet connectivity, access to peer-reviewed e-journals, etc. is important, which is woefully lacking in the college.

d. Apart from the conduction of examinations and evaluation of answer scripts, the affiliating University has never come up with any incentivizing initiatives or innovative mechanisms to encourage the faculty members of colleges to undertake any research at the micro-level.


PRACTICE II

1. Title of the Practice: "Inter-Departmental teacher exchange program"

The College encourages an inter-disciplinary approach to teaching and learning. The various departments used to invite teachers of other disciplines to promote a multi-disciplinary approach in teaching-learning among students.

## 2. Objectives of the Practice

To impart a better understanding of other disciplines. To enhance the language skills of the students.

To broaden ideas of pedagogy.

To expose the students to new perspectives

## 3. The Context

Due to the process of evaluation, which becomes rigorous in terms of the CBCS examination, the constraint of time is a constant challenge requiring negotiation when it comes to inter-department teaching exchange programs.

Since the very exercise of the inter-department teaching exchange program is bereft of any incentives, in terms of grades or otherwise, both for the teaching as well as the student communities, too much serious pursuit in this matter is not quite visible.

Generally, an inter-department teaching exchange program is needed for research-based studies meant for students. The affiliating University is not quite forthcoming in trying out innovative and research-based curricula meant for the UG student community.

## 4. The Practice:

Needless to say, we live in a world of the interdependence of cultures, communities, countries and in the domain of academics, no discipline can contemplate the enhancement of knowledge on its own. The interdisciplinary approach in teaching-learning is a model widely acknowledged across the world to be the best in the pursuit and enhancement of knowledge. Digboi Mahila Mahavidyalaya has had a culture for a long time back of conducting classes and workshops by exchanging teachers across subjects/disciplines. It also invites teachers from other institutions.

Digboi Mahila Mahavidyalaya is a college which has only the Arts stream and this proves to be a constraint in itself in sofar as inter-disciplinary approach to learning is concerned. Despite repeated reminders to the State Government to allow the introduction of the Science stream in the college, there has been no concrete response yet. For those colleges which have all the

three streams of arts, science, and commerce, it becomes a lot easier to follow the inter- disciplinary approach to teaching-learning and the icing on the cake is students end up learning a lot about all the three streams viz. arts, science, and commerce, so much needed for students in the present-day world. They are also exposed to science laboratories, which help them in witnessing the conduction of experiments firsthand.

## 5. Evidence of Success:

A faculty member of the Assamese Department regularly takes a paper prescribed for the Bengali UG course of 3rd Semester.

A senior faculty member of the Department of Home Science regularly takes classes for the students of the Nursing School, IOCL (AOD) Hospital, Digboi.

A senior faculty member from the Department of Economics takes few classes of the Department of Home Science.

## 6. Problems encountered and Resources Required:

The Departments of the college are woefully understaffed because of which most of the time is taken up in conducting the routine classes, examinations and faculty exchange programs, albeit organized are very less in number, as the teachers are not expendable for programs outside the ambit of classes and examinations.

Although the college has the UG course, it is also yoked with +2 classes, because of which the teachers are burdened with classes more than the prescribed norm.

The basic resource/s required is a human resource in terms of the Departments being adequately staffed in order to seamlessly carry out exchange programs in addition to the conduction of regular classes and examinations.

Subjects like geography, anthropology, and psychology need to be introduced, in order to give the students of the college exposure to these all-important disciplines which are extremely essential topics in the world today.

| File Description | Documents |
|---|---|
| Best practices in the Institutional web site | [View File](#) |
| Any other relevant information | **No File Uploaded** |

## 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

**The vision of the college states "to build a college of excellence for women in every sense of the term" and keeping this as a guiding force, throughout the years since in inception way back in the year 1981, the college has presently a strength of around 1200 hundred students in its roll starting with just a handful, and this definitely is concrete evidence of its success story of spreading knowledge amongst women and rising in stature to a premier institute of learning for women in the entire belt of Upper Assam.**

**Apart from excelling in academics, the students of the college have consistently shown brilliant results in games and sports, music, and culture both within the state as well as at the national level. In this context, it may be pertinent to mention a few of the achievements of the students, such as winning medals in karate (inter-college youth festival, national karate championship, Hyderabad), boxing (state level and national levels), kabaddi (inter-collegechampionship); in music also, our students have gone on to win prizes in the state-level competitions from time to time; in dance too, our students have brought laurels to the college at different points of time.**

| File Description | Documents |
|---|---|
| Appropriate web in the Institutional website | [View File](#) |
| Any other relevant information | **No File Uploaded** |

7.3.2 - Plan of action for the next academic year

**1. Solar Panels: The College has plans to install solar panels on the roof of the hostel building, located within the campus of the college, to generate energy so as to enable the institute to be self-sufficient in terms of electricity requirements, rather than be dependent on the erratic supply of the State Electricity Board.**

2. Incinerator & Vending machine: There are two (2) incinerators and one (1) sanitary napkin vending machine, lying in a non-functional state and the College plans to start making the contraptions operational soon.

3. Students' Aid Fund: The College has plans to strengthen the Students' Aid Fund by raising the amount of contributions by people from both the college as well as outside who are concerned about the education of the poor but meritorious students. These students are unable to continue their studies only due to their weak financial background.

4. Website up-gradation: The College intends to design a more user friendly website which is an impregnable part towards configuring a more coherent Management Information System (MIS) for the institution.

5. Alumni Association registration: The College has an Alumni Association which periodically holds meetings in the College itself. The Office of Registration of Societies is located in Guwahati, which is more than 550 kms. away from Digboi, due to which the Association is yet to be formally registered. But the College plans to get the Association registered as early as possible.

Subject to normalcy being restored, in terms of the present situation, the college has a plan to complete the pending proposals of the previous years.