

The Annual Quality Assurance Report (AQAR) of the IQAC
2013-2014

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:

Dr. M.Bagchi

Mobile:

09435533276

IQAC e-mail address:

iqacmdkg@gmail.com

1.3 NAAC Track ID(For ex. MHCOGN 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)

EC/57/RAR/32 dated 30-11-2011

1.5 Website address:

www.mdkgcollege.edu.in/

Web-link of the AQAR:

<http://www.mdkgcollege.edu.in/naac.aspx>

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

16/07/2005

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

2013-14

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 Jmed 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 C 2(f) 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

CE

No

UGC-Special Assistance Programme

No

No

UGC-Innovative PG programmes

No

(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

During the month of May the IQAC was reconstituted and the first contribution of the new IQAC was to collect student and guardian feedback for the year.

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">▪ Observation of Golden Jubilee by organising workshops, academic discourse, etc.▪ Publishing a Golden Jubilee souvenir▪ Organising the concluding function of Golden Jubilee with due splendour.	<ul style="list-style-type: none">▪ Personality development workshops, discourse on "Science, culture and values", etc. were held.▪ "Hiranmoyee", the Golden Jubilee souvenir was published▪ Cultural procession, Alumnae Meet, felicitation of retired teaching and non-teaching staff, cultural programme, valedictory function, etc. Were held.

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

2.15 Whether the AQAR was placed in statutory body

Yes

No

Management State

Any 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
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:

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	Nil	Nil	Nil
Presented papers	Nil	Nil	Nil
Resource Persons	Nil	1	Nil

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

- Inviting faculty of universities and other colleges to deliver special not only on course related aspects but also value education.
- Different methods like 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.
- 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.

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

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

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

2.10 Average percentage of attendance of students

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	403	8.7	8.7	22.78	37.22	68.7

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	04
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	14	2	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.
- 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	3	2	3	3
Outlay in Rs. Lakhs	3.00	5.50	6.80	2.14

3.4 Details on research publications

	International	National	Others
Peer Review Journals	3	7	--
Non-Peer Review Journals	--	--	8
e-Journals	3	--	--
Conference proceedings	--		

3.5 Details on Impact factor of publications:

Range age dex s. 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	ICSSR/AIRTSC	6.80	4.72
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			01		
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	<input type="text" value="4.72"/>
From Management of University/College	<input type="text" value="Nil"/>
Total	<input type="text" value="4.72"/>

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 fellow 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

<input type="text" value="03"/>
<input type="text" value="06"/>

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

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

JRF	<input type="text" value="NA"/>	SRF	<input type="text" value="NA"/>	Project Fellows	<input type="text" value="NA"/>	Any other	<input type="text" value="NA"/>
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3.21 No. of students Participated in NSS events:

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

3.22 No. of students participated in NCC events:

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

3.23 No. of Awards won in NSS:

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

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text"/>	
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 students of the department of Home Science visited Vikash, Nursery School as a part of extension activity. The students of the department prepared colourful teaching aids appropriate to develop the children's concept on various subjects like numbers, colours, shapes, size, etc. They also interacted and also observed the children's development.

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 (≥ 1 -0 lakh) during the current year.		03	Self	Rs 20,000/-
Value of the equipment purchased during the year (Rs. in Lakhs)		Nil		
Others (Computer installation Furniture)		Rs 3700 & Rs. 2,00,375	Self	Rs 2,04,075

4.2 Computerization of administration and library

The various administrative functions have been carried out with help of computers to provide ease to its functions.

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	3,600	2,77,115	40	7,810	3640	Rs 2,84,925/-
Reference Books	25,999		222	69,843	26221	Rs 53,33,322/-
e-Books	INFLIBNET Membership					
Journals	16				16	24,200
e-Journals	INFLIBNET Membership					
Digital Database						
CD & Video	36	Rs 7,200/-				
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
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 - Rs 17,000/

ii) Campus Infrastructure and facilities

18,259

iii) Equipments

3,150

iv) Others

5.4 (hostel)

Total :

5.8

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
1106			325

(b) No. of students outside the state

(c) No. of international students

Men

No	%

 Women

No	%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
280	95	171	532	2	1080	322	82	185	517		1106

Demand ratio Dropout %

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 being the concluding year of Golden Jubilee Celebration of MDKG College certain student-centric programmes were organised by the various sub-committees.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET SLET GA 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 counselling session on Aptitude and Mock Interview on 13th August 2013
2. Workshop on Personality Development was organised on 27th September 2013 by Academic sub-committee of Golden Jubilee Celebration Committee for students. Asst. Prof. SumanMahanta, Centre for Management Studies, Dibrugarh University was the resource person.
3. A two-day programme on Entrepreneurship awareness and career prospects was held under the aegis of IIE Guwahati at the institution on 29th and 30th November 2013.

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

Nil

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 5 National level 1 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 2 National level 1 International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	6	31,200
Financial support from government	144	4,72,620
Financial support from other sources	3	12,500
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:

- Students had opined that departmental libraries should be improved and more reference books should be provided. On its basis some of the departments added text or reference books to their departments libraries with the aid of the annual fund provided to the departments by the college.
- There were grievances regarding the poor maintenance of the students' common room and an out of order fan. Steps were taken for its maintenance and the fan was repaired.
- Where the students complained of inadequate teachers, temporary appointments were made.
- Addressing the grievances regarding the hostel, certain steps were taken by the authority for improvement. The earlier male hostel superintendent has been replaced by an active and energetic lady teacher. A drain was constructed within the hostel premises for proper draining of water. The rooms were white washed. Moreover, at the initiative of the IQAC, the Alumni Association of the college has donated pressure cookers, utensils, water purifiers, etc.

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. 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.

6.3.3 Examination and Evaluation

Dibrugarh University approved the college as Zonal Office in respect of B.A. examination of 2014 and the Principal was appointed as the Zonal Officer.

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

As detailed in Annual Report 2011-2012.

Moreover, an amount of Rs.93,531/- was spent on purchasing library books.

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

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

***Students' Insurance Premium amount during this year was Rs. 1,00202/-.**

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

- Alumnae Best Athlete Award
- Alumni Meet
- Publication of second issue of souvenir “Abhigyan”

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.

- Besides the regular publication of departmental wall magazines and handwritten magazines Prachya (research journal of Sanskrit department) and Embark (journal of CWSD) , “Hiranmoyee”, the Golden Jubilee Souvenir and “Abhignan” (Alumni Association) were published
- Student-centric seminars, workshops, academic discourses have been organised to enrich the knowledge base of the learners.

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

Personality Development workshop was organised by Academic sub-committee of Golden Jubilee Celebration Committee.

A three day concluding function of Golden Jubilee was held with a cultural procession, alumnae meet, felicitation of retired teaching and non-teaching staff, valedictory programme followed by a colourful cultural function.

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

- Feedback from students and guardians were obtained to improve the teaching learning process as well improvement in services and infrastructural facilities. (Annexure II)
- Retired teachers and staff of the college were felicitated on the occasion of Golden Jubilee celebrations.(Annexure III)

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

7.4 Contribution to environmental awareness / protection

An essay competition on “Indigenous people and environment” was organised by Eco-Friends Club among the students.

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

- Against all odds it was heartening to note that the Golden Jubilee celebrations were held with due support and co-operation from every quarters of the stakeholders.

Weakness

- There was financial constraint in organizing the proposed academic programmes, publishing the souvenir, etc.

Opportunities

- The faculty and students had the opportunity to interact with some eminent academicians like Prof. MaliniGoswami, Prof.AmarjyotiChoudhary and Dr.M.P.Bezbaruah.

Threats

- To organise the planned programmes within the limited time schedule of semester system.

8.Plans of institution for next year

- To reactivate the various cells, committees and stakeholders like Alumni Association, PTA, etc. in order to organise quality enhancement programmes.
- To organise community based extension programme in collaboration with local NGO with the involvement of students in order to foster a sense of social awareness among them
- To organise programmes on legal rights of women, human rights, physical and mental health awareness, etc.

Signature of the Coordinator, IQAC
Name: Dr.M.Bagchi
Associate Professor, Dept. 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

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.



D.K. 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



Annexure B

ACADEMIC CALENDAR FOR THE GENERAL DEGREE COLLEGES (For the Period of January, 2013 to June, 2014)

(Recommended by the meeting of the Academic Planning Committee, Dibrugarh University held on 24.04.2013 and approved by the Hon'ble Vice-Chancellor, Dibrugarh University under report to the Academic council, Dibrugarh University. Notified vide Memo No. DU/DR-A/8-1/13/87 dated 30.04.2013)

DATE(S)	EVENT(S)
1 st January, 2013 (Tuesday)	Programmes for welcoming New Year in the Colleges
11 th January, 2013 (Friday)	Last date for submission of the Evaluated Answer-Scripts of the End Semester (1 st & 3 rd Semesters) Examinations of the B.A./ B.Sc./ B.Com Programmes with the relevant documents by the Zonal Officers to the University
16 th January, 2013 (Wednesday)	<ol style="list-style-type: none"> 1. Commencement of the 2nd 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 of the 2nd Semester Classes of the BA/ B.Sc./ B.Com Programmes
15 th February 2013 (Friday)	Declaration of the 1 st and 3 rd Semester Examination results of the BA/ B.Sc./ B.Com Programmes
20 th Feb- 5 th March, 2013	1 st Sessional Examination of the 2 nd and 4 th Semester of the BA/ B.Sc./ B.Com Programmes
21 st Feb – 31 st March 2013	Commencement of TDC Part II Examination 2013
1 st March, 2013 (Friday)	Last date of submission of the TDC Part II Internal Assessment marks to the University by the colleges.
1 st – 6 th March, 2013	Counselling for the BA/ B.Sc./ B.Com 2 nd & 4 th Semester Students and Mid Semester Feedback Assessment (one day)
19 th – 23 rd March, 2013	Internal Assessment(for 2 nd & 4 th Semester BA/ B.Sc./ B.Com Programmes) through Seminar/ Group Discussion
20 th – 26 th March, 2013	Notification of the result of the 1 st Sessional Examinations conducted by the teaching departments of the colleges
22 nd March 2013 (Friday)	Last date of submission of TDC Part III Internal Assessment marks to the University
22 nd March – 26 th April 2013	TDC Part III Examination 2013
18 th – 30 th April, 2013	2 nd Sessional Examination of the 2 nd and 4 th Semesters of the B.A./B.Sc./B.Com Programmes
27 th April, 2013 (Saturday)	<ol style="list-style-type: none"> 1. Last date for submission of Assignment by the students of the B.A./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 (2nd and 4th Semester)
10 th May, 2013 (Friday)	<ol style="list-style-type: none"> (1) Last date for Submission of the filled in Examination Forms of the BA/ B.Sc./ B.Com End Semester Examinations (2nd & 4th Semester) by the Colleges at the university (2) Last date for notification of 2nd Sessional Examination Marks of the 2nd & 4th Semester BA/ B.Sc./ B.Com Programmes in the Departmental Notice Boards (3) Completion of 2nd & 4th Semester Classes of the BA/ B.Sc./ B.Com Programmes (4) Last date for submission of Internal Assessment marks of the 2nd & 4th Semester Students of the BA/ B.Sc./ B.Com Programmes to the University



20 th May- 15 th June, 2013	End Semester (2 nd & 4 th Semester) Examinations of the BA/ B.Sc./ B.Com Programmes
23 rd May-25 th June, 2013	Evaluation of Answer scripts of the BA/ B.Sc./ B.Com End Semester Examinations at the Zones
31 st May, 2013 (Friday)	Declaration of the TDC Part II Examination, 2013 result
1 st June-20 th July 2013	(1) Admission Notice and Completion of the Admission Process in the BA/B.Sc./B.Com 1 st Semester Classes (2) Completion of admission to the BA/B.Sc./B.Com 3 rd & 5 th Semester Classes
17 th June- 15 th July, 2013	Semester End Vacation for the teaching staff of the colleges
28 th June, 2013 (Friday)	Declaration of TDC Part III Examination, 2013 result
July 10, 2013 (Wednesday)	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
16 th July, 2013 (Tuesday)	(1) Commencement of the 1 st , 3 rd & 5 th Semester Classes of the BA/ B.Sc./ B.Com Programmes (2) Notification of Class Routine in the Colleges (3) Notification of Course Plan/ Departmental Class Routine in the Dept. Notice Boards of the Colleges
17 th July, 2013 (Wednesday)	Declaration of TDC Part I Examination, 2013 result
17 th -22 nd July, 2013	1. Interaction with the 1 st Semester Students by the Principals and teachers of the colleges 2. Freshers' Social (Any one day)
5 th August, 2013 (Monday)	Declaration of the B.A./ B.Sc./B.Com. Even Semester Examination results
26 th August, 2013 (Monday)	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.
26 th Aug- 4 th September, 2013	1 st Sessional Examination BA/ B.Sc./ B.Com programmes in the Semester System
6 th - 9 th September 2013	Students' Union Election in the Degree Colleges (Any one day)
6 th - 11 th September 2013	Counselling for the BA/B.Sc./B.Com 1 st Semester Students and Mid Semester Feedback Assessment (any one day)
23 rd - 28 th September, 2013	Internal Assessment of the BA/ B.Sc./ B.Com Programmes through Seminar/ Group Discussion etc.
27 th September, 2013 (Friday)	Last date of notification of the marks of the 1 st Sessional Examination of the BA/B.Sc./B.Com. Programmes in the departmental notice boards
21 st - 26 th October, 2013	2 nd Sessional Examination of the BA/B.Sc./B.Com Programmes in the Semester System
23 rd October, 2013 (Wednesday)	Last Date for Assignment Submission by the students (if any) of the BA/B.Sc./B.Com Programmes in the Semester System
25 th October, 2013 (Friday)	Last date for Form Fill up of the B.A./ B.Sc./ B.Com End Semester Examinations
8 th November, 2013 (Friday)	1. Last date for submission of Internal Assessment marks of the Students of the BA/ B.Sc./ B.Com Programmes to the University 2. 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
11 th November, 2013 (Monday)	1. Last date for notification of 2 nd Sessional (BA/ B.Sc./ B.Com Programmes in the Semester System) Examination Marks in the Departmental Notice Board 2. Completion of the Odd Semester Classes of the B.A./ B.Sc./B.Com Programmes
20 th Nov- 14 th Dec, 2013	End Semester Examinations of the BA/ B.Sc./ B.Com Programmes
23 rd Nov.- 21 st Dec., 2013	Evaluation of End Semester Answer scripts of the B.A./ B.Sc./ B.Com. Programmes at the Zones

ANNEXURE II

STUDENT FEEDBACK REPORT (2013-2014)

The IQAC distributed predesigned feedback forms about the college and teachers to the respective departments of the college. The students were asked to fill them up and submit it in the IQAC Drop Box. The feedback received were processed and graphically represented in MS EXCEL. The Principal apprised the faculty to work for the best where there were loopholes. Where the students had expressed their views about non-completion of syllabus, the concerned teacher and HoD was asked to look into the matter and rectify for betterment. Temporary teachers were appointed in the understaffed departments. The teachers were also urged to make use of more ICT in teaching learning process.

In the first part of the form regarding college the students expressed their opinion on course, curriculum, assessment system and schemes while in the second part they assessed the facilities within the campus of the college. The first two parts are based on quantitative method. In the latter part they put forward suggestions for further improvement. In so far as the amenities provided by the college are concerned, there was a mixed response. However, the authority has tried to make improvements in the facilities like classrooms, hostel, canteen, drinking water facility, library and common room. Moreover, at the initiative of the IQAC, the Alumni Association of the college has donated pressure cookers, utensils, water purifiers, etc in the hostel.

ANNEXURE III

BEST PRACTICE

FELICITATION PROGRAMME

On the occasion of Golden Jubilee, the retired teaching and non-teaching staff of the college were felicitated. The programme was held on 25/10/2013 and they were felicitated by Prof.Sristidhar Dutta, Former Dean of Arunachal University. The objective of the programme was to honour their contribution towards the development of the college which helped in shaping the it into a premier institution of higher education for women in Assam.

