

The Annual Quality Assurance Report (AQAR) of the IQAC
2014-15

Part – A

I. Details of the Institution

1.1 Name of the Institution

MANOHARI DEVI KANOI GIRLS' COLLEGE

1.2 Address Line 1

K.C. GOGOI PATH

Address Line 2

DIBRUGARH

City/Town

DIBRUGARH

State

ASSAM

Pin Code

786001

Institution e-mail address

mdkgcollege@gmail.com

Contact Nos.

0370-2322602

Name of the Head of the Institution:

Dr. D.K.Bhuyan

Tel. No. with STD Code:

0370-2322602

Mobile:

09435033424

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID(For ex. MHCOGN 18879)

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

1.5 Website address:

Web-link of the AQAR:

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

1.6 Accreditation Details

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

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

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

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

- i. AQAR 2006-2007 submitted to NAAC on 06-04-2011
- ii. AQAR 2007-2008 submitted to NAAC on 06-04-2011
- iii. AQAR 2008-2009 submitted to NAAC on 06-04-2011
- iv. AQAR 2009-2010 submitted to NAAC on 06-04-2011
- v. RAR 2010-2011 submitted to NAAC on 17-06-2011

1.10 Institutional Status

University State Central Med 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 Rur Tribal

Financial Status Grant-in-aid 2(f) 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

CE

NO

UGC-Special Assistance Programme

NO

NO

UGC-Innovative PG programmes

NO

(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

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students Alumni Parents

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

IQAC has reconstituted the various cells and committees for the organisation of various programmes targeted towards quality enhancement of the college with the involvement of its stakeholders. A number of student oriented programmes on career options, human rights, legal rights of women, healthy life style, mental stress, etc. and extensions programmes were organised under of aegis of IQAC.

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"> ▪ Formation of Parent Teacher Association ▪ Reconstitution of different cells and committees of the IQAC & college 	<ul style="list-style-type: none"> ▪ The PTA was formed on 30/8/2014 ▪ Committees and cells were reconstituted and different programmes were organised

* Attach the Academic Calendar of the year as Annexure.(Annexure I)

2.15 Whether the AQAR was placed in statutory body Yes No

Management State Any body

Provide the details of the action taken

As detailed in Annual Report 2011-2012

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	Nil	Nil	Nil	Nil
PG	Nil	Nil	Nil	Nil
UG	1 (BA)	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

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	2	12	4
Presented papers	2	7	2
Resource Persons			

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

- Inviting faculty of universities and other colleges to deliver special not only on course related aspects but also value education.
- Different methods like projects work, assignments, recitation, quiz, local excursions, essay writing, extempore speech, 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.
- Students especially of literature are encouraged to contribute their compositions to the departmental magazines (handwritten/print) in order to hone up their creative writing skills.

2.7 Total No. of actual teaching days during this academic year

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

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. Fin Sem	369	0.3	43.63	31.17	8.13	82.93

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

- Encourages and supports the departments by offering suggestions regarding various teaching-learning methods
- The ongoing teaching-learning methods are documentarily verified to have a feasibility report
- The student feedback is analysed and discussed with the concerned departments with suggestions and recommendations.
- The performance of the students in examinations is analysed.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	03
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	01
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	02
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	14	2	Nil	2
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				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	3	1	--	3
Outlay in Rs. Lakhs	10.5	1.5	--	7.8

3.4 Details on research publications

	International	National	Others
Peer Review Journals	4	5	--
Non-Peer Review Journals	--	--	8
e-Journals	4	--	--
Conference proceedings	--	--	--

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	NIL			
Minor Projects	NIL			
Interdisciplinary Projects				
Industry sponsored				

Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number					
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
02		02				

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

03

08

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

Nil

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

JRF NA SRF NA Project Fellows NA Any other NA

3.21 No. of students Participated in NSS events:

University level 0 State level 0

National level International level 0 0

3.22 No. of students participated in NCC events:

University level 0 State level 4

National level International level 2 0

3.23 No. of Awards won in NSS:

University level 0 State level 0

National level International level 0 0

3.24 No. of Awards won in NCC:

University level 0 State level 0

National level International level 0 0

3.25 No. of Extension activities organized

University forum College forum
 NCC NSS Any other

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

- Talk cum demonstration programme on “Nutrition from locally available vegetables and fruits” was organised by IQAC, Dept. Of Home Science, MDKG College & Bal Sakha Assam (NGO) at Madarkhat TE on 25/4/2015. Students of Home Science demonstrated with charts, herbs, vegetables, fruits, etc. to the adolescents girls and women of tea garden community.
- Sponsoring of a meal & distribution of water filter, tolietieries, clothes, etc in Children Home, Dibrugarh by Teachers Unit, MDKG College tohomeless children on 6/11/2015.
- Distribution of copies, pencils, sport items in Children Home , Dibrugarh by MDKG College Alumni Association to homeless children on 6/11/2015.
- Outreach programme by English department on 10th March 2015 at Vikash Preparatory School where the college students taught drill, identification of colours, objects, numerical, alphabets, etc .

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	1.68 acre	Nil		1.68 acre
Class rooms	27	Nil		27
Laboratories	04	Nil		
Seminar Halls	Nil			
No. of important equipments purchased (≥ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)	Rs 9,71,013/-		UGC	
Others (Software)	Nil	2,89,664	UGC	

4.2 Computerization of administration and library

New software for college management has been installed. Now all the functions of the office is done with the help of Computers. The administrative functions has been carried out with help of computers, including financial administration. Library functions are also performed with the help of SOUL Software using book database and user database.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	3,640	Rs 2,84,925/-	45	10,350	3,685	Rs 2,95,275/-
Reference Books	26,221	Rs 53,33,322/-	188	76,209	26,409	Rs 54,09,531/-
e-Books	INFLIBNET Membership					
Journals			16	24,200	22,200	
e-Journals	INFLIBNET Membership					
Digital Database	Nil					
CD & Video	36	Rs 7,200/-				
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	34	01	01	01	Nil	01		
Added	Nil	Nil	Nil	Nil	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.)

Library orientation Programme for new users to help them in the process of accessing internet and other technological advancements.

4.6 Amount spent on maintenance in lakhs :

i) ICT

Website :4,500
Reinstallation: 1,590
6,090

ii) Campus Infrastructure and facilities

Repairing & service: 15,900 + 4700+ 13,550+1,50,000=
1,84,150

iii) Equipments

Rs 6,600

iv) Others

Hostel Repairing - Rs 31,480/-

Total :

2.3 approx

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
1182			388

(b) No. of students outside the state

02

(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
322	82	185	517		1106	324	69	170	619		1182

Demand ratio Dropout %

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

5.5 No. of students qualified in these examinations

NET SLET GA CAT
IAS/IPS etc State PSC UPSC Others

As an undergraduate college this does not apply

5.6 Details of student counselling and career guidance

1. A demonstration on the reuse of waste materials was given to the students on 6th August 2014 inside the premises.
2. A talk for students on Public Hygiene held on 9th August 2014.
3. APSC coaching held from 19th to 28th August 2014.
4. A cancer awareness programme was held on 29th August 2014.
5. Sent 7 students to an orientation programme at DHSK Commerce College on appearing in UPSC exam.
6. An awareness programme on Rights of Children and POSCO held on 9th September 2014.
7. Two students of the college were sent to Guwahati to participate in a programme on Youth for Child Rights organized by ASCPCR and UNICEF, Assam on 12th and 13th September 2014.
8. A career counselling programme on Business Management held on 4th April 2015 by Pune Institute of Business Management.

5.7 Details of campus placement

Number of Organizations Visited	<i>On campus</i>		<i>Off Campus</i>
	Number of Students Participated	Number of Students Placed	Number of Students Placed

5.8 Details of gender sensitization programmes

- Orientation programme on gender issues organised by Gender Sensitisation & Sexual Harassment Complaint Cell, MDKG College where the resource person was Prof Aparna Mahanta, Former HoD, Dept. of English & Former Director, Women's Studies Centre, Dibrugarh University on 02/08/2014
- Inauguration of "Uddipana" a wall journal of Gender Sensitisation & Sexual Harassment Complaint Cell, MDKG College on 13/3/2015. The objective of this wall journal is to bring awareness on gender issues among students. Contributions are made by faculty and students.
- Talk cum Interactive programme on Legal Rights of Women organised by IQAC and Alumni Association on 27/3/2015 where Advocate Julee Das of Dibrugarh Bar Association deliberated.

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	06	39,120
Financial support from government	115	4,41,760
Financial support from other sources	19	68,500
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

There were no such major grievances because the authority had strived to address the problems as per the feedback and complains received during the previous year.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

MDKG College was established with the vision to cater to the need for higher education and to tap the intellectual potential of the women of Assam in particular and the entire North East India in general. The College intends to uphold the national policies on higher education which is to mould and prepare the young minds to meet contemporary challenges with special focus on the girl students. Guided by the principles of inclusiveness, integrity, innovation, creativity, equality and quality, the College has a vision to create an environment that is responsive to the needs of the society.

Mission: The College since its inception has committed itself to the realisation of the ideals reflected in the vision of the College. The missions of the College are:

- i. To instill in the students pedagogic as well as social values.
- ii. To enrich and empower the women through quality education and to transform them into independent and employable human resource.
- iii. To achieve academic brilliance and to play a positive and meaningful role in nation building.
- iv. To develop a vibrant academic ambience for research and higher studies.
- v. To democratise higher education and make higher education accessible to the women of the society.
- vi. To introduce innovative techniques to make the teaching–learning process more effective.
- vii. To develop the potential of the students in extracurricular fields through participation in literary, cultural, sports, and extension activities.
- viii. To sensitise students towards social concerns like gender and environmental issues, human rights, ethical and moral values.

6.2 Does the Institution has a management Information System

Yes

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

The affiliating university designs and implements the curriculum. However, a good number of teachers of this college being members of the board of studies of the university are involved in designing, revising and upgrading of the curriculum.

6.3.2 Teaching and Learning

Guest faculty are invited to deliver lectures in relevant topics to students. In-house interdisciplinary lectures for students are also encouraged to enrich the learning process in related areas. Students are involved in project works, assignments, recitation, quiz, wall magazines, etc. to enhance their knowledge base. Students are encouraged to use ICT in their seminar presentations. Departmental workshops and outreach programmes involving students are organised to make the learning process conceivable and hone the students' interactive and creative skills. The ongoing teaching-learning methods are documentarily verified to have a feasibility report. Feedback from students and parents also aid in improving the teaching-learning process.

6.3.3 Examination and Evaluation

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

6.3.4 Research and Development

A Research Committee was constituted to encourage and provide necessary guidance to faculty members in matters relating to research activities. The College encourages its faculty members to present their research papers in various national and international forums. Necessary leave is granted to attend the Seminars/Conferences both at the national and international level. Journals and periodicals are subscribed by the central library. Access to e-resources have been made possible through INFILBNET.

6.3.5 Library, ICT and physical infrastructure / instrumentation

As detailed in Annual Report 2011-2012

6.3.6 Human Resource Management

As detailed in Annual Report 2011-2012

6.3.7 Faculty and Staff recruitment

As detailed in Annual Report 2011-2012

6.3.8 Industry Interaction / Collaboration

We do not have any collaboration with industry

6.3.9 Admission of Students

As detailed in Annual Report 2011-2012

6.4 Welfare schemes for

Teaching	As detailed in Annual Report 2011-2012
Non teaching	DO
Students	DO

6.5 Total corpus fund generated

NIL

6.6 Whether annual financial audit has been done Yes

No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NA	No	NA
Administrative	No	NA	No	NA

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Not applicable

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Not applicable

6.11 Activities and support from the Alumni Association

- Alumni General Meeting was held on 25th Oct 2014 where a new executive committee was formed
- Donation of Pressure cooker, water purifiers & utensils to College Hostel
- “Alumane Best Athlete Award” where the Best Athlete of the college is awarded Rs 2000/-
- Talk cum Interactive programme on Legal Rights of Women by Advocate Julee Das of Dibrugarh Bar Association was organised for generating legal awareness among students
- Best Borgeet Singer of college Award initiated by Prof. R. Mazumdar who is also an alumni

6.12 Activities and support from the Parent – Teacher Association

- Parent-Teacher Association of MDKG College was formed in a General Meeting organised by IQAC on 30th August 2014
- Talk and interaction programme on Healthy Life Skill and Mental Health by Dr. A. Deori, AsstProf. Dept of Community Medicine (AMCH) & Ms B. Sharma, Asst. Prof., Centre for Studies in Behavioural Sciences, Dibrugarh University was organised for the students

6.13 Development programmes for support staff

As detailed in Annual Report 2011-2012

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

As detailed in Annual Report 2011-2012

Criterion – VII

7. Innovations and Best Practices

- 7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

The Parent Teacher Association of MDKG College was formed on 30/08/2014 for the first time with the view to involve these stakeholders in the welfare of the college. The PTA decided to organise at least two programmes per year for the benefit of the students and to create a bonding between the community and the college.

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

- The Parent Teacher Association was formed in a general meeting on 30/8/2014. It is composed of teachers and parents of students. The Executive Committee is composed of nine teachers and six parent representatives (two from each semester).
- The IQAC reconstituted the various cells and committees in order to activate the quality enhancement programmes in the college.

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

- Extension activity: Talk cum demonstration programme on “Nutrition from locally available vegetables and fruits” (Annexure III)
- Sponsoring of a meal, distribution of water filter, toiletries, clothes, etc., by the Teachers Unit and distribution of copies, pencils, sport items by Alumni Association in Children Home , Dibrugarh (Annexure IV)

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

- 7.4 Contribution to environmental awareness / protection

- A demonstration on the reuse of waste materials was given to the students on 6th August 2014 inside the premises.
- A debate on the negative impacts of gas cracker project on Dibrugarh was held by Eco-Friends Club on 20th August 2016.
- An Orientation Programme on Cleanliness and sanitation was organised by ECO-Friends Club on 12th May 2015 for the general awareness of the students.

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

With the reconstitution of IQAC, the different cells, committees, Alumni Association, PTA, etc. various academic, co-curricular, extension, outreach programmes were successfully carried out.

Weakness

Due to paucity of funds and local closure “bandhs” certain programmes could not be carried out as planned.

Opportunities

To organise quality enhancement programmes for the institution at large and students in particular with the active involvement of the various stakeholders.

Threats

It is a challenge to organise these programmes as planned because of the limited class days in the semester system marked by sessional exams, local “bandhs”, etc.

8.Plans of institution for next year

- Framing of the constitution of the MDKG Students’ Union Body
- Endeavour to associate with the local community (urban) through community outreach programmes
- To initiate a cleanliness drive within and outside campus in concurrence with the idea of “Swachch Bharat Abhiyan”

Signature of the Coordinator, IQAC
Name: Dr.M.Bagchi
Associate Professor, Dept. of Geography
M.D.K.G.College, Dibrugarh

Signature of the Chairperson, IQAC
Name: Dr.D.K.Bhuyan
Principal
M.D.K.G.College, Dibrugarh

M. Bagchi Co-ordinator
IQAC
MDKG College
Dibrugarh

Signature of the Coordinator, IQAC

Name Dr. M. Bagchi

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



Dr. D.K. Bhuyan Chairperson
IQAC
MDKG College
Dibrugarh

Signature of the Chairperson, IQAC

Name Dr. D.K. Bhuyan

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

ANNEXURE I

ACADEMIC CALENDAR

1 st July 2014 (Tuesday)	DU Foundation Day
2 nd – 31 st July 2014	Semester Break for the University Teaching Departments & Centres for Studies
16 th -20 th July, 2014	(1) Declaration of the B.A./ B.Sc./B.Com. Even Semester Examination results. (2) Declaration of TDC Part I, Part II and Part III Examination, 2014 results.
12 th – 17 th July 2014	Declaration of the examination results of the Ph.D./ M.Phil. Pre-registration Course Work.
15 th July 2014 (Tuesday)	Last date for declaration of the even semester examination results under CBCS Mode
16 th July, 2014 (Wednesday)	(1) Commencement of the 1 st , 3 rd & 5 th 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.
17 th -22 nd July, 2014	1. Interaction with the 1 st Semester Students by the Principals and teachers of the colleges 2. Freshers' Social in the colleges (Any one day)
19 th – 30 th July, 2014	1. Admission to the B.Ed/ MCA Courses for the session 2014-2015 * Schedule for admission to the M.Tech. in Petroleum Technology, M.Pharm., B. Pharm. & B.Tech. Programmes may be slightly different, which shall be notified in due course of time.
1 st August 2014 (Friday)	Commencement of Odd Semester PG Classes.
1 st – 7 th August 2014	Forms Fill-up for Compartmental/ Betterment Examination under CBCS mode
4 th – 11 th August, 2014	Freshers' Social in the University Departments/ Centres/ Hostels (preferably on Saturday & Sunday)
3 rd August, 2014 (Tuesday)	Orientation Programmes for the new students by the teachers/ administration
7 th August, 2014 (Thursday)	Completion of the Admission Process of the B. Ed. Course (for regular students)
8 th – 13 th August, 2014	General Freshers' Social of Dibrugarh University (any one day)
12 th August 2014 (Tuesday)	Last date for declaration of Odd Semester results under non-CBCS mode.
20 th -29 th August, 2014	1. Compartmental/ Betterment Examinations under CBCS 2. Compartmental Examination of the Ph.D./M.Phil Pre-registration Course Work
26 th August, 2014 (Tuesday)	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

26 th Aug- 4 th September, 2014	1 st Sessional Examination of BA/ B.Sc./ B.Com programmes in the Semester System
29 th August, 2014 (Friday)	Completion of the admission process along with submission of the Course Fees if any of all Odd Semester classes of the University Departments/ Centres/ DUIET
4 th - 7 th September, 2014	PGSU Election (any one day)
6 th - 9 th September 2014	Students' Union Election in the Degree Colleges (Any one day)
6 th - 11 th September 2014	Counseling for the BA/ B.Sc./ B.Com 1 st Semester Students and Mid Semester Feedback Assessment (any one day)
9 th - 13 th September, 2014	Advertisement for DURAT 2014
17 th - 25 th September, 2014	1 st Sessional Test of all Odd Semester PG programmes
23 rd - 30 th September, 2014	Meeting of the Research Councils
23 rd - 30 th September, 2014	Internal Assessment of the BA/ B.Sc./ B.Com Programmes through Seminar/ Group Discussion etc.
30 th September 2014 (Tuesday)	Last date of Notification of 1 st Sessional (BA/ B.Sc./ B.Com Programmes in the Semester System) Examination Marks in the Departmental Notice Boards
21 st - 27 th October, 2014	2 nd Sessional Examination of the BA/ B.Sc./ B.Com Programmes in the Semester System
24 th October, 2014 (Friday)	Last Date for Assignment Submission by the students (if any) of the BA/ B.Sc./ B.Com Programmes in the Semester System
25 th October, 2014 (Saturday)	Last date for Form Fill up of the B.A./ B.Sc./ B.Com End Semester Examinations
7 th - 11 th November, 2014	Meeting of the Academic Council
10 th November, 2014 (Monday)	1. Last date for submission of Internal Assessment marks of the Students of the BA/ B.Sc./ B.Com Programmes to the University 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
11 th November, 2014 (Tuesday)	(1) Last date for notification of 2 nd Sessional (BA/ B.Sc./ B.Com Programmes in the Semester System) Examination Marks in the Departmental Notice Boards (2) Completion of the Odd Semester Classes of the B.A./ B.Sc./ B.Com Programmes
8 th November, 2014 (Sunday)	DURAT 2014
20 th Nov- 13 th Dec, 2014	End Semester Examinations of the BA/ B.Sc./ B.Com Programmes
25 th November, 2014 (Tuesday)	Completion of Odd Semester courses of the academic programmes of the University Departments/ Centres/ Institute
22 nd Nov. - 20 th Dec., 2014	Evaluation of End Semester Answer scripts of the B.A./ B.Sc./ B.Com. Programmes at the Zones
1 st - 16 th December, 2014	Commencement of End Semester Examinations of the academic programmes of the University Departments/ Centres/ Institute
16 th Dec, 2014- 15 th Jan, 2015	Semester End vacation for the teaching staff of the Colleges conducting BA/ B.Sc./ B.Com Programmes
17 th - 31 st December, 2014	College Week (for seven days)
22 nd December, 2014 (Monday)	Submission of marks (with evaluated scripts) by the course teachers to the Dept/ Centre CBCS Board
24 th - 30 th December, 2014	Meeting of the Research Councils
26 th December, 2014 (Friday)	Notification of End-Semester Examination marks by the Departmental/ Centre CBCS Board (Odd Semester)

30 th December, 2014 (Tuesday)	Completion of Grievance Redressal by the Departmental/ Centre CBCS Board and hand over the marks of end semester examination under CBCS mode to the Controller of Exams.
1 st January, 2015 (Thursday)	Programmes for welcoming New Year in the Colleges/ <i>SANKALPA DIVAS (University)</i>
1 st – 31 st January 2015	Semester Break for University Teaching Departments/ Centre for Studies
2 nd -8 th January, 2015	Admission Notice for Ph.D./ M. Phil Pre-Registration Course Work
10 th January, 2015 (Saturday)	Last date for Submission of Evaluated Answer Scripts of the End Semester Examinations of the B.A./ B.Sc./ B.Com programmes with relevant documents by the Zonal Officers to the University
16 th /17 th January, 2015	1. Commencement of the Even Semester classes of the BA/ B.Sc./ B.Com Programmes 2. Notification of Class Routine (College & Departmental), Course Plans etc. in the Notice Boards
19 th January, 2015 (Monday)	Last date for declaration of Odd Semester results under CBCS mode
2 nd – 10 th February, 2015	Admission and commencement of Ph.D. / M. Phil Pre-Registration Course Work classes
2 nd – 15 th February, 2015	Submission of Even Semester Course fees, wherever applicable
2 nd February, 2015(Monday)	Commencement of Even Semester Classes of the academic programmes of the University Departments/ Centres of Studies
2 nd - 9 th February, 2015	Form Fill-up for Compartmental/ Betterment Examinations under CBCS mode
13 th February 2015, (Friday)	Last date for declaration of Odd Semester results under non-CBCS mode
20 th Feb- 28 th February, 2015	(1) Compartmental/ Betterment Examination under CBCS Mode (2) Declaration of the BA/B.Sc./B.Com Odd Semester results
22 nd -28 th February, 2014	1) Meeting of the Under Graduate Board 2) Meeting of the Post Graduate Board
20 th Feb- 5 th March, 2015	1 st Sessional Examination of the 2 nd , 4 th and 6 th Semester of the B.A./B.Sc./B.Com Programmes
February-March, 2015	XV Convocation 2015
1 st – 6 th March, 2015	Counseling for the Students of the BA/B.Sc./B.Com Programmes and Mid Semester Feedback Assessment (one day)
2 nd – 8 th March, 2015	University Week, 2015
2 nd - 10 th March, 2015	Meeting of the Academic Council
20 th - 26 th March, 2015	(1) 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 (2) Internal Assessment for 2 nd , 4 th and 6 th Semesters of the BA/ B.Sc./ B.Com Programmes through seminar/ group discussion etc.
20 th – 31 st March, 2015	1 st Sessional Test of all Even Semester classes of the University Departments/ Centres
13 th March, 2015 (Friday)	Last date for notification of Compartmental/ Betterment Examination marks under CBCS
20 th March, 2015 (Friday)	Completion of Grievance Redressal of Compartmental/ Betterment examination by the Departmental/ Centre CBCS Board and hand over the marks of even semester programmes under CBCS mode to the Controller of Exams.
20 th – 30 th March, 2015	Meeting of the Research Councils

18 th – 30 th April, 2015	2nd Sessional Examinations of the B.A./B.Sc./B.Com Programmes
22 nd - 30 th April, 2015	Advertisement for B.Ed. CET
27 th April, 2015 (Monday)	<ol style="list-style-type: none"> Last date for submission of Assignment by the students of BA/ B.Sc./ B.Com Programmes (if any) Last date for Form fill-up of the B.A./ B.Sc./ B.Com. End Semester Examinations
2 nd – 9 th May, 2015	Admission Notice for MBA (FT)/MBA(PT)/BBA/PGDTM/ MCA/BCA/ B.A. LL.B/ Five Year Integrated M.Sc. in Physics programmes
2 nd - 9 th May, 2015	<ol style="list-style-type: none"> Form Fill up for End Semester Examinations of the academic programmes of the University departments/ Centres. 2nd Sessional Test of all Even Semester PG Programmes
9 th May, 2015 (Saturday)	<ol style="list-style-type: none"> Last date for notification of 2nd Sessional Examination Marks of the BA/ B.Sc./ B.Com Programmes in the Departmental Notice Boards Completion of the even semester classes of the BA/ B.Sc./ B.Com Programmes
11 th May, 2015 (Monday)	<ol style="list-style-type: none"> Last date for submission of filled in Examination Forms of the B.A./ B.Sc./ B.Com. End Semester Examinations (2nd, 4th & 6th Semester) by the colleges at the University Last date for submission of Internal Assessment marks of the 2nd, 4th & 6th Semester Students of the BA/ B.Sc./ B.Com Programmes to the University
18 th May- 15 th June 2015	End Semester Examinations of the BA/ B.Sc./ B.Com Programmes
20 th May- 22 nd June, 2015	Evaluation of Answer Scripts of the B.A./ B.Sc./ B.Com. End Semester Examinations (2nd, 4th & 6th Semester) at the Zones
22 nd May, 2015 (Friday)	Completion of the Even Semester classes of the academic programmes of the University departments/ Centres.
1 st June – 20 th July, 2015	<ol style="list-style-type: none"> Admission Notice and Completion of the Admission Process in the BA/B.Sc./B.Com 1st Semester Classes Admission to the BA/B.Sc./B.Com 3rd & 5th Semester Classes
7 th June, 2015 (Sunday)	B.Ed. Common Entrance Test
3 rd -10 th June, 2015	Admission Notice for MA/M.Sc./M.Com/ M.Tech./M.P.Ed./M.Ed./ M.Pharm/ M.L.I.Sc./ MSW/ B.L.I.Sc./ B.P.Ed./ B.Pharm/B.A. in Performing Arts/ PGD/APGD/ 6MCCCA/ DCA programmes
3 rd - 17 th June, 2015	<ol style="list-style-type: none"> Commencement of End-Semester Examinations of the academic programmes of the University departments/ Centres. Commencement of End Semester Examination of the Ph.D./ M. Phil Pre-Registration Course Work
5 th -12 th June, 2015	<ol style="list-style-type: none"> Meeting of the Under Graduate Board Meeting of the Post Graduate Board
14 th June, 2015 (Sunday)	MCA Common Admission Test
16 th June -15 th July, 2015	Semester End Vacation for the teaching staff of the colleges
18 th June, 2015 (Thursday)	<ol style="list-style-type: none"> Last date for Submission of marks (with evaluated scripts) by the course teachers at the Dept/ Centre CBCS Board Commencement of B.Ed. Examination
16 th -26 th June, 2015	<ol style="list-style-type: none"> Meeting of the Academic Council Meeting of the Research Councils
26 th June, 2015 (Friday)	Last date for notification of End-Semester Examination marks by the Departmental/ Centre CBCS Board (Even Semester)
29 th June, 2015 (Monday)	Last date for Submission of Evaluated Scripts of the End Semester Examinations of the BA/ B.Sc./ B.Com Programmes with relevant documents by the Zonal Officers to the University

ANNEXURE II

FEEDBACK REPORT

STUDENT FEEDBACK


In order to collect their feedback, the IQAC handed out feedback forms to the students and they were asked to submit the forms in the IQAC Drop Box. The feedback form was divided into two parts – A. Teacher and B. College. In the first part of the form, the students graded the teachers of the respective departments on a 5 point scale. In the second part, they rated the different facilities and aspects of the college. The feedback received were processed and graphically represented in MS EXCEL.

The Principal asked the faculty to work in the areas where there were shortcomings. The students' feedback about college showed a positive trend in the areas like canteen facilities, washroom, NCC/NSS activities, etc.

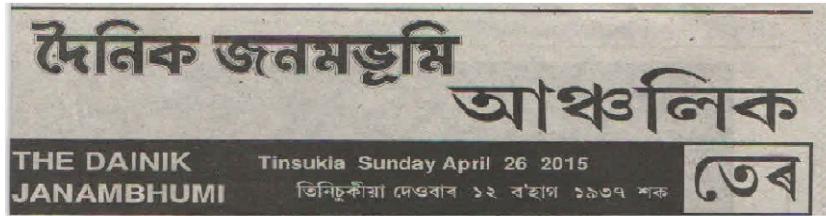
GUARDIANS' FEEDBACK

Feedback from guardians on curriculum, discipline, atmosphere of the college, etc. was collected, processed and evaluated and presented graphically. The parents expressed their pride in sending their wards to this institution. This inspiring response reflects on this college's status as a premier educational institution of Upper Assam.

ANNEXURE III
BEST PRACTICE
EXTENSION ACTIVITY

Date	Practice	Demonstrated by	Organised by	Place	A glimpse
25/4/2015	Talk cum demonstration programme on “Nutrition from locally available vegetables and fruits”	Students of Home Science department, MDKG College	IQAC, Dept. Of Home Science, MDKG College & Bal Sakha Assam (NGO)	Madarkhat Tea Estate	

Newspaper Clipping



পৰিপুষ্টি সাধনৰ কাৰ্যসূচী সম্পন্ন

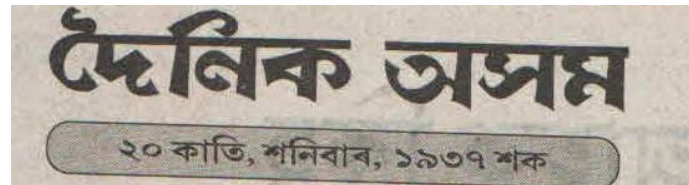
ডিব্ৰুগড় ৫ নং সেৱা, ২৫ এপ্রিল : ডিব্ৰুগড় জিলাৰ অন্যতম আগশাৰী উচ্চ শিক্ষানুষ্ঠান মনোহাৰী দেৱী মহিলা মহাবিদ্যালয়ৰ গাৰ্হস্থ্য বিজ্ঞান বিভাগ, অভ্যন্তৰীণ গুণাগুণ নিশ্চিতকৰণ কোষ আৰু স্বচ্ছাসেৱী অনুষ্ঠান বাল শাখা অসমৰ যৌথ উদ্যোগত মদাৰখাত মৌজাৰ অন্তৰ্গত মদাৰখাত চাহ বাগিচাৰ প্ৰাথমিক বিদ্যালয়ত স্থানীয়ভাৱে উপলব্ধ শাক-পাচলি আৰু ফলমূলৰ পৰা পৰিপুষ্টি সাধন বিষয়ত এক সম্পৰ্কাৰ্ণ কাৰ্যসূচী অনুষ্ঠিত হয়। স্থানীয়ভাৱে উপলব্ধ হোৱা বিভিন্ন ধৰণৰ শাক-পাচলি, ফলমূলৰ পৰা লাভ কৰিব পৰা পৰিপুষ্টিৰ ব্যৱহাৰৰ সম্পৰ্কত তথ্যসহ ব্যাখ্যা কৰে মহাবিদ্যালয়খনৰ শিক্ষক-শিক্ষয়িত্ৰী তথা ছাত্ৰীসকলে। বাগিচাখনৰ অন্তৰ্গত অঞ্চলটোৰ প্ৰায় ৭০ গৰাকীতকৈ অধিক মহিলাই অংশ গ্ৰহণ কৰা এই সজাগতামূলক অনুষ্ঠানটোত মহাবিদ্যালয় গাৰ্হস্থ্য বিজ্ঞান বিভাগটোৰ জ্যেষ্ঠ অধ্যাপিকা পল্লৱী বৰুৱা, সংযমিত্ৰা শইকীয়া, মনিষা দত্ত হাজৰিকা, সুবেশ ভট্টাচাৰ্য, ড° মোটীচী বাগচী, ড° মানসী শৰ্মা, বাল শাখা অসমৰ অঃ আদিত্যা চেটাৰ্জীয়ে অংশ গ্ৰহণ কৰি গুণাগুণ আৰু ব্যৱহাৰৰ সম্পৰ্কে ব্যক্ত কৰে। মদাৰখাত চাহ বাগিচাখনৰ ডি কুজুৰ, কে দত্তকে প্ৰমুখ্য কৰি ব্যক্তিসকলে এনেধৰণৰ সজাগতামূলক অনুষ্ঠানটোৰে সাধাৰ্ণ শ্ৰমিক তথা ৰাইজক উপকৃত কৰা বুলি বক্তব্য আগবঢ়ায়। মনোহাৰী দেৱী মহিলা মহাবিদ্যালয়ৰ এনে গুৰুত্বপূৰ্ণ কাৰ্যসূচীৰে মহাবিদ্যালয়খনৰ ছাত্ৰীসকলৰ উপৰি স্থানীয় ৰাইজক যথেষ্ট পৰিমাণে উপকৃত কৰিব বুলি স্থানীয় ৰাইজে মত প্ৰকাশ কৰিছে।

ANNEXURE IV

BEST PRACTICE

Date	Practice	Organised by	Place	A glimpse
6/11/2015	Sponsoring of a meal & Distribution of water filter, toiletries, clothes, etc in Children Home, Dibrugarh	Teachers Unit, MDKG College	Homeless children	
	Distribution of copies, pencils, sport items in Children Home, Dibrugarh	Alumni Association	Homeless children	

Newspaper Clipping




**অনাথ শিশুৰ সৈতে
কলেজ শিক্ষক**

নিজা বাতৰি দিওঁতা
ডিব্ৰুগড়, ৬ নবেম্বৰ : বিভিন্ন সামাজিক আৰু অৰ্থনৈতিক কাৰণত দিক-বিদিক হেৰুওৱা দুৰুখিবো অধিক অনাথ শিশুৰ মুখত হাঁহি বিৰিঙাবলৈ 'মাইলা' নামৰ শিশুগৃহটোত আজি এবেলা কটালে ডিব্ৰুগড় এম ডি কে জি কলেজৰ শিক্ষক গোট আৰু প্ৰাক্তন ছাত্ৰীৰ এটা দলে। দলটোৰ তৰফৰপৰা শিশুগৃহটোৰ কৰ্তৃপক্ষক অনাথ শিশুৰ বাবে খেলা-বুলাৰ লগতে নিত্য ব্যৱহাৰ কিছু সামগ্ৰী আৰু লঘু খাদ্য সামগ্ৰী প্ৰদান কৰা হয়।

ANNEXURE V

Formation of Parent-Teacher Association

30/8/2014	Formation of PTA	IQAC	Parents & teachers of MDKG College	
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The Sentinel
of this land, for its people
DIBRUGARH TUESDAY 2 SEPTEMBER 2014

Parent Teacher Association of Kanoi College formed



Parents teachers' meet at Monohari Devi Kanoi Girls College. (Sentinel)

FROM OUR STAFF CORRESPONDENT

DIBRUGARH, September 1: Parent Teacher Association (PTA) of Monohari Devi Kanoi Girls' College (MDKGC) was formed at a meet organized by the Internal Quality Assurance Cell (IQAC) on August 30. The main objective of the forming PTA is development of the students, bridging the gap between college and the society and also the overall development of the college. The PTA was formed with parents whose wards are students of three semesters.

"The newly formed PTA will provide a common platform for building good relationship between guardians and the teachers," Co-coordinator of the PTA, Dr GD Goswami said while initiating the proceeding of the meet. The meeting, chaired by Principal Dr Dilip Kumar Bhuyan was addressed by several faculty members including Assistant Professor of the Department of Assamese, A Dutta, Assistant Professor of the Department of Bengali, S Purkayastha and coordinator of IQAC of the college Dr Moutoshi Bagchi.

Speakers in their addresses, they outlined the history of the institution, its present status, strengths and weaknesses of the college. They stressed the need for developing a strong cordial relation between the students and teachers so that most of the problems could be sorted out through discussion. Highlighting the importance of PTA, the speakers emphasized on parents and teachers' role in inculcating the values of morality, tradition and nationalism among their wards. "The role of the parents as stakeholders help on enhancing the quality of the college," Coordinator of IQAC, Dr Moutoshi Bagchi added.

In the introductory session between parents and teachers of the college, father of a 5th semester student, M Chick elaborated what they expected from the college and its faculty members. Another guardian, H Buragohain while speaking lamented on the reluctance of parents in attending such an important meet. Alumni of the college D Das, who is also a guardian, in her deliberation expressed happiness in visiting her alma mater and lauded Principal Dr D Bhuyan and other faculty members' untiring efforts for over all development of the college.

Later, father of a first semester student, P Sinha as a joint secretary of newly formed PTA promised to help the college in whatever way possible for him. Principal Dr Bhuyan expressing gratitude to the guardians, hoped that they would extend their full cooperation to fulfil the objective of the association.