

Peer Team Report
For Institutional Re-Accreditation of
MANOHARI DEVI KANOI GIRLS' COLLEGE

K.C. GOGOI PATH,

DIBRUGARH

October 13-15, 2011



NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P.O.Box No. 1075, Nagarbhavi, Bangalore – 560 072, INDIA

PEER TEAM REPORT ON Institutional Re-Accreditation of M.D.K. Girls' College Place – K. C. Gogoi Road, Dibrugarh; State— Assam Website:- www.mdkgcol.org	
SECTION: I GENERAL INFORMATION	
1.1 Name & Address of the Institution	Manohari Devi Kanoi Girls' College, K.C. Gogoi Road, Dibrugarh, Assam
1.2 Year of Establishment	05.07.1963
1.3 Current Academic Activities at the Institution[Numbers]	1 – Graduation (14 Subjects) + 3 Others = Total - 4
* Faculties/Schools	02 – Humanities; Social Sciences
* Departments/Centres	14
* Programmes/Courses offered	UG-BA -3yrs; HS-2yrs
*Permanent Faculty Members	F – 33 + M – 11 = Total – 44
*Temporary Teachers	11
*Permanent Support Staff	17 + 01 technical staff
*Students:	1175 + 531 = 1686
1.4 Three major features in the Institutional context [As Perceived by Peer Team]	<ul style="list-style-type: none"> * An affiliated non-Govt. grant-in-aid Girls' College under Dibrugarh University, recognized under 2 (f) and 12 (B) of UGC Act in 1969, committed to the noble cause of female education/women-empowerment. * College enjoying good reputation with its vision to provide healthy environment for teaching-learning and character building; and its mission to instill pedagogic and social values in students. * Overall atmosphere conducive to learning with qualified and dedicated faculties and staff.
1.5 Dates of Peer Team visit	October 13-15, 2011
1.6 Composition of Peer Team which Undertook the on-site visit	
Chairperson	Dr. Prema Jha (Former Vice-Chancellor, TMBU, Bhagalpur, Bihar)
Member Co-ordinator	Prof. Seethamma, Prof. & Head, Economics, Bangalore University, Jnanabharati
Member	Prof. S. Kumudhavalli, Director, BCUD, SNTD Women's University, Mumbai
NAAC Officer	Dr. Ganesh Hegde

SECTION II CRITERION WISE ANALYSIS:	Observations [strength and/or weaknesses] on Key Aspects
2.1. CURRICULAR ASPECTS	
2.1.1 Curriculum Design and Development	<ul style="list-style-type: none"> * Curriculum based on traditional educational and social values reflecting Institution's vision of character building and independent thinking. * Responsibility of developing and restructuring curricula lies with the affiliating University, yet, 12 faculty members as Members of BOS and 7 as members BOE of the University, play an effective role in revamping the curriculum/syllabus. * Inter-disciplinary teaching for selected topics recently introduced; while some more programmes are in pipe line.
2.1.2 Academic Flexibility	<ul style="list-style-type: none"> * As the Institution functions within the constraints of University-developed curriculum, very limited area of academic flexibility available. * Core and Elective options available in almost all disciplines/courses. * Add-on courses, under Home Science Department and Spoken English under English Department promote academic flexibility.
2.1.3 Feedback on curriculum	<ul style="list-style-type: none"> * Direct interaction with students help obtain fruitful feedback on curriculum; besides, alumni also share views in alumni meet. * There is no formal system of feed back. However, College must develop a system to get feedback on wider scale for significant results.
2.1.4 Curriculum update:	<ul style="list-style-type: none"> * Course on Environment has been introduced as per UGC guidelines * Curriculum is revised by the university every five years, last updated in 2007. * Semester system introduced from this academic year restructuring the syllabus.
2.1.5 Best Practices in Curriculum Aspects [if any]:	<ul style="list-style-type: none"> * Teaching environment supplemented through proper ambience and facilities. * Study tours/Project works/assignments, relevant to curriculum and emerging needs, promoted and encouraged.
2.2.TEACHING-LEARNING & EVALUATION	
2.2.1 Admission Process and Student Profile	<ul style="list-style-type: none"> * Admission-related informations available through regional and national level advertisement; college website and local TV channels. * Transparent admission system based on merit

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	<p>and previous academic records followed by interview/written test for Major courses. Also, selected candidates' list displayed prior to admissions.</p> <ul style="list-style-type: none"> * Admissions done in adherence to State Government norms/reservation policies with adequate preference to socially disadvantaged and economically weaker sections.
2.2.2 Catering to the Diverse Needs	<ul style="list-style-type: none"> * Slow and Advanced learners identified through personal counseling, and accordingly, required measures adopted. * College has mechanism, like tutorials etc., for mentoring students. * Three Remedial programmes introduced.
2.2.3 Teaching-Learning Process	<ul style="list-style-type: none"> * Academic calendar with Exam schedules and lesson plans developed and effectively implemented. * Chalk and Talk teaching method is predominant. * Interactive learning through assignments, seminars, discussions, field work, educational tours, projects etc. are used to supplement conventional teaching-learning process.
2.2.4 Teacher Quality	<ul style="list-style-type: none"> * All 44 (P) and 11 (T) teachers, with 17 of them possessing Ph.D and 15 with M.Phil, are qualified, competent and dedicated ones. * With nearly 16% teachers as UGC-conducted NET & SLET qualified, they are all motley mixture of skill, experience and academic excellence. * Self-appraisal of teachers is in practice.
2.2.5 Evaluation Process & Reforms	<ul style="list-style-type: none"> * Schedules with all details of Centralized Evaluation method incorporated in Academic Calendar. * Faculty members actively involved in centralized spot evaluation. * Internal assessment/tests conducted by Exam. Dept. and Departmental Evaluation of students in practice.
2.2.6 Best Practices in Teaching-Learning & Evaluation (if any)	<ul style="list-style-type: none"> * With teacher-students ratio as 1:23, consistent evaluation of students in practice; while faculty members are evaluated by students. * Parents kept informed of their wards' performance

2.3 RESEARCH, CONSULTANCY & EXTENSION	
2.3.1 Promotion of Research	<ul style="list-style-type: none"> * Being an under-graduate college, no M.Phil or Ph.D students. College however, adopts healthy research culture with a good number of faculties engaged in research works/projects encouraged by management. * Incentives to teacher-researchers presenting papers at National/International seminars/workshops etc. * Research committee is yet to be formed.
2.3.2 Research & Publication Output:	<ul style="list-style-type: none"> * Research activities undertaken by Faculties primarily oriented towards contribution to subject knowledge and community development. * Publications by Faculty members include:- <ul style="list-style-type: none"> i. Books - 20 ii. International Journals - 01 iii. National Journals (referred papers) - 18 iv. College Journal - 21 v. Abstracts - 35 vi. Proceedings - 09 vii. Research Articles - 25 viii. Articles - 85 ix. Research Projects (completed) - 08 x. On-going UGC projects (Minor) - 04 xi. Research papers presented in conferences - 14 * Two faculty members are recognized research guides
2.3.3 Consultancy	<ul style="list-style-type: none"> * Except for Home Science and English departments offering free Consultancy services, hardly anything mentionable regarding consultancy services provided by Institution. * College however, needs to explore relevant areas and network in this concern to achieve/ yield significant results.
2.3.4 Extension Activities:	<ul style="list-style-type: none"> * Institutional Community Development Cell looking after village development scheme and community services with active participation of students and faculty members. * In the post-accreditation period, Extension activities have geared-up to a considerable extent with active participation of NCC cadets and NSS volunteers. * Regular outreach and awareness programmes conducted.

2.3.5 Collaborations	<ul style="list-style-type: none"> * College collaborates with some local bodies/NGOs/National and Administrative agencies to organize educational and cultural programmes. * World AIDS campaign organized in collaboration with Association for Socio-Cultural and Environmental Development. * However, collaborative research activity not promoted, nor any MOU signed with any Institution/Industry.
2.3.6 Best Practices in Research, Consultancy & Extension	<ul style="list-style-type: none"> * Commendable research outputs in terms of Paper publications in post-accreditation period. * Institution making progressive headway towards initiating Extension programmes for Community development and Societal changes.
2.4 INFRASTRUCTURE and LEARNING RESOURCES	
2.4.1 Physical Facilities for Learning	<ul style="list-style-type: none"> * Spread over 1.33 acres of land, the college has sufficient physical facilities to keep pace with its academic growth. * Infrastructural Improvements noticed in the post accreditation period. * College needs to plan out some infrastructural facilities for differently-abled students also.
2.4.2 Maintenance of Infrastructure	<ul style="list-style-type: none"> * Specific Budget provisions of about Rs. 11 lakhs made for maintenance on different components. * Following G.B's approval, budget is optimally utilized under management-supervision. * Maintenance/repair of buildings/electrical installations and furniture etc. carried out through contract services. * Classrooms are well maintained.
2.4.3 Library as a Learning Resource:	<ul style="list-style-type: none"> * Housed in an area of about 3600 sq.ft., library services partially computerized, while cataloguing and circulation services fully computerized. * Provides open access to resources by Users; also enjoys NLIST programme initiated by INFLIBNET, * College library-committee formulates and implements various policies/rules; also ensures better and optimal use of library resources and services. * Reprography facility is available.
2.4.4 ICT as Learning Resource	<ul style="list-style-type: none"> * 51 Computers are available for the use of students, teachers and staff. * All departments provided with one laptop each. * The college has a computer center and Wi Fi facility.

<p>2.4.5. Other Facilities</p>	<ul style="list-style-type: none"> * Auditorium, Mini-gymnasium, Canteen, Separate wash-rooms for teacher/students/staffs available. * Though no play ground of its own, college does facilitate games and sports activities. * Inadequate hostel facilities with only 80 seats for girls and also no on-campus Health Care Centre facilities available. * Residential accommodation facility available for non-teaching staff.
<p>2.4.6 Best Practices In the Development of Infrastructure and Learning Resources [if any]</p>	<ul style="list-style-type: none"> * "Best Library User Award" instituted to motivate users. * Book exhibition organized to promote familiarity with "New arrivals" together with orientation programme to create awareness about available library resources and services.
<p>2.5 STUDENT SUPPORT and PROGRESSION</p>	
<p>2.5.1. Student Progression</p>	<ul style="list-style-type: none"> * Even with limited UG courses in Arts faculty only, students' placement records are commendable. * Students' progression, judged through their academic performance in University exams with First class marks and distinctions, records upward trend. * Number of OBC/SC/ST students enrolled increasing, while drop-out rate overall decreasing from 41% to 25%.
<p>2.5.2. Student Support:</p>	<ul style="list-style-type: none"> * Students Aid Fund and Book bank facilities provided to needy ones. * Women issues addressed through Women's Cell, Counselling centre and Grievance Redressal Cell. * Facility of i-collection of fees introduced.
<p>2.5.3 Student Activities:</p>	<ul style="list-style-type: none"> * Students participate actively and enthusiastically in co-curricular and extra-curricular activities. * Alumni association and students union is there. * Wall papers are brought out regularly.
<p>2.5.4 Best Practices in Student Support and Progression</p>	<ul style="list-style-type: none"> * Well-furnished UGC-sponsored Network Resource Centre established in 2010-11 to provide continuous Internet access to students and teachers. * "Topper of the Year" scholarship instituted to promote better academic performance. * Students covered under "Health and Accidental Insurance Policy".

2.6 GOVERNANCE and LEADERSHIP	
2.6.1 Institutional Vision and Leadership	<ul style="list-style-type: none"> * The vision and mission are in tune with Higher Education objectives of empowering women to meet contemporary challenges. * Institution progressing well under able/dynamic leadership of Principal. * Management committed towards all-round development of Institution/students.
2.6.2 Organizational Arrangements	<ul style="list-style-type: none"> * Participatory and consensual practices encouraged through various coordinating committees to foster a spirit of camaraderie. * Frequent meetings between Principal/Vice-Principal and teachers promote healthy work-culture. * Management encourages a sense of belongingness amongst different constituents of the College.
2.6.3 Strategy Development & Deployment	<ul style="list-style-type: none"> * Teachers', Students', Staff's views/ suggestions/ feedback on different issues valued with due consideration by Management. * Perspective plan is not yet formulated. * MIS is yet to be set in place
2.6.4 Human Resource Management	<ul style="list-style-type: none"> * Permanent teachers appointed as per UGC norms with UGC scale of Pay; while temporary teachers, having requisite qualification, appointed on contractual basis. * All appointments made in adherence to State Govt. norms and reservation policies. * Teachers' strength and weaknesses addressed through "Self Appraisal Mechanism".
2.6.5 Financial Management & Resource Mobilization	<ul style="list-style-type: none"> * As Grant-in-Aid Institution, it receives full salary grant from State Govt. against permanent posts; and scholarships for Meritorious/SC/ST/OBC and Minority students. * With adequate budget, college has no financial constraints. Its budgetary requirements met through State and UGC resources. * Income-Expenditure accounts regularly audited by Internal and External agencies.
2.6.6 Best Practices In Governance & Leadership	<ul style="list-style-type: none"> * Active participation of all constituents in academic and administrative decision-making and implementation. * Personal loan to teachers facilitated in case of emergency. * Decentralized functioning mechanism--a healthy practice for encouragement and moral boosting to all.

2.7 INNOVATIVE PRACTICES	
2.7.1 Internal Quality Assurance System (IQAC)	<ul style="list-style-type: none"> * Internal quality Assurance Cell (IQAC) established is functional but needs to be activated. * A healthy mechanism for consistent assessment of students through class-tests/unit-tests/home-assignments/terminal examinations in practice.
2.7.2 Inclusive Practices	<ul style="list-style-type: none"> * In admissions and all its programmes, college adheres to prescribed quotas for socially disadvantaged students. * SC/ST/OBC/MOBC/Minority Students fully enjoy Govt. Scholarships together with essential financial assistance from College as well. * College reserves seats in its academic programmes for differently-abled students.
2.7.3 Stake-holder Relationship	<ul style="list-style-type: none"> * Institution maintains healthy relationship with all its stakeholders. * Not much involvement of stakeholders in the institutional activities /policy making. * Alumni has made some contributions to infrastructural development of the institution.
SECTION III: OVERALL ANALYSIS	Observations[Please limit to Five Major ones only and Use telegraphic language]
3.1 Institutional Strengths	<ul style="list-style-type: none"> * Disciplined, harmonious, and vibrant academic ambience. * Participatory management and decentralized functioning mechanism promote healthy work-culture. * Students provided a healthy platform to display their inherent skill in creative writing through Departmental Wall Magazines. * Providing five" Merit Scholarships" to College-Toppers. * Committed and sincere teachers.
3.2 Institutional Weaknesses	<ul style="list-style-type: none"> * Single Faculty Course hampers and handicaps institutional manifold growth in many respects. * Absence of a long-term realistic future plan. * Poor Consultancy services. * Collaborative research-work culture not yet developed. * Sports activities not promoted to desirable extent owing to lack of play-ground of its own.

<p>3.3 Institutional Opportunities:</p>	<ul style="list-style-type: none"> * Introducing some Self financing/Vocational courses in areas of emerging needs to make the College economically viable /strong; and its 'products' sustainable in job-market. * Research Committee to be constituted to promote healthy research culture * Computer literacy course to be made compulsory for all. * Efforts be initiated to offer PG courses and UG courses in Science and Commerce Faculties. * To encourage women entrepreneurship talent among students.
<p>3.4 Institutional Challenges</p>	<ul style="list-style-type: none"> * College should initiate efforts with concerned authorities of "proper Forum" to launch B.Ed. course. * The College, for its future growth, must expand its physical area, and develop its second Campus with essential infrastructural facilities * Sustainable qualitative academic and administrative standards to be promoted. * Single-gender character of the college creates a climate of high expectations from women; hence, measures to be developed/adopted to enhance their self-confidence. * To initiate institute industry alliances and collaborations.

Section IV: RECOMMENDATIONS for QUALITY ENHANCEMENT of the INSTITUTION
 [Please limit to Ten Major ones and use telegraphic language.]

- A 'Vision document' together with concrete/constructive 'action plan' be developed
- IQAC needs to be activated.
- Teachers be encouraged to serve as Resource persons to greater extent in Orientation/Refresher courses/ Work-shops etc. outside the State also.
- Departments with less than 5 students need to be taken care of.
- Non-teaching staff be encouraged with lucrative incentives to participate in Training/ Skill-development programmes/activities.
- Placement activities and Consultancy Services be encouraged/strengthened.
- Collaborative Research practices, as far as possible, be encouraged/strengthened.
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- Legal literacy be provided to its students [women] through its Women-Empowerment Cell to promote legal awareness of women's rights, and Prevention of Domestic violence.
- College may venture to introduce Career-based /Need-based/Value-based courses
- Sports activities be strengthened for all-round development of students.
- Over-all infrastructural improvement including establishment of necessary laboratories along with sustainable maintenance plans recommended.
- Use of ICT in teaching and learning need to be improved.

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



Seal of Institution

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15.10.11

Signature of the Head of the Institution

Signature of the Peer Team Members

Name	Designation	Signature with Date
Dr. Prema Jha, former V.C., TMBU,[Bihar]	Chairperson	<i>[Signature]</i> 15/10/11
Dr. Seethamma, Prof. & Head, Economics, Bangalore Univ. Jnanabharati.	Member Co-ordinator	<i>[Signature]</i> 15/10/11
Prof. S. Kumudhvali, Director, BCUD, SNDT Women's University, Mumbai	Member	<i>[Signature]</i> 15/10/11
Dr. Ganesh Hegde Assistant Advisor, NAAC	NAAC Officer	

Place: Dibrugarh [Assam]

Date: 15/10/11