

**Report of the Talk programme on Academic and Administrative Audit held on 12th
March,2021.**

A talk programme on Academic and Administrative audit was organised by IQAC of Manohari Devi Kanoi Girls College, Dibrugarh, Assam on 12th March,2021 at college premises at 2pm. Prof.Jogen Chandra Kalita, member of state NAAC Committee, Assam acted as the resource person of the programme. In his speech Prof. Kalita emphasised the followings for rapid development of the college.

1. Regular meeting of IQAC within a gap of 15 days.
2. Dynamism is reflected in infrastructural development of the college
3. Re-organisation of the office.
4. Strength of the institution should be focussed.
5. Bringing innovation in teaching, learning and evaluation process. Education department of the college may play vital role in this regard.
6. Conducting workshop on evaluation by the college and report to the affiliating University
7. Regulation of e-mail of the students. The Heads of twenty different departments of the College may in charge of this regulation activity.
8. Discussion of vision and mission of the institute with the students and display of this vision and mission inside and outside of the college in a manner good state of art.
9. There should be enrolment consciousness in the college.
10. Best practice of the college should be really the best
11. Maintenance of criterion file in a systematic order in IQAC room of the college.
12. Display of cupboard of the twenty departments in IQAC room.
13. College anthem is the strength of the college. Pioneer of the anthem should be focussed.
14. Make a video of the college from past to present of the college.
15. Make AAA as an institutional practice
16. Display of value framework of NAAC in each and every classroom of the college.
17. Conducting programme on value system within time frame among the different caste and communities of the college.
18. Working for girls should be focused in college website.
19. Setting up UPSC Counselling centre in the college in the name of Anandaram Barua
20. Maintenance of logbook for ICT operating class by each and every department of the college.
21. Regular conducting lecture series like Mother Teresa and Mahatma Gandhi lecture series by different departments of the college.
22. Opening of Gandhi study centre and foreign language study centre in the college.
23. Conducting of Students satisfaction survey
24. Registration of Alumni Association is must and display alumni activities in the college website.
25. All teachers should be the members of Girls' hostel of the college
26. Focus on resolutions on circulations
27. Bottlenecks in the way of development of the college should be eradicated through discussion with all stakeholders of the college.
28. Discussion programme between eminent literate person and students should be organised by the college and thrust on media publicity of the programme.

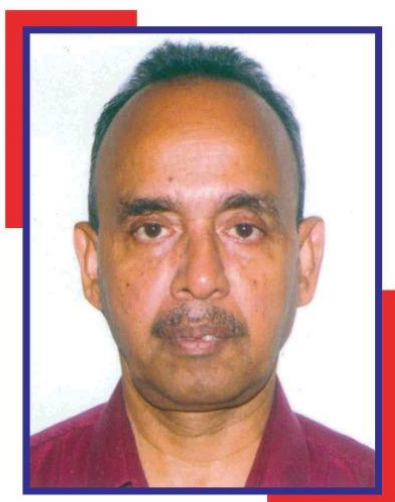
29. Environmental audit of the college will be done by a committee comprised of the following members.
Mrs.Purnima Chutia (Coordinator)
HODs of Economics, Political Science, Sociology, Home Science, Botany, Physics, chemistry, Computer Science, Statistics and Zoology.(Members)
30. Organising seminar on sustainable development goals by the Economics Department of the college.
31. Existence of geological map of the college with Reflection of geo positioning system.
32. Community health services should be done by the designated medical officer in the college.
33. Institution should open up add on and value added course
34. Update of individual academic profile of faculty members.
35. List of mentor-mentee along with SOP should be kept in the department library to be duly approved by Governing body of the college.
36. Conducting Workshop on programme outcome in the college.
37. Finding drop out in adopted villages at least five villages and adopting one school by one department.
38. All departments must have News Letter

In the programme Dr.Nibedita Phukan, Principal of the college informed that college had already started the process of inviting proposal of add-on and value added course from each and every department of the college and also requested the HODs and faculty members to submit the aforementioned proposals as early as possible to submit the same in the Governing body for approval.

The programme was ended with vote of thanks. Dr.Utpal Sut, IQAC Coordinator proposed vote of thanks to all participants of the programme.



IQAC of MDKG College, Dibrugarh
presents



A talk on
**ACADEMIC AND
ADMINISTRATIVE AUDIT (AAA)**

Resource Person
Prof. Jogen Chandra Kalita
Head, Department of Zoology
Gauhati University, Assam

Date : 12. 3. 2022



GPS Map Camera



Dibrugarh, Assam, India
FWHF+P3J MDK Girls' College, Dibrugarh,
Assam 786001, India
Lat 27.479394°
Long 94.922532°
12/03/22 02:46 PM



GPS Map Camera



Dibrugarh, Assam, India
FWHF+P3J MDK Girls' College, Dibrugarh,
Assam 786001, India
Lat 27.479411°
Long 94.922519°
12/03/22 02:45 PM



Dibrugarh, Assam, India
FWHF+P3J MDK Girls' College, Dibrugarh,
Assam 786001, India
Lat 27.47943°
Long 94.922554°
12/03/22 02:46 PM