



ESTD: 1981

DIGBOI MAHILA MAHAVIDYALAYA ডিগবৈ মহিলা মহাবিদ্যালয়

UNDER DIBRUGARH UNIVERSITY

Accredited with B+ by NAAC (3rd Cycle)



INSTITUTIONAL DEVELOPMENT PLAN

DIGBOI MAHILA MAHAVIDYALAYA

[As per UGC Guidelines for Institutional Development Plan for Higher Education
Institutions (HEIs)]

<https://www.dmm.org.in/>

DigboiMahilaMahavidyalaya

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INSTITUTIONAL BASIC INFORMATION

Name of the College : Digboi Mahila Mahavidyalaya

Address : Digboi-Pengeri Road, Muliabari, Digboi-786171, Tinsukia, Assam

Type : Women's College

Courses offered : Higher Secondary Section. (Arts)

Under Graduate Programme (Arts and Commerce)

P.G. Programmes (Under Study Centres)

Date of Establishment: 24/7/1981

Establishment : 24th July, 1981: Started at Digboi Child Welfare Centre, Bal Bhaban

31st July, 1982: Shifted to AOC Primary School Building

September, 1987: Shifted to own campus.

Affiliation : Approved by Assam State School Education Board, Division-II (10+2 Section)

Affiliated to Dibrugarh University since 18th September, 1987 (U.G. Section)

Name of the Principal: Dr Sanjita Chetia

Contact No : 7896394070

College Email : digboimmv@rediffmail.com

Website : <https://www.dmm.org.in/>

UGC Recognition : 2 (f) and 12 (B) of UGC Act 1956

Participation in AISHE: Yes (AISHE CODE: C-8469)

Participation in NIRF: Yes (Category: College)

Area of Campus : 15 Bigha

Accreditation details : First Cycle: Grade-C++, Date of Assessment: 16-02-2004

Second Cycle: Grade- B, Date of Assessment: 03-07-2018

Third Cycle: Grade- B+, Date of Assessment: 30-01-2025

RUSA Grant (Sanctioned) : Amount: 2 Crores (Year : 2019, Under RUSA 2.0)

Amount: 1.5 Crores (Year : 2025, Under RUSA 3.0/ PM USHA)

INTRODUCTION:

The National Education Policy 2020 aims to develop good, thoughtful, well-rounded, and creative individuals. According to it, HEIs need to enable an individual to study one or more specialized areas of interest at a deep level and also develop character, ethical and constitutional values, intellectual curiosity, scientific temper, creativity, spirit of service, and 21st-century capabilities across a range of disciplines..

Keeping this view in the front, Digboi Mahila Mahavidyalaya decides to have a plan to materialize the all-round development of all of its stakeholders, namely the students, faculties, staff, and as a whole of the larger society. The plan, named as Institutional Development Plan (IDP), has been prepared by the IQAC and IQAC sub-committee designing different development aspects as per the *‘UGC Guidelines for Institutional Development Plans for Higher Education,*

OBJECTIVE OF IDP:

The IDP needs to reflect an integrated, comprehensive and holistic approach that is mindful of the institution’s unique vision and mission, context, location, character, resources, environment, target group of students/learners, other stakeholders and overall aspirations. The overarching objectives of the IDP are to achieve excellence and holistic growth. It aims at -

- Aligning the vision and mission of the institution with the National Education Policy 2020.
- Assessing institutional developmental needs through wide consultative processes.
- Identifying the institutional capability (human, material and financial) and organizational gaps in the context of the institutional goals and priorities
- Developing Annual Capacity Building initiatives to build capacity and remove gaps.
- Improving the quality of Education through updated curricula, teaching methods and faculty development initiatives
- Expanding academic programmes and interdisciplinary approach, introducing new undergraduate and post graduate programmes that align with job markets and students interest.
- Establishing a transparent system for holistic, inclusive growth through the application of relevant tools, technological integration and opportunities (esp. Digital Technologies) for ensuring optimal utilization of resources for overall balanced growth.
- Fostering research and innovation by providing necessary support and establishing linkages.
- Improving infrastructure and upgrading campus facilities for conducive learning environment.

- Expanding students' service to enhance students' life to inculcate the ethos of holistic lifelong learning and an operative framework to promote better employability and entrepreneurship.
- Promoting inclusivity and diversity among students, faculty and staff.
- Developing soft skills, leadership ability and employability.
- Developing an operative framework for collaboration and internationalization of education, academic and cultural exchange of faculty and students.
- Promoting community engagement through outreach programme and partnership, service learning community
- Strengthening alumni relations to create supportive network.
- Enhancing governance and leadership to ensure effective decision making and strategic planning to quantify the institution's goals using Indicators and Time-Bound Targets, and Implementation Plans.
- Undertaking Periodic Reviews and appropriate measures for continuous course corrections and further improvements.
- Seeking diversify funding sources, efficient resource management and credible financial practice to achieve financial sustainability.
- Encouraging and Ensuring meaningful engagement of all stakeholders in materializing the IDP.

PROFILE OF THE COLLEGE:

Digboi Mahila Mahavidyalaya, one of the leading girls colleges of Assam, was established on 24th July 1981 at Asia's first oil township Digboi. It is, indeed, the easternmost girls' college of Assam, and has been the centre of quality education for women since its birth. The college is located in a convenient place from the perspectives of transport and communication, in Muliabari, Digboi Affiliated to Dibrugarh University the college offers Honors in 11 programmes and passcourse in 14 programmes in Arts. It offers M.A. (distance) in four subjects under Dibrugarh University. Besides, it offers add-on-courses in 28 subjects which specially facilitate the students for placement.

The college has 26 faculty members and 10 (6+4) office staff. The college has a grand library with 21700 books and 3 staff. In 2022-2023 the number of students stood at 747. The college has got a sprawling campus with elongated two storyclass room complexes in several directions. It is green and clean. The classrooms are furnished with adequate benches and desks, fans and teaching and learning materials. There are 40 numbers of classrooms including the college auditorium. The college auditorium is a massive building and has the capability of accommodating more than five

hundred people. The college has a nice conference hall, smart classroom, computer-cum-language lab, laboratories, canteen, basketball court, health care centre, day care centre and two hostels. Moreover, the college can easily access the services of nearby fields (Carmel Field, Jubilee Field and Soumar Field), auditoriums (ParagdharaChallih Auditorium, Luit Silpi Samaj Auditorium and Golden Jubilee Complex), banks (PNB, SBI and Indian Bank), Police Station, Post Office, IOCL , OIL, markets, hospitals (Civil Hospital and IOCL Hospital). The supreme body of the college – Governing Body, formed under government guidelines, takes all the important decisions of the college and the Principal, Administers the college by ensuring good governance at all levels. Formed under the guidelines of NAAC, IQAC of the college is the main driving force of all the academic and non-academic activities of the college. The college has 37 committees in charge of college the welfare in different levels.

GUIDING PRINCIPLES OF IDP, DIGBOI MAHILA MAHAVIDYALAYA

VISION OF THE COLLEGE

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

MISSION OF THE COLLEGE

To make the students aware of-

- The basic concepts embedded in the Constitution of India viz. national integration secularism etc.
- Social, political, economic and environmental problems of the state as well as the country.
- The importance of preserving local traditions, art and culture of the North-East in particular and Indian in general.
- Preparing, equipping and enlightening students to meet the demands of present times, including the use of I.C.T.
- The importance of co-curricular activities and its necessity for self employment.
- Knowledge and skill through curriculum for better future life.
- The importance of being holistically fit for the present-day competitive world.
- Value-based education and to produce morally good citizens.

SOCIAL AND ACADEMIC MISSION

- Social Mission- To Contribute to the Local Community by Producing responsible Citizens and addressing regional challenges through research
- Academic Mission- To provide high-quality, inclusive education that fosters innovation, critical thinking, and lifelong learning.

BASIC PRINCIPLES

- Inclusivity: Ensuring equal access for all students regardless of background.
- Transparency: Maintaining open governance and financial accountability.
- Excellence: A commitment to the highest standards in teaching and research.

MAIN OBJECTIVES AND GOALS TO BE ACHIEVED

- Enhance the employability of graduates.
- Achieve National Accreditation (NAAC) with a top-tier grade
- Digitalize 100% of administrative and academic processes.

STRATEGIC GOALS AND DEVELOPMENT OBJECTIVES

Strategic Goals:

- Curriculum Reform: Transitioning towards a multidisciplinary and holistic education framework in alignment with the recommendations of the National Educational Policy 2020.
- Infrastructure: Building smart classrooms and Advanced Research Labs.
- Faculty Development- Encouraging 100% of faculty to pursue PhDs or Industry Certifications

DEVELOPMENT OBJECTIVES:

- Increase research publications in highly reputed journals.
- Established an Incubation Center to support students' startups.
- Implement a robust Mentorship-Proctorial system for student support.

OPERATIONALISATION

IN-HOUSE IDP STRATEGY TEAMS:

➤ COMPOSITION-

- Principal
- IQAC Coordinator
- Faculty Members of the College

➤ Role- To Monitor the progress of Specific department-level goals and report monthly.

GOVERNING BODY

➤ Composition

- Governing Body President
- Principal
- Members of Governing Body
- Teacher Representatives
- External Experts.

➤ Role- The Highest decision-making body that approves budgets, reviews annual progress and makes necessary policy adjustments.

STRENGTH, WEAKNESS, OPPORTUNITY AND CHALLENGES(SWOC)

INSTITUTIONAL STRENGTH

- Good Connectivity: The college is well-connected with road and railway transportation.
- Fulfillment of Fundamental Facilities: The college has ensured the basic facilities to the students like water, boarding, food, electricity and medicare etc.
- ICT and Internet Services: There is computer lab in the college for the students and teachers and free wi-fi connectivity for internet services.
- Insurance: All the students are covered under group insurance of LIC.
- Benefit Fund: There is benefit fund for the teaching and non-teaching staff from where they can avail emergency and long term loans.

- Intense Collaboration: The college has signed MoUs with different agencies for its overall development.
- Availability of Services: Rented houses, mess, paying guests, Banks, playgrounds, municipal board, IOCL, Community Health Centre, IOCL Hospital, police station, postal office, public auditoriums, gyms, employment exchange, telephone exchange etc., are within the immediate reach of the college.
- Good Academic Environment: There is good academic environment at college as seen in zero cases of grievance, ragging, sexual harassment etc.
- Quality Staff: The college has quality teaching and non-teaching staff. They attend programmes for their quality improvement.
- Consistency in Academic Performance: The college has the glorious academic record of producing best graduates and departmental toppers of the affiliating university consistently.
- Alternative Energy Sources: The college has gone for solar energy by installing solar panels. Besides, generators are kept for emergency.
- Security: The strict security in the campus is ensured by CCTV, Chowkidars and Security guards.
- Inclusiveness: There is the delegation of functions to the staff and students through different committees and subcommittees.
- Strong Alumni Engagement: The college has registered alumni association which plays a crucial role in different constructive activities.
- Hub of Skill Development: Skill development is done through 28 add-on-courses and other government programmes.
- Distance Education: There are two distance education centres under Dibrugarh University and Krishna Kanta Handique State Open University.
- Library: Rich with all physical and e-resources
- Justice and Equality: It is ensured through grievance redresal cell, sexual harassment cell, anti-ragging cell, divyanga cell etc

INSTITUTIONAL WEAKNESS

- Lack of Adequate Staff: The departments, office and the library are awefully understaffed. It leads to dependence on guest faculties and temporary workers much to cost of college fund.
- Non-sanctioned posts: Many existing posts of the office and library are non-sanctioned (regularized by the college but not sanctioned by the government) despite their decades of service..
- Lack of Quarters and Guest House: The college does not have quarters for the staff and guest house for the guests due to fund crunch.
- Lack of Post-Graduation: There is no post graduation on regular programmes due to non-approval of the same by the affiliating university due to inadequate staff. Distance post graduation does not have the robust appeal to the students.

INSTITUTIONAL OPPORTUNITY

- Centre of Ethnic Study Centre: The college can have vibrant Centre for Ethnic Study because of the presence of diverse ethnic groups in the vicinity of the college.
- Centre for Women Study /Gender Studies: Being a women college the college can have a very credible centre for women/gender studies.
- Centre for International Collaboration: Being in the close neighbourhood of South-East Asian countries the college can become a veritable centre of international collaborations.
- Hub of Self Employment: With the introduction of skill development and capacity enhancement programmes the college is likely to become a hub of self employment.
- Centre for Biodiversity Conservation: Being close to Dehing-Patkai National Park the college can become a centre for biodiversity conservation.
- Green Activism: Being located in IOCL township, and having witnessed the pollution and the deforestation in Dehing-Patkai National Park, the college can become a green activism stronghold.
- Tourist Guide: The students can opt for becoming tourist guide as the potential tourist destinations -the Dehing-Patkai National Park, oil industry, coal industry, Second World memorials like war cemetery, air field and pangsau-pass (India-Myanmar Border) etc., are within the reach of the college.

- Grand Yoga Centre: Given its consistency in enrollment and accomplishment in yoga, it can certainly become a Grand Yoga Centre.
- Handloomed Gamocha (traditional stall) Centre: As weaving is one of the best practices, and gamochas have been produced regularly there is likelihood that it can become a potential centre of marketing of handloomed gamochas.

INSTITUTIONAL CHALLENGE:

- Fund Generation: Fund generation has been a major concern for the College. Admission fee was one of the main sources for revenue generation of the institution but due to the implementation of the fee waiver scheme by the state government a lion's share has been reduced in the revenue generation of the college. Although self finance add on courses has been introduced 100 percent enrollment of the students yet to be achieved. The institution is also trying to generate revenue through selling of vermicompost but the amount is still very negligible. The institution also seeks support either in cash or kind from various organizations like IOCL, OIL from time to time to meet the current needs and also ask for helping hands from local MLA, MP as and when required, yet the fund generation is still not adequate for the institution.
- Creation of Regular Posts: The college has very few permanent non teaching staff and no permanent position has been allotted for the library staff because of which the institute is facing lots of challenges.
- Creating Interest in Skill Development and Capacity Enhancement among the Students: The skill development and capacity enhancement of the students are facilitated by the add-on-courses. The add-on courses are relatively new and students are to be motivated time and again to pursue these courses. So far the response of the students is not as robust as it was expected at the time of introduction.
- Accommodating Increasing Number of Students: Necessity of classrooms and hostels is on the rise with the increase of students and the diversification of courses. The college finds it a challenging task to go for constructing further classrooms and hostels due to paucity of fund.
- International Collaborators: Striking international collaboration with foreign agencies calls for adequacy of fund for the sustenance and promotion of mutually exclusive and beneficial programmes. Government and the affiliating university hardly provide fund and expertise for it.

2. INSTITUTIONAL DEVELOPMENT PLAN (IDP) FRAMEWORK: Major components (Parameters for institutional Excellence)

A. Physical Infrastructure

I. Overview

Physical infrastructure forms the foundation of effective teaching-learning, governance, student welfare, and institutional development in higher educational institutions. Infrastructure planning must therefore focus not only on expansion but also on modernization, accessibility, sustainability, safety, and optimum utilization of resources.

The institutional infrastructure development plan aims to:

- i. Strengthen academic and administrative infrastructure;
- ii. Enhance accessibility and inclusivity;
- iii. Promote sustainable and green campus practices;
- iv. Integrate smart and ICT-enabled facilities;
- v. Improve student support and campus well-being;
- vi. Ensure safety, security, and disaster preparedness.

II. How to Improve the Physical Infrastructure

In accordance with the UGC-IDP Guidelines, the institution shall adopt a phased and future-oriented infrastructure development strategy emphasizing accessibility, inclusivity, sustainability, resilience, safety, and smart-campus development.

Development Phases

- i. **Short-Term Plan (1–3 Years)**
- ii. **Medium-Term Plan (3–5 Years)**
- iii. **Long-Term Plan (5–15 Years)**

Infrastructure Development Priorities

- i. NEP 2020 and FYUGP implementation;
- ii. ICT-enabled teaching-learning;
- iii. Barrier-free and inclusive infrastructure;
- iv. Smart and green campus initiatives;
- v. Student support and wellness;
- vi. Community engagement and institutional outreach.

Proposed Strategies

1. Expansion and Modernization of Academic Buildings

- i. Construction of additional classrooms to accommodate Semester VII and VIII under FYUGP.
- ii. Renovation and modernization of existing classrooms and seminar halls.
- iii. Development of ICT-enabled lecture halls and conference spaces.
- iv. Creation of faculty workspaces and mentoring areas.

2. Laboratory and Research Infrastructure

- i. Modernization of laboratories with updated equipment.
- ii. Expansion of computer laboratory facilities with improved networking systems.
- iii. Development of digital learning and research support facilities.
- iv. Strengthening maintenance and calibration mechanisms for laboratory equipment.

3. Library Infrastructure

- i. Expansion and modernization of the library and digital resource centre.
- ii. Strengthening of SOUL 3.0-based ILMS and OPAC accessibility.
- iii. Development of integrated digital catalogue systems accessible to students and faculty.
- iv. Expansion of reading spaces, digital access points, and e-resource facilities.

4. Student Support Infrastructure

- i. Strengthening of common rooms, counselling facilities, and student support centres.
- ii. Modernization of canteen and drinking water facilities.
- iii. Expansion and renovation of hostel infrastructure.
- iv. Enhancement of sports, wellness, and recreational facilities.

5. Accessibility and Inclusivity

- i. Development of ramps, accessible pathways, and barrier-free campus facilities.
- ii. Installation of signage and way finding systems.
- iii. Creation of inclusive infrastructure in accordance with accessibility norms.

6. Safety and Security Infrastructure

- i. Expansion of CCTV surveillance systems across campus.
- ii. Strengthening of fire safety and emergency response systems.
- iii. Improvement of campus lighting and security infrastructure.
- iv. Disaster preparedness and safety audit mechanisms.

7. Campus Maintenance and Resource Optimization

- i. Annual infrastructure audit and maintenance planning.
- ii. Strengthening sanitation and waste management systems.
- iii. Preventive maintenance of electrical, water, and ICT facilities.
- iv. Optimum utilization and resource-sharing mechanisms.

a) General Campus Planning Principles

The campus planning framework of Digboi Mahila Mahavidyalaya shall follow UGC-IDP principles of sustainability, inclusivity, learner-centricity, flexibility, environmental responsibility, and smart-campus development.

Guiding Principles

1. Integrated and Long-term Planning

Infrastructure development shall be guided by institutional vision, projected enrolment, academic expansion, and future infrastructural requirements.

2. Student-centric Design

Campus spaces shall promote learning, inclusivity, interaction, creativity, and student well-being.

3. Sustainability and Environmental Responsibility

Digboi Mahila Mahavidyalaya proposes to strengthen its Green and Sustainable Campus initiatives through environmentally responsible infrastructure development and resource management practices. The institution already practices solar energy utilization, rainwater harvesting, vermicomposting, plantation programmes, and green campus awareness activities through NSS, Eco Club, and other institutional bodies.

The college plans to expand solar power facilities and energy-efficient LED lighting systems to reduce dependence on conventional energy sources and promote sustainable energy consumption. Existing rainwater harvesting mechanisms shall be strengthened for water conservation and sustainable campus utility management. The institution also proposes to enhance vermicomposting and scientific waste management practices for effective disposal and recycling of biodegradable waste.

Further, biodiversity zones, medicinal plant gardens, eco-learning spaces, and plantation drives will be expanded to improve campus greenery and environmental awareness. The institution shall continue promoting plastic-free, eco-friendly, and sustainable campus practices aligned with environmental sustainability goals and green audit recommendations.

4. Accessibility and Universal Design

All infrastructural facilities shall follow universal accessibility norms to ensure equal access for all stakeholders.

5. Safety and Disaster Preparedness

The campus shall incorporate emergency preparedness systems, disaster-resistant planning, and regular safety compliance measures.

6. Flexibility and Adaptability

Academic and administrative spaces shall be designed to accommodate evolving academic and technological needs.

7. Smart Campus Development

The institution envisions the gradual transformation of the campus into a technologically enabled, student-centric, secure, sustainable, and digitally integrated smart campus in alignment with the recommendations of NEP 2020, UGC Institutional Development Plan Guidelines.

At present, the college has already established a foundational ICT ecosystem through smart classrooms, Wi-Fi-enabled campus facilities, CCTV surveillance systems, biometric attendance mechanisms, LMS-supported teaching-learning practices, SOUL 3.0-based library automation, online admission systems, and digital administrative practices. Building upon these existing strengths, the institution proposes the following strategic initiatives for comprehensive smart campus development:

a. Expansion of Smart Classrooms

The institution shall gradually convert all classrooms into ICT-enabled smart classrooms equipped with:

- i. Interactive smart boards.
- ii. LCD projectors and audio systems.
- iii. High-speed internet connectivity.
- iv. Hybrid teaching and lecture-recording facilities.
- v. Digital presentation and content-sharing systems.

b. Strengthening Campus-wide Surveillance and Security Systems

The college already possesses CCTV surveillance facilities in key areas of the campus. Under the Smart Campus initiative, the institution proposes:

- i. Expansion of CCTV coverage to all academic and administrative blocks, hostels, library premises, corridors, and entry points.
- ii. Centralized monitoring and recording systems.
- iii. Integration of digital security management systems.
- iv. Enhanced safety mechanisms for women students and hostel residents.
- v. Emergency alert and response mechanisms for disaster preparedness and campus safety.

c. Expansion of Biometric and Digital Administrative Systems

The institution presently uses biometric attendance systems for administrative efficiency and accountability. The proposed development plan includes:

- i. Integration of biometric systems with ERP-based administration.
- ii. Expansion of e-office practices and paperless governance.

- iii. Digital file movement and document management systems.
- iv. Online grievance redressal and student support services.

These measures shall strengthen transparency, efficiency, institutional governance, and administrative monitoring.

d. Digital Notice Boards and Information Systems

To improve communication and reduce paper usage, the institution proposes:

- i. Installation of digital notice boards in academic blocks, library, administrative offices, and common student areas.
- ii. Real-time dissemination of notices, examination updates, class schedules, seminar information, and institutional announcements.
- iii. Integration of digital communication platforms with the institutional website and student information systems.

e. Energy efficient Utilities and Smart Resource Management

The institution is already committed toward environmental sustainability through solar energy utilization, LED lighting, rainwater harvesting, vermicomposting, and green campus initiatives. The Smart Campus framework shall further strengthen these efforts through:

- I. Expansion of solar energy infrastructure.
- II. Replacement of conventional electrical systems with energy-efficient LED systems.
- III. Smart energy monitoring and conservation mechanisms.
- IV. Water conservation and resource optimization systems.
- V. Sustainable waste management practices and green audits.

f. Integrated Smart Campus Facilities

The institution proposes the gradual integration of various academic, administrative, and support services into a unified smart campus framework through:

- i. ERP-enabled institutional management systems.
- ii. Digital library and e-resource integration.
- iii. Smart identity and access systems.
- iv. Cloud-based data management.
- v. Online academic and administrative support systems.
- vi. ICT-enabled seminar and conference infrastructure.
- vii. Digital archiving and institutional repository systems.

The integrated smart campus model will improve institutional efficiency, learner accessibility, digital governance, and future readiness while strengthening the college's capacity to respond to evolving higher educational requirements.

8. Community Engagement and Social Responsibility

Campus infrastructure shall support extension activities, outreach programmes, and institutional collaboration with society.

b) Green Initiatives through Strategic Planning

Environmental sustainability shall remain an integral component of institutional planning and campus development.

1. Green Campus Development

- i. Expansion of plantation drives and biodiversity conservation initiatives.
- ii. Development of eco-friendly landscapes and green zones.
- iii. Promotion of plastic-free campus practices.
- iv. Environmental awareness initiatives among stakeholders.

2. Renewable Energy Initiatives

- i. Expansion of solar energy infrastructure.
- ii. Increased use of LED lighting and energy-efficient systems.
- iii. Regular energy audits and monitoring mechanisms.
- iv. Promotion of sustainable energy consumption practices.

3. Water Conservation and Management

- i. Strengthening of rainwater harvesting systems.
- ii. Water conservation and sustainable utility management.
- iii. Improvement of drainage and water recycling practices.

4. Waste Management Practices

- i. Segregation of biodegradable and non-biodegradable waste.
- ii. Strengthening vermicomposting and organic waste management.
- iii. Scientific disposal of e-waste and other waste materials.

5. Sustainable Transportation

- i. Development of pedestrian-friendly pathways and bicycle stands.
- ii. Promotion of sustainable mobility practices.
- iii. Reduction of campus carbon footprint through eco-friendly commuting systems.

6. Green Audit and Environmental Monitoring

- i. Regular green audits and environmental assessments.
- ii. Monitoring of resource utilization and sustainability practices.
- iii. Preparation of annual environmental and sustainability reports.

Indicative List of Physical Infrastructure Requirements

SL. NO.	Types of physical digital	Details of physical infrastructure & its usage
1.	Smart Campus	i. Development of an integrated Smart Campus Management System with digital governance, smart classrooms, campus-wide Wi-Fi, CCTV surveillance, and ICT-enabled learning facilities. ii. Installation of Building Management Systems (BMS) for efficient management of lighting, energy consumption, security, and campus utilities. iii. Adoption of renewable energy resources, solar power systems, rainwater harvesting, and green technologies for sustainable campus development. iv. Establishment of smart safety, cybersecurity, disaster management, and emergency backup systems to strengthen campus resilience and risk mitigation. v. Introduction of continuous monitoring mechanisms, stakeholder feedback systems, and data-driven decision-making practices for improving institutional productivity and sustainability.
2.	Green / Sustainable Building	i. Establishment of Green Building and Sustainability Committee for planning, monitoring, and implementation of eco-friendly initiatives. ii. Adoption of sustainable and energy-efficient building signs aligned with green campus standards and environmental policies. iii. Promotion of renewable energy usage, waste management, water conservation, and eco-friendly construction materials. iv. Organization of awareness programmes, workshops, and sustainability training for students, faculty, and staff. v. Collaboration with industry partners, environmental organizations, and sustainability networks for green campus development.
3	Infrastructure for Commuting	i. Development of accessible and inclusive transportation infrastructure for students, staff, visitors, and persons with disabilities. ii. Creation of pedestrian-friendly pathways, bicycle tracks, ramps, and universal design-based mobility systems. iii. Introduction of safe and comfortable transport facilities with proper signage, lighting, and accessibility features. iv. Promotion of sustainable transportation practices to

		reduce environmental impact and encourage healthy lifestyles. v. Installation of technological navigation and support systems for enhancing mobility, convenience, and safety on campus.
4	Administrative Block	i. Construction of modern and accessible administrative blocks with dedicated office spaces and digital service facilities. ii. Provision of inclusive signage, assistive technologies, and universal design principles for all users. iii. Introduction of paperless administration through online admission, digital transactions, MIS, and e-governance systems. iv. Installation of ergonomic furniture, accessible counters, waiting areas, and smart office infrastructure. v. Conduct of staff training programmes on digital administration, inclusivity, and assistive technologies.
5	Library / Digital Resource Centre	i. Development of modern library infrastructure with reading rooms, quiet study zones, and collaborative learning spaces. ii. Establishment of digital resource centres with access to e-books, e-journals, online databases, and high-speed internet facilities. iii. Provision of accessible facilities, ergonomic furniture, energy-efficient lighting, and secure learning environments. iv. Strengthening departmental libraries and research support services through integrated digital and physical resources.
6	Lecture Complex / Classrooms / Tutorial Rooms	i. Construction of smart classrooms and lecture halls with modern audio-visual systems, smart boards, and high-speed Wi-Fi connectivity. ii. Development of flexible learning spaces with modular furniture and technology-enabled teaching-learning facilities. iii. Provision of accessible classrooms and student-friendly learning environments for inclusive education. iv. Establishment of dedicated study areas, tutorial rooms, and collaborative learning spaces for students. v. Regular upgradation and maintenance of technological infrastructure to support innovative teaching practices.
7	Examination Branch	vi. Establishment of a secure Examination Branch with strong room facilities for confidential document storage and management. vii. Installation of surveillance systems, access control mechanisms, and digital security infrastructure.
8	Facilities for Faculty and Staff	i. Provision of separate faculty rooms, research cubicles, collaborative spaces, and quiet work areas. ii. Creation of conference rooms, discussion areas, and ICT-enabled professional workspaces. iii. Ensuring accessibility, safety, and comfortable

		working environments for all faculty and staff members.
9	Meeting Rooms	i. Development of technologically advanced meeting rooms with flexible seating arrangements and modular furniture.
10	Office Rooms	i. Development of modern office rooms equipped with digital infrastructure and ICT-enabled administrative systems. ii. Ensuring accessible, inclusive, and user-friendly office environments for staff and stakeholders.
11	Laboratories and Research Centres	i. Development of departmental libraries with reference books, research journals, e-resources, and digital databases. ii. Provision of ICT-enabled research facilities, computer terminals, and collaborative research spaces for faculty and students. iii. Organization of orientation programmes, workshops, and research support services for promoting innovation and academic excellence.
12	Computer Centre / Multimedia Studios	i. Development of a modern Computer Centre with updated hardware, software, high-speed internet, and digital learning facilities. ii. Establishment of multimedia studios with soundproofing, video production facilities, green screens, and recording equipment. iii. Provision of technical support, regular maintenance, and digital infrastructure for uninterrupted academic and creative activities.
13	Cafeteria / Dining Room / Mess Facility	i. Development of hygienic and modern cafeteria and dining facilities with energy-efficient kitchen infrastructure and proper waste management systems. ii. Provision of nutritious, balanced, and diverse food options catering to different dietary needs and preferences.
14	Games and Sports Facility	i. Development of playgrounds and sports infrastructure for indoor and outdoor games and recreational activities. ii. Establishment of modern gymnasium and fitness centres with advanced exercise equipment and wellness facilities.
15	Auditorium and Conference Rooms	i. Construction of modern auditoriums with advanced audio-visual systems, stage facilities, and comfortable seating arrangements. ii. Provision of accessible infrastructure, soundproofing systems, and flexible seating arrangements for diverse event requirements. iii. Establishment of multipurpose event spaces to support academic, cultural, professional, and community activities.
16	Hostels	i. Development of safe, secure, and comfortable hostel facilities for out-stationed students with modern amenities and academic support services. ii. Provision of Wi-Fi connectivity, study areas,

		recreation rooms, dining facilities, and health and hygiene services within hostels. iii. Implementation of robust safety measures including CCTV surveillance, security systems, and emergency response mechanisms.
17	Parking	i. Development of organized and inclusive parking facilities for students, staff, visitors, and persons with disabilities. ii. Promotion of eco-friendly transportation through bicycle stands, pedestrian pathways, and electric vehicle charging facilities.
18	Exhibition Hall	i. Development of a modern Exhibition Hall to promote academic, cultural, and research activities. ii. Installation of smart display facilities, projectors, sound systems, and flexible seating arrangements. iii. Provision of space for exhibitions of student projects, research works, and innovative ideas. iv. Display area for cultural heritage, entrepreneurship activities, and vocational outputs. v. Organization of book fairs, workshops, and extension programmes. vi. Collaboration with industries, NGOs, and other educational institutions for exhibitions and outreach activities. vii. Promotion of creativity, experiential learning, and student participation. viii. Enhancement of the overall academic and institutional environment.
19	Guest Accommodation	i. Construction of modern guest houses and accommodation facilities for visiting faculty, researchers, dignitaries, and conference participants. ii. Provision of comfortable lodging facilities with Wi-Fi, dining services, housekeeping, and security arrangements.
20	Commercial Shops / Centres	i. Development of convenience stores and retail centres to meet the daily needs of students, staff, and visitors.
21	Health and Well-being	ii. Establishment of comprehensive healthcare facilities with outpatient, emergency, and wellness services for students and staff. iii. Development of recreational and wellness centres including gyms, yoga rooms, meditation spaces, and indoor games facilities. iv. Promotion of mental, emotional, and physical well-being through counselling, fitness programmes, and wellness initiatives.
22	International Student Centres	i. Establish an International Student Center within the college campus as a dedicated hub for supporting the needs of international students.
23	Incubation Centre and Research Park	ii. Establishment of Innovation Hubs, Incubation Centres, and Research Parks promoting entrepreneurship and industry-academia collaboration. iii. Development of advanced laboratories, collaborative

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| | | iv. workspaces, and startup support infrastructure. Promotion of technology transfer, commercialization, and intellectual property development through dedicated support systems. |
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B. DIGITAL INFRASTRUCTURE

I. Overview

Digital infrastructure has become an essential component of modern higher education by improving academic accessibility, governance efficiency, blended learning, and institutional transparency.

The institutional digital infrastructure plan aims to:

- i. Strengthen ICT-enabled teaching-learning systems.
- ii. Promote digital governance and administrative automation.
- iii. Expand access to digital academic resources.
- iv. Support blended and online learning environments.
- v. Enhance cyber security and digital literacy.
- vi. Improve institutional efficiency and stakeholder services.

II. Framework for Digital & Information and Communications Technology (ICT) Infrastructure and Roadmap

The institution shall develop a robust ICT ecosystem aligned with UGC recommendations relating to LMS, ERP, ABC integration, digital governance, cyber security, cloud-based systems, and smart learning environments.

1. Short-term Goals (1–2 Years)

- i. Strengthening campus-wide internet connectivity and Wi-Fi infrastructure.
- ii. Expansion of smart classrooms and hybrid teaching facilities.
- iii. Digitization of administrative records and office operations.
- iv. Development of official digital communication systems.

2. Medium-term Goals (3–5 Years)

- i. Strengthening LMS and blended learning systems.
- ii. Expansion of digital library and e-resource access.
- iii. Integration of ERP systems for institutional management.

- iv. Capacity-building programmes for ICT skill development.

3. Long-term Goals (5–10 Years)

- i. Transformation into a fully integrated smart campus ecosystem.
- ii. Adoption of cloud-based institutional management systems.
- iii. Development of virtual learning and digital research support systems.
- iv. Gradual integration of AI-enabled academic and administrative services.

4. ICT Governance Structure

The institution shall strengthen:

- i. ICT Development Committee.
- ii. Cyber security and Data Protection mechanisms.
- iii. E-Governance and Digital Monitoring systems.
- iv. Technical support and maintenance structures.

5. Digital Security Framework

- i. Installation of secure firewall and antivirus systems.
- ii. Periodic cyber security audits.
- iii. Secure data backup and recovery systems.
- iv. Awareness programmes on cyber safety and digital ethics.

III. How to Develop the Digital Infrastructure

1. Smart Classrooms and Digital Learning Spaces

- i. Expansion of smart classrooms with projectors, smart boards, and audio-visual systems.
- ii. Development of hybrid teaching and lecture-recording facilities.
- iii. Support for digital content creation and blended learning.

2. Campus Networking and Connectivity

- i. Strengthening of high-speed broadband and campus-wide Wi-Fi.
- ii. Network optimization and secure server systems.
- iii. Regular maintenance and upgrading of networking infrastructure.

3. E-Governance and Administrative Automation

- i. Digitization of admission, examination, and finance systems.

- ii. Strengthening online grievance redressal and feedback mechanisms.
- iii. Promotion of paperless office management systems.
- iv. ERP-based institutional management integration.

4. Digital Library and E-Resources

- i. Expansion of e-journal and digital database access.
- ii. Development of institutional digital repositories.
- iii. Strengthening SOUL 3.0-based ILMS and digital catalogue accessibility.
- iv. Expansion of ICT-enabled reading and learning spaces.

5. Capacity Building and Digital Literacy

- i. ICT training programmes for faculty and staff.
- ii. Student workshops on digital learning tools.
- iii. Cyber security awareness and digital citizenship programmes.
- iv. Promotion of Open Educational Resources (OER).

6. Research and Innovation Support

- i. Strengthening digital research support facilities.
- ii. Access to plagiarism detection and research software.
- iii. Promotion of collaborative and interdisciplinary digital research initiatives.

7. Monitoring and Evaluation

- i. Annual ICT audit and performance review.
- ii. Stakeholder feedback and evaluation mechanisms.
- iii. Periodic revision of digital development strategies.

Monitoring, governance and implementation mechanism

I. IDP Strategy and Monitoring Structure

The institution shall constitute an Institutional Development Plan (IDP) Strategy Team under the supervision of the Governing Body and IQAC for implementation, monitoring, review, and future planning.

Responsibilities of the IDP Strategy Team

- i. Monitoring implementation of institutional goals and timelines.
- ii. Reviewing annual infrastructure and digital development progress.

- iii. Conducting SWOC-based institutional reviews.
- iv. Identifying resource gaps and funding opportunities.
- v. Coordinating with stakeholders, industries, alumni, NGOs, and government agencies.
- vi. Ensuring compliance with NEP 2020, NAAC, NIRF, ABC, NSQF, and UGC guidelines.

II. Stakeholder Participation

The successful implementation of the IDP shall require active participation of:

- i. Governing Body.
- ii. IQAC.
- iii. Faculty members.
- iv. Non-teaching staff.
- v. Students.
- vi. Alumni Association.
- vii. Parent Teacher Association.
- viii. Local community and collaborating agencies.

The institution shall continue strengthening participatory governance through institutional committees, stakeholder consultation, and collaborative planning mechanisms.

III. Resource Mobilization and Financial Sustainability

The institution shall strengthen financial sustainability through:

- i. Government grants and development schemes.
- ii. UGC and RUSA funding opportunities.
- iii. CSR partnerships with industries including Indian Oil Corporation Limited.
- iv. Alumni support and community participation.
- v. Research grants and collaborative initiatives.
- vi. Self-financed certificate and vocational programmes.

The institution shall undertake periodic review and revision of the IDP every three to five years based on emerging educational trends, policy reforms, and institutional requirements.

Indicative List of Various Types of Digital Infrastructure Requirements

SL. No.	Types of digital infrastructure	Details of digital infrastructure & its usage
1.	Internet Usage	I. Provide high-speed Wi-Fi and secure internet facilities across the campus. II. Promote digital learning, online communication, and responsible internet usage.
2.	Website	I. Develop a user-friendly and regularly updated college website. II. Provide online access to academic information, notices, and student support services.
3.	Online Messaging stakeholders' group	I. Establish official digital communication platforms for students, faculty, and staff. II. Promote online meetings, notices, and collaborative communication systems.
4.	Online Blogs	I. Develop course-wise online platforms for sharing study materials and assignments. II. Encourage interactive learning through blogs, discussion forums, and digital resources.
5.	Wi-Fi Campus	I. Expand Wi-Fi connectivity throughout the campus for academic and administrative purposes. II. Promote ICT-enabled teaching-learning and smart classroom facilities.
6.	Online Study Material Plan	I. The college plans to develop audio, video, and text-based digital study materials for effective teaching-learning support. II. The college plans to provide online platforms for easy access to lecture notes, assignments, e-books, and recorded classes.
7.	Digital Library	I. The college plans to establish a digital library with access to e-books, journals, research papers, and online databases. II. The college plans to provide digital library membership and remote access facilities to all stakeholders.
8.	Digital Publication	I. The college plans to establish a digital publication platform for journals, newsletters, magazines, and research publications. II. The college plans to encourage faculty members and students to publish research articles and academic works online.
9.	Paperless Office	I. The college plans to implement digital document management systems and

		online administrative workflows. II. The college plans to promote e-communication, cloud storage, and digital record keeping to reduce paper usage.
10.	Paperless Examination	I. The college plans to introduce digital examination systems for online tests, assignments, and evaluations. II. The college plans to ensure secure, transparent, and technology-enabled assessment processes with adequate technical support.
11.	Online Evaluation	I. The college plans to implement digital platforms for online assignments, quizzes, examinations, and result processing. II. The college plans to provide timely digital feedback and performance reports to students.
12.	Education ERP	I. The college plans to implement an integrated Education ERP system for efficient academic and administrative management. II. The college plans to automate admission, attendance, examination, finance, library, and student record management processes. III. The college plans to enhance communication and coordination among departments through digital workflow systems.
13.	Online Digital Magazine and Student Publication	I. The college plans to establish an online digital magazine for publishing student and faculty articles, creative works, and research contributions. II. The college plans to encourage student participation in digital publishing, editing, photography, and content creation activities. III. The college plans to promote the digital magazine through the college website and social media platforms. IV. The college plans to create an interactive and student-friendly digital publication platform for academic and creative expression.
14.	Video Documentation on Online Public Platforms	I. The college plans to upload educational, cultural, and institutional videos on public digital platforms such as YouTube and social media. II. The college plans to promote institutional visibility and community engagement through regular digital content sharing.
15.	Social Media-based Promotion	I. The college plans to utilize social media platforms for promoting academic

		programmes, campus events, and institutional achievements. II. The college plans to create engaging digital content including photos, videos, notices, and student success stories. III. The college plans to strengthen communication and interaction with students, alumni, parents, and stakeholders through social media.
16.	Video Conference Facility	I. Strengthen international collaborations through regular virtual academic exchanges and seminars. II. Enhance video conferencing infrastructure with high-speed connectivity and advanced security features. III. Organize national and international webinars, workshops, and expert lectures regularly.

C. ACADEMIC INFRASTRUCTURE

I. OVERVIEW:

The Academic Infrastructure of Digboi Mahila Mahavidyalaya is intended to be a dynamic and progressive framework which ensures quality higher education, holistic student development, and continuous academic improvement. The college has a basic academic infrastructure that supports the smooth conduct of undergraduate (Arts) programmes. It includes classrooms, departmental spaces, a library, and examination facilities that ensure regular teaching-learning and assessment processes. While the existing infrastructure is functional and adequate for present academic needs, there is scope for further development in terms of modernization, digital integration, and expansion of learning resources. In alignment with UGC guidelines, the institution aims to create an enriched learning environment that not only facilitates academic excellence but also promotes the mental, emotional, and physical well-being of students. The future academic infrastructure plan is designed to strengthen teaching-learning processes, promote innovation, integrate technology, and ensure continuous quality enhancement through systematic planning, implementation, evaluation, and feedback mechanisms. The college plans to generate and strengthen following points for development and improvement of academic infrastructure-

- i. The college will conduct regular SWOC (Strengths, Weaknesses, Opportunities, and Challenges) analysis to guide academic planning. This will help in identifying institutional gaps and strengthening areas such as teaching quality, student support systems, and infrastructure development.

- ii.** The institution will adopt ABCD analysis (Antecedents, Behaviour, Consequences, and Decision outcomes) to identify best practices and improve academic performance. This will ensure data-driven decision-making in academic development.
- iii.** The college will develop a future-oriented academic strategy using predictive analysis to anticipate emerging trends in higher education, employability skills, and digital learning requirements.
- iv.** The college will focus on Faculty Development & Capacity Building by ensuring Continuous faculty recruitment and retention strategies, Regular Faculty Development Programmes, Training on ICT-enabled teaching, innovative pedagogy, and inclusive education.
- v.** The college will focus on developing Curriculum Design and Multidisciplinary Integration. For this, the college will introduce and strengthen already existing add-on courses of various Departments focusing on strengthening skill-based and experiential learning opportunities.
- vi.** The college will conduct Industry and Expert Collaboration for organising Guest lectures and workshops, Student mentoring and career guidance, internship programme etc.
- vii.** The college will conduct Periodic syllabus review, Continuous feedback from stakeholders for improvement as part of Curriculum Upgradation Mechanism.
- viii.** The college will focus on developing academic and administrative leaders through Leadership training programmes, role modeling through committed faculty engagement.
- ix.** A Student Integrated Development Model will be implemented focusing on academic mentoring and tutoring systems, Career counselling and competitive exam guidance, emotional and psychological support systems.
- x.** The Institution will maintain a balanced Student-Teacher Ratio to ensure individual attention to learners and Effective classroom interaction.
- xi.** The college will focus on Institutional Growth and Environmental Adaptation by ensuring Infrastructure expansion based on student strength and sustainable development practices within campus planning.
- xii.** The college will promote ICT-enabled and blended learning systems through Smart classrooms and digital teaching tools, Development of e-content and digital learning resources.

Indicative list of Various Components of Innovative Academic Infrastructure Requirements

Sl. No	Types of Innovative Academic Infrastructure (IAI)	Details of IAI and its Usage
1	Courses catering to professional/future requirements	i. Curate a tightly focused program mix: Offer a deliberately small set of high-demand, interdisciplinary programs instead of trying to cover every discipline. ii. Build depth through scaffolded course sequences: Design courses to progress from foundational to specialized, allowing students to dive deep into their chosen field over time. iii. Make cross-disciplinary connections explicit: Map clear links between programs so students see real-world relevance without requiring separate, resource-heavy departments. iv. Optimize faculty expertise: Enable professors to teach across related programs, maximizing the impact of a lean team while preserving academic rigor.
2	Curriculum-updated as per industry requirements	i. Adopt a lean, incremental update cycle: Refresh the curriculum each year through low-cost industry feedback loops—such as local employer roundtables—adjusting targeted modules rather than overhauling entire programmes. ii. Balance immediate skills with future-ready mindsets: Co-design short, employer-informed skill modules for current job needs, while embedding durable competencies like critical thinking and digital fluency across all courses. iii. Embed resource-light, work-integrated experiences: Integrate project-based virtual internships, live client briefs from local businesses, and alumni-mentored micro-apprenticeships that leverage existing networks without heavy administrative cost. iv. Build a modular, stackable credential structure: Break programmes into certified, credit-bearing units that offer multiple entry and exit points, enabling students to gain portable micro-credentials and return seamlessly as circumstances allow.
3	Curriculum embedded with employability skill	i. Run a lean, targeted skills audit: Survey local employers and alumni once a year using free digital tools to pinpoint the few basic skills most critical for entry-level roles, rather than conducting a large-scale assessment. ii. Embed essential skills into existing coursework: Integrate communication, digital literacy, and financial awareness directly into current assignments across disciplines, avoiding the need for separate, resource-intensive programmes.

		iii. Leverage internal talent for skill-building workshops: Use faculty, alumni, and local professionals to deliver low-cost, short-duration sessions on entrepreneurship, communication, and digital tools, repurposing existing time slots and spaces. iv. Weave employability and values into what you already teach: Embed career readiness, constitutional values, and diversity conversations into seminar discussions, capstone projects, and mentoring, rather than creating stand-alone modules. v. Create a simple, ongoing feedback loop: Gather rapid input through end-of-semester pulse surveys and brief exit check-ins to continuously tune the curriculum without heavy evaluation infrastructure. vi. Infuse “world as one family” thinking into existing activities: Thread the Vasudhaiva Kutumbakam ethos through classroom discussions, humanities projects, and college events to foster global-mindedness without needing a separate initiative. vii. Replace costly exchanges with low-resource global connection: Facilitate virtual collaborative projects, leverage local multicultural communities, and pursue free online international classroom partnerships instead of expensive travel-based study abroad. viii. Link community engagement to local, values-driven projects: Guide students toward service initiatives with nearby nonprofits focusing on social justice and sustainability, tapping into existing community relationships and course-based service-learning. ix. Form lightweight, purpose-aligned partnerships: Build informal ties with grassroots organizations and regional networks that share a humanitarian vision, enabling mutual learning without the overhead of formal international agreements.
4	Curriculum embedded with skill enhancement courses	i. Embed future-ready competencies into your existing courses: Rather than creating new programmes, revise current assignments and projects to explicitly practice critical thinking, creativity, analytical reasoning, adaptive thinking, and design thinking. ii. Integrate computational thinking with no-tech or low-tech tools: Use simple data analysis, logical problem-solving exercises, and free digital platforms across disciplines to build this skill without a dedicated lab. iii. Leverage student diversity for social and cross-cultural skills: Design structured peer discussions, collaborative group work,

		and low-cost virtual exchanges (using free video conferencing) to cultivate social intelligence and cross-cultural competency naturally. iv. Build new media literacy through everyday coursework: Ask students to create and critique digital content—blogs, short videos, infographics—using free tools, building critical evaluation of media and virtual collaboration skills. v. Practice decision-making, conflict resolution, and negotiation via role-play: Use case studies and low-preparation role-play scenarios within existing seminars to repeatedly exercise these interpersonal skills. vi. Anchor everything in real-world, resource-light experiential learning: Partner with nearby nonprofits or small businesses for class-based projects, field observations, and problem-solving tasks, enabling authentic application without heavy infrastructure. vii. Use a single integrative portfolio or capstone: Have students collect evidence of these competencies throughout their programme in a simple digital portfolio, reinforcing growth and reducing the need for separate assessments.
5	Curriculum embedded with emerging technologies to be integrated with future of work	I. Weave emerging-tech literacy into existing courses: Use free, open-source tools and case-based exploration of AI, data analytics, cyber security, and digital content creation within current assignments instead of building separate new programmes. II. Offer hands-on skill development through cloud-based and peer-led models: Run practical sessions via free cloud platforms (e.g., Google Colab, GitHub, Canva), student-led tech clubs, and short workshops that require no dedicated lab. III. Foster a cross-disciplinary digital skills spine: Have faculty co-design one shared project per term that integrates digital skills (data, design thinking, virtual collaboration) across all programmes using existing coursework. IV. Up skill faculty through low-cost, collaborative pathways: Activate peer-coaching circles, curate free MOOCs, and alumni-led micro-sessions on emerging tools to build teaching capacity without heavy external investment. V. Build lean, mutually beneficial industry connections: Secure virtual guest lectures, live briefs, and project-based micro-internships with local businesses and alumni, creating real-world exposure with minimal overhead. VI. Create a minimum viable technology practice space: Repurpose a shared corner with a few refurbished computers, free/open-source software subscriptions, and cloud access so students can experiment and innovate affordably. VII. Pursue no/low-cost certification opportunities: Guide students toward free industry-recognized badges and

		certificates (e.g., Google, IBM, Microsoft) and validate skills through capstone projects rather than expensive licensing. VIII. Sustain a culture of continuous, resource-light learning: Curate a simple online hub of free webinars, MOOCs, and host faculty-student “Tech Bites” lunch discussions to keep pace with digital trends without added cost.
6	Center for curricular and life skills development (CCLSD)	I. Establish a light-touch curricular-life skills integration team: Form a cross-department faculty committee—not a separate center—that meets once per term to systematically embed communication, collaboration, creativity, problem-solving, initiative, emotional stability, physical fitness, and confidence into existing credit-bearing course outcomes and rubrics. II. Deliver skill-building through peer and alumni-led workshops: Run low-cost, recurring short sessions during activity hours led by trained student facilitators, alumni volunteers, and in-house faculty, targeting essential life skills without building new programmes. III. Pursue experiential learning within existing community ties: Integrate credit-bearing community projects and micro-internships into current courses, using local nonprofit and small-business partnerships to give students practical application of these skills with no additional infrastructure. IV. Embed holistic skill assessment into simple advising routines: Use a basic digital portfolio checked during semester advisor meetings and self-reflection prompts to track student growth in life skills and provide structured, ongoing feedback. V. Activate a low-maintenance mentorship network: Tap alumni, local professionals, and community leaders for periodic virtual or in-person mentorship sessions linked to capstone courses, providing real-world perspective and guidance with minimal administrative burden.
7	Faculty/teaching staff	I. Maximize existing faculty capacity creatively: Prioritize filling core positions first, then use carefully selected part-time adjuncts, team-teaching, and peer-led tutorials to cover all essential courses without exceeding budget boundaries. II. Drive faculty growth through low-cost internal pathways: Establish a culture of continuous learning via peer-led workshops, curate free MOOCs, books clubs, and collaborative lesson-study circles that need little to no external funding. III. Catalyse research with minimal resources: Encourage inquiry through small internal seed grants, journal clubs, interdepartmental writing groups, and promoting open-access publishing to build a research mindset affordably. IV. Tap local and alumni networks for industry insight:

		Bring in alumni, nearby entrepreneurs, and professionals for occasional guest talks, project panel reviews, and live case briefs instead of formal, resource-heavy SME engagements. V. Embed mentorship into daily academic practice: Treat faculty advising, small-group tutorials, and capstone supervision as the primary mentorship vehicles, making role-model guidance a natural, integrated part of teaching rather than a separate programme.
8	Center for faculty Development (CFD)	I. Leverage virtual Centers of Excellence: Form lightweight, faculty-led interest clusters around priority areas that meet online, share resources, and co-author conference presentations—no physical CoE infrastructure required. II. Champion low-cost dissemination and peer learning: Support faculty presenting at virtual conferences, hosting on-campus sharing circles, and publishing in open-access venues using modest internal incentives rather than expensive travel grants. III. Facilitate no- or low-cost industry faculty exchanges: Set up short virtual job-shadowing, local industry visits, and reciprocal guest-lecture swaps with nearby employers to keep faculty current without formal internship programmes. IV. Access world-class tools through free and shared platforms: Provide curated access to free/open-source software, cloud-based AI and AR/VR creation tools, and low-cost online research databases rather than investing in costly labs. V. Build a shared, minimal-equipment innovation corner: Acquire a few smart phones, a basic 360° camera, and free apps for videography and AR/VR content creation, managed on a booking system to maximize use across disciplines without major capital spend.
9	Non-teaching staff	I. Right-size support through role consolidation: Combine complementary administrative functions and cross-train existing non-teaching staff to cover essential operations efficiently without inflating headcount. II. Recruit versatile, multi-skilled support staff: Prioritize candidates with relevant qualifications, practical experience, and the adaptability to handle multiple responsibilities, reducing the need for several specialized hires. III. Use lean, community-connected hiring practices: Tap local networks, offer practical skill tests, and emphasis on-the-job learning potential to attract capable staff while keeping recruitment costs minimal.
10	Session wise teaching plan	I. Define precise, curriculum-mapped learning objectives: Start each session by stating 2–3 clear, measurable outcomes that directly connect to course goals, keeping focus tight and achievable. II. Curate low-cost, high-impact content and resources:

		Use open educational resources, library materials, and free digital tools aligned to the objectives, avoiding expensive proprietary materials. III. Design sessions for active, low-resource engagement: Structure classes around brief mini-lectures interwoven with think-pair-share, group discussions, case analysis, or problem-solving tasks that require no extra equipment. IV. Check understanding with simple, built-in assessment: Use one-minute papers, quick oral quizzes, exit tickets, or peer-feedback loops regularly to gauge learning and adjust pacing on the spot. V. Close each session with a brief reflective debrief: Spend the final minutes noting what worked and what didn't—through a shared chart or instructor journal—to inform immediate improvements for the next class. VI. Use a minimal session-planning template: Maintain a simple one-page planner per session listing objectives, activities, assessment moments, and reflection prompts to systematize teaching without administrative overload.
11	Learning material like study books	I. Keep materials current with open-source, faculty-curated updates: Regularly refresh course content using free or low-cost open educational resources, journal articles, and faculty-selected materials instead of requiring new textbooks each term. II. Guarantee equitable access through digital and at-cost options: Provide all core materials as free downloadable PDFs via a simple online repository (LMS, Google Drive) and offer print copies at minimal cost through campus reprography. III. Develop in-house, syllabus-aligned study books: Task faculty teams with collaboratively creating concise, subject-specific study guides that comprehensively map to the syllabus, eliminating dependency on expensive commercial texts. IV. Make distribution low-barrier and inclusive: Ensure access for every student through free digital platforms and a small-scale, on-demand printing service on campus, removing cost and format barriers. V. Embed relevance and equity into a light annual review cycle: Collect brief student feedback at year-end to fine-tune materials, ensuring they stay current, directly match the syllabus, and remain equitably accessible without heavy administrative burden.
12	Question Bank	I. Build a shared, low-tech question repository aligned to syllabus and exam pattern: Use a collaborative spreadsheet (e.g., Google Sheets) where faculty co-create, tag, and store questions by topic, type, and cognitive level to prevent syllabus deviation.

		II. Diversify question types for holistic assessment: Include recall, application, analysis, and scenario-based items that evaluate deep understanding and real-world use of knowledge, not just memorization. III. Organise for instant, easy retrieval: Structure the bank with clear filters—subject, module, difficulty, cognitive skill—so any faculty member can quickly generate a balanced, exam-format-aligned paper. IV. Run a light, annual bank refresh cycle: Dedicate one department meeting each year to review, retire, and add questions post-exam and curriculum updates, keeping the bank current without heavy workload. V. Provide a concise, one-page faculty usage guide: Create simple instructions on selecting a mix of question types, aligning to learning outcomes, and ensuring full syllabus coverage for consistent, effective assessment across courses.
13	Assignments	I. Align assignments tightly with course objectives using a simple design checklist: Ensure each task directly reinforces a stated learning outcome, varying format (written, practical, oral) and complexity without creating excessive grading burden. II. Leverage existing resources for a balanced assignment mix: Combine term papers, hands-on practicum's using available labs or field settings, and structured question-bank exercises to reach diverse learning styles with no extra material cost. III. Drive deeper learning through question-bank-linked tasks: Regularly assign question-bank responses for practice and formative feedback, encouraging active application rather than passive review. IV. Set staggered, predictable deadlines for steady progress: Schedule a few minor submissions across the term (e.g., outline, draft, final) instead of a single final deadline to promote consistent engagement while keeping grading manageable. V. Assess efficiently using light-touch internal feedback cycles: Use peer review, brief rubrics, and spot oral feedback to evaluate assignments promptly without overwhelming faculty marking time. VI. Reinforce time management through a transparent deadline structure: Publish a clear submission calendar at the start of term and include small on-time incentives to build a disciplined work ethic with minimal administrative overhead.
14	Assessments	I. Blueprint assessments directly from learning objectives: Design each test, quiz, essay, project, or presentation by mapping it to one or two specific outcomes, ensuring tight

		alignment without extra complexity. II. Rotate a manageable mix of low-prep assessment types: Use short in-class quizzes, concise essay prompts, peer-evaluated presentations, and group projects that require minimal materials while varying the skills assessed. III. Offer flexible modes using accessible, free tools: Provide options—online via Google Forms or LMS, offline paper-based, or blended—so students can demonstrate learning without dependence on costly platforms. IV. Enable on-demand assessment through simple scheduling windows: Set predictable weekly timeslots or a “floating” assignment bank (e.g., optional oral checks or written mini-assessments) that students can book, allowing individual pacing without creating faculty overload. V. Establish a fair, common make-up window and equivalent tasks: Designate one dedicated make-up session per assessment cycle and provide alternative tasks of equal depth for students with valid absences, preserving equity while keeping administrative effort low.
15	Value added skills enhancement Papers	I. Embed employability skills modules into the existing credit structure: Rather than creating costly separate papers, integrate short, mandatory skill-building components on communication, problem-solving, teamwork, leadership, and technical proficiency within current core and elective courses. II. Source low-cost industry expertise through alumni and local networks: Invite alumni, local professionals, and remote guest speakers to deliver focused, workshop-style sessions virtually or in person, minimizing the need for full-time specialist hires. III. Design hands-on learning with minimal materials: Use role-plays, case studies, live client briefs from nearby businesses, and peer-led practice sessions to deliver practical experience without expensive labs or equipment. IV. Connect real-world application to existing internship and project frameworks: Weave skill practice into already-required internships, capstone projects, and community-based experiential learning, avoiding additional administrative overload. V. Keep content current with a light annual pulse check: Run a yearly brief survey of local employers and alumni to identify emerging skill needs, then quickly tweak embedded modules rather than undertaking full-scale syllabus revision.
16	Pedagogy	I. Leverage real and virtual environments for experiential learning: Use on-site labs, local business projects, community fieldwork, and free simulation or virtual tools to build practical specialization-linked skills without costly

		infrastructure. II. Blend traditional and modern pedagogy with minimal disruption: Combine short lectures with flipped activities, small-group discussions, and low-tech peer teaching to address varied learning styles without heavy training expense. III. Harness free technology to elevate teaching: Integrate interactive presentations, openly licensed multimedia, and free online collaboration platforms (e.g., Google Workspace, virtual whiteboards) that require no paid subscriptions. IV. Implement blended learning through curated online resources: Pair face-to-face classes with a curated collection of open-access readings, videos, and discussion forums on the existing LMS to optimize outcomes at no extra cost. V. Ensure accessibility for students with disabilities through inclusive, low-cost design: Supply materials in screen-reader-friendly formats, use free auto-captioning for videos, provide large-print options, and apply simple accessibility checkers to meet diverse needs. VI. Anchor learning in active, student-centered approaches: Promote self-directed projects, choice-based assessments, and regular academic advising to personalize support and foster engagement using existing faculty time rather than new resources.
17	Other activities as part of learning	I. Weave low-cost extracurricular into existing course activities: Integrate sports, music, and cultural events as project components or reflection assignments within current credit-bearing courses, avoiding separate infrastructure expenses. II. Assess holistic activities with simple, embedded rubrics: Attach a small weightage (e.g., 5–10%) to participation and reflective journals in existing subjects, using basic checklists to value these experiences without heavy grading. III. Harness traditional and cultural activities to build creativity: Use local art forms, folk performances, and low-material design challenges (e.g., up cycled crafts) to naturally boost design thinking and creative problem-solving. IV. Activate team-based service through community partnerships: Partner with nearby nonprofits for joint social work projects and group volunteering, cultivating teamwork, empathy, and civic responsibility using existing community ties. V. Build resilience and confidence via campus-led initiatives: Empower students to organize peer sports meets, music circles, and cultural showcases, fostering ownership, leadership, and life skills with minimal faculty cost. VI. Offer interest exploration through student-driven micro-budgets:

		Set up a small, student-managed hobby fund and clubs (e.g., dance, debate, photography) that use shared equipment and free campus spaces, encouraging pursuit of passions affordably.
18	Earn while learn facility and flexibility	I. Create on-campus, academic-friendly micro-jobs: Offer part-time roles in library, administration, lab assistance, or peer tutoring that fit around class schedules, using existing departmental budgets and work-study slots. II. Secure local paid internships through lean partnerships: Collaborate with nearby small businesses, nonprofits, and alumni-led ventures to co-create short, flexible paid internships aligned with student timetables. III. Link work placements to quick, no-cost skill-up sessions: Provide brief pre-placement training using in-house faculty or alumni volunteers, sharpening workplace basics, communication, and digital skills without expensive programs. IV. Build a simple, low-maintenance job-matching system: Use a shared digital board (e.g., Google Sheet or LMS page) where businesses post openings and students apply, managed by a single staff coordinator with minimal hours. V. Embed flexibility to protect academic priorities: Design adjustable work hours that reduce during exams and project deadlines, ensuring students never have to choose between earning and learning. VI. Fund stipends and wages through targeted, modest sources: Combine existing financial aid, small grants, alumni donations, and CSR partnerships to provide competitive stipends, cutting student dependency on family support. VII. Evaluate and adapt annually with lightweight feedback: Conduct a quick end-of-year survey of participating students and employers, then tweak the program in one faculty meeting to keep it responsive and effective.
19	Flexibility and multidisciplinary	I. Build flexible, multidisciplinary pathways within existing programmes: Allow students to mix electives across departments and design individualized project-based concentrations using current course offerings, avoiding the need for entirely new degrees. II. Offer lightweight, stackable certificate options: Bundle a few existing courses plus one short, low-cost workshop or online module into micro-credentials that supplement the degree without hiring additional faculty. III. Form lean, locally anchored partnerships for specialized input: Tap alumni, nearby businesses, and virtual guest experts for certificate-related sessions rather than pursuing resource-heavy MoUs with international organizations. IV. Embed industry insight and networking into current work experiential: Add brief industry panels, virtual company tours, and alumni

		speed-networking to existing internship programmes and capstone courses, delivering real-world exposure at minimal cost. V. Design a simple, faculty-advised tailoring process: Use regular academic advising to help students map flexible course choices and certificate options onto their career goals, personalizing education without complex administrative systems.
20	Opportunities to develop and utilize Research and innovative thinking skills	I. Embed modest inquiry projects into existing capstones or courses: Replace separate full-scale research requirements with defined inquiry tasks within final-year projects or advanced courses, guided by faculty mentors using available library and online resources. II. Promote team-based, low-burden research collaborations: Encourage small peer groups to tackle course-related questions, reducing individual pressure and allowing shared use of limited materials while building collaboration and multiple perspectives. III. Nurture innovative thinking through simple, supported challenges: Use in-class “idea sprints,” design prompts, and faculty-facilitated brainstorming sessions, backed by curated free online resources and light-touch coaching, to build creative confidence. IV. Offer mentorship via structured advising and project check-ins: Leverage regular academic advising periods and project supervision slots to intentionally grow students’ knowledge, skills, attitude, and hands-on innovation experience—no new roles required. V. Run ultra-lean Hackathons and innovation showcases: Organise half-day or virtual events using free digital tools, campus spaces, and volunteer alumni or local professionals as judges, letting students present research or prototypes with minimal expenditure. VI. Cultivate a visible culture of inquiry with zero-cost platforms: Celebrate student work through a termly on-campus poster session, a simple online research gallery, and student-led interest clubs, reinforcing a vibrant innovation ethos without additional overhead.
21	International exposure	I. Replace costly overseas travel with virtual global classroom partnerships: Use free collaborative online international learning (COIL) platforms to link a course module with a willing foreign class, enabling cross-cultural project work and peer exchange without travel budgets. II. Foster low-touch international collaboration via online guest inputs:

		Arrange a few virtual guest lectures, joint webinars, or co-mentored student projects with overseas academics using free video tools, avoiding formal MoUs and administrative overhead. III. Enrich perspectives through virtual foreign faculty interactions: Invite Diaspora professionals, alumni abroad, or willing international scholars for one-off live online master classes or recorded talks, gaining diverse insights without travel or accommodation costs. IV. Create a modest, targeted global opportunity fund: Pool small alumni donations or CSR allocations to offer a limited number of partial stipends, enabling a few students annually to join affordable virtual study abroad programmes or global online courses. V. Host zero-cost international symposia and student research showcases online: organise a termly day-long event using a free video platform, inviting a couple of external expert speakers and student paper presenters from partner institutions worldwide to share knowledge. VI. Leverage local global communities for intercultural learning: Partner with nearby expat professionals, cultural centers, or embassies to run low-cost language tandems, cultural evenings, and mentoring circles right on campus.
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D. RESEARCH & INTELLECTUAL PROPERTY INFRASTRUCTURE

Introduction: Research and Intellectual Property (IP) infrastructure has become an essential component of higher educational institutions in the twenty-first century. In alignment with the vision of the National Education Policy (NEP) 2020 and the University Grants Commission (UGC) guidelines, it aims to strengthen its research ecosystem and develop a vibrant culture of innovation, academic inquiry, and knowledge creation. As a women's college located in Upper Assam, the institution recognizes its responsibility to empower students and faculty members through research-oriented learning, interdisciplinary engagement, and intellectual growth. The Institutional Development Plan (IDP) envisions the creation of a sustainable and inclusive research environment that encourages critical thinking, academic excellence, social relevance, and community engagement. The institution seeks to develop infrastructure and policies that promote quality research, publication, innovation, and awareness regarding intellectual property rights.

Existing Scenario :At present, the institution possesses committed faculty members who actively participate in seminars, workshops, and academic activities. However, there is a need to further strengthen research infrastructure, funding opportunities, publication support, and digital access to scholarly resources. Being primarily an undergraduate institution, the college seeks to gradually build a research-oriented academic atmosphere by integrating research practices into teaching-learning processes. The institution also recognizes the importance of documenting local culture, indigenous traditions, oral narratives, folk literature, women's experiences, and socio-cultural issues of Assam and Northeast India. Therefore, research development will focus not only on academic advancement but also on preserving regional knowledge systems.

Research Infrastructure Development

Seminar and Conference Infrastructure: The institution will upgrade seminar halls and academic spaces for organizing:

- i. National seminars
- ii. International webinars
- iii. Faculty Development Programmes (FDPs)
- iv. Research workshops
- v. Student research presentations

Such activities will encourage academic exchange and exposure to contemporary research trends.

Promotion of Research Culture: Faculty members will be encouraged to:

- i. Publish in peer-reviewed journals
- ii. Participate in conferences and workshops

Undertake Minor and Major Research Projects

- i. Apply for grants from UGC, ICSSR, ICHR, and other agencies
- ii. Collaborate with universities and research institutions

The institution will provide administrative support and academic encouragement for research activities.

Student Research Initiatives: Research culture among students shall be promoted through:

- i. Project-based learning
- ii. Field surveys and case studies
- iii. Student seminars
- iv. Research competitions
- v. Dissertation and assignment-based inquiry

Special emphasis shall be given to research on local culture, women's issues, language, literature, environment, and community studies.

Intellectual Property Rights (IPR) Awareness: In the contemporary academic world, Intellectual Property Rights have become increasingly important. The institution aims to create awareness regarding:

- i. Copyright
- ii. Patents
- iii. Trademarks
- iv. Academic ethics
- v. Plagiarism prevention
- vi. Research integrity

Workshops and awareness programmes on IPR and research ethics shall be organized regularly. Faculty and students will be guided regarding proper citation practices, academic honesty, and responsible research conduct.

Innovation and Local Knowledge Documentation: The institution recognizes the intellectual value of indigenous knowledge systems and folk traditions. Research initiatives will focus on:

- i. Assamese folk literature
- ii. Oral narratives
- iii. Women's cultural practices
- iv. Tea-garden community life
- v. Indigenous art and traditions
- vi. Regional linguistic diversity

INDICATIVE LIST OF RESEARCH AND INTELLECTUAL PROPERTY INFRASTRUCTURE

Sl. No.	Types of intellectual property infrastructure	Details of intellectual property infrastructure & its generation
1	Future Plans and Creative Institutional Initiatives	i. The college will increase student intake in research-based programs to build a stronger research-driven academic ecosystem. ii. Faculty and students will be encouraged to undertake high-impact, interdisciplinary research projects aligned with national and global priorities.

		iii. Advanced research laboratories, along with well-equipped computer labs and language labs, will be established to support technical and communication skill development. iv. Smart digital classrooms will be introduced to enhance interactive and technology-enabled learning experiences. v. A self-sustaining research model will be developed through funded projects, consultancy, and industry collaborations. vi. Access to e-books and digital learning resources will be expanded to support flexible and updated academic learning. vii. Regular assignments and project-based learning will be strengthened to improve analytical and problem-solving skills. viii. Fieldwork and experiential learning activities will be integrated into the curriculum to connect theory with real-world applications. ix. The institution will focus on developing disruptive and affordable technologies that address real-world societal and industrial challenges.
2	Research-Oriented Experienced Faculty Members	i. Establishment of a Faculty Research and Innovation Cell to coordinate research and publication activities. ii. Encouragement for faculty members to apply for funded research projects from UGC, ICSSR, ICHR, ICPR and other funding agencies. iii. Organizing advanced seminars, workshops, FDPs, and research methodology programmes regularly. iv. Introduction of “Research Mentor of the Year Award” and “Innovation Excellence Award” for outstanding faculty contributions. v. Creation of interdisciplinary faculty think tanks for emerging research areas. vi. Organization of annual Faculty Research Conclave and Research Exhibition. vii. Launch of a Digital Faculty Research Profile Portal highlighting publications, patents, projects, seminars, and workshop participation. viii. Development of international faculty collaboration and academic exchange programmes. ix. Establishment of monthly research interaction sessions for sharing innovative ideas and project

		proposals. x. Encouragement for faculty-led startups, incubation activities, consultancy projects, and innovation initiatives.
3	API-Based Faculty Compensation	i. Introduction of special incentives and recognition for funded research project approvals. ii. Establishment of a Research Project Guidance and Proposal Development Cell. iii. Organizing project proposal writing workshops and funding awareness programmes. iv. Development of a digital API monitoring and faculty achievement portal. v. Encouragement for faculty members to collaborate with industries and national research organizations. vi. Creation of faculty innovation groups for startup and patent-oriented research. vii. College will support for international project collaboration and joint research applications. viii. Establishment of internal seed grants schemes for innovative faculty projects. ix. Strengthening faculty consultancy and technology transfer initiatives.
4	Targeted Research and Collaborative Research	i. The College will establish an Interdisciplinary Research and Collaboration Centre. ii. The College will strengthen industry-academia partnerships for live projects and consultancy work. iii. Organization of annual interdisciplinary research summits and collaborative research expos. iv. Encouragement for faculty and students to jointly apply for national and international funded projects. v. Launch of institutional collaborative research fellowship programmes. vi. Promotion of community-based action research and sustainable development projects. vii. Creation of digital collaboration platforms for sharing research ideas and opportunities. viii. Encouragement for startup-oriented research and commercialization activities.

5	More Engagement of Students in Research	i. Establishment of a dedicated Research based Student Development Cell. ii. Introduction of institutional fellowship and seed funding support for students. iii. Organization of annual Students Conclave and Thesis Presentation Forum. iv. Encouragement for interdisciplinary and industry-supported dissertation. v. Launch of research mentorship programmes involving senior faculty and external experts. vi. Promotion of international research collaboration and exchange opportunities. vii. Introduction of best dissertation award and young recognition programmes. viii. Encouragement for students to participate in startup, innovation, and incubation activities. ix. Encouragement of students to involvement in FYUGP Honours and Research
6	More Faculty members with Ph.D.	i. The college will implement a structured recruitment and up skilling policy to steadily increase the proportion of faculty members holding Ph.D. qualifications across all departments. ii. Faculty members with Ph.D. will be systematically engaged as research mentors to guide Ph.D. scholars through structured supervision frameworks and interdisciplinary research clusters. iii. The institution will create incentives and support systems for existing faculty to pursue doctoral studies and post-doctoral qualifications to strengthen academic depth and research output.
7	Faculty encouragement for Book Publications, Research Publications and Patents	i. The college will implement a structured IPR promotion policy that recognizes and rewards students and faculty members for contributing to patents, books, and research publications. ii. The college will strengthen its IPR ecosystem by developing clear, supportive guidelines and infrastructure that actively facilitate high-quality research output and intellectual property creation. iii. The college will introduce targeted incentive schemes and increasing exist funding support to encourage continuous scholarly publishing and patent development across all academic levels.

		iv. The college will launch a “Srijan Sahitya Choraa” publication platform to promote creative writing, literary contributions, and interdisciplinary academic expression among students, and faculty. v. The college will establish a digital e-magazine initiative to regularly publish research highlights, innovations, achievements, and student contributions in an accessible online format.
8	More conferences (At least two conferences per year per College)	i. The College will organize at least two conferences every year, including one national-level conference and one thematic/interdisciplinary conference, to promote continuous academic engagement and research culture. ii. Conferences will provide platforms for faculty, researchers, and students to present research papers, exchange academic ideas, build professional networks, and set future research goals. iii. A dedicated student research track forum will be introduced to encourage student participation and develop research writing, presentation, and academic communication skills. iv. Industry experts and academic collaborators will be invited to strengthen industry–academia interaction, practical learning, and inter-college research exchange initiatives. v. Hybrid conference models will be adopted to ensure wider participation through both online and offline modes and to enhance national and international academic outreach. vi. High-quality conference papers will be supported for publication in indexed journals and for further development into funded research and collaborative projects.
9	Student involvement in Research	i. Establish an annual Undergraduate Research Fellowship Program that selects high-potential students for intensive research training, global mentorship, and innovation exposure. ii. Create a Centre for Social and Rural Innovation where students develop research-driven solutions addressing local community,

		sustainability, and regional development challenges. iii. Launch an international Student Research Exchange and Collaboration Program with universities and research institutions to promote global exposure and joint innovation projects. iv. Set up a Research Excellence and Innovation Dashboard to monitor student research achievements, patents, publications, and societal impact in real time. v. Establish a dedicated NET/JRF and Research Aptitude Training Centre to provide advanced coaching, mentorship, mock tests, and financial assistance for students aspiring to qualify national research fellowships and doctoral programs.
10	Industry and institutional collaboration & Consultation	i. The college will strengthen structured industry partnerships to enable joint research that produces shared intellectual property (IPR) and innovation outcomes. ii. The institution will expand access to industry research facilities through formal collaboration agreements to enhance practical exposure and advanced experimentation. iii. The college will promote collaborative research frameworks that consistently increase the output of high-quality patents and peer-reviewed publications. iv. The institution will integrate live industry projects into academic research to ensure real-world problem solving and measurable research impact. v. The college will establish an Eco Club aligned with Sustainable Development Goals (SDGs) to promote student-led environmental action, sustainability awareness, and campus green initiatives. vi. The institution will introduce a CSR Fellowship Program for students to engage them in industry-supported social responsibility projects focused on community development and inclusive growth.

E. Supportive and Facilitative Infrastructure

1. Overview

Supportive and facilitative infrastructure refers to the physical, digital, academic, and administrative facilities that create a conducive environment for teaching, learning, research, innovation, and student development. It includes smart classrooms, ICT facilities, library resources, laboratories, sanitation, green campus initiatives, student support services, and accessible learning spaces that enhance institutional quality and efficiency.

2. How to Develop Supportive and Facilitative Infrastructure

- I. Strengthen ICT-enabled classrooms, laboratories, and digital learning facilities.
- II. Upgrade library resources with e-books, journals, and internet access.
- III. Develop student-friendly facilities such as common rooms, counselling, and career guidance cells.
- IV. Improve campus infrastructure through green initiatives, clean energy, sanitation, and safe drinking water.
- V. Encourage inclusive and accessible infrastructure for differently-abled students.
- VI. Mobilize funds through government schemes, alumni support, CSR initiatives, and institutional collaborations.

F. INFRASTRUCTURE FOR NETWORKING AND COLLABORATION AND:

The institution plans to establish academic collaborations with:

- i. Universities
- ii. Research institute
- iii. NGOs
- iv. Cultural organizations
- v. Government agencies

Collaborative activities may include joint seminars, publications, surveys, training programmes, and community-based research projects.

Research Ethics and Quality Assurance: To maintain research quality, the institution shall adopt the following measures:

- i. Anti-plagiarism policies
- ii. Peer review practices
- iii. Ethical research guidelines
- iv. Documentation standards

- v. Transparent publication procedures

The IQAC and RDC will jointly monitor research activities and ensure adherence to academic standards.

Financial Support and Resource Mobilization: Funding for research infrastructure development shall be mobilized through:

- i. UGC grants
- ii. State government support
- iii. CSR initiatives
- iv. Research funding agencies
- v. Alumni contributions
- vi. Institutional resources

Priority areas for investment include library digitization, ICT infrastructure, seminar facilities, and faculty research support.

Expected Outcomes: The proposed Research and Intellectual Property Infrastructure aims to achieve the following outcomes:

- i. Development of a vibrant research culture
- ii. Increased research publications and academic participation

Such documentation will help preserve cultural heritage and contribute to knowledge production Enhanced digital learning and research accessibility

- i. Greater awareness of IPR and academic ethics.
- ii. Promotion of interdisciplinary and community-based research.
- iii. Preservation of regional cultural knowledge.
- iv. Improved institutional academic reputation.
- v. Capacity building among faculty and students.

INDICATIVE LIST VARIOUS TYPES OF INFRASTRUCTURE REQUIRED FOR NETWORKING AND COLLABORATION

SL. NO.	TYPES OF FINANCIAL INFRASTRUCTURE	DETAILS OF FINANCIAL INFRASTRUCTURE
1	Collaborations – Horizontal, Vertical & Diversified	i. The College has already established research partnerships with other institutions and plans to strengthen them through collaborative research projects, faculty exchange, and academic networking with national and international universities. ii. The institution actively conducts community engagement and outreach programmes and

		aims to expand such initiatives through collaborations with NGOs, industries, government agencies, and local communities. iii. The College plans to develop industry collaborations for internships, skill development, training, and placement opportunities for students. iv. The institution aims to encourage cross-disciplinary projects and collaborative initiatives among different departments to promote innovation and holistic learning. v. The College also plans to explore joint degree, certificate, and academic exchange programmes with reputed national and international institutions for enhancing academic excellence and global exposure.
2	Alumni Association & Networks	i. The College plans to establish a structured Alumni Mentorship and Support System to facilitate guidance, career counselling, and academic interaction between alumni and present students. ii. The institution aims to strengthen alumni engagement through career development programmes, professional interaction sessions, and skill-oriented workshops. iii. The College intends to organize regular alumni meets, networking events, and reunion programmes to foster long-term institutional bonding and collaboration. iv. The institution also plans to develop a digital alumni database and online networking platform for effective communication, collaboration, and continuous engagement with alumni across different regions.
3	Industry Integrated Collaborations	i. The College plans to establish strong industry-academia linkages to provide students with internship opportunities, field exposure, and experiential learning programmes. ii. The institution intends to develop collaborative research and innovation centres in association with industries to promote applied research, consultancy, and technology-based learning. iii. The College aims to organize regular expert talks, industrial lectures, seminars, and hands-on workshops by professionals from various sectors to bridge the gap between academics and industry requirements. iv. The institution plans to undertake collaborative research projects and skill-oriented initiatives with industry partners for promoting practical knowledge and problem-solving abilities among students and faculty members.

		v. The College intends to conduct career guidance programmes, placement drives, industry interaction sessions, and networking events to enhance employability and professional development of students. vi. The institution also plans to introduce industry-oriented certificate and add-on courses aligned with emerging market trends and future employment opportunities. vii. The College aims to establish Memoranda of Understanding (MoUs) with industries, corporate organizations, and start-ups for long-term academic and professional collaboration. viii. The institution plans to create an Entrepreneurship and Innovation Support Cell to encourage start-up culture, self-employment initiatives, and industry-based skill development among students.
4	Academic Integrated Collaborations	i. The College has already initiated interdisciplinary academic and research collaborations and plans to further strengthen the Interdisciplinary Research Centre to promote innovative and collaborative research activities. ii. The institution has been encouraging cross-departmental academic initiatives and aims to expand collaborative projects and integrated learning activities among various departments. iii. The College plans to strengthen academic partnerships with other institutions through joint degree programmes, collaborative courses, and curriculum development initiatives. iv. The institution regularly organizes academic conferences, seminars, workshops, and symposia and intends to enhance such collaborative academic platforms at regional, national, and international levels. v. The College also plans to expand faculty exchange and academic interaction programmes with reputed institutions to promote knowledge sharing, research exposure, and professional development. vi. The institution aims to further strengthen collaborative curriculum design and skill-oriented academic programmes in alignment with emerging educational and industry requirements.
5	Research Collaborations	i. The College has already established research collaborations with reputed organizations such as Indian Council of Social Science Research and Indian Council of Historical Research and

		plans to further strengthen research networking with national and international academic and funding agencies. ii. The institution aims to develop advanced collaborative research platforms to encourage quality publications in CARE-listed, Scopus, WoS, and other indexed journals through joint research initiatives and academic partnerships. iii. The College plans to enhance collaborative research grant activities by encouraging interdisciplinary projects, sponsored research, and institutional partnerships with universities and research organizations. iv. The institution intends to establish stronger linkages with national and international research institutes for faculty exchange, joint publications, and collaborative academic investigations. v. The College also plans to develop shared research infrastructure and common research facilities to support innovative, multidisciplinary, and community-oriented research activities. vi. The institution aims to create a sustainable research ecosystem through research mentoring, collaborative consultancy projects, and technology-enabled research support systems.
6	Consultancy Collaborations	i. The institution plans to strengthen consultancy collaborations by extending academic, technical, and research expertise to government agencies, educational institutions, industries, and community organizations. ii. The College aims to undertake consultancy-based research, policy studies, survey projects, and development-oriented assignments in collaboration with external organizations and stakeholders. iii. The institution intends to organize professional training programmes, capacity-building workshops, and skill enhancement sessions for students, teachers, entrepreneurs, and local communities. iv. The College plans to establish a Consultancy and Extension Cell to coordinate consultancy services, collaborative projects, and outreach activities with various sectors. v. The institution also aims to promote faculty-led consultancy initiatives and knowledge-sharing programmes for addressing local and regional socio-economic and developmental issues. vi. The College plans to develop partnerships with

		industries, NGOs, and public institutions for consultancy-based internships, field projects, and practical learning opportunities. vii. The institution intends to introduce digital consultancy support and online expert services for wider academic, research, and community engagement.
7	Placement Collaborations	i. The institution plans to strengthen its Career Counselling and Placement Support System to guide students in career planning, competitive examinations, higher studies, and employment opportunities. ii. The College aims to establish stronger collaborations with industries, corporate organizations, and professional agencies for internships, on-the-job training, and placement assistance. iii. The institution intends to organize campus recruitment drives, career fairs, industry interaction programmes, and networking events to connect students with prospective employers and emerging career sectors. iv. The College plans to actively engage alumni networks for mentorship, career guidance, internship support, and employment opportunities for present students. v. The institution aims to conduct regular soft skill development programmes, aptitude training, resume writing sessions, mock interviews, and professional development workshops to enhance student employability. vi. The College also plans to introduce skill-based certificate courses and industry-oriented add-on programmes aligned with current job market requirements and emerging technologies. vii. The institution intends to establish a dedicated Placement and Industry Collaboration Cell for maintaining continuous interaction with recruiters, industries, and professional organizations. viii. The College plans to encourage entrepreneurship development, self-employment initiatives, and start-up support programmes through collaboration with financial institutions, incubators, and industry experts.
8	Collaborations for students - Earn While Learn model	i. The institution plans to strengthen the “Earn While Learn” model through collaborations with industries, local enterprises, and organizations to provide students with part-time work and skill-based learning

		opportunities. ii. The College aims to establish internship and field-based training programmes with partner organizations to help students gain practical exposure along with financial support during their studies. iii. The institution intends to introduce apprenticeship and work-integrated learning opportunities for enhancing employability, vocational skills, and experiential learning among students. iv. The College plans to promote entrepreneurship and self-employment initiatives through incubation support, innovation activities, and skill development programmes. v. The institution also aims to organize workshops on freelancing, digital skills, financial literacy, and entrepreneurship to encourage sustainable income-generating opportunities for students.
9	Collaborations with NGOs & Social service Organizations	i. The institution plans to strengthen collaborations with NGOs, social service organizations, and community-based agencies for promoting rural development, social awareness, and community engagement activities. ii. The College aims to establish structured rural outreach and field engagement programmes involving participatory surveys, village studies, and community interaction initiatives for experiential learning and social responsibility. iii. The institution intends to actively collaborate with government-supported programmes such as Unnat Bharat Abhiyan and National Service Scheme for implementing extension activities, awareness campaigns, and rural development projects. iv. The College plans to introduce community service-learning programmes that integrate academic learning with social service, volunteerism, and field-based experiences. v. The institution aims to create volunteer engagement opportunities in collaboration with NGOs and social organizations to encourage student participation in social welfare, environmental sustainability, health awareness, and literacy programmes. vi. The College intends to undertake collaborative social impact studies, action research projects, and community-based surveys addressing local and regional developmental issues. vii. The institution also plans to organize joint outreach programmes, workshops, awareness

		drives, health camps, and skill development initiatives in partnership with NGOs, government agencies, and community organizations. viii. The College aims to establish a Community Outreach and Extension Cell for coordinating social service activities, rural engagement programmes, and sustainable community partnerships.
10	Membership with National & International Accreditation bodies for Quality & Credibility	i. The institution aims to strengthen its association with national and international accreditation and quality assurance agencies to enhance academic standards, institutional credibility, and global recognition. ii. The College plans to actively participate in accreditation, quality assessment, and institutional evaluation processes for continuous academic and administrative improvement. iii. The institution intends to collaborate with reputed quality assurance organizations for adopting best practices, academic benchmarks, and innovative governance mechanisms. iv. The College aims to engage in benchmarking and institutional review exercises to improve teaching-learning processes, research quality, and student support systems. v. The institution plans to strengthen its Internal Quality Assurance mechanisms through regular academic audits, feedback systems, and quality enhancement initiatives aligned with national and international standards.
11	Startup Network Infrastructure	i. The institution plans to establish a dedicated Innovation and Entrepreneurship Development Centre to nurture creative ideas, entrepreneurial skills, and start-up culture among students and faculty members. ii. The College aims to develop incubation and start-up support facilities for promoting innovation-driven projects, self-employment opportunities, and sustainable entrepreneurial initiatives. iii. The institution intends to create an entrepreneurship ecosystem through mentorship programmes, business development guidance, and collaboration with entrepreneurs, industries, and professional agencies. iv. The College plans to organize entrepreneurship awareness programmes, start-up workshops, innovation challenges, and skill development activities to encourage young entrepreneurs

		and future business leaders. v. The institution aims to build networking opportunities with investors, funding agencies, incubation centres, and financial institutions for supporting student-led start-ups and innovative ventures. vi. The College also plans to introduce training on business planning, digital entrepreneurship, financial management, and market-oriented skills for promoting entrepreneurial competency among students. vii. The institution intends to establish collaborative linkages with government schemes, innovation missions, and start-up support organizations for strengthening entrepreneurial development and innovation-based learning.
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G. GOVERNANCE INFRASTRUCTURE:

I. Overview

Digboi Mahila Mahavidyalaya prioritises a governance model that is transparent, participatory, and student-friendly. The Principal serves as the chief administrative officer, ensuring good governance across 11 independent departments while maintaining institutional discipline and social responsibility. A central pillar of this infrastructure is the implementation of e-governance across four critical domains: Administration, Finance and Accounts, Student Admission and Support, and Examinations. The college utilises the Samarth Portal for streamlined admissions and the SOUL 3.0 Integrated Library Management System to enhance academic accessibility.

II. Importance of Good Governance

Effective governance at DMM serves as the "driving force" for all academic and non-academic activities, functioning through a decentralized structure that begins with the Governing Body. Under the leadership of the Principal, authority is delegated across various specialized divisions to ensure transparency and institutional accountability.

1. Decentralized Framework

The institution achieves its goals by distributing responsibilities through a multi-tiered hierarchy:

- I. Academic Leadership: The Principal works alongside the Vice Principal and the IQAC Coordinator, who leads quality assurance initiatives.
- II. Departmental Management: Authority is decentralized to Heads of Departments (HODs), who oversee the faculty consisting of Assistant and Associate Professors.

- III. Operational Committees: Specialized Committees and Sub-committees are empowered to manage distinct areas such as Planning, Finance, Purchase, and ICT.
- IV. Infrastructure and Support: Governance extends to essential campus services, including the Library, Hostel (Wardens), Canteen, and the Documentation Cell.

2. Collaborative Accountability

The governance model ensures a robust system of checks and balances by involving a wide range of participants:

- I. Student Participation: The Student Union and Students of DMM are integral to the college structure, participating in activities like NCC and NSS.
- II. Stakeholder Engagement: External accountability is maintained through Other Stakeholders, including the Parent Teacher Association.
- III. Administrative Efficiency: The Administrative Staff (LDA/UDA) ensures the smooth execution of daily operations and adherence to the Routine and Academic Calendar.

By adopting these decentralized practices, the college simplifies administrative procedures and fosters an environment of continuous internal evaluation. This structured approach is fundamental to DMM's mission of building a "college of excellence for women."

III. Measures for Sustaining and Improving Governance

To further strengthen its administrative and academic framework, the college has aligned its operations with national quality standards and the following futuristic initiatives:

- 1. Continuous Digital Upgrades: The college regularly updates its IT hardware and software, including the transition to SOUL 3.0 in the library and SSD upgrades in administrative desktops. The ICT Committee monitors these facilities to ensure sufficient bandwidth and functional e-governance modules.
- 2. Introduction of a Customized MIS: The college is planning to introduce a customized Management Information System (MIS) for the integrated management of academic, financial, student, staff, and other administrative functions. Unlike standardized platforms such as Samarth, the proposed MIS will be specifically tailored to meet the institutional requirements and governance structure of the college.
- 3. Inclusive Stakeholder Participation: Governance is decentralised through 37 specialised committees (e.g., Finance, Planning, and Admission) that involve faculty members, student union representatives, alumni, and parents in institutional planning and decision-making processes.

IV. Futuristic Research-Oriented Programmes:

- 1. **Resilient Research Ecosystem:** The college has established a **Research and Development Cell (RDC)** following UGC guidelines to build a robust research culture.

2. **Institutional Funding:** It expands the **Mini Research Project (MRP)** scheme, providing grants (e.g., Rs. 25,000) to faculty members for studies on burning societal challenges.
3. **Advanced Academic Interface:** The college hosts high-level **national and international seminars** (such as the recent ICSSR-sponsored international seminar on the Bhakti movement) to create an interface between experts and research scholars.
4. **Post-Graduate Transition:** A futuristic target is to transition distance-mode M.A. programmes into **regular postgraduate departments** to enhance the institutional research profile.

V. Participation in Quality Initiatives under UGC:

1. **National Benchmarking:** The college actively participates in **AISHE** and **NIRF** rankings to measure its performance against national standards.
2. **Accreditation and Certification:** Building on the successful completion of the 3rd Cycle of NAAC Assessment (2024–25) and its ISO Certification, the college continues to use these frameworks to ensure continuous quality improvement in academic and administrative practices through regular monitoring by the IQAC. The institution is also preparing for participation in the forthcoming NAAC Binary Accreditation system, under which institutions will be assessed as “Accredited” or “Not Accredited.” Accordingly, the college is strengthening its quality assurance mechanisms, documentation practices, and stakeholder engagement processes to align with emerging NAAC reforms and future accreditation requirements.
3. **Statutory Audits:** The institution conducts regular **Academic and Administrative Audits (AAA)**, **Environment and Energy Audits**, and has recently initiated a **Gender Audit** to ensure equity and quality across all operations.

VI. Fifteen-Year Vision for Academic Infrastructure:

1. **Strategic Roadmap:** Guided by a 15-year **Institutional Development Plan (IDP)**, the college aims to transform into a premier seat of higher learning.
2. **Multidisciplinary Expansion:** A key vision is the full transition to a **multidisciplinary institution**, including the operationalization of the proposed **Science stream** and the newly granted **Commerce stream**.
3. **Digital Learning Environments:** The college plans to expand its existing smart classroom facilities into an integrated ICT-enabled teaching block and achieve 100% automation and barcoding of its 23,000-book library collection. The library has already subscribed to N-LIST resources and availed access to One Nation One Subscription (ONOS) initiatives to strengthen digital learning and research support. In the next phase, the Library Committee will initiate the barcoding and digital cataloguing of research journals and magazines and explore subscriptions to additional e-journal platforms.

outside the ONOS ambit, such as JSTOR, to enhance access to quality academic resources.

4. **Autonomous Status:** A long-term institutional goal is to evolve into an autonomous women's college in Assam, enabling greater academic flexibility in designing contemporary, skill-oriented, and local-culture-centric curricula. The college has already introduced departmental add-on courses for the emerging academic and vocational needs. In addition, the institution is in the process of signing MoUs for computer and skill-development courses to enhance students' employability and digital competencies. These initiatives are expected to strengthen the college's preparedness for autonomous status and pave the way for future collaborations, academic programmes, and revenue-generating initiatives over the next fifteen years.

Indicative List Various Types of Infrastructure Required for Effective Governance Structure

Sl. No.	Types of Infrastructure	Details of its usage
1.	BoG/Senate/Syndicate	1. Governing Body (Equivalent to BoG/Syndicate) i. Full Functionality: The Governing Body is the supreme body of the college and is fully functional in taking all important institutional decisions. It operates according to government guidelines and oversees both administrative and academic growth. ii. Staffing: While the institution currently faces significant staffing shortages in departmental and administrative role, the Governing Body, constituted under government guidelines, ensures its internal leadership structure is complete and functional. It is also taking adequate measures to meet the challenges by optimizing resource mobilization. iii. Defined Roles and Accountability: The GB serves as the final authority for institutional policies, financial approvals, and strategic planning. It reviews and approves resolutions from various committees and holds the Principal

accountable for ensuring good governance at all levels.

2. IQAC and Committees (Equivalent to Senate Functions)

- i. **Roles and Responsibilities:** The IQAC is the main driving force for all academic and non-academic activities. It reviews the teaching-learning process, operational structures, and learning outcomes at periodic intervals.
- ii. **Decentralized Accountability:** Roles are clearly defined through **37 specialized committees** (e.g., Finance, Planning, ICT, and Admission). Each committee is headed by a convenor with assigned responsibilities to ensure dedicated execution of their tasks.
- iii. **Departmental Autonomy:** Individual departments function as independent units with the autonomy to plan and execute courses, examinations, and seminars, with budgets generally approved by the Principal.

3. Involvement of Alumni as Major Stakeholders

The college considers its alumni a core component of its governance and quality assurance framework:

- i. **Formal Representation:** Alumni are accommodated in various committees and institutional bodies, ensuring they have a voice in the college's welfare and development.
- ii. **Active Engagement:** The registered Alumni Association is described as "active, dynamic and creative". It provides critical support services, including career counselling, legal awareness camps, and gender activism.
- iii. **Governance through Feedback:** Alumni are a primary source of feedback for the college. They

		review the current teaching-learning process during their annual meet and provide recommendations for institutional improvement. iv. Financial and Intellectual Contribution: The association maintains its own fund (currently exceeding one lakh rupees) to support college development and releases a newsletter and book to chronicle institutional achievements.
2.	Quality Assurance	Well-Defined Processes The college has established structured processes to maintain academic and administrative standards: i. Inclusive Criteria Management: IQAC has evolved an inclusive policy by dividing faculty members into committees for each of the seven NAAC criteria, ensuring full participation in quality maintenance. ii. Academic Planning and Monitoring: The institution ensures effective curriculum delivery through a documented process that includes a general class routine, departmental teaching plans, and strict adherence to the parent university's academic calendar. iii. Standardised Evaluation: A robust Continuous Internal Evaluation (CIE) process is in place, featuring mandatory sessional examinations, assignments, and seminars, with results shared transparently with students. iv. Systematic Documentation: IQAC mandates the documentation of all institutional activities to serve as a record for accreditation and as a historical resource for the next generation. 2. Processes to Capture Various Aspects of Governance Governance quality is captured through decentralisation and regular evaluative mechanisms:

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| | | <ul style="list-style-type: none"> i. Decentralised Committee Structure: Governance is monitored through 37 specialised committees (e.g., Finance, Planning, ICT, and Admission) that execute specific institutional functions. ii. Academic and Administrative Audits (AAA): IQAC conducts periodic internal audits of departments to review their methodologies and operations. iii. Financial Audits: Transparency is maintained through annual internal audits by Chartered Accountants and external audits by government-appointed auditors. iv. E-Governance Monitoring: Quality in administration is captured via e-governance modules across four key areas: Administration, Finance and Accounts, Student Admission and Support, and Examinations. v. Feedback Loops: A systematic process is used to collect and analyse feedback from diverse stakeholders, including students, parents, and alumni, which is then used to generate Action Taken Reports. |
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3. Clearly Defined Deliverables and Outcomes

The institution focuses on measurable results to gauge the success of its quality initiatives:

- i. **Stated POs and COs:** Every department clearly defines its Programme Outcomes (POs) and Course Outcomes (COs), which are displayed on the college website to ensure students and teachers understand the expected learning deliverables.
- ii. **Attainment Measurement:** The attainment of these outcomes is measured using specific indicators, including university examination results, internal assessment performance, and analysis of student placements and progression to

		higher education. iii. Alumni Database: Each department maintains an alumni database as a tangible deliverable to track the long-term success and placement of graduates. iv. Institutional Development Plan (IDP): The 15-year IDP serves as a long-term roadmap with specific targets for NEP implementation and multidisciplinary growth. v. Incremental Improvements: IQAC identifies quality gaps and records incremental improvements in various activities at periodic intervals to ensure sustained institutional growth.
3.	Financial autonomy	1. Striving for Self-Sustainability The college is actively working to reduce its dependence on government funding by creating internal revenue streams and self-sustaining academic models: i. Internal Revenue Generation (IRG): The college has established production units for vermicompost, woven textiles, and mushrooms. These items are produced by students under the guidance of the Department of Community Science and sold to generate funds, while simultaneously teaching students self-reliance. ii. Self-Financing Academic Courses: Newly introduced add-on courses operate on a self-financing model. Student fees for these courses are used directly for their management, certification, and the payment of involved faculty. Similarly, the newly granted Commerce stream is currently a self-financing venture. iii. Long-term Vision: As part of its 15-year Institutional Development Plan (IDP), the college envisions achieving financial self-sufficiency through its skill hubs, consultancy services, and expanded marketing of traditional handloomed

products.

2. Generating External Revenue Sources

The institution utilizes a diverse range of external sources to support its development and operations:

- i. **Government and Statutory Grants:** The college mobilizes funds from various national agencies, including UGC, RUSA, ICSSR, ICHR, and ICPR, primarily for infrastructure development and the conduction of national seminars.
- ii. **Corporate and Public Support:** The college receives support and donations from prominent local industries such as IOCL and OIL, as well as contributions from the MLA and MP development funds.
- iii. **Miscellaneous Revenue:** Other revenue streams include student fees for various services, income from the college canteen, and sales of books published by Srijan Publication.
- iv. **Alumni Contributions:** The registered Alumni Association maintains its own fund, which has accumulated over one lakh rupees to support college development.

3. Creation of Research Infrastructure

While the provided sources do not explicitly mention the creation of a "Chair for Research" in specific areas, the college has established several structures to promote research:

- i. **Research and Development Cell (RDC):** A dedicated RDC has been established according to UGC guidelines to build a **resilient research ecosystem** within the college.
- ii. **Institutional Research Funding:** The college has initiated its own funding scheme for Mini Research Projects (MRP), providing grants (e.g., Rs. 25,000) to faculty members to undertake

		studies on societal challenges. iii. Sponsorship for Intellectual Events: The college frequently secures external sponsorship from agencies like the Indian Philosophical Council and ICSSR to host national and international seminars, fostering an environment for research dissemination
4.	Leadership	1. Effective Leadership The college follows a multi-tiered leadership structure that promotes transparency and inclusive decision-making: i. Supreme Governing Body: The Governing Body (GB), formed under government guidelines, is the supreme decision-making entity for all major institutional matters. ii. Administrative Head: The Principal acts as the chief administrative officer, ensuring good governance across all levels and managing the college's 11 independent departments. iii. IQAC as the Driving Force: The Internal Quality Assurance Cell (IQAC) is the primary engine for academic and non-academic activities, responsible for reviewing teaching-learning structures and recording incremental improvements. iv. Decentralisation and Participation: Governance is highly decentralised through the formation of different committees. Functions are delegated to staff and students through these subcommittees, which include representation from students, alumni, parents, and other stakeholders. v. Departmental Autonomy: Individual departments function as independent units with the autonomy to plan and execute courses, examinations, and seminars.

2. Strategic Management

The institution utilizes a professional approach to management to sustain growth and adapt to modern educational mandates:

- i. **Strategic and Perspective Planning:** The college has deployed a strategic/perspective plan guided by its Vision, Mission, and a 15-year Institutional Development Plan (IDP).
- ii. **E-Governance Implementation:** Strategic operations are streamlined through e-governance in four key areas: Administration, Finance and Accounts, Student Admission and Support, and Examinations.
- iii. **Financial Management:** The college employs clear strategies for fund mobilization from government (UGC, RUSA) and non-government sources. Financial transparency is maintained through annual internal audits by Chartered Accountants and external government audits.
- iv. **Quality Initiatives:** The college participates in Academic and Administrative Audits (AAA) and has initiated Gender Audits to ensure equity and quality in its operations.

3. Laying Down Objectives and Targets

The college's leadership has defined clear targets to transform the institution into a premier seat of higher learning:

- i. **Core Vision and Mission:** The primary objective is to build a "college of excellence for women" and to enable students to become "complete women" through holistically fit, value-based education.
- ii. **Multidisciplinary Expansion:** A key strategic target is the transition from a single-stream Arts college to a multidisciplinary institution, recently adding a Commerce stream (2024) and proposing

		a new Science stream. iii. Skill Development Hub: The college has set a target to become a regional skill hub, currently offering 28 add-on courses to enhance student employability and self-reliance. iv. NEP 2020 Implementation: Leadership has prioritized the full operationalization of the Four Year Under Graduate Programme (FYUGP) and the Academic Bank of Credits (ABC). v. Digitalization Goals: A major infrastructure target is the complete automation of the library using the SOUL 3.0 Integrated Library Management System and the enhancement of ICT facilities across the campus. vi. Autonomy Target: A long-term objective is for the college to evolve into the first autonomous women's college in Assam.
5.	Vision, Mission and Roadmap for the HEIs	VISION: i. To build a college of excellence for women. ii. To enable students to be complete women, in every sense of the term. MISSION: To make the students aware of i. The basic concepts embedded in the Constitution of India viz. national integration, secularism etc. ii. Social, political, economic and environmental problems of the state as well as the country. iii. The importance of preserving local traditions, art and culture of the North-East in particular and India in general. iv. To prepare, equip and enlighten students to meet the demands of the present including I.C.T. v. The importance of co-curricular activities and its necessity for self-employment. vi. Knowledge and skill through curriculum for better future life.

- vii. The importance of being holistically fit for the present day competitive world.
- viii. Value-based education and to produce morally good students.
- ix. Ideas of scientific outlook, progressive humanistic approach to life, work culture, discipline, commitment to the social responsibility etc.
- x. Based on the Self Study Report (SSR) for Digboi Mahila Mahavidyalaya, the following precise roadmap outlines the institution's goals for short, medium, and long-term development:

SHORT-TERM ROADMAP (2 YEARS)

Academic Diversification & NEP Alignment:

- i. Fully functionalise the newly granted Commerce stream (2024) and recruit necessary faculty.
- ii. Secure final approval and commence classes for the proposed Science stream to satisfy NEP requirements for multidisciplinary education.
- iii. Fully implement the Academic Bank of Credits (ABC) and ensure 100% student registration.

Infrastructure & Digitalisation:

- i. Complete the **automation of the library** and finish the barcoding of the existing book collection.
- ii. Increase the number of **smart classrooms** from the current single unit to accommodate a larger student body.
- iii. Procure an **ambulance** for the health centre to address current deficiencies in emergency medical response.

Research & Skill Development:

- i. Increase student enrolment and motivation for the 28 existing add-on courses to transform the college into a robust skill hub.
- ii. Expand the college-funded Mini Research Project (MRP) scheme to encourage more faculty members to publish in UGC-CARE journals.

MEDIUM-TERM ROADMAP (5 YEARS)

Institutional Growth & Staffing:

- i. Aggressively pursue the regularisation and sanctioning of existing non-sanctioned posts in the office and library through government liaising.
- ii. Introduce regular Post-Graduate (PG) programmes in key departments to move beyond distance-mode offerings.

Specialised Centres& Collaboration:

- i. Establish a Centre for Ethnic Studies and a Centre for Women/Gender Studies, leveraging the college's unique cultural location and status as a women's institution.
- ii. Operationalise the Grand Yoga Centre and the Handloomed Gamocha Centre as marketing hubs for local textiles, fostering student entrepreneurship.
- iii. Translate current MoUs into international collaborations, specifically targeting South-East Asian institutions.

Physical Infrastructure:

- i. Construct dedicated staff quarters and a guest house to resolve current housing shortages.
- ii. Develop a dedicated institutional playground to reduce reliance on external fields for sports activities.

LONG-TERM ROADMAP (10 YEARS)

Autonomy & Excellence:

- i. Attain status as the first autonomous women's college in Assam, providing greater flexibility in curriculum design and internal governance.
- ii. Achieve recognition as a "College of Excellence" for women's education in the easternmost part of India.

Sustainability & Resource Mobilisation:

- i. Achieve financial self-sufficiency through internal revenue generation (IRG) from skill hubs, consultancy, and marketing of traditional handloomed products.
- ii. Evolve into a Green Activism Stronghold with a campus that serves as a regional model for biodiversity

		conservation and zero-waste management. Comprehensive Multidisciplinary Identity: i. Finalise the transition to a full-fledged multidisciplinary institution with mature Arts, Science, and Commerce streams, as envisioned in the 15-year Institutional Development Plan (IDP).
6.	Close monitoring by IT/ Web-based based Management Information System	1. IT and Web-based Management Information System (MIS) The college has established a robust framework for digital monitoring and e-governance: ICT Monitoring: An ICT Committee is specifically formed to monitor IT facilities, internet connectivity, and regular software updates. Web-based Portals: The college uses the Samarth Portal for the admission process and for maintaining individual teacher accounts, which include academic and service details. E-Governance Implementation: The institution has fully implemented e-governance across four key areas: Administration, Finance and Accounts, Student Admission and Support, and Examinations. Library MIS: The library uses the SOUL software for university libraries as part of its Integrated Library Management System (ILMS) to automate cataloguing and circulation. 2. Performance Parameters and Governance Bodies While the college does not have a "Dean's Committee" (as it is an affiliated college), its performance parameters are handled by equivalent high-level bodies: IQAC Oversight: The Internal Quality Assurance Cell (IQAC) is the main driving force that reviews the teaching-learning process and structures at periodic intervals. Performance Appraisal: The college uses a

	Performance Based Appraisal System (PBAS) for teaching staff, strictly governed by UGC regulations. It measures performance based on academic performance indicators (API) such as research publications, professional development, and student feedback.
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Principal and Governing Body: The Principal, as the chief administrative officer, and the Governing Body are responsible for making all major decisions regarding institutional growth and the final approval of performance reports.

3. Sources of Feedback

The college has established a comprehensive feedback loop to ensure continuous improvement:

Stakeholder Input: Feedback is regularly collected and analysed from students, teachers, alumni, and employers.

Action Taken Reports: These reports are shared with relevant bodies and hosted on the institutional website to ensure transparency.

Student Satisfaction Survey: The college conducts online surveys specifically regarding the teaching-learning process to gauge institutional performance.

4. Adherence to UGC and Regulatory Guidelines

The college explicitly aligns its operations with national standards:

UGC Alignment: The institution follows UGC guidelines for its Research and Development Cell (RDC) and for the Career Advancement Scheme (CAS) promotion of its faculty.

University Standards: As an affiliate of Dibrugarh University, it adheres strictly to the prescribed curriculum and academic calendar, ensuring all assessments meet university norms.

5. Priority Implementation of the Academic System

Established NEP 2020 Framework: Building on the

		successful transition to the National Education Policy (NEP) 2020, the college has fully operationalised the Four Year Under Graduate Programme (FYUGP) and the Academic Bank of Credits (ABC), with 100% student registration initiated in June 2023. Robust Continuous Internal Evaluation (CIE): The academic system ensures constant monitoring of student progress through a transparent CIE mechanism, which includes mandatory sessional examinations, assignments, seminars, and field studies, all conducted according to a predefined academic calendar. Outcome Based Education (OBE): • The institution has transitioned to an OBE model by clearly defining and displaying Programme Outcomes (POs) and Course Outcomes (COs) for every department • Attainment is systematically measured using indicators such as internal assessments, project work, and feedback from alumni and current students
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7.	Risk Management Analysis	1. Insurance Coverage • The college provides a safety net for its primary stakeholders through group insurance: • Student Group Insurance: Every student at the college is covered under a group insurance policy with the Life Insurance Corporation of India (LIC). • Financial Welfare: A Staff Benefit Fund is maintained by the teaching and non-teaching staff to provide emergency financial assistance to its members. 2. Financial Risk Mitigation • The institution ensures financial accountability and transparency through regular oversight: • Annual Audits: The college conducts annual internal audits by a Chartered Accountant for various funds (General, Development, Library, UGC Grant). • External Oversight: Government audits are conducted by auditors deputed from the Director of the Local Accounts of the Government to scrutinize institutional finances. • Transparent Procurement: To mitigate risks in spending, the college follows government guidelines for projects, requiring tender notifications and a minimum of three bidders.
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		3. Safety, Security, and Hazard Preparedness • The college has implemented physical and administrative measures to mitigate safety and environmental risks: • Campus Security: Strict campus security is maintained through CCTV surveillance, Chowkidars, and security guards. • Hazard Awareness: Due to its proximity to sensitive IOCL (Indian Oil Corporation Limited) infrastructure, the college adheres to safety restrictions, such as the prohibition of drone surveillance. • Medical Emergencies: The college provides first aid and emergency medical facilities for staff and students, though it identifies the current lack of its own ambulance as a weakness. • Environmental Audits: The college conducts annual environment and energy audits to monitor sustainability and mitigate environmental impacts. 4. Legal and Ethical Risk Management • Potential legal and social risks are managed through dedicated cells that ensure compliance with statutory guidelines: • Regulatory Compliance: The college follows UGC and government guidelines for administrative processes, including a Performance Based Appraisal System (PBAS) for faculty.
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		• Statutory Committees: Risks related to harassment, exploitation, or grievances are mitigated by the Grievance Redressal Cell, Sexual Harassment Cell, and Anti-Ragging Committee, which operate with a zero-tolerance policy. • Inclusive Environment: A Divyanga Cell and an Equal Opportunity Cell are functional to ensure the rights and safety of differently-abled students and diverse groups. 5. Strategic Quality Review • The Internal Quality Assurance Cell (IQAC) acts as the central body for mitigating operational risks by reviewing the "teaching-learning process, structures & methodologies of operations" at periodic intervals to identify and record incremental improvements
8.	External Advisory Boards	1. Involvement of Prominent Stakeholders While a single dedicated "External Advisory Board" is not named, the college actively incorporates advice and services from industrialists, academics, and governmental officers into its developmental activities: • Stakeholder Participation: The institution intensifies the involvement of stakeholders, including industrialists, bureaucrats, local MLAs, and prominent people of the neighborhood, in various college works. • Governing Body (GB): The GB is the supreme decision-making body, formed

		under government guidelines, and is responsible for all important institutional decisions. • IQAC Driving Force: The Internal Quality Assurance Cell (IQAC) serves as the primary engine for academic and non-academic activities, coordinating with external stakeholders to streamline institutional growth. 2. Advisory Roles via Committee Structure The college utilizes a decentralized system of 37 specialized committees to execute its functions, some of which include external representation: • Stakeholder Accommodation: Some committees specifically accommodate ex-students (alumni), parents, and other stakeholders to provide advice and feedback. • Collaboration with Industry: For major events and skill development, the college collaborates with local industries like IOCL (Indian Oil Corporation Limited) and OIL (Oil India Limited), as well as government agencies like the Directorate of Handloom and Textiles. 3. Meeting Frequency and Functional Conjunctions While the sources do not specify a "once per semester" meeting rule for an external board, advisory interactions frequently occur in conjunction with major institutional functions and presentations:
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		• Event-Based Advisory: During mega-events like the Dibrugarh University Inter-College Youth Festival, stakeholders including the local MLA, district administration, and industry representatives were meticulously planned into the reception and coordination process. • Seminars and Workshops: The college frequently organizes national and international seminars and conferences (such as the international seminar on the Bhakti movement in June 2024), which serve as an interface between budding scholars and expert academic figures. • Regular Feedback Forums: Formal feedback and advisory inputs are collected through established forums like Alumni Meetings and Parents-Teachers' Meetings, where participants review current teaching-learning processes and make recommendations for improvement. 4. Alignment with External Regulatory Bodies The institution ensures its "running and make-up" remains aligned with external standards by adhering to guidelines from: • Affiliating University: Following the curriculum and academic calendar of Dibrugarh University. • National Agencies: Implementing initiatives under UGC, RUSA, and NEP 2020 mandates. In summary, although the specific "External Advisory Board" structure as defined in your
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		query is not a formal label in the SSR, the college achieves the same objective through its Governing Body, the IQAC, and a robust stakeholder engagement strategy involving local industry and government leaders in its strategic planning and major functions.
9.	Student Feedback	1. 360-Degree Feedback System The college has institutionalised a feedback system that involves a wide range of stakeholders, effectively functioning as a 360-degree review process: • Diverse Stakeholder Input: Feedback is regularly collected and analysed from students, teachers, alumni, and employers regarding both academic performance and the institutional ambience. • Student Satisfaction Survey: The college conducts a dedicated online student satisfaction survey via questionnaires and Google Forms to gauge institutional performance in the teaching-learning process. • Transparency and Action: Feedback is not only collected and analysed but also communicated to relevant bodies. The college generates Action Taken Reports, which are hosted on the institutional website to ensure accountability. 2. Monitoring and Methodology through HODs While the sources do not explicitly state that faculty members "propose" the methodology,

		there is a clear structure for monitoring and reporting through departmental leadership: • HOD Oversight: Heads of Departments (HODs) are entrusted with monitoring, recording, and reporting course progression and completion to the authority. • Principal-HOD Interface: Regular meetings are held between the Principal and HODs to review the performance of students and the progression of the curriculum. • IQAC Coordination: The Internal Quality Assurance Cell (IQAC) acts as the central hub, collecting and analysing feedback from various stakeholders to record incremental improvements. 3. Frequency and Faculty Motivation The institution maintains a cycle of review intended to refine faculty delivery and institutional quality: • Periodic Reviews: The IQAC reviews the teaching-learning process, operational structures, and learning outcomes at periodic intervals rather than on an explicitly "weekly" basis. • Incremental Improvement: The feedback and review process is designed to record incremental improvements in various activities, motivating the institution to address quality gaps. • Professional Development: To improve delivery, teachers are encouraged to attend Faculty Development Programmes (FDPs),
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		orientation courses, and refresher courses, often on virtual modes. 4. Impact on Faculty Appraisal Student feedback is a formal component of the faculty's professional standing: • Performance Appraisal: Feedback from students is explicitly accommodated in the confidential reports and the performance appraisal process for teachers, influencing their career advancement and institutional standing. Note: The provided SSR mentions reviews at "periodic intervals" and "regular intervals", but it does not explicitly mention a "weekly" feedback requirement. Similarly, while HODs are central to monitoring, the sources do not specifically document faculty members proposing the feedback methodology through them.
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H. FINANCIAL INFRASTRUCTURE AND FUNDING MODELS

Overview: The financial infrastructure of a college refers to the systematic framework for mobilizing, managing, allocating, and monitoring financial resources in an efficient and accountable manner. This system operates in alignment with the regulatory framework of the University Grants Commission and the policies of the Government of Assam, including Institutional Development Plan principles that emphasize financial sustainability, transparency, and outcome oriented utilization of funds. Digboi Mahila Mahavidyalaya is a provincialised college affiliated to D.U., located in Digboi, Assam, operates on a mixed funding model that combines govt grants, student fees, and self-financing revenue streams. The institution follows a mixed funding model that includes government grants, student fee

based income, and limited internally generated revenue. However, like many government aided colleges in Assam, the institution faces financial constraints due to limited fund inflow and increasing institutional requirements. A structured annual budgeting system is followed for allocation of funds, and financial records are maintained systematically through formal accounting procedures. Regular internal and external audits ensure financial transparency and accountability. The finance committee, governing body of the college and IQAC of the college monitors financial planning and resource utilization. Overall, the financial framework ensures stability, supports the smooth functioning and continuous development of the college, and aims to further strengthen institutional efficiency through the adoption of integrated e-governance and automated financial management systems. Funding Models (Resource Generation) Digboi Mahila Mahavidyalaya generated resources from diverse sources¹. Government Grants (Primary Source) The major source of funding for the college is financial assistance from the Government of Assam and the Central Government through agencies such as UGC and RUSA. Under the Rashtriya Uchchatar Shiksha Abhiyan, funds are allocated to states and then disbursed to institutions based on approved plans and performance parameters. These grants are primarily utilized for -

- i. Infrastructure development
- ii. Academic improvement
- iii. Capacity building

However, dependence on government funding also creates limitations, as fund availability and disbursement are often constrained.

A. Student Fee Based Revenue (Limited Contribution): The college follows the standardized fee structure prescribed by the Government of Assam. While student fees contribute to institutional income, this source remains limited due to:

- i. Low fee structure in public institutions
 - ii. Fee waivers and concessions for students from economically weaker sections
- Thus, student fees do not significantly contribute to financial sustainability but support basic operational expenses.

B. Self Financing and Add On Programs (Emerging Source) The college has introduced add on courses and academic programs aimed at enhancing employability and generating internal revenue. However, based on institutional realities:

- i. Participation levels remain moderate
- ii. Revenue generation is limited

These initiatives reflect alignment with UGC recommendations for skill based education but are still in a developmental stage.

C. Other Internal Sources (Supplementary Income) The institution generates minor income through:

- i. Campus facilities such as canteen and infrastructure usage
- ii. Occasional donations and alumni contributions

These sources provide supplementary financial support but are not substantial enough to significantly impact overall funding. Despite efforts to mobilize resources from multiple channels, the overall fund generation remains insufficient to meet the growing academic, infrastructural, and operational requirements of our college This reflects a broader challenges faced by the colleges such as:

- i. High dependence on government funding
- ii. Limited internal revenue generation capacity
- iii. Increasing cost of quality education delivery

Financial Oversight of the college

Financial management is regulated by institutional bodies such as:

- i. Governing Body
- ii. Internal Quality Assurance Cell
- iii. Finance Committee

These bodies ensure:

- i. Proper financial planning
- ii. Efficient resource utilization
- iii. Compliance with regulatory norms

Regular audits and monitoring mechanisms promote transparency, accountability, and financial discipline.

II. How to Improve Financial Infrastructure

A. Funding Sources Improving the financial infrastructure of the college requires boosting self financing/add on courses, funding from registered alumni association, and leveraging government grants like RUSA, ICSSR, and IOCL CSR grants for infrastructure development.

B. Increase of fundraising campaign: The college should identify what the fund is for, form a fundraising committee, target the amount of fund, and meet with funding sources like alumni, parents, local community, IOCL, and other philanthropists. If possible, work with NGOs and government agencies etc. Conduct cultural programs and exhibitions regarding promotion and awareness. Use college website and social media, and lastly recognize and motivate the donors through public recognition, certificates, and tokens. Review the progress regularly and compare the target fund and actual fund collected by the fundraising committee. Funds raised from the various main sources like tuition fees from the students, government grants, and donations from sponsors are not sufficient to meet the growing requirement of the college. For the long term financial stability of the college, the institution should build sustainable revenue models, ensure diversification of sources, and maintain reliable financial stability.

These revenue models of the college may include:

- i) Establishment of an PNB ATM centre in the college premises.
- ii) Introduction of a pre nursery school for children.
- iii) Development of an online examination centre for conducting online competitive examinations.
- iv) Career skill development programmes composed of weaving and skill based training units, along with vermicompost production units.
- v) Student facilitation centre for xerox, form fill up and stationery services.
- vi) Solar panel can be installed and aid on self financing revenue.
- vii) Add on and self financing courses v
- viii) Improvement of sports infrastructure and gymnasium facilities

C. Budget Allocation: Funds of the college are allocated on the basis of institutional priorities, UGC norms, and available financial resources.

i. Infrastructure Development A significant portion of the budget is allocated to physical and academic infrastructure. This includes construction of classrooms, libraries, hostel and administrative buildings. The college also allocates funds for ICT enabled classrooms, smart classrooms, campus Wi-Fi, and digital libraries.

ii. Faculty and Staff Salaries Faculty and staff salaries constitute the largest share of the budget. The college follows 7th Pay Commission recommendations as prescribed by UGC and state government norms.

iii. Student Services The college allocates funds to enhance student welfare and support systems. This includes sports, college week programmes, freshers and farewell of the students, celebration of various national and religious festivals.

iv. Research Development Funds of the college are also allocated for academic excellence. This includes research grants, fieldwork expenditure, publication support, organizing seminars, workshops, etc.

D. Financial Transparency

a. Digital & Cashless Systems

i. Use digital payment systems such as NEFT/RTGS and online transfers for all transactions to ensure a proper financial trail.

ii. Encourage online fee collection so that student fees are deposited directly into the college bank account.

iii. Use ERP software to maintain records like ledgers, vouchers, cash books, and asset registers efficiently.

iv. Utilize platforms like PFMS for tracking grants and government funds.

b. Audit & Compliance

i. Conduct regular internal audits to verify accounts, expenses, and stock records.

ii. Ensure external audits by authorities such as the Directorate of Higher Education or Accountant General.

- iii. Submit Utilization Certificates (UCs) and audited statements on time for grants received from UGC, RUSA, and other agencies.

c. Administrative Procedures

- i. Maintain transparency in purchases through a Purchase Committee and proper tender/quotation procedures.
- ii. Operate joint bank accounts with authorized signatories for better accountability.
- iii. Follow Assam Financial Rules and provincialized college management guidelines for financial operations.

d. Digital Record Keeping

- i. Maintain proper digital records of financial transactions, grants, and institutional assets.
- ii. Regularly update and monitor records to improve accuracy and transparency

E. Sustainability Initiatives

i. Installation of Solar Energy Systems

Solar panels can be installed on rooftops to generate electricity and reduce dependence on conventional power sources. This helps lower electricity expenses and promotes the use of renewable energy.

ii. Use of LED Lights

Replacing traditional bulbs with LED lights helps reduce electricity consumption and maintenance costs. LED lighting is energy-efficient and suitable for long-term institutional use.

iii. Rainwater Harvesting and Water Conservation

Rainwater harvesting systems help conserve water and support sustainable water management practices on campus. It also reduces water expenses and encourages responsible resource utilization.

iv. Digital Administration

Online notices, e-governance, and digital record maintenance reduce paper usage and printing costs. Digital systems also improve administrative efficiency and transparency.

v. Waste Management and Recycling Proper

waste segregation and recycling of paper and other materials help maintain cleanliness on campus. These practices also reduce waste management expenses and support environmental sustainability.

vi. Green Campus Initiatives

Tree plantation and maintenance of green spaces improve the campus environment and create a healthier atmosphere for students and staff. Green initiatives also help reduce heat and promote ecological awareness.

vii. Regular Maintenance of Infrastructure

Timely maintenance of electrical systems and equipment prevents energy loss and reduces repair costs. Well-maintained infrastructure ensures efficient and sustainable functioning of the institution. By adopting energy-saving and cost-effective facilities, the college aims to reduce operational expenditure, ensure financial sustainability, and contribute to environmental protection.

F. Investment Strategy

To minimize risk and maximize returns, the college should adopt a planned investment strategy. The strategy should align with UGC guidelines, NEP 2020, and Government of Assam policies. Investment Strategy of the College:

- i. Develop smart classrooms, a digital library, laboratories, a hostel, and campus facilities.
- ii. Investment in renewable energy, such as solar panels, to reduce electricity costs.
- iii. Improve internet and Wi-Fi facilities for digital learning.
- iv. Introduce skill-based vocational and add-on courses.
- v. Invest in student development, providing career counseling, entrepreneurship training, and placement support.

G. Collaboration

Collaboration plays an important role in the academic, financial, and institutional development of the college. To increase and improve educational quality, research culture, and institutional growth, our college collaborates with other colleges and institutions through Memorandums of Understanding (MoU). Collaborations through MoUs include:

- i. Faculty exchange programmes.
- ii. Student exchange programmes.
- iii. Collaborative research activities and publications.
- iv. The college also collaborates with IOCL through CSR activities for infrastructure and training opportunities.

- v. IIT Guwahati (E&ICT Academy): Collaboration to organize Faculty Development Programs.
- vi. Krishna Kanta Handiqui State Open University operates a study centre for PG and UG courses.
- vii. As a selected Skill Hub, the college partnered to offer vocational training in sectors like beauty and wellness, aligned with PMKVY 4.0.
- viii. ICSSR, ICHR sponsored various national seminars organized by different departments of the college.
- ix. The college also collaborated with NSS, NCC, and Red Cross Society, as well as the Rotary Club of Digboi for community outreach and health awareness.
- x. The college organized a workshop on entrepreneurial development for women in collaboration with the National Commission for Women.
- xi. The college has also collaborated with the PM Vishwakarma Scheme to provide tailoring training programmes for students and local beneficiaries to promote self employment opportunities.

Future Goals:

- i. In the future, the college aims to sign more MoUs with reputed institutions for faculty exchanges, student exchanges, internships, skill development programmes, and add-on courses.
- ii. The college also plans to collaborate on initiatives related to renewable energy, organic farming, ICT-based education, community outreach, and women's empowerment programmes.

H. Stakeholder Engagement

Here are some key stakeholders for Digboi Mahila Mahavidyalaya:

- i. **Students**

Students are the primary stakeholders of the institution. Their academic growth, skill development, career opportunities, and overall well-being form the central focus of the college.

- ii. **Faculty Members**

Teachers play a major role in maintaining academic quality and mentoring students. They contribute not only through classroom teaching but also through research, guidance, and institutional development activities.

- iii. **College Administration** The principal, office staff, and administrative bodies ensure the smooth functioning of academic and non-academic operations. They are responsible for policy implementation, coordination, and institutional management.
- iv. **Government and Regulatory Bodies**
Organizations such as the Directorate of Higher Education, UGC, and affiliating universities provide financial support, regulations, and academic guidelines. They help maintain educational standards and institutional accountability.
- v. **Parents and Guardians**
Parents are important stakeholders as they support students emotionally, socially, and financially. Their trust and involvement contribute to the overall development and discipline of students.
- vi. **Local Community and Society**
The college interacts closely with the surrounding community through outreach programs, awareness drives, and social initiatives. It plays an important role in promoting education and social development in the region.
- vii. **Alumni**
Former students contribute by sharing experiences, offering mentorship, and supporting institutional activities. Their achievements also help strengthen the reputation and network of the college.
- viii. **Industry and External Partners**
Industries, and external partners like IOCL, NGOs, and collaborating organizations support the college through training, workshops, internships, and skill development opportunities. Such partnerships help bridge the gap between academics and practical exposure.

I. Additional Outreach Modules for Fund Generation

The institution plans to strengthen its financial infrastructure and resource generation capacity through the following additional outreach modules:

- i. **Research Grants and Consultancy Services**
Encouraging faculty members to secure funded research projects, consultancy assignments, and innovation grants from government and non-government agencies.

- ii. **Community Outreach and Extension Funding**
Organizing community-based projects, awareness programmes, and extension activities with financial assistance from local bodies and development agencies.
- iii. **Public–Private Partnership (PPP) Models**
Developing collaborative financial models for infrastructure expansion, digital learning facilities, and campus modernization.
- iv. **Start-up, Incubation, and Entrepreneurship Support**
Establishing innovation and incubation platforms to attract funding from entrepreneurship missions, venture support agencies, and start-up ecosystems.
- v. **International Collaboration and Exchange Funding**
Seeking financial assistance through international academic collaborations, exchange programmes, fellowships, and global educational partnerships.
- vi. **Institutional Development Sponsorship Programmes**
Inviting sponsorships for seminars, conferences, cultural events, laboratories, libraries, and student support activities.
- vii. **Revenue Generation through Campus Resources**
Optimizing institutional assets such as auditoriums, training centres, consultancy units, and community facilities for sustainable revenue generation.
- viii. **Collaboration with Government and Funding Agencies**
Strengthening linkages with UGC, AICTE, DST, DBT, ICSSR, MSME, NEC, and other national and regional funding bodies for financial assistance and developmental schemes.
- ix. **Financial Literacy and Resource Mobilization Cell**
Establishing a dedicated cell for identifying funding opportunities, preparing project proposals, and monitoring resource mobilization activities.
- x. **Creation of Institutional Corpus and Emergency Funds**
Building long-term financial sustainability through reserve funds, corpus development, and contingency support mechanisms.

INDICATIVE LIST OF FINANCIAL INDEPENDENCE, STABILITY AND FUNDING MODELS REQUIREMENTS

S. No.	Types of Financial infrastructure	Details of financial infrastructure
1	Financial Policies	The institution adheres to well-defined financial policies to ensure transparency, accountability, and effective financial governance. The financial policies are: i. Internal and External Audit: The institution conducts regular internal and external audits which is approved by the governing body of the college for financial accountability and plans to strengthen digital auditing and monitoring systems in future. ii. Transparency through E-Finance Platforms: Financial transactions are maintained through FINASSAM, PFMS, and online portals for transparency, with plans for a fully integrated digital financial management system. iii. Revenue Generation: Apart from government grants, the institution generates revenue through add-on courses and plans to introduce more skill-based and self-financing programmes. iv. Budget and Financial Committee: The institution prepares annual budgets through the financial committee and plans to strengthen long-term financial planning and resource mobilisation. v. E-Transaction and Online Records: Salary and financial transactions are managed online with proper digital records along with conventional system, and the institution plans to adopt a paperless financial management system. vi. Optimum Utilisation of Funds: The institution utilises nearly 95–100% of financial resources effectively and plans to enhance financial efficiency through better monitoring and planning. vii. Capacity Building: The institution follows government financial norms and plans to organise training on PFMS, auditing, and e-governance for staff members. viii. Resource Mobilisation: The institution receives support from government sources and plans to mobilise additional funds through CSR, alumni support, and research grants.
	Action Plan and Budgets	The College is committed to developing a dynamic and future-oriented institutional framework that reflects its vision, mission, and developmental priorities. The action plan has been strategically designed to promote academic excellence,

		strengthen infrastructure, enhance student support services, and encourage sustainable institutional growth through innovative programmes and progressive initiatives. i. The Action Plan has been prepared in alignment with the Institutional Development Plan (IDP) focusing on academic growth, infrastructure development, student support services, digital transformation, and sustainable resource generation. ii. The institution plans to strengthen resource generation through: a. PNB ATM Facility b. Online Examination Centre c. Child Care Centre d. Vermicompost Production Unit e. Weaving and Skill-based Training Unit f. Computer-based Training and Services g. Student Facilitation Centre for Xerox, form fill-up, scholarship assistance, and stationery services h. Add-on and self-financing courses iii. Budget line items include: Receipt Side a. Student fees b. Government grants c. Research project funds d. Alumni contributions e. KK Handique grants f. CSR funds and donations g. Revenue from add-on and self-financing courses Expenditure Side a. Capital expenditure b. Infrastructure and physical development c. Salaries and utilities d. Maintenance and ICT facilities e. Academic and student support activities iv. Budget preparation and monitoring are conducted annually as per Government financial rules and audit requirements, with monthly monitoring for the first year and long-term projections up to 2030. v. Target milestones: a. Online Examination Centre – by 2026 b. Child Care Centre – by 2026 c. PNB ATM Facility – by 2027 d. Student Facilitation Centre – by 2028 vi. Financial responsibilities and monitoring are managed by the General Financial Committee, Governing Body, and administrative authorities to ensure transparency and accountability. vii. One-year and five-year budget forecasts focus on: a. Increasing revenue from add-on and self-financing courses b. Strengthening alumni contributions and corpus fund c. Expansion of research projects and institutional
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		development funds d. Promotion of skill-based and self-financing activities viii. Separate records are maintained for capital and recurring expenditure, including utilization of RUSA and other developmental funds. ix. Budget revisions are approved only after discussion and recommendation by the Budget Committee and Governing Body. x. Departmental expenditures and resource utilization are properly recorded and maintained for audit purposes. Self-financing departments like Home Science contribute through vermicomposting and skill-based programmes. xi. The institution also plans to strengthen infrastructure through: - Computers and Laptops - LCD Projectors and Smart Panels - Solar Power System - Sports Equipment - Digital Notice Board - Alumni Connect Portal - Online Student Service Portal - Library Management Software - Language Laboratory and Virtual Classroom - CCTV Surveillance System - Science Laboratory Equipment - Water Purifier and eco-friendly campus facilities
3	Main sources of revenue to be developed	- The college presently receives financial support through Government grants, tuition fees, fee waiver schemes, subsidies, and sponsored academic programmes, and plans to strengthen these sources further by increasing student enrollment, introducing more skill-based and vocational courses, and securing additional Government funding for institutional development. - The institution currently organizes seminars, workshops, and training programmes with support from organizations such as National Commission for Women, Indian Council of Social Science Research, Indian Council of Historical Research, Maulana Abul Kalam Azad Institute of Asian Studies, and PM Vishwakarma Scheme, and aims to expand such collaborations in future for greater academic, research, and financial support. - The college has already introduced skill development and add-on courses to enhance employability and generate institutional revenue, and further plans to launch more market-oriented certificate and diploma programmes aligned with industry and community needs. - The college presently benefits from limited external assistance and community support, and future plans include developing partnerships with corporate

		organizations, NGOs, industries, alumni, and CSR initiatives to strengthen infrastructure, student welfare, and institutional sustainability. v. Faculty members are encouraged to participate in research and academic activities funded by different agencies, and the institution plans to establish a stronger research ecosystem to attract more research grants, consultancy projects, and sponsored programmes in the future. vi. The college is presently involved in community-oriented activities and intends to expand initiatives such as organic farming, vermicomposting, entrepreneurship training, and sustainable resource management programmes to generate additional income and enhance community engagement.
4	Close liaison with GOI ministries/ agencies and others for funding and Access to external grants and funding	i. Establishing strong coordination and regular communication with Government of India ministries, national agencies, and funding bodies to explore diverse financial assistance opportunities for institutional development. ii. Promoting institutional collaborations and partnership-based projects with external organizations, research councils, industries, and Government agencies for securing sponsored programmes and developmental grants. iii. Strengthening institutional mechanisms for proper documentation, transparent financial management, and timely implementation of projects to ensure compliance with funding norms, regulations, and utilization guidelines.
6	Financial/ Investment Committee	i. The college has constituted committees such as the Budget Allocation Committee, Endowment Management Committee, and Financial Planning Committee for effective financial governance, resource allocation, and institutional development, and plans to further strengthen their functioning through regular review mechanisms and strategic planning. ii. The institution also plans to establish a Resource Mobilization and External Funding Committee to identify new funding opportunities from Government agencies, CSR initiatives, industries, and national funding organizations. iii. A Research and Project Monitoring Committee will be strengthened to encourage faculty participation in funded research projects, consultancy activities, seminars, and sponsored academic programmes. iv. The college aims to enhance the role of the Internal Audit and Financial Compliance Committee to ensure transparency, accountability, proper utilization of funds, and adherence to Government financial regulations. v. An Alumni and Institutional Partnership Committee will also be developed to strengthen alumni engagement,

		donations, sponsorships, mentorship programmes, and collaborative institutional activities for long-term sustainability.
7	Staff providing financial services	i. Regular capacity-building programmes and professional training sessions will be organized for staff engaged in financial administration to enhance efficiency, transparency, digital financial management, and knowledge of Government financial procedures. ii. The institution will strengthen budgeting, accounting, auditing, and financial planning mechanisms through updated financial management tools, software support, and systematic resource allocation practices. iii. Administrative and accounts personnel will be encouraged to participate in workshops, seminars, and orientation programmes related to financial regulations, e-governance, and institutional accounting systems. iv. The college plans to develop a more transparent and technology-enabled financial service system for timely processing of grants, scholarships, salaries, fee management, and fund utilization. v. Adequate infrastructural and technical support will be provided to financial service staff to improve record maintenance, reporting systems, compliance monitoring, and overall financial governance.
8	Software/ Technical support	i. The college plans to strengthen its digital financial and administrative infrastructure through the adoption of integrated e-governance and automated financial management systems for efficient institutional functioning. ii. Advanced digital payment and transaction systems such as electronic fund transfer facilities, automated payment processing, and online fee collection mechanisms will be introduced to ensure secure, transparent, and timely financial operations. iii. The institution aims to implement modern accounting, invoice generation, billing, payroll, and budgeting software for systematic financial planning, auditing, and resource management. iv. An integrated Enterprise Resource Planning (ERP) system will be developed to manage academic, administrative, examination, finance, library, and student support services through a centralized digital platform. v. Financial Management Information Systems (FMIS) and digital record maintenance systems will be strengthened for efficient monitoring of grants, scholarships, utilization certificates, fund allocation, and compliance reporting. vi. The college also plans to introduce cloud-based data management, digital documentation, biometric attendance systems, and e-office facilities to improve administrative efficiency and transparency. vii. Technical support infrastructure including upgraded

		computer systems, secure data backup facilities, cybersecurity measures, campus networking, and IT maintenance services will be enhanced for smooth and sustainable institutional operations. viii. Future initiatives also include the development of student service portals, online grievance systems, digital communication platforms, and mobile-enabled administrative services for better accessibility and stakeholder engagement.
9	Internal Audit department	i. The institution presently operates through a centralized Internal Audit Committee that oversees financial monitoring, verification, transparency, and compliance-related activities for the college as a whole. ii. The college plans to further strengthen the Internal Audit Committee by improving systematic review mechanisms, financial documentation practices, and periodic monitoring of institutional accounts and fund utilization. iii. Efforts will be made to enhance transparency, accountability, and financial discipline through regular internal verification, compliance checking, and effective implementation of Government financial guidelines and audit procedures. iv. The institution also aims to develop stronger risk management and internal control practices to ensure proper utilization of grants, timely submission of audit reports, and efficient financial governance. v. Future plans include capacity-building and technical support for audit-related activities through digital record management, financial monitoring systems, and improved coordination among administrative and accounts sections.

IDEAL RESEARCH ECOSYSTEM: Research and innovation serve as the foundation of academic excellence, societal progress, and sustainable development. To foster a dynamic culture of inquiry, creativity, and knowledge generation, the institution envisions the establishment of a comprehensive and future-oriented research ecosystem. This ecosystem will integrate dedicated support structures, strategic partnerships, resource mobilization mechanisms, innovation platforms, and capacity-building initiatives to create an enabling environment for high-quality research. Through these coordinated efforts, the institution aims to strengthen its research capabilities, enhance its societal impact, and emerge as a leading centre of innovation, entrepreneurship, and knowledge creation at regional, national, and global levels.

Sl. No.	Types	Details
1	Central Research Support Unit	Will provide end-to-end support for research activities by assisting faculty and students in idea generation, proposal preparation, project implementation, publication, dissemination, and compliance with ethical and regulatory standards.
2	Industry Interface Mechanism	Will establish and strengthen collaborations with industries, corporate organizations, and local enterprises to facilitate joint research projects, internships, consultancy, knowledge exchange, and technology transfer.
3	Resource Mobilization Wing	Will identify, pursue, and secure funding opportunities from government agencies, international organizations, alumni networks, philanthropic bodies, and other external sources to support research and innovation initiatives.
4	Research Innovation and Incubation Centre	Will promote interdisciplinary research, innovation, entrepreneurship, start-up incubation, and the development of community-oriented solutions addressing regional and societal needs.
5	Digital Research Repository and Data Management System	Will create and maintain a centralized digital platform for archiving research outputs, managing research data, promoting open access, and enhancing the visibility of institutional research
6	Capacity-Building and Research Development Programmes	Will conduct workshops, training programmes, mentorship initiatives, and skill-development activities to strengthen research capabilities among faculty members, students, and young researchers.
7	Overall Research Ecosystem Development	Will foster a vibrant, collaborative, and sustainable research culture that enhances research quality, innovation, societal engagement, and the institution's standing as a leading center of knowledge creation and development.

IDEAL INFRASTRUCTURE & TIMELINES:

Timeline and List of Ideal Infrastructures required for attaining global excellence and their focus:

SL NO	Essentials Excellence For attaining	Primary Focus	Optimal Scenarios	Timeline (Within 10years)
1	Physical infrastructure	Enablement accessibility capacity comfort Easement	Development of barrier-free infrastructure with ramps, handrails, and accessible pathways for differently-abled persons. i. Provision of adequate classroom space with proper seating arrangements and ventilation for comfortable learning. ii. Installation of clean drinking water facilities and hygienic sanitation systems within the campus. iii. Establishment of smart classrooms, ICT-enabled learning facilities, and well-equipped laboratories. iv. Improvement of campus connectivity through Wi-Fi and digital infrastructure for academic and administrative purposes. v. Development of safe and secure campus facilities including CCTV surveillance, fire safety systems, and emergency exits. vi. Provision of comfortable common rooms, waiting areas, and counselling spaces for students and staff. vii. Construction and maintenance of proper roads, drainage systems, and pedestrian-friendly pathways inside the campus.	✓

			viii. Creation of eco-friendly and green campus facilities with plantation, waste management, and energy-saving measures. ix. Regular maintenance and upgradation of physical infrastructure to ensure safety, accessibility, and quality educational environment.	
2	Digital infrastructure	Openness & ubiquitous accessibility, increased efficiency, increased productivity, lower operational costs, improved learner experience, high agility, enhanced morale, improved communication, increased transparency, improved competitive advantage, faster decision making	Openness and Ubiquitous Accessibility: Digital infrastructure ensures open access to learning resources anytime and anywhere for students and faculty. i. Increased Efficiency: Streamlined digital systems improve administrative and academic processes, reducing delays and manual work. ii. Increased Productivity: Faculty and students can accomplish more tasks in less time through digital tools and automated systems. iii. Lower Operational Costs: Reduction in paper-based work, physical storage, and manual processes helps minimize institutional expenses. iv. Improved Learner Experience: Interactive digital content, e-learning platforms, and smart classrooms enhance student engagement and understanding. v. High Agility: Digital systems allow quick adaptation to changes in curriculum, teaching methods, and administrative	✓

			requirements. vi. Enhanced Morale: Efficient and modern systems create a positive environment for students, teachers, and staff. vii. Improved Communication: Faster and more effective communication through emails, portals, apps, and online platforms. viii. Increased Transparency: Digital record-keeping ensures accountability and transparent academic and administrative processes. ix. Improved Competitive Advantage: Adoption of advanced digital infrastructure enhances the institution's reputation and competitiveness. x. Faster Decision Making: Real-time data access and digital reporting systems support quick and informed decision-making.	
3.	Innovative academic infrastructure :	Academic excellence, multidisciplinary , focused & experienced faculty, flexible curriculum, innovativeness, all round learning & future readiness, confidence	Development of Academic Excellence Framework: Establish clear academic standards, outcome-based learning goals, and continuous quality improvement systems. i. Promotion of Multidisciplinary Learning: Introduce flexible course combinations and interdisciplinary programs to encourage broader knowledge integration. ii. Recruitment of Focused and Experienced Faculty: Appoint qualified	

		building	teachers with subject expertise and provide continuous professional development. iii. Implementation of Flexible Curriculum: Design learner-centered curricula that allow choice-based credit systems, skill courses, and elective subjects. iv. Encouragement of Innovativeness: Promote research, creativity, start-up ideas, and project-based learning among students and faculty. v. Promotion of All-Round Learning: Integrate academic, co-curricular, and extra-curricular activities for holistic student development. vi. Future-Readiness Programs: Introduce skill-based training, digital literacy, and industry-oriented courses for employability. vii. Confidence Building Measures: Organize personality development programs, communication skill training, seminars, and leadership activities.	
4.	Research and intellectual property infrastructure	Creating new knowledge and innovation	Establishment of a dedicated Research and Development (R&D) Cell to promote systematic research activities in the institution. i. Creation of Research Support Infrastructure including well-equipped research labs, digital libraries, and access to e-journals and databases. ii. Promotion of Faculty and Student	✓

			Research Projects through funding support, guidance, and interdisciplinary collaboration. iii. Development of Innovation and Incubation Centre to support idea generation, start-ups, and prototype development. iv. Establishment of Intellectual Property Rights (IPR) Cell to guide patent filing, copyright, and trademark registration. v. Organization of Workshops and Training Programs on research methodology, academic writing, and IPR awareness. vi. Encouragement of Publication Culture by promoting research papers, journals, books, and conference presentations. vii. Collaboration with Universities, Industries, and Research Organizations for joint research and knowledge exchange. viii. Provision of Research Grants and Incentives to motivate innovative and high-quality research output. ix. Promotion of Ethical Research Practices to ensure originality, academic integrity, and responsible innovation.	
5	Supportive and facilitative infrastructure	Belongings and connectedness of all stakeholders	Development of a Student-Centric Campus Environment that promotes inclusiveness, respect, and equal participation of all stakeholders. Establishment of Effective Communication Channels such as digital platforms, notice boards, and feedback systems for continuous interaction.	

			Creation of Student Support Services including mentoring, counselling, grievance redressal, and academic guidance systems. Strengthening of Parent-Teacher and Community Engagement through regular meetings, feedback sessions, and collaborative programs. Promotion of Participatory Decision-Making involving students, faculty, and staff in academic and institutional development activities. Establishment of Alumni Network for mentoring, career guidance, internships, and institutional development support. Organization of Cultural, Social, and Academic Events to build unity, belongingness, and institutional identity. Provision of Inclusive Infrastructure ensuring accessibility, safety, and comfort for all students and staff. Development of Digital Collaboration Platforms for sharing resources, academic materials, and institutional updates. Promotion of a Positive Institutional Culture that values trust, teamwork, transparency, and mutual respect among all stakeholders.	
6	Networking and collaboration infrastructure	Industry Interaction for training placement and	Establishment of an Industry-Institute Collaboration Cell to build and maintain strong links with industries and organizations.	✓

		entrepreneurship	i. Signing of MoUs with industries, companies, and training institutes for internships, training, and placement opportunities. ii. Organization of regular industry visits and field exposure programs for practical learning and skill development. iii. Conducting campus recruitment drives and job fairs in collaboration with reputed employers and placement agencies. iv. Implementation of internship and apprenticeship programs to provide hands-on industry experience to students. v. Establishment of Entrepreneurship Development Cell to encourage innovation, start-up ideas, and self-employment. vi. Engagement of industry experts for guest lectures, mentoring, and skill-based training sessions. vii. Promotion of collaborative research and innovation projects between institution and industry partners. viii. Development of alumni network for career guidance, mentorship, and placement support.	
7.	Effective Governance Structure	Leadership, Strategic decision making, autonomy	Establishment of a clear and well-defined institutional governance structure with proper roles and responsibilities for all	✓

		including financial, quality assurance, defined process	authorities. i. Strengthening of visionary leadership to ensure strategic planning and long-term institutional development. ii. Implementation of participatory and transparent decision-making processes involving faculty, staff, and stakeholders. iii. Provision of academic and administrative autonomy to departments for effective functioning and innovation. iv. Ensuring financial autonomy with proper budgeting, resource allocation, and transparent financial management. v. Establishment of Internal Quality Assurance System (IQAS/IQAC) for continuous monitoring and quality improvement. vi. Development of Standard Operating Procedures (SOPs) for academic, administrative, and financial activities.	
8	Financial Independence and Stability	Standardization of process for financial transactions, Effective assets management	Establishment of standardized financial procedures for all transactions to ensure consistency, transparency, and accountability. i. Implementation of digital accounting and financial management systems for accurate and efficient record-keeping. ii. Strengthening of internal and external financial audit mechanisms to ensure	✓

			proper utilization of funds. iii. Development of annual budgeting and financial planning system based on institutional priorities and needs. iv. Introduction of transparent procurement and purchase policies to ensure cost-effectiveness and quality control. v. Effective asset management system for proper recording, utilization, and maintenance of institutional assets. vi. Regular monitoring and maintenance of infrastructure and equipment to ensure long-term sustainability. vii. Diversification of funding sources through skill programs, consultancy services, and collaborations. viii. Adoption of cost-control and resource-optimization strategies to reduce unnecessary expenditure.	
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DIGBOI MAHILA MAHAVIDYALAYA

[Estd : 1981]

DIGBOI :: 786171 (ASSAM)

Regd. No. 838

Ref. No – DMM/Pres/2026-07

Date:03/ 06/ 2026

Resolution No. – 04

“..... be it resolved in the Governing Body Meeting held on **03-06-2026** that the IDP, as per UGC guidelines be implemented with effect from the session 2025-26 for period of five years (it may be pertinent to mention in this context that work on IDP has already started way back in 2022 and it is in continuation)”


(Mr. Lakhi Nandan Gogoi)
President, Governing Body
Digboi Mahila Mahavidyalaya
Digboi

President, G.B.
Digboi Mahila Mahavidyalaya

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