

The Annual Quality Assurance Report (AQAR) of the IQAC

2017 - 18

Part – A

1. 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:

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:

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
3	3 rd Cycle	B	2.39	2018	5 years

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

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

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

- i. AQAR 2011- 2012 submitted to NAAC on 02-11-2016
- ii. AQAR 2012- 2013 submitted to NAAC on 02-11-2016
- iii. AQAR 2013 – 2014 submitted to NAAC on 02-11-2016
- iv. AQAR 2014- 2015 submitted to NAAC on 02-11-2016
- v. AQAR 2015 - 2016 submitted to NAAC on 02-11-2016
- vi. AQAR 2016 – 2017 submitted to NAAC on 02-11-2017

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	<input type="text" value="No"/>	UGC-CPE	<input type="text" value="No"/>
DST Star Scheme	<input type="text" value="No"/>	UGC-CE	<input type="text" value="No"/>
UGC-Special Assistance Programme	<input type="text" value="No"/>	DST-FIST	<input type="text" value="No"/>
UGC-Innovative PG programmes	<input type="text" value="No"/>	Any other (<i>Specify</i>)	<input type="text" value="No"/>
UGC-COP Programmes	<input type="text" value="No"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="06"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="01"/>
2.3 No. of students	<input type="text" value="01"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="01"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="01"/>
2.8 No. of other External Experts	<input type="text" value="01"/>
2.9 Total No. of members	<input type="text" value="13"/>
2.10 No. of IQAC meetings held	<input type="text" value="8"/>
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="8"/> Faculty <input type="text" value="4"/>
	Non-Teaching Staff <input type="text" value="2"/> Students <input type="text" value="2"/> Alumni <input type="text" value="1"/> Others <input type="text" value="1"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If yes, mention the amount	<input type="text"/>

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- Under the initiative of IQAC an Anaemia Awareness and Detection Program was organised in collaboration with Inner Wheel Club of Dibrugarh
- An Orientation cum workshop on MOODLE, a learning Management System was organised by IQAC
- An Extension Programme was organised by IQAC & Home Science dept in collaboration with Bal Sakha Assam (NGO) in Thanai T.E.
- IQAC introduced the Mentor-Mentee system to be implemented in the 2018-19 Academic 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"> ▪ Organise an orientation cum workshop on MOODLE for teachers ▪ Introduction of Mentor-Mentee system ▪ The IQAC along with its Infrastructure Committee planned to survey the institution for repairing works 	<ul style="list-style-type: none"> ▪ A three day workshop on MOODLE was organised from 3rd to 5th January 2018 for the teachers ▪ Mentor-Mentee system was introduced with guidelines and mentee list. • Many repairing works were undertaken by the institution as per the survey under the supervision of the Infrastructure Committee.

* 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

Part – B

Criterion – I

1. 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	2 (BA & B.Sc)	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:

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 III)*

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.

NIL

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
45	29	16	NIL	NIL

2.2 No. of permanent faculty with Ph.D.

19

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								3

2.4 No. of Guest and Visiting faculty and Temporary faculty

7(BA) + 14 (BSc)

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	1	29	8
Presented papers	5	15	0
Resource Persons	0	1	1

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

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

2.7 Total No. of actual teaching days during this academic year	195
2.8 Examination/ Evaluation Reforms initiated by the Institution	NA
2.9 No. of faculty members involved in curriculum restructuring/revision/ syllabus development as member of Board of Study/Faculty/Curriculum Development workshop	11
2.10 Average percentage of attendance of students	79

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	447	1.79	41.39	24.38	21.03	86.80

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 student feedback is analysed and discussed with the concerned departments with suggestions and recommendations.
- The performance of the students in examinations is analysed.
- The IQAC is instrumental in organising necessary meetings of different committees and HoDs relating to routine, introduction of CBCS, etc.
- The IQAC and the Vice Principal jointly monitors the Mentor-Mentee system.

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.	01
Others	02

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	11	3	Nil	01
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	--	4,00,000	1.20	--

3.4 Details on research publications

	International	National	Others
Peer Review Journals	2	3	
Non-Peer Review Journals		2	
e-Journals			
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				
Minor Projects	(18 months) 2016	National Security Council Secretariat	4,00,000	1,20,000
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
Nil						

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 State level

National level International level

3.23 No. of Awards won in NSS:

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

3.24 No. of Awards won in NCC:

University level	<input type="text" value="1"/>	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" value=""/>	College forum	<input type="text" value="4"/>
NCC	<input type="text" value="2"/>	NSS	<input type="text" value="4"/>
		Any other	<input type="text" value="3"/>

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

- NSS Unit, MDKG College observed SWACHHTA PAKHWARA from 1st to 15th September, 2017 with numbers of activities. NSS volunteers conducted a weeklong cleanliness drive in the college campus. Moreover, they visited Kalyan Ashram, Dibrugarh to interact with ashram student regarding cleanliness, health and hygiene and to create awareness on SBM. As per guidelines NSS unit conducted a number of competitions such as hostel cleanliness, essay writing, quiz etc. among the students. The theme of essay contest was on ***“Innovative ways for spreading the message of hygiene”***.
- Interactive Programme on Mathematics: Why & How organised by Alumni association and Dept of Mathematics, MDKG was held in Graham Bazar School on 12/02/18 where the college students demonstrated to the high school students.
- Awareness Programme on Swachhata App Organized by Dibrugarh District Administration & NSS Unit, MDKG College Dibrugarh, Assam on 13.3.2018 at MDKG College.
- Orientation programme on Pilot Project using Mobile App during Special Drive 2018 w.e.f. 20th February to 10th March, 2018 was jointly organized by District Election Officer, Dibrugarh in association with NSS unit MDKG College, Dibrugarh at M.D.K.G. College, Dibrugarh, Assam held on 19th February 2018.
- Extension programme on “Health and Nutrition” organised by IQAC & Home Science dept in collaboration with Bal Sakha Assam (NGO) in Thanai T.E on 23/04/2018 where the faculty & students of Home Science along with health workers (Aganwadi) of Thanai T.E were involved.
- An Outreach Programme programme was organised by English Department on 25/05/2018 in Vikas Preparatory School where the college students demonstrated with charts and flash cards.
- An extension program on Environment Protection Acts was held on 5/06/2018 in Amolapatty Girls’ High School by the PTA and teachers and students of Mathematics Department.
- The volunteers of NSS, NCC and Eco-Friends’ Club of the college actively participated in sapling plantation programme in two Govt. L.P. Schools located nearby college. Followed by other programmes like Poster competition on the theme **“Beat Plastic Pollution”** and inauguration of wall magazine on 5/6/2018.

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	Arts	1.33			1.68 Acr
	Science	.35			
Class rooms	Arts	27			36
	Science	09			
Laboratories	Arts	04		-	12
	Science	08			
Seminar Halls	02		NIL	-	02
No. of important equipments purchased (\geq 1-0 lakh) during the current year.			18		
Value of the equipment purchased during the year (Rs. in Lakhs)			11,96,850		11,96,850
Others					

4.2 Computerization of administration and library

- All the functions of administration has been carried out with the help of the College Management Software.
- Admissions are being carried on on-line and transaction is cashless.
- Transaction of library documents is done through the Library Management Software, viz. SOUL 2.0 and various users' services is performed with the help of this software.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	6038	9,18,275	230	43,450	6268	9,61,725
Reference Books	26,554	54,60,372	144	33,561	26,698	54,93,933
e-Books	2,50,000 +		INFLIBNET Membership			

Journals			03	22,560		
e-Journals	6000 +		INFLIBNET Membership			
Digital Database			Nil			
CD & Video	39	7,200	Nil			
Others (specify)			Nil			

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	63	02	01	03	01	Nil	Nil	
Added	17	Nil	Nil	Nil	Nil	Nil	Nil	
Total	80	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.)

- A three day orientation programme on MOODLE was organised by IQAC for the Arts faculty from 3rd January to 5th January 2018. A.Singha of Physics department and R.Gogoi of Chemistry department orientated the teachers in the usage of MOODLE.
- On 9th June 2018, A. Singha of the department of Physics organised an orientation programme for the B.Sc. students in the use of MOODLE.

4.6 Amount spent on maintenance in lakhs :

i) ICT	Rs. 6.60 lakhs
ii) Campus Infrastructure and facilities	Rs. 6.07 lakhs
iii) Equipments	Rs. 11.91 lakhs
iv) Others	Rs. 37.86 lakhs
Total :	Rs. 62.44 lakhs

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- The IQAC tries to enhance awareness about Student Support Services through the members of the student Union Body.
- The IQAC informs the students about the support services during the Orientation programme held at the beginning of the academic session.
- Information about the support services are given in the institutional website which are regularly updated by the IQAC.
- The IQAC monitors and guides the activities of the various cells and committees formed to support the students.

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
535			160

(b) No. of students outside the state

05

(c) No. of international students

Nil	Men	No	%	Women	No	%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
143	46	82	283	-	554	154	44	88	249	-	535

Demand ratio

2:1

Dropout %

7.8

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

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

No. of students beneficiaries

Nil

5.5 No. of students qualified in these examinations

NET 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

- A Programme on "Career Prospects in Hospitality and Tourism Management" organised by Career Counselling and Placement Cell was held in 7/9/2017 where Ms Tanzim Khan of New Zealand deliberated.

No. of students benefitted

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

- An Orientation programme on Gender Sensitivity organised by Gender Sensitisation & Sexual Harassment Compliant Cell on 31/08/2017 where Dr. B.Dey, Asst. Prof., Dept of Political Science DU, deliberated.
- A Workshop on Para Legal Matters was organised by Alumni Association & Gender Sensitisation Cell on 19/09/2017
- A Legal Awareness Camp on Civil & Criminal Law related to women was organised by the District Legal Service Authority and college on 18/01/18.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

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

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:

The Grievance and Redressal Cell of the college has a Complaint Box where the students drop their grievances. This Cell reports these grievances to the concerned body for their timely and appropriate redressal. The major grievances during this period were:

1. Improvement of the Students' Washroom: The washroom has been renovated to maintain a clean and hygienic condition.
2. Reduction of prices of food items in canteen: The Canteen Committee was entrusted with the responsibility of revision of the pricelist and the prices were duly revised according to the suggestion of the Committee.
3. Complains regarding tracing table, lights and fans: The Infrastructure Development Committee redressed these complaints with the help of the authority.

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. The institution has formed a CBCS committee to supervise the matters related to the implementation of CBCS.

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. The IQAC had organised MOODLE orientation programme for the faculty to make the LMS user friendly. CCTV cameras have been installed in most of the classrooms to monitor the smooth running of classes.

6.3.3 Examination and Evaluation

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

6.3.4 Research and Development

The Research Committee in order to encourage and promote research activities among the teachers initiated a grant of Rs 1,00,000/- per annum by the college towards research subject to its approval.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library

- Three new journals are being subscribed from Sage publications.
- Layout of the library has been modified to make it more user friendly.
- Capacity of the reading space has been increased.
- Automated login of the user has been introduced to provide ease to users.

ICT

- Internet speed has been increased to 20mbps to improve connectivity.
- Around 17 computers had been purchased for the Computer Lab.
- Science laboratories have been upgraded with modern equipments.
- MATHLAB software was procured.

Physical infrastructure/instrumentation

- The Teachers' Common room has been fitted with a wall cabinet.
- Two ACs have been installed in the Teachers' Common room.
- The college received a fresh coat of paint.

6.3.6 Human Resource Management

- Taking into consideration the potentialities of its teaching staff and the requirements of the functioning of the college, teachers were appointed in certain committees such as the CBCS Committee, Routine Committee, Prospectus Committee, Admission Committee, Canteen Committee, PTA, etc.
- Two teachers, viz., Prof A. Singha (Dept. of Physics) and Prof. R.Gogoi (Dept. of Chemistry) were entrusted with the responsibility of training the teachers and students in MOODLE.

6.3.7 Faculty and Staff recruitment

In so far as recruitment of faculty and staff is concerned, as the college follows the policies laid down by UGC and the State Govt. , it has no such stake in this matter.

6.3.8 Industry Interaction / Collaboration

We do not have any collaboration with industry

6.3.9 Admission of Students

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

6.4 Welfare schemes for

Teaching	GIS and GPF
Non teaching	GIS and GPF
Students	Students' Insurance, Students' Aid Fund and Students' Welfare Fund

****Both teaching and non-teaching staff avail facilities like HRA, MA, Pension, Gratuity, etc. admissible to any employee working in provincialised establishment.***

****Advance salary: With the approval of GB, an employee may be sanctioned advance salary during emergency. An amount of Rs.1,10,000/- was released as Advanced Salary this year***

****Financial Aid: Financial Aid is also granted in special cases.***

****NTE Fund: Non-teaching employees can avail loans from NTE Fund.***

****Book bank facility for economically backward students***

****Free studentships***

****Incentives to meritorious students***

NIL

6.5 Total corpus fund generated

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

- Workshop on Para Legal Matters was held on 19/09/2017
- Interactive Programme on Mathematics: Why & How organised by Alumni Association on 12/02/2018 in Graham Bazar School
- On 5th May 2018, the Association organised an Alumni Meet.

6.12 Activities and support from the Parent – Teacher Association

- Two Parents' Meet were organised on 19th May 2018 and 28/10/2017, Parents' Meet by the PTA
- Extension program on Environment Protection Acts organised by PTA was held on 5th June 2018 in Amolapatty Girls' High School.

6.13 Development programmes for support staff

One office staff had undertaken training on:

- GST in Treasury Office organised by the District Treasury Office
- FINASSAM organised by District Treasury Office
- RUSA TENDER organised by RUSA, Guwahati

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

- Efforts are made to maintain a green campus
- Dustbins are installed in the entire campus
- Trees and plants are trimmed at regular interval
- Safai karmacharis are engaged in maintaining the campus
- Messages are displayed throughout the campus to generate awareness regarding the maintenance of a eco-friendly campus.

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.

- Using MOODLE to conduct tests in Chemistry and Botany
- On 30/01/18 the Library Website of the college was launched

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

- It was decided to organise an orientation cum workshop on MOODLE for teachers at the beginning of the AY and a three day workshop on MOODLE was organised from 3rd to 5th January 2018 for the teachers
- The Mentor-Mentee system was introduced as per decision of IQAC and it was introduced with guidelines and mentee list.
- The Infrastructure Development Committee planned to survey the institution for repairing works and as per the survey .

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

- A workshop on Para Legal Matters organised by Alumni Association and Gender Sensitisation and Sexual Harassment Complaint Cell was held on 19/09/2017. On 18/01/2018 a Legal Awareness Camp on Civil & Criminal Law was organised by the college along with District Legal Service Authority. These two programmes were organised to generate awareness on Legal Literacy among the college students.
- Extension programmes were organised in schools and tea gardens by the IQAC, PTA, Alumni Association, NSS, departments of Home Science, Mathematics and English along with the participation of students, teachers, community, health workers, government, NGO, etc.
- Report in ANNEXURE IV

7.4 Contribution to environmental awareness / protection

- On 16th May 2018 an academic lecture on Biogeographical Study on Forests was organised by the department of Geography where the noted Ornithologist and Environmentalist Dr. Ranjan Das, Assoc. Prof of Geography, Tinsukia College deliberated.
- Tree plantation in the neighbourhood on the Occasion of World Environment day was organised by the volunteers and teachers of NSS, NCC, Eco-Friends Club & Students on 5th June 2018.
- A talk on Environment Protection Acts was organised by PTA in Amolapatty Girls' High School on 5th June 2018
- An Academic lecture on "Beat Plastic Pollution" was organised by NSS, NCC, Eco-Friends Club & Students' Union on 5th June 2018 where Dr. Diganta Sarma, Dept. of Chemistry, Dibrugarh University deliberated.

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**
Progressing student enrolment ratio, excellent results, qualified and experienced faculty and staff are among the strengths of the institution.
- **Weakness**
Limited space, lack of playground, lack of vocational programmes and linkages are among the weaknesses.
- **Opportunities**
Scope for provision of vocational training programmes, computer education to students, etc.
- **Threat**
Frequent appointment of teachers in government duties like elections, GUNOTSAV, etc. and "bandhs" pose a threat to the smooth conduct of Teaching-Learning Process

8. Plans of institution for next year

- To develop linkages and collaborations with local industry, institutions, etc.
- Impart training to students for competitive examinations.

Moutusi Bagchi

Signature of the Co-ordinator, IQAC

Name: Dr. Moutusi Bagchi

Associate Professor, Department of Geography
M.D.K.G.College, Dibrugarh.

Co-ordinator

IQAC

MDKG College
Dibrugarh

Dr. D.K. Bhuyan

Signature of the Chairperson, IQAC

Name: Dr. D.K. Bhuyan

Principal

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

Chairperson

IQAC

MDKG College
Dibrugarh



ANNEXURE I



Annexure: A

**ACADEMIC CALENDAR FOR THE GENERAL DEGREE COLLEGES/ INSTITUTES
AFFILIATED TO/ PERMITTED BY DIBRUGARH UNIVERSITY
(FROM JANUARY 2017 TO DECEMBER 2017)**

(Notified Vide Memo No.DU/DR-A/APC/16/1784 dated 29.12.2016)

7 th June, 2017 (Wednesday)	<ol style="list-style-type: none"> 1. Commencement of the Odd 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.
9 th June, 2017 (Friday)	Last date for Submission of Evaluated Scripts of the End Semester Examinations of the BA/ B.Sc./ B.Com Programmes with relevant documents by the Zonal Officers to the University
1 st - 31 st July, 2017	Mid Semester Vacation for the teaching staff of the colleges
10 th - 16 th July, 2017	Declaration of the B.A./ B.Sc./B.Com. Even Semester Examination results
1 st August, 2017 (Tuesday)	Re-commencement of the 1 st , 3 rd & 5 th Semester Classes of the BA/ B.Sc./ B.Com Programmes
8 th -14 th August, 2017	1 st Sessional Examination of the BA/ B.Sc./ B.Com programmes (any four days)
16 th - 23 rd August, 2017	Counselling for the BA/B.Sc./B.Com 1 st Semester Students and Mid Semester Feedback Assessment (any one day)
16 th - 25 th August, 2017	Students' Union Election in the Degree Colleges (Any one day)
18 th August, 2017 (Friday)	Last date for submission of Filled in Registration Forms of the BA/ B.Sc./ B.Com 1 st Semester Students by the Colleges at the University
19 th August, 2017 (Saturday)	Last date for notification of 1 st Sessional Examination Marks of the BA/ B.Sc./ B.Com Programmes in the Departmental Notice Boards
1 st - 10 th September, 2017	Internal Assessment of the BA/ B.Sc./ B.Com Programmes through Seminar/ Group Discussion etc.
26 th September, 2017 (Tuesday)	<ol style="list-style-type: none"> 1. Last Date for Assignment Submission by the students (if any) of the BA/B.Sc./B.Com Programmes in the Semester System 2. Last date for Form Fill up of the B.A./ B.Sc./ B.Com End Semester Examinations
2 nd - 10 th October, 2017	2 nd Sessional Examination of the BA/B.Sc./B.Com Programmes (any four days)
4 th October, 2017 (Wednesday)	<ol style="list-style-type: none"> 1. Last date for notification of 2nd Sessional (BA/ B.Sc./ B.Com Programmes in the Semester System) Examination Marks in the Departmental Notice Boards 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 3. Completion of the Odd Semester Classes of the B.A./ B.Sc./B.Com Programmes
1 st - 30 th November, 2017	End Semester Examinations of the BA/ B.Sc./ B.Com Programmes
6 th November, 2017 (Monday)	Last date for submission of Internal Assessment marks of the Students of the BA/ B.Sc./ B.Com Programmes to the University
11 th Nov.- 9 th Dec., 2017	Evaluation of End Semester Answer scripts of the BA/ B.Sc./ B.Com. Programmes at the Zones
1 st -31 st December, 2017	Semester End vacation for the teaching staff of the Colleges conducting BA/ B.Sc./ B.Com Programmes



Enclosure: A

**ACADEMIC CALENDAR FOR THE GENERAL DEGREE COLLEGES/ INSTITUTES
AFFILIATED TO/ PERMITTED BY DIBRUGARH UNIVERSITY
(FROM JANUARY 2018 TO DECEMBER 2018)**

(Notified Vide Memo No.DU/DR-A/APC/17/2054-A dated 29.12.2017)

Date(s)	Events/ Activities
1 st January, 2018	1. Commencement of the Even Semester Classes 2. Notification of Class Routine (College & Departmental), Course Plans etc. in the Notice Boards
29 th - 31 st January, 2018	College Week (any seven days)
9 th -15 th February, 2018	Declaration of the results of the Odd Semester B.A./ B.Sc./ B.Com. Programmes.
16 th - 23 rd February, 2018	1 st Sessional Examination of the 2 nd & 4 th and 6 th Semester of the B.A./B.Sc./B.Com. Programmes (any four days)
26 th - 28 th February, 2018	Counseling for the Students of the B.A./B.Sc./B.Com Programmes and Mid Semester Feedback Assessment (any one day)
2 nd March, 2018 (Friday)	Last date for notification of 1 st Sessional Examination Marks of the 2 nd , 4 th and 6 th Semester BA/ B.Sc./ B.Com Programmes in the Departmental Notice Boards
23 rd March, 2018 (Friday)	Last date for submission of filled in Examination Forms of the B.A./ B.Sc./ B.Com. End Semester Examinations (2 nd , 4 th & 6 th Semester) by the colleges at the University
2 nd - 9 th April, 2018	2 nd Sessional Examinations of the B.A./B.Sc./B.Com. Programmes (any four days)
20 th April, 2018 (Friday)	1. Last date for submission of Assignment by the students of BA/ B.Sc./ B.Com. Programmes (if any) 2. Completion of the even semester classes of the BA/ B.Sc./ B.Com. Programmes 3. Last date for notification of 2 nd Sessional Examination Marks of the BA/ B.Sc./ B.Com Programmes in the Departmental Notice Boards
2 nd - 31 st May 2018	End Semester Examinations of the BA/ B.Sc./ B.Com. Programmes
31 st May, 2018 (Thursday)	Last date for submission of Internal Assessment marks and Practical Examination marks of the 2 nd , 4 th & 6 th Semester Students of the B.A./ B.Sc./ B.Com Programmes to the University
11 th May -30 th May, 2018	Admission Notice and Completion of the Admission Process in the BA/B.Sc./B.Com 1 st Semester Classes
1 st - 30 th June, 2018	Admission to the BA/B.Sc./B.Com 3 rd & 5 th Semester Classes
7 th June, 2018 (Thursday)	1. Commencement of the Odd 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.
1 st - 31 st July, 2018	Mid Semester Vacation for the teaching staff of the colleges
10 th - 16 th July, 2018	Declaration of the B.A./ B.Sc./B.Com. Even Semester Examination results
1 st August, 2018 (Wednesday)	Re-commencement of the 1 st , 3 rd & 5 th Semester Classes of the BA/ B.Sc./ B.Com Programmes
8 th -14 th August, 2018	1 st Sessional Examination of the BA/ B.Sc./ B.Com programmes (any four days)

(Dr. B.C. Borah)
Deputy Registrar (Academic)
Dibrugarh University

ANNEXURE II

ABSTRACT OF THE GOVERNING BODY RESOLUTION OF GOVERNING BODY MEETING HELD ON 24TH NOV 2018

Item 3:

The Principal placed the AQAR of 2017-2018 prepared by IQAC to be submitted to NAAC and sought approval of the GB for the same.

Resolution 5:

The members went through the AQAR and approved it for publishing on the website and thanked the IQAC Co-ordinator for the efforts.




Principal
Manohari Devi Kanol Girls' College
DIBRUGARH

Dr. D.K. Bhuyan

Secretary,

Governing Body,

MDKG College.

ANNEXURE III

FEEDBACK REPORT (2017-18)

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

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

The reports are divided into three parts :

1. Student feedback on the college
2. Student feedback on the teachers
3. Guardians feedback

GRIEVANCES & SUGGESTIONS FROM FEEDBACK 2018

- Canteen should be improved
- Washroom in Arts block needs to be more hygienic
- Rain water leakages be checked
- Library facility in Science block be enhanced
- Sport facility needs to be improved



ACTION TAKEN REPORT

- The Canteen Committee has been reconstituted and been entrusted with the responsibility to look into the relevant matters.
- The Infrastructure Committee and a Professor-in-charge has been entrusted with the responsibility of supervising matters pertaining to maintenance of cleanliness of washroom, etc.
- The leakages have been checked and controlled by the Infrastructure Committee.
- An esteemed member of the management has proposed a plan for extending sport facilities which will be pursued in due course.
- In so far as the library facility in Science block is concerned, the authority has been apprised of it.

ANNEXURE IV

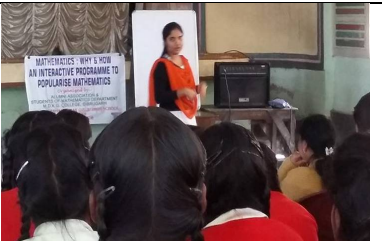



BEST PRACTICE ONE

PARA-LEGAL TRAINING

19/09/17	Workshop on Para Legal Matters	Sri A. Baruah, Senior Advocate , Dibrugarh Bar Association	Alumni Association & Gender Sensitisation Cell	
18/01/18	Legal Awareness Camp on Civil & Criminal Law	1. Manikuntal Sharma, Advocate 2. Quisar Farhan Rafique, PLV 3. Alok Kumar Dowerah, PLV	MDKG College and District Legal Service Authority	

BEST PRACTICE TWO

EXTENSION ACTIVITY

12/02/18	Interactive Programme on Mathematics: Why & How	Students of the Deptt. of Mathematics	Alumni association in association with Dept of Mathematics, MDKG	The Programme was held in Graham Bazar School	
23/04/18	Extension Programme on Health & Nutrition	Faculty & students of Home Science along with health workers (Aganwadi) of Thanai T.E	Organised by IQAC & Home Science dept in collaboration with Bal Sakha Assam	The programme was organised in Thanai T.E. for adolescent girls and women.	
25/05/18	Outreach Programme	Teachers & Students of English Department		It was organised in Vikas Preparatory School	
05/06/18	Extension program on Environment Protection Acts	Students of Mathematics Dept	PTA	Amolapatt y Girls' High School	
	Tree plantation in the neighbourhood on the Occasion of World Environment day	Student volunteers & teachers	NSS, NCC, Eco-Friends Club & Students		