

The Annual Quality Assurance Report (AQAR) of the IQAC
2016-17

Part – A

I. Details of the Institution

1.1 Name of the Institution

MANOHARI DEVI KANOI GIRLS' COLLEGE

1.2 Address Line 1

K.C. GOGOI PATH

Address Line 2

DIBRUGARH

City/Town

DIBRUGARH

State

ASSAM

Pin Code

786001

Institution e-mail address

mdkgcollege@gmail.com

Contact Nos.

0370-2322602

Name of the Head of the Institution:

Dr. D.K.Bhuyan

Tel. No. with STD Code:

0370-2322602

Mobile:

09435033424

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHC0GN 18879)

1.4 NAAC Executive Committee No. & Date:
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B++	82.00	2004	2009
2	2 nd Cycle	B	2.90	2011	5 years upto2016

1.7 Date of Establishment of IQAC : DD/MM/YYYY

1.8 AQAR for the year (for example 2010-11)

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*for example AQAR 2010-11 submitted to NAAC on 12-10-2011*)

- i. AQAR 2011- 2012 submitted to NAAC on 02-11-2016
- ii. AQAR 2012- 2013 submitted to NAAC on 02-11-2016
- iii. AQAR 2013 – 2014 submitted to NAAC on 02-11-2016
- iv. AQAR 2014- 2015 submitted to NAAC on 02-11-2016
- v. AQAR 2015 - 2016 submitted to NAAC on 02-11-2016

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (*for the Colleges*)

Dibrugarh University

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

No

University with Potential for Excellence

No

UGC-CPE

No

DST Star Scheme

No

UGC-CE

No

UGC-Special Assistance Programme

No

DST-FIST

No

UGC-Innovative PG programmes

No

Any other (*Specify*)

No

UGC-COP Programmes

No

2. IQAC Composition and Activities

2.1 No. of Teachers

07

2.2 No. of Administrative/Technical staff

01

2.3 No. of students

01

2.4 No. of Management representatives

02

2.5 No. of Alumni

01

2.6 No. of any other stakeholder and
community representatives

01

2.7 No. of Employers/ Industrialists

01

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- Under the initiative of IQAC, the Students' Union Body was elected and accorded with powers and functions as per the newly framed Constitution (which was framed as per recommendation of Lyngdoh Committee).
- A symposium on Student Activism was organised by IQAC.
- The IQAC formed the Infrastructural Development Committee to look into the matters pertaining to the infrastructural developments in the college.
- The IQAC also arranged for lectures on curriculum development and Learning Management System.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
<ul style="list-style-type: none"> ▪ Organise a student-centric symposium ▪ Hold the student union body election according to the newly framed constitution ▪ Organise career counselling, personality development, legal literacy, environmental awareness and outreach programmes. 	<ul style="list-style-type: none"> ▪ Symposium on “Student Activism in Assam” on 02/09/2016. ▪ The election was held accordingly and the powers and functions were entrusted to the representatives as per constitution. ▪ The different cells and clubs organised these programmes under the guidance of IQAC.

* Attach the Academic Calendar of the year as Annexure. (Annexure I)

2.15 Whether the AQAR was placed in statutory body Yes No
Management Syndicate Any other body

Provide the details of the action taken

Resolution of the meeting to be attached herewith.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	Nil	Nil	Nil	Nil
PG	Nil	Nil	Nil	Nil
UG	1 (BA)	1 (BSc)	1 (BSc)	Nil
PG Diploma	Nil	Nil	Nil	Nil
Advanced Diploma	Nil	Nil	Nil	Nil
Diploma	Nil	Nil	Nil	Nil
Certificate	Nil	Nil	Nil	Nil
Others	1 (HS ARTS)	Nil	Nil	Nil
Total	02	Nil	Nil	Nil

Interdisciplinary	Nil	Nil	Nil	Nil
Innovative	Nil	Nil	Nil	Nil

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	14 (BA) + 6 (BSc) = 20
Trimester	Nil
Annual	01 (HS)

1.3 Feedback from stakeholders*

(On all aspects)

Alumni Parents Employers Students

Mode of feedback : Online Manual Co-operating schools (for PEI)

**Please provide an analysis of the feedback in the Annexure (Annexure II)*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

No

1.5 Any new Department/Centre introduced during the year. If yes, give details.

The Science stream of the college was started with the introduction of six departments. Major is offered in Botany, Zoology and Chemistry and general course is offered in Physics, Computer Science and Statistics. The existing Mathematics department now offers Major to science students.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
43	25	18		

2.2 No. of permanent faculty with Ph.D.

16

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
	2								2

2.4 No. of Guest and Visiting faculty and Temporary faculty

7(BA) + 12 (BSc)

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	Nil	13	Nil
Presented papers	09	23	Nil
Resource Persons	Nil	Nil	Nil

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Inviting faculty of universities and other colleges to deliver special lectures not only on course related aspects but also value education.
- Different methods like projects work, assignments, recitation, quiz, local excursions, essay writing, extempore speech, poster competition, etc. are used to make the process of learning, interesting besides enhancing the knowledge base of students on substantive aspects.
- Interdisciplinary lectures are organised on current events or relevant issues.
- Using audio-visual aids, documentary films, etc. besides traditional teaching methods.
- Students are encouraged to use ICT in their seminar presentations.
- Departmental workshops are held in order to make the learning process conceivable, interesting as well for skill development.
- Outreach programmes are organised exhaustively where the students are taught to interact with school children or community with the help of teaching aids like flash cards, charts, etc.

2.7 Total No. of actual teaching days during this academic year

147

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

NA

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

11

2.10 Average percentage of attendance of students

80

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A. Final Sem	404	2	179	97	89	90.84

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

- Encourages and supports the departments by offering suggestions regarding various teaching-learning methods
- The ongoing teaching-learning methods are documentarily verified to have a feasibility report
- The student feedback is analysed and discussed with the concerned departments with suggestions and recommendations.
- The performance of the students in examinations is analysed.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	9
UGC – Faculty Improvement Programme	0
HRD programmes	3
Orientation programmes	1
Faculty exchange programme	0
Staff training conducted by the university	5
Staff training conducted by other institutions	4
Summer / Winter schools, Workshops, etc.	1
Others	1 (PRCN-NCC)

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	13	3	Nil	Nil
Technical Staff	0	Nil	Nil	3

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- The IQAC encourages the teachers to pursue Major/ Minor Research Projects funded by agencies like UGC, ICSSR, Govt. Of Assam, etc. The IQAC also offer suggestions in respect of preparing and submission of MRPs.
- The IQAC encourages the organising of academic discourses by noted academicians with a view to offer new avenues of research.
- The IQAC also supports the publication of the Research Journal of MDKG.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	1	--	--
Outlay in Rs. Lakhs	--	1.5	--	--

3.4 Details on research publications

	International	National	Others
Peer Review Journals	5	6	--
Non-Peer Review Journals	--	2	--
e-Journals	3	1	--
Conference proceedings	1	--	--

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	NIL			
Minor Projects	NIL			
Interdisciplinary Projects				

Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges

Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	X	X	X	X	X
Sponsoring agencies					

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency

From Management of University/College

Total

Nil

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	NA
	Granted	
International	Applied	NA
	Granted	
Commercialised	Applied	NA
	Granted	

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
Nil						

3.18 No. of faculty from the Institution
who are Ph. D. Guides
and students registered under them

03

08

3.19 No. of Ph.D. awarded by faculty from the Institution

Nil

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF

NA

SRF

NA

Project Fellows

NA

Any other

NA

3.21 No. of students Participated in NSS events:

University level

0

State level

National level

2

International level

0

3.22 No. of students participated in NCC events:

University level

State level

2

National level

5

International level

3.23 No. of Awards won in NSS:

University level	<input type="text" value="0"/>	State level	<input type="text" value="0"/>
National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="0"/>	State level	<input type="text" value="0"/>
National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text" value="3"/>	
NCC	<input type="text"/>	NSS	<input type="text"/>	Any other <input type="text"/>

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- The department of English organised an outreach programme in Vikash Preparatory School where 61 students of 6th semester had participated.
- The Health and Sanitation Club organised an awareness programme in 14 villages under Pukanarkhat GP , Mokalbari TE and Kamakhyabari TE under Swachh Bharat Mission (Gramin) where 40 students had participated.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing		Newly created	Source of Fund	Total
	Arts	Science			
Campus area	Arts	1.33			1.68 Acr
	Science	.35			
Class rooms	Arts	27			36
	Science	09			
Laboratories	Arts	04		-	12
	Science	08			
Seminar Halls			1	-	
No. of important equipments purchased (\geq 1-0 lakh) during the current year.			2029		
Value of the equipment purchased during the year (Rs. in Lakhs)			13,01,567	Self	
Others			8,45,265	Self	

4.2 Computerization of administration and library

<ul style="list-style-type: none"> ▪ All the functions of administration has been carried out with the help of the College Management Software. ▪ Admissions are being carried on on-line and through debit card, credit card and internet banking. ▪ Library automation provides ease to the library services and users are benefitted by timely and speedy services of the library.
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4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	6,038	Rs 9,18,275	0	0	6,038	Rs 9,18,275
Reference Books	26,554	Rs 54,60,372/-	74	Rs 23,479/-	26,628	Rs 5483851/-

e-Books	INFLIBNET Membership					
Journals						
e-Journals	INFLIBNET Membership					
Digital Database						
CD & Video	36	Rs 7,200/-	03	0	39	Rs 7,200/-
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	54	02	01	03	01	Nil	Nil	
Added	09	Nil	Nil	Nil	Nil	Nil	Nil	
Total	63	02	01	03	01	--	--	

4.5 Computer, Internet access, training to teachers and students and any other programme for technology Up gradation (Networking, e-Governance etc.)

Library orientation Programme for new users to help them in the process of accessing internet and other technological advancements.

4.6 Amount spent on maintenance in lakhs :

i) ICT

Rs. 2 Lakhs

ii) Campus Infrastructure and facilities

Rs 31.5 Lakhs

iii) Equipments

Rs. 13.6 Lakhs

iv) Others

Rs. 0.79 Lakhs

Total :

Rs. 47.89 Lakhs

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC tries to enhance awareness about Student Support Services through the members of the student Union Body

5.2 Efforts made by the institution for tracking the progression

The Alumni Association of the college tries to maintain a record of the outgoing students. Moreover, the departments also keep a track of the outgoing students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
532			160

(b) No. of students outside the state

05

(c) No. of international students

Nil

Men	No	%

Women

No	%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
143	46	82	283	-	554	151	44	88	249	-	532

Demand ratio

2:1

Dropout %

10.22

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Currently there is no such institutional mechanism for coaching for competitive examinations. However, some workshops, lectures and short term training sessions are organised by the Career Counselling Cell of the college.

No. of students beneficiaries

Nil

5.5 No. of students qualified in these examinations

NET	<input type="text"/>	SET/SLET	<input type="text"/>	GATE	<input type="text"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	Others	<input type="text"/>

As an undergraduate college this does not apply

5.6 Details of student counselling and career guidance

- A counselling programme, “How to overcome DOTS in life” was organised by IQAC MDKG College & IBS Business School, ICFAI Group on 10/08/2016 where around 60 students had participated.
- Career counselling by Kaziranga University was organised on 01/09/2016 where 80 students had participated.
- Changemaker Day in Assam, an entrepreneurial programme was organised by Ashoka group, Entrepreneurial Terrain and MDKG College on 03/01/2017 for the senior students of students and college students.
- A career counselling programme was organised by IQAC and Sri Sri University on 03/02/2017 where around 35 students had participated.
- A career counselling programme was organised by PTA in association with Mind Waves on 04/02/2017, where around 80 students had participated.
- A talk cum interactive programme on “Job opportunities in Media Industry” was organised by Student support and Progression Cell (IQAC) where Prof Monjib Mochahary, Asst Prof of the Centre for Studies in Journalism and Mass Communication Dibrugarh University facilitated as the resource person. This programme which was held in 11/02/2017 had around 60 participants.

No. of students benefitted

200

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Nil	Nil	Nil	Nil

5.8 Details of gender sensitization programmes

- Awareness programme on “Misuse of Social Media among the Youth” was organised by the Cyber Cell of Police Administration, Dibrugarh District on 09/08/2016 . The programme specifically highlighted crime against women involving social media.
- Awareness Programme on Women’s Rights was organised by Grievance And Redressal Cell on 19/09/2016 where Prof. Ratna Dutta facilitated as the resource person.
- Awareness programme on Aspects of Sexual Harrassment: Protection and Prevention was organised by Gender Sensitisation and Sexual Harrassment Complaint Cell. It held on 13/02/2017

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

		Number of students		Amount
Financial support from institution		2 position holders are given freeships		Rs. 17,000/-
Financial support from government	Central			
	State Govt. freeships	HS	158 @ Rs 6,400/-	Rs. 1,011,200/-
		B.A.	177@Rs. 8,000/-	Rs.1,416,000/-
Financial support from other sources				
Number of students who received International/ National recognitions				

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

There were no such grievances but there complains regarding the cleanliness of the classrooms and the quality and variety of food available in the college canteen. In so far as cleanliness is concerned, a Cleanliness Drive was launched by IQAC, wherein the students are involved in cleaning the classrooms, laboratories, departments and campus weekly. Certificates are given for this work. The Canteen Committee was entrusted with the responsibility of looking after the complains regarding the canteen.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

MDKG College was established with the vision to cater to the need for higher education and to tap the intellectual potential of the women of Assam in particular and the entire North East India in general. The College intends to uphold the national policies on higher education which is to mould and prepare the young minds to meet contemporary challenges with special focus on the girl students. Guided by the principles of inclusiveness, integrity, innovation, creativity, equality and quality, the College has a vision to create an environment that is responsive to the needs of the society.

Mission: The College since its inception has committed itself to the realisation of the ideals reflected in the vision of the College. The missions of the College are:

- i. To instill in the students pedagogic as well as social values.
- ii. To enrich and empower the women through quality education and to transform them into independent and employable human resource.
- iii. To achieve academic brilliance and to play a positive and meaningful role in nation building.
- iv. To develop a vibrant academic ambience for research and higher studies.
- v. To democratise higher education and make higher education accessible to the women of the society.
- vi. To introduce innovative techniques to make the teaching–learning process more effective.
- vii. To develop the potential of the students in extracurricular fields through participation in literary, cultural, sports, and extension activities.
- viii. To sensitise students towards social concerns like gender and environmental issues, human rights, ethical and moral values.

6.2 Does the Institution has a management Information System

Yes

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

The affiliating university designs and implements the curriculum. However, a good number of teachers of this college being members of the board of studies of the university are involved in designing, revising and upgrading of the curriculum.

6.3.2 Teaching and Learning

Guest faculty are invited to deliver lectures in relevant topics to students. In-house interdisciplinary lectures for students are also encouraged to enrich the learning process in related areas. Students are involved in project works, assignments, recitation, quiz, wall magazines, etc. to enhance their knowledge base. Students are encouraged to use ICT in their seminar presentations. Departmental workshops and outreach programmes involving students are organised to make the learning process conceivable and hone the students' interactive and creative skills. The ongoing teaching-learning methods are documentarily verified to have a feasibility report. Feedback from students and parents also aid in improving the teaching-learning process.

CCTV cameras have been installed in most of the classrooms to monitor the smooth running of classes.

6.3.3 Examination and Evaluation

Examination and evaluation strategies are governed by the affiliating university. The college participates in all such activities under the university wherever required.

6.3.4 Research and Development

A Research Committee was constituted to encourage and provide necessary guidance to faculty members in matters relating to research activities. The College encourages its faculty members to present their research papers in various national and international forums. Necessary leave is granted to attend the Seminars/Conferences both at the national and international level. Journals and periodicals are subscribed by the central library. Access to e-resources have been made possible through INFILBNET.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- One Bank Note Counting machine was used during fees collection earlier.
- For cashless transaction, two POS machines have been procured and used.
- A language cum computer lab has been installed in the Arts Block.
- An ICT cum computer lab has been installed in the Science Block.
- CCTV cameras have been installed in most of the classrooms.

6.3.6 Human Resource Management

As detailed in Annual Report 2011-2012

6.3.7 Faculty and Staff recruitment

As detailed in Annual Report 2011-2012

6.3.8 Industry Interaction / Collaboration

We do not have any collaboration with industry

6.3.9 Admission of Students

The college has introduced mechanism for online admission and collection of fees.

6.4 Welfare schemes for

Teaching	As detailed in Annual Report 2011-2012
Non teaching	DO
Students	DO

6.5 Total corpus fund generated

NIL

6.6 Whether annual financial audit has been done

Yes

No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NA	No	NA
Administrative	No	NA	No	NA

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes

Yes

No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Not applicable

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Not applicable

6.11 Activities and support from the Alumni Association

- Talk cum Interactive programme on “Entrepreneurship today among young aspiring girls Smt Jaba Borgohain (Alumni) a young entrepreneur who did her MBA from Glasgow University on 28/09/2016
- Talk cum Interactive programme on “Legal Rights of Women” where Dr. Deepam Baruah, Asst. Prof., Centre of Juridical Studies, Dibrugarh University was the resource person on 01/10/2016.
- Para Legal Training was imparted to selected students by Dr. Deepom Baruah, Asst Prof, Centre for Juridical Studies and Sri N. S. Baruah,ADC, DLSA on 04/02/2017.
- An Essay Competition on “Role of women in the formation of society” was organised by DLSA, Alumni Association & IQAC, MDKG College. It was held on 08/03/2017 (Women’s day).

6.12 Activities and support from the Parent – Teacher Association

- A Student -Parent meet was organised by the PTA on 03/08/2016 to discuss on the welfare activities of the college.
- PTA organised an Workshop on Personality Development where Prof. Brishni Borkotoky Sharma, Asst. Prof., Centre for Management Studies, Dibrugarh University was the resource person on 10/09/2016.
- A Career Counselling Programme was organised on 04/02/2017 in association with Mind Waves. This programme highlighted on the career options available for Under Graduate students with special reference to competitive exams, POs, media, etc.

6.13 Development programmes for support staff

Two office staffs were trained on Online Salary Bill Preparation.

6.14 Initiatives taken by the institution to make the campus eco-friendly

As detailed in Annual Report 2011-2012

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Online admission of students have made the process more systematic and precise.
- Adhering to the concept of “Cashless India”, the college has installed two POS machines for cashless transaction within the campus in administrative affairs.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- The constitution of the students’ Union Body was framed by the committee formed by the IQAC. The members of the committee included the Principal, Co-ordinator (IQAC), six teachers and two representatives from Union Body. After reviewing it, the Union Body put up the constitution for the viewing of the students for their recommendations and suggestions. Thereafter it was approved and accepted in a General Body meeting on 12th August 2016.
- Two community extension programmes were carried out by PTA and IQAC. The awareness programme on health organised by PTA was targeted towards the high school students. The IQAC organised an awareness programme on hygiene with the collaboration of Dept. of Home Science and Bal Sakha Assam (NGO) at Mohunbaree TE. Here the target group were adolescent girls and women.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

- A Para-Legal Training had been organised by the Alumni Association where selected students were trained in matters pertaining to writing and filing of FIR, women rights, etc. These volunteers serve as facilitators in training other students or people of their locality. This programme was held in collaboration with the Dibrugarh District Legal Authority and Centre for Juridical Studies, Dibrugarh University. The institution will hold similar training programmes in future for creating more student facilitators.
- The Health and Sanitation Club organised some outreach programmes for creating awareness against open defecation, maintenance of personal and public hygiene, etc. in 14 villages and two tea gardens.

7.4 Contribution to environmental awareness / protection

- Talk and documentary film show on Jadav Payeng for an Environmental Awareness Program by Dr.U.C.Saharia (Vice Principal & Assoc. Prof, Dept Of Geog, MDKG College) was organised by Cell for Innovation and Best Practice (IQAC) on 24/09/2016
- A talk on “Man wildlife conflict in Assam” by Dr. P.P.Buragohain, Assoc. Prof. Economics Dept, Dibrugarh University was organised by Eco Friends’ Club, MDKG College on 28/03/2017

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Strength

- The opening of the science stream in the newly constructed building of the second campus.

Weakness

- Financial constraints and somewhat inadequate infrastructural facilities

Opportunities

- To remove the infrastructural inadequacies with grants received from RUSA. Govt. Of Assam, etc.

Threat

- If the free admission scheme of the state government is continued the institution will face serious financial problems.

8. Plans of institution for next year

- To organise a Student-Parent-Teacher meet
- To organise students oriented programmes on Student Activism, women rights, entrepreneurship, personality development, environmental awareness, etc.

Signature of the Co-ordinator, IQAC

Name: Dr. Moutusi Bagchi
Associate Professor, Department of Geography
M.D.K.G.College, Dibrugarh.

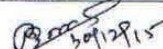
Signature of the Chairperson, IQAC

Name: Dr. D.K.Bhuyan
Principal
M.D.K.G.College, Dibrugarh.

ANNEXURE I

ACADEMIC SESSION (2016-2017)

1 st June, 2016 (Wednesday)	<ol style="list-style-type: none"> Commencement of the Odd Semester Classes of the BA/B.Sc./ B.Com. Programmes Notification of Class Routine in the Colleges. Notification of Course Plan/ Departmental Class Routine in the Dept. Notice Boards of the Colleges.
1 st - 30 th June, 2016	Admission to the BA/B.Sc./B.Com 3 rd & 5 th Semester Classes
10 th June, 2016 (Friday)	Last date for Submission of Evaluated Scripts of the End Semester Examinations of the BA/ B.Sc./ B.Com Programmes with relevant documents by the Zonal Officers to the University
1 st - 31 st July, 2016	Mid Semester Vacation for the teaching staff of the colleges
10 th - 16 th July, 2016	Declaration of the B.A./ B.Sc./B.Com. Even Semester Examination results
1 st August, 2016 (Monday)	Re-commencement of the 1 st , 3 rd & 5 th Semester Classes of the BA/ B.Sc./ B.Com Programmes
8 th -13 th August, 2016	1 st Sessional Examination of the BA/ B.Sc./ B.Com programmes (any four days)
16 th - 25 th August, 2016	Students' Union Election in the Degree Colleges (Any one day)
20 th August, 2016 (Saturday)	Last date for notification of 1 st Sessional Examination Marks of the BA/ B.Sc./ B.Com Programmes in the Departmental Notice Boards
16 th - 23 rd August, 2016	Counseling for the BA/B.Sc./B.Com 1 st Semester Students and Mid Semester Feedback Assessment (any one day)
19 th August, 2016 (Friday)	Last date for submission of Filled in Registration Forms of the BA/ B.Sc./ B.Com 1 st Semester Students by the Colleges at the University
1 st - 10 th September, 2016	Internal Assessment of the BA/ B.Sc./ B.Com Programmes through Seminar/ Group Discussion etc.
28 th September, 2016 (Wednesday)	<ol style="list-style-type: none"> Last Date for Assignment Submission by the students (if any) of the BA/B.Sc./B.Com Programmes in the Semester System Last date for Form Fill up of the B.A./ B.Sc./ B.Com End Semester Examinations
1 st - 10 th October, 2016	2 nd Sessional Examination of the BA/B.Sc./B.Com Programmes (any four days)
5 th October, 2016 (Wednesday)	<ol style="list-style-type: none"> Last date for notification of 2nd Sessional (BA/ B.Sc./ B.Com Programmes in the Semester System) Examination Marks in the Departmental Notice Boards Last date for Submission of the filled in Examination Forms of the BA/ B.Sc./ B.Com End Semester Examinations by the Colleges at the University Completion of the Odd Semester Classes of the B.A./ B.Sc./B.Com Programmes
1 st - 30 th November, 2016	End Semester Examinations of the BA/ B.Sc./ B.Com Programmes
5 th November, 2016 (Saturday)	Last date for submission of Internal Assessment marks of the Students of the BA/ B.Sc./ B.Com Programmes to the University
12 th Nov.- 10 th Dec., 2016	Evaluation of End Semester Answer scripts of the B.A./ B.Sc./ B.Com. Programmes at the Zones
1 st -31 st December, 2016	Semester End vacation for the teaching staff of the Colleges conducting BA/ B.Sc./ B.Com Programmes


 (B.C. Borah)

Deputy Registrar (Academic)
Dibrugarh University

Date(s)	Events/ Activities
2 nd January, 2017	1. Commencement of the Even Semester Classes 2. Notification of Class Routine (College & Departmental), Course Plans etc. in the Notice Boards
13 th January, 2017 (Friday)	Last date for Submission of Evaluated Answer Scripts of the End Semester Examinations of the B.A./ B.Sc./ B.Com programmes with relevant documents by the Zonal Officers to the University
20 th - 31 st January, 2017	College Week (any seven days)
10 th - 15 th February, 2017	Declaration of the results of the Odd Semester B.A./ B.Sc./ B.Com. Programmes
10 th - 25 th February, 2017	1 st Sessional Examination of the 2 nd & 4 th and 6 th Semester of the B.A./B.Sc./B.Com. Programmes (any four days)
25 th - 28 th February, 2017	Counseling for the Students of the BA/B.Sc./B.Com Programmes and Mid Semester Feedback Assessment (any one day)
1 st March, 2017 (Wednesday)	Last date for notification of 1 st Sessional Examination Marks of the 2 nd , 4 th and 6 th Semester BA/ B.Sc./ B.Com Programmes in the Departmental Notice Boards
24 th March, 2017 (Friday)	Last date for Form fill-up of the B.A./ B.Sc./ B.Com. End Semester Examinations at the colleges
1 st - 8 th April, 2017	2 nd Sessional Examinations of the B.A./B.Sc./B.Com. Programmes (any four days)
4 th April, 2016 (Tuesday)	Last date for submission of filled in Examination Forms of the B.A./ B.Sc./ B.Com. End Semester Examinations (2 nd , 4 th & 6 th Semester) by the colleges at the University
20 th April, 2017 (Thursday)	1. Last date for submission of Assignment by the students of BA/ B.Sc./ B.Com Programmes (if any) 2. Completion of the even semester classes of the BA/ B.Sc./ B.Com. Programmes 3. Last date for notification of 2 nd Sessional Examination Marks of the BA/ B.Sc./ B.Com Programmes in the Departmental Notice Boards
2 nd - 31 st May 2017	End Semester Examinations of the BA/ B.Sc./ B.Com. Programmes
5 th - 31 st May, 2017	Evaluation of Answer Scripts of the B.A./ B.Sc./ B.Com. End Semester Examinations (2 nd , 4 th & 6 th Semester) at the Zones
9 th May, 2017 (Tuesday)	Last date for submission of Internal Assessment marks of the 2 nd , 4 th & 6 th Semester Students of the BA/ B.Sc./ B.Com Programmes to the University
11 th May - 30 th May, 2017	Admission Notice and Completion of the Admission Process in the BA/B.Sc./B.Com 1 st Semester Classes
1 st - 30 th June, 2017	Admission to the BA/B.Sc./B.Com 3 rd & 5 th Semester Classes

[Handwritten Signature]
25/1/16

ANNEXURE III

FEEDBACK REPORT (2016-17)

Stakeholders play a vital role in the growth and development of an educational institution. Their views, suggestions and involvement are essential for any institution of higher education to function successfully and providing inputs for further improvement.

As a part of routine best practice adopted by the college, feedback regarding various aspects of the college were collected from outgoing students of 6th semester, parents/guardians, Teaching faculty and non teaching faculty. The process involved distribution of predesigned forms asking for responses regarding the faculty (for students), institution, curriculum, governance and infrastructure and also inviting suggestions for further improvement.

The reports are divided into six parts :

1. Student feedback on the college
2. Student feedback on the teachers
3. Guardians feedback
4. Feedback from teaching faculty
5. Feedback from non-teaching faculty
6. Alumni feedback

GRIEVANCES OF FEEDBACK 2017

- Poor and irregular reprography facility in the library
- The refrigerator in the Home Science department is not in good condition
- High admission fee (student feedback)
- Low standard of foods served in canteen
- Ceiling fans and lights not functioning in many classrooms.
- Insufficient teaching aid
- A.C. should be provided in the Library.
- Canteen facility in the Science Block is very poor.
- Absence of reading room in the Science Block Library.

COMMENTS AND SUGGESTIONS

- Canteen should have better and hygienic food
- Superior-subordinate relationship among supporting staff should be cordial
- Washrooms for the students and toilets should be cleaned regularly
- Air conditioner should be provided in the library

- Entrance test should be held for Major courses
- Practical Lab (Home Science) should be adequately equipped.
- Cleaning of water tank for save drinking water.
- New books and journals should be procured for the Library
- IQAC should organise Seminars and Workshops.
- Initiative should be taken to for Industry and Institutional collaboration.
- Book shelves should be procured to keep the books properly in the Science Block Library.
- Indoor game facilities should be enhanced.
- Institution should focus on various co-curricular activities for overall development of the students (Guardian feedback)
- Subjects such as Anthropology, Fine Art, Psychology should be introduced (Guardian feedback).
- Efficiency of the Administrative Staff need to be improved (Guardian feedback).
- Need for a shed for student's two-wheelers in the parking area.
- The admission process should be more systematic.

ACTION TAKEN REPORT

- ✓ The Canteen committee has been constituted to look after the quality of food served.
- ✓ New book shelves have been procured for both Science and Arts block libraries.
- ✓ For the proper utilisation of ICT as a tool for dissemination of knowledge a Smart classroom has been added and classes are allotted to each department.
- ✓ The Arts library is also been restructured for better space utilisation.
- ✓ A committee has been formed to look into the infrastructure issues and non-functioning of lights and fans are being attended to without delay. Moreover, all other maintenance work such as roof leakages, cleaning of water tank, etc. has been attended to.
- ✓ A wooden cabinet functioning as a locker, bookshelf, etc., in the teachers' common room has been added.
- ✓ Under the institutional collaboration, an English and Foreign learning course has been started from 2017.
- ✓ Admission process has been made "on-line". All payments are through POS machines and no cash transaction is carried out from 2017 session.

ANNEXURE III

BEST PRACTICE

PARA-LEGAL TRAINING

Date	Event	Resource Persons	Organised by	Participants
04/02/2017	Para Legal Training	Dr. Deepom Baruah, Asst Prof, Centre for Juridical Studies & Sri N. S. Baruah,ADC, DLSA.	Alumni Association	Selected students




Sri N. S. Baruah, ADC(District Legal Service Authority) is addressing the student participants while Dr. Deepom Baruah, Asst Prof, Centre for Juridical Studies, Dibrugarh University is seen sitting on the dias.

ANNEXURE III

BEST PRACTICE

EXTENSION ACTIVITY

Date	Programme	Teachers involved	Organised by	Lecture delivered by	
22/03/2017	Awareness programme by Health and Sanitation Club in 14 villages under Pukanarkhat GP under Swachh Bharat Mission (Gramin)	Prof. A.Machey (Professor-in-charge), Dr.L.Saikia & Prof. U. Gogoi	Health and Sanitation Club	Student members on against open defecation, personal and public hygiene.	
27/03/2017	Awareness programme by Health and Sanitation Club in Mokalbari TE & Kamakhyabari TE under Swachh Bharat Mission (Gramin)	Prof. A.Machey (Professor-in-charge),& Dr.L.Saikia	Health and Sanitation Club	Student members on against open defecation, personal and public hygiene.	