

**The Annual Quality Assurance Report (AQAR) of the IQAC**  
2015-16

**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. 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)

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 <sup>st</sup> Cycle	B++	82.00	2004	2009
2	2 <sup>nd</sup> 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 2006-2007 submitted to NAAC on 06-04-2011
- ii. AQAR 2007-2008 submitted to NAAC on 06-04-2011
- iii. AQAR 2008-2009 submitted to NAAC on 06-04-2011
- iv. AQAR 2009-2010 submitted to NAAC on 06-04-2011
- v. RAR 2010-2011 submitted to NAAC on 17-06-2011

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

The IQAC initiated the framing up of the Constitution of the students' union body according to the given norms and processes.

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>▪ Framing of the constitution of the students' union body</li><li>▪ Community outreach programmes related to health and education</li></ul>	<ul style="list-style-type: none"><li>▪ The constitution was framed and duly passed in a general meeting</li><li>▪ Programmes were organised in schools and neighbouring tea estate.</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)	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
<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) + 6 (BSc) = 20
Trimester	Nil
Annual	01 (HS)

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students   
**(On all aspects)**

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.

Yes. 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
45	24	19		2

2.2 No. of permanent faculty with Ph.D.

17

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	1							1	1

2.4 No. of Guest and Visiting faculty and Temporary faculty

4 ( BA) + 12 (BSc)

2.5 Faculty participation in conferences and symposia:

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

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, 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 200

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 09

2.10 Average percentage of attendance of students 76



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	369	0.3	42	8.74	29.0	79.13

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	01
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
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	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	6	--	--
Non-Peer Review Journals	--	--	4
e-Journals	4	1	--
Conference proceedings	--	--	--

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

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
01		01				

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

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  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
National level  International level

3.22 No. of students participated in NCC events:

University level	<input type="text"/>	State level	<input type="text" value="2"/>
National level	<input type="text" value="5"/>	International level	<input type="text"/>

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="4"/>	
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

- Awareness Programme on Personal & Public Hygiene by students of MDKG College organised by PTA at Nandeswar Chakrabarty ME School, Dib on 12/3/2016
- Awareness regarding Health & Hygiene by students of Home Science department, IQAC & Home Science Department, MDKG College & Bal Sakha Assam (NGO) at Mohunbaree T.E. on 9/4/2016
- Lecture on “Importance and needs of Science, Mathematics & History in present times” organised by Alumni Association of MDKG College at Graham Bazar Girls’ High School where lecture was delivered by Dr. J.Konwar & Prof B.Bora on 29/4/2016
- Outreach programme by English department on 15<sup>th</sup> March 2016 at Vikash Preparatory School where the college students taught drill, identification of colours, objects, numerical, alphabets, etc .

## 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 Acr			
Class rooms	27	09	Govt. Of Assam & RUSA	36
Laboratories	04	07	- Do -	
Seminar Halls	Nil	01	- Do -	
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.		03	College fund	
Value of the equipment purchased during the year (Rs. in Lakhs)	1,2,94,592		College fund	
Others	6,59.65,638	05	College fund	

#### 4.2 Computerization of administration and library

- All the functions of administration has been carried out with the help of the College Management Software.
- Library automation provides ease to the library services and users are benefitted by timely and speedy services of the library.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	3,685	Rs 2,95,275/-	853+ 1500	Rs 3,23,000/- + 3,00,00	4,538+ 1500= 6,038	Rs 6,18,275/- + 3,00,000= 9,18,275
Reference Books	26,409	Rs 54,09,531/-	145	Rs 50,841/-	26,554	Rs 54,60,372/-

e-Books	INFLIBNET Membership					
Journals						
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	03	Nil	Nil	Nil	
Added	20	01	Nil	Nil	01	Nil	Nil	
Total	54	02	01	03	01	Nil	Nil	

#### 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

Web Site management	- Rs 20,000/-
Antivirus software	- Rs 52,500/-
<b>Total</b>	<b>- Rs 72,500/-</b>

ii) Campus Infrastructure and facilities

12,800

iii) Equipments

Nil

iv) Others

Nil

**Total :**

0.84

## 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
1263			417

#### (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
324	69	170	619		1182	324	97	196	646		1263

Demand ratio

2:1

Dropout %

6.11

#### 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

150

#### 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 three-day Youth Conclave held from 22<sup>nd</sup> to 25<sup>th</sup> January 2015 on Goal setting, Interview facing, Time management, Effective communication in English, Body language and Yoga for concentration.
2. A career counselling programme on Vocational training held on 18<sup>th</sup> August 2015 by ITI Dibrugarh.
3. A career counselling programme on Vocational training held on 25<sup>th</sup> August 2015 by ITI Dibrugarh.
4. A career counselling programme on PMKVY and competitive exams held on 8<sup>th</sup> February 2016 by ITI Dibrugarh.

No. of students benefitted

150

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

1. Release of the journal EMBARK and a talk on Women & Superstition organised by Cell for Women's Studies & Development, MDKG College in collaboration with Ellora Bijnan Manch on 3<sup>rd</sup> October 2015. The resource persons were Dr. Hem Ch Kalita (President) & Sri Jagannath Phukan (Secretary) of Ellora Bijnan Manch.
2. Lecture cum demonstration programme on Self Defence for Women organised by Cell for Women's Studies & Development, MDKG College on 10<sup>th</sup> March 2016. Ms Lanima Talukdar, Asst Prof, Centre for Studies in Physical Education & Sports, Dibrugarh University was the resource person.
3. Assertion of Women's Rights: Problems & Women's Duties organised by Women's Cell, Teachers Unit, MDKG College where Prof Ratna Dutta deliberated and a documentary film in this regard was shown.

## 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	1	10,000
Financial support from government	131	5,18,240
Financial support from other sources	16	58,000
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.

### 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

The construction of the 5 storied new building of MDKG College in the second campus was completed. The following were added:

- One library with 1500 books
- One ICT center with 20 computers, 1 server, 1 printer, 1 photostat machine, 1 generator
- 9 classrooms, 7 laboratories, 1 girls' common room, 1 seminar hall & 1 canteen
- Hostel facility for 50 boarders

### 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

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

- Donation of study materials and sports goods to “SMILE” a home for homeless children
- A deliberation was organised on “The need and importance of studying science, mathematics and history in the present times” by Dr. Juli Konwar and Prof. Bobita Bora in Graham Bazar High School, Dibrugarh
- Best Athlete of college Award
- Best Borgeet Singer of college Award

6.12 Activities and support from the Parent – Teacher Association

PTA organised an awareness programme on “Personal and public hygiene” for high school students in Nandeshwar Chakrabarty High School

6.13 Development programmes for support staff

One office staff (Computer Operator) was deputed to attend Ubuntu operating system on ICT in Sivsagar Girls’ College

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.

- Cleanliness drive: The drive initiated by IQAC is aimed at achieving a cleanliness programme by enthusiastic students of the college for maintaining a clean campus including departments, laboratories, etc. This drive is to be in support with the “Swachh Bharat Abhiyan” in the national perspective and to endorse the concept of “Think Globally Act Locally”. Certificates to participants have been awarded by the IQAC of MDKG College as a gesture of motivation.
- Online mode of collecting feedback was introduced by IQAC and the alumni were the first stakeholders to use this mode for the submission of feedback.

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 12<sup>th</sup> 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 cleanliness drive was organised by IQAC which aimed at maintaining a clean campus including departments, laboratories, etc by enthusiastic students. This drive is to be in support with the "Swachh Bharat Abhiyan" in the national perspective and to endorse the concept of "Think Globally Act Locally". Certificates to participants have been awarded by the IQAC of MDKG College as a gesture of motivation. (Annexure III)
- A deliberation programme was organised by Alumni Association MDKG College at Graham Bazar Girls' High School, 29th April 2016 on "Importance and needs of Science, Mathematics & History in present times". The objective of the programme was to inspire and motivate the students of class VIII to X towards the study of these subjects in the future. (Annexure IV)

7.4 Contribution to environmental awareness / protection

An awareness programme on environment was held in June wherein a lecture and a documentary film on Jadav Payeng, the Forest man of India was showcased.

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 start the classes of UG science stream
- 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 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.



*Dr. 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

1 <sup>st</sup> -21 <sup>st</sup> July, 2015	Mid Semester Vacation for the teaching staff of the colleges
15 <sup>th</sup> -22 <sup>nd</sup> July, 2015	Declaration of the B.A./ B.Sc./ B.Com. Even Semester Examination results
1 <sup>st</sup> August, 2015 (Saturday)	Re-commencement of the 1 <sup>st</sup> , 3 <sup>rd</sup> & 5 <sup>th</sup> Semester Classes of the BA/ B.Sc./ B.Com Programmes
11 <sup>th</sup> -14 <sup>th</sup> August, 2015	Students' Union Election in the Degree Colleges (Any one day)
17 <sup>th</sup> -25 <sup>th</sup> August, 2015	1 <sup>st</sup> Sessional Examination of BA/ B.Sc./ B.Com. programmes
29 <sup>th</sup> August, 2015 (Saturday)	Last date for notification of 1 <sup>st</sup> Sessional Examination Marks of the BA/ B.Sc./ B.Com Programmes in the Departmental Notice Boards
22 <sup>nd</sup> - 29 <sup>th</sup> August, 2015	Counselling for the BA/B.Sc./B.Com 1 <sup>st</sup> Semester Students and Mid-Semester Feedback Assessment (Any one day)
25 <sup>th</sup> August, 2015 (Tuesday)	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 at the University
1 <sup>st</sup> - 10 <sup>th</sup> September, 2015	Internal Assessment of the BA/ B.Sc./ B.Com Programmes through Seminar/ Group Discussion etc.
1 <sup>st</sup> - 10 <sup>th</sup> October, 2015	2 <sup>nd</sup> Sessional Examination of the BA/ B.Sc./ B.Com Programmes
1 <sup>st</sup> October, 2015 (Thursday)	<ol style="list-style-type: none"> <li>1. Last Date for Assignment Submission by the students (if any) of the BA/B.Sc./B.Com Programmes in the Semester System</li> <li>2. Last date for Form Fill up of the B.A./ B.Sc./ B.Com End Semester Examinations</li> </ol>
17 <sup>th</sup> October, 2015 (Saturday)	<ol style="list-style-type: none"> <li>1. 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 Boards</li> <li>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</li> <li>3. Completion of the Odd Semester Classes of the B.A./ B.Sc./ B.Com Programmes</li> </ol>
1 <sup>st</sup> - 30 <sup>th</sup> November, 2015	End Semester Examinations of the BA/ B.Sc./ B.Com Programmes
3 <sup>rd</sup> November, 2015 (Thursday)	Last date for submission of Internal Assessment marks of the Students of the BA/ B.Sc./ B.Com Programmes in the University
12 <sup>th</sup> Nov.- 10 <sup>th</sup> Dec., 2015	Evaluation of End Semester Answer scripts of the B.A./ B.Sc./ B.Com. Programmes at the Zones
1 <sup>st</sup> -31 <sup>st</sup> December, 2015	Semester End vacation for the teaching staff of the Colleges conducting BA/ B.Sc./ B.Com Programmes

1 <sup>st</sup> January, 2016	<ol style="list-style-type: none"> <li>1. Commencement of the Even Semester Classes</li> <li>2. Notification of Class Routine (College &amp; Departmental), Course Plans etc. in the Notice Boards</li> </ol>
20 <sup>th</sup> - 31 <sup>st</sup> January, 2016	College Week (any seven days)
22 <sup>nd</sup> January, 2016 (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
10 <sup>th</sup> -15 <sup>th</sup> February, 2016	Declaration of the results of the Odd Semester B.A./ B.Sc./ B.Com. Programmes
10 <sup>th</sup> Feb - 25 <sup>th</sup> February, 2016	1 <sup>st</sup> Sessional Examination of the 2 <sup>nd</sup> , 4 <sup>th</sup> and 6 <sup>th</sup> Semester of the B.A./B.Sc./B.Com. Programmes (any four days)
25 <sup>th</sup> – 29 <sup>th</sup> February, 2016	Counseling for the Students of the BA/B.Sc./B.Com Programmes and Mid Semester Feedback Assessment (any one day)
29 <sup>th</sup> February, 2016 (Monday)	Last date for notification of 1 <sup>st</sup> Sessional Examination Marks of the 2 <sup>nd</sup> , 4 <sup>th</sup> and 6 <sup>th</sup> Semester BA/ B.Sc./ B.Com Programmes in the Departmental Notice Boards
24 <sup>th</sup> March, 2016 (Thursday)	Last date for Form fill-up of the B.A./ B.Sc./ B.Com. End Semester Examinations at the colleges
1 <sup>st</sup> – 8 <sup>th</sup> April, 2016	2 <sup>nd</sup> Sessional Examinations of the B.A./B.Sc./B.Com. Programmes (any four days)
4 <sup>th</sup> April, 2016 (Monday)	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> & 6 <sup>th</sup> Semester) by the colleges at the University
20 <sup>th</sup> April, 2016 (Wednesday)	<ol style="list-style-type: none"> <li>1. Last date for submission of Assignment by the students of BA/ B.Sc./ B.Com Programmes (if any)</li> <li>2. Completion of the even semester classes of the BA/ B.Sc./ B.Com. Programmes</li> <li>3. Last date for notification of 2<sup>nd</sup> Sessional Examination Marks of the BA/ B.Sc./ B.Com Programmes in the Departmental Notice Boards</li> </ol>
2 <sup>nd</sup> – 31 <sup>st</sup> May 2016	End Semester Examinations of the BA/ B.Sc./ B.Com. Programmes
9 <sup>th</sup> May, 2016 (Monday)	Last date for submission of Internal Assessment marks of the 2 <sup>nd</sup> , 4 <sup>th</sup> & 6 <sup>th</sup> Semester Students of the BA/ B.Sc./ B.Com Programmes to the University
5 <sup>th</sup> - 31 <sup>st</sup> May, 2016	Evaluation of Answer Scripts of the B.A./ B.Sc./ B.Com. End Semester Examinations (2 <sup>nd</sup> , 4 <sup>th</sup> & 6 <sup>th</sup> Semester) at the Zones
11 <sup>th</sup> May -30 <sup>th</sup> May, 2016	Admission Notice and Completion of the Admission Process in the BA/B.Sc./B.Com 1 <sup>st</sup> Semester Classes

1 <sup>st</sup> June, 2016 (Wednesday)	<ol style="list-style-type: none"> <li>1. Commencement of the Odd Semester Classes of the BA/B.Sc./ B.Com. Programmes</li> <li>2. Notification of Class Routine in the Colleges.</li> <li>3. Notification of Course Plan/ Departmental Class Routine in the Dept. Notice Boards of the Colleges.</li> </ol>
1 <sup>st</sup> - 30 <sup>th</sup> June, 2016	Admission to the BA/B.Sc./B.Com 3 <sup>rd</sup> & 5 <sup>th</sup> Semester Classes
10 <sup>th</sup> 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

## ANNEXURE II

### **FEEDBACK REPORTS**

#### **STUDENT FEEDBACK**

The IQAC distributed the forms among the students to collect feedback about the college and their teachers. They submitted the feedback forms in the IQAC Drop

Box which were duly processed. The improved response about amenities and facilities like classroom, computer, canteen, etc. are evidence of the authority's and IQAC endeavours to bring about a positive change. The responses about teachers are also quite positive.

### GUARDIAN FEEDBACK

Guardians' responses regarding the college is positive. They expressed their opinion on the curriculum, infrastructure, administration etc.

### ALUMNI FEEDBACK

The alumni constitute an important segment of the stakeholders and as such they can play a vital role in the development of the college. The IQAC introduced the system of collecting feedback from the alumni so that each and every facility provided by the college becomes transparent, the various services provided by the college becomes more functional and effective, improvement is made wherever necessary and help the college authority to develop the college from a holistic approach. The feedback was collected both online and manually. The alumni felt that regular meets should be organised and the members should be asked to contribute in their own way towards the welfare of the college. Academic discourses, quizzes, debates, etc should be organised, newsletter be published and so on.

### ANNEXURE III

### **BEST PRACTICE**

#### CLEANLINESS ACTIVITY- PROGRAMME BY STUDENTS

**Title: Cleanliness Activity & Awareness Programme By Students**



A premier institution of Assam, MDKG College has been promoting women education in the region since 1963. Initially there were only about 200 students and presently the college is catering to about 1744 students. The college has a built up area of 2360 sq.m and campus area of 1.33 acre. The limited space and gradual increase of students has created overcrowding and a problem of retaining the cleanliness of the campus. Therefore, IQAC proposed a cleanliness drive in different phases like campus cleanliness and beyond campus as a part of the best practice of the college and also to create awareness among students.

**Objective:** The drive is aimed at achieving a cleanliness programme by enthusiastic students for maintaining a clean campus including departments, laboratories, etc. This drive is to be in support with the “Swachh Bharat Abhiyan” in the national perspective and to endorse the concept of “Think Globally Act Locally”.

**The practice:** At the initial stage students of different departments started cleaning their classroom, laboratories and adjacent verandas. The department cleaning is done weekly, mostly on Saturdays after the classes are over. If there is some inconvenience during Saturday, cleaning is done on any other day. As for the campus cleaning, students had been selected by their representatives from the existing 14 departments including Student Union Body executive members.

### Cleaning of campus, rooms, classrooms and laboratories



## **The Principal and the Vice Principal awarding students certificates**



The cleaning programme started on 5<sup>th</sup> March 2016 and is continuing till date. A register is maintained by Prof. Suresh Bhattacharyya the Programme Organiser of the cleanliness drive.

**Authenticity of the activity:** Certificates to participants have been awarded by the IQAC of MDKG College as a gesture of motivation. Altogether about 173 students have participated in the programme and they have been awarded with certificates. However, it must be mentioned that though certificates are awarded once only to the students, they continue in the weekly cleanings. A copy of the certificate awarded to a student for recent cleaning activity and the first page of the register maintaining the cleaning records is given below.

**A copy of the certificate**

# CLEANLINESS PROGRAMME

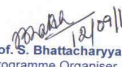
IQAC, M.D.K.G. College, Dibrugarh



## Certificate of Participation

This is to certify that Ms. *Amkhyia Borgohain*.....a student of B.A. *B.A.*.....Semester *5*...*Geography*.....(*17*) department has participated in Cleanliness Activity Drive/Programme organised by the IQAC of MDKG College, Dibrugarh on.....*12.10.2016*.....

  
Principal  
Mankari Devi Kani Girls' College  
DIBRUGARH  
Dr. D.K. Bhuyan  
Principal & Chairman  
IQAC, MDKG College  
Dibrugarh

  
Prof. S. Bhattacharyya  
Programme Organiser  
IQAC, MDKG College  
Dibrugarh

  
Co-ordinator  
IQAC  
MDKG College  
Dibrugarh  
Dr. M. Bagchi  
Co-ordinator  
IQAC, MDKG College  
Dibrugarh

**Outcome of the programme:** The students involved have become quite conscious of maintaining a clean environment of the campus. The Union Body too has taken initiative and looks to the matter that students do not litter the campus. However, maintaining a totally clean campus is yet to be attained due to lack of awareness among HS students and time constraints of the semester students.

**First page of the register maintaining the cleaning records**




Sl. No.	DATE & HOURS	DURATION In. HRS	DETAILS OF STUDENT			FULL SIGNATURE	NATURE OF ACTIVITY	REMARKS
			DEPTT.	SEM.	Roll No			
1	5-3-16, 11:00	1/2 hrs	GGRM	V <sup>th</sup>		Sonu Newar	Septal	Certificate on cleaning record on drive-1. 18/3/16 at 10:10 am
2	- do -	- do -	- do -	- do -		Jisni Sonowal	cleaning	
3	- do -	- do -	- do -	- do -		Priyanka Singh	drive-1.	
4	- do -	- do -	- do -	- do -		Tarnija Sonar		
5	- do -	- do -	- do -	- do -		Kakoli Rajkhowa		
6	- do -	- do -	- do -	- do -		Mayuri Paul		
7	- do -	- do -	- do -	- do -		Gitamoni Changmai		
8	- do -	- do -	- do -	- do -		Bhagyalakshi Hazarika		
9	- do -	- do -	- do -	- do -		Himadri Sonowal Konwar		
10	11-3-16 12pm	1 hr	SNSM	V <sup>th</sup>		Priya Chakraborty	Departmental cleaning drive-1	
11	- do -	- do -	- do -	- do -		Meghali Devi		
12	- do -	- do -	- do -	- do -		Rajyashi Sharma		
13	- do -	- do -	- do -	- do -		Deepamoni Dey.		
14	12-3-16	1 hr	GGRM	V <sup>th</sup>		1		
15	- do -	- do -	- do -	- do -		Rikha moni Konwar.		
16	- do -	- do -	- do -	- do -		Farida Islam		
17	- do -	- do -	- do -	- do -		Afsina Begum		
18	- do -	- do -	- do -	- do -		Gitanjali Hazarika		
19	- do -	- do -	- do -	- do -		Shweta Kumari Gupta		
20	- do -	- do -	- do -	- do -		Doly Chakraborty		
21	- do -	- do -	- do -	- do -		Preeti Chettri		
22	- do -	- do -	- do -	4 <sup>th</sup> Sem		Sumi Sonowal		
23	- do -	- do -	- do -	4 <sup>th</sup> Sem		Jasmani Baruah		
24	- do -	- do -	- do -	- do -		Venisha Clarke		
25	- do -	- do -	- do -	- do -		Maitrayee Sonar		
26	- do -	- do -	- do -	2 <sup>nd</sup>		Soma Debnath		
27	- do -	- do -	- do -	2 <sup>nd</sup>		Anjani Kumari		
28	- do -	- do -	- do -	2 <sup>nd</sup>		Deviya Sree		
29	15/3/16	1 hr	Engl <sup>ic</sup>	V <sup>th</sup>		Akanshmi Dey		
30	- do -	- do -	- do -	4 <sup>th</sup>		Kankona Sonowal		
31	- do -	- do -	- do -	"		Chayanika Gogoi		
						Silpi Sonowal		

ANNEXURE IV

BEST PRACTICE

## DELIBERATION PROGRAMME

Date	Programme	Target group	Organised by	A glimpse
29/4/2016	Lecture on "Importance and needs of Science, Mathematics & History in present times"	Students of Graham GBazar Girls' High School.	Alumni Association of MDKG College .Lecture delivered by Dr. J.Konwar & Prof B.Bora	

## Newspaper clipping

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অসমীয়া প্ৰতিদিন ■ ডিব্ৰুগড় ■ শনিবাৰ, ৩০ এপ্ৰিল, ২০১৬/১৭ ব'হাগ, ১৯৩৮ শক

### এম ডি কে জি কলেজ প্ৰাক্তন ছাত্ৰী সংস্থা বিজ্ঞান-গণিত-বুৰঞ্জী শিক্ষাক জনপ্ৰিয়কৰণৰ প্ৰয়াস

প্ৰতিদিন সংবাদ, ডিব্ৰুগড়, ২৯ এপ্ৰিল : বিজ্ঞান, গণিত আৰু বুৰঞ্জী অধ্যয়নক জনপ্ৰিয় কৰি তোলাৰ লক্ষ্যৰে ডিব্ৰুগড়ৰ মনোহাৰী দেৱী কানৈ গাৰ্লছ কলেজৰ প্ৰাক্তন ছাত্ৰী সংস্থাই আজি আয়োজন কৰে এক জনপ্ৰিয় বক্তৃতানুষ্ঠানৰ। 'বৰ্তমান কালত বিজ্ঞান, গণিত আৰু বুৰঞ্জী অধ্যয়নৰ প্ৰয়োজনীয়তা আৰু তাৎপৰ্য' শীৰ্ষক বক্তৃতানুষ্ঠানটো ডিব্ৰুগড়ৰ গ্ৰেহেম বজাৰ উচ্চ মাধ্যমিক বালিকা বিদ্যালয়ত সম্পন্ন হয়। বিদ্যালয়খনৰ প্ৰেক্ষাগৃহত দুই শতাধিক ছাত্ৰীক সম্বোধি কলেজখনৰ গণিত বিভাগৰ অধ্যাপিকা ড° জুলি কোঁৱৰে দৈনন্দিন কৰ্মত গণিতৰ প্ৰয়োগ আৰু গুৰুত্ব আৰু দৈনন্দিন বিজ্ঞানৰ ওপৰত বুৰঞ্জী বিভাগৰ অধ্যাপিকা বৰিতা বৰাই বুৰঞ্জীৰ অপবিহাৰ্যতা সম্পৰ্কত সাবলীল বক্তৃতা

প্ৰদানেৰে ছাত্ৰীসকলৰ আকৰ্ষণ বঢ়াই তোলে। অধ্যাপিকা দীপাঙ্ঘিতা বড়াই আঁত ধৰা অনুষ্ঠানটোত সংস্থাৰ কাৰ্যকৰী সভাপতি তথা অধ্যাপিকা মৌচুমী বৰদলৈ আৰু অধ্যাপিকা ড° ৰূপালী মজুমদাৰে বক্তব্য আগবঢ়োৱাৰ লগতে সংশ্লিষ্ট সকলোৰে প্ৰতি শলাগ জ্ঞাপন কৰে। বালিকা বিদ্যালয়খনৰ প্ৰধান শিক্ষয়িত্ৰী নীনা কাকতীয়ে ছাত্ৰীসকলক বিষয়কেইটাৰ প্ৰতি নিজৰ ভীতি আৰু সংশয় দূৰ কৰিব পৰাকৈ বিষয়কেইটাৰ অধ্যয়নত মনোনিৱেশ কৰিবলৈ আহ্বান জনায়। অনুষ্ঠানটোৰ শেষত ছাত্ৰীসকলৰ তৰফৰ পৰা আয়োজকসকলৰ তৰফৰ পৰা প্ৰদান কৰা বক্তৃতাই বিষয়কেইটাৰ প্ৰতি থকা সংশয় ভালেখিনি লাঘৱ কৰা বুলি মন্তব্য প্ৰকাশ কৰে।

