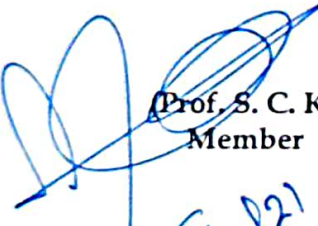



**Academic and Administrative Audit Report
of
M.D.K. Girls' College, Dibrugarh
Dibrugarh-786001**

The report prepared is the result of the inspection / examination of the facts and documents as regards the total academia and administrative governance of the college. The committee examines and cross-verifies the records and facts that are prepared by the college in strict adherence to the terms of reference (ToR) given by the academic and administrative audit committee. Upon thoroughgoing checks and verification, the committee records /endorses few observations, recommendations and suggestions, which are given in tabular form as follows.

It is to be noted that records presented by the college authorities bear testimony of the facts. The Committee testifies what are presented in the colleges.


(Prof. S. C. Kakaty)
Member
26/12/21


(G. C. Hazarika)
Chairperson

Terms of References: Quality Parameters recommended by NAAC

Section I: GENERAL	Information
1.1 Name & Address of the Institution:	M.D.K. Girls' College, Dibrugarh, Dibrugarh-786001 (Assam)
1.2 Year of Establishment:	1963
1.3 Current Academic Activities at the Institution (Numbers):	UG Course
• Faculties/ Streams:	2 (Arts) & (Science)
• Departments/ Centres:	20
• Programmes/ Courses offered:	BA: 14 , B.Sc-06
• Total Faculty Members:	Male: 16; Female: 46; Total =62 (till date)
• Total Library Staff	Male: 2 Female: 02 ;Total ; 04
• Total Support Staff:	Male: 09; Female: 02; Total=11
• Students:	Female: SC- 85; ST- 179; OBC- 596; Gen- 398 Total: 1258 (Session-2020-21)
1.4 Three major features in the institutional Context (As perceived by the Peer Team):	<ul style="list-style-type: none">• Provincialised college affiliated to Dibrugarh University, Assam• Recognition under Sec. 2 (f) and 12 (B) from UGC• Good Infrastructure facilities striving for excellence with green and eco-friendly campus.
1.5 Dates of visit of the Team (A detailed visit schedule may be included as Annexure):	December 30, 2021
1.6 Composition of the Peer Team which undertook the on- site visit:	
Chairperson	Dr. G. C. Hazarika, Prof. of Mathematics, DU
Member	Dr. S. C. Kakaty Prof. of Statistics, DU



Section II: CRITERION WISE ANALYSIS	Observations (Strengths and/or Weaknesses) on Key-Aspects
2.1 Curricular Aspects:	
2.1.1 Curricular Planning and Implementation:	<ul style="list-style-type: none"> • As prescribed by affiliating University: Dibrugarh University, Assam. Suggestion, modification has been sent to the affiliating University through BoS members, Feedback report of Stakeholders regarding curriculum modification has been sent to the Affiliating University by Post • College meticulously plans and develops action plans for implementation of academic calendar in accordance with affiliating university • For Self Financing Diploma/ Certificate programmes curriculum developed by the college • Practices experiential learning for the benefits of students
2.1.2 Academic Flexibility:	<ul style="list-style-type: none"> • CBCS system has been in place since 2019 • Academic flexibility is been adhered through means of various subject combinations • Vocational Course is mandatory for all the newly admitted students
2.1.3 Curriculum Enrichment:	<ul style="list-style-type: none"> • Development through communication skill, Yoga, Personal Counseling • Vocational training viz. , Spoken English, Computer Applications in the college are continuously run by CEC, Computer Centre, Dibrugarh (through MoU)

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2.1.4 Feedback System:	<ul style="list-style-type: none"> • Feedback from students, and parents are collected in structured form • Feedbacks are analyzed and actions taken accordingly by the college. Feedbacks are notified in the college website.
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2.2 Teaching-Learning & Evaluation:	
2.2.1 Student Enrolment and Profile	<ul style="list-style-type: none"> • Admission as per merit through proper admission procedure • Statutory Reservation policy strictly followed in admission process • Efforts are made to admit student from different strata of the society particularly students from rural background including Tea Gardens.
2.2.2 Catering to Student Diversity:	<ul style="list-style-type: none"> • Special sessions of counseling, classes for addressing learning gaps have been taken to bridge the knowledge gaps of different level of learners • Seminars, workshops and assignments, group discussions, project works are assigned to the students on various issues • Ramp and other facilities for differently-abled students are available • Outreach programmes organized on regular basis and provision for helping weaker as well as economically backward students • Student Full time teacher ratio is ~20: 1 (2020-21 session)

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<p>2.2.3 Teaching-Learning Process:</p>	<ul style="list-style-type: none"> • University provides academic calendar and accordingly the college prepares its own academic calendar. Teaching plans, course wise time table are also prepared accordingly. • Multimedia, ICT based learner-centered teaching methods are used as supplement teaching • More than 90 percent teachers use ICT enabled tools for effective teaching-learning process • Teacher mentoring system is functional to mentor the students (Mentor-Mentee System). Some departments have also practiced e-mentoring during the lockdown period. • Encountering difficulty in timely completion of curriculum due to the engagement of teachers in some Govt works, and lack of separate recruitment for higher secondary classes. * • MOODLE is in place in Science Stream. • Peer Learning and Peer Teaching are partially employed.
<p>2.2.4 Teacher Quality:</p>	<ul style="list-style-type: none"> • Selection of teachers through Selection committee constituted as per UGC guide lines/regulations • 27 faculty members are with PhD and 09 with M. Phil. qualification. • Faculty members are encouraged to attend workshops/seminar/conferences/FDP/Refreshers Course etc.
<p>2.2.5 Evaluation Process and Reforms:</p>	<ul style="list-style-type: none"> • Efforts are made to attain standard graduate aptitude/attributes by special class, project works for advanced learners, and remedial classes for slow learners • The colleges strictly follows the norms of Internal assessment provided by the affiliating University • Grievances Redressal mechanism at the university level to redress the evaluation process

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2.2.6 Student Performance and Learning Outcomes:	<ul style="list-style-type: none"> • Defined learning outcomes through plans and modus operandi • Unit tests and redressal classes for students having learning gaps. • Pass percentage of the college is 100% (Current session) during last session. • Doubt clearing sessions are organized
2.2.7. Student Satisfaction Survey	<ul style="list-style-type: none"> • College initiated the Student Satisfaction Survey regarding Teaching Learning Process in 2018 and 2021. • Report has been prepared by the feedback committee and accordingly action has been taken by the administration.
2.3 Research, Consultancy & Extension:	
2.3.1 Promotion of Research:	<ul style="list-style-type: none"> • College has a Research Committee for Extension of Research. • Encourages faculty to pursue PhD • Subscription of Online journal, e-books through N-list (inflibnet) • Encourages Student Research project /Dissertations
2.3.2 Resource Mobilization for Research:	<ul style="list-style-type: none"> • A small fund provision for student research project/dissertation
2.3.3 Infrastructure for Research:	<ul style="list-style-type: none"> • Govt of Assam funded Computer lab (in Science) with internet facility at library for all • Sufficiently Equipped library along with print, e-journals and e-books, IR (Institutional Repository). • Striving hard to foster research interest and engagement among the faculty members
2.3.4 Research Publications and Awards:	<ul style="list-style-type: none"> • Some faculty members published papers in UGC Approved/Care List journals and Peer Reviewed Journals • A few books are published by some faculty members • A good number of faculty members have publication of book chapters having ISBN numbers • Faculty members should be encouraged to publish more

2.3.5 Consultancy:	<ul style="list-style-type: none"> • Formal consultancy yet to be established
2.3.6 Extension Activities and Institutional Social Responsibility:	<ul style="list-style-type: none"> • Extension and social service activities such as Flood Relief, Swachh Bharat summer Internship Camp, Plantation, Distribution of Fruits and Sweets to Old Age Homes Street Drama against Social Menace, Swachh Bharat Cleanliness Rally, Environment and Covid -19 awareness etc. through NSS, NCC and Women Cell • Many Departments organize a range of awareness and outreach programmes towards the neighbourhood community • A small budget allotted for extension activities • A village named Nagakhalia Gaon near Mohanaghat, Dibrugarh is adopted by the college.
2.3.7 Collaborations:	<ul style="list-style-type: none"> • National level workshops, Seminars, International and National Webinars organized regularly • Scope for collaboration for joint research activities and programs
2.4 Infrastructure and Learning Resources:	
2.4.1 Physical Facilities:	<ul style="list-style-type: none"> • Adequate infrastructure facilities are available for academic activities • Hostels, Gymnasium Centre, Smart/ ICT enabled Classrooms, Conference Halls, sports and recreational facilities, Auditorium, Laboratories etc are available on the campus • Canteen and Safe drinking water facilities are available

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2.4.2 Library as a Learning Resource	<ul style="list-style-type: none"> • Library of 4000 sq feet and reading room with 100 seating capacity • 26128 titles and 34463 volumes of books are available • Facility of Digital Library is available with the subscription of E-journals, e-Shodh Sindhu, e-books and databases • Budgetary provision for library exists • Library is partially automated with Soul 2.0 Software
2.4.3 IT Infrastructure:	<ul style="list-style-type: none"> • 68 computers in 2 Labs plus 15 Computers in office, along with required software tools are available • BSNL Fiber and Rail Net Internet connectivity having Bandwidth 10MBPS is available and also BSNL Broadband Internet Connectivity with WiFi facility is available
2.4.4 Maintenance of Campus Facilities:	<ul style="list-style-type: none"> • College has its own mechanism for the maintenance of campus facilities which is reflected in the Handbook/Proceedings book on Maintenance of Physical Resources compiled by IQAC
2.5 Student Support and Progression:	
2.5.1 Student Mentoring and Support:	<ul style="list-style-type: none"> • Government Scholarship for SC/ST, OBC, Minority students, Freeships (Govt. regulated) for economically weaker students and cash awards, aid fund, and financial assistance to students are provided by the college • Spoken tutorial classes, redressal classes students having learning gaps. • Doubt clearing sessions are regularly organized • Capacity building and skill Enhancement initiatives/ Career Counseling and Competitive Examination Coaching / Grievance Redressal / Anti Ragging Cells exist

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2.5.2 Student Progression:	<ul style="list-style-type: none"> • Student progression monitored • ~25% progression from UG to PG during last session • A few outgoing students are placed in various govt. as well as private jobs • Negligible drop out rate
2.5.3 Student Participation and Activities:	<ul style="list-style-type: none"> • Students regularly participate in intra and inter-college level co- and extra-curricular activities and won prizes • An autonomous Students' Union exists and all office bearers are elected through regular election. <u>Students' Union election process has been done through electronic process</u> • Students involvement in some committees of the college is visible
2.5.4. Alumni Engagement	<ul style="list-style-type: none"> • There is an Alumni Association and its registration process is in progress
2.6 Governance, Leadership and Management:	
2.6.1 Institutional Vision and Leadership:	<ul style="list-style-type: none"> • Vision and Mission of the college are well stated • Participatory Governance as per Govt. rules • Quality monitoring and audit are done on continual basis
2.6.2 Strategy Development and Deployment:	<ul style="list-style-type: none"> • Decentralized organizational structure with autonomy to departments and Head of Departments • Strategic plans are designed and implemented as per Govt. rules • Quality assurance through various committees and forums • E-governance is implanted in Finance and Accounts, Students' Admission and Support and Examination




<p>2.6.3 Faculty Empowerment Strategies:</p>	<ul style="list-style-type: none"> • Performance monitored through IQAC on teaching and Research • Faculty members are encouraged to attend seminars, workshop and conferences plus an additional monetary benefit given as per UGC guidelines for acquiring PhD • Well-designed welfare schemes for faculty and staff as per Govt. norms • A good number of Professional development/administrative training programs organized for both teaching and non teaching staff
<p>2.6.4 Financial Management and Resource Mobilization:</p>	<ul style="list-style-type: none"> • Annual accounts are audited by statutory Govt. auditors and Certified Chartered Accountants • Financial requirements are met through Govt. grants • The above financial deeds are routed through G.B.
<p>2.6.5 Internal Quality Assurance System</p>	<ul style="list-style-type: none"> • IQAC prepares annual academic plans, to be implemented throughout the academic year • Participated in NIRF, Collaborative Quality Initiatives, ISO Certification (applied for) , AQAR preparation has been initiated by the IQAC • Feedback from students, Guardians, are used for overall quality assessment and improvement • Principal, Vice-Principal and HoD(s) monitor academic programmes.
<p>2.7 Innovations and Best Practices:</p>	




2.7.1 Environment Consciousness:	<ul style="list-style-type: none"> • The college performs a best practice viz. "Clean and Green College Initiatives" • Green and eco-friendly campus • LED lighting and sewage treatment plants be initiated. • Green Audit policy is yet to be formulated • Institution has various Disabled-friendly facilities • Prescribed Code of conduct maintained by all the stakeholders. A Handbook on Institutional Code of Conduct has been compiled by IQAC
2.7.2 Innovations:	<ul style="list-style-type: none"> • Activities such as: organic farming, flood relief through NSS and Various cells and Departments • Online Admission process has been in vogue.
2.7.3 Best Practices	<ul style="list-style-type: none"> • Outreach activities by NSS and other Cells and Committees. • Clean College Green College Initiatives' • Student Mentoring System
2.7.4. Institutional Distinctiveness	<ul style="list-style-type: none"> • Students Insurance. • Enterprise Resource Planning Software (ERP) is in place in the college. • College uses Public Finance Management System (PFMS) • Campaigns for Eco-Friendly Environment.
Section III: OVERALL ANALYSIS	Observations
3.1 Institutional Strengths:	<ul style="list-style-type: none"> • Situated in an ideal location, excellent building and campus infrastructure • The College has a vibrant and academic oriented faculty and quality students • Exhibition of good-team work at various levels including participatory and cooperative management • Continuous involvement in social awareness, environmental awareness activities as part of community service(s). • Extracurricular and co-curricular activities through various State Level Competitions, Cultural Programme, Workshops, Training Programme etc.

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3.2 Institutional Weaknesses:	<ul style="list-style-type: none"> • There is a need to augment the teaching faculty strength. • Collaborations with reputed organizations to be utilized and enhanced • The College is yet to start PG programmes in the existing Departments due to government policies on affiliating college.
3.3 Institutional Opportunities:	<ul style="list-style-type: none"> • To develop synergetic collaboration with various higher educational institutions for student and faculty exchange • To strengthen industry-institute collaboration for internship , on job training, better career counseling and placement drives for outgoing students • Introduction of value added and Add-On Courses.
3.4 Institutional Challenges:	<ul style="list-style-type: none"> • Recruit and retain qualified and experienced faculty • Fund mobilization for the development of the institution is difficult • Inculcate the consultancy activities • Delay in sanctioning faculty and administrative posts due to Govt. employment policies • To promote the college to an autonomous status

Section IV: Recommendations for Quality Enhancement of the Institution

Recommendation(s)
<ul style="list-style-type: none"> • State Government concurrence to Science Stream of the college is deadly needed. • Efforts may be directed for recruitment and retention of quality faculties. Encouragement to faculties to enhance their qualifications




- Motivate faculties for financial resource mobilization through research and consultancy work, and also to publish quality research papers
 - Laboratory and ICT infrastructure, and library services may be suitably upgraded to avoid its obsolescence, and meet the requirements of the stake holders
 - Collaborations and interactions with Industry, Research Organizations and Universities should be encouraged and supported.
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- Basics First: We the teachers, college/university administrators must reach out to the students.
 - Teaching should be improved in order to instill in students (the critical bent of mind) the original thinking
 - Steps should be taken to appreciate the quality of overall education and then social returns in terms of quality graduates capable of addressing social concerns, and responsibilities of society and societal problems. Steps may be:
 - i. Good teaching is the Mantra for overall quality journey.
 - ii. Strict vigilance/monitoring in teaching-learning process
 - iii. Fortnightly/monthly in-house workshop/seminar on contemporary/current socio-economic political issues by concerned faculty members.
 - iv. Stress should be given on teaching /doubt clearing sessions/ once in a week to address the students having learning gaps.
 - v. UG students should be rigorously trained/taught Grammar, Composition, translation etc.
 - vi. Student should be trained/acquainted with writing skills such as précis/letters (business/Advertizing/Communication etc.), Assignments writing, **Statement of purpose** etc.
 - vii. Faculty members of English and Assamese be given space (incentives/time etc.), to get engaged in assignments v. and vi.
 - College Academics should go hand in hand with the University and the UGC guideline and reforms
 - UG students be given space/opportunities OR UG students be trained how to formulate Problems and solve Problems
 - Space for Case studies / Empirical studies (in Pilot Form) be given to students (Science and Social Science students)
 - Instill /nurture in students the Exercise solving Habit, especially in Mathematics and Sciences)
 - In addition to Physical exercises/sports events, **Mental sports** such as Quiz; Group



Discussion and Debate on Topical issues/matters; colloquia etc. be organized periodically (quarterly/monthly) in the college.

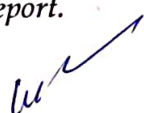
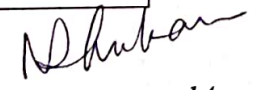
- Academic Audit (present one) is encouraging. It is a prelude to the overall good of the college. Exercise of this sort will stimulate/fillip the quality journey of education of the college
- NEP 2020 recommendations to be adhered to and complied with
- Adopt right mix of Chalk and Talk/Lecture and ICT applications.
- Solution to quality education solely lies in how the teachers deliver .So, we the teachers should reach out to students.
- Efforts be directed for recruitment and retention of quality faculty with appropriate cadre ratio.
- Encouragement to faculty to enhance their qualifications
- Motivate faculty for financial resource mobilization through research and consultancy work, and also to publish quality research papers
- Laboratory and ICT infrastructure, and library services may be suitably upgraded to avoid its obsolescence, and meet the requirements of the stake holders
- Collaborations and interactions with Industry, research organizations and Universities should be encouraged and supported.
- Efforts be made to acquire full autonomy from the University

Suggestions:

- Policy of a college/university is meant for greater public good. Autonomy, if granted be applied logically.
- SSR be crosschecked before presenting it to the NAAC Peer Team
- Compliances of the Recommendations of the previous NAAC visit be put on record
- To promote the college to an autonomous status by creating right ambience (Academic, Finance and Administrative) on the college campus. Meaning is that college requires to be financially and academically well endowed.

Opportunities- Location of the college is good for demographic inclusion i.e. location has scope for creation of demographic dividend.

I agree with the Observations of the Team as mentioned in this report.



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30/12/2021

Signature of the Head of the Institution

Seal of the Institution

Principal
Manohari Devi Kanoi Girls' College
DIBRUGARH

Signatures of the Peer Team Members:

Name and Designation		Signature with date
Prof. G. C. Hazarika Former Director College Development Council & Centre for Computer Studies; Prof, Dept of Mathematics; Dibrugarh University, Dibrugarh - 786004, Assam	Chairperson	<i>GC</i> 30/12/2021
Prof. S. C. Kakaty Prof and Head Deptt of Statistics Dibrugarh University Dibrugarh - 786004, Assam	Member	<i>SK</i> 30/12/21

Place: Dibrugarh, Assam

Date December 30, 2021

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