

**The Annual Quality Assurance Report (AQAR) of the IQAC**  
2012-2013

**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:

0373-2322602

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	1st Cycle	B++	82.00	2004	2009
2	2nd 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 \_\_\_\_\_ (DD/MM/YYYY)4
- ii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)

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

X

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

01

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

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"><li>Observe Golden Jubilee with academic, co-curricular and extra curricular activities</li><li>Organise national level workshops, seminars, etc.</li></ul>	<ul style="list-style-type: none"><li>Golden Jubilee celebration was started with some academic lectures.</li><li>One ICSSR sponsored national workshop and one UGC sponsored seminar was organised</li></ul>

\* 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

As detailed in Annual Report 2011-2012

## 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)	Nil	Nil	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
<b>Total</b>	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)
Trimester	Nil
Annual	01 (HS ARTS)

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

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

- University designs, revises and updates the syllabus after discussion with the Board of Studies.
- Some senior faculty of the college are members of the Board of Studies
- There were certain modifications in the new syllabus that was introduced under semester system in the last academic session
- Significant modifications in the syllabi are:

English: In the paper 606 of both Major and General course an unit was renamed.

Geography: The practical papers 402, 404, 502, 508 and 606 of Major course were modified.

Sanskrit: There were modifications in the 601 paper of both Major and General course

Sociology: There were modifications in 302 and 401 papers of Major course.

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

No

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
43	29	12		2

2.2 No. of permanent faculty with Ph.D.

13

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
1	3							1	3

2.4 No. of Guest and Visiting faculty and Temporary faculty

		6
--	--	---

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended			2
Presented papers			
Resource Persons			

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

- Inviting faculty of universities and other colleges.
- Different methods like workshops, projects work, assignments, recitation, quiz, etc. are used to make the process of learning interesting besides enhancing the knowledge base of students on substantive aspects.
- Using audio-visual aids, documentary films, ICT, etc. besides traditional teaching methods.

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

201

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

None

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	473	8.5%	11.84%	34.25%	31.71	77.80

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 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	03
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	02
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	

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	16	Nil	Nil	2
Technical Staff	Nil	Nil	Nil	1

## 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.

#### 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	3	--
Outlay in Rs. Lakhs	--	1.5	6.6	--

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	06	06	--
Non-Peer Review Journals	--	--	13
e-Journals	02	--	--
Conference proceedings	01	--	--

#### 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				
Minor Projects	1.6	UGC/ICSSR	6.6	5.19
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					
	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

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	Nil	Nil	Nil	Nil	Nil	Nil

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

03

06

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

08

State level

01

National level

01

International level

0

3.22 No. of students participated in NCC events:

University level

0

State level

01

National level

19

International level

0

3.23 No. of Awards won in NSS:

University level	<input checked="" type="checkbox"/>	State level	<input checked="" type="checkbox"/>
National level	<input checked="" type="checkbox"/>	International level	<input checked="" type="checkbox"/>

3.24 No. of Awards won in NCC:

University level	<input checked="" type="checkbox"/>	State level	<input checked="" type="checkbox"/>
National level	<input checked="" type="checkbox"/>	International level	<input checked="" type="checkbox"/>

3.25 No. of Extension activities organized

University forum	<input checked="" type="checkbox"/>	College forum	<input type="checkbox" value="1"/>		
NCC	<input checked="" type="checkbox"/>	NSS	<input checked="" type="checkbox"/>	Any other	<input checked="" type="checkbox"/>

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

As detailed in Annual Report 2011-12

## Criterion – IV

### 4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	1.68 Acre	Nil		1.68 Acre
Class rooms	27	Nil		27
Laboratories	04	Nil		04
Seminar Halls	Nil	Nil		Nil
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.			Self	14,480/-
Value of the equipment purchased during the year (Rs. in Lakhs)		Rs 6,17,000/-	Self	6,17,000/-
Others (Administrative software)		Rs 66,741/-	Self	Rs 66,741/-

#### 4.2 Computerization of administration and library

The administrative functions have been carried out with help of computers, including financial administration.

Library functions are also performed with the help of SOUL Software using book database and user database.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	3600	Rs ,277,115/-	00	0	3600	2,77,115/-
Reference Books	25840	Rs 5,200,016/-	159	63463	25999	5,263,479/-
e-Books	INFLIBNET Membership					
Journals			16	24200		
e-Journals	INFLIBNET Membership					
Digital Database						
CD & Video	36	Rs 7200/-				
Others (specify)						

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Other s
Existing	34	01	01	01	Nil	01		
Added	Nil	Nil	Nil	Nil	Nil	Nil		
Total	34	01	01	01	Nil	01		

#### 4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (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

Website Maintenance - Rs. 3000/-

ii) Campus Infrastructure and facilities

Rs. 22,887/-

iii) Equipments

Nil

iv) Others

Hostel Renovation - 3.0

**Total :**

3.26

## 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
1080			331

(b) No. of students outside the state

06

(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
371	82	199	521	0	1173	280	95	171	532	2	1080

Demand ratio

4:1

Dropout %

8.82

#### 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. Workshops, lectures and short term training sessions are organised by the Career Counselling Cell of the college. However, this year being the beginning of Golden Jubilee Celebration of MDKG College some student-centric programmes were organised by the various sub-committees.

No. of students beneficiaries

Nil

#### 5.5 No. of students qualified in these examinations

NET

SET/SLET

GATE

CAT

IAS/IPS etc

State PSC

UPSC

Others

***As an undergraduate college this does not apply***

#### 5.6 Details of student counselling and career guidance

1. A Skin Care Camp was organised by MDKG College in collaboration with Galderma was held for the students on 23<sup>rd</sup> July 2012. Dr. S. Gogoi of AMCH was in charge of the camp. In the camp the students were counselled on the various skin problems faced by the adolescents and women.
2. Plenary discussion on 'Challenges before Working Women' was held on 16<sup>th</sup> March 2013 to identify and offer solutions to the daily problems encountered by working women in their personal and professional life. The guest speakers for the occasion were Dr. Nazrana Ahmed and Dr. Tulika Goswami Mahanta. (organised by CWSD)
3. Students of the college participated in the Sensitization programme organized by Dibrugarh University on 6<sup>th</sup> April 2013 on Disaster Management.
4. Health awareness programme DIVA was organised on 3<sup>rd</sup> June 2013 by MDKG College in collaboration with CIPLA. Dr. Himakshi Baishya, Gynaecologist, AMCH was the resource person.
5. A workshop on "Logical and Numerical Reasoning" for students was organised by the Academic sub-committee of MDKG College Golden Jubilee Celebration Committee on 4<sup>th</sup> June 2013. Dr. Priyadev Goswami & Assoc. Prof. Of DHSK College and Kalyan Bhuyan, Dept of Physics, Dibrugarh University were the resource persons.



No. of students benefitted

80

### 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

The Centre for Women Studies, MDKG College organised a Plenary discussion on 'Challenges before Working Women' on 16<sup>th</sup> March 2013, and the guest speakers were Dr. Nazrana Ahmed and Dr. Tulika Goswami Mahanta.

### 5.9 Students Activities

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

State/ University level

X

National level

X

International level

X

No. of students participated in cultural events

State/ University level

X

National level

1

International level

X

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

Sports : State/ University level

X

National level

X

International level

X

Cultural: State/ University level

X

National level

X

International level

X

### 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	4	23,965
Financial support from government	73	21,5,250
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: Nil

### **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

The college tries to provide best possible classroom teaching-learning facilities for the students. In order to make the learning process interesting students are involved in methods like projects work, assignments, recitation, quiz, etc. Besides traditional system of teaching, teachers are encouraged to make use of ICT.

### 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.

Dibrugarh University approved the college as the Zonal Office in respect of BA examination 2012 and the Principal of the college was appointed as the Zonal Officer.

### 6.3.4 Research and Development

Since its inception, the College has been encouraging its faculty members for research activities. Teachers are encouraged to pursue Major/ Minor Research Projects funded by agencies like UGC, ICSSR, Govt. Of Assam, etc. The College management also extends full support for availing Faculty Development Programme (FDP) under UGC. 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 has been made possible through INFILBNET.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- Laboratory equipment (Geography department) worth Rs. 14,480/-.
- Teaching equipments (UGC grant) worth Rs. 6,17,000/-
- Sport items ( grants from government) worth Rs. 50,000/-
- Books for library

### 6.3.6 Human Resource Management

As detailed in Annual Report 2011-2012. Moreover, this year

- Mr. J.N.Prasad was given a away a cash award of Rs.10,000/- for his extra-ordinary service
- An amount of Rs. 9,37,762/- was spent towards salary of non-sanctioned staff including temporary teachers
- Building insurance for an amount of Rs. 1,67,978/- for this year.

### 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

As detailed in Annual Report 2011-2012

### 6.4 Welfare schemes for

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

***\*Advance salary: This year an amount of Rs.50,000/- was released as Advanced Salary .***

***\*Students' Insurance Premium amount during this year was Rs. 98,062/-.***

### 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 declare 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

“Alumane Best Athlete Award” where the Best Athlete of the college is awarded Rs 2000/-

6.12 Activities and support from the Parent – Teacher Association

As detailed in Annual Report 2011-2012

6.13 Development programmes for support staff

As detailed in Annual Report 2011-2012

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.

Central controlling switches were installed on outer walls of every room and whenever electricity is not required, all the teachers, students and non-teaching staff were instructed to switch off the lights.

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

beginning of the year

- Academic and awareness programmes, workshops on value system, climate change, etc were held
- One ICSSR sponsored national workshop on Research Methodology and one UGC sponsored national seminar on Solid Waste Management were held

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

- Regular publication of departmental wall magazines and handwritten magazines to encourage the writing and creative skills of the students. Prachya ( research journal of Sanskrit department ) and Embark (journal of CWSD) are published with a view to create and sustain the research atmosphere in the college. (Annexure II)
- Students bringing laurels to the college in respect of examination results, co-curricular and extra-curricular activities are felicitated. (Annexure III)

*\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

Interaction programme on Climate & Environment was held where the resource persons were Contanza Rampini, Research Scholar, California University, USA and Dr. Partha Jyoti Das, Programme Head, Aranyak. This was held with the motive of generating awareness among students regarding climate change and its impact upon environment.

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**

Located in the educational hub of the city with devoted faculty, this institution boasts of strong student strength

**Weakness**

Space limitations aided by engagement of teachers in various government duties like census, elections, etc. hamper classes

**Opportunities**

This being the golden jubilee year, the institution had the opportunity to organise various programmes

**Threats**

To organise the proposed programmes with limited funds and availability of resource persons.

## 8. Plans of institution for next year

- To organise the concluding function of golden jubilee
- To organise lectures by eminent personalities and felicitate retired teaching and non-teaching staff
- To publish a golden jubilee souvenir

*M. Bagchi* Co-ordinator  
IQAC  
MDKG College  
Dibrugarh

*Signature of the Coordinator, IQAC*  
Name Dr. M.Bagchi  
Associate Professor , Dept of Geography  
M.D.K.G.College, Dibrugarh.

*Bhuyan* Chairperson  
IQAC  
MDKG College  
Dibrugarh

*Signature of the Chairperson, IQAC*  
Name Dr.D.K.Bhuyan  
Principal  
M.D.K.G.College, Dibrugarh.



ANNEXURE I

ACADEMIC CALENDAR



ACADEMIC CALENDER OF 2012-2013



Annexure A

MODIFIED

ACADEMIC CALENDAR FOR THE GENERAL DEGREE COLLEGES IN THE SEMESTER SYSTEM

(Modification approved under report to the Academic Planning Committee and Academic Council, Dibrugarh University. Notified vide Memo No. DU/DR-A/8-1/12/168 dated 23.05.2012)

DATE(S)	EVENT(S)
January 1, 2012 (Sunday)	Programme for welcoming New Year 2012
January 2, 2012 (Monday)	(1) Commencement of the Even Semester Classes (2) Notification of Class Routine for the Even Semesters (3) Notification of Course Plan of the Even Semesters in the Departmental Notice Board (4) Re-commencement of the B.A./ B.Sc./ B.Com. Part II/ Part III Classes
January 31, 2012 (Tuesday)	Declaration of the B.A./ B.Sc./ B.Com. 1 <sup>st</sup> Semester Examination Results
February 6-15, 2012	1 <sup>st</sup> Sessional Examination (particularly for the B.A./ B.Sc./ B.Com. 2 <sup>nd</sup> Semester classes) to be conducted by the teaching departments
February 15-21, 2012	Students' Counselling & Mid Semester Feedback Assessment for the B.A./ B.Sc./ B.Com. 2 <sup>nd</sup> Semester classes (any one day)
March 5-10, 2012	Notification of 1 <sup>st</sup> Sessional Examination's marks in the Departmental Notice Board
March 19-24, 2012	Internal Assessment( for 2 <sup>nd</sup> Semester BA/ B.Sc./ B.Com Programmes) through Seminar/ Group Discussion
April 2-12, 2012	2 <sup>nd</sup> Sessional Examination (particularly for the B.A./ B.Sc./ B.Com. 2 <sup>nd</sup> Semester classes) to be conducted by the teaching departments
April 12, 2012 (Thursday)	1. Last date for submission of Assignment (if any) 2. Last date for Form fill-up of the B.A./ B.Sc./ B.Com. End Semester Examinations (2 <sup>nd</sup> Semester)
April 25, 2012 (Wednesday)	Last date for submission of filled in Examination Forms of the B.A./ B.Sc./ B.Com. End Semester Examinations (2 <sup>nd</sup> Semester) by the colleges at the University
May 2-5, 2012	Notification of 2 <sup>nd</sup> Sessional Examination Marks of the 2 <sup>nd</sup> Semester BA/ B.Sc./ B.Com Programmes in the Departmental Notice Boards
May 5, 2012 (Saturday)	Completion of 2 <sup>nd</sup> Semester Classes of the BA/ B.Sc./ B.Com Programmes
May 14- June 2, 2012	End Semester (2 <sup>nd</sup> Semester) Examinations of the BA/ B.Sc./ B.Com Programmes
May 14, 2011 (Monday)	Last date for Submission of Internal Assessment records (marks) of the B.A./ B.Sc./ B.Com. 2 <sup>nd</sup> Semester Examinations by the Colleges to the University
May 21- June 15, 2012	Evaluation of Answer Scripts of the B.A./ B.Sc./ B.Com. End Semester Examinations (2 <sup>nd</sup> Semester) at the Zones
June 16- July 15, 2012	Semester End Vacation for the teaching staff
June 25, 2012 (Monday)	Last date for Submission of Evaluated Scripts of the End Semester (2 <sup>nd</sup> Semester) Examinations of the BA/ B.Sc./ B.Com Programmes with relevant documents by the Zonal Officers to the University
June 1- July 20, 2012	(1) Admission Notice and Completion of the Admission Process in the BA/B.Sc./B.Com 1 <sup>st</sup> Semester Classes (2) Admission to the BA/B.Sc./B.Com 3 <sup>rd</sup> & 5 <sup>th</sup> Semester Classes
July 16, 2012 (Monday)	(1) Commencement of the 1 <sup>st</sup> / 3 <sup>rd</sup> Semester Classes of the BA/ B.Sc./ B.Com Programmes (2) Re-commencement of the Part III Classes of the BA/ B.Sc./ B.Com Programmes (3) Notification of Class Routine in the Colleges (4) Notification of Course Plan/ Departmental Class Routine in the Dept. Notice Boards of the Colleges
July 17-21, 2012	1. Interaction with the 1 <sup>st</sup> Semester Students by the



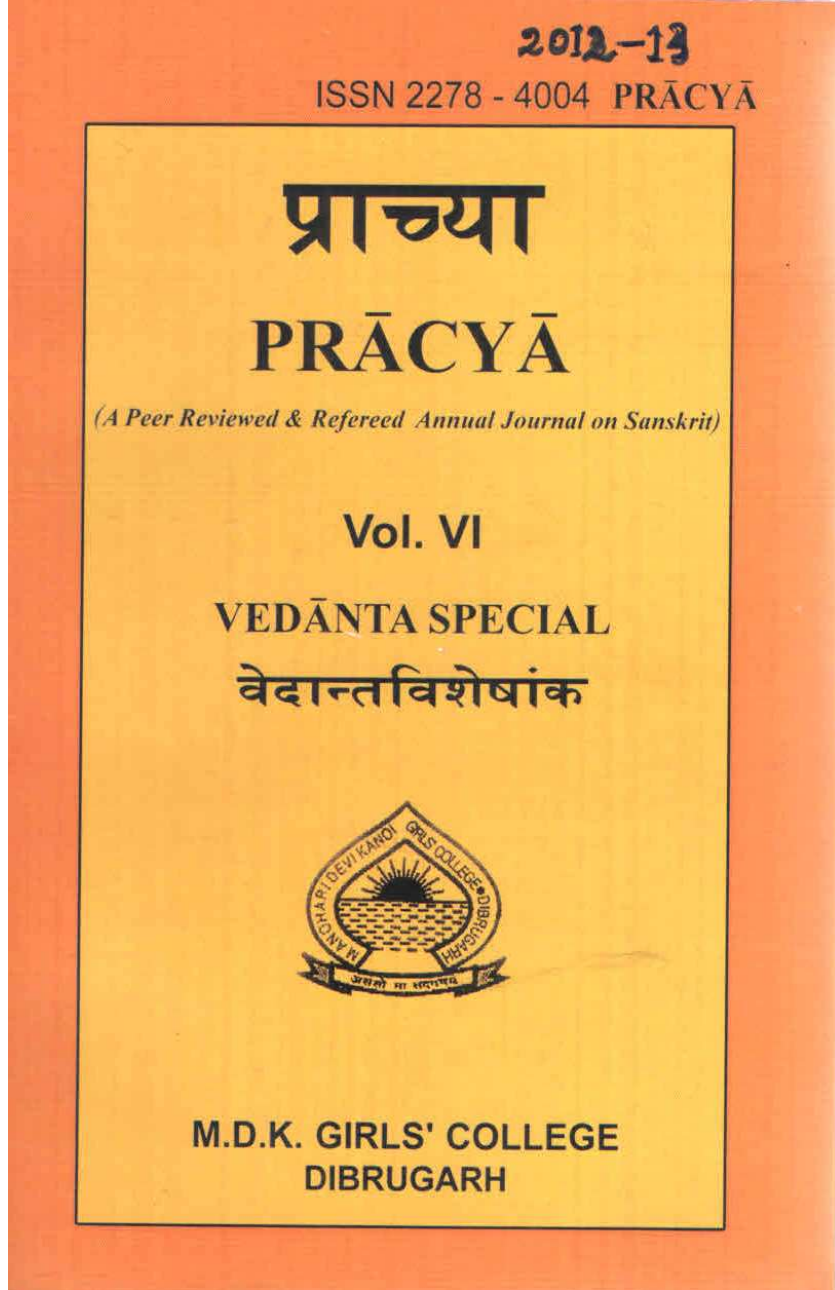


	Principals and teachers of the colleges 2. Freshers' Social (Any one day)
July 12 – 17 2012	Declaration of the TDC Part I 2012 results
July 31, 2012 (Tuesday)	Declaration of the BA/B.Sc./B.Com 2 <sup>nd</sup> Semester Results
August 27, 2012 (Monday)	Last date for submission of Filled in Registration Forms of the BA/ B.Sc./ B.Com 1 <sup>st</sup> Semester Students by the Colleges
August 27-Sept. 5- 2012	1 <sup>st</sup> Sessional Examination BA/ B.Sc./ B.Com programmes in the Semester System
September 6-8, 2012	Students' Union Election in the Degree Colleges (Any one day)
September 6-11, 2012	Counseling for the BA/B.Sc./B.Com 1 <sup>st</sup> Semester Students and Mid Semester Feedback Assessment (any one day)
September 28, 2012 (Friday)	1. Notification of 1 <sup>st</sup> Sessional (BA/ B.Sc./ B.Com Programmes in the Semester System) Examination Marks in the Departmental Notice Board 2. Internal Assessment( for 1 <sup>st</sup> Semester BA/ B.Sc./ B.Com Programmes) through Seminar/ Group Discussion etc.
October 12-20, 2012	2 <sup>nd</sup> Sessional Examination of the BA/B.Sc./B.Com Programmes in the Semester System
October 09, 2012 (Tuesday)	Last date for submission of Form Fill up of the B.A./ B.Sc./ B.Com End Semester Examinations (1 <sup>st</sup> Semester)
October 16, 2012 (Tuesday)	Last Date for Assignment Submission by the students (if any) of the BA/B.Sc./B.Com Programmes in the Semester System
October 30, 2012 (Tuesday)	Last date for submission of the Filled in Examination Forms for the End Semester Examinations of the BA/ B.Sc./ B.Com Programmes
November 10, 2012 (Saturday)	Last date for notification of 2 <sup>nd</sup> Sessional (BA/ B.Sc./ B.Com Programmes in the Semester System) Examination Marks in the Departmental Notice Board
November 10, 2012 (Saturday)	Completion of 1 <sup>st</sup> Semester Classes of the B.A./ B.Sc./B.Com Programmes
Nov 23- Dec 15, 2012	End Semester Examinations (1 <sup>st</sup> & 3 <sup>rd</sup> Semester) of the BA/ B.Sc./ B.Com Programmes
November 23, 2012 (Tuesday)	Last date for submission of Internal Assessment marks of the 1 <sup>st</sup> Semester Students of the BA/ B.Sc./ B.Com Programmes to the University
Nov 26- Dec 22, 2012	Evaluation of End Semester Answer scripts (1 <sup>st</sup> & 3 <sup>rd</sup> Semester) of the B.A./ B.Sc./ B.Com. Programmes at the Zones
December 17- 31, 2012	College Week (for seven days)
Dec 16, 2012- Jan 15, 2013	Semester End Vacation for the teaching staff
January 11, 2013	Last date for Submission of Evaluated Answer Scripts of the End Semester (1 <sup>st</sup> & 3 <sup>rd</sup> Semester) Examinations B.A./ B.Sc./ B.Com programmes with relevant documents by the Zonal Officers to the University
January 16, 2013 (Wednesday)	1. Commencement of the Even Semester classes of the BA/ B.Sc./ B.Com Programmes 2. Notification of Class Routine (College & Departmental), Course Plans etc. in the Notice Boards 3. Re-commencement of the BA/ B.Sc./ B.Com Part III Classes
February 15, 2013 (Friday)	Declaration of the B.A./ B.Sc./ B.Com. 1 <sup>st</sup> & 3 <sup>rd</sup> Semester results
Feb 20- March 5, 2013	1 <sup>st</sup> Sessional Examination of the 2 <sup>nd</sup> & 4 <sup>th</sup> Semester of the B.A./B.Sc./B.Com Programmes
March 1-6, 2013	Counseling for the BA/B.Sc./B.Com 2 <sup>nd</sup> & 4 <sup>th</sup> Semester Students and Mid Semester Feedback Assessment (one day)
21 <sup>st</sup> Feb – 31 <sup>st</sup> March 2013	Commencement of TDC Part II Examination 2013
1 <sup>st</sup> March 2013 (Friday)	Last date of submission of TDC Part II Internal Assessment marks to



	the University by the colleges
March 20-26, 2013	(1) Notification of 1 <sup>st</sup> Sessional Examination Marks of the 2 <sup>nd</sup> & 4 <sup>th</sup> Semester BA/ B.Sc./ B.Com Programmes in the Departmental Notice Boards (2) Internal Assessment for 2 <sup>nd</sup> & 4 <sup>th</sup> Semesters of the BA/ B.Sc./ B.Com Programmes through seminar/ group discussion etc.
April 18-30, 2013	2 <sup>nd</sup> Sessional Examination of the 2 <sup>nd</sup> & 4 <sup>th</sup> Semester of the B.A./B.Sc./B.Com Programmes
April 27, 2013 (Saturday)	1. Last date for submission of Assignment by the students of BA/ B.Sc./ B.Com Programmes (if any) 2. Last date for Form fill-up of the B.A./ B.Sc./ B.Com. End Semester Examinations (2 <sup>nd</sup> & 4 <sup>th</sup> Semester)
May 10, 2013 (Friday)	Last date for submission of filled in Examination Forms of the B.A./ B.Sc./ B.Com. End Semester Examinations (2 <sup>nd</sup> & 4 <sup>th</sup> Semester) by the colleges at the University
May 30, 2013 (Thursday)	(1) Last date for notification of 2 <sup>nd</sup> Sessional Examination Marks of the 2 <sup>nd</sup> & 4 <sup>th</sup> Semester BA/ B.Sc./ B.Com Programmes in the Departmental Notice Boards (2) Completion of 2 <sup>nd</sup> & 4 <sup>th</sup> Semester Classes of the BA/ B.Sc./ B.Com Programmes (3) Last date for submission of Internal Assessment marks of the 2 <sup>nd</sup> & 4 <sup>th</sup> Semester Students of the BA/ B.Sc./ B.Com Programmes to the University
31 <sup>st</sup> May 2013 (Friday)	Declaration of TDC Part II 2013 Examination results
June 10- June 29, 2013	End Semester (2 <sup>nd</sup> & 4 <sup>th</sup> Semester) Examinations of the BA/ B.Sc./ B.Com Programmes
28 <sup>th</sup> June, 2013 (Friday)	Declaration of TDC Part III 2013 Examination results
June 1- July 20, 2013	1. Admission Process in the BA/B.Sc./B.Com 1 <sup>st</sup> Semester Classes 2. Admission to the BA/B.Sc./B.Com 3 <sup>rd</sup> & 5 <sup>th</sup> Semester Classes
June 12- July 10, 2013	Evaluation of Answer Scripts of the B.A./ B.Sc./ B.Com. End Semester Examinations (2 <sup>nd</sup> & 4 <sup>th</sup> Semester) at the Zones
June 16- July 15, 2013	Semester End Vacation for the teaching staff of the colleges
July 19, 2013 (Friday)	Last date for Submission of Evaluated Scripts of the End Semester (2 <sup>nd</sup> Semester) Examinations of the BA/ B.Sc./ B.Com Programmes with relevant documents by the Zonal Officers to the University
August 5, 2013 (Monday)	Declaration of the Even Semester Examination results

ANNEXURE II  
BEST PRACTICE





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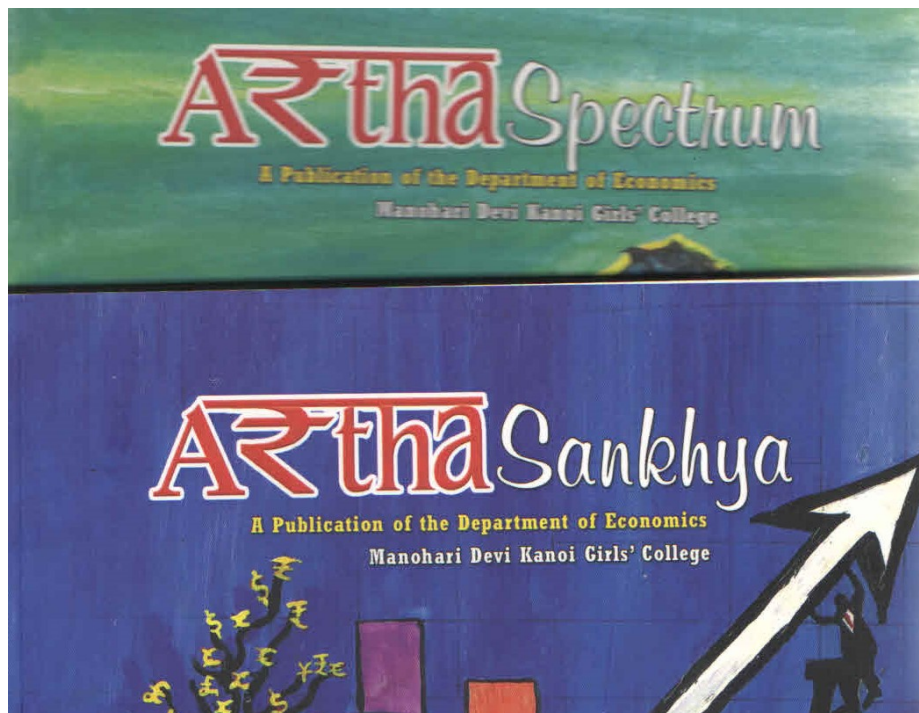
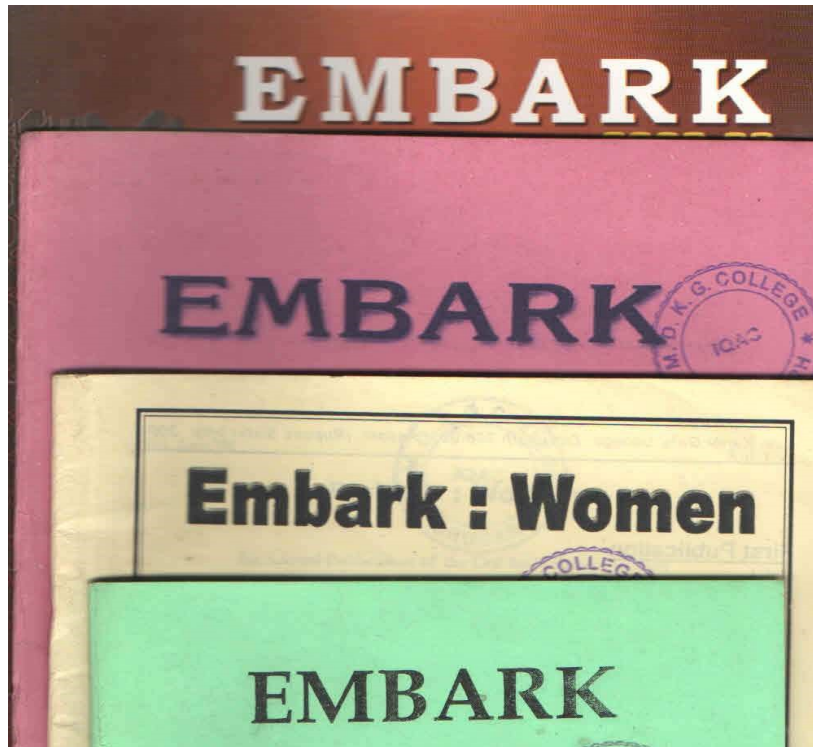
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RJ/S/27/5  
Principal  
MDKG College  
Dibrugarh, Assam





**ANNEXURE III**  
**BEST PRACTICE**

