



YEARLY STATUS REPORT - 2023-2024

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

- Affiliated / Constitution Colleges **AFFILIATED**
- 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. PANKAJ LUCHAN GOGOI**
- Phone No. **7002731014**
- Alternate phone No. **9954792418**
- Mobile **7002731014**
- IQAC e-mail address **iqacdmm@gmail.com**
- Alternate e-mail address **plgogoidemow@gmail.com**

3. Website address (Web link of the AQAR (Previous Academic Year))

<https://digboimahilamahavidyalaya.org/aqar/>

4. Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

<https://digboimahilamahavidyalaya.org/academic-calendar/>

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 MAHAVIDYALAY A	BPL Free students admission fee	DHE, Assam	2023	1496320

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 02

- 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 [View File](#)

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)

IQAC of Digboi Mahila Mahavidyalaya did many important works for the college in 2023-2024: • IQAC convened "Naree Vandana" a weeklong programme on women in consonance with International Women's Day, 2023. • IQAC patronized mentor-mentee meetings under FYUGP of all the departments on the same date and at the same time in their respective departments. • IQAC created a monthly writers' blog for the students where they can publish their creative and critical talents on the chosen topic of the month. • IQAC institutionalized the submission of annual departmental report by each of the departments of the college. • IQAC organized job mela at college for recruitment into different avenues.

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
Mentor-Mentee Forum's Meeting	IQAC has taken initiative to hold mentor-mentee meetings of all the departments under FYUGP of Dibrugarh University on the same date and at the same time every month. There were 7 meetings in all the departments (first and second semesters) in the academic period 2023-2024 and a newsletter of the college mentor-mentee forum covering the proceedings thereof was published for the first time.
Writers' Blog	IQAC created a monthly writers' blog at college for the students. The students contribute their creative and critical writings on the chosen topic of each month.
IT Lab	IQAC realizes the growing importance of IT in today's world, and hence takes measures to enhance e-literacy amongst the students. IQAC helped the college procure 28 computers from Confederation of Indian Industries (CII) for the creation of a new IT lab at college.
Naree Vandana	IQAC took initiative to celebrate international women day in an exceptional and grand way by glorifying the power of women. It designed a weeklong programme called "Naree Vandana" from 2nd March to 8th March, 2024. The programme was celebrated by all the departments and students of the college.
Felicitation of Cleanliness	IQAC honored the cleanliness

Workers	workers on the day of Gandhi Jayanti (2nd October, 2023). In this regard, it guided the Students' Union of the college to honor the garbage carrying staff of Digboi Town Committee on the day. The garbage carrying people got enamored with the move of the college, and our students also got imbibed with the ideal of respect to the people in the margin.
Job Mela	IQAC organized job mela in collaboration with CII Model Career Centre in the college on 07-02-2024 to ensure placement to the youths. Alumni Association of the college also helped in the porogramme. Four youths opted for recruitment out of the 52 participants.
Increase of MoUs	IQAC took initiative to sign three more MoUs to enhance collaboration, and as such the tally of MoUs increased from 29 to 31.

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

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	30/11/2024

14. Whether institutional data submitted to AISHE

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	
• Affiliated / Constitution Colleges	AFFILIATED
• 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. PANKAJ LUCHAN GOGOI

• Phone No.	7002731014				
• Alternate phone No.	9954792418				
• Mobile	7002731014				
• IQAC e-mail address	iqacdmm@gmail.com				
• Alternate e-mail address	plgogoidemow@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://digboimahilamahavidyalaya.org/aqar/				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://digboimahilamahavidyalaya.org/academic-calendar/				
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	2023	1496320	
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	02	
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> • If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>IQAC of Digboi Mahila Mahavidyalaya did many important works for the college in 2023-2024: • IQAC convened "Naree Vandana" a weeklong programme on women in consonance with International Women's Day, 2023. • IQAC patronized mentor-mentee meetings under FYUGP of all the departments on the same date and at the same time in their respective departments. • IQAC created a monthly writers' blog for the students where they can publish their creative and critical talents on the chosen topic of the month. • IQAC institutionalized the submission of annual departmental report by each of the departments of the college. • IQAC organized job mela at college for recruitment into different avenues.</p>		
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
Mentor-Mentee Forum's Meeting	IQAC has taken initiative to hold mentor-mentee meetings of all the departments under FYUGP of Dibrugarh University on the same date and at the same time every month. There were 7 meetings in all the departments (first and second semesters) in the academic period 2023-2024 and a newsletter of the college mentor-mentee forum covering the proceedings thereof was published for the first time.
Writers' Blog	IQAC created a monthly writers' blog at college for the students. The students contribute their creative and critical writings on the chosen topic of each month.
IT Lab	IQAC realizes the growing importance of IT in today's world, and hence takes measures to enhance e-literacy amongst the students. IQAC helped the college procure 28 computers from Confederation of Indian Industries (CII) for the creation of a new IT lab at college.
Naree Vandana	IQAC took initiative to celebrate international women day in an exceptional and grand way by glorifying the power of women. It designed a weeklong programme called "Naree Vandana" from 2nd March to 8th March, 2024. The programme was celebrated by all the departments and students of the college.
Felicitation of Cleanliness	IQAC honored the cleanliness

Workers	workers on the day of Gandhi Jayanti (2nd October, 2023). In this regard, it guided the Students' Union of the college to honor the garbage carrying staff of Digboi Town Committee on the day. The garbage carrying people got enamored with the move of the college, and our students also got imbibed with the ideal of respect to the people in the margin.
Job Mela	IQAC organized job mela in collaboration with CII Model Career Centre in the college on 07-02-2024 to ensure placement to the youths. Alumni Association of the college also helped in the porogramme. Four youths opted for recruitment out of the 52 participants.
Increase of MoUs	IQAC took initiative to sign three more MoUs to enhance collaboration, and as such the tally of MoUs increased from 29 to 31.
13.Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Governing Body	30/11/2024
14.Whether institutional data submitted to AISHE	
Year	Date of Submission
2022-2023	13/03/2024
15.Multidisciplinary / interdisciplinary	

The college plans to adopt a multidisciplinary approach in its academic journey. Hence, it has introduced 28 add-on courses to orient the students to multiple ideas in the domain of knowledge necessary for their career and society. The college tries to inculcate the students with the unfolding trends of knowledge and experience through multidisciplinary classes. The college has so far introduced add-on courses viz., Diploma in Baking, Beautician, PGDCA, Diploma in Computer Application, Advanced Diploma in Computer Application, Performing Arts, Spoken English, Rural Development, Entrepreneurship Development, Organic Farming, Yoga, Graphic Design, Cutting and Dress Making, Weaving, Pre-School Teachers' Training, Creative Writing, Karate, Translation, Mass Media and Communication and Environmental Ethics. So far as the integration of humanities with science is concerned the college envisions accommodating the stream of science given its adherence to other dimensions like technology, engineering and mathematics as required by NEP. The proposal thereto has already been sent to the concerned authority. Similarly, the college is going to introduce commerce stream from the next academic session 2024-2025 as it has already got the approval from the affiliating university. The college embarks upon many community engagement programmes through its different departments and cells in the nearby villages particularly in its adopted villages. It instills the love of environment and sense of responsibility in students and communities towards its sustenance. Our college, through its add-on courses, facilitates skill development and capacity enhancement to the students of all the classes. These courses are time specific and they can have their course completed on the given period. The college plans to promote multidisciplinary research by funding on its own its aspiring faculties of all subjects to undertake Minor Research Project (MRP) on the burning issues and key challenges of society. It has established Research and Development Cell (RDC) to build resilient research ecosystem in the college as per the UGC guidelines. Of late, the college has organized many multidisciplinary national and international workshops on topics like NEP, 2020, Skill Development, Mentor-Mentee, Professional Ethics, Civil Services, etc., to give them various knowledge and skills to cope up with the fast-changing world.

16. Academic bank of credits (ABC):

AQAR, 2023-2024 Digboi Mahila Mahavidyalaya Data On Academic Bank of Credits (ABC) Sl. No College Roll No. Name of the Student Department ABC Id No 1 1 Thapona Dutta Community Science 635-605-177-118 2 2 Prachi Sahu Economics 920-850-395-517 3 3

Diya Gurung Political Science 403-995-584-912 4 4 Rekunt Chakma
 Community Science 139-648-763-893 5 5 Bharati Adhikari Political
 Science 708-679-813-913 6 6 Monika Chetry Political Science
 838-111-898-385 7 7 Khilsing Tekhil Community Science
 893-787-855-709 8 8 Chamun Khinhum Community Science
 377-787-054-386 9 9 Suchanda das Economics 296-625-468-357 10 12
 Jafrin Begum English 287-024-924-049 11 16 Susmita Gurung History
 209-956-773-487 12 19 Divya Sonowal English 396-367-827-686 13 20
 Karisma Nag Education 635-087-144-028 14 22 Liza Sonowal
 Philosophy 720-156-901-940 15 23 Minam Sungkurang English
 540-240-802-024 16 25 Dhani Gurung Political Science
 114-418-285-933 17 26 Tingroi Simai Political Science
 427-391-079-761 18 27 Alina Chakma Sociology 904-329-314-998 19
 28 Kanya Sobha Chakma History 320-282-657-532 20 29 Brishati
 Chakma English 994-207-551-632 21 30 Sangita Chakma Community
 Science 376-300-988-096 22 31 Mathumi Chakma Community Science
 581-207-134-047 23 32 Snehatanto bBi Economics 496-460-330-990 24
 33 Bhanumoti Upadhyaya Education 612-328-900-049 25 34 Purnima
 Rai Education 218-486-198-283 26 35 Ganga Chetry Education
 953-387-846-439 27 36 Angita Chetry Education 163-497-958-448 28
 37 Juhi Gogoi History 609-622-731-611 29 38 Priyanka Gogoi
 History 332-196-606-121 30 39 Sonali Majumder Economics
 649-186-084-169 31 40 Priyakhi Boruah Education 404-553-685-038
 32 41 Chitra Devi Economics 683-337-522-020 33 43 Puja Chetia
 Education 881-190-945-240 34 44 Purnima Sharma Education
 290-034-480-854 35 45 Sompriti Gogoi Sociology 170-242-468-556 36
 46 Chitra K. Newar Sociology NA 37 47 Kashmiri Gogoi Sociology
 807-815-381-015 38 48 Sandipa Chanda Bengali 341-205-032-355 39
 50 Nirmali Sonowal Sociology 646-680-422-516 40 51 Tandrili
 Saikia Sociology 198-931-976-466 41 52 Lokhimi Chutia Sociology
 771-294-363-022 42 53 Sayti Rai Sociology NA 43 54 Swarnalee
 Mahanta Assamese 44 57 Gouri Moran Community Science
 550-332-419-678 45 58 Bhanumoti Dihingia Philosophy
 736-121-864-001 46 59 Mira Newar Philosophy 635-003-809-581 47 60
 Gayatri Gogoi Philosophy 593-918-605-078 48 61 Loveky Tamang
 Assamese 374-063-691-673 49 63 Krishna Gogoi Sociology
 771-026-004-230 50 64 Afreenbegum Economics 514-430-272-795 51 65
 Himashree Duwarah Assamese 771-115-485-552 52 66 Khoma Devi
 Political Science 332-210-006-240 53 67 Gargi Sonowal English
 705-400-166-689 54 69 Sushila Suren Philosophy 421-085-935-377 55
 70 Nikhamoni Moran Sociology 917-455-963-618 56 73 Chayanika
 Moran Assamese 256-225-959-004 57 74 Bornali Bora Philosophy
 417-751-900-630 58 75 Barasha Rani Hazarika Sociology
 598-959-163-414 59 77 Babita Sonowal Philosophy 441-204-437-344
 60 78 Smaranika Chutia Philosophy 310-780-132-791 61 80
 Parishmitaurangia Sociology 531-140-336-521 62 81 Debajani

Dohutia Philosophy 195-784-981-000 63 82 Lalita Boraik Political
 Science 193-076-746-607 64 83 Deepsikha Moran Political Science
 937-084-398-242 65 84 Chayanika Gohain Political Science
 516-353-238-127 66 85 Dehinika Moran Political Science
 409-578-128-618 67 86 Dipsikha Sharma Sociology 434-177-426-382
 68 88 Sahiba Rukshar Political Science 262-602-703-693 69 89
 Gargi Chutia Sociology 655-855-046-701 70 90 Nishita Gohain
 Political Science 480-637-741-420 71 91 Sarita Limboo Political
 Science 280-483-108-578 72 92 Sunalisha Moran Education
 487-737-828-630 73 93 Tushidas Economics 269-062-384-911 74 94
 Sonia Rajbhar Hindi 318-679-902-499 75 95 Supriya Kumari Gupta
 Hindi 221-158-045-457 76 97 Nitumoni Dutta Sociology
 810-671-979-180 77 98 Sasthina Moran Sociology 241-898-191-574 78
 99 Pujashree Moran Sociology 778-134-820-271 79 100 Priyanka
 Gowala Sociology 606-136-384-531 80 101 Anjali Newar Sociology NA
 81 102 Anisha Darjee Sociology 685-943-478-189 82 103 Tutomoni
 Phukan Sociology NA 83 104 Priyabika Gohain Community Science
 736-973-381-033 84 105 Anisha Das Community Science
 288-899-878-842 85 106 Priyanka Doley Community Science
 163-236-384-867 86 107 Junali Karmakar Community Science
 943-370-681-103 87 108 Rashmi Chetry Community Science
 747-396-473-937 88 111 Aruna Moran Assamese 495-722-196-637 89
 115 Lokhi Chowtal Community Science 167-850-208-202 90 116 Rinki
 Gogoi Assamese 427-268-238-115 91 117 Dibyalakhi Chutia Assamese
 736-499-227-093 92 120 Parboti Mardi Political Science 93 121
 Bobita Karmakar Political Science 537-048-501-423 94 122 Merina
 Hazarika Education 841-415-469-194 95 123 Nikhita Tamang
 Political Science 568-022-737-649 96 124 Pinki Boruah History
 661-175-138-586 97 125 Kishmitasonowa History 867-016-733-964 98
 127 Lakshima Sonowal History 409-731-027-348 99 128 Julee Chetry
 History 124-573-179-161 100 129 Trina Moni Moran Education
 623-740-709-811 101 130 Saina Lohar History 444-596-806-462 102
 131 Anee Sonowal Education 753-462-926-060 103 132 Ashru Sonowal
 History 143-306-746-745 104 134 Binondini Lakra Education
 309-666-079-570 105 136 Mamoni Das History 136-940-938-487 106
 138 Roji Moran Sociology 788-316-490-410 107 139 Nikumoni Moran
 Sociology 480-115-079-086 108 140 Murchana Chutia Education
 406-992-051-629 109 141 Mira Karmakar Education 927-056-818-598
 110 142 Porishmitaborah History 957-553-727-552 111 143 Monima
 Surin Education 606-749-748-198 112 144 Krishnamoni Neog
 Political Science 821-869-595-715 113 145 Trishna Moran History
 525-624-600-431 114 148 Gayarti Borah Education 637-744-381-510
 115 149 Sangita Dey Economics 809-637-838-792 116 152 Sarbana
 Khatun Education 848-567-372-966 117 153 Pabitra Chetry Community
 Science 663-455-438-953 118 154 Dolly Chetia English
 662-691-229-787 119 155 Mirombika Moran History 190-973-712-747

120 156 Sumpi Saikia Political Science 898-403-010-004 121 159
 Gargi Saikia Sociology 770-752-306-175 122 160 Bichitra Moran
 Political Science 472-099-895-405 123 161 Narji Boruah History
 654-780-750-794 124 165 Maya Moran Education 158-397-925-508 125
 166 Nidhi Yadav Philosophy 415-899-800-012 126 167 Janeki Newar
 Education 546-471-873-825 127 169 Punita Mahto Hindi
 722-566-305-498 128 170 Ripi Moran Political Science
 796-034-953-415 129 171 Sunha Moran Sociology 134-530-259-539
 130 173 Surava Moran Sociology 124-323-793-093 131 174 Niharika
 Gogoi Sociology NA 132 176 Roneetanti Philosophy 405-438-526-278
 133 177 Priya Chetry Political Science 818-472-370-046 134 178
 Popi Moran Political Science 854-964-373-340 135 179 Gita Baraik
 Community Science 296-785-987-731 136 180 Gitika Moran English
 870-038-500-873 137 181 Priya Sonar Community Science
 702-819-692-888 138 182 Neha Hajong Political Science
 327-061-489-435 139 183 Formida Begum Education 677-999-377-227
 140 183 Formida Begum Education 677-999-377-227 141 187 Bhitalee
 Boruah Education 784-850-657-877 142 187 Bhitalee Boruah
 Education 784-850-657-877 143 188 Deepamoni Engti Assamese 144
 189 Tanushree Changmai Community Science 700-801-168-642 145 190
 Supriya Dutta Community Science 607-845-149-582 146 191 Kajol
 Chetry Assamese 394-178-615-910 147 193 Anisha Limbu Philosophy
 112-698-744-922 148 194 Rashmi Rekha Moran Assamese
 225-063-122-192 149 195 Dipannita Gogoi Assamese 930-250-502-158
 150 196 Neha Dutta Bengali 378-264-279-407 151 197 Tanisha Dutta
 Gupta Community Science 204-511-051-255 152 198 Prity Chetry
 Community Science 509-220-733-604 153 199 Anisha Chetry Community
 Science AB 154 201 Rimi Gogoi Community Science 336-377-577-153
 155 202 Sabitri Hasa Political Science 791-681-689-279 156 203
 Niharika Moran History 499-626-797-448 157 204 Jogyamoni Saikia
 History 280-519-958-501 158 205 Gorima Konwar Political Science
 749-258-756-988 159 206 Lokpriya Dutta Economics 873-601-026-038
 160 207 Bandana Changmai Economics 696-936-594-892 161 208 Sweety
 Hazarika Economics 233-063-289-404 162 210 Deepshikha Moran
 Sociology 994-485-013-105 163 212 Suriti Das History
 549-692-826-521 164 213 Bishaka Das Economics 521-918-860-051 165
 214 Priti Rajwar History 141-676-018-383 166 215 Dipsikha Saikia
 Education 388-325-848-730 167 215 Dipsikha Saikia Education
 388-325-848-730 168 217 Kaushis Jaiswal English 719-261-383-976
 169 218 Neha Khatun Community Science 330-728-443-856 170 220
 Kabita Kurmi Community Science 663-455-438-953 171 222 Leeza
 Gogoi Education 496-739-389-831 172 222 Leeza Gogoi Education
 496-739-389-831 173 223 Lolita Kurmi Education 456-705-599-963
 174 223 Lolita Kurmi Education 456-705-599-963 175 225 Isha Limbu
 English 244-132-303-963 176 226 Banashree Senapati Community
 Science 951-034-032-811 177 227 Partima Dhar History

187-123-603-728 178 228 Jimi Sonowal History 305-553-978-738 179
 229 Anjali Hemrom Education 533-878-980-284 180 229 Anjali Hemrom
 Education 533-878-980-284 181 230 Radhika Manki Community Science
 631-035-913-119 182 233 Samiron Kalar Community Science
 389-584-737-674 183 234 Nilakhi Rajput Community Science
 731-205-588-694 184 237 Rimpi Gogoi History 101-230-618-367 185
 238 Prabina Urang Assamese 359-139-454-388 186 239 Diya Thapa
 History 603-283-428-399 187 241 Kristi Gohain Education
 673-229-519-019 188 241 Kristi Gohain Education 673-229-519-019
 189 244 Mamoni Karmakar Community Science 588-172-323-837 190 246
 Shyamoli Saikia History 797-314-713-339 191 248 Lashmi Hassa
 Community Science 350-596-780-431 192 249 Seoli Dutta History
 566-647-551-218 193 251 Suriya Begum Assamese 194 253 Manisha
 Sah Assamese 386-709-719-614 195 254 Mamoni Kissan Assamese
 642-633-124-080 196 256 Tribeni Moran Sociology 755-539-245-381
 197 258 Chemim Boruah History 698-525-966-937 198 Minu Gorh
 English 266-008-178-385 199 Neha Newar English 655-712-942-723
 200 Rangwom Dongai English 585-534-536-709 201 Ritika Lama
 English 107-812-309-813 202 Rubi Moran English 285-462-806-615
 203 Simi Moran English 398-242-362-952 204 Srusti Chakraborty
 English 276-343-796-991 205 Yalamanchi Neha Rao English
 174-812-126-095

17.Skill development:

The college is committed to skill development of its students. It has introduced vocational courses as add on courses which include Beautician, PGDCA, Diploma in Computer Application, Advanced Diploma in Computer Application, Rural Development, Entrepreneurship Development, Organic Farming, Yoga, Graphic Design, Cutting and Dress Making and Weaving etc. In 2023-2024, there were number of programmes for the skill development of the students. Mock Interview for Mahindra pride classroom alumni organized by Nandi foundation in collaboration with IQAC, alumni Association and students union started with an inaugural meeting. The meeting was anchored by Dr. Pankaj Luchan Gogoi, Coordinator IQAC and was inaugurated by Dr. Jovial Kalita, Vice Principal of the college. Sandip Gogoi Trainer, MPC (Mahindra Pride Classroom) Trained the students for Mock Interview. He taught students various skills on Mock Interview such as "tell me about yourself, what are your strength and weakness, what motivates you, where do you we yourself often 5years from now" etc. The students got immensely benefitted from proceeding. The programme came to an end with the offering of vote of thanks by Saba Ruksar Khanam one of the alumni of the college. Vendor development programme cum awareness programme was organized on 6th March, 2024 at 11.00 A.M

at college auditorium of Digboi Mahila Mahavidyalaya by IOCL, Digboi and IQAC of the college. This programme constituted one of the programmes of week long Naree Vandana , a special programme organized by IQAC of the college from 2nd March to 8th March in consonance with the celebration of international women's day on 8th March, Vendor Development Programme was started by Dr. Pankaj Luchan Gogoi , Coordinator , IQAC by introducing the esteemed dignitaries to the students. Dr. Sanjita Chetia, the Principal of the college inaugurated the programme with an encouraging speech. Mr. M.K Majokha, Chief Manager (Contracts) IOCL initiated the training by deliberating upon the key issues of vendor and marketing. Mr. Deepak Gupta, Manager (Contracts, IOCL was the main Resource person, who with the help of PPT, talked about the nuances of vendor and marketing. Besides, other relevant aspects like MSME, start up and GEM were also figured prominently in his presentation. The awareness programme lasted for three hours. PM Vishwakarma, a flagship skill development project of the Government of India, was conducted at college by Skill India from 05-03-2024 to 09-03-2024 at college. Training was given to 11 participants in assistant hair dresser - hair cutting, hair spa, hair straightening, hair color highlighting, shaving, shaving message, man hair cutting, hair trimming and hair therapy. The programmes resource person was Purabi Dey. Another PM Vishwakarma, skill development project of the Government of India, was conducted at college by Skill India from 03-04-2024 to 07-04-2024 at college. Training was given both in assistant hair dresser and tailoring. In assistant hair dresser - hair cutting, hair spa, hair straightening, hair color highlighting, shaving, shaving message, man hair cutting, hair trimming and hair therapy. The programmes resource person was Purabi Dey and number of participants was 27. In tailoring - cutting, stitching and fabric construction were taught. Its resource person person was Minakshi Hazarika and number of participants was 71.

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

The college is committed to promoting the Indian Knowledge system amongst its students and society. Besides the Indian knowledge system prescribed in different subjects taught in the college, it arranges many programmes for the dissemination and promotion of it. For instance, the college organized a national seminar sponsored by Indian Council of Historical Research (ICHR), Ministry of Education, Government of India on "Indian Freedom Struggle in North-East India: Acknowledging Unsung Heroes" on 23rd and 24th December, 2023. An international seminar was

organized on "Bhakti Movement: Love, Devotion and Socio-Political Implications" on 25th and 26th May, 2024. Besides, it integrates the performance of classical songs and dances viz., Borgeet and Satriya Dance in its annual week competition. Both are part and parcel of Neo-Vaishnavite knowledge system. The Yoga is also an essential part of the Indian knowledge system which is a routine affair amongst its students. The NCC and NSS are the flag bearers of Yoga at college, although other departments and cells can be the parts of its arrangements and popularization. Three month yoga certificate course was launched on 10th September, 2023 by the department of Philosophy.. International Yoga Day was celebrated on 21st June, 2024 by NSS and Women's Cell. The faculties of The department of English teach their students both in English and Assamese. The department of Hindi also uses Assamese at times to teach their students. The department of Hindi conducted Saat Divasiya Bakhyamala from May 6 to 12, 2024.

Details of the degree courses taught in Indian languages: CBCS ASSAMESE Assamese (H) 1st Semester C - 1 (History of Assamese Literature) Unit Title of Unit Marks 1st Unit The Division of the eras of Assamese Literature 16 2nd Unit Assamese folk literature Introduction to Pre-Assamese Literature 16 3rd Unit Pre-Shankari period (Madhav Kandali & Hem Saraswati 12 4th Unit Characteristics of Literature of the Shankari period 16 5th Unit The Post-Sankara era (Bhattadeva, Charita Sahitya, Buranji Sahitya, practical knowledge based literature) 20 Assamese (H) 1st Semester C - 2 (History of Assamese Literature) Unit Title of Unit Marks 1st Unit Background of modern Assamese literature 12 2nd Unit The establishment of modern language and literature (Arunudoi Stage, Hemchanda-Gunaviram stage) 16 3rd Unit Literature of Janaki and post janaki period 20 4th Unit Assamese literature of the Ramdhenu era: Background and characteristics 16 5th Unit Introduction of Contemporary Assamese literature (Poem, short story & Children's literature) 16 1st Semester AECC - 2 (Communicative Assamese) Unit Title of Unit Marks 1st Unit Written Communication Vocabulary, Syntax, Application of various symbols, Qualities of good writing 20 2nd Unit Verbal Communication Intensity of voice, The velocity of speech, Vibration of the voice, Clarity of pronunciation. 20 Assamese (H) 2nd Semester C - 3 (Introduction to Linguistics) Unit Title of Unit Marks 1st Unit Definition of Language, Components, characteristics and different forms of language 16 2nd Unit Definition of Linguistics, Study methods in Linguistics 16 3rd Unit Level of Linguistics study 16 4th Unit Classification of languages and language families of the world 16 5th Unit History of thought on language 16 Assamese 2nd Semester C - 4 (Poetics) Unit Title of Unit Marks 1st Unit Introduction of Sound Power,

Rasa, Sound, Guna, Riti 16 2nd Unit Introduction of Classicism, Mysticism, Romanticism, Realism & Modernism 16 3rd Unit Sabdalanghara & Arthalanghara 16 4th Unit Elements of Rhythm 16 5th Unit Assamese rhythm Miscellaneous rhythm 16 Assamese 3rd Semester C - 5 (Literary Criticism) Unit Title of Unit Marks 1st Unit Definition of Literature Classification of literature 16 2nd Unit Definition and nature of Criticism Essential qualities of a critic Methods of Literary criticism (Historical, Analytical, Comparative) 20 3rd Unit Definition and nature of various literary genre (Poetry, Drama, The play) 22 4th Unit Definition and nature of various literary genre (Novel, Short Story, Laghurachana) 22 Assamese 3rd Semester C - 6 (Selection from Assamese Poetry) Unit Title of Unit Marks 1st Unit A brief history of Assamese Poetry 16 2nd Unit Selected Assamese folk poetry Jikir Nahoror Malita 14 3rd Unit Selected Ancient Assamese Poetry 10 4th Unit Selected Old Assamese Poetry 20 5th Unit Selected Modern Assamese Poetry 20 Assamese 3rd Semester C - 7 (Studies on the Culture of Assam) Unit Title of Unit Marks 1st Unit Definition, nature and components of culture The nature of cultural Studies 16 2nd Unit Introduction to the ethnic groups of Assam The contribution of various ethnic cultures to the integration of Assamese culture 16 3rd Unit Folk customs and folk beliefs of different ethnic groups of Assam (Selected ethnic group: Missing & Sonowal Kachari) 18 4th Unit Traditional Assamese costumes and ornaments (Selected ethnic group : Bodo and Karbi) 18 5th Unit Architecture and Sculpture of Assam 12 Assamese 4th Semester C - 8 (Theory and Practice of Comparative Literature) Unit Title of Unit Marks 1st Unit Origin and Introduction to the Comparative Literature 16 2nd Unit Major aspects of Comparative Literary Studies 16 3rd Unit Comparative Literature in the Indian context 16 4th Unit Comparative Literature in Assam 16 5th Unit Comparative Literature Studies : The study of the relationship between Literature and other branches of the fine arts Assamese 4th Semester C - 9 (Indo-Aryan Language & Assamese Language) Unit Title of Unit Marks 1st Unit Outline of the evolution of the Indian Aryan languages 16 2nd Unit Selected texts of various levels of the Indian Aryan languages 20 3rd Unit Comparison of Sanskrit-Pali-Prakrit languages 20 4th Unit The Origin and development of the Assamese language 24 Assamese 4th Semester C - 10 (Selection from Assamese Prose) Unit Title of Unit Marks 1st Unit The Origin and the development of Assamese Prose 16 2nd Unit Selected old Assamese prose 14 3rd Unit Selected Assamese prose from Arunodoi era 14 4th Unit Selected Assamese prose from Jonahia era 18 5th Unit Selected Assamese prose from Contemporary Literature 18 Assamese 5th Semester C - 11 (Assamese Drama) Unit Title of Unit Marks 1st

Unit A brief History of Assamese Drama 16 2nd Unit Selected old Assamese Drama Rukmini Harana 16 3rd Unit Selected Modern Assamese Drama i) Gaonbura Lavita 24 4th Unit Selected Modern Assamese Drama i) Kukurnesia Manuh ii) Dhantu Patantu 24 Assamese 5th Semester C - 12 (Studies on Assamese Linguistics) Unit Title of Unit Marks 1st Unit Introduction to the sense of smell, definition of sounds, characters, sub sounds and rules of sound change 16 2nd Unit Phonetic analysis of the Assamese Language 16 3rd Unit Morphological analysis of the Assamese Language 16 4th Unit Grammar of the Assamese Language 16 5th Unit Syntactic analysis of the Assamese Language 16 Assamese 5th Semester DSE-1 (Assamese Grammar, Lexicon and Idiomatic usages) Unit Title of Unit Marks 1st Unit Pronunciation and spelling of the Assamese language 16 2nd Unit General introduction to Assamese grammar 16 3rd Unit General introduction to the Assamese dictionary 16 4th Unit Concepts of terminology, Introduction to administrative terminology 16 5th Unit The use of Jatua dialects and phrases in the Assamese language 16 Assamese 5th Semester DSE-2 (Introduction to Indian Literature) Unit Title of Unit Marks 1st Unit Concepts of Indian Literature Origin, Development and characteristics of Indian Literature 16 2nd Unit Selected Indian Poetry Jibanananda Das Ramakanta Rath Sarbeswar Dayal Sexena 16 3rd Unit Selected Indian Short story Rabindra Nath Tagore Premchanda Supriya Ponda 16 4th Unit Selected Indian Novel Mulkraj Aananda (Two leaves two buds) 16 5th Unit Selected Indian drama Bhisma Sahani (Hanus) 16 Assamese 6th Semester C-13 (Selection from Assamese prose) Unit Title of Unit Marks 1st Unit Selected Assamese Short Story Puravi Bormudoi Lakhinandan Bora Sourav kr. Chaliha 16 2nd Unit Selected Assamese Novel Rajanikanta Bordoloi Birendra Kumar Bhattacharya 20 3rd Unit Selected Assamese Biography and Autobiography 16 4th Unit selected Assamese Travel writing 5th Unit Selected Assamese personal essays and scientific literature Assamese 6th Semester C-14 (Language and script of Assam) Unit Title of Unit Marks 1st Unit Introduction of Assamese languages 16 2nd Unit Assamese language and dialects 16 3rd Unit The language of the Sino-Tibetan family of Assam 16 4th Unit Interchange of Assamese language and Non-Aryan languages 16 5th Unit Assamese Scripts and Scripts of other languages of Assam 16 Assamese 6th Semester DSE - 3 (Introduction to World Literature) Unit Title of Unit Marks 1st Unit Concepts of World Literature 10 2nd Unit Fourth Aanka of Kalidas's Abhigyanam Sakuntalam 15 3rd Unit Selected Western short story Mupasa, Auton Chekhov, O' Henry 15 4th Unit Selected Western Poetry Thomas Hardy, Laroka, Alexander Bloke, Counti Culen, Oswald Durando 15 5th Unit Selected Western Drama / Novel Shakespeare & Ninke Var Hicktum 20 Assamese 6th Semester DSE -

4(A) (Special Author) Unit Title of Unit 1st Unit Select any one Assamese author from the below list: Bhupen Hazarika Bhabendra Nath Saikia Birendra Kumar Bhattacharya Mamoni Raysom Goswami Nirupoma Borgohain Unit Title of Unit Marks 1st Unit Pratibedon Likhan O Paribhasha Proyog 30 2nd Unit Anubad:Proyog O Paddhati 20 3rd Unit Bangla Banan O Proyog 10 4th Unit Asomer Shilpo Udyog Bishoyok Sahitya 20 Bengali Generic 1st Semester GE-1 Byabaharic Jnan O Proyoger Sahitya Bengali MIL 1st Semester AECC-2 Bangla Sahityer Itihas (Adhunik Yug) Unit Title of Unit Marks 1st Unit Gadyo O Prabandho 15 2nd Unit Samoyik Patra 10 3rd Unit Kabyo O kabita 15 Bengali Generic 2nd Semester GE-2 Byabaharic Bhasha Likhan Kaushal Unit Title of Unit Marks 1st Unit Prachar Madhyomer Bhasha Likhan O Sampadana 25 2nd Unit Karjaloy Sankranta O Onyanyo likhan kaushal 20 3rd unit Bibhinna Bishayok Prabandha Likhan 20 4th Unit Likhan Kaushal 15 Bengali Generic 3rd Semester GE-3 Bangla Sangskriti O Anubad Sahitya Unit Title of Unit Marks 1st Unit Bangla samajik O Sangskritik Parichay 40 2nd Unit Banglay Asomiya Sahityer Anubad Galpa 40 Bengali Generic 4th Semester GE-4 Bangla Bhashay Kalpabijnan Sahitya Unit Title of Unit Marks 1st Unit Kalpabijnan Sahityer Parichay 30 2nd Unit Kalpabijnan Sahityer Path 50 3rd Unit Sabdalanghara & Arthalanghara 16 4th Unit Elements of Rhythm 16 5th Unit Assamese rhythm Miscellaneous rhythm 16 HINDI B.A 1ST SEMESTER SUBJECT : AECC-2 (HINDI PROSE & POETRY) UNIT TITLE OF THE UNIT MARKS 1ST UNIT Prachin kavya 10 2ND UNIT Adhunik kavya 10 3RD UNIT Kahani 10 4TH UNIT Nibandh 10 B.A 1ST SEMESTER SUBJECT : GENERIC (HINDI) Paper Name : Adhunik Bharatiya Kavita UNIT TITLE OF THE UNIT MARKS 1ST UNIT Asomiya Kavita Bangla Kavita 20 2ND UNIT Urdu Kavita Sanskrit Kavita 20 3RD UNIT Tamil Kavita Gujrati Kavita 20 4TH UNIT Kashmiri Kavita 20 B.A 2ND SEMESTER Subject : GENERIC (HINDI) Paper Name : Sampadan Prakriya Aur Saj Saja UNIT MARKS 1ST UNIT 20 2ND UNIT 20 3RD UNIT 20 4TH UNIT 20 B.A 3RD SEMESTER SUBJECT : GENERIC (HINDI) PAPER NAME : sarjanatmak lekhan ke vividh shetra UNIT MARKS 1ST UNIT 20 2ND UNIT 20 3RD UNIT 20 4TH UNIT 20 B.A 4TH SEMESTER SUBJECT : GENERIC HINDI Paper Name : Hindi Ki Sanskritik Patrkrita UNIT MARKS 1ST UNIT 20 2ND UNIT 20 3RD UNIT 20 4TH UNIT 20 FYUGP Indian Culture and traditions: The college maintains Indian culture and tradition to a great extent. Its motto "Asoto Ma Satgamayang" is taken from Bedic Literature. Each of its important cultural and academic programmes begins with the lightening of ceremonial lamp and rendition of devotional song. In important programmes like Freshman Social, Annual Week, Farewell, Teachers' Day, Commemorative Days of great personalities etc., the performance of Indian culture and tradition in the form of songs, dances and recitation come to the

fore. The Bride and Bridegroom Competition, Alpona and the Beauty Contest of the College Week represent the ethos of the Indian culture and tradition to the core. Good Practice: The college took out Cultural Procession in its College Week 2024 (January 27 to February, 1. All the departments took part in the procession showcasing Indian culture and heritage. The procession was taken out on February, 1, 2024. The procession was an attempt on the part of the college to embody the diversity of India.

ASSAMESE DEPARTMENT (FYUGP) Assamese (Major) 1st Semester Course Code : ASMC1 Nature of the Course: Core Title of the Course: Introduction to History of Assamese Language and Script Unit Title of the unit Marks I General Introduction to the Assamese Language. Linguistic features, linguistic nomenclature, the role of connective language 20 II The origin and origin period of the Assamese Language 10 III Various stages in the history of the Assamese Language 20 IV The origin, origin and development of the Assamese script 10

1st Semester (MINOR) Course Code: MINASM1 Title of the Course: Language and Scripts of Assam Unit Title of the unit Marks I General introduction to the languages of Assam Introduction to the Aryan Languages of Assam Introduction to the Non-Aryan Languages of Assam 15 II Assamese Language and dialects a) Linguistic characteristics of the Assamese Language b) Characteristics of the dialects of the Assamese language 18 III Exchange of Assamese and non-Aryan languages 12 IV Assamese script and scripts of other languages of Assam a) Origin and development of Assamese script b) Scripts of other languages of Assam 15

1st Semester AEC1 Nature of the Course: Ability Enhancement Course Unit Title of the unit Marks I Speaking and writing skills in Assamese Language: Pronunciation, Punctuation, Word usage, Speech, Syntax, Conjugation of letters, Jatua application, Good writing Features 18 II Practical application of the Assamese Language 1: Writing application letters, writing minutes, Memoranda, Invitations, Advertising, Report writing 15 III Practical application of the Assamese Language 1: Writing Academic articles and Literary criticism 15 IV Testing of Language and Literature comprehension based on Selected Texts. A) Jatindra Nath Duwara: Mur Hekh Path b) Hem Baruah: Bharatiya Sanskriti C) Dr. Hiren Gohain: Manuh Sankardev d) Benudhar Sharma: Akhomiya Sahor Aatiguri e) Khiradhar Barua: Akhomiya Boigyanik Paribhasa 12

2nd Semester Course Code : ASMC2 Nature of the Course: Core Title of the Course: Introduction to History of Assamese Literature Unit Title of the unit Marks I Background of Assamese Literature: Political, Economic, Linguistic and cultural 10 II Divisions Of the era of Assamese Literature 10 III General Introduction Of Adi Jug and Jug Nirpekho Sahitya 10 IV Ancient Assamese Literature: Structure and characteristics 15 V Modern

Period of Assamese Literature: Structure and Characteristics 15
 2nd Semester Course Code : MINOR 2 Title of the Course: History of Assamese Literature Unit Title of the Unit Marks I Divisions Of the era of Assamese Literature 10 II a) Literature Of Pre-Sankari Period: Madhab Kandali b) Literature of Sankari Period: Sankardev, Madhab Dev & Pitambor Kobi C) Literature of Post Sankari Period: Bhattadeva's Sahitya, Charita Sahitya & Buranji Sahitya 19 III Establishment of Modern Assamese Language and Literature : Misnaries, Gunabhiram Barua & c 12 IV Literature of Jonaki & Post Jonaki Stage: 19 Course Code : ASMC3 Nature of the Course: Core Title of the Course: Nature of Assamese Culture Unit Title of the unit Marks I Definition, Nature & Elements of Culture 15 II a) Anthropological identity of the people of Assam b) Identity and nature of Assamese culture 18 III Assamese Arts & Crafts: Pottery ,textiles, metalwork, bamboo and cane art 12 IV Architecture and sculpture 15 Course Code : ASMC4 Nature of the Course: Core Title of the Course: Theory and practice of Comparative Literature Unit Title of the Unit Marks I Introduction and Origin of Comparative Literature 20 II Major Aspects of Comparative Literary studies 10 III Comparative Literature in the Indian Background 20 IV Comparative Literature in Assam 10 BENGALI DEPARTMENT (FYUGP) BENGALI (Major) 1st Semester Course Code : BNLC1 Nature of the Course: Core Title of the Course: Pragadhunik Bangla Sahitya Unit Title of the unit Marks I Charjapad, Srikrishnakirtan, Baisnav Pradavali Sahitya, Anubad Sahitya 15 II Sri Chaitanyadev, Chaitanya Jibani Kabya, Baisnav Pradavali Sahitya, Mangal Kabya, Anubadh Sahitya 15 III Baisnav Pradavali, Shakta Podaboli 15 IV Bharat Chandra roy gunakar- Annadamangal Kabya, Ketokadas Khemananda, manasha Mangal kabya 15 1st Semester (MINOR) Course Code:MINBNL1 Title of the Course: Bangla Sahitya Unit Title of the unit Marks I Pragadhunik Bangla Sahitya 15 II Pragadhunik Bangla Sahitya 15 III Kabikankan Chandi- Chandimangal 15 IV Moimonsingha Gitika 15 1st Semester AECBNL1 Nature of the Course: Bangla Bhasha o Sahitya Unit Title of the unit Marks I Bangla BhashaUdhvav o Cramabikash 15 II Bangla Upabhasha 15 III Ekei ki Bole Savyata 15 IV Galpa Guccha 15 2nd Semester Course Code : BNLC2 Nature of the Course: Core Title of the Course: Adhunik Bangla Kabya Sahitya Unit Title of the unit Marks I Kabya Sahityer Dhara 15 II Kabya Sahityer Dhara 15 III Meghnad Badh Kabya/ Sanchita 15 IV Banalata Sen 15 2nd Semester Course Code : MINBNL2 Title of the Course: Adhunik Bangla Sahitya Unit Title of the Unit Marks I Kabya sahityer Dhara 15 II Kabya sahityer Dhara 15 III Meghnad Badh Kabya, Sanchita 15 IV Banalata Sen 15 Course Code : BNLC3 Nature of the Course:Core Title of the Course: Adhunik Bangla Gadya Sahitya Unit Title of the unit Marks I Bangla Gadya Sahityer Dhara 15 II

Prabandha Sahityer Dhara 15 III Prabanda Sangraha Pramath Choudhury 15 IV Prabanda Sangraha Bhudhadev Basu 15 Course Code : BNLC4 Nature of the Course: Core Title of the Course: Adhunik Bangla Natya Sahitya Unit Title of the Unit Marks I Bangla natya Sahityer Dhara 15 II Bangla natya Sahityer Dhara 15 III Jamidar Darpan, Sajahan 15 IV Bisarjan, Nabanna 15 HINDI SYLLABUS(FYUGP) B.A 1ST SEMESTER: MAJOR HINDI PAPERNAME:HINDISAHITYAKAITIHAS:ADIKALAURBHAKTIKAL UNIT TITLE OF THE UNIT MARKS 1 HINDISAHITYAKEITIHASKA ITIHAS 15 2 AADIKALIN SAHITYA 15 3 BHAKTIKALIN SAHITYA 15 4 BHAKTIKALIN KAVYADHARA 15 B.A1STSEMESTER:MINOR HINDI PAPER NAME : LOK SAHITYA UNIT TITLE OF THE UNIT MARKS 1 LOKSAHITYA:PARIBHASHA, SWARUP, MAHATWA 15 2 LOKSAHITYASANKALAN 15 3 LOKSAHITYAKIVIVIDH VIDHAYE 15 4 ASAMIYALOKSAHITYA 15 B.A 1ST SEMESTER : GEC1 HINDI PAPER NAME:PARYATANAURSAHITYA UNIT TITLE OF THE UNIT MARKS 1 PARYATANKAARTH 15 2 BHARATMEINPARYTANKE MAHATWAPURN STHAL 15 3 PARYATANMEINCHINHIT SAHITYIK STHAL 15 4 PARYATANKIDRISHTISE PRAKASHIT PRAMUKH PATRA 15 B.A 1ST SEMESTER : AECHIN1 HINDI PAPER NAME: HINDIBHASHAAURVYAKARAN UNIT TITLE OF THE UNIT MARKS 1 BHASHA KI PARIBHASHA 15 2 HINDIKIVARNAVYAVASTHA 15 3 SHABD VYAVAHAR 15 4 VAKYAVYAWASTHA 15 B.A 3RD SEMESTER:HINDI MAJOR PAPER NAME:HINDI SAHITYA:BHARATENDUSECHHAYAVADIKAVITATAK PAPER CODE:CORE-3 UNIT TITLEOF THEUNIT MARKS 1 BHARATENDU PURVKAVYADHARA 15 2 BHARTENDUYUGINKAVYADHARA 15 3 DWIVEDIYUGINKAVITAKIPRAMUKH PRAVRITTI YAN 15 4 CHHAYAWAD:PARIBHASHAAUR SWARUP 15 B.A3RDSEMESTER:HINDI MAJOR PAPER NAME:HINDI SAHITYA: pragativad se 20wishatabditak PAPERCODE:CORE-4 UNIT TITLEOF THEUNIT MARKS 1 Chhayavad Ottarkavya paridrishya 15 2 Chhayavad ottarkavya dhara 15 3 Pragativadi kavyadhara evam pramukh kavi 15 4 Nayikavita:aitihasik paridrishya 15 B.A 3RD SEMESTER:HINDI MINOR PAPER NAME: Sthaniya Bhashake sahitya ka Devnagri Lipi mein Adhyayan PAPER CODE : MINHIN3 UNIT TITLEOF THEUNIT MARKS 1 PRACHIN AUR ADHUNIK KAVITA 15 2 NATAK:RUKMINI HARAN 15 3 KAHANI 15 4 NIBANDH 15

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

Digboi Mahila Mahavidyalaya has taken following measures for outcome based education: Sensitization of the students on the add-on-courses through circulation of brochure amongst the students. The add-on-courses are basically certificate courses on skill development and aim at promoting placement both in private and public sectors. They also aim at promoting self-employment and enabling the students to become job creators for others. The add-on-courses broadly include beautician, PGDCA, diploma in baking, cutting and dress making, weaving, mushroom, vermicompost,

performing arts, karate, yoga to name a few. There were a number of programmes on career at college during the period. They include : (a) Mock Interview for Mahindra Pride Classroom organized by Nandi Foundation in collaboration with IQAC, alumni Association and students union on 07/02/2024. It started with an inaugural meeting. The meeting was anchored by Dr. Pankaj Luchan Gogoi, Coordinator IQAC and was inaugurated by Dr. Jovial Kalita, Vice Principal of the college. Sandip Gogoi Trainer, MPC (Mahindra Pride Classroom) Trained the students for Mock Interview. He taught students various skills on Mock Interview such as "tell me about yourself, what are your strength and weakness?, what motivates you?, where do you see yourself after 5 years from now? The students got immensely benefitted from the proceeding. The programme came to an end with the offering of vote of thanks by Saba Ruksar Khanam, one of the alumni of the college. (b) Vendor development programme cum awareness programme was organized on 6 th March, 2024 at 11.00 A.M at college auditorium of Digboi Mahila Mahavidyalaya by IOCL, Digboi and IQAC of the college. This programme constitutes one of the programmes of week long Naree Vandana , a special programme organized by IQAC of the college from 2 nd March to 8 th March in consonance with the celebration of international women's day on 8 th March. Vendor Development Programme was started by Dr. Pankaj Luchan Gogoi ,Coordinator , IQAC by introducing the esteemed dignitaries to the students. Dr. Sanjita Chetia ,the Principal of the college inaugurated the programme with an encouraging speech. Mr. M.K Majokha, Chief Manager (Contracts) IOCL initiated the training by deliberating upon the key issues of vendor and marketing. Mr. Deepak Gupta, Manager (Contracts, IOCL was the main Resource person, who with the help of PPT, talked about the nuances of vendor and marketing. Besides, other relevant aspects like MSME, start up and GEM also figured prominently in his presentation. The awareness programme lasted for three hours. At the end of the programme the resource persons from IOCL - Mrs. Majokha and Mr. Gupta were felicitated with hand woven gamocha at handloom centre of the college by the Principal Dr. Sanjita Chetia and General Secretary Mrs. Deepamoni Basumatary respectively . Deepamoni Basumatary offered the customary vote of thanks. Dr. Pankaj Luchan Gogoi, Coodinator ,IQAC declared the programme to be over. The programme witnessed the presence of Dr. Jovia Kalita ,the Vice-Principal and 222 students . (c)Mega Job Fair organized by CII Model Career Centre in collaboration with IQAC and Alumni Association. It started with an inaugural programme. The programme was anchored by Dr. Pankaj Luchan Gogoi, Assistant Professor of English and Coordinator, IQAC. Dr. Jovial Kalita, Vice-Principal of the college inaugurated the job fair with a

goodwill speech, CII MCC was represented by Amlan Das, Project Head and Gloria Gohain, Career Counsellor. Amlan Das, in his speech, told that they come from Guwahati MCC with some good job opportunities and with a will to help the participants in excelling in their life. They came here with opportunities both for male and female at some of the best companies in India. Gloria Gohain told that they come to conduct a training cum counseling session today and to ensure placement. Dr. Gogoi offered the customary vote of thanks and with this the programme come to an end. (v) Naree Vandana: Naree Vandana, a weeklong programme named "Naree Vandana" was observed at college from 2nd March to 8th March, 2024. The programme was organized in consonance with international women's day, and its objective was to sensitize the students about different aspects of women in different course of time. (vi) NSS Camp: A weeklong awareness Camp on "School Girls and Hygiene in various schools in from November 1 to 14, 2023 was organized by NSS. The primary objective of the camp was to educate the school girls about the significance of personal hygiene, menstrual health and sanitational practices. (viii) A weeklong women empowerment self defense training programme for College Girls was organized by NSS from April 1 to 7, 2024. The programme aimed at equipping young women with essential self-defense skills and fostering a sense of confidence and empowerment.

20.Distance education/online education:

Digboi Mahila Mahavidyalaya has two distance education centres - Dibrugarh University Centre for Distance and Online Education and Krishna Kanta Handique State Open University. Distance Education Dibrugarh University Centre for Distance and Online Education: Here, the college carries distance education in M.A. under Dibrugarh University in four subjects, viz., Assamese, Political Science, Economics and Sociology. The classes of this course are done both on offline and online modes. The enrolment of the students in 2023-2024 is Assamese 02 and Sociology 05. There are four semesters in the course and each of the semesters has four papers. Interestingly, under graduate distance programmes under Dibrugarh University are also opened since December, 2022. Krishna Kanta Handique State Open University (KKSHOU): Distance education under Krishna Kanta Handique State Open University was introduced at Digboi Mahila Mahavidyalaya in August, 2023. The centre conducts UG and PG, a total of 8 candidates have got enrolled in various academic programs. The distribution of candidates across different subjects is as follows: English: 2 candidates Assamese: 1 candidate Political Science: 2 candidates

Education: 1 candidate Bachelor of Arts (BA): 1 candidate
 Philosophy: 1 candidate Each subject offered at the study centre consists of 5 papers, providing students with a comprehensive curriculum to pursue their studies. This enrollment reflects the diverse academic interests of the candidates and highlights the range of subjects available for study at the KKSHOU study centre.

2. Online Education: 1. Online courses and programmes: There are the possibilities of rendering vocational courses online in the college. The college accommodates its students in its auditorium or conference room to listen to the online sessions and lectures. Besides, the students attend the programmes online through their own gadgets like mobile or laptop as seen during the online classes in Covid-19 lockdown. Besides, the college has a computer lab with 32 computers which can accommodate vocational courses online. Students are encouraged to participate in virtual seminars, workshops, conferences, webinars etc. In the 2023-2024 they attended two online programmes (landing of Chandrayan on 23-08-2023 and foundation stone laying ceremony of semi-conductor making centre at Jagiroad on 13-03-2024. 2. In the election of the year candidates were asked to campaign online for the first time in the history of the college or perhaps in Assam. 3. Online Technological Tools: The College uses technological tools substantially in its teaching -learning activities. The teachers share their notes and other study materials via whatsapp groups of their respective classes. Students are encouraged and trained to participate in online competitions. The college has provided smart board for faculties and teachers in order to increase the quality of technological tools for learning activities. Regular lectures and guest lectures are often accompanied by Power Point Presentation. In this regard, examples may be given to "Mahindra Pride Classroom Training Programme" on 07-02-2024.

Extended Profile

1.Programme

1.1

14

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2.Student

2.1 618

Number of students during the year

File Description	Documents
Data Template	View File

2.2 198

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

File Description	Documents
Data Template	View File

2.3 159

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 26

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 27

Number of Sanctioned posts during the year

Extended Profile	
1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	14
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	618
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	198
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	159
File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	26
File Description	Documents
Data Template	View File

3.2	27
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution	
4.1	41
Total number of Classrooms and Seminar halls	
4.2	10254603.00
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	114
Total number of computers on campus for academic purposes	

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 is adherent to the curriculum designed and prescribed by the parent university. In order to ensure effective curriculum delivery the college prepares an academic calendar at the outset of the year. The college class routine is prepared for smooth conduction of classes (both practical and theory) in regular mood. In compliance with the college class routine each department also prepares departmental class routine. Departments also keep record of the 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. There are also faculty exchange programmes of various departments of the college with the departments of other colleges. The departments arrange their classes and other academic activities through various online platforms like Zoom,

Google Meet, WhatsApp etc as and when required

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://digboimahilamahavidyalaya.org/wp-content/uploads/2024/12/1.1.1-R.S.D-AOAR-2023-2024.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. Mid time 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, college authority gives award to the best performing students for that matter.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://digboimahilamahavidyalaya.org/wp-content/uploads/2024/12/1.1.2-FD-1-R.S.D-AOAR-2023-2024-1.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are

A. All of the above

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
Any additional information	View File

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	View File
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)

03

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
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

90

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

90

File Description	Documents
Any additional information	View File
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. The curriculum taught at college integrates many crosscutting issues relevant to ethics, gender, human values, environment and sustainability. Actually the curriculum is designed in such a way that these issues figure in different discourses of the subjects taught at college although in some subjects they are taught as distinctive unit or part of their syllabus.

Being a single stream arts college all the 11 programmes - Assamese, Bengali, Community Science, Economics, Education, English, Hindi, History, Philosophy, Political Science and Sociology teaches issues relevant to professional ethics, gender, human values, environment and sustainability in their different discourses. These issues and other relevant cross-cutting issues figure prominently in different courses of

literature departments (Assamese, Bengali, English and Bengali).

The issue of professional ethics is taught by the department of philosophy. The department teaches the basic ideas of professional ethics in 6th Semester in course GE-4 Applied Ethics. This course also covers values of life and environmental ethics

File Description	Documents
Any additional information	View File
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

09

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
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

161

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**

A. All of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://digboimahilamahavidyalaya.org/wp-content/uploads/2024/12/1.4.1-URL-AOAR-2023-2024.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

520

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**

304

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

All the students have to attend a compulsory admission counseling session on or before filling up the forms and selection of their honours programmes. The institution assesses the learning levels of the students in two ways at the time of the commencement of the classes. Students enrolled in various disciplines are identified as slow and fast learners based on their +2 marks and the entry level entrance test conducted by each department. This helps to identify the slow learners and to design special remedial classes to bridge the gap between the slow learners and the fast learners. The teachers of the respective departments extend full support in classifying the students with reports based on observation and class tests. Moreover, the wide range of continuous assessment components include Home Assignments, Class Assignments, Seminars and Group Discussions, Additional Assignments, Class Tests, Projects, Field trips and attendance enable the effective assessment of the learning levels of the students. In addition, teacher-student interactions, reports of HoDs' and Parents Teachers'-meetings also help in identification of different

levels of learners. Faculty members and various committees regularly review the academic progress and counsel students to improve their performance to ensure their academic growth.

File Description	Documents
Link for additional Information	https://digboimahilamahavidyalaya.org/wp-content/uploads/2024/11/2.2.1-FD2-AQAR-2023-24.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
618	25

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

Digboi Mahila Mahavidyalaya practices a teaching process which focuses on imparting education through a student centric approach. This approach helps to transform students from being passive recipients to active and involved stakeholders. It boosts their confidence in academic pursuits. Since students vary in their ability to comprehend, it is not possible to address the needs and expectations of individual students in conventional classrooms. Hence, the college facilitates learning by allowing each individual student to comprehend at their personal level by experiential, participative and problem solving methodologies:

1. **Experiential Methodology:** Project works and Field Projects in given subjects are encouraged. Participation in competitions at various levels- college, state and national, is also encouraged.

2. **Participative Methodology:** Village Adoption, Tree Plantation, Swatchh Bharat Abhiyaan, Blood Donation and Health Awareness Camps, Legal Awareness Programmes etc., by different agencies of

the college like NSS, NCC, Women Cell, Alumni Association, etc., are part of Participative Learning. Besides, collaborative works with Lions Club, Rotary Club, Red Cross etc., also constitute participative learning.

3. Problem Solving Methodology: The problem solving learning was catered to the students of the college in Employability Skills Training Programme for Final Year Students under Mahindra & Mahindra's CSR initiative Mahindra Pride Classroom on offline platform of mock interview on 07/02/2024. It was attended by Sandip Gogoi, resource person of Naandi Foundation. The programme was organized by Naandi Foundation in collaboration with IQAC, alumni association and Students' Union of Digboi Mahila Mahavidyalaya

File Description	Documents
Upload any additional information	View File
Link for additional information	https://digboimahilamahavidyalaya.org/wp-content/uploads/2024/11/2.3.1-AQAR-2023-2024.pdf

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

Digboi Mahila Mahavidyalaya makes intensive use of ICT-enabled tools for effective teaching and learning process. The faculty members use ICT enabled classrooms with LCD projectors, Wi-Fi connectivity, software, Power Point Presentations and the like to expose the students to advanced knowledge and practical learning. The college takes measures to ensure cleaner environment, and hence deploys the Go Green method, among others, by saving papers through the extensive use of ICT resources and other computing and storage facilities such as Cloud based Google Drive. Apart from conventional classes, the teachers use virtual platforms like Google Meet, Google Classroom, Zoom, WebMax etc., for their classes. Virtual platforms are also used to access overseas resource persons for different programmes. The college has a computer lab with 32 computers through which courses like PGDCA, ABCA, ADCS etc. are taught. Study materials and information like routine, syllabus etc., are shared through WhatsApp groups and emails. Projectors are installed in a few classrooms to incorporate new pedagogies in the teaching-learning process. The students and faculties

make use of ICT tools for instantaneous communication and information dissemination. The college has a digital classroom for better procurement of knowledge.

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/2024/11/2.3.2-FD1-AOAR-2023-2024.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

25

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

26

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

12

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**

26

File Description	Documents
Any additional information	View File
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 standard process of internal examination in the college. According to the academic calendar, a student has to appear in 2 in-semester examinations mandatorily in each semester. The schedule of the internal examination is decided at the beginning of the session, in the form of academic calendar. The marks of unit test are shown in the classrooms and each student can ask about its performance. They can observe their test copies. Record of obtained mark is written in register. If there is any difference or discrepancy in their marks, it can immediately be corrected. The test copy of in-semester exam is shown to students for their observation. The concerning subject teacher keeps the record of all internal examinations, e.g., in-semester exam, assignment and attendance.

The mark of internal examinations is sent to the university, as it is a secret data. Its marks are not shown to students. The internal assessment is a done out of 20 marks which is sent to Examination Branch of the University and it figures with the marks of the End Semester.

File Description	Documents
Any additional information	View File
Link for additional information	https://digboimahilamahavidyalaya.org/wp-content/uploads/2024/11/2.5.1-FD1-AQAR2023-2024.pdf

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

For complete transparency and fair practice, examinations are conducted within the set time limit of the university and with the appointment of externals. All examinations are held under the surveillance CCTV cameras and the visuals are closely monitored by the Principal who is Officer-in-Charge and other members of the conduction committee. For practical examination of Community Science and Education, university assigns an external examiner for each from other colleges of the university. University examinations' results may be challenged by scrutiny / re-evaluation / RTI. Forms for scrutiny / re-evaluation / RTI are shared by the university within 10 days from the declaration of results. A student having doubts in marks fills the form with a nominal exam fees (Rs.10). Scrutiny process is for checking of total marks and for any unchecked portion in the answer sheet; whereas re-evaluation process is carried out by re-evaluation of answer sheet by another faculty member. This whole process is conducted in such a way that the aggrieved student gets updated with the result within a couple of days. It is a time-bound process and is also convincing as it is being done with care and responsibility.

File Description	Documents
Any additional information	View File
Link for additional information	https://digboimahilamahavidyalaya.org/wp-content/uploads/2024/12/2.5.2.AI.FD1AQAR-2023-24.pdf

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 takes measures that its Programme Outcomes and Course Outcome are stated and displayed for all on website.

Teachers and students are made aware of the stated Programme and course outcomes of the Programmes offered by the institution. The freshers are inculcated with the programmes and outcomes at the time of admission through counseling. After admission they are oriented with it through induction programme. Teachers of the departments introduce the students with various dimensions of the syllabus and outcome of the programme and course at their introductory lectures. They talk about these topics at the beginning of each semester. Hard and soft copies of the syllabus along with the question papers are available in the departments for ready reference. Apart from the regular classes special classes are arranged for the improved performance of the students by inviting guest faculties. Experts are also accessed virtually off and on. Students are also taken out to attend academic exercises like seminars, workshops, conferences, field works, projects, practice teaching and internship etc. In order to create a healthy academic atmosphere the college awards the first class holders with a citation. Dr. Rajendra Nath Memorial Award, which carries Rs. 5000/ (Five Thousand) and a citation, is awarded to the best graduate of the college each year. Students can pursue M.A., B. Ed, vocational courses, civil services, law, journalism, selfemployment etc., after the completion of the course.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://digboimahilamahavidyalaya.org/wp-content/uploads/2024/11/2.6.1-AQAR-2024.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.

The level of attainment of Program Outcomes and Course Outcomes are measured by using various indicators throughout the semester of the academic year. The faculty members record the performance of each student through a continuous evaluation process. They give home assignments to the students, conduct internal tests, projects, field studies, seminars and workshop, etc. Some of the key indicators of measuring attainment are:

1. End Semester University Examination
2. Internal Assessment
3. Practical Assessment/ External Assessment
4. Result Analysis
5. Internships and Placements

Besides, the feedback taken from the current students and alumni also indicates the attainment of programme outcome and course outcome.

The alumni database maintained by the departments is testimony to the attainment of programme outcome and course outcome.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://digboimahilamahavidyalaya.org/wp-content/uploads/2024/11/2.6.2-AQAR-2024-Final.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

196

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/2024/12/Annual-Report-of-the-College-2023.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/2024/12/2.7.1-L-AQAR-2023-2024.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)

50000.00

File Description	Documents
Any additional information	View File
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

01

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/2024/12/3.1.2-Supporting-documents-FD3AQAR-2023-24.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

06

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

02

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

30

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

Digboi Mahila Mahavidyalaya has performed extension activities as part of its commitment to society and nation. The college

does this through its different agencies like NCC, NSS, Women Cell, Teachers' Unit, Students' Union, Alumni Association, departments and others. Here, the entire family of the college is involved - teachers, students, alumni, non-teaching staff and other stakeholders. The extension activities range from social, economic, academic, environmental and other emerging issues of the time. Extension activities, to a great extent, constitute the extra curricular and cocurricular activities for the students. Through extension services the college carries out the fundamental duties of the constitution of India and thereby creates responsible citizens for the country in future. The extension activities are found to be very impactful so far as the sensitization of the students on the aforementioned issues are concerned. The extension activities call for proactive engagement of the students as the activities are participative in character. The teachers of different cells and committees initiate, facilitate, groom and guide the students for the extension activities. Mention may be made to the celebration of children's day on 14th November, 2024 at Dhekiyajan viillage and convention of "Bet Padhao and Beti Bachao" on 25th January, 2024.

File Description	Documents
Paste link for additional information	https://digboimahilamahavidyalaya.org/wp-content/uploads/2024/11/3.3.1-AQAR-2023-2024.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

05

File Description	Documents
Any additional information	View File
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

22

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

22

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	View File

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

03

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.

Located in the oil township of Digboi, Digboi Mahila Mahavidyalaya has a grand and imposing look. The well-designed architecture of the college has charm and appeal in its aesthetics. The college possesses a number of physical infrastructures and other facilities in its 14 Bigha (8.74 Acre) area:

The college has adequate infrastructure and physical facilities for teaching and learning viz, classrooms, laboratories with adequate apparatus and computing equipments. There are 40 classrooms in the college. The college has adequate number of classrooms and separate rooms for each department also. The

classrooms of the college are furnished with desks, benches, blackboards, ceiling fans, lights and good ventilation etc. The college has two well-equipped laboratories attached to the departments of Education and Home Science. These laboratories are well maintained by the faculty members of the respective departments with the help of their laboratory bearers. There are 32 computers in the computer laboratory which are used by the college students. Five numbers of projectors are available for demonstration in ppt mode.

Moreover, the college has administrative block, common rooms, departmental rooms, IT lab, library, conference hall, smart classroom, LMS, auditorium, gym, canteen, yoga centre, hostel etc.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://digboimahilamahavidyalaya.org/wp-content/uploads/2024/12/4.1.1-FD-1-A.I.-A-QAR-2023-2024.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 instruments for singing in the college such as tabla, harmonium, guitar, etc. For games and sports –the college has basketball, badminton, volleyball courts and Table tennis board. The college provides the students with necessary equipments for sports like carromboard, chess, football, shotput, javelin etc. There is also a provision of multi-gym for the students. The sports equipments are kept in the custody of the students' union. It is also entrusted with the responsibilities of the upkeep of the equipments. The sports wing of the students' union is also responsible for the regular maintenance of the equipment. There is also yoga centre in the college with a clean and hygienic atmosphere which is regularly used for the students' health benefits. There are various quiz and debate competitions that are organized by various departments. In addition, the college has signed a MoU with Indian Oil Corporation (Assam Oil Division) Digboi to use their land adjacent to the college as a playground for sports like race, football, long jump, high jump etc.

The other facilities of the college for culture and sports are auditorium, gym and yoga centre.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://digboimahilamahavidyalaya.org/wp-content/uploads/2024/12/4.1.2-AI-FD-AQAR-2023-204.pdf

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

41

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

41

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://digboimahilamahavidyalaya.org/wp-content/uploads/2024/12/4.1.3-AI-AQAR-2023-2024.pdf
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)

3893513.00

File Description	Documents
Upload any additional information	View File
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)

Digboi Mahila Mahavidyalaya has taken significant strides in modernizing its library services by adopting the SOUL 3.0 (Software for University Libraries) software as part of its Integrated Library Management System (ILMS). This digital transformation has not only automated various library functions but has also facilitated efficient resource management, making it an invaluable asset for both faculties and students enrolled in undergraduate (UG) and post graduate (PG) (distance) courses.

The implementation of SOUL software brings about a comprehensive automation of library processes, encompassing tasks such as cataloging, circulation, and inventory management. This not only reduces manual workload but also ensures a more streamlined and organized library environment. The userfriendly interface of SOUL contributes to an enhanced experience for library users, making it easier for faculties and students to navigate through the digital catalog, search for resources, and manage transactions seamlessly.

A significant aspect of the library's modernization strategy is its emphasis on subscriptions to e-resources and journals. This ensures that the library's digital collection aligns with the specific requirements of UG and PG courses. The library facilitates textbooks, references, and a deeper understanding of subjects for high school and undergraduate students through access to a wealth of electronic materials.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://digboimahilamahavidyalaya.org/wp-content/uploads/2024/12/4.2.1-FD-1-A.I.-A-QAR2023-2024.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

A. Any 4 or more 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)

1.07

File Description	Documents
Any additional information	View File
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

36

File Description	Documents
Any additional information	View File
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 the academic-cum-administrative works. The ICT committee is formed with two faculty members to monitor the IT facilities and internet connectivity. The task of software updating and antivirus installation is undertaken by the ICT committee regularly. Besides, the departments are provided with laptops for academic pursuance. The college has 01 computer lab with 32 computers and 01 smart classroom. Besides, projectors are used to give presentations and conduct classes at classrooms, college auditorium and conference halls. Currently, the college provides a Wi-Fi facility for the entire college campus.

The IT facilities of the college are seen in both hardware and software sectors.

Hardware:

The total number of computers stands at 114, of them 97 are desktops and 17 are laptops. Printers are available in Principal's chamber, Vice-Principal's room, IQAC, Examination Conduction Centre and Library.

Software:

The college takes special measures to keep its software intact and updated.

1. The desktop at IQAC is fully upgraded in Motherboard, Processor, Ram and SSD .Its Windows 7 was updated to Windows 10.
2. SOUL 2.0 was updated to SOUL 3.0 at library
3. Yearly subscription of Inflibnet at library continues.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://digboimahilamahavidyalaya.org/wp-content/uploads/2024/12/4.3.1-AIAQAR2023-24-.pdf

4.3.2 - Number of Computers

114

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	View File
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)

6361090.00

File Description	Documents
Upload any additional information	View File
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.

1. **Laboratory:** The college has two well equipped laboratories attached to the departments of Education and Home science which are primarily maintained by the respective departments. These laboratories undergo upgradation from time to time as and when required.

2. **Library:** The functioning of the library along with its regular updating of the software is looked after by the librarian with the help of the technical experts from outside. The library's stock of books and their circulation are regularly maintained by an experienced staff under the supervision of the librarian.

3. **Sports:** Various sports accessories, musical instruments, loudspeakers and sound system, etc. are maintained by the college authority. The gymnasium is maintained by the participating students themselves under the supervision of the trainer. But in case of any repairing or replacement of any constituent part technical experts from the supplying farms or agencies are engaged.

4. **Classrooms:** During semester break the repairing of the damage furniture along with the doors and windows are taken up. The college authority handles the maintenance of all the classrooms including cleansing before reopening of the college after semester break. Repairing and replacement of electrical applications take place from time to time.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://digboimahilamahavidyalaya.org/wp-content/uploads/2024/12/4.4.2-FD-1-AI-AQAR-2023-2024.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

358

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
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

358

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/wp-content/uploads/2024/12/5.1.3-Link-AOAR-2023-2024.pdf
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

331

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

331

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

<p>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</p>	<p>A. All of the above</p>
--	-----------------------------------

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	View File

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

03

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

33

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
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

01

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.

04

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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)

Digboi Mahila Mahavidyalaya has students' representation in its many academic and non- academic activities and committees thereto. For this, the college takes measures to form its Students' Union by holding election each year as per the guidelines of the Election Commission of India. The college has eleven secretaries in its union who take care of their respective portfolios. General Secretary and other office bearers of Digboi Mahila Mahavidyalaya Students' Union are accommodated in different committees which include Anti-Ragging Cell, Sexual Harassment Committee, Grievance Redressal Cell, RUSA Committee, Divyanga Enquiry and Information Committee and IQAC. The representation of the Students' Union in these committees is dependent upon their prescribed guidelines. These committees are headed by the Principal and assisted by the senior and experienced teachers of the college. All the committees had worked extensively for the development of the college and the students' community at large. Strict and vigilant role are played by the student representatives and they ensure no student is harassed or exploited in any form by anyone. The experience and exposure gained by the students of the college or the members of the union will definitely be an added advantage in many aspects for their lifetime.

File Description	Documents
Paste link for additional information	https://digboimahilamahavidyalaya.org/wp-content/uploads/2024/12/5.3.2-FD-2-AQAR-2023-2024.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

13

File Description	Documents
Report of the event	View File
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

The Alumni Association of the college has contributed significantly to the development of the college through different activities. The alumni association in collaboration with IQAC organized an essay writing competition among the students on 2nd September 2023 in consonance with of Dr. Bhupen Hazarika's Birth anniversary to be celebrated on 8th September 2023. A mega job fair was organized on 7th February 2024 by Alumni Association in collaboration with IQAC. The mega job fair was made successful with the participation of aspiring youths from the nearby Districts. On the same day, the 4th edition of monthly Writer's Blog was inaugurated with special collection of poetry by the Alumni Association. On the occasion of International Women's day on 8th March 2024, the Alumni Association with IQAC organized an Essay Writing Competition on gender amongst the students. On 22nd march 2024, World Water Day was observed by the Alumni with IQAC by organizing a speech competition on water conservation. The 8th edition of Writer's Blog, prepared by alumni, was inaugurated on 8th May 2024 with special highlight on literary writing. The Alumni Association organized its annual meet on 28th June 2024. The Alumni Association has more than 1 Lakh in its account.

File Description	Documents
Paste link for additional information	https://digboimahilamahavidyalaya.org/wp-content/uploads/2024/12/5.4.1-AI-AQAR-2023-2024.pdf
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)

D. 1 Lakhs - 3Lakhs

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

The governance of the college is done in accordance with its vision and mission. It takes measures to adhere to its vision and mission in letter and spirit in its administrative, academic and non-academic activities. The abiding vision and mission of the college are:

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. To prepare, equip and enlighten students to meet the demands of the present including I.C.T.
5. The importance of co-curricular activities and its necessity for self-employment.
6. Knowledge and skill through curriculum for better future life.
7. The importance of being holistically fit for the present day competitive world.
8. Value-based education and to produce morally good students.
9. Ideas of scientific outlook, progressive humanistic approach to life, work culture, discipline, commitment to the social responsibility etc.

File Description	Documents
Paste link for additional information	https://digboimahilamahavidyalaya.org/wp-content/uploads/2024/12/6.1.1-FD2-A.I.-AQAR-2023-2024.pdf
Upload any additional information	View File

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

There is effective leadership at Digboi Mahila Mahavidyalaya and this is visible in its governance and deliverance. The college is administered through a hierarchy in which the governing body is the supreme decision making body. It is constituted as per the government guideline of 2001. The Governing Body takes all the crucial administrative decisions and the Principal, being the Secretary of it, executes the decisions.

Internal Quality Assurance Cell (IQAC) of the college, formed as per NAAC guidelines, accommodates the teaching and non-teaching staff, students, alumni and other stakeholders in its

functioning. IQAC plays the leading role in planning and executing important curricular, extracurricular and co-curricular activities.

The college has 37 committees to deal with different activities of the college. The formation of these committees is aimed at decentralizing the power and they take everyone on board with the system. Headed by a coordinator each of the committees is entrusted with specific duties and responsibilities. Though the individual committees are entrusted with specific duties, the Principal calls for staff meeting to evolve consensus.

The college promotes leadership amongst the students - current students and alumni. This is done through students' union, N.C.C. NSS, institutional and departmental activities and programmes.

File Description	Documents
Paste link for additional information	https://digboimahilamahavidyalaya.org/wp-content/uploads/2024/12/6.1.2-AI-AQAR-2023-2024.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 a strategic plan for the evolution of the overall academic atmosphere of the college. In academics, the teachers are made accessible both online and offline to meet the academic needs of the students. To accommodate new classes of Four Year under Graduate Programme (FYUGP) of NEP, 2020 under Dibrugarh University, a building commissioned under RUSA has been built in the college premises. Another building for the same purpose is being built under MLA led fund. The library has been specifically upgraded in terms of automation, viz, SOUL has been enhanced from 2.0 to 3.0, and biometric has been installed to record the attendance in the library for the faculties. In terms of co-curricular activities add-on- courses sanctioned under Dibrugarh University are implemented for the students to create a skill hub in the college. Apart from the existing distance course under Dibrugarh University, another nodal centre of distance education under Krishna Kanta Handique Open University, Guwahati, is being introduced for students. In terms

of extra-curricular activities, the students are constantly motivated and trained to participate in different literary, cultural and sports events. Group insurance under LIC is done for all the students of the college.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://digboimahilamahavidyalaya.org/wp-content/uploads/2024/12/6.2.1-FD3-A.I.-AOAR-2023-2024.pdf
Upload any additional information	View File

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.

The college has many institutional bodies wherein the Governing Body, constituted by the government of Assam, is at the topmost position in the hierarchy. It has Internal Quality Assurance Cell (IQAC) constituted under the guidelines of NAAC. It has Teachers' Unit, an affiliate to Assam College Teachers 'Association (ACTA). It has a Benefit Fund for its teaching and non-teaching staff. There is a Students' Union formed by general election held in strict compliance with the guidelines of Election Commission of India. Moreover, the college has many committees and subcommittees for its various functioning. All of them display their efficacy and efficiency in their policy formulation, administrative set up, appointments, service rules, procedures etc.

Governing Body, Principal, and Coordinator, IQAC are the key players in bringing the vision and mission into reality. The college has 37 Committees to execute different activities of the college. These include, Routine /Academic Calender / Prospectus Committee, Finance Committee, Planning Committee, Purchase Committee, Information and Communication Technology Committee, Admission Committee, Alumni Association, Parents-Teachers' Association, Examination Committee, Women Cell etc. Headed by a convenor or coordinator all these committees have their assigned roles and responsibilities and they execute them with dedication and sincerity.

File Description	Documents
Paste link for additional information	https://digboimahilamahavidyalaya.org/wp-content/uploads/2024/12/6.2.2.-FD3-AI-AQAR-2023-2024.pdf
Link to Organogram of the Institution webpage	https://digboimahilamahavidyalaya.org/administration/
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

A. All 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

Digboi Mahila Mahavidyalaya has effective welfare measures for the teaching and non-teaching staff. It has welfare schemes like the 'first aid and emergency medical facilities' to provide emergency health care. It has Staff Benefit Fund which provides loans to the members at a nominal interest. There are provisions for Maternity Leave, Child Care Leave etc. besides casual and earned leaves for them.

The leaves are subject to the rules and regulations of the government. The authority grants leaves to the applicants in compliance with them.

Holidays are observed and entertained as per the affiliating

university (Dibrugarh University) holiday list. However, there are a few district holidays and state holidays which are also entertained.

File Description	Documents
Paste link for additional information	https://digboimahilamahavidyalaya.org/wp-content/uploads/2024/12/6.3.1-AI-AQAR-2023-2024.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	View File
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

03

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
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

11

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
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

Digboi Mahila Mahavidyalaya maintains a pragmatic performance appraisal system for teaching and non-teaching staff as per the rules of the UGC and the government.

Teaching Staff:

It is strictly governed by IQAC and is a highly administrative process. At the time of promotion the teacher concerned intimates the Principal, the Chairperson of IQAC in writing. The Principal intimates the College Development Council (CDC), Dibrugarh University to appoint Vice-Chancellor's nominee and required subject experts for the constitution of screening committee. On their appointment, a convenient date for screening committee's meeting is finalized where the teacher has to appear with the testimonials approved by IQAC. It clears the profoma with a report which is placed in the ensuing Governing Body meeting. The GB's resolution, confidential reports of the GB President and the Principal, forwarding letter of the Principal and other requisite documents are sent to the Director of Higher Education, Guwahati, Assam for final approval.

Non- Teaching Staff:

It is directly made by the Principal. The 3rd grade employees get time scale increment benefit. On retirement of the Senior Assistant the Junior Assistant is promoted to the former. The proposal thereto is approved by the GB and sent to DHE for approval

File Description	Documents
Paste link for additional information	https://digboimahilamahavidyalaya.org/wp-content/uploads/2024/12/6.3.5-FD2-A.I.-AQAR-2023-2024.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-to day basis which is scrutinized by the Firm (Chartered Accountant) within a stipulated 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.

External Audit is done by the Directorate of Audit {Local Fund}, Guwahati, Assam. The college conducts both the audits for transparency and record.

File Description	Documents
Paste link for additional information	https://digboimahilamahavidyalaya.org/wp-content/uploads/2024/12/6.4.1-Audit-Report-2023-2024-External-Internal.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	View File
Any additional information	View File
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

The major source of income of the college comes from the Government of Assam. The other important sources of income are different types of fees collected from the students. Besides, the college receives funds from UGC, ICHR, ICSSR, NCW etc. to organize national seminars, conferences, workshops and carries out research projects and other academic activities. In addition, UGC and RUSA are the major agencies for funding infrastructural development of the college. So far as the salary expenditure is concerned, it is meted out from the funds

received from the Finance Department, Government of Assam. The college depends on government for granting scholarships to the students. Expenses for library and e-resource and salary of non-sanctioned/contractual/temporary posts (teaching and non-teaching) are meted out from the Development Fund of the College. The mobilization of the fund is broadly divided in three categories:

1. Government Sources: The grants of Government of India, Government of Assam, UGC, RUSA, ICSSR, ICHR, ICPR, NSS etc.

2. Students' Fees: Fees from students are collected for tuition, admission, identity card, common room, enrolment, university registration, examination, diploma course, hostel, magazine, students welfare, game, etc

3. Others: IOCL, OIL, MLA, MP, businessmen and others, donation (Individual and Groups) etc.

File Description	Documents
Paste link for additional information	https://digboimahilamahavidyalaya.org/wp-content/uploads/2024/12/6.4.3-FD-2-A.I.-AQAR-2023-2024.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

Internal Quality Assurance Cell has chalked out the following two things for institutionalizing the quality assurance strategies and processes:

1. Division of Criteria: The IQAC accommodates each and every faculty member in its activities. Hence, it has evolved an inclusive policy by including faculty members in all the seven criteria. Each of the criteria is headed by a convenor and a few members. The convenor and the members of one criterion cannot become the part of another criterion. The convenor and members of each criterion collect and record its required data and finally submit the filled-up criterion to the IQAC Coordinator for the preparation of AQAR and SSR. The IQAC Coordinator meticulously looks into the workings of each criterion and its

data and finally prepares the AQAR and SSR

2. Updation and Briefing of IQAC Activities to the Staff and the Governing Body: The IQAC convenes meetings at regular intervals to streamline its overall workings and to get fresh suggestions thereto. The meetings are convened in between IQAC and the staff, IQAC and its different criteria, and IQAC and different stakeholders. The IQAC Coordinator remains in constant touch with the GB for successful conception and materialization of its multifarious works.

File Description	Documents
Paste link for additional information	https://digboimahilamahavidyalaya.org/wp-content/uploads/2024/12/6.5.1-FD-2-AQAR-2023-2024.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

IQAC, through its different set ups, ensures the review of its learning process, structures and methodologies of operations and learning outcomes at regular intervals. This review process is done through meetings between the Principal and the staff soon after the declaration of results. The admission, academic, routine, career counseling and entry in job committees etc., especially look into these matters. Besides, the Parents-Teachers' meetings review the learning process and outcomes to a great extent. The alumni association, too, highlights these matters in its agenda. These committees and other stakeholders evolve structures and methodologies for the consistent improvement of the college. IQAC closely observes the fresh ideas implemented in reputed colleges, universities and institutes and tries its best to replicate the feasible of them in the college.

IQAC helped the college sign a number of MOUs with nearby colleges and reputed universities in Assam. IQAC ensures the documentation of all the activities of the college not only as part of the accreditation process but also as history for the next generation.

IQAC ensures that scholarship be given to the deserving students from the perspectives of merit and category. Moreover, it has insured all the students under Life Insurance Corporation of India.

File Description	Documents
Paste link for additional information	https://digboimahilamahavidyalaya.org/wp-content/uploads/2024/12/6.5.2-FD-2-AQAR-2023-2024.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/2024/12/6.5.3-FD-1-AQAR-2023-2024.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

Digboi Mahila Mahavidyalaya stresses on the importance of gender equity since the inception of the college. At present, it is more pro-active in its commitment to this noble requirement. The college ensures dignity and opportunity to the people of all genders. Being an ideal Higher Education Institute, it has long transcended the basic binary of male and female and has made foray into the realm of addressing the concerns of LGBTQ. Hence, the college has conducted Gender Audit in 2023-2024 and tried to maintain equal representation in all the forums of the college. Gender equity is a common requirement in a system of governance these days. It becomes more important in HEIs given the expected sensitivity of the people involved in them.

DigboiMahilaMahavidyalaya is always committed to this social concern and has ensured security of the people of all genders and new CCTVs are installed at strategic locations. A pamphlet on women empowerment was distributed amongst the students of the college. International women day is celebrated with enthusiasm at college. The college has key cells, Internal Complaint Cell, Sexual Harassment Cell, Grievance Redressal Cell, Equal Opportunity Cell, Anti-Ragging Cell to oversee the complaints on different matters including gender violence and injustice.

File Description	Documents
Annual gender sensitization action plan	https://digboimahilamahavidyalaya.org/wp-content/uploads/2024/12/7.1.1-FD1-AQAR-2023-2024.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/2024/12/7.1.1-FD2-AQAR-2023-2024.pd

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

C. Any 2 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 solid waste of the college, including of its two hostels (New Hostel and Old Hostel - the New hostel is within the campus of the college) is collected by Digboi Municipal Board on their garbage carrying vehicle on a daily basis. The degradable waste collected from the garbage bins kept at different locations of the college is used for humus. The responsibility for the upkeep of the bins vested on the chowkidar of the college who stays within the campus. Red, Blue, yellow and green garbage bins are kept at various corners of the college to ensure a clean environment within the campus. The college makes endeavours to make the college a plastic free zone and uses the things which are environmentfriendly. Nine incinerators in the hostels and campus of the college are installed and both are in a functional state. Sensitization plaque "Plastic Free Zone" are pasted on the walls of important places of the college. Students are also encouraged to process the waste materials and make some items which are displayed on some important occasions.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://digboimahilamahavidyalaya.org/wp-content/uploads/2024/12/7.1.3-FD2-AQAR-2023-2024.pdf
Any other relevant information	View File

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

B. Any 3 of the above

campus	
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: <ol style="list-style-type: none"> 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 	A. Any 4 or All of the above
File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File
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 following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

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

A. Any 4 or all 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	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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 inclusive environment. Students from diverse background, irrespective of caste, creed and religion 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 the underprivileged as per Government norms. The college encourages students to avail SC/ST/OBC/MOBC/ Minority scholarships. At present, the college provides MIL courses in Assamese, Bengali and Hindi. The college has put 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. The regional events like Shilpi Divas, Rabha Divas, International Yoga Day, Hindi Divas, the Birthday of 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 practices at different cultural programmes and competitions under the aegis of Digboi Mahila Mahavidyalaya Students' Union.

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	View File

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

The inculcation of constitutional values amongst its staff (teaching and non-teaching staff) and the students is of utmost priority of the college. The college ensures that the students, in particular, be aware of the constitutional rights and duties apart from its spirit. Through its different agencies- IQAC, NCC, NSS, Women Cell, Alumni Association etc., the college tries to create politically conscious, patriotic, responsible citizens for the future of India. The celebration and observation of the spirit of the constitution of India will constantly remind the students about their duties, responsibilities and sacrifices to be made for the nation. Mentionably, the national song of Assam "O Mor Apunar Desh" is played at morning (at the time of begging of the classes) and the national anthem "Jana Gana Mana" is played in the afternoon (at the end of the classes) every day.

In the academic year 2023-2024, the college observed and celebrated the following national and international commemorative days, events and festivals to instill the spirit

and essence of the respective days amongst the students and staff:

1. Mother Language Day
2. World Environment Day
3. Gender Sensitization Programmes
4. National Voters' Day
8. Republic Day
9. Independence Day
10. Teachers' Day

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

A. All 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	View File
Any other relevant information	View File

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

The college observes and celebrates various national and international commemorative days, events and festivals to instill the spirit and essence of the respective days amongst the students. These days and events are celebrated to instill love for the nation and the world. The underlying purpose of the celebrations and observations is to express love and respect for humanity at large, and become responsible citizen of the country and the world. Different agencies of the college - IQAC, NCC, NSS, Women Cell, Alumni Association; different departments, collaborative partners etc., observe and celebrate these days and events at our college. In the academic year 2023-2024, the college observed and celebrated the following national and international days and events:

- 1.Silpi Divas (17th January)
- 2.National Voter's Day (25th January)
- 3.Republic Day (26th January)
- 4.International Mother Language Day (21 February)
5. International Women's Day (8th March)
- 6.Students' Day (31st March)
7. World Environment Day (5th June)
- 9.Rabha Day (20th June)

10. International Yoga Day (21st June)

11. Independence Day (15th August)

12. Teacher's Day (5th September)

13. Lachit Divas (24th November)

14. Sukafa Divas (2nd December)

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	View File
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.

Mentor-Mentee Forums' Meeting

Digboi Mahila Mahavidyalaya convenes its mentor-mentee forums' meeting under FYUGP of all the 11 departments every month. The meetings are convened simultaneously in respective departments. The forum is consisted of the Head of the Department as Chairperson, teachers as mentors for each semester, one student coordinator, students as mentees for each semester. The HoD can also be the mentor of a semester given the number of teachers in the department. The Principal issues general guidelines which are followed with departmental issues. Proceedings are shared mandatorily on Teachers' WhatsApp Groups and Newsletter of the forum is released annually.

Writers' Blog

Writers' Blog is a monthly wall magazine issued by the students. This is edited by the magazine secretary. The teachers assist them release the blog every month. On each issue a topic special to the month is selected for the release. Each issue is inaugurated by a distinguished person and contents are enshrined

in a record book for future reference. This book also contains the goodwill message of the inaugurator. The blog becomes the catalyst for the creative and critical writing of the students, along with the general and departmental wall magazines of the college released annually.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

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

Institutional Distinctiveness, 2023-2024

Annual Departmental Report (ADR)

As the brainchild of IQAC, DigboiMahilaMahavidyalaya introduced the practice of preparing Annual Departmental Reports by each of its 11 departments in the academic year 2022-2023 and continued in 2023-2024. The purpose of ADR is twofold- first, to get the departments enlivened for the changes of the NEP and FYUGP, and second to review the functioning of the departments in consonance with mission and vision of the college. This practice has aided in streamlining the departments and visibilized their strengths, weaknesses and challenges in the year including performance and accomplishments in the given format. These reports have contributed to the academic profiling of the departments and made documentation more reliable and impactful. Moreover, these reports serve as a database of the alumni of our college vis a vis students' progression to higher education and placement. Mandatory submission of the report by each department would create a scope of introspection, consistency and improvement. These reports are pool of information not only for the accreditation process but they also serve as the history of the department of each year. The reports enable the departments to align and improve in changing vicissitude of higher education.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

Plan of Action in the Next Academic Year, 2024-2025

The college plans to construct a new conference hall with all the latest facilities. It shall procure the requisite fund from IOCL (AOD).

The college shall make one add-on-course (out of 28 add-on-courses) mandatory for all the students. This will ensure employability and self-reliance of the students in future by capacity enhancement and skill development. Further, it will generate fund for the college which will be used for other constructive purposes of the college.

The college shall organize PM Viswakarma, skill development programme for the youths of the locality. Moreover, job melas will also be organized for the students and youths of the locality.

The college shall open a bank account for the Parents-Teachers Association. The fund accumulated therein will be used for the betterment of the college.

The college shall construct another smart class for the students with the assistance of local MLA. As the students have shown great interest in attending the smart classroom, it is imperative for it to construct another one for the students.

The college shall open another distance education centre i.e., IGNOU. With CDOE and KKHSOU, it shall cater to the needs of the students.