



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		MANOHARI DEVI KANOI GIRLS' COLLEGE
Name of the head of the Institution		Dr. Nibedita Phukan
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		0373-2322602
Mobile no.		9435033424
Registered Email		iqacmdkg@gmail.com
Alternate Email		mdkgcollege@gmail.com
Address		K.C. Gogoi Path Khaliamari, Dibrugarh
City/Town		Dibrugarh
State/UT		Assam
Pincode		786001
<b>2. Institutional Status</b>		

Affiliated / Constituent	Affiliated
Type of Institution	Women
Location	Urban
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr. Utpal Sut
Phone no/Alternate Phone no.	03732322602
Mobile no.	9435034142
Registered Email	theutpalsut@rediffmail.com
Alternate Email	utpalsut6@gmail.com

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="https://static.myc.in/uploads/1694/website_builder_files/1611047627_agar-2018-19-igac.pdf">https://static.myc.in/uploads/1694/website_builder_files/1611047627_agar-2018-19-igac.pdf</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="https://static.myc.in/uploads/1694/website_builder_files/1580396536_academic-calander-january-20-to-july-2021.pdf">https://static.myc.in/uploads/1694/website_builder_files/1580396536_academic-calander-january-20-to-july-2021.pdf</a>

### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B++	82.0	2004	04-Nov-2004	03-Nov-2009
2	B	2.9	2011	30-Nov-2011	29-Nov-2016
3	B	2.39	2018	02-Nov-2018	01-Nov-2023

### 6. Date of Establishment of IQAC

16-Jul-2005

### 7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by	Date & Duration	Number of participants/ beneficiaries

IQAC		
Collection of Feedback from students	30-Nov-2020 30	400
Submission of NIRF data	30-Nov-2019 1	60
Timely submission of AQAR to NAAC	02-Feb-2020 1	60
Regular meeting of IQAC	20-Jun-2020 1	6
Regular meeting of IQAC	07-Mar-2020 1	5
Regular meeting of IQAC	04-Mar-2020 1	10
Regular meeting of IQAC	30-Jan-2020 1	20
Regular meeting of IQAC	29-Feb-2020 1	11
Regular meeting of IQAC	15-Feb-2020 1	60
Regular meeting of IQAC	11-Nov-2019 1	5
<a href="#">View File</a>		

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
N/A	N/A	N/A	2020 0	0
<a href="#">View File</a>				

**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

7

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

**11. Whether IQAC received funding from any of the funding agency to support its activities**

No

during the year?

**12. Significant contributions made by IQAC during the current year(maximum five bullets)**

1. Continuing process of mentoring to the students 2. Conducted psychological counseling programmes to the students 3. Organized workshop on Intellectual Property Rights 4. Conducted awareness programme on young women health 5. Planning the implementation of CBCS course in the college

[View File](#)

**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

Plan of Action	Achivements/Outcomes
Organization of workshop, seminars and job oriented services by career counseling and placement cell	Career counselling and placement cell organised students development programme in association with ICFAI business School, Dibrugarh on 22082019.The cell also organised programme on a common mental problems faced in college on 16092019 and seminar on Glamorous Industry of Aviation and Hospitality on 19102019 in the college.
Organisation of seminar and workshop by the IQAC to promote the quality improvement strategies in teaching, research, extension and extra-curricular activities.	IQAC organised an academic talk on national education policy on 29-10-2019 on challenges and opportunities in higher education on 25-09-2019 in the college and career counselling programme on 3-10-2019 with invited resource person from Indian Institute of Science, Bangalore and research scholar of University of Zurich, Switzerland.
Organisation of workshop and faculty development programme on Intellectual Property Rights(IPRs)	Oneday workshop on Intellectual Property Rights(IPRs) was organised on 31st October,2019 in the college. The ICT academy of IIT, Guwahati, Assam accepted the proposal of faculty development programme on Intellectual Property Rights but due to corona virus pandemic situation, the programme could not be organised.
Maintaining an updated data base of research, books, book chapters, conference proceedings and seminar abstracts published by the faculty members.	The effort is being made the IQAC in consultation with the Librarian of the college.
Encourage faculty members to complete their doctoral degrees and to continue research activities through quality	The IQAC constantly encouraged the faculty members to complete their doctoral degrees and two faculty

publications and research projects.	members were awarded the doctoral degree (Ph.D) by the Dibugarh University
Construction of rainwater harvesting system in the science block of the college.	The process of installation is ongoing.
Increasing the number of environment friendly initiatives by NSS and ensuring participation of maximum number of students in such initiatives	. Number of environment friendly initiatives have been done the NSS wing of the college. 8.Staffs and Students participated international, national seminars, zonal and local seminars.
Promoting participation of students and staffs in seminars, workshops, cultural activities organised by the college and external agencies.	Staffs and Students participated international, national seminars, zonal and local seminars
Promoting activities such as Yoga, physical excercises, meditation etc. related to development of mental and physical fitness of students, faculty and staffs.	It is being promoted by the IQAC and the college authority.
Organisation of professional development and administrative training programme for non-teaching staff of the college.	Due to corona virus pandemic situation the professional development and administrative training programme were not organised but the effort is being made by the college authority and IQAC to conduct the same in the coming years.
<a href="#">View File</a>	

<b>14. Whether AQAR was placed before statutory body ?</b>	Yes				
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Name of Statutory Body</th> <th style="width: 50%;">Meeting Date</th> </tr> </thead> <tbody> <tr> <td>Governing body of M.D.K.G. College</td> <td>18-Jan-2021</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	Governing body of M.D.K.G. College	18-Jan-2021
Name of Statutory Body	Meeting Date				
Governing body of M.D.K.G. College	18-Jan-2021				
<b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b>	Yes				
Date of Visit	24-Sep-2018				
<b>16. Whether institutional data submitted to AISHE:</b>	Yes				
Year of Submission	2020				
Date of Submission	20-Feb-2020				
<b>17. Does the Institution have Management Information System ?</b>	Yes				

<p>If yes, give a brief description and a list of modules currently operational (maximum 500 words)</p>	<p>ERP module and handling of academic and administrative activities in website of the college. Teachers and staffs are informed about required data through Digital academic group. Information are digitally transferred to different stakeholders of the college. Continuing SOUL software in the library for library management. Leave applications are sent the faculty to the college mail id.</p>
---	--

**Part B**

**CRITERION I – CURRICULAR ASPECTS**

**1.1 – Curriculum Planning and Implementation**

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

(i) At the very onset of the academic session, the college goes through the academic calendar received from the affiliating university. The academic activities including curriculum delivery and implementation throughout the session are carried out in accordance to the academic calendar. (ii) Orientation programme is conducted by the college administration every year to make newly admitted students aware of the mechanism of curriculum transaction/delivery and implementation. (iii) Routine committee of the college prepares the master routine for all the honours and generic courses and distributes it to the different departments of the college. Routine is prepared by taking into account the credit points given in the syllabus prescribed by the affiliating university for all the courses offered by the departments. (iv) Departments conduct meeting for the allotment of the classes based on the routine prepared by the routine committee and also for distribution of the syllabus among the teachers. Students are provided with details of allotted teaching topic and contents of each teacher at the beginning of a session by the teachers of the department. (v) Based on the allotted teaching topic and contents in the syllabus distribution, teachers prepare their "teaching plan" in accordance to the number of classes allotted for each topic in the prescribed syllabus by the affiliating university. (vi) Different teaching methods like traditional chalk and talk method, power-point projections, group discussion etc. are used for the effective delivery of the curriculum. (vii) Tutorial and remedial classes are also conducted for the students. (viii) Student seminars and sessional tests are also held from time to time for periodic and continuous review of the achievement of the students. (ix) Field trips and projects are also carried out by departments of Education, Geography and Home Science, Botany and Zoology for effective implementation of the prescribed curriculum. (x) Interactive sessions are held with students and sometimes also with parents to discuss the problem areas of the students. (xi) Student satisfactory survey through distribution and collection of Student Feedback Form is conducted by the IQAC regarding teaching and learning and effective curriculum delivery and implementation.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Short term	N/A	22/02/2020	22	Bio	1) The

certificate course on BIOINFORMATICS . The course was conducted by Botany department in collaboration with Makeintern. Total 30 students participated in the course.

analysis: course For analysis included the and applied basic as research on well as biological advanced information topics on bioinformatics of a bioinformatics . 2) There particular . 2) There organism. Bioinformatics were also bioinformatics hands-on researcher: Projects to To conduct practice research various with the concepts help of computational tools of tools and industrial importance. can also design algorithms for the studies.

## 1.2 – Academic Flexibility

### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	N/A	Nil
<a href="#">View File</a>		

### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Assamese	20/06/2019
BA	Bengali	20/06/2019
BA	Economics	20/06/2019
BA	Education	20/06/2019
BA	English	20/06/2019
BA	Geography	20/06/2019
BA	History	20/06/2019
BA	Hindi	20/06/2019
BA	Home Science	20/06/2019
BA	Mathematics	20/06/2019
BA	Political Science	20/06/2019
BA	Philosophy	20/06/2019
BA	Sanskrit	20/06/2019
BA	Sociology	20/06/2019
BSc	Botany	20/06/2019
BSc	Chemistry	20/06/2019

BSc	Computer Science	20/06/2019
BSc	Physics	20/06/2019
BSc	Statistics	20/06/2019
BSc	Zoology	20/06/2019

### 1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	30	Nil

## 1.3 – Curriculum Enrichment

### 1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Philosophy of Religion for World Peace	02/03/2020	20
<a href="#">View File</a>		

### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Geography	31
<a href="#">View File</a>		

## 1.4 – Feedback System

### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	No
Parents	Yes

### 1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
<p>Feedback for the overall development of the institution is received from the students with the help of "Students Satisfactory Survey" through distribution and collection of Student Feedback Form. It consists of a set of structured questionnaire framed and approved by the IQAC along with the Feedback Committee of the college on various aspects of the college including library, office, canteen, laboratory, administration and entire teaching learning system. The questionnaire is distributed online among the final semester students by the IQAC and they submit their filled in feedback form. The submitted feedback is then analysed by the IQAC along with the Feedback Committee and forwarded to the Head of the institution and different departments of the college. Feedback is also collected from the parents by the IQAC and the Feedback Committee. Suggestions provided by the parents are also taken into account for the future development of the institution. Grievances (if any) and suggestions by the students can be registered to the Grievances Redressal Cell of the college through the 'grievances boxes' present in the college campus.</p>

## CRITERION II – TEACHING- LEARNING AND EVALUATION



## 2.1 – Student Enrolment and Profile

### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Assamese	60	80	47
<a href="#">View File</a>				

## 2.2 – Catering to Student Diversity

### 2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	1307	Nil	57	Nil	Nil

## 2.3 – Teaching - Learning Process

### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
58	58	Nil	20	4	Nil
<a href="#">View File of ICT Tools and resources</a>					
<a href="#">View File of E-resources and techniques used</a>					

### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Mentoring system has been available in our institution since August ,2018. Mentoring of the students are conducted by the faculties of the institution. The departments individually organises orientation session for the First semester students to acquaint them regarding mentoring system of the respective departments. Every year mentoring is done by the faculty members on career counselling, Academic related, result improvement, dealing with personal issues, mental health, guidance and group discussion etc. Mentoring is also done on an individual basis in some extreme cases when the students are unavailable to express their difficulties in a social manner. The departmental teachers maintain interaction and communication with students through individual meetings and social networking sites. In the mentoring process all the necessary information of the students such as class, roll no, names, address and phone numbers are recorded in the register by the respective teachers.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1307	57	1 : 24

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
45	44	1	3	21

### 2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers	Designation	Name of the award,
---------------	----------------------------	-------------	--------------------

	receiving awards from state level, national level, international level		fellowship, received from Government or recognized bodies
2019	N/A	Lecturer	N/A
<a href="#">View File</a>			

## 2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	Honors, General	Semester	07/06/2019	14/07/2019
<a href="#">View File</a>				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The institute has undertaken following reforms: The college has initiated continuous internal evaluation in accordance with norms and guidelines of Dibrugarh University , Dibrugarh, Assam. Internal assessment are done on the basis of sessional examinations, seminar, group discussion on program specific topic given by subject teachers by lottery and assignment and practical class performance. Two sessional examinations are held in each semester of B.A/B.Sc program as Internal examination which marks are considered as a part of internal marks and are sent to the university. Internal sessional examination answer sheets are assessed by the concerned subject teachers and are shown to the students for further clarification of mistakes. In addition to these, QUIZ TEST, MCQ TEST, CLASS TEST are also taken by the subject teachers to evaluate students' performance but these tests marks are not added in evaluation of university internal assessment marks.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The institution is affiliated to Dibrugarh University. The internal assessment of the students are conducted by all the departments and the students are informed in advance regarding the same through departmental notice boards and also the teachers announces the dates in the classroom. Again the Semester Examination are conducted by the affiliating University at the end of the session. The institution informs the students about the examination dates through student notice board, college website and also verbally by the departmental teachers in the classroom.

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

[https://static.mycc.in/uploads/1694/website\\_builder\\_files/1611902819\\_pospsos-and-cos.pdf](https://static.mycc.in/uploads/1694/website_builder_files/1611902819_pospsos-and-cos.pdf)

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage

Honors	BA	Sanskrit	2	1	50
Honors	BA	Political Science	35	30	85.7
Honors	BA	Philosophy	19	16	84.2
Honors	BA	Home Science	12	11	90.9
Honors	BA	History	11	11	100
Honors	BA	Geography	27	27	100
honors	BA	English	47	43	91.4
Honors	BA	Education	28	26	92.8
Honors	BA	Economics	35	25	71.4
Honors	BA	Assamese	70	30	42.8
<a href="#">View File</a>					

## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

[https://static.myccl.in/uploads/1694/website\\_builder\\_files/1611902813\\_guardians-feedback-new.pdf](https://static.myccl.in/uploads/1694/website_builder_files/1611902813_guardians-feedback-new.pdf)

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Any Other (Specify)	0	N/A	0	0

[View File](#)

### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Workshop on IPR	IQAC	30/10/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
N/A	N/A	N/A	01/07/2019	N/A

[View File](#)

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
N/A	N/A	N/A	N/A	N/A	01/07/2019

[View File](#)

### 3.3 – Research Publications and Awards

#### 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

#### 3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Economics	1

#### 3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Chemistry	5	1.98
International	Zoology	4	0.25
National	Geography	1	1.64
International	Hindi	4	1.7
National	Home Science	1	0
International	Mathematics	1	0.14
National	Philosophy	1	0.14
National	Political Science	1	0.37
National	Hindi	1	0

[View File](#)

#### 3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Zoology	4
Sociology	6
Political Science	2
Home Science	1
English	6
Education	1
Economics	2
Computer Science	1
Chemistry	1
Botany	2

[View File](#)

#### 3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
00	0	0	2019	0	0	Null

[View File](#)

### 3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
N/A	N/A	N/A	2019	Nil	Nil	N/A

[View File](#)

### 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Presented papers	4	8	Nil	Nil
Attended/Seminars/Workshops	Nil	5	Nil	Nil

[View File](#)

### 3.4 – Extension Activities

#### 3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
N/A	N/A	Nil	Nil

[View File](#)

#### 3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
N/A	N/A	N/A	Nil

[View File](#)

#### 3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
N/A	N/A	N/A	Nil	Nil

[View File](#)

### 3.5 – Collaborations

#### 3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Student exchange program	3	Individual	3

[View File](#)

#### 3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research

facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
N/A	N/A	N/A	01/07/2019	30/06/2020	0
<a href="#">View File</a>					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
N/A	01/06/2019	N/A	Nil
<a href="#">View File</a>			

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
4.5	4.39

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Video Centre	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Classrooms with Wi-Fi OR LAN	Existing
Others	Existing
<a href="#">View File</a>	

### 4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
---------------------------	---	---------	--------------------

SOUL	Partially	2.0	2006
------	-----------	-----	------

#### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
	Text Books	7088	961725	157	29830	7245
Reference Books	26698	5493933	268	71575	26966	5565508
e-Books	135809	5900	Nil	Nil	135809	5900
Journals	16	35000	Nil	Nil	16	35000
e-Journals	6237	5900	Nil	Nil	6237	5900
CD & Video	46	7200	Nil	Nil	46	7200

[View File](#)

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
N/A	N/A	N/A	01/07/2019

[View File](#)

#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	80	2	3	4	2	2	4	22	0
Added	0	0	0	0	0	0	0	0	0
Total	80	2	3	4	2	2	4	22	0

##### 4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

22 MBPS/ GBPS
---------------

##### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NA	<a href="#">N/A</a>

#### 4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical
--	---	--	---

	facilities		facilities
62	6134727	92	9171115

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The college has well defined policies to maintain and utilize the physical and academic facilities. Infrastructure developmental works are carried out through the PMU of RUSA and construction committee. Laboratory equipments and instruments are utilized under the supervision of the teachers of concerned departments. Resources of library are used through the established rule and procedure whereas record of issuance and return of books as well as stock maintenance of books are done through the Software. The institution since from the inception, has organised annual sports week under the guidance and assistance of teachers' advisor. Moreover, the students are also participating in different events and competitions organised by other institutes of the state as well as the affiliating university. Classes are managed through class routine and examinations are conducted as per the schedule notified by the university. Physical maintenance of classrooms has been done through the staffs as recruited for the works. Students use computers under the supervision of the teachers of the computer science department and computer technician.

<https://www.mdkgcollege.edu.in/webportal/Generalfacilities>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	NA	0	0
Financial Support from Other Sources			
a) National	Ishan Uday, OIL Scholarship MLA Scholarship Combined Scholarship National Scholarship Scholarship Portal	Nil	Nil
b) International	Nil	Nil	Nil
<a href="#">View File</a>			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Seminar on Career opportunities in the Industry of Aviation and Hospitality	19/10/2019	120	Career Counselling Cell
Talk on Common Mental Health Problems Faced	16/09/2019	100	Career Counselling Cell



during college life			
Students' Development Programme	22/08/2019	100	Career Counselling Cell
Yoga Course	21/06/2020	60	NSS Unit, MDKG College
<a href="#">View File</a> <a href="#">View File</a>			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	N/A	Nil	Nil	Nil	Nil
<a href="#">View File</a>					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nil	Nil	Nil

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
N/A	Nil	Nil	N/A	Nil	Nil
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	25	Assamese	Assamese	Dibrugarh University	MA
<a href="#">View File</a>					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	9
SET	1
SLET	1
Any Other	1

[View File](#)

#### 5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
100 m race	Institutional	20

[View File](#)

### 5.3 – Student Participation and Activities

#### 5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Inter College Badminton Tournament (Women) by Dibrugarh University Sports Board, Dibrugarh	National	1	Nil	N/A	Briksha Borma

[View File](#)

#### 5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Student activities enlisted as follows: Student representation in academic and administrative bodies/ committees of the institution are listed as follows: 1. RUSA monitoring unit (Member) 2. IQAC core committee (Member) 3. Book Club 4. Library Committee 5. Student Union (Student Council) 6. Hostel Committee The Alumni Association of MDKG College was formed in 2002 with the initiative of Dr. Sandhya Devi as the Working President and Dr. Sewali Barbara as the Secretary with 15 members. Through different activities and events this association has been contributing towards the greater benefit of the students and society. It conducts programmes on legal literacy, extension activities, motivational events for students by inviting prominent resource persons. It also engages in activities like tree plantations in order to create environmental awareness among student fraternity. Awards for best athlete and best Borgeet singer are given out in the form of cash prizes alongwith certificates. From time to time this association provides donation to students and society in kinds. It has an executive body that functions actively. 2020 Due to delay of BA/BSc. Final Semester exams progression of this year shall cross the expected time period and shall get into the next phase.

### 5.4 – Alumni Engagement

#### 5.4.1 – Whether the institution has registered Alumni Association?

No

#### 5.4.2 – No. of enrolled Alumni:

228

#### 5.4.3 – Alumni contribution during the year (in Rupees) :

## 5.4.4 – Meetings/activities organized by Alumni Association :

A meeting of alumni association was held on 15/02/2020 to constitute the new executive committee of alumni association. As per resolution of the meeting the new executive committee of alumni association was constituted. The new executive committee is comprised of the Principal, M.D.K.G. College as President, Dipali Das as working president, Dr. Anita Sharma and Dipanwita Bora as Joint Secretary, Dr. Rupali Mazumdar as treasurer. Dr. Sandhya devi, Dr. Sewali Borbara, Dr. P.L. Buragohain, Dr. Farhida Begum, Dr. Moutusi Bagchi, Anita Baruwa and Surabhi Bora Barua as the advisors. Another meeting of executive committee of alumni association was also held on 29/02/2020 to discuss the issue of planning and programs of the association and after discussion the committee has decided to organize legal awareness program, blood donation awareness program, extension activity on awareness of science and mathematical education and motivational programmes in the coming session and it was resolved that per year alumni fee be fixed at Rs. 500 for the members of the alumni association.

**CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT****6.1 – Institutional Vision and Leadership**

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

1. Committees and cells formed by the authority of the college always ensures equal representation of all the stakeholders. Upon completion of the tenure of a particular committee or cell, new committee or cell is formed with inclusion of new persons so that everyone may get opportunity to share and serve. Feedback given by different stakeholders were taken into consideration before taking decisions on any academic and administrative matter. 2. Departments may chalk out teaching plan and other allied programmes , schedule dates for internal examinations and decide mode of examinations on their own. Suggestions from the students also play a key role when scheduling such plans ,programmes and examination dates.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

**6.2 – Strategy Development and Deployment**

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Industry Interaction / Collaboration	The process of collaboration with industry is being initiated by the IQAC of the college. In this regard a resolution was adopted in IQAC core committee meeting held on 4/3/2020 at the office of the principal.
Human Resource Management	Taking into consideration the potentialities of its teaching staff and the requirements of the functioning of the college, teachers were appointed in certain committees such as the CBCS Committee, Routine Committee, Prospectus Committee, Admission Committee , Canteen Committee, PTA,

etc. so that they can acquire leadership capability, skill in management and gather knowledge in organisational behaviour . • The teachers and other administrative staff members are encouraged to participate in training, workshop, symposium etc to gather knowledge so as to enable them to enhance their competency.

Library, ICT and Physical Infrastructure / Instrumentation

D-Space software was installed in the library for institutional Repository System CCTV surveillance coverage was extended by up gradation of existing system Separate Display Unit with 3 Nos. Computers provided to the library. Computerization of a separate Library established in Science Block was being initiated. Google Workplace( Business Standard Version was installed MY Class Campus software is being used. Sentry Shed, Notice board Shed constructed. Girls' Common room is equipped with new furniture with the financial grant received from the Govt. of Assam

Research and Development

The Research Committee in order to encourage and promote research activities among the teachers constantly helps the researchers in and outside the campus in undertaking research activities. Financial allocation was made for publication and digitalization of Pracya, a UGC recognized peer reviewed journal published from the college. The governing body of the college has already resolved to offer financial grants to the faculty members who are willing to take research activities and the process of taking proposal from the faculty members is being initiated by IQAC of the college.

Examination and Evaluation

Internal examinations are held in both regular and online mode

Teaching and Learning

Online classes are taken by the faculty especially when regular mood is hindered. Social media is used for sharing academic and other related informations.

Curriculum Development

Teachers and Head of the institution attend curriculum related seminars/ workshops etc and share their knowledge, information and experience.

Admission of Students

Students can apply for admission online. College prospectus is made available in the website. Student can deposit their fees using college app.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	The college has automation in student data base, faculty and staff database. library automation has been initiated by the use of soul 2.0 software. The College also has automation in tracking of implementation of RUSA grants.
Administration	Greater part of the data is maintained on digital platform. Electronic attendance system for employees is maintained and record is generated through Face Recognition Machine. Communication is usually made and informations are conveyed through e-mail and whatsapp.
Finance and Accounts	ERP software is used to maintain Accounts. PFMS is functional for maintenance of RUSA and NSS fund. Cashless transaction was encouraged as far as practicable.
Student Admission and Support	Entire process of Admission was carried out including deposit of fees was made online. Information conveyed to the students through whatsapp, BULK SMS and by uploading on the college website.
Examination	Internal examinations are held online along with offline mode

**6.3 – Faculty Empowerment Strategies**

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	N/A	N/A	N/A	Nil
<a href="#">View File</a>				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	N/A	N/A	01/07/2019	30/06/2020	Nil	Nil
<a href="#">View File</a>						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Managing online classes and co-creating MOOCs:2.0	1	18/05/2020	03/06/2020	14
Linear Algebra and its applications in Engineering sciences(LA AES2019 )	1	12/08/2019	16/08/2020	7
International faculty development programme on lets Relearn: New tools for Higher Education Teachers	1	08/06/2020	14/06/2020	7
Five Days Faculty development programme on revised assessment and accreditation framework	1	17/06/2020	21/06/2020	5
FDP on Open source tools for Research	1	08/06/2020	14/06/2020	7
FDP on online teaching learning in India	1	17/06/2019	22/06/2019	6
Faculty development program on "Behavioral Remodeling and use of ICT tools for classroom delivery of teachers"	2	01/07/2019	06/07/2019	7
Faculty development program on "Behavioral	1	01/07/2019	06/07/2019	7

Remodeling and use of ICT tools for classroom delivery of teachers				
'Seven Day FDP in Online Mode for University and College Teachers on Preparation of Self-Learning Materials (SLM) for University and College Learners',	1	12/05/2020	18/05/2020	7
Mentoring Pedagogy and Effective Learning Techniques using ICT	1	04/11/2019	08/11/2019	5
<a href="#">View File</a>				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
2	Nil	3	1

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
GIS, GPF, Loan from college fund .	GPF, GIS, Loan and aid from Non teaching Fund.	Complete fee waive for students coming from marginalized families, Financial Aid from Students: Aid Fund, Accidental Insurance, Various types of scholarships and Awards. Book Bank in the Library for poor students.

**6.4 – Financial Management and Resource Mobilization**

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The college funds are audited regularly by internal audit appointed by the management. The auditor recruited for this purpose shall be either an authorized person working/ worked in govt establishment as auditor or a registered chartered Accountant. The Report submitted by the Auditor shall have to be present initially in the meeting of the Governing Body. Government also audits all Local Funds from time to time.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
N/A	0	N/A
<a href="#">View File</a>		

6.4.3 – Total corpus fund generated

0
---

## 6.5 – Internal Quality Assurance System

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

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

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

<p>1.The Association has constantly put an effort to bridge between parents and teachers. 2. Meetings are convened to resolve any issues as and when arises. 3. Association maintains a complete data base of all parents.</p>
--

6.5.3 – Development programmes for support staff (at least three)

NIL
-----

6.5.4 – Post Accreditation initiative(s) (mention at least three)

<p>. Use of ICT is encouraged and digital and paperless transaction/ communication is promoted. 2. Process is being initiated for Academic and Administrative Audit. 3. IQAC has taken initiatives for organising various type of academic and other allied programmes for the benefit of all the stakeholders of the college.</p>
--

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Yes
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Career opp ortunities in higher education	03/10/2019	03/10/2019	03/10/2019	66
2019	Future opp ortunities and challenges before	25/09/2019	25/09/2019	25/09/2019	50
2020	Internatio nal Womens	07/03/2020	07/03/2020	07/03/2020	72



	day				
2019	Intellectual Property Rights(IPRs)	31/10/2019	31/10/2019	31/10/2019	37
2019	Draft of National Education Policy	29/10/2019	29/10/2019	29/10/2019	45
2020	Carrer opp ortunities in Corporate life	07/02/2020	07/02/2020	07/02/2020	78
2020	soft skill development	07/02/2020	07/02/2020	07/02/2020	67

[View File](#)

## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Demonstration of 'Street Drama 'Mukta Swapna' by Gender Sensitization Cell and Women Cell	21/10/2019	21/10/2019	25	10
Talk Programme on 'Sexual Harassment on Work Place, PPR, 2013	12/03/2020	12/03/2020	253	Nil

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

i) An essay Competition was held among the students of the institution on the occasion of World Environment Day (observed on 06/06/2019) to spread environmental consciousness among the stakeholders .The theme for the essay was 'Threats to bio-diversity of Assam and the possible Solutions'. A total of forty-two(42)students participated in the Competition. ii)The Department of Geography took the students of 6th Semester for a field trip to Narayanpur and Bor-Khamti Gaon(Lakhimpur District.They have visited and surveyed a Botanical Park 'BANATIRTHA' to make the students aware about geographical sps specifications and environment.A total of thirty-one(31) students benefitted from the programme. iii) A set up for rainwater harvesting has been installed in the Science Campus of the Institution for the preservation and preservation and re-use of natural water. The objective of the initiative is to generate required water for laboratories and for other purposes so that energy and

natural water reserve can be saved.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	Nil
Provision for lift	Yes	Nil
Ramp/Rails	Yes	Nil
Braille Software/facilities	No	Nil
Rest Rooms	Yes	Nil
Scribes for examination	No	Nil
Special skill development for differently abled students	No	Nil
Any other similar facility	No	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	4	4	28/12/2019	1	Prospects and Problems of Tourism in Sivsagar District by Department of History, MD KG College	i) To help the students identify and explore prospect and problem of Tourism in Sivsagar district in particular and tourism industry as a whole. ii) Finding avenues for economic sustainability	25

through  
tourism.  
iii)  
Exploring  
areas for  
reliance  
for the

[View File](#)

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Constitution of the Students' Union (MDKGSU)	19/10/2019	The constitution of the MDKGSU was adopted to promote the welfare, social, intellectual, cultural, physical and moral development of the student and promoting mutual contact, friendship and cooperation among the students, teachers and public and to play a positive role for all-round development of the college. It contains details of students conduct in the college campus and other issues and concerns associated with the student community. The constitution also includes powers and functions of the student union and the procedure of the Election of the student union. Since the adoption of the Constitution, efforts are made by every stake holders for its proper follow-up.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Observation of Constitutional Day	26/11/2019	26/11/2019	300
Observation of National Fitness Day	23/09/2019	23/09/2019	45

[View File](#)

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. College Canteen was declared as a plastic free zone
2. Dustbins are

installed in every part of the college premises. 3. Posters and banners are put up in college campus carrying messages of environmental awareness. 4. Plantation is done in the college campus. In the science campus plantation of medicinal saplings is done. 5. World Environment Day was observed on 6-6-20, on the occasion an Essay Competition was organised among the students of the College.

## 7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. The institution believes in undertaking extension activities to build-up community relations and to help the under-privileged category through educational support, legal awareness camps, blood donation camp etc. However, this year due to the ongoing covid-19 pandemic, such types of activities could not be performed. 2. Cleanliness Activity Awareness Programme : The college has a built up area of 2360 sq.m and campus area of 1.33acre. The limited space and gradual increase of students has created overcrowding and a problem of retaining the cleanliness of the campus. Therefore, IQAC proposed a cleanliness drive in different phases like campus cleanliness and beyond campus as a part of the best practice of college and also to create awareness among students.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

[https://static.myc.in/uploads/1694/website\\_builder\\_files/1611902813\\_best-practice.pdf](https://static.myc.in/uploads/1694/website_builder_files/1611902813_best-practice.pdf)

## 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The institution has earmarked a new phase along with the adoption and continuation of digital mode of education or E-learning in form of Google-Classroom, apps like Pocket App and other public domain apps like Google-Meet, Web-Ex, Zoom etc. The institution also has purchased Google-Suit for academic convenience in this digital era.

Provide the weblink of the institution

[https://static.myc.in/uploads/1694/website\\_builder\\_files/1614245322\\_institutional-distinctiveness.pdf](https://static.myc.in/uploads/1694/website_builder_files/1614245322_institutional-distinctiveness.pdf)

## 8. Future Plans of Actions for Next Academic Year

1. Redesign the college website. 2. Prepare the mentor-mentee list for the session 2020-21. 3. Frame the questionnaire for feedback of teachers, alumni and office staff. 4. Organize workshop on Intellectual Property Rights (IPRs) 5. Conduct the academic and administrative audit. 6. Organize workshop and professional development programme for non-teaching staff of the college. 7. Organize national seminar/webinar on NAAC related techniques and documentation 8. Organize student development programme (offline/online) 9. Organize career development programmes 10. Conduct community development programmes