Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**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**
City/Town	**Dibrugarh**
State/UT	**Assam**
Pincode	**786001**

2. Institutional Status

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	**iqacmdkg@gmail.com**
Alternate Email	**theutpalsut@rediffmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://static.mycc.in/uploads/1694/website_builder_files/1579852351_aqar-17-18.pdf

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://static.mycc.in/uploads/1694/website_builder_files/1580396605_academic-calander-january-2019-to-july-2020.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B++**	**82.00**	**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 IQAC	Date & Duration	Number of participants/ beneficiaries
Regular meetings of IQAC	13-Aug-2018 1	56
Regular meetings of IQAC	31-Oct-2018 1	15
Regular meetings of IQAC	08-Feb-2019 1	57
Regular meetings of IQAC	26-Apr-2019 1	11
Submission of NIRF data	30-Nov-2018 1	60
Collection of feedback	31-May-2019 30	400
Analysis of feedback	29-Jun-2019 30	5
Timely submission of AQAR to NAAC	26-Nov-2018 1	60
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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
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

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 :	9
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 during the year?	No

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

•Scrutiny and forwarding of applications to the competent authority for promotion under CAS of 7 nos. of Assistant Professors • Uploading of college data to MIS portal of MHRD • Payment to vendors through PFMS • Introduction of mentoring process of students • Workshop on CBCS for acquainting the teachers

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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
Introduction of Mentoring Process for students	Teachers were assigned as mentees for group of students and mentoring process carried out
Preparation of Departmental Profile	Departments submitted the soft copies to the IQAC
Intimation to students regarding Students' Satisfaction Survey	Meetings were held with students to intimate them about responding to Students' Satisfaction Survey
Online submission of feedback	Technical formalities are being done for introduction of online submission of feedback from next academic year
[View File](#)	

14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
Governing Body of MDKG College	28-Dec-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**Yes**
Date of Visit	**24-Sep-2018**
16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	**2019**
Date of Submission	**04-Feb-2019**
17. Does the Institution have Management Information System ?	**Yes**

If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	• My class campus app and website for better handling of academic and administrative activities • Whatsapp groups for teachers and staffs for dissemination of information • SMS gateway to provide information to various stakeholders • Digital notice board in the college campus • SOUL software in the library for library management • Leave applications are sent through email.

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/entreprene urship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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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
BSc	Botany	20/06/2019
BSc	Chemistry	20/06/2019
BSc	Computer Science	20/06/2019
BSc	Mathematics	20/06/2019
BSc	Physics	20/06/2019
BSc	Statistics	20/06/2019
BSc	Zoology	20/06/2019
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	Home Science	20/06/2019
BA	Hindi	20/06/2019
BA	History	20/06/2019
BA	Mathematics	20/06/2019
BA	Philosophy	20/06/2019
BA	Political Science	20/06/2019
BA	Sociology	20/06/2019
BA	Sanskrit	20/06/2019

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

	Certificate	Diploma Course
Number of Students	0	0

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
No Data Entered/Not Applicable !!!		
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field

		Projects / Internships
No Data Entered/Not Applicable !!!		
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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
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 among the final semester students by the IQAC. They submit their filled in feedback form in the 'feedback receiving boxes' available in the college campus. 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.

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	60
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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
No Data Entered/Not Applicable !!!					

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	Numberof smart classrooms	E-resources and techniques used
No Data Entered/Not Applicable !!!					
View File of ICT Tools and resources					
View File of E-resources and techniques used					

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 Fisrt 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 meetins 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
No Data Entered/Not Applicable !!!		

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	42	3	0	23

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 receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
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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	Honours/General	Semester	07/06/2019	16/07/2019
BSc	Honours/General	Semester	07/06/2019	16/07/2019
No file uploaded.				

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://www.mdkgcollege.edu.in/webportal/ProgrammesAndCourses

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
No Data Entered/Not Applicable !!!					
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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.mycc.in/uploads/1694/website_builder_files/1580453233_institional-feedback-report-2018-19.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
No Data Entered/Not Applicable !!!				
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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
No Data Entered/Not Applicable !!!		

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
No Data Entered/Not Applicable !!!				
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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
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
Assam	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
Not Applicable	0

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	1	0.14
International	English	1	5.87
International	Political Science	1	0.00
International	Philosophy	1	5.87
International	Bengali	1	5.87
International	Zoology	1	0.23
National	Education	1	0.00
National	Hindi	2	6.26
International	Botany	2	0.20
[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
Hindi	1
Political Science	1
Chemistry	1

Economics	5
Bengali	1
Sociology	2
Botany	4
English	3

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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
Tolypanthus maclurei (Merrill) Danser (Loranthaceae): An Addition to Flora of India, from Manas National Park, Assam	Amal Bawri 2	National Academy Science Letters	2019	1	MDKG College	1

No file uploaded.

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
No Data Entered/Not Applicable !!!						

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

Number of Faculty	International	National	State	Local
Presented papers	2	1	0	0
Attended/Seminars/Workshops	0	8	1	15
Resource persons	1	1	0	3

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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	Number of students participated in such

		activities	activities
Social Awareness Camp on Swaachhta in Adopted Village	NCC	1	30
Blood Donation Camp	NCC and NSS	2	25
Road Safety Programme	NSS	3	43

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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
No Data Entered/Not Applicable !!!			

No file uploaded.

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 activites	Number of students participated in such activites
Swachata Pakhowara	NSS	Awareness on Swachhata	5	15
Surgical Strike Day	NSS and NCC	Documentary about Surgical Strike	2	40
Summer Internship Programme at Adapted Village	NSS/UBA	Household survey and Awareness Programme on Swachata	5	70

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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
Not Applicable	0	Not Applicable	0

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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
No Data Entered/Not Applicable !!!					

No file uploaded.

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
No Data Entered/Not Applicable !!!			
No file uploaded.			

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
14.7	14.65

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	Newly Added
Video Centre	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Others	Newly Added
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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 patially)	Version	Year of automation
SOUL2.0	Partially	2.0.0.12	2006

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	6268	961725	820	348500	7088	1310225
Reference Books	26698	5498933	626	457309	27324	5956242
e-Books	135809	5900	0	0	135809	5900
Journals	16	25500	0	0	16	25500

| e-Journals | 6237 | 5900 | 0 | 0 | 6237 | 5900 |

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
No Data Entered/Not Applicable !!!			
No file uploaded.			

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	1	3	1	0	0	0	0
Added	0	0	3	1	1	0	4	0	0
Total	80	2	4	4	2	0	4	0	0

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

32 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
No Data Entered/Not Applicable !!!	

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 facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
58.4	58.38	14.61	14.6

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
No Data Entered/Not Applicable !!!			
View File			

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 implemetation	Number of students enrolled	Agencies involved
Yoga Course	21/06/2019	100	NCC, 63 Girls' BN Assam
No file uploaded.			

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 passedin the comp. exam	Number of studentsp placed
No Data Entered/Not Applicable !!!					
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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
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
No Data Entered/Not Applicable !!!					
No file uploaded.					

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

Year	Number of students enrolling into	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to

2019	21	B.A.	Assamese	Dibrugarh University, DIET, Chabua, JB College, Jorhat, DHSK Law College	Dibrugarh University, DIET, Chabua, JB College, Jorhat, DHSK Law College

| higher education | | | | | |

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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	18
SET	1
SLET	1
Any Other	2

No file uploaded.

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

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		

[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/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						

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

MDKG College Students' Union is formed with an aim to promote and boost the following: 1. Educational, intellectual, moral, physical, cultural and social development of the student 2. The sense of right thought inquiry and towards academic work in the minds of the Students proper environment to be created by organizing academic student circle, enlightened seminars and programmes related with greater public interest 3. Civil responsibility, leadership quality discipline and knowledge for social life among the student 4. Mutual friendship, co-operation relationships, tolerance, sacrifice and other human values among the student 5. The sense of social service a positive thinking among the students 6. Bring socio-political awareness. To achieve the above mentioned aims the student body organises and holds meetings, debates, competitions, sports, music, such activities, etc. Availability of pure water facility, organise and participate in inter college festivals publish college and departmental magazines and pamphlets, wall magazines organise freshers' social, observation of the Tithis of the great saints, cultural fests organise and execute cleanliness drive in and outside the college campus organise educational excursions to places of academic interests and undertake any other

programs as per requirement to fulfil the aims aforementioned.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

258

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

27800

5.4.4 – Meetings/activities organized by Alumni Association :

Distribution of Cash Award and Certificate in January 2019

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)

The college has a mechanism of providing considerable autonomy to various functionaries in order to ensure a decentralized and participative governance system. During the period under consideration a few practices have been initiated viz. 1. Librarian becomes the member of the Governing Body . 2. The President of the Students' Union Body becomes a member of the Library Committee . 3. Teacher-In-Charge of the MDKG College Science Block becomes the member invitee of the Governing Body. Faculty members are given representation in various committees/cells nominated by the Teachers Unit, in the Governing body, in the IQAC and other committees. Every year, the composition of different committees is changed to ensure a uniform exposure of duties for academic and professional development of faculty members The President and the General Secretary of the students union are the member of RUSA committee. Students are empowered to play important role in different activities. Functioning of different secretaries of students union further reinforces decentralization Non-teaching staff level Non-teaching staff are represented in the governing body and the IQAC. Suggestions from the non-teaching staff are considered while framing policies or taking important decisions. The institution encourages the practice of participative management at the strategic level, functional level and operational level. The Principal, governing body, Teachers council and the IQAC are involved in defining policies procedures, framing guidelines and rules regulations pertaining to admission, examination, discipline, grievance, support services, finance etc Faculty members share knowledge among themselves, students and staff members while working for a committee. Faculty ,Students and administrative staff work together for the execution of different academic, administrative, extension related, co- and extracurricular activities.

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
Curriculum Development	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. The institution has formed a CBCS committee to supervise the matters related to the implementation of CBCS.
Teaching and Learning	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 organized 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. Attendance of students is being recorded using college Apps i.e. MDKG College Apps. Teachers are encouraged to use Google Classroom to make teaching learning process more interesting and free of constraints.
Examination and Evaluation	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. The college also conducts various competitive examinations under the purview of different Govt. and non Govt. establishments during the period under consideration. It also functions as zonal office of the affiliating university for evaluation of answer scripts of different university examinations.
Research and Development	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.
	Library, ICT and Physical Infrastructure / Instrumentation	Library: • More Books procured . • Layout of the library has been modified to make it more users friendly. • Capacity of the reading space has been increased. • Book club is formed and books are reviewed in every sitting. • Best User Award was granted to encourage reading habit. More Library furniture were purchased. Internet surfing in library has been updated. ICT • More computers had been purchased for the Computer Lab. • All laboratories both science and arts have been upgraded with modern equipments. • College website was reconstructed. • Smart class room equipments were procured. • Digital notice board was installed. • 12 antivirus software were installed. Physical infrastructure/instrumentation • An air-conditioned conference cum smart class room was constructed with all modern audio-visual and other modern amenities • The Teachers' Common room is provided with a Refrigerator. • The college received a fresh coat of paint. • A sanitary napkin dispensing machine was installed • The college auditorium was upgraded. • More sports equipments were procured. • A toilet block was constructed.
	Human Resource Management	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.
	Industry Interaction / Collaboration	Industry Interaction/Collaboration: The college does not have any collaboration with industry till date. However, the

	college management has induced one member from among leading women entrepreneurs.
Admission of Students	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-governace 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	The college uses Enterprise Resource Planning Software (ERP) Which includes complete database of the students and staff members. Staff member can apply for leave through MDKG College App.The App automatically maintains Leave Accounts of an employee. Other form of Application may be sent to the authority through e-mail. Notices and information have been disseminated through website, bulk SMS , Whatsapps Group and e-mail.
Finance and Accounts	Finance Accounts ERP facilitates maintenance of Accounts, Day-to-day financial transaction input, digitalization of vouchers, inventory management. The college uses Public Finance Management System (PFMS) to deal in RUSA and Other government funds.
Student Admission and Support	Student Admission and support ERP supports filling up forms for Admission, deposit of fees etc. It has also facilitated the student in various ways, viz, recording their attendance in classes, Sending SMS to students who abstain themselves from attending classes, sending such information to their parents simultaneously. Library Automation has been constantly upgraded.
Examination	Examination The college uses Online Examination Management System (OEMS) introduced by the affiliating university for various examination purposes. Record of various internal examination is maintained using relevant software. It generates Admit

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
2018	NIL	NIL	NIL	0
2019	NIL	NIL	NIL	0
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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)
No Data Entered/Not Applicable !!!						
No file uploaded.						

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
UGC sponsored workshop on MOOCs, e-content development and open educational resources	2	30/01/2019	05/02/2019	7
UGC sponsored refresher course	1	04/01/2019	24/01/2019	21
UGC sponsored Orientation course	1	20/11/2018	17/12/2018	28
UGC sponsored Refresher course in English	1	07/12/2018	27/12/2018	21
UGC sponsored STC on Research methodoly	1	14/03/2019	20/03/2019	7

UGC sponsored STC on value based education	1	25/07/2018	31/07/2018	7
UGC sponsored Refresher course in Hindi	1	03/07/2018	23/07/2018	21
UGC sponsored Orientation programme	1	14/02/2019	13/03/2019	28
Teacher Development Programme at University of Leicester	1	16/07/2018	29/07/2018	14
UGC sponsored Orientation Programme	1	14/02/2019	13/03/2019	28

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	1	0	1

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
GIS and GPF	GIS and GPS	Fees waive for the meritorious students and the BPL students. Students' Insurance, Students' Aid Fund and Students' Welfare Fund, Financial incentives for students having remarkable talent in different areas.

6.4 – Financial Management and Resource Mobilization

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

. Institution conducts internal and external financial audit regularly. 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 chattered 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
NIL	0	NOT RECEIVED

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6.4.3 – Total corpus fund generated

00

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	NA	No	NA
Administrative	No	NA	No	NA

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

MDKG college believes in the academic,social ,moral and cultural development of students by acquiring inputs from all stakeholders.Although the college does not maintain formally registered parent teacher association,yet interactions of teachers with parents during parent teacher meeting come up with new suggestions related to overall development of the students. Faculty members maintain attendance record of students. if a student shows poor attendance, then parents are informed about the same by faculty members and the Principal.parents provide essential support and care to ensure proper attendance of their ward. Good representation of students in field based projects is ensured due to the joint effort of parents and faculty members.

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

NIL

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

1. Emphasis is given on accelerating Research Activities in the college. 2. Teachers are encouraged to use ICT tools in teaching –learning process. 3. Initiative is taken to construct a new girls' hostel on the 5th floor of the Science Block.

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
No Data Entered/Not Applicable !!!					
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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

No Data Entered/Not Applicable !!!

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

A setup for rainwater harvesting is installed in the science campus for preservation and re-use of natural water.The purpose of the initiative is generate required water for laboratories and to save electricity and natural water reserve.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	**Yes**	**0**
Provision for lift	**Yes**	**0**
Ramp/Rails	**Yes**	**0**
Braille Software/facilities	**No**	**0**
Rest Rooms	**Yes**	**0**
Scribes for examination	**No**	**0**
Special skill development for differently abled students	**No**	**0**

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
2018	**1**	**1**	**12/08/2018**	**2**	**Household Survey for under standing the socio-economic condition of rural people**	**1. Quantify the beneficiaries of Govern ment schemes. 2.Finding s avenues for economic sustainab ility 3.E xploring areas for self-suff iciency**	**156**

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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 Student Union (MDKGSU)	20/10/2018	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
Pledge on National Voters Day	25/01/2019	25/01/2019	400
Surgical Strike Day	29/09/2018	29/09/2018	40
Rashtriya Ekta Diwas	31/10/2018	31/10/2018	60

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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.The College Campus was made plastic free. 3. Dustbins are installed in every part of the college premises. 4. Posters and banners are put up in college campus carrying messages of environmental awareness. 5.Plantation is done in the college campus. In the science campus plantation of medicinal saplings is done. 6.World Environment Day was observed on 5-6-19, On the occasion a Quiz Competition was organised among the students.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1.Extension Activity: The institution believes in enhancing and boosting a societal relationship with the students and teachers has taken up extension activity in the immediate vicinity and neighbouring villages. 2.Cleanliness Activity Awareness Programme : The college has a built up area of 2360 sq.m and campus area of 1.33 acre. 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 which is carried out regularly.

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

https://mdkgcollege.edu.in/webportal/IQAC

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 is one of the pioneer institute in the field of Women Education in the North-East region .It is committed to empower the women community through quality education and to build up human resources to serve the society.

Provide the weblink of the institution

https://mdkgcollege.edu.in

8.Future Plans of Actions for Next Academic Year

1. Organization of workshop and Faculty Development Programmes on Intellectual Property Rights. 2. Organization of workshop, seminar and job oriented services by the Career Counselling and placement unit. 3. Organization of seminar and workshop by the IQAC to promote the quality improvement strategies in teaching learning, research, extension and extra-curricular activities. 4. Maintaining an updated database of research article, books, book chapters, conference proceedings and seminar abstracts published by the faculty members. A committee will be framed in this context by the IQAC. 5. Encourage faculty members to complete their doctoral degrees and to continue research activities through quality publications and research projects. 6. Construction of rainwater harvesting system in the science block of the college. 7. Increasing the number of environment friendly initiatives by NSS and ensuring participation of maximum number of students in such initiative. 8. Promoting participation of students and staff in seminars, workshops, cultural activities organised by the college and external agencies. 9. Promoting activities such as Yoga, physical exercise, meditation etc. related to development of mental and physical fitness of students, faculty and staff. 10. Organization of professional development and administrative training programmes for non-teaching staff.