The Annual Quality Assurance Report (AQAR) of the IQAC
2011-2012

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:

0373-2322602

Mobile:

09435033424

Name of the IQAC Co-ordinator:

Dr. M. Bagchi

Mobile:

09435533276

IQAC e-mail address:

iqacmdkg@gmail.com

1.3 **NAAC Track ID***(For ex. MHCOGN 1887)*

1.4 **NAAC Executive Committee No. & Date:**
   (For Example EC/32/A&A/143 dated 3-5-2004.
   This EC no. is available in the right corner- bottom
   of your institution's Accreditation Certificate)

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

1.5 Website address:

www.**mdkgcollege**.edu.in/

Web-link of the AQAR:

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

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B++	82.00	2004	2009
2	2nd Cycle	B	2.90	2011	5 years upto2016

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

16/07/2005

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

2011-12

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

    i.   AQAR 2006-2007 submitted to NAAC on06-04-2011
   ii.   AQAR 2007-2008submitted to NAAC on 06-04-2011
  iii.   AQAR 2008-2009 submitted to NAAC on06-04-2011
  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 [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 `14`

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. `5`   Faculty `2`

Non-Teaching Staff `2`   Students `1`   umni `1`   Others

2.12 Has IQAC received any funding from UGC during the year? Yes [ ] No `√`

    If yes, mention the amount

2.13Seminars and Conferences (only quality related)

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

Total Nos. `Nil` national onal S ution Level

    (ii) Themes

2.14 Significant Activities and contributions made by IQAC

> The IQAC planned to publish a research journal in order to augment the research climate and encourage the faulty towards research publications and as such the Research Journal of MDKG was published.

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
▪ Opening of science stream of MDKG College	▪ Steps taken in this regard
▪ Encourage the faculty to publish more research papers ▪ Publication of a Refereed journal	▪ Increase of research oriented publications of faculty ▪ First issue of Research Journal of MDKG was published ▪ Golden Jubilee Celebration Committee was formed.
▪ Celebration of Golden Jubilee	

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

> Resolution of the meeting is attached herewith. (Annexure II)

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	14	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	15	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)
Trimester	Nil
Annual	01 (HS ARTS)

1.3 Feedback from stakeholders*   Alumni [Nil] Parents [Nil] Employers [Nil] Students [Nil]
    (On all aspects)

      Mode of feedback   :   Online [   ] Manual [   ] Co-operating schools (for [   ]
PEI)

Please provide an analysis of the feedback in the Annexure

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

- University designs, revises and updates the syllabus.
- Dibrugarh University introduced the semester system in the Under Graduate Academic session 2011-2012. Adhering to the affiliating university the semester system was started in the college for this session.
- University revises and updates the syllabus after discussing with the members of the Board of studies.
- Some of the senior faculty of our college have participated in the meetings as members of Board of Studies for designing the curriculum.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
43	29	12		2

2.2 No. of permanent faculty with Ph.D.

13

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
01	03							01	03

2.4 No. of Guest and Visiting faculty and Temporary faculty

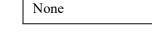| Nil | Nil | 6 |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/		2	
Presented papers		2	
Resource Persons		1	

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

- Inviting faculty of universities and other colleges.
- Different methods like projects work, assignments, recitation, quiz, etc. are used to make the process of learning interesting besides enhancing the knowledge base of students on substantive aspects.
- Using audio-visual aids, documentary films, etc. besides traditional teaching methods.

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)

None

2.9 No. of faculty members involved in curriculum
restructuring/revision/syllabus development

11

as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

77

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
UG	441	6.60	9.98	25.85	34.01	69.84

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 performance of the students in examinations is analysed.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	07
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	04
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	16	Nil	Nil	Nil
Technical Staff	Nil	Nil	Nil	1

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- The IQAC encourages the teachers to pursue Major/ Minor Research Projects funded by agencies like UGC, ICSSR, Govt. Of Assam, etc. The IQAC also offer suggestions in respect of preparing and submission of MRPs.
- The IQAC encourages the organising of academic discourses by noted academicians with a view to offer new avenues of research.
- The IQAC also supports the publication of the Research Journal of MDKG.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	Nil	Nil
Outlay in Rs. Lakhs				

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2	1	1	2
Outlay in Rs. Lakhs	2,32,000	1.5	1.50	2,32,000

3.4   Details on research publications

	International	National	Others
Peer Review Journals	06	06	1
Non-Peer Review Journals	--	--	7
e-Journals	06	--	--
Conference proceedings	--	07	--

3.5 Details on Impact factor of publications:

Range   [NA]   Average [NA]   h-index [NA]   Nos. in SCOPUS   [NA]

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 (in Rs. Lakhs)	Received (in Rs. Lakhs)
Major projects	NIL			
Minor Projects	1.6	UGC	1.50	1.50
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				

3.7 No. of books published   i) With ISBN No. 05   Chapters in Edited Books 27

   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   Nil

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	X				
Sponsoring agencies					

3.12 No. of faculty served as experts, chairpersons or resource persons   01

3.13 No. of collaborations   International Nil   National Nil   Any other Nil

3.14 No. of linkages created during this year   None

3.15 Total budget for research for current year in lakhs :

From Funding agency   1.50

From Management of University/College   Nil

Total   1.50

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	Nil	Nil	Nil	Nil	Nil	Nil

3.18 No. of faculty from the Institution   03
    who are Ph. D. Guides
    and students registered under them   06

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

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

JRF NA   SRF NA   ject Fellows   NA   y other   NA

3.21 No. of students Participated in NSS events: University level | X |

State level | X | National level | 2 | International level | X |

3.22 No. of students participated in NCC events:

University level | X | State level | X | National level | X | International level | X |

3.23 No. of Awards won in NSS:

University level | X | State level | X |

National level | X | International level | X |

3.24 No. of Awards won in NCC:

University level | X | State level | X |

National level | X | International level | X |

3.25 No. of Extension activities organized

University forum | X | College forum | X |

NCC | X | NSS | X | Any other | 1 |

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

The students of the department of Home Science visited a Nursery School as a part of extension activity. The students of the department prepared colourful teaching aids appropriate to develop the children's concept on various subjects like numbers, colours, shapes, size, etc. They also interacted and also observed the children's development.

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	1.33 Acre	0.35 Acre	Self	1.68 Acr
Class rooms	27	Nil		27
Laboratories	03+01			04
Seminar Halls	Nil			Nil
No. of important equipments purchased (≥ 1-0 lakh) during the current year.		6		
Value of the equipment purchased during the year (Rs. in Lakhs)		4.05	Self	
Others				

4.2 Computerization of administration and library

SOUL 2-0(from INFLIBNET) For Library Automation has been used for various library services and functions. Computers are used extensively in various operations of the office.

4.3   Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	3539	2,65,525	61	11,590	3600	2,77,115
Reference Books	25514	5,102,800	326	97216	25840	5,200,016
e-Books	INFLIBNET Membership					
Journals	16		16	17600		
e-Journals	INFLIBNET Membership					
Digital Database	Nil		Nil			
CD & Video	36	7200	Nil		36	7200
Others (specify)	nil		Nil			

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart -ments	Other s
Existing	29	01	Nil	01(Computer Lab)	Nil	01		
Added	05		01	Nil	Nil			
Total	34	01	01	01	Nil	01		

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

Every year library orientation Programme for new users (students) are held to help them in the process of accessing internet and other technological advancements.

4.6 Amount spent on maintenance in lakhs :

   i) ICT

   Nil

   ii) Campus Infrastructure and facilities

   12.4

   iii) Equipments

   64.900

iv) Others

   Nil

Total :

   Rs 13.06

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
1173			426

(b) No. of students outside the state

07

(c) No. of international students

Nil

No	%	
		Men

No	%	
		Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
362	82	196	521		1161	371	82	199	521		1173

Demand ratio 3:1 Dropout % 18.31

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 60

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

> An interactive session with the DC, Dibrugarh, Mrs. Aruna Rajoria and ADC Mr. Narayan Konwar on 18th May 2012 on how to prepare for UPSC and APSC exams was organised.

No. of students benefitted [60]

5.7 Details of campus placement

On campus			Off Campus
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

> The Centre for Women Studies, MDKG College organised a talk on 'Women in Science and Technology' on 9th June, 2012, and the speaker was Dr. Jyoti Rekha Handique, Associate Professor, Department of Chemistry, Dibrugarh University.

5.9 Students Activities

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

State/ University level [X]   National level [X]   International level [X]

No. of students participated in cultural events

State/ University level [X]   National level [X]   International level [X]

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

Sports : State/ University level [X]   National level [X]   International level [X]

Cultural: State/ University level [X]   National level [X]   International level [X]

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	1	10,000
Financial support from government	70	31,7,800
Financial support from other sources	1	3,500
Number of students who received International/ National recognitions		

5.11   Student organised / initiatives

Fairs   : State/ University level [X]   National level [X]   International level [X]

Exhibition: State/ University level [X]   National level [X]   International level [X]

5.12   No. of social initiatives undertaken by the students   [1]

5.13 Major grievances of students (if any) redressed: Nil

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

The college tries to provide best possible classroom teaching-learning facilities for the students. In order to make the learning process interesting students are involved in methods like projects work, assignments, recitation, quiz, etc. Besides traditional system of teaching, teachers are encouraged to make use of ICT.

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.

Dibrugarh University approved the college as Zonal Office in respect BA 3rd Semester Examination, 2011 and the Principal of the college was appointed as the Zonal Officer.

6.3.4 Research and Development

Since its inception, the College has been encouraging its faculty members for research activities. Teachers are encouraged to pursue Major/ Minor Research Projects funded by agencies like UGC,ICSSR, Govt. Of Assam, etc. The College management also extends full support for availing Faculty Development Programme (FDP) under UGC. 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 central and departmental libraries have a good collection of text and reference books. Each year the central library is replenished with fresh and new books. In order to augment ICT the following facilities are available:

- Computer laboratory with internet facility for the use of teachers and students with a grant of Rs. 7,47,441/- from the UGC.
- LAN facility
- The whole campus is Wi Fi enabled
- NLIST package for e-resources
- One refrigerator
- Fire extinguishers
- Books for library
- Insurance of building and property against fire for an amount of Rs. 1,57,178/- in this year

In order to expand the horizon of science education for women, the college had procured a plot of land for its second campus for its science stream. The college with a view to starting science stream at UG and PG level in a phase wise manner purchased a plot of land at the cost of Rs. 1,04,97,550/- in 2011.

In the first week of July 2011, the foundation stone for the new science building was laid and thereafter

6.3.6 Human Resource Management

The College tries to ensure a congenial working environment for its teaching and non-teaching staff. Frequent meetings of the teaching and non-teaching staff with the college authority are held in order to ensure the smooth functioning of the institution with the active co-operation and participation of all concerned.

- The employees are trained and guided to make them adaptive to technological or administrative changes
- Compensatory holidays are granted when employees work during holidays
- Extra remuneration is paid for extra workload
- Cell to redress cases on Sexual Harassment on women is formed and is operative
- Awards and incentives are offered in recognition of exemplary service rendered by any employee
- Part-time appointment is made to lessen overload of work
- Advance salary is granted to make the workers relieved from sudden financial problems
- Loan to administrative staff of an amount of Rs.1,95,000/- has been sanctioned from Non-teaching Employees Fund during this year

6.3.7 Faculty and Staff recruitment

Faculty and staff are recruited through the following:

- Advertisement according to roster is placed in local Newspapers
- Selection of faculty by Selection Committee comprising of the Chairman of Governing Body, Principal, HoD and two university experts as per UGC guidelines
- Selection of non-teaching staff by Selection Committee comprising of The Chairman of Governing Body, Principal, and two senior most teachers of the college
- Approval of selected candidate by the Governing Body
- Proposal sent to DHE for approval

6.3.8 Industry Interaction / Collaboration

We do not have any collaboration with industry

6.3.9 Admission of Students

Students are admitted strictly on merit of marks obtained by them in the qualifying examination. As per government rules, seat are reserved for candidates belonging to SC, ST, OBC & MOBC and others as follows:

1) Statutory Reservation
   a) Scheduled Caste — 7%
   b) Scheduled Tribes (Plains) — 10%
   c) Scheduled Tribes (Plains) — 5%
   d) OBC & MOBC — 15%
2) Other Reservations
   a) Differently abled — 1%
   b) Extra Curricular Activities
      I. NCC — 1%
      II. NSS — 1%
      III. Sports — 3 Seats
      IV. Art & Culture — 2 Seats
      V. Literary — 2 Seats
      VI. Adapted village — 2 Seats

6.4 Welfare schemes for

Teaching	GIS GPF
Non teaching	GIS GPF
Students	Students' Insurance (Premium amount during this year : Rs. 1,08,592) Students' Aid Fund 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

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 | Does not arise |

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

The Alumni Association of MDKG College has initiated the "Alumane Best Athlete Award" where the Best Athlete of the college is awarded a sum of Rs.2000/ as a token of motivation.

6.12 Activities and support from the Parent – Teacher Association

Certain departments organise Parent-Teacher meetings annually where problems faced by students are discussed and endeavours are taken to mitigate them.

6.13 Development programmes for support staff

> Workshops and training programmes have been organised in the College for the office staff to impart computer training to the staff. To enhance their professional expertise the non-teaching staff had been deputed to attend training courses organised by variousorganisations/agencies. Hands-on computer training was also provided to them in the College Computer Cell.

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

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.

> - The College Anthem was composed by one of the faculties, Dr. G.D.Goswami, (Head, Department of Assamese,) and it was made mandatory to be presented at the beginning of every events.
> - The Research Journal of MDKG (with ISSN) was introduced with the view of giving the researchers a platform for publishing their scholarly articles.

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

> - It was planned that a research journal would be published and as such the first issue of the refereed Research Journal of MDKG was published.
> - The Golden Jubilee Celebration Committee was constituted and it was entrusted with the responsibility of observing the jubilee celebrations.

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

- Regular publication of departmental wall magazines and handwritten magazines to encourage the writing and creative skills of the students. Prachya (research journal of Sanskrit department) and Embark (journal of CWSD) are published with a view to create and sustain the research atmosphere in the college.(Annexure III)
- Student-centric seminars, workshops, academic discourses have been organised to enrich the knowledge base of the learners.

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

7.4 Contribution to environmental awareness / protection

- The Eco-club published its wall mazagine on "Water Conservation" to create awareness.
- Efforts are undertaken to maintain a clean campus.

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

- This premier institution of women education is located at the educational hub of the city
- Highly qualified faculty committed to student welfare
- Good library facilities
- Good student strength

Weakness

- Inadequate teaching staff
- Lack of space for further expansion

Opportunities

- To introduce PG and other departments in the upcoming building in the second campus

Threats

- To cater to the needs of the students with limited teaching staff.

8.**Plans of institution for next year**

- Starting the construction of the new building
- Hold seminars , academic lectures, workshops etc. for students on the occasion of golden jubilee .

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.

ACADEMIC CALENDER OF 2011-2012

DATE(S)	EVENT(S)
May 16-June 15, 2011	1. Admission Notice and Completion of the Admission Process at the BA/B.Sc/B.Com 1st Semester Classes. 2. Completion of admission process of the BA/B.Sc/B.Com Part II/Part III Classes. 3. Vacation.
June 16, 2011	1. Commencement of BA/B.Sc./B.Com 1st Semester/Part II/Part III Classes. 2. Notification of Class Routine 3. Notification of Course Plan & Departmental Class Routine in the Departmental Notice Boards by the Departments.
June 17-20, 2011	1. Interaction with the 1st Semester Students by the Principal and teachers of the College. (any one day) 2. Freshers' Social
July 20, 2011	1. Last date for submission of Filled-in Registration Forms of the B.A./B.Sc./B.Com 1st Semester Students to the University by the Colleges. 2. 1st Sessional Examination (particularly for the B.A./B.Sc./B.Com 1st Semester classes) to be conducted by the teaching departments.
July 21-23, 2011	Students' Union Election (any one day)
July 22-25, 2011	Students' Counselling and Mid Semester Feedback Assessment for the B.A./B.Sc./B.Com 1st Semester classes (any one day)
August 10-13, 2011	1. Notification of 1st Sessional Examination's marks in the Departmental Notice Board. 2. Internal Assessment through Seminar/Group Discussion etc.
August 20-30, 2011	2nd Sessional Examination (particularly for the B.A./B.Sc./B.Com 1st Semester classes) to be conducted by the teaching departments.
August 30, 2011	Last date for submission of Assignments (if any)
September 24, 2011	Last date for Form fill-up of the B.A./B.Sc./B.Com End Semester Examinations (1st Semester)
September 24-30, 2011	Notification of 2nd Sessional Examination marks in the Departmental Notice Board.
September 30, 2011	Last date for submission of filled in Examination Forms of the B.A./ B.Sc/B.Com End Semester Examinations (1st Semester) by the Colleges at the University.
October 15, 2011	Completion of Odd Semester Classes
Oct 26-Nov 15, 2011	End Semester Examinations (1st Semester) of the B.A/B.Sc./B.Com Programmes.
Oct 26, 2011	Last date for Submission of Internal Assessment records (marks) by the Colleges to the University.
Oct 30-Nov 25, 2011	Evaluation of End Semester Answer Scripts at the Zones.
Nov 16-Dec 15, 2011	Semester End Vacation
December 10, 2011	Last date for Submission of Evaluated Scripts of the End Semester Examinations (1st Semester) of the BA/B.Sc./B.Com Programmes with relevant documents by the Zonal Officers to the University.
December 16, 2011	1. Commencement of the Even Semester Classes. 2. Notification of Class Routine for the Even Semesters.

DATE(S)	EVENT(S)
	3. Notification of Course Plan of the Even Semesters in the Departmental Notice Board.
	4. Re-commencement of the B.A./B.Sc./B.Com Part II/Part III Classes.
January 1, 2012	Programme for welcoming New Year 2012
January 20, 2012	Declaration of the B.A./B.Sc./B.Com 1st Semester Examination Results
January 20-31, 2012	1st Sessional Examination (particularly for the B.A/B.Sc./B.Com. 2nd Semester classes to be conducted by the teaching departments.
February 1-7, 2012	College Week
February 12-15, 2012	Students' Counselling & Mid Semester Feedback Assessment for the B.A/B.Sc/B.Com 2nd Semester Classes (any one day)
February 20-25, 2012	Notification of 1st Sessional Examination's marks in the Departmental Notice Book
March 10-14, 2012	Internal Assessment (for 2nd Semester BA/B.Sc./B.Com Programmes) through Seminar/Group Discussion.
March 15-20, 2012	2nd Sessional Examination (particularly for the B.A./B.Sc./B.Com. 2nd Semester classes) to be conducted by the teaching departments.
March 20, 2012	1. Last date for submission of Assignment (if any)
	2. Last date for Form fill-up of the B.A./B.Sc./B.Com End Semester Examinations (2nd Semester)
March 26, 2012	1. Notification of 2nd Sessional Examination Marks of the 2nd Semester BA/B.Sc./B.Com Programmes in the Departmental Notice Boards.
	2. Completion of 2nd Semester Classes of the BA/B.Sc./B.Com Programmes.
April 12, 2012	1. Notification of 2nd Sessional Examination Marks of the 2nd Semester BA/B.Sc./B.Com Programmes in the Departmental Notice Boards.
	2. Completion of 2nd Semester Classes of the BA/B.Sc./B.Com Programmes.
April 23-May 15, 2012	End Semester (2nd Semester) Examination of the BA/B.Sc./B.Com Programmes
April 27-May 30, 2012	Evaluation of Answer Scripts of the B.A./B.Sc./B.Com. End Semester Examinations (2nd Semester) at the Zones.
May 5, 2012	Last date for Submission of Internal Assessment records (marks) of the B.A./B.Sc./B.Com 2nd Semester Examinations by the Colleges to the University.
June 10, 2012	Last date for Submission of Evaluated Scripts of the End Semester (2nd Semester) Examination of the BA/B.Sc./B.Com Programmes with relevant documents by the Zonal Officers to the University.
May 16-June 15, 2012	Semester End Vacation
July 20, 2012	Declaration of the 2nd Semester Examination Results.

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

ANNEXURE II

ABSTRACT OF THE GOVERNING BODY RESOLUTION OF GOVERNING BODY HELD ON 20TH OCT 2016

Item 8:

The Principal informed the house that the NAAC assessment is coming during the month of December-January for reaccreditation of the college FOR THE 3$^{RD\ Cycle}$and the coordinator Dr. MoutusiBagchi with the members of the IQAC prepared AQAR Report for the year 2011-12, 2012-13, 2013-14, 2014-15 & 2015-16. The approval of the GB is required for the same.

Resolution: 8:

The members went through the AQAR and approved for publishing on the website and thanked the IQAC Coordinator for her sincere efforts.
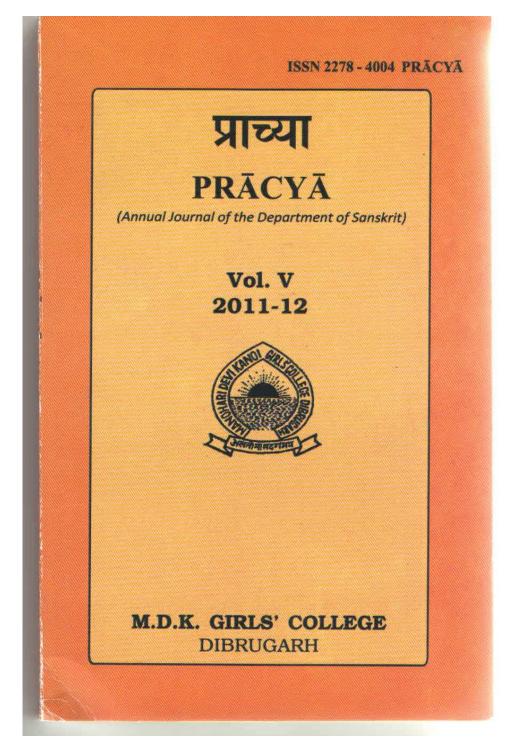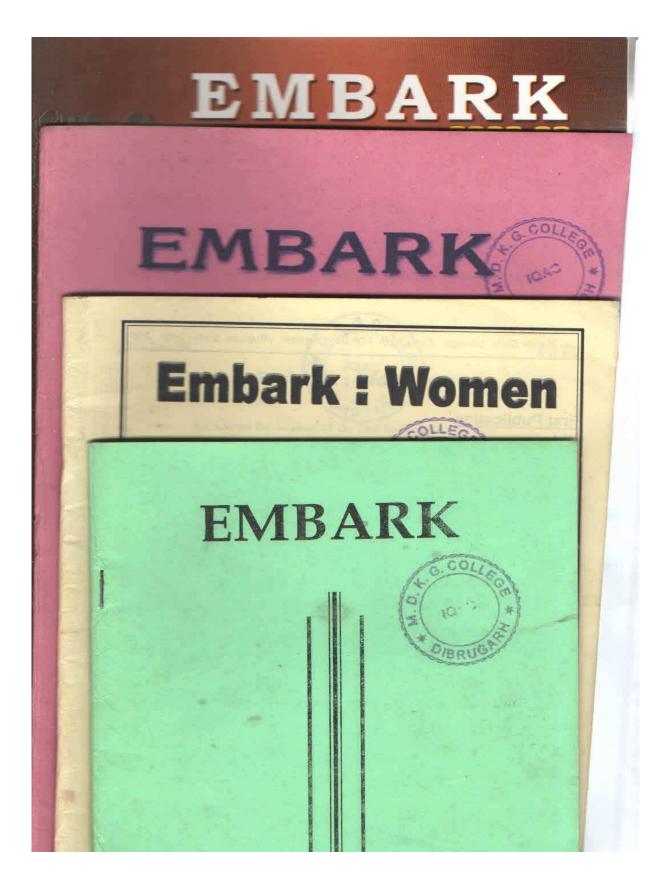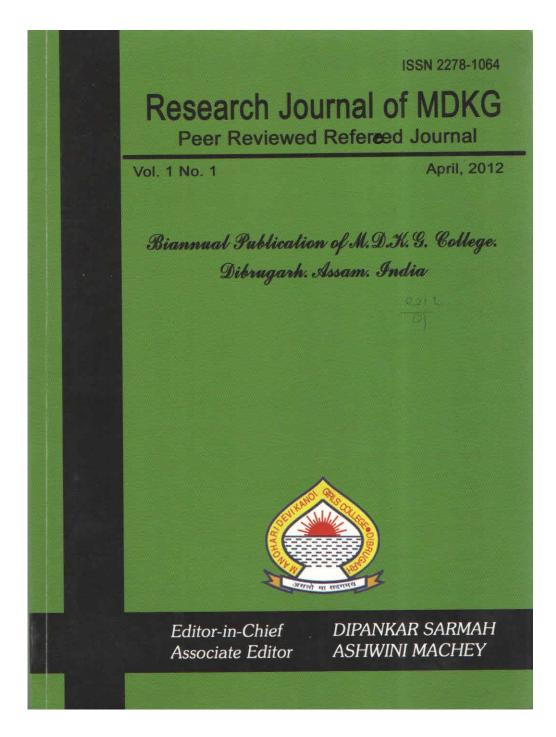
Dr. D K Bhuyan

Secretary,

Governing Body

MDKG COLLEGE

20-10-2016

Date..............

ANNEXURE III

BEST PRACTICE

प्राच्या

PRĀCYĀ

(Annual Journal of the Department of Sanskrit)

Vol. V
2011-12

M.D.K. GIRLS' COLLEGE
DIBRUGARH

EMBARK

EMBARK

Embark : Women

EMBARK

Editor-in-Chief   DIPANKAR SARMAH
Associate Editor   ASHWINI MACHEY

GUARDIAN-TEACHER MEET

A Parent-Student-Teacher meet is organised by Assamese department every year. During this session the meet was organised on August. It is named as Bondhon Enajori. In this programme the guardians, alumnae, outgoing students, newcomers and faculty meet and discuss on matters pertaining to literature and literary publications. The guardians offer their views, opinions and suggestions regarding the department.

A guardian-teacher meet was organised by the department of Geography on 11th Feb 2012. The objective of the meet was to share the guardians' views regarding the department and the institution. Dr.D.K.Bhuyan, Principal of our college presided over the meeting and Dr. U.C.Saharia elaborated the objectives of the meet. Dr.L.Saikia outlined the departmental history and activities while Dr.M.Bagchi spoke on the current relevance of Geography and job opportunities.