



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	Manohari Devi Kanoi Girls College
• Name of the Head of the institution	Dr. Nibedita Phukan
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03732322602
• Mobile No:	9435033424
• Registered e-mail	iqacmdkg@gmail.com
• Alternate e-mail	mdkgcollege@gmail.com
• Address	K..C. Gogoi Path, Kadomoni
• City/Town	Dibrugarh
• State/UT	Assam
• Pin Code	786001
2.Institutional status	
• Type of Institution	Women
• Location	Urban
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	Dibrugarh University				
• Name of the IQAC Coordinator	Dr.Utpal Sut				
• Phone No.	03732322602				
• Alternate phone No.	9435747434				
• Mobile	9435034142				
• IQAC e-mail address	iqacmdkg@gmail.com				
• Alternate e-mail address	utpalsut6@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://static.mycc.in/uploads/1694/website_builder_files/1640245892_aqar-2019-20-iqac.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://mdkgcollege.edu.in/webportal/Academiccalender				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B++	82.0	2004	04/11/2004	03/11/2009
Cycle 2	B	2.90	2011	30/11/2011	29/11/2016
Cycle 3	B	2.39	2018	02/11/2018	01/11/2023
6.Date of Establishment of IQAC			16/07/2005		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NIL	NIL	NIL	NIL	NIL	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			No File Uploaded		

9.No. of IQAC meetings held during the year	12
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> If yes, mention the amount 	
11.Significant contributions made by IQAC during the current year (maximum five bullets)	
<p>* Completed the formalities of academic and administrative audit. * Organized workshop and professional development programme for non-teaching staff of the college. * Organized national seminar/webinar on NAAC related techniques and documentation * Organized online student development programme * Organized career development programme</p>	
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year	

Plan of Action	Achievements/Outcomes
Redesign the college website	The process is near to complete
Prepare the mentor-mentee list for the session 2020-21	The mentor-mentee list has been prepared for the session 2020-2021
Frame the questionnaire for feedback of teachers, alumni and office staff	The questionnaire for feedback of teachers, alumni and office staff has been framed
Organize workshop on Intellectual Property Rights (IPRs)	Due to covid-19 pandemic, workshop on Intellectual Property Rights (IPRs) could not organised but it is proposed to conduct in near future
Conduct the academic and administrative audit	The formalities for conducting the academic and administrative audit has been completed
Organize workshop and professional development programme for non-teaching staff of the college	Organized workshop and professional development programme for non-teaching staff of the college
Organize national seminar/webinar on NAAC related techniques and documentation	Organized national seminar/webinar on NAAC related techniques and documentation
Organize student development programme (offline/online)	Organized online student development programme
Organize career development programmes	Organized career development programmes
Conduct community development programmes	The effort is being made to conduct community development programmes
13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	

Name	Date of meeting(s)
Governing Body of the college	17/12/2021

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2019	04/11/2019

NAAC

Extended Profile	
1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	38
File Description Data Template	Documents View File
2.Student	
2.1 Number of students during the year	1258
File Description Data Template	Documents View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	168
File Description Data Template	Documents View File
2.3 Number of outgoing/ final year students during the year	402
File Description Data Template	Documents View File
3.Academic	
3.1 Number of full time teachers during the year	43
File Description Data Template	Documents View File
3.2 Number of Sanctioned posts during the year	45
File Description Data Template	Documents View File
4.Institution	
4.1 Total number of Classrooms and Seminar halls	34
4.2 Total expenditure excluding salary during the year (INR in lakhs)	29.69870
4.3 Total number of computers on campus for academic purposes	68

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

(i) At the very onset of the academic session, the college goes through the academic calendar received from the affiliating university. The academic activities including curriculum delivery and implementation throughout the session are carried out in accordance to the academic calendar.

(ii) Orientation programme is conducted by the college administration every year to make newly admitted students aware of the mechanism of curriculum transaction/delivery and implementation.

(iii) Routine committee of the college prepares the master routine for all the honours and generic courses and distributes it to the different departments of the college. Routine is prepared by taking into account the credit points given in the syllabus prescribed by the affiliating university.

(iv) Departments conduct meeting for the allotment of the classes based on the master routine and also for distribution of the syllabus among the teachers. Students are provided with details of allotted teaching topic and contents of each teacher.

(v) Based on the allotted teaching topic and contents in the syllabus distribution, teachers prepare their "teaching plan" in accordance to the number of classes allotted for each topic in the prescribed syllabus by the affiliating university.

(vi) Teaching methods like traditional chalk and talk method, power-point projections, group discussion, field work, projects, online classes etc. are used for the effective delivery of the curriculum.

(vii) Tutorial and remedial classes are also conducted for the students.

(viii) Student Feedback is collected by the IQAC with feedback committee regarding teaching and learning and effective curriculum delivery and implementation.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	NIL

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

(i) The college follows the evaluation norms of the affiliating university.

(ii) The college has adopted a method of assessing the academic performance of the students on a continuous basis.

(iii) At the beginning of the session, faculty members provide the students the details about the assessment process during the session.

(iv) The internal assessment tests are scheduled by the departments as per the academic calendar of the affiliating university and communicated to the students well in advance.

(v) The corrected answer scripts of the students are given to them for verification and any grievance is corrected immediately.

(vi) Internal assessment retest for those students who were absent for internal assessment examination with valid reason is scheduled again by the departments.

(vii) The marks obtained by the students in internal assessment test are displayed on the departmental notice board.

(viii) Student seminars, home assignment, group discussion etc. are also conducted from time to time for periodic and continuous assessment of the achievement of the students.

For continuous assessment of practical classes, keen observation of practical done by each student in the laboratory, regular attendance of the students and pretest of practicals are conducted.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	NIL

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

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

38

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement

for year: (As per Data Template)

0

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

00000

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

000000

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

1. Environment and Sustainability

- B.A. Major in Economics includes Environmental Economics which addresses environment sustainability.
- B.A. Generic Elective (GE) in Geography includes Climate Change: Vulnerability and Adaptation.
- B.A. Generic Elective (GE) in Sociology includes Rethinking Development which addresses Issues in Developmental Praxis: Development and the environmental crisis.
- B.A. Major in History includes History of Ecology and

Environment in India.

- B.Sc. Major in Botany includes Agrotechnology and Sustainable utilization of Plants
- B.Sc. in Botany includes Basics of Vermicompost which addresses proper disposal of organic waste for a cleaner environment
- B.Sc. Major in Chemistry includes Organic Chemistry which addresses green chemistry
- B.Sc. Honours in Zoology includes Principles of Ecology which addresses sustainable ecosystem
- B.Sc. Generic Elective (GE) in Zoology includes Environment and Public Health.

2. Gender Studies

- B.A. Major in History includes Women in Indian History.
- B.A. Honours in Sociology includes Sociology of Gender which addresses gender as social construct, gender inequalities and gender power and resistance.
- B.A. Major in Political Science includes Introduction to Women Studies

3. Professional Ethics

- B.A. Honours in Sociology includes Sociological research methods which addresses objectivity in social sciences.

4. Human Values

B.A. Honours in Sociology includes Social and Religious which addresses techniques of prayer, secularism, Gandhian ideology

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

15

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

245

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution

D. Any 1 of the above

from the following stakeholders Students
Teachers Employers Alumni

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

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

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://drive.google.com/file/d/1o-LcMCHFwnR0et5WMRh-UFsH1q8nwkRK/view?usp=sharing

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

620

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

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

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

226

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

2.2 - Catering to Student Diversity

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

“Introduction of students” conducted to recognize learners, their skills and behaviors.

Every student is introduced to their educators and mentor along with knowledge of discipline, programs, academics and development schemes and student-teachers support. We are using some technique such as

- Taking quizzes to test the previous knowledge of the students
- Formative evaluation during the class, based on questions asked, class performance, internal assessment etc.
- Surprise test
- Testing student's comprehension skill by interaction.

These performances are used to identify the advanced learners and slow learners

Organizing slow learner:

- Providing simplified materials
- Remedial classes and test for formative evaluation.
- Need based individual focus
- Sessions of solving problems and tutorials conducted for different mathematical topics like mathematical physics, etc.
- Lectures on building of confidence are taken; and faculty members guide weak students to come forward for discussions of problems.
- Time for reading, problems solving and experimenting are extra provided for slow learners for improvement.

The main agenda of these arrangements is to build confidence in the students to face exams and peer pressure.

Advance learner:

After identifying the advanced learners separate whatsapp groups are made for them to discuss advanced problems and topics.

- Developing higher order learning skills
- Seminar presentation by them for clear understanding of topic.
- Students are encouraged to refer higher referencetextbooks, to polish their knowledge and motivated for their advanced studies
- Home assignment and projects are prepared from the Students.
- They are also encouraged to apply for different competitive examinations.
- They are also encouraged to attend webinars and workshops conducted by ISRO, NPTEL etc.

They are motivated to participate in seminar presentation, Poster presentation, quiz competition, debates etc.

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File Description	Documents
Link for additional Information	NIL
Upload any additional information	View File

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

Number of Students	Number of Teachers
1212	56

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Experiential Learning

- Project work with laboratory-based studies in Departments of Botany, Chemistry, Physics and Zoology
- Field Projects in local area including survey-Department of Botany, Education, Geography, Home Science, Zoology
- Study tours such as field visits to wildlife sanctuary, national park, reserve forests etc.-Department of Botany, Geography and Zoology.
- Different skill based courses such as photoshop, vermicompost, entrepreneurship etc are introduced to students to develop skills for future self employment.
- Guest lectures by noted academicians from nearby universities

Participative Learning

- Participation in seminars, conferences, webinar etc.
- Participation in activities such as debate, model making, group discussion.
- Power Point Presentations in classroom.

Problem solving methodologies

- Departments conduct quizzes to enhance problem solving.
- Questions based on analysis and reasoning is provided.
- Research work under guidance of faculty is conducted by the departments to inculcate research aptitude in students.
- Computational approach to problem solving

File Description	Documents
Upload any additional information	View File
Link for additional information	NIL

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

The institution follows ICT enabled tools in addition to chalk and duster method of teaching. The classrooms of the institution are mostly ICT enabled and even smart classrooms were also introduced. Efforts have been made by the institute to provide e learning atmosphere in the institution. Computer laboratory with internet connection is also provided in the institute.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://mdkgcollege.edu.in/webportal/E-Repository

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

2.3.3.1 - Number of mentors

56

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

2.4 - Teacher Profile and Quality

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

42

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

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

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

1

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

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

2.4.3.1 - Total experience of full-time teachers

56

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

The institute has undertaken following reforms:

The college has initiated continuous internal evaluation in accordance with norms and guidelines of Dibrugarh University , Dibrugarh, Assam.

Internal assessment are done on the basis of sessional examinations, seminar, group discussion on program specific topic given by subject teachers by lottery and assignment and practical class performance.

Two sessional examinations are held in each semester of B.A/B.Sc

program as Internal examination which marks are considered as a part of internal marks and are sent to the university.

Internal sessional examination answer sheets are assessed by the concerned subject teachers and are shown to the students for further clarification of mistakes.

In addition to these, QUIZ TEST, MCQ TEST, CLASS TEST are also taken by the subject teachers to evaluate students' performance but these tests marks are not added in evaluation of university internal assessment marks

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

Internal assessment of the students are conducted by all the departments and the students are informed in advance regarding the same through departmental notice boards and also the teachers announces the dates in the classroom. The students those who cannot appear for the examination on the aforementioned dates for them fresh examinations dates are fixed so that they can appear in the examination. Transparency of internal examination is maintained by declaring their results on the notice board and by showing them their answer scripts of the examination.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

Assamese: Students will interpret Indian theories on literature ,

metre, prosody and rhetoric

Bengali: Students will be aware about the process of development of Bengali prose through the writings of different Bengali renowned literary activists.

Economics: Students will develop the ability to explain major economics terms, concepts and theories

Education: Students will develop a positive attitude towards life and teaching profession

English: Students will develop their ability as critical readers and writers

Geography: Students will develop understanding about climate, soil and topography in different continents of the world. The course also familiarize learner with industrialization and population distribution in developed, developing and underdeveloped nations of the world.

History: Students will be able to demonstrate broad knowledge of historical events and periods and their significance.

Hindi : Students will equip themselves with a philosophical outlook to engage creatively and conscientiously with social issues specific to the Indian context

Home Science: Students will gain knowledge regarding care and well being at different stages of life

Mathematics : Students will be able to differentiate logical statement and ordinary statement; analyze the truth and falsity of logical statement; define and describe various properties of set

Philosophy: Students will be able to apply decision procedure to determine the validity of logical arguments.

Political : Students will be able to deepen their understanding of the political process and indicate the possibilities of making it work for democracy

Sanskrit: Students will be able to estimate the moral/ethical values in Sanskrit poetry

Sociology: Students will be able to understand social inequalities

from sociological perspectives acquainting themselves with theoretical perspectives on diverse social inequalities.

Botany : Students will be able to identify various life form of plants, design and execute experiments related to basic studies on evolution, ecology developmental biology etc

Chemistry: Students will be able to gain the theoretical and practical knowledge of handling chemicals

Computer Science: Students will be able to understand general concepts about computer hardware, application software etc., computer architecture and organization, digital logic design, operating system

Physics : Students will be able to develop the requisite mathematical skills to understand the fundamental topics in Physics

Statistics: Students will be able to organize, manage and present data.

Zoology: Students will be able to analyze the relationships among animal, plants and microbes

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://mdkgcollege.edu.in/webportal/ProgrammesAndCourses
Upload COs for all courses (exemplars from Glossary)	View File

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

Internal Assessment and end-semester examination as direct assessment measures

- As per University guidelines, 20% marks are awarded through internal assessment and 80% marks externally through end-semester examination. Out of 20% internal assessment marks, 10% marks are assigned for Assignment /Presentation/ attendance/ Class room interaction/quiz etc and the remaining 10% marks are assigned for Written Test for theory and/or Viva

Voce for Laboratory. Based on this guideline, all faculty members evaluate students performance on regular basis and provide remedial classes for poor performance students. For star performers, some special classes are provided for different national level competitive exams like IAS,SSC ,BANKING ,JAM etc.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://dibru.ac.in/wp-content/uploads/2020/06/Resolution 24 UG CBCS Regulations 2018 approved by 116th AC.pdf

2.6.3 - Pass percentage of Students during the year

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

336

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

https://static.mycc.in/uploads/1694/website_builder_files/1640945995_student-satisfaction-survey-2020-report.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	NA

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

15

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

3.2 - Research Publications and Awards

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

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

15

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

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

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

24

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

3.3 - Extension Activities

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

No such activities were carried out during the said period due to Covid-19 pandemic and lockdown.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

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

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

0

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

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

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

0

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

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

3.3.4.1 - Total number of Students participating in extension activities conducted in

collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

0

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

3.4 - Collaboration

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

0

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

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

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

0

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institution has adequate infrastructure and physical facilities for teaching learning, viz classrooms, laboratories, computing equipment

The institution provides the necessary infrastructure facilities for imparting quality education. The college has sufficient number of classrooms, laboratories, computer centres with well-equipped and well-maintained furniture and other peripherals.

Classrooms: the college has sufficient number of spacious classrooms. Most of the classrooms have a podium and are fitted with greenboards and a few with LCD projectors. The small classrooms can accommodate approximately 40-50 students and a big classroom can accommodate about 120-150 students. Full attention has been give to create a healthy environment for study by having spacious, clean and airy classrooms.

Laboratories: There are total 9(nine) Laboratories - Geography, Home science, Physics, Chemistry, Botany, Zoology, Mathematics and Computer Science. The laboratories are equipped with advanced instruments, apparatus and other services.

Computing Equipments : The college has 2(two) ICT cum Computer Centre for performing various training purposes and computing skill enhancement. The administrative process is wholly run on automotive mode. The library is using computers to perform its routine jobs and also provide comport access facilities for users.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	NA

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

The college has one spacious auditorium and one multipurpose seminar hall for use in various academic, cultural and other social

programmes. These spaces are extensively used for various curricular and co-curricular activities. The auditorium is equipped with all modern facilities like, sound proof, installation of ceiling and adjust fans, sound system LCD projector, etc. A sophisticated gymnasium is used by students and teachers as well to maintain physical fitness. The college has two girls common room and used for indoor games activities as needed.

Facility	No	Related Link
Auditorium	1	Click
Gymnasium	1	Click
Common Room	2	Click
Canteen	1	Click

File Description	Documents
Upload any additional information	View File
Paste link for additional information	NA

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

34

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

34

File Description	Documents
Upload any additional information	View File
Paste link for additional information	NA
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

29.69870

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

Name of LMS software	Nature of Automation	Version	Year of Automation
SOUL (Software for University Libraries)	Partial	SOUL 2.0	2006

MDK Girls' College library had created the process of automation in the year 2006 using SOUL 1.0 LMS. It has completed the creation of book database in the year 2008. It has started the automated circulation system in the year 2009. Software has been updated to newest version SOUL2.0 with latest application version 2.0.0.12. It facilitates -

- Exhaustive management of records of documents.
- Transaction of books including reservation
- Powerful search facility for books and members based on various search criteria
- Report generation and distribution.
- Database backup and restore.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	NIL

4.2.2 - The institution has subscription for the following e-resources e-journals e- A. Any 4 or more of the above

ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

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

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

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

0.637

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

40

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

To cope up the increasing demand for IT driven facilities our institution is stepping fast towards up-to-date infrastructure and

other network facilities. The use of computers, laptops, mobiles, tablets, etc are used extensively by both teachers and students. The campus is setup with wired and Wi-Fi network with suitable bandwidth. Both the campuses of the college facilitates seamless rooming to access internet through its Wi-Fi facility 24X7. The college has adequate computing and communication resources to offer students the facility of e-mail, net surfing, up/down loading of web based resources, preparing projects and seminars, etc.

Currently college is using RailTel leased line of 50 MBPS of high speed internet facility from RailTel Corporation of India Limited. College has been using Quick Heal Total Security for cyber security solutions. The whole campus is under CCTV surveillance.

SoftecSol (Software with complete Solution) has been providing database security which includes all the documents records, files, history and other details added to the software.

The Dspace Digital library (Institutional Repository) has been using Synology Disaster Recovery solution for its data security.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	NA

4.3.2 - Number of Computers

60

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

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

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

12.49

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

College has various committees to look after and supervise and to ensure maximum utilisation of infrastructure, facilities and equipment.

Adequate in-house staff is employed to meticulously maintain hygiene and cleanliness on the campus.

Classrooms, seminar halls, staffrooms, library, laboratories etc are cleaned and maintained regularly.

CCTV cameras, Air conditioners, Water purifiers, Fire -extinguisher, dustbins are well placed and maintenance is done periodically to enhance efficiency of infrastructural facility.

Computer laboratories, laboratories and library have been running under proper supervision of competent authority. Also all these

laboratories and library have adopted policies for smooth functioning so as to provide congenial learning environment.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	NA

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

43

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

0

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

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

B. 3 of the above

File Description	Documents
Link to institutional website	NA
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

0

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

0

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student

A. All of the above

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

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

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

5.2.2.1 - Number of outgoing student progression to higher education

46

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

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

4

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

5.3 - Student Participation and Activities

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

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

0

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

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

Student representation in academic and administrative bodies/ committees of the institution are listed as follows:

1. RUSA monitoring unit (Member):
2. IQAC core committee (Member)
3. Book Club :
4. Library Committee:
5. Student Union (Student Council):
6. Hostel Committee

Students representation and engagement in various administrative, co-curricular and extra-curricular activities include monitoring RUSA Project at institutional level, promoting educational, intellectual, moral, physical, socio-cultural development of students, helping in organising programmes for students, taking part in discussions on pre-determined book themes, participating in library related facilities and requirements of students, imbibing qualities of co-operation, friendship, tolerance, sense of social service, positive thinking , socio-political awareness, organises various events in college week , cleanliness drives, educational excursions, positive thinking and problem solving matters.

The Alumni Association of the college through different activities and programmes contributes towards the greater benefit of the students and society where students also take part in the same.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

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

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

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

The Alumni Association of MDKG College was formed in 2002 with the initiative of Dr. Sandhya Devi as the Working President and Dr. Sewali Barbara as the Secretary with 15 members. Through different activities and events this association has been contributing towards the greater benefit of the students and society. It conducts programmes on legal literacy, extension activities, motivational events for students by inviting prominent resource persons. It also engages in activities like tree plantations in order to create environmental awareness among student fraternity, gender and society and health. Awards for best athlete and best Borgeet singer are given out in the form of cash prizes alongwith certificates. From time to time this association provides donation to students and society in kinds. It has an executive body that functions actively. Application for registration of the same has been accepted and sent to the concerned official under Societies Registration Act, 1860 is in the Department of Finance, Government of Assam. Ease of Doing Business Assam website is where it is uploaded. Application accepted letter is enclosed below.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The vision of the institution is to provide the conducive environment for teaching, learning, innovation and character building in order to facilitate the creation of an enlightened, just and habitable society.

As the mission of the institution is

- To instill in students pedagogic as well as social values.
- To foster latent talents thus creating a congenial atmosphere in taking up future challenges
- To mould the students to understand the various roles of life to assign to them and be equal in the execution of these roles with perfection.

The institution follows a democratic and participatory mode of governance with all stakeholders participating actively in its administration. The Governing Body delegates authority to the Secretary and Principal who, in turn shares it with the different levels of functionaries in the college. The Heads of Departments, the Conveners/ Coordinators of various committees and cells along with the staff representatives on decision-making bodies play an important role in determining the institutional policies and implementing the same.

Perspective/Strategic Plan

The institution has a Perspective/Strategic Plan in place to help it develop in a systematic, well-thought-out and phased manner as follows:

1. Application for grants from government and non-government

sources.

2. Continuous renovation and up-gradation of the existing facilities by extension of available area through vertical as well as horizontal expansion to accommodate more class-rooms, laboratories, auditorium, staff-rooms etc.

3. Renovations to revive the ageing infrastructure of the institution.

4. Improvement of the scope and profile of the teaching-learning experience through greater use of ICT and other innovative means.

5. Introduction of new subjects at the under-graduate level.

6. Achievement of national and international recognition in the form of grants and awards.

7. Mobilization of funds and projects through the alumnae and other stakeholders.

8. Partnering with social organization for the cause of experiencing/widening teaching learning experiences in social perspective.

Participation of Teachers in Decision-Making Bodies:

- Teachers discharge an important role in implementing the vision and mission of the college and to that end play a proactive part in the decision-making process. Heads of Departments enjoy considerable administrative and academic autonomy in running their disciplinary units.

- Teachers influence the institutional polity through the Teachers' Unit, through their representatives on the Governing Body, Project Monitoring Unit (RUSA), Construction Committee, Purchase Committee, Hostel Committee, Routine Committee, API Verification Committee and Library Advisory Committee of the college.

Besides, teachers are members and conveners of the various committees that are instituted for the day-to-day functioning of the college. Teachers, through their agency and autonomous interaction

on these bodies are able to contribute in a significant way to the participatory ethos of the institution. They determine admission criteria, marks cut-offs, examination modalities, journal themes, library practices, various teaching learning innovations and other academic priorities.

Additionally, teachers discharge an energetically pervasive role as motivators and spearheads of cultural and socially conscious activities in the institution by steering the NCC &NSS unit, the Women's Studies & Development, Cell for Gender sensitization and Sexual Harassment, Health & Sanitization, Anti -Ragging Cell, Eco Club, Book Reading Club among other laudable cells and committees.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

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

The institution practices decentralization and participatory management in keeping with its belief in collective leadership and democratic traditions. A particular reflection of this practice may be seen in the extensive delegation of authority to the various Departments in the college.

The Ways in which Heads of Departments participate in the Management Process:

The Head of the Department oversees the teaching Plans of his/her departmental members.

- He/she is empowered to make adjustments in the routine, and allot teaching assignments and evaluation duties.
- He/she enjoys the privilege of convening departmental meetings where the programmes for the entire term are decided.

- He/she often takes the lead in planning seminars, workshops, career counseling sessions, remedial measures, interdepartmental or/and inter-college exercises, departmental excursions and study tours.
- He/she is at liberty to introduce creative and innovative measures for the benefit of his/her students.
- He/she organizes and conducts the Parent-Teacher meetings in which the academic progress of the students is communicated to their guardians.
- He/she, in consultation with his/her department oversees the paper-setting, moderation, evaluation, and marks submission of all internal examinations of the department, and determines the admission criteria of the students.
- He/she decides on the nature, pattern and duration of special and remedial classes for the students of his/her department.
- The Head, in consultation with his/her departmental teachers enjoys total flexibility in planning and organizing seminars from the UGC sponsored level to that of students' seminars.
- Through their attempt handling of their departments, Heads discharge their function as nodal agents of the academic and administrative processes in the college thereby contributing to the strength and vibrancy of the management mechanisms in the college.

The above enumeration of features comprising participatory management points fairly conclusively to the ethics of decentralization which is integral to the institution and informs its functioning at every level.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The plan to apply for governmental as well as non-governmental grants for the development of the institution has been one of the

most important plans of the

Strategic Plan. The mobilization of financial resources, as one knows is of crucial significance for the growth of an institution.

Aspects of activity successfully implemented:

In fulfillment of the clause of the Strategic Plan in respect of up gradation of the existing facilities of the college, the principal with the approval of the Governing Body prepared a DPR involving competent persons and authority.

RUSA grants to the tune of Rs. 99, 00,000/- under Head of Creation of new facilities, renovation/up-gradation of existing facilities and new equipments/ facilities under 1.0 cycle in the year 2020. 90% of the amount was borne by the central government while the remaining 10% was provided by the government of Assam. This entire sum, sanctioned in three installments is being utilized in phrase manner.

Additionally, Grant Assistance of Rs. 30 lacs under project ID 1.0/GCPRDI196301/IC/03/1029 for laboratory equipments was duly spent on procurement of equipment. Parallel repairs, renovations and extension work for the general upliftment of the institution is being meaningfully utilized through the construction of a G+2 building, construction of 2nd floor of the Administrative Block and these extension ,renovation will solve the space crunch to an extent and shall add to the infrastructural rejuvenation of the institution. The purchase of Laboratory equipment have dovetailed into the academic enhancement plan enumerated in one of the Best Practices thereby demonstrating the synergy that infuses the functioning of the college in its different levels and departments.

- A grant of Rs.80 thousands from ICSSR was sanctioned to the college and this too was properly utilized through the organization of a workshops on Manuscript logy and Textual Criticism to enhance the knowledge and skills of teachers and researchers associated with the topic. Thus, it is clear that the institution has made a concerted effort to reach out to various sources and sectors to mobilize funds as outlined in its Strategic Plan, and has been successful in receiving various types of financial assistance both from the government and non-government quarters for its overall betterment.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://drive.google.com/drive/folders/1-tBTB96Zw1RbemwzOkapVtIr085g5wda?usp=sharing
Upload any additional information	View File

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

Governing Body:

The composition and function of the Governing Body as per the Assam Provincialised Colleges and Assam Non- Government College Management Rules, 2001 and its amendment from time to time.

Composition page 2-4, Functions page 7-9

Administrative Set Up:

The Secretary and the Principal form the nucleus of the administration and the final authority in all financial matters. The Principal who is the head of the institution shares his/her responsibilities and work and vets all financial projects before endorses the same. The Principal is vested with the day-to-day running of the college. She has her team of Vice Principal, administrative staff, Departmental Heads, the IQAC Coordinator, faculty and representatives of students assist her in the discharge of all work.

The Functions of Various Bodies:

PMU of RUSA, Construction-Committee, and the Hostel Committee take important decisions regarding building construction, renovation and maintenance and issues related to the construction of college and hostel. MDKG College Students' Union, MDKG College Teachers' Unit (ACTA) and the Association of the Non-teaching staff plays active role in decision making process.

Service Rules, Procedures, Recruitment and Promotion Policies:

Service rules : As per UGC guidelines and Service rule of the

employees under Govt. of Assam. by the Affiliating University ,the Constitution of the college and the rules of the State Government as amended from time to time in this regard.

The recruitment rules for the teaching staff are as per the latest order of the Govt. of Assam. along with the eligibility criteria prescribed by the UGC; and for the non-teaching staff is as per Guidelines and order of the Government of Assam. .

The college follows guidelines and orders of the government of Assam in respect of promotional policies for teachers and Non-Teaching staff .

Grievance Redressal Mechanisms:

There are several Grievance Redressal Mechanisms including Disciplinary Committee, Gender sensitization & Sexual Harassment Cell, Anti-Ragging Cell, Grievance Redressal Cell with complaints boxes prominently placed and the full implementation of the Right to Information.

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/1l-csA7-JGLoihugH5K_TjDlTpXBg4x07?usp=sharing
Link to Organogram of the Institution webpage	https://static.myccl.in/uploads/1694/website_builder_files/1640942221_organogram.pdf
Upload any additional information	View File

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

The institution has welfare measures for both teaching and non-teaching staff. All the employees, both teaching and non-teaching avail the welfare schemes/announced/launched by the Government of Assam from time to time such as Pension Scheme, Gratuity, PF with instant loan facility, Maternity Leave, Child care leave, Paternity leave, GIS, Apun Ghar-interest subvention scheme for Housing loan for regular employees, Assam Employee Health Assurance Scheme 2021, Loan facility from NTE fund, Advance salary in case of emergency, canteen facility for refreshment, Rotation schedule for availing Holidays, Fire safety measures, water purifier and water cooler ,Sanitization and vaccination etc.

The college authority always gives equal opportunity to each and everyone for his/her individual career advancement. The institution encourages all to participate in career development programme and to acquire competency as well as requisite eligibility for promotions. It has provided relevant information with them enabling them to be well aware of requirement and opportunity for career advancement. The management has, of late, resolved to offer financial incentives to those who intends to participate in seminars, workshop, FDP etc.

The College has Sanchay and Rin-dan Samiti for providing loan facilities at easy rate of interest to both teaching and non-teaching staff.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

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

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

0

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

1

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

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

22

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

Appraisal is taken for teachers from the department profiles. This is taken for the promotion of the teachers based on PBAS proforma. The academic performance of the teachers are evaluated by the experts sent by the University for the CAS promotion of the teachers. The documents are sent to the Director of Higher Education, Assam for approval after having approval from the Governing Body of the college. The API-based proforma filled up by the teachers are meticulously scrutinised by the IQAC of the college and it is verified with utmost care by the principal of the college before sending it to governing body and Director of Higher Education of Assam. The performances of non-teaching staff are evaluated on the basis of their performance in office work. The professional development courses are organized to train up the non-teaching staff of the college.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

The Institution conducts internal and external financial audits

regularly. Internal Audit is conducted by the Auditor appointed by the Governing Body of the College. The external auditors approved by the Government audit the accounts of the college in regular intervals. Audit is also intended as a measure of scrutinizing Receipts, Payments and Balances with a view to correct any shortcomings and to advise on proper practices.

In case of any audit query and objections, the matter is placed before the Governing Body for discussion and appropriate measures are taken in pursuance of the decision taken following all relevant government rules.

Statutory audit of the institution:

Internal audit of the institution 2020-2021

Internal audits of various UGC grants:

Rashtriya Uchchatar Shiksha Abhiyan (RUSA) verification of accounts

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/1j8dBjxSl88AiUa0XhjHEfXQ1vls2XjRy?usp=sharing
Upload any additional information	View File

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

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

0

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

The following are the various strategies employed by the college for fund mobilization:

Resource mobilization policy and procedures of the Institution.

The institution has a comprehensive resource mobilization policy in place.

Strategies Employed for Resource Mobilization:

The institution invests a considerable part of its fund, to be termed as "Reserve fund" both as long term and short term deposit for earning interest accrued thereupon. Such deposit may be an alternate to corpus fund and the amount of interest earned from the deposits helps in generating funds required for recurring expenditure.

- The institution seeks to mobilize government and non government grants for the improvement of institutional infrastructure and knowledge resources and to that end prepares, vets and submits proposals to the relevant authorities such as the UGC, the State Government, and RUSA, ICSSR etc.
- It reaches out to local organizations including banks, corporate houses and civic bodies for empathetic patronage.
- It welcomes donations, memorial prizes and endowments from staff members, alumnae and guardians towards the prize and endowment funds.
- It partners with fellow colleges and organisations in jointly sponsored academic exchanges.
- It actively solicits MLA/MP LAD grants for the betterment of the institution.
- It engages with its alumnae and other stakeholders in exploring revenue-generation avenues.
- All government and non-government financial grants are utilized fully keeping in mind the best interests of the stakeholders.

Mobilization and utilization of Space and Time.

- Space which is at a crunch in the college is utilized fully and imaginatively. A corner of the existing computer Lab has been transformed into a Museum to treasure the items associated with the heritage of the college. The outer wall of the building was used as space for holding notice board.

- Existing Assam type canteen building was demolished in order to make way for a G+2 storied building according to the plan of linear expansion.

- The Auditorium is also used as lecture hall and Examination hall during the days when no specific functions are arranged in the same.

The college is being allowed to be used as venue by various Govt/ Non-govt establishment and organizations for holding various fuctions/examinations etc during holidays. These are some of examples of optimal space utilization.

Mobilization of Intellectual Resources:

The institution mobilizes its human resources, too by visualizing, designing and implementing academic and co-curricular activities that challenge the students to the utmost and develop their potential to the fullest.

It encourages all staff members to reach their personal and professional growth goals by cooperating with their career development imperatives and discipline specific aspirations.

The faculty of the college regularly participate in various academic, cultural and social events and some of them act as resource persons and thereby enrich their resources and competency.

Procedures for Resource Mobilization:

- The types and methods of resource mobilization are usually discussed in GB meeting are approved by the Governing Body of the college. It is also discussed in the meeting of other stakeholders.

- Resource mobilization at its several levels along with its optimal utilization is carried out organizing different competitions by the college.

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/1j8dBjxSl88AiUa0XhjHEfXQ1v1s2XjRy?usp=sharing
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

The IQAC has contributed in institutionalizing the quality assurance processes with respect to curricular, teaching, learning and evaluation, research, infrastructure, student support, institutional values, etc. by different methods. Out of these, mention can be made of the following best practices initiated by IQAC.

Extension activity: The college fraternity is committed to develop and implement best practices keeping in view two broad objectives i.e., mobilisation of students to ensure greater participation in community and social endeavours and to establish social bonding through community services. Such a broad vision was envisaged to make the students aware about social responsibility and to imbibe them in democratic norms. The second objective was adopted with an aim of shouldering social responsibility and establishing social bonding so that the institute can develop a close social linkage. The IQAC in its response to social needs has taken initiative to adopt extension programmes in collaborative effort with different cells, departments, PTA of the college and NGO in tea gardens and Schools.

Cleanliness activity: IQAC proposed a cleanliness drive in different phases like campus cleanliness and beyond campus as a part of the best practice of the college and also to create awareness among students. This drive is to be in support with the "Swachh Bharat Abhiyan" in the national perspective and to endorse the concept of "Think globally act locally". The drive is aimed at achieving a cleanliness programme by enthusiastic students for maintaining a clean campus including departments, laboratories, etc.

The details of the two best practice are given in criterion 7, metric no.7.2.1.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The IQAC has always endeavoured to improve the academic environment of the college with respect to the above through:

1. **Feedback:** The IQAC annually generates feedback from students and their parents. Feedback on curriculum, evaluation system and teachers' quality are collected from students. Students give feedback on teachers on two aspects: 1. General/Attitude related and subject related and 2. subject related in a five point scale. These are analysed statistically and submitted to the head of the institution who in turn places them in the governing body for discussion and necessary action. Feedback on curriculum is communicated to the affiliating University by the members of BoS. Feedback from parents of students on course and evaluation is collected, analysed and submitted to the head of the institution for necessary action.

IQAC in its meeting with the feedback committee held on 18th November, 2020 resolved to take feedback from stakeholders in online mode.

2. **Learning Management System:** Under the initiative of IQAC in the year 2017, the institution launched MOODLE as its learning management system and teachers are currently being oriented towards using of it. The department of Physics, Chemistry, Botany and Zoology conduct sessional examinations using MOODLE.

During covid-19 pandemic, all faculty members of the college used to take classes online through different platform viz. Google classroom, Google Meet, Zoom etc.

Recorded incremental improvements in various activities:

Post accreditation initiatives:

Academic:

1. Value added course has been introduced by the philosophy department of the college.
2. IQAC organised workshop on Intellectual Property Rights and the college authority constituted an IPR cell.
3. Research committee has been reconstituted to create research ambience among the faculty members of the college.
4. "Pracya" journal published by the Sanskrit department of College is recognised as UGC-CARE list journal.
5. Good number of national workshops and webinars have been organised by the institution.
6. Faculty members are encouraged to do Ph.D. in their respective areas of interest. Fifty two percent (52%) of permanent faculty members have been awarded Ph.D.
7. MOODLE is being used by the faculty members as learning management system. All the faculty members are well versed with use of ICT in their areas of teaching, learning and evaluation.
8. Students are encouraged to use power point in their seminar paper presentation.
9. There has been incremental growth in pass percentage of students of the college.
10. There is the continuation of Mentor-Mentee system in the institute. Teachers are assigned as mentor for group of students and process is carried on.
11. Teachers are encouraged to deliberate speech in the seminars/workshop as resource person.

Admission:

1. Admission of the students in the college is online.
2. Cashless payment through POS and online payments has been introduced in admission process.
3. Communication to students and teachers is paperless.
4. Management information software of the college manages student database and through it information of the students made available including their admissions etc.
5. The college campus, classrooms and veranda has been under CCTV surveillance.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

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

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://static.mycc.in/uploads/1694/website_builder_files/1613547664_nirf-2020-2021.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The institution is committed to ensure gender equity in the campus and continuously engages in gender sensitization and awareness activities.

Safety and security :The institution considers that safety and security of women stake holders of the college is of paramount importance and thus ensures a secure college campus with a well maintained register at the college entrance gate , a gate keeper to check the transit of visitors and proper frisking facilities with a frisking cabin at the entrance of the college. Moreover, there is a gender sensitization Committee in the college that endeavors to sensitize the stake holders of the institution about safety and security of the women .

Being a women's college, the institution also takes care of menstrual hygiene of the students and has installed a sanitary pad vending machine and an incinerator in the college campus.

b. Counseling:

i) COUNSELLING PROGRAMME ON YOUTH, MENTAL HEALTH AND PSYCHOANALYSIS: A Counselling programme titled ' YOUTH,MENTAL HEALTH AND PSYCHOANALYSIS' was organized by the CAREER COUNSELLING CELL on 1st March 2021 to create awareness about mental health of the girl students of the institution and other stake holders .Prof Bernal Nath Dowerah ,Assistant Professor in the Department of English Of the College acted as the resource person of the programme. The resource person used lecture ,activity and audio-visual aids to explain the importance of keeping the mental awareness of the students healthy.The session basically reflected upon the mental health in the covid19 induced gloomy period .Besides the role of psycho -analysis was conveyed by the resource person through certain case studies as examples including functions of brain ,transformation of habits ,creativity,productivity,change of mindsets.Substance -abuse ,internet addiction ,neuro -plasticity and positive psychology were some of the key areas

ii) NATIONAL LEVEL WEBINAR ON ' GENDER, SOCIETY AND POLITICS' Organised by ALUMNI ASSOCIATION in Association with IQAC , MDK GIRLS' COLLEGE,DIBRUGARH on 21/8/2020

The Alumni Association ,MDK Girls' College organised a National Level Webinar on 'GENDER,SOCIETY AND POLITICS' in association with IQAC ,MDK GIRLS College on 21/08/2020.Dr.Alpana Borgohain ,Professor and Former Head ,Department of Women's Studies ,Gauhati University acted as a resource person in the Webinar.The Webinar was inaugurated by Dr.Nibedita Phukan ,Principal ,MDK Girls College.In her speech,Dr.Phukan highlighted the need of gender sensitisation in the society and the intricate relationship between gender issues ,society and politics. Dr.Utpal Sut ,coordinator ,IQAC also offered the welcome speech focussing on the significance of such an academic event.The resource person ,Dr.Alpana Borgohain in details analysed the relationship between Gender ,Society and Politics and discussed the problem of gender bias in the way of their overall development and political participation.Prof Borgohain very aptly pointed out in her speech that women are equipped with all qualities to emerge as important social agent but

the issue of 'gender' comes as a barrier in different fronts to prevents women's growth and elevation. The case has more exaggerated in the prevailing Covid situation when women are being confined within the threshold of family and home. The Webinar was very vibrant with the active participation of 65 participants. The participants ,very enthusiastically participated in the webinar and expressed their apprehension and opinions regarding women, gender ,society and politics.

iii) WEBINAR ON 'MANAGING MENTAL HEALTH DURING THE COVID-19 PANDEMIC: The extraordinary challenges posed by the Covid-19 pandemic and subsequent nationwide lockdown was imposed. The prolonged lockdown and the pandemic was wrecking havoc in physiological and psychological health of the students .Considering the effect of this crisis in the lives of girls' of our institution, the department of Geography organized a webinar on 'MANAGING MENTAL HEALTH DURING THE COVID-19 PANDEMIC'. Dr.Brinda Sharma ,clinical psychologist for the last 12 years which included serving as Child Guidance Centre of National Institute of Public Cooperation and Child Development and an assistant professor in the department of Behavioural Studies in Dibrugarh University and presently serving from ARUNIT ,a centre for psychological management graced the occasion as a resource person. She spoke for almost an hour about the stress and anxiety faced by people, especially by students due to ongoing pandemic and lockdown. There was instant reciprocity by the students and they expressed their insecurities and claustrophobic feelings .Dr.Sharma advised them about the do's and don'ts of managing the stress.The programme was a very successful one.

c. Common Rooms: There is a specific Girls' Common room in the college to facilitate the re-recreational and leisurely activities of the students. The common room has indoor-games facilities and has a women-friendly environment. The walls of the common room are decorated with messages of women empowerment and gender sensitization.

File Description	Documents
Annual gender sensitization action plan	Not Adopted
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://drive.google.com/file/d/1zfgfI9nwxE5WSkWTlec-1zRbf3h8OWiA/view?usp=sharing

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

D. Any 1 of the above

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

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

- The institution has adequate provision for solid waste management. Dustbins are installed all over the campus for disposal of wastes. The authority monitors the issue of waste management with much caution and care .The campus is made hundred percent hazard free .The waste accumulated is collected by Municipality and send for recycling in the newly constructed Garbage recycling centre at Lekai, Dibrugarh.From this year i.e., august 2021 a project on Vermi compost is inaugurated in the science campus and presently the solid waste is transported to plant to produce vermicompost.
- Proper sanitation and sewage provisions are available for liquid waste management. The water accumulated in the campus is channelized through canals and disposed beneath the earth.
- Waste produced in the campus is dumped in the dustbins installed in front of the College.The accumulated waste is than sent to the recycling Centre through municipality Van.From the year 2021,the waste accumulated in the campus is

used for producing Vermi-Compost.

- The department of chemistry during its practical classes produces a little amount of acidic waste and these chemicals are channelized in a diluted form directly to the sink. While doing so care is taken that no animal ,plant or living organisms gets effected.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://drive.google.com/file/d/1ZdGHF9yTObl-1Ye-3OD3pKuLbcQ41orV/view?usp=sharing
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus **D. Any 1 of the above**

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: B. Any 3 of the above

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

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

E. None of the above

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

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

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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

1. Celebration of world Philosophy Day 2020: An essay writing competition was held among students to mark the occasion of World Philosophy Day on 19 November 2020. The topic of the essay competition was 'ROLE OF ENVIRONMENTAL AWARENESS TO ERADICATE COVID LIKE PANDEMICS'. The objective of beyond the competition was to increase about environmental awareness and to know about the concerns of Covid 19 pandemic.

2. National webinar on 'RELEVANCE OF ANCIENT INDIAN WISDOM FOR SUSTAINABLE LIVING IN THE CONTEXT OF GLOBAL PANDEMIC': The webinar jointly organized by department of Philosophy and Sanskrit of MDKG College on 24th July 2020.

Prof. Devendra Mohan (IIT BHU) in his address explained that though deep ecology is a western concept but it has been in our legacy since time immemorial. He emphasized on our ancient Indian value system and age old ancient Indian wisdom of nature as home for all forms of life.

Nature has it's own intrinsic value and it deserves respect from human being

3. 'Two Days' orientation Programme on 'Sanskrit Education': The Department of Sanskrit in collaboration with the Dibrugarh-Tinsukia zone of Rashtriya Sanskrit Manch, Assam Wing organized a 'Two Days' orientation Programme on 'Sanskrit Education' on 30th and 31st August 2020.

4. International Webiner on 'Human Embryology: Modern versus Vedic Science': An international Webinar was organized by the Department of

Sanskrit in collaboration with, Rashtriya Sanskrit Mancha, Assam on July 25, 2020 on 'Human Embryology: Modern versus Vedic Science'. Prof .Satyanarayana ,from the Department of Anatomy and Cell Biology ,College of Medicine ,University of Florida, USA acted as the resource person and gave a very lucid presentation about the stages of development of fetus from vedic and physical or scientific process .

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

The institution observes Independence Day ,Republic Day and occasions like National Voters' Day ,Rashtriya Ekta Diwash, Constitution Day etc to cherish the values of nationalism and patriotism .Talk programme commemorating the occasions are arranged and effort is made to sensitize and make the students aware about the constitutional obligations: values, rights ,duties and responsibilities of citizens. The students are being taught to become aware of their constitutional rights .Alongside they are also advised to become dutiful ,moral and responsible citizens of the country.The programmes also focuses on the importance of Unity and Integrity and cherishes the noble ideas that inspired the freedom struggle and personalities who contributed in the national struggle.The national voters Day starts with a pledge to become responsible voter of the country followed by other programmes.The preamble of the constitution is read out during the celebration of the occasions to cherish the ideals of sovereignty,secularism,socialism,democracy and the values of our republic and to re-ascertain and to make the young generation aware and conscious about the principles of justice,freedom ,equality,fraternity and unity and integrity of the nation.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. **Annual awareness programmes on Code of Conduct are organized** B. Any 3 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

1. The institution celebrates the International Women's Day every year and thus it was accordingly celebrated on 8th March 2021.

2. International Day of Yoga:

3. Hindi Diwash: To spread awareness and usage of Hindi language, the Department of Hindi celebrates the National Hindi Diwash. Different Programmes are organized to mark the occasion. An intra-college Essay Competition was organized on 14th September 2020 on the theme 'Beti Bachao-Beti Padao'. The winners of the competition were felicitated with Prize money and Certificates.'

4.Celebration of world Philosophy Day 2020:An essay writing competition was held among students on the occasion of World Philosophy Day, on the topic 'ROLE OF ENVIRONMENTAL AWARENESS TO ERADICATE COVID LIKE PANDEMICS'.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

1.The institution believes in undertaking extension activities to build-up community relations and help the under-privileged category through health awareness ,educational support,legal awareness camps,blood donation camp etc.

2.C12.Cleanliness Activity & Awareness Programme : The college has a built up area of 2360 sq.m and campus area of 1.33acre. The limited space and gradual increase of students has created overcrowding and a problem of retaining the cleanliness of the campus.Therefore, IQAC proposed a cleanliness drive in different phases like campus cleanliness and beyond campus as a part of the best practice of the institution.

Web link: https://static.mycs.in/uploads/1694/website_builder_files/1640942220_best-practice.pdf

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

7.3 - Institutional Distinctiveness

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

Area of Distinctiveness: Premier Educational Institution for Girls' Education

The institution is a premier institution of upper Assam region established in the year 1963 and is continuously contributing for girls' education and also ensuring the all-round development of the girl students. The institution is one of the best colleges under Dibrugarh University producing finest men-power. The results of the institution are continuously improving and the institution could carve a niche for itself in the educational sphere of the state. Students progression of the institution is praiseworthy and the alumnae of the college have been contributing in different sectors of socio-economic life of the society. Moreover, along with academic development, the institution is also committed to take care of other facets of development of the lives of the girl students. There are committees in the college to look after the psychological health, life skill development, personality development, career counseling etc to prepare the students for future challenges of life and to build up them as human resources. Efforts are also being made to make the girl students aware about the societal issues and hence they are frequently taken to adjacent villages and areas. The point of institutional distinctiveness of the college is reflected in the measures adopted by the college regarding the implementation of student insurance, enterprise resource planning software (ERP), use of public finance management system (PFMS) etc. The college has the distinctiveness in the field of campaign for eco-friendly environment.

Web link: https://static.myccl.in/uploads/1694/website_builder_files/1640941328_area-of-distinctiveness.pdf

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

(i) At the very onset of the academic session, the college goes through the academic calendar received from the affiliating university. The academic activities including curriculum delivery and implementation throughout the session are carried out in accordance to the academic calendar.

(ii) Orientation programme is conducted by the college administration every year to make newly admitted students aware of the mechanism of curriculum transaction/delivery and implementation.

(iii) Routine committee of the college prepares the master routine for all the honours and generic courses and distributes it to the different departments of the college. Routine is prepared by taking into account the credit points given in the syllabus prescribed by the affiliating university.

(iv) Departments conduct meeting for the allotment of the classes based on the master routine and also for distribution of the syllabus among the teachers. Students are provided with details of allotted teaching topic and contents of each teacher.

(v) Based on the allotted teaching topic and contents in the syllabus distribution, teachers prepare their "teaching plan" in accordance to the number of classes allotted for each topic in the prescribed syllabus by the affiliating university.

(vi) Teaching methods like traditional chalk and talk method, power-point projections, group discussion, field work, projects, online classes etc. are used for the effective delivery of the curriculum.

(vii) Tutorial and remedial classes are also conducted for the students.

(viii) Student Feedback is collected by the IQAC with feedback committee regarding teaching and learning and effective curriculum delivery and implementation.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	NIL

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

(i) The college follows the evaluation norms of the affiliating university.

(ii) The college has adopted a method of assessing the academic performance of the students on a continuous basis.

(iii) At the beginning of the session, faculty members provide the students the details about the assessment process during the session.

(iv) The internal assessment tests are scheduled by the departments as per the academic calendar of the affiliating university and communicated to the students well in advance.

(v) The corrected answer scripts of the students are given to them for verification and any grievance is corrected immediately.

(vi) Internal assessment retest for those students who were absent for internal assessment examination with valid reason is scheduled again by the departments.

(vii) The marks obtained by the students in internal assessment test are displayed on the departmental notice board.

(viii) Student seminars, home assignment, group discussion etc. are also conducted from time to time for periodic and continuous assessment of the achievement of the students.

For continuous assessment of practical classes, keen observation of practical done by each student in the laboratory, regular attendance of the students and pretest of practicals are conducted.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	NIL

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

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

38

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data

requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

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

000000

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

1. Environment and Sustainability

- B.A. Major in Economics includes Environmental Economics which addresses environment sustainability.
- B.A. Generic Elective (GE) in Geography includes Climate Change: Vulnerability and Adaptation.
- B.A. Generic Elective (GE) in Sociology includes Rethinking Development which addresses Issues in Developmental Praxis: Development and the environmental crisis.
- B.A. Major in History includes History of Ecology and

Environment in India.

- B.Sc. Major in Botany includes Agrotechnology and Sustainable utilization of Plants
- B.Sc. in Botany includes Basics of Vermicompost which addresses proper disposal of organic waste for a cleaner environment
- B.Sc. Major in Chemistry includes Organic Chemistry which addresses green chemistry
- B.Sc. Honours in Zoology includes Principles of Ecology which addresses sustainable ecosystem
- B.Sc. Generic Elective (GE) in Zoology includes Environment and Public Health.

2. Gender Studies

- B.A. Major in History includes Women in Indian History.
- B.A. Honours in Sociology includes Sociology of Gender which addresses gender as social construct, gender inequalities and gender power and resistance.
- B.A. Major in Political Science includes Introduction to Women Studies

3. Professional Ethics

- B.A. Honours in Sociology includes Sociological research methods which addresses objectivity in social sciences.

4. Human Values

B.A. Honours in Sociology includes Social and Religious which addresses techniques of prayer, secularism, Gandhian ideology

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

15

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

245

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	D. Any 1 of the above
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File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows	C. Feedback collected and analyzed
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File Description	Documents
Upload any additional information	View File
URL for feedback report	https://drive.google.com/file/d/1o-LcMCHFwnR0et5WMRh-UFsH1q8nwkRK/view?usp=sharing

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

620

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

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

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

226

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

2.2 - Catering to Student Diversity

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

"Introduction of students" conducted to recognize learners, their skills and behaviors.

Every student is introduced to their educators and mentor along with knowledge of discipline, programs, academics and development schemes and student-teachers support. We are using some technique such as

- Taking quizzes to test the previous knowledge of the students
- Formative evaluation during the class, based on questions asked, class performance, internal assessment etc.
- Surprise test
- Testing student's comprehension skill by interaction.

These performances are used to identify the advanced learners and slow learners

Organizing slow learner:

- Providing simplified materials
- Remedial classes and test for formative evaluation.
- Need based individual focus
- Sessions of solving problems and tutorials conducted for different mathematical topics like mathematical physics, etc.
- Lectures on building of confidence are taken; and faculty members guide weak students to come forward for discussions of problems.
- Time for reading, problems solving and experimenting are

extra provided for slow learners for improvement.

The main agenda of these arrangements is to build confidence in the students to face exams and peer pressure.

Advance learner:

After identifying the advanced learners separate whatsapp groups are made for them to discuss advanced problems and topics.

- Developing higher order learning skills
- Seminar presentation by them for clear understanding of topic.
- Students are encouraged to refer higher referencetextbooks, to polish their knowledge and motivated for their advanced studies
- Home assignment and projects are prepared from the Students.
- They are also encouraged to apply for different competitive examinations.
- They are also encouraged to attend webinars and workshops conducted by ISRO, NPTEL etc.

They are motivated to participate in seminar presentation, Poster presentation, quiz competition, debates etc.

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File Description	Documents
Link for additional Information	NIL
Upload any additional information	View File

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

Number of Students	Number of Teachers
1212	56

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Experiential Learning

- Project work with laboratory-based studies in Departments of Botany, Chemistry, Physics and Zoology
- Field Projects in local area including survey-Department of Botany, Education, Geography, Home Science, Zoology
- Study tours such as field visits to wildlife sanctuary, national park, reserve forests etc.-Department of Botany, Geography and Zoology.
- Different skill based courses such as photoshop, vermicompost, entrepreneurship etc are introduced to students to develop skills for future self employment.
- Guest lectures by noted academicians from nearby universities

Participative Learning

- Participation in seminars, conferences, webinar etc.
- Participation in activities such as debate, model making, group discussion.
- Power Point Presentations in classroom.

Problem solving methodologies

- Departments conduct quizzes to enhance problem solving.
- Questions based on analysis and reasoning is provided.
- Research work under guidance of faculty is conducted by the departments to inculcate research aptitude in students.
- Computational approach to problem solving

File Description	Documents
Upload any additional information	View File
Link for additional information	NIL

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

The institution follows ICT enabled tools in addition to chalk and duster method of teaching. The classrooms of the institution are mostly ICT enabled and even smart classrooms were also introduced. Efforts have been made by the institute to provide e learning atmosphere in the institution. Computer laboratory with internet connection is also provided in the institute.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://mdkgcollege.edu.in/webportal/E-Repository

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

2.3.3.1 - Number of mentors

56

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

2.4 - Teacher Profile and Quality

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

42	
File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File
2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)	
2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year	
1	
File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File
2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)	
2.4.3.1 - Total experience of full-time teachers	
56	
File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File
2.5 - Evaluation Process and Reforms	
2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and	

mode. Write description within 200 words.

The institute has undertaken following reforms:

The college has initiated continuous internal evaluation in accordance with norms and guidelines of Dibrugarh University , Dibrugarh, Assam.

Internal assessment are done on the basis of sessional examinations, seminar, group discussion on program specific topic given by subject teachers by lottery and assignment and practical class performance.

Two sessional examinations are held in each semester of B.A/B.Sc program as Internal examination which marks are considered as a part of internal marks and are sent to the university.

Internal sessional examination answer sheets are assessed by the concerned subject teachers and are shown to the students for further clarification of mistakes.

In addition to these, QUIZ TEST, MCQ TEST, CLASS TEST are also taken by the subject teachers to evaluate students' performance but these tests marks are not added in evaluation of university internal assessment marks

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

Internal assessment of the students are conducted by all the departments and the students are informed in advance regarding

the same through departmental notice boards and also the teachers announces the dates in the classroom. The students those who cannot appear for the examination on the aforementioned dates for them fresh examinations dates are fixed so that they can appear in the examination. Transparency of internal examination is maintained by declaring their results on the notice board and by showing them their answer scripts of the examination.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

Assamese: Students will interpret Indian theories on literature , metre, prosody and rhetoric

Bengali: Students will be aware about the process of development of Bengali prose through the writings of different Bengali renowned literary activists.

Economics: Students will develop the ability to explain major economics terms, concepts and theories

Education: Students will develop a positive attitude towards life and teaching profession

English: Students will develop their ability as critical readers and writers

Geography: Students will develop understanding about climate, soil and topography in different continents of the world. The course also familiarize learner with industrialization and population distribution in developed, developing and underdeveloped nations of the world.

History: Students will be able to demonstrate broad knowledge of historical events and periods and their significance.

Hindi : Students will equip themselves with a philosophical outlook to engage creatively and conscientiously with social

issues specific to the Indian context

Home Science: Students will gain knowledge regarding care and well being at different stages of life

Mathematics : Students will be able to differentiate logical statement and ordinary statement; analyze the truth and falsity of logical statement; define and describe various properties of set

Philosophy: Students will be able to apply decision procedure to determine the validity of logical arguments.

Political : Students will be able to deepen their understanding of the political process and indicate the possibilities of making it work for democracy

Sanskrit: Students will be able to estimate the moral/ethical values in Sanskrit poetry

Sociology: Students will be able to understand social inequalities from sociological perspectives acquainting themselves with theoretical perspectives on diverse social inequalities.

Botany : Students will be able to identify various life form of plants, design and execute experiments related to basic studies on evolution, ecology developmental biology etc

Chemistry: Students will be able to gain the theoretical and practical knowledge of handling chemicals

Computer Science: Students will be able to understand general concepts about computer hardware, application software etc., computer architecture and organization, digital logic design, operating system

Physics : Students will be able to develop the requisite mathematical skills to understand the fundamental topics in Physics

Statistics: Students will be able to organize, manage and present data.

Zoology: Students will be able to analyze the relationships among animal, plants and microbes

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://mdkgcollege.edu.in/webportal/ProgrammesAndCourses
Upload COs for all courses (exemplars from Glossary)	View File

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

Internal Assessment and end-semester examination as direct assessment measures

- As per University guidelines, 20% marks are awarded through internal assessment and 80% marks externally through end-semester examination. Out of 20% internal assessment marks, 10% marks are assigned for Assignment /Presentation/ attendance/ Class room interaction/quiz etc and the remaining 10% marks are assigned for Written Test for theory and/or Viva Voce for Laboratory. Based on this guideline, all faculty members evaluate students performance on regular basis and provide remedial classes for poor performance students. For star performers, some special classes are provided for different national level competitive exams like IAS,SSC ,BANKING ,JAM etc.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://dibru.ac.in/wp-content/uploads/2020/06/Resolution_24_UG_CBCS_Regulations_2018_approved_by_116th_AC.pdf

2.6.3 - Pass percentage of Students during the year

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

336

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

https://static.mycc.in/uploads/1694/website_builder_files/1640945995_student-satisfaction-survey-2020-report.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	NA

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

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

15

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

3.2 - Research Publications and Awards

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

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

15

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

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

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

24

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

3.3 - Extension Activities

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

No such activities were carried out during the said period due to Covid-19 pandemic and lockdown.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

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

0

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

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

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

0

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

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

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

0

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

3.4 - Collaboration

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

0

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

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

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

0

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institution has adequate infrastructure and physical facilities for teaching learning, viz classrooms, laboratories, computing equipment

The institution provides the necessary infrastructure facilities for imparting quality education. The college has sufficient number of classrooms, laboratories, computer centres with well-equipped and well-maintained furniture and other peripherals.

Classrooms: the college has sufficient number of spacious classrooms. Most of the classrooms have a podium and are fitted with greenboards and a few with LCD projectors. The small

classrooms can accommodate approximately 40-50 students and a big classroom can accommodate about 120-150 students. Full attention has been given to create a healthy environment for study by having spacious, clean and airy classrooms.

Laboratories: There are total 9(nine) Laboratories - Geography, Home science, Physics, Chemistry, Botany, Zoology, Mathematics and Computer Science. The laboratories are equipped with advanced instruments, apparatus and other services.

Computing Equipments : The college has 2(two) ICT cum Computer Centre for performing various training purposes and computing skill enhancement. The administrative process is wholly run on automated mode. The library is using computers to perform its routine jobs and also provide computer access facilities for users.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	NA

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

The college has one spacious auditorium and one multipurpose seminar hall for use in various academic, cultural and other social programmes. These spaces are extensively used for various curricular and co-curricular activities. The auditorium is equipped with all modern facilities like, sound proof, installation of ceiling and adjust fans, sound system LCD projector, etc. A sophisticated gymnasium is used by students and teachers as well to maintain physical fitness. The college has two girls common room and used for indoor games activities as needed.

Facility	No	Related Link
Auditorium	1	Click
Gymnasium	1	Click
Common Room	2	Click
Canteen	1	Click

File Description	Documents
Upload any additional information	View File
Paste link for additional information	NA

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

34

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

34

File Description	Documents
Upload any additional information	View File
Paste link for additional information	NA
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

29.69870

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

Name of LMS software	Nature of Automation	Version	Year of Automation
SOUL (Software for University Libraries)	Partial	SOUL 2.0	2006

MDK Girls' College library had created the process of automation in the year 2006 using SOUL 1.0 LMS. It has completed the creation of book database in the year 2008. It has started the automated circulation system in the year 2009. Software has been updated to newest version SOUL2.0 with latest application version 2.0.0.12. It facilitates -

- Exhaustive management of records of documents.
- Transaction of books including reservation
- Powerful search facility for books and members based on various search criteria
- Report generation and distribution.
- Database backup and restore.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	NIL

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

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

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals

during the year (INR in Lakhs)

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

0.637

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

40

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

To cope up the increasing demand for IT driven facilities our institution is stepping fast towards up-to-date infrastructure and other network facilities. The use of computers, laptops, mobiles, tablets, etc are used extensively by both teachers and students. The campus is setup with wired and Wi-Fi network with suitable bandwidth. Both the campuses of the college facilitates seamless rooming to access internet through its Wi-Fi facility 24X7. The college has adequate computing and communication resources to offer students the facility of e-mail, net surfing, up/down loading of web based resources, preparing projects and seminars, etc.

Currently college is using RailTel leased line of 50 MBPS of high speed internet facility from RailTel Corporation of India Limited. College has been using Quick Heal Total Security for

cyber security solutions. The whole campus is under CCTV surveillance.

SoftecSol (Software with complete Solution) has been providing database security which includes all the documents records, files, history and other details added to the software.

The Dspace Digital library (Institutional Repository) has been using Synology Disaster Recovery solution for its data security.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	NA

4.3.2 - Number of Computers

60

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

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

12.49

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

College has various committees to look after and supervise and to ensure maximum utilisation of infrastructure, facilities and equipment.

Adequate in-house staff is employed to meticulously maintain hygiene and cleanliness on the campus.

Classrooms, seminar halls, staffrooms, library, laboratories etc are cleaned and maintained regularly.

CCTV cameras, Air conditioners, Water purifiers, Fire -extinguisher, dustbins are well placed and maintenance is done periodically to enhance efficiency of infrastructural facility.

Computer laboratories, laboratories and library have been running under proper supervision of competent authority. Also all these laboratories and library have adopted [policies](#) for smooth functioning so as to provide congenial learning environment.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	NA

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

43

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

0

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

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

B. 3 of the above

File Description	Documents
Link to institutional website	NA
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

0

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

0

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

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

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

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

5.2.2.1 - Number of outgoing student progression to higher education

46

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

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

government examinations) during the year

4

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

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

0

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

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

Student representation in academic and administrative bodies/ committees of the institution are listed as follows:

1. RUSA monitoring unit (Member):
2. IQAC core committee (Member)
3. Book Club :
4. Library Committee:
5. Student Union (Student Council):
6. Hostel Committee

Students representation and engagement in various administrative, co-curricular and extra-curricular activities include monitoring RUSA Project at institutional level, promoting educational, intellectual, moral, physical, socio-cultural development of students, helping in organising programmes for students, taking part in discussions on pre-determined book themes, participating in library related facilities and requirements of students, imbibing qualities of co-operation, friendship, tolerance, sense of social service, positive thinking , socio-political awareness, organises various events in college week , cleanliness drives, educational excursions, positive thinking and problem solving matters.

The Alumni Association of the college through different activities and programmes contributes towards the greater benefit of the students and society where students also take part in the same .

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

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

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

76

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

5.4 - Alumni Engagement

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

The Alumni Association of MDKG College was formed in 2002 with the initiative of Dr. Sandhya Devi as the Working President and Dr. Sewali Barbara as the Secretary with 15 members. Through different activities and events this association has been contributing towards the greater benefit of the students and society. It conducts programmes on legal literacy, extension activities, motivational events for students by inviting prominent resource persons. It also engages in activities like tree plantations in order to create environmental awareness among student fraternity, gender and society and health. Awards for best athlete and best Borgeet singer are given out in the form of cash prizes alongwith certificates. From time to time this association provides donation to students and society in kinds. It has an executive body that functions actively. Application for registration of the same has been accepted and sent to the concerned official under Societies Registration Act, 1860 is in the Department of Finance, Government of Assam. Ease of Doing Business Assam website is where it is uploaded. Application accepted letter is enclosed below.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

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

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The vision of the institution is to provide the conducive

environment for teaching, learning, innovation and character building in order to facilitate the creation of an enlightened, just and habitable society.

As the mission of the institution is

- To instill in students pedagogic as well as social values.
- To foster latent talents thus creating a congenial atmosphere in taking up future challenges
- To mould the students to understand the various roles of life to assign to them and be equal in the execution of these roles with perfection.

The institution follows a democratic and participatory mode of governance with all stakeholders participating actively in its administration. The Governing Body delegates authority to the Secretary and Principal who, in turn shares it with the different levels of functionaries in the college. The Heads of Departments, the Conveners/ Coordinators of various committees and cells along with the staff representatives on decision-making bodies play an important role in determining the institutional policies and implementing the same.

Perspective/Strategic Plan

The institution has a Perspective/Strategic Plan in place to help it develop in a systematic, well-thought-out and phased manner as follows:

1. Application for grants from government and non-government sources.
2. Continuous renovation and up-gradation of the existing facilities by extension of available area through vertical as well as horizontal expansion to accommodate more class-rooms, laboratories, auditorium, staff-rooms etc.
3. Renovations to revive the ageing infrastructure of the institution.
4. Improvement of the scope and profile of the teaching-learning experience through greater use of ICT and other innovative means.

5. Introduction of new subjects at the under-graduate level.
6. Achievement of national and international recognition in the form of grants and awards.
7. Mobilization of funds and projects through the alumnae and other stakeholders.
8. Partnering with social organization for the cause of experiencing/widening teaching learning experiences in social perspective.

Participation of Teachers in Decision-Making Bodies:

- Teachers discharge an important role in implementing the vision and mission of the college and to that end play a proactive part in the decision-making process. Heads of Departments enjoy considerable administrative and academic autonomy in running their disciplinary units.

- Teachers influence the institutional polity through the Teachers' Unit, through their representatives on the Governing Body, Project Monitoring Unit (RUSA), Construction Committee, Purchase Committee, Hostel Committee, Routine Committee, API Verification Committee and Library Advisory Committee of the college.

Besides, teachers are members and conveners of the various committees that are instituted for the day-to-day functioning of the college. Teachers, through their agency and autonomous interaction on these bodies are able to contribute in a significant way to the participatory ethos of the institution. They determine admission criteria, marks cut-offs, examination modalities, journal themes, library practices, various teaching learning innovations and other academic priorities.

Additionally, teachers discharge an energetically pervasive role as motivators and spearheads of cultural and socially conscious activities in the institution by steering the NCC & NSS unit, the Women's Studies & Development, Cell for Gender sensitization and Sexual Harassment, Health & Sanitization, Anti -Ragging Cell, Eco Club, Book Reading Club among other laudable cells and

committees.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

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

The institution practices decentralization and participatory management in keeping with its belief in collective leadership and democratic traditions. A particular reflection of this practice may be seen in the extensive delegation of authority to the various Departments in the college.

The Ways in which Heads of Departments participate in the Management Process:

The Head of the Department oversees the teaching Plans of his/her departmental members.

- He/she is empowered to make adjustments in the routine, and allot teaching assignments and evaluation duties.
- He/she enjoys the privilege of convening departmental meetings where the programmes for the entire term are decided.
- He/she often takes the lead in planning seminars, workshops, career counseling sessions, remedial measures, interdepartmental or/and inter-college exercises, departmental excursions and study tours.
- He/she is at liberty to introduce creative and innovative measures for the benefit of his/her students.
- He/she organizes and conducts the Parent-Teacher meetings in which the academic progress of the students is communicated to

their guardians.

- He/she, in consultation with his/her department oversees the paper-setting, moderation, evaluation, and marks submission of all internal examinations of the department, and determines the admission criteria of the students.
- He/she decides on the nature, pattern and duration of special and remedial classes for the students of his/her department.
- The Head, in consultation with his/her departmental teachers enjoys total flexibility in planning and organizing seminars from the UGC sponsored level to that of students' seminars.
- Through their attempt handling of their departments, Heads discharge their function as nodal agents of the academic and administrative processes in the college thereby contributing to the strength and vibrancy of the management mechanisms in the college.

The above enumeration of features comprising participatory management points fairly conclusively to the ethics of decentralization which is integral to the institution and informs its functioning at every level.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The plan to apply for governmental as well as non-governmental grants for the development of the institution has been one of the most important plans of the

Strategic Plan. The mobilization of financial resources, as one knows is of crucial significance for the growth of an institution.

Aspects of activity successfully implemented:

In fulfillment of the clause of the Strategic Plan in respect of

up gradation of the existing facilities of the college, the principal with the approval of the Governing Body prepared a DPR involving competent persons and authority.

RUSA grants to the tune of Rs. 99, 00,000/- under Head of Creation of new facilities, renovation/up-gradation of existing facilities and new equipments/ facilities under 1.0 cycle in the year 2020. 90% of the amount was borne by the central government while the remaining 10% was provided by the government of Assam. This entire sum, sanctioned in three installments is being utilized in phrase manner.

Additionally, Grant Assistance of Rs. 30 lacs under project ID 1.0/GCPRDI196301/IC/03/1029 for laboratory equipments was duly spent on procurement of equipment. Parallel repairs, renovations and extension work for the general upliftment of the institution is being meaningfully utilized through the construction of a G+2 building, construction of 2nd floor of the Administrative Block and these extension ,renovation will solve the space crunch to an extent and shall add to the infrastructural rejuvenation of the institution. The purchase of Laboratory equipment have dovetailed into the academic enhancement plan enumerated in one of the Best Practices thereby demonstrating the synergy that infuses the functioning of the college in its different levels and departments.

- A grant of Rs.80 thousands from ICSSR was sanctioned to the college and this too was properly utilized through the organization of a workshops on Manuscript logy and Textual Criticism to enhance the knowledge and skills of teachers and researchers associated with the topic. Thus, it is clear that the institution has made a concerted effort to reach out to various sources and sectors to mobilize funds as outlined in its Strategic Plan, and has been successful in receiving various types of financial assistance both from the government and non-government quarters for its overall betterment.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://drive.google.com/drive/folders/1-tBTB96Zw1RbemwzOkapVtIr085g5wda?usp=sharing
Upload any additional information	View File

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

Governing Body:

The composition and function of the Governing Body as per the Assam Provincialised Colleges and Assam Non- Government College Management Rules, 2001 and its amendment from time to time.

Composition page 2-4, Functions page 7-9

Administrative Set Up:

The Secretary and the Principal form the nucleus of the administration and the final authority in all financial matters. The Principal who is the head of the institution shares his/her responsibilities and work and vets all financial projects before endorses the same. The Principal is vested with the day-to-day running of the college. She has her team of Vice Principal, administrative staff, Departmental Heads, the IQAC Coordinator, faculty and representatives of students assist her in the discharge of all work.

The Functions of Various Bodies:

PMU of RUSA, Construction-Committee, and the Hostel Committee take important decisions regarding building construction, renovation and maintenance and issues related to the construction of college and hostel. MDKG College Students' Union, MDKG College Teachers' Unit (ACTA) and the Association of the Non-teaching staff plays active role in decision making process.

Service Rules, Procedures, Recruitment and Promotion Policies:

Service rules : As per UGC guidelines and Service rule of the

employees under Govt. of Assam. by the Affiliating University ,the Constitution of the college and the rules of the State Government as amended from time to time in this regard.

The recruitment rules for the teaching staff are as per the latest order of the Govt. of Assam. along with the eligibility criteria prescribed by the UGC; and for the non-teaching staff is as per Guidelines and order of the Government of Assam. .

The college follows guidelines and orders of the government of Assam in respect of promotional policies for teachers and Non-Teaching staff .

Grievance Redressal Mechanisms:

There are several Grievance Redressal Mechanisms including Disciplinary Committee, Gender sensitization & Sexual Harassment Cell, Anti-Ragging Cell, Grievance Redressal Cell with complaints boxes prominently placed and the full implementation of the Right to Information.

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/1l-csA7-JGLoihuqH5K_TjDlTpXBg4x07?usp=sharing
Link to Organogram of the Institution webpage	https://static.mycs.in/uploads/1694/website_builder_files/1640942221_organogram.pdf
Upload any additional information	View File

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

The institution has welfare measures for both teaching and non-teaching staff. All the employees, both teaching and non-teaching avail the welfare schemes/announced/launched by the Government of Assam from time to time such as Pension Scheme, Gratuity, PF with instant loan facility, Maternity Leave, Child care leave, Paternity leave, GIS, Apun Ghar-interest subvention scheme for Housing loan for regular employees, Assam Employee Health Assurance Scheme 2021, Loan facility from NTE fund, Advance salary in case of emergency, canteen facility for refreshment, Rotation schedule for availing Holidays, Fire safety measures, water purifier and water cooler, Sanitization and vaccination etc.

The college authority always gives equal opportunity to each and everyone for his/her individual career advancement. The institution encourages all to participate in career development programme and to acquire competency as well as requisite eligibility for promotions. It has provided relevant information with them enabling them to be well aware of requirement and opportunity for career advancement. The management has, of late, resolved to offer financial incentives to those who intends to participate in seminars, workshop, FDP etc.

The College has Sanchay and Rin-dan Samiti for providing loan facilities at easy rate of interest to both teaching and non-teaching staff.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

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

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

0

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

1

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

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

22

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

Appraisal is taken for teachers from the department profiles. This is taken for the promotion of the teachers based on PBAS proforma. The academic performance of the teachers are evaluated by the experts sent by the University for the CAS promotion of

the teachers. The documents are sent to the Director of Higher Education, Assam for approval after having approval from the Governing Body of the college. The API-based proforma filled up by the teachers are meticulously scrutinised by the IQAC of the college and it is verified with utmost care by the principal of the college before sending it to governing body and Director of Higher Education of Assam. The performances of non-teaching staff are evaluated on the basis of their performance in office work. The professional development courses are organized to train up the non-teaching staff of the college.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

The Institution conducts internal and external financial audits regularly. Internal Audit is conducted by the Auditor appointed by the Governing Body of the College. The external auditors approved by the Government audit the accounts of the college in regular intervals. Audit is also intended as a measure of scrutinizing Receipts, Payments and Balances with a view to correct any shortcomings and to advise on proper practices.

In case of any audit query and objections, the matter is placed before the Governing Body for discussion and appropriate measures is taken in pursuance of the decision taken following all relevant government rules.

Statutory audit of the institution:

Internal audit of the institution 2020-2021

Internal audits of various UGC grants:

Rashtriya Uchchatar Shiksha Abhiyan (RUSA) verification of accounts

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/1j8dBjxSl88AiUa0XhjHEfXQ1vls2XjRy?usp=sharing
Upload any additional information	View File

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

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

0

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

The following are the various strategies employed by the college for fund mobilization:

Resource mobilization policy and procedures of the Institution.

The institution has a comprehensive resource mobilization policy in place.

Strategies Employed for Resource Mobilization:

The institution invests a considerable part of its fund, to be termed as "Reserve fund" both as long term and short term deposit for earning interest accrued thereupon. Such deposit may be an alternate to corpus fund and the amount of interest earned from the deposits helps in generating funds required for recurring expenditure.

- The institution seeks to mobilize government and non government

grants for the improvement of institutional infrastructure and knowledge resources and to that end prepares, vets and submits proposals to the relevant authorities such as the UGC, the State Government, and RUSA, ICSSR etc.

- It reaches out to local organizations including banks, corporate houses and civic bodies for empathetic patronage.
- It welcomes donations, memorial prizes and endowments from staff members, alumnae and guardians towards the prize and endowment funds.
- It partners with fellow colleges and organisations in jointly sponsored academic exchanges.
- It actively solicits MLA/MP LAD grants for the betterment of the institution.
- It engages with its alumnae and other stakeholders in exploring revenue-generation avenues.
- All government and non-government financial grants are utilized fully keeping in mind the best interests of the stakeholders.

Mobilization and utilization of Space and Time.

- Space which is at a crunch in the college is utilized fully and imaginatively. A corner of the existing computer Lab has been transformed into a Museum to treasure the items associated with the heritage of the college. The outer wall of the building was used as space for holding notice board.
- Existing Assam type canteen building was demolished in order to make way for a G+2 storied building according to the plan of linear expansion.
- The Auditorium is also used as lecture hall and Examination hall during the days when no specific functions are arranged in the same.

The college is being allowed to be used as venue by various Govt/ Non-govt establishment and organizations for holding various functions/examinations etc during holidays. These are some of examples of optimal space utilization.

Mobilization of Intellectual Resources:

The institution mobilizes its human resources, too by visualizing, designing and implementing academic and co-curricular activities that challenge the students to the utmost and develop their potential to the fullest.

It encourages all staff members to reach their personal and professional growth goals by cooperating with their career development imperatives and discipline specific aspirations.

The faculty of the college regularly participate in various academic, cultural and social events and some of them act as resource persons and thereby enrich their resources and competency.

Procedures for Resource Mobilization:

- The types and methods of resource mobilization are usually discussed in GB meeting are approved by the Governing Body of the college. It is also discussed in the meeting of other stakeholders.
- Resource mobilization at its several levels along with its optimal utilization is carried out organizing different competitions by the college.

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/1j8dBjxSl88AiUa0XhjHEfXQ1vls2XjRy?usp=sharing
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

The IQAC has contributed in institutionalizing the quality assurance processes with respect to curricular, teaching, learning and evaluation, research, infrastructure, student support, institutional values, etc. by different methods. Out of these, mention can be made of the following best practices initiated by IQAC.

Extension activity: The college fraternity is committed to develop and implement best practices keeping in view two broad objectives i.e., mobilisation of students to ensure greater participation in community and social endeavours and to establish social bonding through community services. Such a broad vision was envisaged to make the students aware about social responsibility and to imbibe them in democratic norms. The second objective was adopted with an aim of shouldering social responsibility and establishing social bonding so that the institute can develop a close social linkage. The IQAC in its response to social needs has taken initiative to adopt extension programmes in collaborative effort with different cells, departments, PTA of the college and NGO in tea gardens and Schools.

Cleanliness activity: IQAC proposed a cleanliness drive in different phases like campus cleanliness and beyond campus as a part of the best practice of the college and also to create awareness among students. This drive is to be in support with the "Swachh Bharat Abhiyan" in the national perspective and to endorse the concept of "Think globally act locally". The drive is aimed at achieving a cleanliness programme by enthusiastic students for maintaining a clean campus including departments, laboratories, etc.

The details of the two best practice are given in criterion 7, metric no.7.2.1.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The IQAC has always endeavoured to improve the academic environment of the college with respect to the above through:

1. **Feedback:** The IQAC annually generates feedback from students and their parents. Feedback on curriculum, evaluation system and teachers' quality are collected from students. Students give feedback on teachers on two aspects:1.General/Attitude related

and subject related and 2.subject related in a five point scale. These are analysed statistically and submitted to the head of the institution who in turn places them in the governing body for discussion and necessary action. Feedback on curriculum is communicated to the affiliating University by the members of BoS. Feedback from parents of students on course and evaluation is collected, analysed and submitted to the head of the institution for necessary action.

IQAC in its meeting with the feedback committee held on 18th November, 2020 resolved to take feedback from stakeholders in online mode.

2. Learning Management System: Under the initiative of IQAC in the year 2017,the institution launched MOODLE as its learning management system and teachers are currently being oriented towards using of it. The department of Physics, Chemistry, Botany and Zoology conduct sessional examinations using MOODLE.

During covid-19 pandemic, all faculty members of the college used to take classes online through different platform viz. Google classroom, Google Meet, Zoom etc.

Recorded incremental improvements in various activities:

Post accreditation initiatives:

Academic:

1. Value added course has been introduced by the philosophy department of the college.
2. IQAC organised workshop on Intellectual Property Rights and the college authority constituted an IPR cell.
3. Research committee has been reconstituted to create research ambience among the faculty members of the college.
4. "Pracya" journal published by the Sanskrit department of College is recognised as UGC-CARE list journal.
5. Good number of national workshops and webinars have been organised by the institution.
6. Faculty members are encouraged to do Ph.D. in their respective areas of interest. Fifty two percent (52%) of permanent faculty members have been awarded Ph.D.
7. MOODLE is being used by the faculty members as learning management system. All the faculty members are well versed with use of ICT in their areas of teaching, learning and evaluation.

8. Students are encouraged to use power point in their seminar paper presentation.
9. There has been incremental growth in pass percentage of students of the college.
10. There is the continuation of Mentor-Mentee system in the institute. Teachers are assigned as mentor for group of students and process is carried on.
11. Teachers are encouraged to deliberate speech in the seminars/workshop as resource person.

Admission:

1. Admission of the students in the college is online.
2. Cashless payment through POS and online payments has been introduced in admission process.
3. Communication to students and teachers is paperless.
4. Management information software of the college manages student database and through it information of the students made available including their admissions etc.
5. The college campus, classrooms and veranda has been under CCTV surveillance.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

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

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://static.mycc.in/uploads/1694/website_builder_files/1613547664_nirf-2020-2021.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The institution is committed to ensure gender equity in the campus and continuously engages in gender sensitization and awareness activities.

Safety and security : The institution considers that safety and security of women stake holders of the college is of paramount importance and thus ensures a secure college campus with a well maintained register at the college entrance gate , a gate keeper to check the transit of visitors and proper frisking facilities with a frisking cabin at the entrance of the college. Moreover, there is a gender sensitization Committee in the college that endeavors to sensitize the stake holders of the institution about safety and security of the women .

Being a women's college, the institution also takes care of menstrual hygiene of the students and has installed a sanitary pad vending machine and an incinerator in the college campus.

b. Counseling:

i) COUNSELLING PROGRAMME ON YOUTH, MENTAL HEALTH AND PSYCHOANALYSIS: A Counselling programme titled ' YOUTH, MENTAL HEALTH AND PSYCHOANALYSIS' was organized by the CAREER COUNSELLING CELL on 1st March 2021 to create awareness about

mental health of the girl students of the institution and other stake holders .Prof Bernal Nath Dowerah ,Assistant Professor in the Department of English Of the College acted as the resource person of the programme. The resource person used lecture ,activity and audio-visual aids to explain the importance of keeping the mental awareness of the students healthy.The session basically reflected upon the mental health in the covid19 induced gloomy period .Besides the role of psycho -analysis was conveyed by the resource person through certain case studies as examples including functions of brain ,transformation of habits ,creativity,productivity,change of mindsets.Substance -abuse ,internet addiction ,neuro -plasticity and positive psychology were some of the key areas

ii) NATIONAL LEVEL WEBINAR ON ' GENDER, SOCIETY AND POLITICS' Organised by ALUMNI ASSOCIATION in Association with IQAC , MDK GIRLS' COLLEGE,DIBRUGARH on 21/8/2020

The Alumni Association ,MDK Girls' College organised a National Level Webinar on 'GENDER,SOCIETY AND POLITICS' in association with IQAC ,MDK GIRLS College on 21/08/2020.Dr.Alpana Borgohain ,Professor and Former Head ,Department of Women's Studies ,Gauhati University acted as a resource person in the Webinar.The Webinar was innaugurated by Dr.Nibedita Phukan ,Principal ,MDK Girls College.In her speech,Dr.Phukan highlighted the need of gender sensitisation in the society and the intricate relationship between gender issues ,society and politics. Dr.Utpal Sut ,coordinator ,IQAC also offered the welcome speech focussing on the signifiacance of such an academic event.The resource person ,Dr.Alpana Borgohain in details analysed the relationship between Gender ,Society and Politics and discussed the problem of gender bias in the way of their overall development and political participation.Prof Borgohain very aptly pointed out in her speech that women are equipped with all qualities to emerge as important social agent but the issue of 'gender' comes as a barrier in different fronts to prevents women's growth and elevation. The case has more exaggerated in the prevailing Covid situation when women are being confined within the threshold of family and home. The Webinar was very vibrant with the active participation of 65 participants. The participants ,very enthusiastically participated in the webinar and expressed their apprehension and

opinions regarding women, gender ,society and politics.

iii) WEBINAR ON 'MANAGING MENTAL HEALTH DURING THE COVID-19 PANDEMIC: The extraordinary challenges posed by the Covid-19 pandemic and subsequent nationwide lockdown was imposed. The prolonged lockdown and the pandemic was wrecking havoc in physiological and psychological health of the students .Considering the effect of this crisis in the lives of girls' of our institution, the department of Geography organized a webinar on 'MANAGING MENTAL HEALTH DURING THE COVID-19 PANDEMIC'. Dr.Brinda Sharma ,clinical psychologist for the last 12 years which included serving as Child Guidance Centre of National Institute of Public Cooperation and Child Development and an assistant professor in the department of Behavioural Studies in Dibrugarh University and presently serving from ARUNIT ,a centre for psychological management graced the occasion as a resource person. She spoke for almost an hour about the stress and anxiety faced by people, especially by students due to ongoing pandemic and lockdown. There was instant reciprocity by the students and they expressed their insecurities and claustrophobic feelings .Dr.Sharma advised them about the do's and don'ts of managing the stress.The programme was a very successful one.

c. Common Rooms: There is a specific Girls' Common room in the college to facilitate the re-creational and leisurely activities of the students. The common room has indoor-games facilities and has a women-friendly environment. The walls of the common room are decorated with messages of women empowerment and gender sensitization.

File Description	Documents
Annual gender sensitization action plan	Not Adopted
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://drive.google.com/file/d/1zfgfI9nwxESWSkWTlec-1zRBf3h8OWiA/view?usp=sharing

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	D. Any 1 of the above
File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File
7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management	
<ul style="list-style-type: none"> • The institution has adequate provision for solid waste management. Dustbins are installed all over the campus for disposal of wastes. The authority monitors the issue of waste management with much caution and care .The campus is made hundred percent hazard free .The waste accumulated is collected by Municipality and send for recycling in the newly constructed Garbage recycling centre at Lekai, Dibrugarh.From this year i.e., august 2021 a project on Vermi compost is inaugurated in the science campus and presently the solid waste is transported to plant to produce vermicompost. • Proper sanitation and sewage provisions are available for liquid waste management. The water accumulated in the campus is channelized through canals and disposed beneath the earth. • Waste produced in the campus is dumped in the dustbins installed in front of the College.The accumulated waste is than sent to the recycling Centre through municipality Van.From the year 2021,the waste accumulated in the campus is used for producing Vermi-Compost. • The department of chemistry during its practical classes produces a little amount of acidic waste and these chemicals are channelized in a diluted form directly to the sink. While doing so care is taken that no animal ,plant or living organisms gets effected. 	

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://drive.google.com/file/d/1ZdGHF9yTObl-1Ye-3OD3pKuLbcQ4lorV/view?usp=sharing
Any other relevant information	View File

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

D. Any 1 of the above

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

7.1.5 - Green campus initiatives include

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

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

B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

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

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

E. None of the above

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

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

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

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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

1. Celebration of world Philosophy Day 2020: An essay writing competition was held among students to mark the occasion of World Philosophy Day on 19 November 2020. The topic of the essay competition was 'ROLE OF ENVIRONMENTAL AWARENESS TO ERADICATE COVID LIKE PANDEMICS'. The objective of beyond the competition was to increase about environmental awareness and to know about the concerns of Covid 19 pandemic.

2. National webinar on 'RELEVANCE OF ANCIENT INDIAN WISDOM FOR SUSTAINABLE LIVING IN THE CONTEXT OF GLOBAL PANDEMIC': The webinar jointly organized by department of Philosophy and Sanskrit of MDKG College on 24th July 2020.

Prof. Devendra Mohan (IIT BHU) in his address explained that though deep ecology is a western concept but it has been in our legacy since time immemorial. He emphasized on our ancient Indian value system and age old ancient Indian wisdom of nature as home for all forms of life.

Nature has it's own intrinsic value and it deserves respect from human being

3. 'Two Days' orientation Programme on 'Sanskrit Education': The Department of Sanskrit in collaboration with the Dibrugarh-Tinsukia zone of Rashtriya Sanskrit Manch, Assam Wing organized a 'Two Days' orientation Programme on 'Sanskrit Education' on 30th and 31st August 2020.

4. International Webinar on 'Human Embryology: Modern versus Vedic Science': An international Webinar was organized by the Department of Sanskrit in collaboration with, Rashtriya Sanskrit Mancha, Assam on July 25, 2020 on 'Human Embryology: Modern versus Vedic Science'. Prof. Satyanarayana, from the Department of Anatomy and Cell Biology, College of Medicine, University of Florida, USA acted as the resource person and gave a very lucid presentation about the stages of development of fetus from vedic and physical or scientific process.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

The institution observes Independence Day ,Republic Day and occasions like National Voters' Day ,Rashtriya Ekta Diwash,Constitution Day etc to cherish the values of nationalism and patriotism .Talk programme commemorating the occasions are arranged and effort is made to sensitize and make the students aware about the constitutional obligations: values, rights ,duties and responsibilities of citizens. The students are being taught to become aware of their constitutional rights .Alongside they are also advised to become dutiful ,moral and responsible citizens of the country.The programmes also focuses on the importance of Unity and Integrity and cherishes the noble ideas that inspired the freedom struggle and personalities who contributed in the national struggle.The national voters Day starts with a pledge to become responsible voter of the country followed by other programmes.The preamble of the constitution is read out during the celebration of the occasions to cherish the ideals of sovereignty,secularism,socialism,democracy and the values of our republic and to re-ascertain and to make the young generation aware and conscious about the principles of justice,freedom ,equality,fraternity and unity and integrity of the nation.

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

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

B. Any 3 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

1. The institution celebrates the International Women's Day every year and thus it was accordingly celebrated on 8th March 2021.

2. International Day of Yoga:

3. Hindi Diwash: To spread awareness and usage of Hindi language, the Department of Hindi celebrates the National Hindi Diwash. Different Programmes are organized to mark the occasion. An intra-college Essay Competition was organized on 14th September 2020 on the theme 'Beti Bachao-Beti Padao'. The winners of the competition were felicitated with Prize money and Certificates.'

4. Celebration of world Philosophy Day 2020: An essay writing competition was held among students on the occasion of World Philosophy Day, on the topic 'ROLE OF ENVIRONMENTAL AWARENESS TO ERADICATE COVID LIKE PANDEMICS'.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

1.The institution believes in undertaking extension activities to build-up community relations and help the under-privileged category through health awareness ,educational support,legal awareness camps,blood donation camp etc.

2.C12.Cleanliness Activity & Awareness Programme : The college has a built up area of 2360 sq.m and campus area of 1.33acre. The limited space and gradual increase of students has created overcrowding and a problem of retaining the cleanliness of the campus.Therefore, IQAC proposed a cleanliness drive in different phases like campus cleanliness and beyond campus as a part of the best practice of the institution.

Web link: https://static.myccl.in/uploads/1694/website_builder_files/1640942220_best-practice.pdf

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

7.3 - Institutional Distinctiveness

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

Area of Distinctiveness: Premier Educational Institution for Girls' Education

The institution is a premier institution of upper Assam region established in the year 1963 and is continuously contributing for girls' education and also ensuring the all-round development of the girl students.The institution is one of the best colleges under Dibrugarh University producing finest men-power. The results of the institution are continuously improving and the institution could curve a niche for itself in the educational sphere of the state. Students progression of the institution is praiseworthy and the alumnae of the college have been contributing in different sectors of socio-economic life of the society. Moreover, along with academic development, the institution is also committed to take care of other facets of development of the lives of the girl students. There are committees in the college to look after the psychological health,

life skill development, personality development, career counseling etc to prepare the students for future challenges of life and to build up them as human resources. Efforts are also being made to make the girl students aware about the societal issues and hence they are frequently taken to adjacent villages and areas. The point of institutional distinctiveness of the college is reflected in the measures adopted by the college regarding the implementation of student insurance, enterprise resource planning software (ERP), use of public finance management system (PFMS) etc. The college has the distinctiveness in the field of campaign for eco-friendly environment.

Web link: https://static.myccl.in/uploads/1694/website_builder_files/1640941328_area-of-distinctiveness.pdf

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

1. Prepare the mentor-mentee list for the session 2021-22.
2. Organize workshop on Intellectual Property Rights (IPRs)
3. Conduct the academic and administrative audit.
4. Organize workshop and professional development programme for teaching and non-teaching staff of the college.
5. Organize national seminar/webinar on NAAC related techniques and documentation
6. Organize student development programme (offline/online)
7. Organize career development programmes
8. Conduct community development programmes

The institution is committed to implement the plan of action this year. Additionally the institution has also planned to install Solar panels in front of the college building to meet the energy requirement.