SELF STUDY REPORT

FOR

4th CYCLE OF ACCREDITATION

MANOHARI DEVI KANOI GIRLS' COLLEGE

K.C. GOGOI ROAD, KHALIHAMARI, PIN-786001
786001
https://www.mdkgc.online

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Manohari Devi Kanoi Girls' College is a premier institution of women's education in the region. The birth of MDKG College can be traced back to a Governing Body meeting of DHSK College, another premier institute of higher education in Dibrugarh, held on 29th August 1960. In the meeting, the members of the Governing Body, which was chaired by Hanumanbux Kanoi, stressed on the establishment of a Women's College in Dibrugarh. The Chairman assured that he would bear the cost of the building's construction if the college would be named after his wife, Manohari Devi Kanoi. Thereafter, a Sponsoring Committee was formed and the process of establishing the college began.

Accordingly, MDKG College began its journey at DHSK College on 5th July, 1963 with Dr. Jogiraj Basu, a noted Oriental Scholar, as the Principal.The number of students' enrolment in the first batch was 215. The college offering Arts stream shifted to its present campus in 1965 where classes were held in a DFO Bungalow. In order to add to the diversity of programmes and courses, the college has been successful in opening up the B. Sc programme in the 2016-17 academic session with courses in Botany, Chemistry, Computer Science, Physics, Statistics and Zoology.

Over the years, the college has been successful in producing students who have performed extremely well in the university examinations and have opted for further higher education. Besides, the college boasts of an illustrious alumna serving not only the country but also spread far and wide. It is a UGC recognized college under section 2(f) and 12(B).

Vision

Vision of the College:

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

Mission

The mission statements of the College are:

To instill in the students pedagogic as well as social values in turn making them employable and eligible for independent and positive roles in the society.

To democratise higher education to make it accessible to the women of the society along with a sensitisation of social concerns.

To introduce innovative techniques to help make the teaching–learning process more effective.

To develop the potential of the students in extracurricular fields through participation in literary, cultural, sports, and extension activities.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

Strength:

- Dedicated faculty members and a good student strength
- A well- stocked Central Library, departmental libraries, free internet access through Wi-Fi, departmental laptops, LCD projectors, Smart classrooms, well equipped laboratories and other resources
- Brilliant academic performance of the students
- High rate of students' progression to higher studies and placement in future life
- A transparent, well-organized, and wholesome procedure for testing and assessing of students
- Effective implementation of the curriculum is maintained
- Fifty two percent (52%) faculty members have Ph.Ds
- CC TV camera surveillance
- Hostel facility available
- Active NSS Unit, NCC Unit and Career Guidance Cell
- Clean and hygienic food at reasonable price available in the college canteen
- Xerox facilities within the college campus
- Discipline is well maintained and executed through disciplinary committee
- Registered Alumni Association
- Functional PTA helpful in extension activities of the college
- A formal system of collecting feedback from the stakeholders exists which is uploaded in the website
- The IQAC is actively involved in the quality enhancement initiatives of the college
- Management and stakeholders provide support in the formulation and implementation of policies
- Students are encouraged to publish and express their creative pursuits in the in-house handwritten or print magazines and wall magazines
- The various cells, committees, clubs and IQAC are involved in student centric activities
- Situated at the heart of the town with excellent connectivity

Institutional Weakness

Weakness:

- Lack of space for further infrastructural development
- Constraint of space limits the introduction of new courses and the flexibility in selecting the subjects
- No freedom to follow a curriculum of its own
- Financial constraints limit the further development of ICT facilities

Institutional Opportunity

Opportunities:

- Can expand through introduction of Major in hitherto non-available subjects
- Introduce PG courses in various departments
- Offer skill based courses
- Develop soft skill and communication skill of students
- Introduce diploma courses such as tourism,entrepreneurship, etc.
- Faculty members may avail of the research facilities offered by various funding agencies
- Students can be involved in departmental research projects
- Science stream has wider scope for research and consultancy
- Short term courses or workshops can be organized
- Remove the infrastructural inadequacies with grants received from RUSA, Govt. of Assam, etc.
- Quality enhancement programmes for the institution at large and students in particular can be organized

Institutional Challenge

Challenges:

- Constraint of space limits the advancement of co-curricular or extra-curricular activities
- Teachers are often under great pressure in completing their courses as regular classes are hampered by their appointment in other government duties like election, Gunotsav, census etc.
- Slow development of collaborative research activities and consultancy and less quality time for research
- A considerable time is taken to fill up vacant posts (retired) due to government policy
- Cater and fulfill the necessities of the large student strength with limited faculty members

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The college has minimal role in curriculum design since it is framed by the affiliating university. But some of the teachers are members of Board of Studies and they do play a significant role in framing the curriculum. As representatives of the college, they place before the Board of Studies the necessary input from the faculty of the college. At the same time, the college also encourages the faculty members to participate in curriculum related workshops, seminars, etc. so as to enrich themselves as well as the institution. But the institution has an effective framework in place for the implementation of the curriculum. These include measures like strictly adhering to the academic calendar, class routine, syllabi, seminars, discussions, tests, extra classes, use of ICT, etc. For the enrichment of the curriculum, besides regular academic discourses, certain talks, lectures, workshops, seminars, field trips, interactive programmes with the community, etc. are organised from time to time. In so far as academic flexibility is concerned, the students have options to select from a wide range of subjects. Moreover, some skill development courses are also provided so as to enrich their future prospects. In addition, college is conducting sixteen number of Add on courses for greater benefits of the students. A formal system of collecting feedback from the stakeholders exists which is uploaded in the college website.

Teaching-learning and Evaluation

Students are admitted strictly on merit of marks obtained by them in the qualifying examination. The Admission committee comprising of is entrusted with the responsibility of carrying out the whole process of admission justly. The college is mindful of catering to the diverse needs of the students. They are encouraged to interact with the faculty and speak their minds out. The slow and advanced learners are given due attention as per their needs by the departments.

In order to make the learning process more student-centric, interactive and participatory learning, educational tours, use of library and e-resources are encouraged. For effective teaching, use of a well-stocked Central Library, e-resources and ICT is encouraged by the way of providing free internet through Wi-Fi, laptops, LCD projectors, Smart classes, laboratory equipments and the like. Innovative teaching approaches like interdisciplinary lectures, talks by eminent persons, documentary films, interactive sessions, extempore speeches on syllabi related topics, etc. are adopted by the faculty.

The College follows a transparent mechanism for continuous evaluation. The College communicates the progress and performance of students by way of publishing the results on the Notice board, both general and departmental, college website, Prospectus of next year etc. The College also takes care of grievances of the students and tries to redress through efficient ways and means. The college website and prospectus publish information related to students' performance and learning outcomes.

Research, Innovations and Extension

There is a vibrant environment for research in the college. A good number of teachers are actively involved in their Ph.D. research programmes. Some others are involved in research projects, publishing research papers, etc. There is a Research Committee to facilitate the research activities of the faculty Project works, field

surveys, group discussions, seminars, dissertations, use of library resources and ICT are encouraged among students in order to imbibe a spirit of research among them. The college has organized a number of seminars, workshops/ training and sensitization programmes for capacity building among the staff and students.

Since the college does not have direct provision of funding teachers for research, it encourages them to opt for research grants from various funding agencies.

The research facilities available in the college include free and high speed internet connectivity, departmental laptops, enriched central library, computer and language laboratory besides other equipments.

The college regularly publishes "Pracya" the UGC care listed journal.

The institution is devoted towards developing a strong relationship with the neighbourhood and community. Keeping in view its mission, vision and objectives, the institution engages the students in activities related to the society so that a sense of responsibility is instilled in them. The institution promotes these activities through the NSS, NCC, PTA, Alumni Association, IQAC, Health and Sanitation Club, Teachers' Unit, MDKG Students' Union Body, departmental outreach programmes etc.

Infrastructure and Learning Resources

With an area of 1.33 acres and 0.35 acre in the Arts and Science campus respectively, the college functions with grants and aids from the UGC, RUSA, Govt. of Assam, etc. and also to some extent by its own resources. The classrooms are spacious and are equipped with electricity facility, podiums, blackboards, green boards or white boards, even a few with LCD projectors with adequate number of desks and benches. Most of the classrooms are under CCTV surveillance too. There is a well- designed modern central Network centre with advanced audio-visuals multi-media facilities like L.C.D. Projector, Laptop, and each department of humanities is provided Laptop with high configuration of the latest generation which improve power point presentations for the teaching. The institution also has a central library and individual department libraries. Library is well equipped with a large number of books, five computers with internet connectivity, photocopying facility, a spacious reading hall for students, separate Reference Section and reading space for newspaper and periodicals. The eight laboratories are upgraded with advanced laboratory equipments and have enough space to carry out practical classes effectively. The college has a auditorium and a seminar hall which are used for various academic, cultural and social purposes like curricular & co-curricular activities which include seminars, workshop, essay writing competitions, cultural functions etc. Besides, the college has NSS unit and NCC units.

Student Support and Progression

The college publishes its Prospectus annually where all necessary information related to the college and the available support structures for students are explicitly mentioned. The college has some scholarships, freeships, awards, etc. for students who are meritorious, economically backward, sportspersons, and other students

fulfilling specific criterion. The other support structures available are medical insurance, coaching for competitive examinations, personality, entrepreneurial and skill development, etc. They are also encouraged to write articles in the various in-house magazines. They are also facilitated for participating in co-curricular and extra-curricular activities. The Career Counselling and Placement Cell, Gender Sensitisation and Sexual Harassment Complaint Cell, Grievance Redressal Cell, Alumni Association, PTA, IQAC, and departmental faculty members also provide necessary career oriented and psychological counselling.

The pass percentage of the college is well above the university pass percentage The students of the college actively participate in co-curricular and extra-curricular activities. The college seeks feedback from its various stakeholders in order to improve the quality of institutional provisions.

The Students' Union Body is guided by its formed constitution. All student related activities are organised with the full support of the Body. Student representatives are also present in certain committees and clubs.

Governance, Leadership and Management

The Governing Body (GB), the Principal, the IQAC and the staff work together for designing and successful implementation of policies and plans of the College. Various committees for specific purposes are formed with the approval of the GB. The leadership ensures interaction with all its stakeholders in establishing transparency and participation amongst all.

For the maintenance of transparency, the policy initiatives and feedback are communicated to the management and stakeholders through meetings, website, prospectus, newsletter, etc. by the Principal. The Grievance Redressal Cell, the Sexual Harassment and Complaint Cell, the Anti-Ragging Cell, the Women Cell and the IQAC are involved in registering and addressing the stakeholders' grievances.

The authority of the college encourages its teaching and non-teaching staff in their empowerment through participation in seminars, workshops, training programmes, publications and the like.

The College has an efficient mechanism to monitor effective and efficient use of available financial resources. The college maintains various funds like general fund, games fund, examination fund etc., whose accounts are maintained in various nationalized and regional banks; separate cash book, ledger book, pass book, cheque book are used for transaction. The main sources of funds are students' fees, development fund from UGC, conference and seminar grants received from various sources, etc.

The IQAC of MDKG College was established in 2005. Since then, the IQAC has been involved in quality assurance initiatives with the participation of the stakeholders at various levels. The initiatives of the IQAC have been wholeheartedly supported by the management in their implementation.

Institutional Values and Best Practices

Located in the hub of the town, the institution has always strived to introduce new and innovative practices and to implement them into best practices in the long run. Keeping in mind this mission, the institution has introduced an array of practices and programmes. Academic and awareness programmes, workshops on value system, climate change, etc were regularly held to encourage behavioural display in the right direction. The institution also strived towards regular publication of college magazines, departmental wall magazines and handwritten magazines to encourage the writing and creative skills of the students.

The PTA of the institution was formed to involve stakeholder parents in the welfare of the college. Extension activities, awareness programmes, are taken up regularly by various clubs, cells and committess.

A cleanliness drive was also initiated by the IQAC aimed at achieving a cleanliness programme by enthusiastic students of the college for maintaining a clean campus including departments, laboratories, etc. Online mode of collecting feedback was introduced by IQAC and the alumni were the first stakeholders to use this mode for the submission of feedback.

The constitution of the students' Union Body was framed by the committee formed by the IQAC. Online admission of students has made the process more systematic and precise. Adhering to the concept of "Cashless India", the college has installed two POS machines for cashless transaction within the campus in administrative affairs.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	MANOHARI DEVI KANOI GIRLS' COLLEGE
Address	K.C. Gogoi Road, Khalihamari, Pin-786001
City	Dibrugarh
State	Assam
Pin	786001
Website	https://www.mdkgc.online

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal	Nibedita Phukan	0373-322602	9435033424	-	iqacmdkg@gmail.com
IQAC / CIQA coordinator	Utpal Sut	-	9435034142	-	utpalsut6@gmail.com

Status of the Institution	
Institution Status	Constituent

Type of Institution	
By Gender	For Women
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details

State	University name	Document
Assam	Dibrugarh University	[View Document](#)

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	06-03-2012	[View Document](#)
12B of UGC	06-03-2012	[View Document](#)

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	K.C. Gogoi Road, Khalihamari, Pin-786001	Urban	1.33	1482

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Assamese,	36	Higher Secondary	Assamese	72	61
UG	BA,Bengali,	36	Higher Secondary	Bengali	30	1
UG	BA,Economics,	36	Higher Secondary	English + Assamese	60	29
UG	BSc,Economics,	36	Higher Secondary	English + Assamese	10	0
UG	BA,Education,	36	Higher Secondary	English + Assamese	46	37
UG	BA,English,	36	Higher Secondary	English	72	57
UG	BA,Geography,	36	Higher Secondary	English + Assamese	45	42
UG	BA,Hindi,	36	Higher Secondary	Hindi	30	3
UG	BA,History,	36	Higher Secondary	English + Assamese	45	12
UG	BA,Home Science,	36	Higher Secondary	English + Assamese	46	17
UG	BA,Mathematics,	36	Higher Secondary	English + Assamese	10	0
UG	BSc,Mathematics,	36	Higher Secondary	English + Assamese	20	2
UG	BA,Philosophy,	36	Higher Secondary	English + Assamese	40	18
UG	BA,Political Science,	36	Higher Secondary	English + Assamese	72	68
UG	BA,Sanskrit,	36	Higher Secondary	English + Assamese	10	1
UG	BA,Sociology,	36	Higher Secondary	English + Assamese	72	59

UG	BSc,Botany,	36	Higher Secondary	English	50	9
UG	BSc,Chemistry,	36	Higher Secondary	English	50	13
UG	BSc,Computer Science,	36	Higher Secondary	English	30	9
UG	BSc,Physics,	36	Higher Secondary	English	50	4
UG	BSc,Statistics,	36	Higher Secondary	English	10	5
UG	BSc,Zoology,	36	Higher Secondary	English	50	30
PG	MA,Assamese,	24	Under Graduate	Assamese	22	21

Position Details of Faculty & Staff in the College

	Teaching Faculty											
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				12				29			
Recruited	0	0	0	0	4	8	0	12	7	22	0	29
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				16
Recruited	11	4	0	15
Yet to Recruit				1
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	3	5	0	4	13	0	25
M.Phil.	0	0	0	0	3	0	2	5	0	10
PG	0	0	0	1	0	0	1	4	0	6
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	5	0	5
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	0	0	0	3	6	0	9
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	3	0	3
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	0	0	0	0	0
	Female	505	20	0	0	525
	Others	0	0	0	0	0
PG	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Category		Year 1	Year 2	Year 3	Year 4
SC	Male	0	0	0	0
	Female	108	97	116	77
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	210	212	267	294
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	530	534	637	413
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	453	421	501	435
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	67	135	181	135
	Others	0	0	0	0
Total		1368	1399	1702	1354

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	NEP (2020) states that "Education will be aimed at developing all capacities of human beings-intellectual, aesthetic, social, physical, emotional and moral in an integrated manner". For such an integrated approach the institution visions to implement both formal and open and distance education modes for higher education. NEP 2020 states multidisciplinary and a holistic education across the sciences, social sciences, arts, humanities and sports for a multidisciplinary world in order to ensure the unity and integrity of all knowledge. A multidisciplinary approach leading to development of critical thinking, application of knowledge, good communication and flexibility is what the institution

	will strive to achieve. Presently MDKG College has implemented several skill enhancement courses under CBCS keeping in view multidisciplinary/interdisciplinary approach. Students are exposed to community engagement through courses like Vermicomposting etc. Dibrugarh University has approved the following subjects as add-on courses to be offered by the MDKG College vide letter no. DU/DR- A/6-1/22/484 dated 6th May,2022. 1. Introduction to Goods and Services tax 2. Certificate course on Recitation (Bengali and Assamese) 3. Vermicompost technology 4. Basic software application in Chemistry 5. Computer Application 6. Photoshop and Animations 7. Pedagogy in teaching and learning 8. Certificate course in functional English Page 6/64 22-05-2023 04:30:29 Annual Quality Assurance Report of MANOHARI DEVI KANOI GIRLS' COLLEGE 9. Fundamentals of rural development 10. Basics of Tourism Management 11. Health and Wellness(T) 12. Health and Wellness(P) 13. Digital and Information literacy 14. Applied yoga for Holistic Health 15. LATEX for beginners 16. Human Rights and Duties 17. Gender and Culture
2. Academic bank of credits (ABC):	MDKG College is affiliated to Dibrugarh University and offers Choice Based Credit System (CBCS) Undergraduate course in Arts and Science stream. Students are brought to the notice of Academic bank of credit and Digi Locker. MDKG College has signed Memorandum of understanding (MOU) with Gargaon College of Sibsagar district and Tinsukia college of Tinsukia district and Kaushik Education Foundation of Dibrugarh for collaboration in student exchange, faculty exchange, campus interview and organizing conferences and seminars.
3. Skill development:	For soft skill development, MDKG College is doing different activities such as creative writing competition, on the spot poster making competition among students with an aim of enhancing students' creative capabilities especially in the field of literature. Skill Enhancement Course [SEC I & II (Each 2 Credit)] is compulsory for each student. Student must select any one course from the skill enhancement courses as mentioned below- 1. Basics of teaching in elementary level. 2. Photoshop 3.Library Science 4. Social Justice (Human Rights). Page 7/64 22-05-2023 04:30:29 Annual Quality

	Assurance Report of MANOHARI DEVI KANOI GIRLS' COLLEGE 5. Entrepreneurship development 6. National Service Scheme (NSS) 7. Vermicopst 8. Travel and Tourism MDKG College is conducting various activities for inculcating value education and positivity amongst the learners. The institution organizes different activities and competition among the students such as quiz competition, wall magazine competition, science exhibition, cultural rally, singing, dancing, recitation for motivating the students and developing curiosity, enhancing creativity, mutual love, respect and understanding.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	Our institution has a positive approach towards integration of Indian knowledge and rejuvenation of Indian languages, arts and culture. Our institution has offered honours and non- honours courses in Indian languages i.e. Hindi, Assamese and Bangla as per the curriculum of Dibrugarh University. Our institution has encouraged English medium in Honours and non honours course can be written in both English and vernacular languages. The department of Assamese has been continuously organizing webinars and talk programme since 2020 and students of the department regularly publish handwritten magazine every year.The Department of Sanskrit of our institution publishes "Pracya ". This journal is considered by the UGC as UGC-CARE LIST journal.
5. Focus on Outcome based education (OBE):	As an initiative to transform the curriculum towards outcome based education (OBE), steps have been taken to introduce a few add-on courses like Introduction to Goods and Services tax, Certificate course on Recitation(Bengali and Assamese),Vermicopst technology, Basic software application in Chemistry, Computer Application, Photoshop and Animations, Pedagogy in teaching and learning, Certificate course in functional English, Fundamentals of rural development, Basics of Tourism Management, Health and Wellness(T), Health and Wellness(P), Digital and Information literacy, Applied yoga for Holistic Health, LATEX for beginners, Human Rights and Duties, Gender and Culture in the institution and some of them are different SEC courses of 2 Credits are taught in the 3rd and 4th semesters which Basics of teaching in elementary level, Photoshop, Page 8/64 22-05-2023 04:30:29 Annual Quality Assurance Report of MANOHARI DEVI KANOI GIRLS' COLLEGE

	Library Science, Social Justice (Human Rights),Entrepreneurship development, National Service Scheme (NSS),Vermicopst and Travel and Tourism. Some of the good practices of the institution pertaining to outcome- based education (OBE) in view of NEP, 2020 are as follows: 1. IQAC of the college conducted two programs on Intellectual Property Rights (IPRs).One was conducted on 16th July, 2021 and other was organized on 24th May, 2022. 2. Students counseling programme was conducted by cell for innovation and best practices on 7th October, 2021. 3. The department of Physics conducted online webinar on Journey to Black holes on 1st July, 2021. 4. Slogan competition on energy conservation was organized by Eco- Club to commemorate world energy day on 14th December, 2021 in the college premises. 5. College organised an orientation programme on preparation for Indian Administrative Service (IAS) on 8th April,2022. Mr.Swapnanil Baruah, Retired IAS Officer delivered speech on Right guidance on right time as resource person. 6. Mahindra Pride group conducted employability skill workshop for six semester students of the college from 2nd,2022 to 13th May,2022 under aegis of authority of Mdkg College. 7. Computer science department conducted one day hands training on how to prepare MS-WORD and Power point presentation to commemorate National technology day on 11th May, 2022. 8. Computer Science department in collaboration with IQAC of the college conducted three day workshop computer literacy program from 26th to 28th May, 2022 in the college for the students.
6. Distance education/online education:	Several efforts have been made for the development and use of technological tools for teaching, learning activities. Some of them are as follows: 1. For the classroom delivery of teachers, several departments use projectors for power point presentation, along with education tools like charts, models etc. 2. The Central Library offers the facility of online e-resources through N-LIST to the students 3. Online classes are taken by the faculty members via Zoom App, Google Meet and Teach mint App.

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	Electoral Literacy Club has been setup in MDK Girls College on 8th December, 2023 as per Director of Higher Education of Assam letter no ECF No. 367882/2. As per guidelines of formation of ELC, the Electoral Literacy Club of MDK Girls College has been setup.
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	Yes. The students' co-ordinator and co-ordinating faculty members are appointed by the college authority on 8th December, 2023 as per reference number MD/AD/DHE/Formation/ELC/2023/No2558 dated 08/12/2023 and this ELC is functional and are representative in character. The ELC of MDKG College is comprised of the following members Nodal Officer: Dr. Anita Sharma (Assistant Professor, Department of Political Science) Campus Ambassador: Dr. Jogesh Das (Assistant Professor, Department of Political Science) Students' representatives: 1. Miss Jukta Rani Deka, 5th semester (Arts) [Student Coordinator] 2. Miss Liza Gogoi, 3rd semester (Arts) 3. Miss Priyanka Gogoi. 1st semester (Arts) 4. Miss Sagarika Chakraborty, 5th semester (Science) 5. Miss Tanisha Kakoty, 3rd semester (Science) 6. Miss Queen Tamuli, 1st semester (Science) Yes, ELCs represents 1st, 3rd and 5th semester students from both Arts and Science stream of the college. It includes teacher representatives also.
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.	Yes, The innovative programmes and initiatives undertaken by the ELCs. The ELCs encourage the students of the college to participate the programmes conducted by District Election Officer in the college premises regarding participation of voters in election process, conduct of poll and voter awareness campaigns before parliamentary election 2024. Before formation of ELCs the college authority encourages students to extend their cooperation in conducting different training programmes of election in the college premises. The college observes Voter's Day on 25th January every year.
4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in	Democratic values are the foundation of a fair and just society. They encompass principles such as equality, freedom, justice, and participation. Encouraging democratic values involves promoting active citizenship, ensuring inclusivity, and fostering

electoral processes, etc.	a culture of participation and representation. This report focuses on insights gained from conducting a mock parliament and case studies on voting behavior, women's participation and other issues. The Department of Political Science and Philosophy conducted the following activities to encourage democratic practices. Mock Parliament: A simulated parliamentary session involving participants from 1st Semester (NEP).Assuming roles of members of parliament, debating bills, and making decisions are the key features of mock Parliament. Case Studies (Department of Political Science): Multiple Numbers of case studies on divergent subjects related with Democratic values and ideals were carried out .Detailed analyses of voting behavior and women's participation and other issues were included. i. These activities helped to assert-Engagement and Awareness. Participants gained a deeper understanding of parliamentary procedures, the importance of debate, and the complexities of decision-making. ii. Critical Thinking: The exercise fostered critical thinking and public speaking skills among participants. iii. Empathy and Representation: Assuming different roles helped participants appreciate diverse perspectives and the need for representation. iv. Understand the Influence of Socio-Economic Factors: Education, income level, and social status significantly influence voting behavior. v. Identity barriers to Participation: Cultural norms, lack of education, and limited access to resources hinder women's participation in democratic processes. The college authority conducted the voter awareness programme on voter helpline act and voter registration camp on 21st November, 2021 at the auditorium of the college to create awareness among the students about the mechanism of voter registration and use of helpline act in electoral process. NSS unit of MDKG College in collaboration with SVEEP cell of Dibrugarh District Administration organised Voter awareness campaign on 5th April, 2024 in room no.1. of Arts block of the college to sensitize the students about their voting rights in slogan "Mera Pehla Vote Desh Ke Liye"
5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible	The college authority in association with District Administration organize the programmes for enrolling the students above 18 years in the electoral roll and create awareness among the students of their

students as voters.	right to vote as a good citizen of the country. The students are also sensitize to enroll their name in voter list with the help of BLOs of their locality.

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2023-24	2022-23	2021-22	2020-21	2019-20
1354	1702	1405	1374	1350

File Description	Document
Upload Supporting Document	[View Document](#)
Institutional data in prescribed format	[View Document](#)

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 57

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.2

Number of teaching staff / full time teachers year wise during the last five years

2023-24	2022-23	2021-22	2020-21	2019-20
57	57	57	56	57

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2023-24	2022-23	2021-22	2020-21	2019-20
38.91820	37.88063	102.86645	22.57448	107.58927

File Description	Document
Upload Supporting Document	View Document

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1

The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

MDKG College, a premiere institution of Higher education in upper Assam is affiliated to Dibrugarh University. Being an affiliated institution, the course curriculum for different degree and master degree programmes have been designed by the University. The planning and implementation of the curriculum is thus carried out in accordance to the university guidelines.

Planning

1. Academic Committee: The College has an academic committee headed by the Principal, Vice Principal and five members. The Committee looks into different academic activities to be carried out in the college.
2. College Prospectus: The Prospectus Committee of the college prepares the Annual College Prospectus. The college prospectus incorporates information about all the courses offered by the college, admission process and various activities of the college.
3. Academic Calendar: At the very onset of the academic session, the college goes through the academic calendar received from the affiliating university and framed its own academic calendar. The academic activities including curriculum delivery and implementation throughout the session are carried out in accordance with it.
4. Master Routine: The college has the master routine for all the honours and generic courses of the different departments prepared by the Routine Committee along with Academic Committee of the college. Routine is prepared by taking into account the credit points given in the syllabus prescribed by the affiliating university.
5. Teaching Plan: Based on the allotted teaching topic and contents in the syllabus distribution, teachers prepare their "teaching plan".
6. Teachers Diary: The faculty members maintain a Teacher's Diary to note down the topics taught and teaching methods applied eachday.
7. Members of Board of Study (BOS) of the Affiliated University: The faculty members of thecollege from different departments are members and special invitees of BOS of the Affiliated University and participate in the preparation of the syllabus and other activities.

Implementation

1. Infrastructural facilities:TheCollegehas infrastructuralfacilitiessuchasa good library with plenty of books and N-LIST facilities,smartclassrooms,well-equippedlaboratories fordelivery of the curriculum.
2. Participatory teaching methods and techniques:

· 　　* Field Trip

· 　　* Seminar and group discussion

　　* Assignments

　　3. Use of Information and Communication Technology (ICT): The college has ICT enabled classroomswhich provides interactive learning experiences to the students and enhances engagement and comprehension among students by catering to their diverse learning needs and demands.

　　4. Parent-Teacher Meet: Parent-teacher meetings are held at regular intervals to acquaint the parentsregarding the progress of their wards and to discuss about the future measures to be taken to improve their performance.

5. Continuous evaluation of the students:

* The college follows the evaluation norms of the affiliating university.

* The internal assessment tests are scheduled by the departments as per the academic calendar of the College.

*   Student seminars, home assignment, group discussion, project report, field study etc. are also conducted by certain departments from time to time.

* For continuous assessment of practical classes, keen observation of practical done by each student in the laboratory, regular attendance of the students is maintained.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

1.2 Academic Flexibility

1.2.1

Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

Response: 16

File Description	Document
List of students and the attendance sheet for the above mentioned programs	[View Document](#)
Institutional programme brochure/notice for Certificate/Value added programs with course modules and outcomes	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Evidence of course completion, like course completion certificate etc. Apart from the above:	[View Document](#)

Other Upload Files	
1	[View Document](#)

1.2.2

Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

Response: 5

1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

2023-24	2022-23	2021-22	2020-21	2019-20
320	19	00	00	20

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

1.3 Curriculum Enrichment

1.3.1

Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in transacting the Curriculum

Response:

The college provides a course curriculum that integrates crosscutting issues relevant to professional ethics, gender, human values, environment and sustainability.

1. Professional Ethics

- BA Generic Elective in Philosophy includes Applied Ethics which addresses Professional Ethics
- B.A. Honours in Sociology includes Sociological research methods which addresses objectivity in social sciences.
- B.A. Honours in Sanskrit includes Self-Management in Gita which addresses Professional Ethics.

2. Gender

- BA Generic Elective in Education includes Gender and Education
- B.A. Honours in Sociology includes Sociology of Gender.
- BA Generic Elective in Political Science includes Feminism: Theory and Practice.
- BA Honours in English includes Women's Writing and Literary Criticism which addresses Gender issues.
- B.A. Honours in Economics includes Development Economics-I which addresses Gender Development Index.
- B.A. in Geography includes Human, Social and Cultural Geography.

3. Human Values

- BA Honours in Sanskrit includes Art of Balanced Living which addresses Self Presentation, Concentration and Refinement of behaviour.
- BA Honours in Sociology includes Sociology of India which addresses Ideas of India: Gandhi and Ambedkar, Indological Approach.
- B.A. Honours in Geography includes Social Geography which addresses human values.

4. Environment and Sustainability

- BA Honours in Home Science includes Life Science (P).
- BA Honours in Sociology includes Agrarian Sociology.
- BA Honours in Geography includes Environmental Geography.
- BA Generic Elective in Political Science includes Governance: Issues and Challenges which addresses Environmnental Governance.
- BA Honours in Economics includes Public Economics which addresses Environment and Sustainability.
- BA Honours in Sanskrit includes Environmental Awareness in Sanskrit Literature.
- B.Sc. in Botany includes Basics of Vermicompost which addresses proper disposal of organic waste for a cleaner environment.
- B.Sc. Honours in Chemistry includes Green Chemistry.
- B.Sc. Honours in Zoology includes Principles of Ecology which addresses restoration of biodiversity.

The Programmes and Activities: MDKG College addresses cross cutting issues by organizing different

programmes and activities too:

Gender Issues:

To promote gender sensitivity among students the Womens' Cell, Teachers' Unit of MDKG College organizes popular talks, Orientation Programmes, Postering, Streetplay, Competitions etc. and observes International Women's Day. Gender Sensitisation Action Plan is being adopted by Internal Complaint Committee of the college.

Human Values and Professional Ethics:

NCC,NSS, different cells under IQAC of the College are regularly organizing events like International Yoga Day,World Environment Day,Human Rights Day,Independence Day,National Voters' Day,Rashtriya Ekta Diwash,Constitution Day,Spot essay writing competition,NSS Day,Mera Maati Mera Desh,Awareness programme on POCSO Act,Pledge taking ceremony for Tobacco free youth,Vaccination day,Road Safety Week,Blood donation camps,leadership development camp,fit India awareness programme,health awareness camps etc. which help to inculcate human values and professional ethics among students.

Environment and Sustainability:

IQAC,NSS,NCC,Eco Club,Students'Union is actively engaged in both in and outside campus activities for orienting studentson environmental issues. Cleanliness is a best practice of the college and all the stakeholders of the college contribute in this field. The College regularly celebrates World Environment Day,Puneet Sagar Abhiyan, Earth Day etc. to promote environmental awareness among students. Street play on pollution control (NCC), cleanliness drive, Swachata Pakhowara, observation of Ban Mahotsav Week, Azadi ka Amrit Mahotsav, Amrit Briksha Andolan, workshop on solid waste management by NSS and NCC.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

1.3.2

Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 22.82

1.3.2.1 **Number of students undertaking project work/field work / internships**

Response: 309

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

1.4 Feedback System

1.4.1

Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website

Response: C. Feedback collected and analysed

File Description	Document
Feedback analysis report submitted to appropriate bodies	[View Document](#)
At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.	[View Document](#)
Action taken report on the feedback analysis	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)
Link of institution's website where comprehensive feedback, its analytics and action taken report are hosted	[View Document](#)

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1

Enrolment percentage

Response: 57.02

2.1.1.1 **Number of seats filled year wise during last five years (Only first year admissions to be considered)**

2023-24	2022-23	2021-22	2020-21	2019-20
460	450	555	483	423

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2023-24	2022-23	2021-22	2020-21	2019-20
810	810	810	810	918

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Document related to sanction of intake from affiliating University/ Government/statutory body for first year's students only.	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

2.1.2

Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years

Response: 37.5

2.1.2.1 **Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)**

2023-24	2022-23	2021-22	2020-21	2019-20
18	42	36	39	42

2.1.2.2 Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years

2023-24	2022-23	2021-22	2020-21	2019-20
128	86	86	86	86

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Copy of communication issued by state govt. or Central Government indicating the reserved categories(SC,ST,OBC,Divyangjan,etc.) to be considered as per the state rule (Translated copy in English to be provided as applicable)	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

2.2 Student Teacher Ratio

2.2.1

Student – Full time Teacher Ratio
(Data for the latest completed academic year)

Response: 23.75

2.3 Teaching- Learning Process

2.3.1

Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences and teachers use ICT- enabled tools including online resources for effective teaching and learning process

Response:

MDKG College integrates a number of student-centered techniques into its experimental

learning,participatory learning,and problem-solving methodologies in order to improve learning opportunities and support efficient teaching strategies.

Experiential Learning: The following actions are taken in order to foster professional abilities,programming abilities,and experimental knowledge through practical experience,confidence-building,and the capacity to work in theoretical classes and laboratories in a project-based manner.

- Project work with laboratory-based studies in Departments of Botany,Chemistry,Physics,Zoology,Education,Geography and Home Science.
- Field Projects in local area including survey by the Department of Botany,Education,Geography,Home Science,Zoology
- Study tours such as field visits to wildlife sanctuary,national park,reserve forests etc. bythe Department of Botany, Geography and Zoology.
- Skill based courses such as photoshop,vermicompost,enterpreneurship etc are introduced to students to develop skills for future self employment.
- Guest lectures by noted academicians from nearby universitiesParticipative learning: The following exercises are taken into consideration to encourage social conduct and participatory abilities.
- Regular student seminars are organized to improve the ability of students to express their views and opinions by developing their communication skills. They are also encouraged to present their seminar paper with the help of ICT tools like Power Point Presentations in classroom.
- In order to enable students to share, evaluate,and develop their knowledge,group discussions are held as part of participatory learning.
- Students participate in tour programs that increase their ability for participation.
- Collaborative activities such as preparation of Wall Magazines,Departmental Forums,Freshman Socials,and Farewells are held to encourage students to work together unitedly.
- As a component of their participatory learning,Botany students take part in the creation and marketing of Vermi-Compost.
- Regular events like popular talks and memorial letures by resource persons are organized on a regular basis.

Problem solving methods: The College organizes the following events to help students become more skilled at addressing problems:

- Subjects like Physics,Chemistry,Zoology,Mathematics,Botany are taught that equips students with the knowledge and abilities necessary to solve scientific problems.
- Softwares such Microsoft Office,MATLAB,Blender,Dev C,SCILAB,HTML, Java Script, LTspice, Linux Operating Systems are used as problem solving tools in computer related courses.
- As part of problem-solving techniques, students are taught life skills like yoga, meditation, drug awareness programs.
- College NCC cadets learn how to solve problems by participating in many different kinds of activities organized for them to tackle various situations and circumstances.
- The students of the NSS wing of the college take part in a variety of social and environmental awareness programs.
- All the stakeholders of the institution believe in scientific temperament and to promote and retain this ideology different Units, Clubs and Departments organize divergent programs addressing different issues concerning nature and science. Prominent among such events are observing by

National Science Day and World Environment Day, by organising quiz, popular talks, seminar presentations and tree planting. Efforts are also being made to form a Science Society of the college to undertake more collaborative activities to promote scientific notion and temperament.

- Students are assigned home assignments to help them become more proficient problem solvers.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.4 Teacher Profile and Quality

2.4.1

Percentage of full-time teachers against sanctioned posts during the last five years

Response: 95.62

2.4.1.1 **Number of sanctioned posts year wise during the last five years**

2023-24	2022-23	2021-22	2020-21	2019-20
61	62	61	56	57

File Description	Document
Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)	[View Document](#)

2.4.2

Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)

Response: 60.92

2.4.2.1 **Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years**

2023-24	2022-23	2021-22	2020-21	2019-20
35	35	36	33	34

File Description	Document
List of faculties having Ph. D. / D.Sc. / D.Litt./ L.L.D along with particulars of degree awarding university, subject and the year of award per academic year.	[View Document](#)
Institution data in the prescribed format	[View Document](#)
Copies of Ph.D./D.Sc / D.Litt./ L.L.D awarded by UGC recognized universities	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1

Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Response:

Manohari Devi Kanoi Girls' College is affiliated to Dibrugarh University. As a whole, the college adheres to the university's evaluation process. Dibrugarh University has periodically taken a number of steps to improve and modernize examination reforms. Beginning with the
2019–2020 academic years, the institution implemented the Choice Based Credit System into the UG and PG level semester patterns. The CGPA assessment system is used in all CBCS courses. Every end semester and in semester exam is administered in compliance with the affiliated
university policies. However, for Continuous Internal Evaluation (CIE), the college uses the following metrics:
? Home assignments, seminar/group discussions, attendance and two sessional examinations make up the in-semester exams.
? Quizzes are organized by the various departments.
? 80% attendance is compulsory for the students in a semester. Moreover, for the students of NSS and NCC relaxations are given on genuine ground.
? At the start of every session, an orientation program is held to inform the students about all other college policies and procedures like attendance requirements and exams.
? Two sessional examinations are conducted by each and every departments in every semesters.
? The sessional examinations are conducted according to the academic schedule given by the university.
? Time table for each exam is well prepared and communicated to students at least one week earlier.

? Evaluated answer scripts are shown to the students and if they come across any doubt, clarification is given by faculty members.
? Students must submit an application for a second reading in the required forms for any grievances pertaining to the end semester examination. The Principal forwards the application to university for the purpose.
? If the students have any complaints about the re-scrutiny marks, they can also use the RTI process to

have their issues resolved.

File Description	Document
Provide Link for Additional information	[View Document](#)

2.6 Student Performance and Learning Outcomes

2.6.1

Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website

Response:

Since the academic session 2019 for undergraduate honors programs in the Arts and Science Streams, Manohari Devi Kanoi Girls; College, an affiliated college under Dibrugarh University, has been adhering to the broad framework of the curriculum of the Three-Year Degree Course (CBCS), as designed by the Affiliating University. The College Administrator and the HoDs take the necessary steps to ensure that classes are held on a regular basis, that syllabi are completed, and that there is sufficient infrastructural facilities such as reading materials in the library and ensures that sufficient equipment for classrooms and laboratories are provided. The Programme Outcomes and the Programme Specific Outcomes of the College are developed by the respective departments of the College collectively by the Head(s) of the Departments and Faculty members. The college website displays both the program outcomes and the program-specific outcomes. The course outcomes are also available to students on the college website. Additionally, during the Orientation Program at the start of each academic session, these are also explained to the students.

File Description	Document
Provide Link for Additional information	[View Document](#)

2.6.2

Attainment of POs and COs are evaluated.

Explain with evidence in a maximum of 500 words

Response:

The College continuously monitors the academic progress of students to ensure the attainment of programme outcomes and course outcomes. To attain the Course Outcome, every department of the college makes an effort by preparing teaching plan through proper discussion among the faculty members through departmental meetings before commencement of academic session.

The College regularly evaluates the attainment of Programme Outcomes and Course Outcomes to assess the teaching learning process and also to figure out the outcomes for the students. The College adopts the following mechanism to evaluate the Programme Outcome and Course Outcome.

1. The sessional examination marks: Sessional examinations are conducted by the College as per the academic calendar of affiliating University to observe the knowledge of the students. This is done on the basis of marks secured by the students in their sessional examination.

2. Result analysis: The attainment of Programme Outcome and Course Outcome is done through the result analysis. Each and every department of the college do the result analysis and it is convey to the students.

3. Departmental seminar and Group discussion: The departments organize departmental seminars, group discussions, quizzes, mock test etc. to assess the programme outcome and course outcome.

4. Project and Home Assignment: The students are assigned projects and home assignments on particular topics to measure their knowledge and comprehension.

5. Student's progression and placement: Student's progression and placement report is prepared by each department of the College to measure the attainment of programme outcomes in the College.

6. Feedback mechanism: Feedback taken from students and their parents on the course curriculum and teachers' performance help to assess the teaching-learning and evaluation system of the college.

7. Parent-teachers meet: the college and the departments conduct the Parent- Teacher Meets regularly to review the teaching-learning and evaluation process.

8. Alumni meet: Alumni meets are organized by the alumni association of the college and also by the departments to evaluate the teaching-learning and evaluation process.

9. Mentor-Mentee process: The College has been continuously adopting the Mentor-Mentee process since 2018 to assess the performance of the students in their sessional and end examination of each semester. This Mentor-Mentee process also entails the psychological counseling of the students including their academic performance.

10. Career counselling cell: The College has a permanent Career Counseling and Placement Cell to offer proper guidance to the students on various career options and employability avenues.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.6.3

Pass percentage of Students during last five years (excluding backlog students)

Response: 82.12

2.6.3.1 **Number of final year students who passed the university examination year wise during the last five years**

2023-24	2022-23	2021-22	2020-21	2019-20
348	341	368	336	348

2.6.3.2 **Number of final year students who appeared for the university examination year-wise during the last five years**

2023-24	2022-23	2021-22	2020-21	2019-20
398	392	425	419	486

File Description	Document
Institutional data in the prescribed format	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1

Online student satisfaction survey regarding teaching learning process

Response: 3.39

File Description	Document
Upload database of all students on roll as per data template	[View Document](#)

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1

Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)

Response: 7

3.1.1.1 **Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)**

2023-24	2022-23	2021-22	2020-21	2019-20
7	00	00	00	00

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.2 Innovation Ecosystem

3.2.1

Institution has created an ecosystem for innovations, Indian Knowledge System (IKS),including awareness   about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident

Response:

On 4th March, 2020, a core committee meeting was held and accordingly an IPR cell was established with Anirban Singha as the co-ordinator. As such, number of IPR workshops and webinar/seminar are:

One day workshop on IPR on 31st October, 2019. Dr. Pankaj Das, coordinator of IPR cell of Dibrugarh University and Rishav Jyoti Bora, Assistant Professor, Centre for Judicial Studies, Dibrugarh University, delivered speech as the resource persons.

Webinar on IPR (Threats of plagiarism and its way out) on 16th July, 2021. Dr. Parismita Sarma, Assistant Professor, Department of Information Technology of Gauhati University acted as resource person of the webinar.

One day workshop on IPR with special focus on copyright on 24th may, 2022. Dr Pankaj Chetia,

coordinator of IPR cell of Dibrugarh University acted as resource person of the workshop.

One day workshop on the role of IPR in supporting and empowering women innovators on 12th September, 2022 under the aegis of IQAC of MDKG College in collaboration with BPIIT IPR Chair, Tezpur University.

National Science Day from 2020 to 2024 has been celebrated and various lectures of prominent scientists, poster and model competitions, photography competitions etc. are held.

Programme on Draft of New Education Policy, 2020 was held on 29th October, 2019. Resource person: Dr. Dilip Kumar Bhuyan

One day national level webinar was organized on 11th January, 2021 on "NAAC related quality enhancement techniques and related documentation." Resource person: Dr N.S. Dharamdhikari

Seminar on Clinical Research and Career Opportunities on 20th June, 2022. Resource persons: Dr Subhrajyoti Bhowmick, Clinical and Academic Director of Peerless Hospital and Mr. Kalyan Debnath, CEO of Peerless Skill Academy

Programme on Holistic Wellness, Grow and Glow for Healthy Life on 3rd September, 2022. Resource person: Miss Nasifa Khatun, Multi Skill Counsellor of AMCH Dibrugarh

Two day workshop on Research and Publication Ethics, 8th and 9th May, 2023. Resource persons: Dr. Sadiq Hussain, System Administrator (EDPS), Dibrugarh University, Dr. Utpal Das, Librarian, Dibrugarh University, Dr. Rizia Begum Laskar, co-ordinator of Research, Innovations and Extension cell of M.D.K.G. College

Dr. Gitanjali Baruah and Anwesha Saikia attended a one week short term training programme on Indian Knowledge System at Gauhati University from 9th to 14th October, 2023.

College has been successfully running a Vermicomposting centre and also offers an Add-on course on the subject..

College publishes a UGC-CARE listed journal titled 'Pracya' on Indology

College offers an Add-on course on "Applied Yoga for Holistic Health"..

Outcomes:

IPR and research workshops and seminars:

Faculty members aware of research possibilities. Exhibitions held on 22nd September, 2022 and 3rd September, 2023 direct outcome of IPR workshop

Indian Knowledge System:

'Pracya' is one of the few UGC listed journals directly related to Indology. A good number of research papers on IKS have been published.

"Applied Yoga for Holistic Health": 36 students applied for the course and 15 cleared the course in the last academic session

Vermicomposting: 21 students applied for the course and 20 cleared the course in the last academic session,

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

3.2.2

Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years

Response: 31

3.2.2.1 **Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years**

2023-24	2022-23	2021-22	2020-21	2019-20
0	4	14	12	1

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.3 Research Publications and Awards

3.3.1

Number of research papers published per teacher in the Journals notified on UGC care list during the last five years

Response: 0.56

3.3.1.1 **Number of research papers in the Journals notified on UGC CARE list year wise during the last five years**

2023-24	2022-23	2021-22	2020-21	2019-20
3	05	09	11	4

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

3.3.2

Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 0.95

3.3.2.1 **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years**

2023-24	2022-23	2021-22	2020-21	2019-20
15	13	11	9	6

File Description	Document
Institutional data in the prescribed format	[View Document](#)

3.4 Extension Activities

3.4.1

Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last five years.

Response:

The cleanliness initiatives have resulted in an increased awareness among the students verifiable in the reduction of trash within the campus as also an urge to educate people regarding the necessity of cleanliness. For electronic, liquid, and solid waste every required step is taken, including setting up dustbins, doing routine cleaning, and gathering rubbish, among other things. Raising awareness among stakeholders is accomplished through lectures and the writing of slogans on bulletin boards. There are dry and wet trash cans are placed all over the institution. Every bit of accumulated trash is gathered and sent through municipal vehicles to the recycling facility for rubbish in Lekai. Plastic plates and other plastic goods are replaced with paper goods. In an attempt to cut down on waste, throw away disposable cups, bottles, and other non-biodegradable waste products. On the day of the celebrations, NCC and NSS volunteers collect and store trash in dustbins for later pickup. Students are recommended to avoid using any plastic or plastic-containing products. Thus, in the event that it is found, they get rid of it in the waste bins set aside for that kind of trash. Dispensers of sanitary pads have been positioned next to the restrooms.

The pottery project initiated in the adopted village was to create a sustainable economy in the neighborhood through self-help projects and the development of environmentally favorable behavior. During the training period and production period a total of 7 household comprising almost 15 people got associated with the project and participated with great enthusiasm and spirit. The produced pottery items were sold in Aithan and nearby Namghars as pilot attempt. Also pottery items, especially tea cups, were used in different activities in the college.

Extension Activity for Women Empowerment in the adopted village has a large number of women, comprising both young girls and elderly women, attending the programmes and enthusiastically engaging in it. They discussed a variety of topics, including empowering oneself, overcoming social and familial issues, and sharing personal anecdotes of triumph and tragedy. In rural and underdeveloped areas, there are numerous socio-economic and technological issues that need to be addressed immediately. This is particularly true when considering the experiences of the women who shared their stories of overcoming socio-economic challenges such as domestic abuse, mental and physical abuse, everyday economic difficulties, and alcohol consumption by male family members. The overwhelming presence of women suggests that they want to take control of their lives and break free from their precarious circumstances.

The plantation drive initiated at various times at different localities in Dibrugarh has resulted in an increased awareness regarding the necessity to keep the surroundings green. During the pandemic, students undertook plantation in their own households.

Extension activity of teaching school children is evident from the improvement in results of the schools and the comments received from the students and teachers.

The children's library inaugurated in the adopted village is functional and caters to the reading necessity of the village children.

File Description	Document
Provide Link for Additional information	[View Document](#)

3.4.2

Awards and recognitions received for extension activities from government / government recognised bodies

Response:

1. Karishma Baishnabi won the first prize in the book review competition held at Chowkidingee field on 4th March, 2021.
2. NCC cadets of the college from 63 Assam Girls' Bn NCC secured second position in parade in republic day celebration of Chowkidingee field of Dibrugarh district on 26th January, 2022.
3. Leeza Das, student of 3rd semester, Department of Zoology has bagged the 3rd prize in Poster Presentation organized by DDR College, Chabua on the occasion of National Science Day
4. Students participants secured 1st prize in cultural procession of youth festival held in Dergaon DKD College on 6th April,2022
5. First prize 63 Assam Girls Bn NCC on 26th January, 2023

File Description	Document
Provide Link for Additional information	[View Document](#)

3.4.3

Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.

Response: 29

3.4.3.1 **Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years**

2023-24	2022-23	2021-22	2020-21	2019-20
00	11	08	08	2

File Description	Document
Photographs and any other supporting document of relevance should have proper captions and dates.	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.5 Collaboration

3.5.1

Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.

Response: 7

File Description	Document
Summary of the functional MoUs/linkage/collaboration indicating start date, end date, nature of collaboration etc.	[View Document](#)
List and Copies of documents indicating the functional MoUs/linkage/collaborations activity-wise and year-wise	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1

The Institution has adequate infrastructure and other facilities for,

- **teaching – learning, viz., classrooms, laboratories, computing equipment etc**
- **ICT – enabled facilities such as smart class, LMS etc.**

Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc (Describe the adequacy of facilities in maximum of 500 words.)

Response:

The institution provides the adequate infrastructure and physical facilities for imparting quality education. The college has sufficient number of classrooms, laboratories, computer centers with well-equipped and well-maintained furniture and other peripherals. Classrooms: the college has sufficient number of spacious classrooms. Most of the classrooms have a podium and are fitted with greenboards and a few with LCD projectors. The small classrooms can accommodate approximately 40-50 students and a big classroom can accommodate about 120-150 students. Full attention has been given to create a healthy environment for study by having spacious, clean and airy classrooms. Laboratories: There are total 9(nine) Laboratories – Geography, Home science, Physics, Chemistry, Botany, Zoology, Mathematics and Computer Science. The laboratories are equipped with advanced instruments, apparatus and other services.The department of Education has aclass room cum laboratory room. There is central instrument facility laboratory in science block. Computing Equipment: The college has 2(two) ICT cum Computer Centre for performing various training purposes and computing skill enhancement. The administrative process is wholly run-on automotive mode. The library is using computers to perform its routine jobs and also provide comport access facilities for users.

The college has one spacious auditorium and one multipurpose seminar hall for use in various academic, cultural and other social programmes. These spaces are extensively used for various curricular and co-curricular activities. The auditorium is equipped with all modern facilities like, sound proof, installation of ceiling and adjust fans, sound system lcd projector, etc. The college has organized workshops and programmes on Yoga in the college auditorium along with other activities by NSS and NCC cadets to promote sportsmanship and physical well beings among students. The college has a badminton court inside the campus. For outdoor sports programmes, nearby Indian Railway Sports ground is used by virtue of prior permission. As a routine, every year College Week is organized with various outdoor & indoor games. The students also take part in various inter college tournaments.A sophisticated gymnasium is used by students and teachers.The multi-gymnasium has exercise equipment like Bench Press, Weight machine, Dumb-bells, Bar-bells, Tread Mill. The college has one girls' common room and used for indoor games activities as needed.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

4.1.2

Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years

Response: 51.15

4.1.2.1 **Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)**

2023-24	2022-23	2021-22	2020-21	2019-20
31.22673	8.90048	85.55754	17.33149	15.46078

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted)	[View Document](#)

4.2 Library as a Learning Resource

4.2.1

Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students

Response:

Provision of Library Management System (LMS)

MDK Girls' College library had created the process of automation in the year 2006 using integrated library management software SOUL 1.0.It has completed the creation of book database in the year 2008.It has started the automated circulation system in the year 2009.Software has been updated to newest version SOUL3.0 in the year 2021with latest application version.It is now a fully automated with

the following facilitates-

i)Exhaustive management(automated acquisition, accessioning and serial control) of records of documents.

ii)Transaction of books including reservation.

iii)Powerful search facility for books and members based on various search criteria.

iv)Report generation and distribution.

v)Database backup and restore.

Provision of access of digital and online resources:

E-Resources: The library is member of Nlist programme and users can access 135000+ e-books, 6763+ e-journals (Full Text) and 1 database (ISID)

Internet Section: the library has a separate internet section with 5(five) computers with internet connectivity for easy and free access to the students along with downloading and printing facility.

WebOPAC: Library holding is accessible from all over the world through Library Web OPAC.

Dedicated Website: library has maintained a dedicated website to communicate users with latest information and also to share links to various useful resources. The library website facilitates instant messaging and chatting.

Digital Library (Institutional Repository): Library has initiated its institutional repository in incorporate all the scholarly and other important documents in digital form to provide access and preservation. The Library is actively engaged in digitizing rare books available in the library.

Wi-Fi based : Library users can access WiFi services at library premise and get access Institutional Repository and library OPAC.

Web 2.0 : The library is available on social media to like WhatsApp, Facebook, Blogspot to establish interaction among potential users.

Optimal use of Library

Library ensures better and optimal use of its resources and services. Library extends its working hours from 6 hours to 7.30 hours for the convenience of the users. Library has 80+ sitting capacity in its reading areas. Library has used ILMS (SOUL 2.0) to perform all its operations including user services live automated circulation and Web OPAC services. Its circulation system and attendance system are based on barcode technology to provide ease both for staff and users. Library provides access to numerous e-resources through Nlist consortia. MDKG College has developed its institutional repository by using DSpace, digital library software for preservation and access to valuable and important information. It has uploaded the rare documents in digitized form for the sake of preservation and better and long-term use. Library has already registered for Club Membership of NDLI (National Digital

Library of India). Library catalogue is available on web-OPAC. The Library is equipped with three Wi-Fi access points for better coverage in the library.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

4.3 IT Infrastructure

4.3.1

Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words

Response:

To cope up the increasing demand for IT driven facilities our institution is stepping fast towards up-to-date infrastructure and other network facilities. The use of computers, laptops, mobiles, tablets, etc are used extensively by both teachers and students. The computers and other peripherals are frequently updated. All 38 classrooms and 2(two) seminar halls and 3(three) smart classrooms are equipped with ICT facilities whereas whole campus has Wi- Fi internet coverage.The faculty members have been using these technologies to provide ease to teaching learning process. To promote minimal use of papers, electronic communication in terms of email and WhatsApp has been prioritised. The campus is setup with wired and Wi-Fi network with suitable bandwidth. Both the campuses of the college facilitate seamless rooming to access internet through its Wi-Fi facility 24X7. The college has adequate computing and communication resources to offer students the facility of e-mail, net surfing, up/down loading of web based resources, preparing projects and seminars, etc.

Initially college had been using RailTel leased line of 50 mbps of high speed internet facility from RailTel Corporation of India Limited. Now it has been increased to 100 mbps leased line with two additional connections (one for Library and another for common room) from the RailTel Corporation for better connectivity in the institution. For Science block also there is a separate Broadband connection of 100 mbps. Additionally college is also equipped with Jio AirFiber wireless broadband connectivity of 100 mbps for backup connectivity. College has been using Quick Heal Total Security for cyber security solutions. The whole campus is under CCTV surveillance with 40+ cameras.

SoftecSol (Software with complete Solution) has been providing database security which includes all the admission procedures, documents records, files, history and other details added to the software.

The office has automated all its procedures like admission, fees collection and payment and other communication procedures. The online admission procedures have been embedded in the college

website. The attendance of the employees is collected through the state-of-the-art biometric scanner.

Library have been using SOUL, library management software for performing all the house keeping operations and user services and DSpace, digital library software for establishing its digital repository. Library have installed the servers at HP Server desktops with all its up-to-date- ness and security services. The Dspace Digital library(Institutional Repository) has been using Synology Disaster Recovery solution for its data security. The library has its own Static IP for remote access of Dspace and OPAC within and outside of college campus.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

4.3.2

Student – Computer ratio (Data for the latest completed academic year)

Response: 19.91

4.3.2.1 **Number of computers available for students usage during the latest completed academic year:**

Response: 68

File Description	Document
Purchased Bills/Copies highlighting the number of computers purchased	[View Document](#)

4.4 Maintenance of Campus Infrastructure

4.4.1

Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years (INR in Lakhs)

Response: 8.32

4.4.1.1 **Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)**

2023-24	2022-23	2021-22	2020-21	2019-20
10.36893	6.84189	7.16465	0.48450	0.90986

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for maintenance of infrastructure should be clearly highlighted)	[View Document](#)

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1

Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years

Response: 43.41

5.1.1.1 **Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years**

2023-24	2022-23	2021-22	2020-21	2019-20
0	789	852	1073	405

File Description	Document
Year-wise list of beneficiary students in each scheme duly signed by the competent authority.	[View Document]()
Upload Sanction letter of scholarship and free ships (along with English translated version if it is in regional language).	[View Document]()
Institutional data in the prescribed format	[View Document]()

5.1.2

Following capacity development and skills enhancement activities are organised for improving students' capability

    1. Soft skills
    2. Language and communication skills
    3. Life skills (Yoga, physical fitness, health and hygiene)
    4. ICT/computing skills

Response: A. All of the above

File Description	Document
Report with photographs on Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)	[View Document](#)
Report with photographs on ICT/computing skills enhancement programs	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.1.3

Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response: 11.66

5.1.3.1 **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2023-24	2022-23	2021-22	2020-21	2019-20
0	575	106	0	157

File Description	Document
Institutional data in the prescribed format	[View Document](#)

5.1.4

The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

1. **Implementation of guidelines of statutory/regulatory bodies**
2. **Organisation wide awareness and undertakings on policies with zero tolerance**
3. **Mechanisms for submission of online/offline students' grievances**
4. **Timely redressal of the grievances through appropriate committees**

Response: A. All of the above

File Description	Document
Proof w.r.t Organisation wide awareness and undertakings on policies with zero tolerance	[View Document](#)
Proof related to Mechanisms for submission of online/offline students' grievances	[View Document](#)
Proof for Implementation of guidelines of statutory/regulatory bodies	[View Document](#)
Details of statutory/regulatory Committees (to be notified in institutional website also)	[View Document](#)
Annual report of the committee motioning the activities and number of grievances redressed to prove timely redressal of the grievances	[View Document](#)

5.2 Student Progression

5.2.1

Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 13.56

5.2.1.1 **Number of outgoing students placed and / or progressed to higher education year wise during the last five years**

2023-24	2022-23	2021-22	2020-21	2019-20
102	98	36	0	0

5.2.1.2 **Number of outgoing students year wise during the last five years**

2023-24	2022-23	2021-22	2020-21	2019-20
348	341	368	336	348

File Description	Document
Number and List of students placed along with placement details such as name of the company, compensation, etc and links to Placement order(the above list should be available on institutional website)	[View Document](#)
List of students progressing for Higher Education, with details of program and institution that they are/have enrolled along with links to proof of continuation in higher education.(the above list should be available on institutional website)	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.2.2

Percentage of students qualifying in state/national/ international level examinations during the last five years

Response: 0.86

5.2.2.1 **Number of students qualifying in state/ national/ international level examinations year wise during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.)**

2023-24	2022-23	2021-22	2020-21	2019-20
00	05	06	01	01

File Description	Document
List of students qualified year wise under each category and links to Qualifying Certificates of the students taking the examination	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.3 Student Participation and Activities

5.3.1

Number of awards/medals for outstanding performance in sports/ cultural activities at University / state/ national / international level (award for a team event should be counted as one) during the last five years

Response: 10

5.3.1.1 *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 wise during the last five years*

2023-24	2022-23	2021-22	2020-21	2019-20
0	5	4	1	0

File Description	Document
Upload supporting document	[View Document](#)
list and links to e-copies of award letters and certificates	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.3.2

Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 1.8

5.3.2.1 **Number of sports and cultural programs in which students of the Institution participated year wise during last five years**

2023-24	2022-23	2021-22	2020-21	2019-20
06	03	00	00	00

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.4 Alumni Engagement

5.4.1

There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Response:

The Alumni Association of MDKG College was formed in 2002 and since then different activities and contribution were made towards the greater benefit of the students and society.

- On 20th April, 2018, Dr. Prataslata Buragohain, an Alumni and former Vice Principal of the college donated five books to the college library.
- Dr. Moutushi Bagchi, an Alumni and faculty of the college donated Rs. 10,000 towards the Alumni Association of the college.
- On 13th June, 2018, Ms. Anusuya Sharma Chowdhury, an alumni of MDKG College donated a book shelf for the college library.
- On 16th August, 2018, Bobita Bora, a member of Alumni Association donated rich articles to the Alumni Association.
- On 18/08/2022 Dr. Anita Baruwa, alumni and executive member donated a wireless Sony headphone to the college.
- The best Athlete Award with a cash prize of 2000/- and Phanidhar Majumder Award in Borgeet with a cash prize of 2500/- by Dr. Rupali Mazumder, an alumni and faculty of the institution in memory of her father.
- On 27/01/2023, a contribution of Rs.20,000 was extended by the Alumni Association to the college authority.
- Ms. Tina Gogoi was awarded the "Best Athlete" for her performance in sports activities during Annual Sports and Cultural Week consecutively for two years- 2022 and 2023. She was awarded a certificate and a cash prize of Rs. 2000/- in each year.
- Phanidhar Mazumder Memorial Award in Borgeet under the aegis of Alumni Association, MDKG College, sponsored by Dr. Rupali Mazumder was awarded to Bhargavi Sonowal with a certificate and a cash prize of Rs. 2500/-.

Along with the contribution in cash and kind, the Alumni Association also conduct different activities for the students and society.

- 0n 12th March, 2020, the Alumni Association conducted a programme on Sexual Harassement of Women at workplace. The programme focussed on Prevention, Protection and Redressal Act, 2013. The talk was delivered by Dr. Purnima Duwarah Saikia, Principal, DHSK Law College, Dibrugarh.
- A National Level Webinar on "Genger, Society and Politics" was organised by Alumni Association in collaboration IQAC, MDKG College on 21/8/2020.
- On 13/03/2021, the Alumni Association organized "Therapeutic Practices for Mental and Physical Wellness" in the college hostel to create awareness on mental health among the students.
- The Alumni Association of MDKG College organizes counseling programme for BA 1st semester students on 21st august, 2023 at arts building of the college.

- On 5/11/2022, the Alumni Association conducted a Community Awareness Programme on "Blood Science and Awareness for Donation" at Nagakhelia adopted village with Mr. Ashu Paul, Advisor of Dibrugarh Blood Donars.
- On the occasion of Diamond Jubilee, the Alumni Association organized Exhibition cum Sale in the college on 22nd September, 2022.

A talk cum awareness programme on "Early marriage and its impact" was at Nagakhelia Village on 27/5/2023 and at Dikom ME and High School for the students of class VIII to X on 27/5/2023.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1

The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.

Response:

The vision of the institution is to provide the conducive environment for teaching, learning, innovation and character building to create an enlightenedsociety.

The mission of the institution is --

To instil pedagogic and social values among students;

To foster latent talents,creating a congenial atmosphere to tackle future challenges;

To mould the students towards understanding of multiple roles, thereby assigning them to subtly execute these roles;

The institution follows a democratic and participatory mode of governance with all stakeholders actively contributing towards administration. The Governing Body delegates authority to the Secretary and Principal who, in turn shares it with the different levels of functionaries in the college. The Heads of Departments, the Convenors/Coordinators of various committees and cells along with the staff representatives on decision-making bodies play a significant role in determining the institutional policies and implementing the same.

The institution practices decentralization and participatory management with collective leadership and democratic traditions. This includes giving a lot of authority to the various departments, with the head of the department overseeing the teaching plans of their department members. He/she is empowered to make adjustments in the routine, allot teaching assignments and evaluation duties, convene departmental meetings, and take the lead in planning seminars, workshops, career counseling sessions, remedial measures, interdepartmental or/and inter-college exercises, departmental excursions and study tours. He/she is also at liberty to introduce creative and innovative measures for the benefit of his/her students. The parent-teacher meetings are an important part of this management style, as is communicating the academic progress of the students to their guardians.The institution practices decentralization and participatory management with collective leadership and democratic traditions. A particular reflection of this practice is found in the extensive delegation of authority to the various Departments in the college. Heads function as nodal agents of the academic and administrative processes in the college strengthen management mechanisms in the college. The above features point conclusively to the ethics of decentralization integral to the institution and informs its functioning at every level.

Perspective/Strategic Plan:The institution has a Strategic Plan for systematic development in a

phased manner are as follows:

1.Application for grants from government and non-government agencies

2.Continuous renovation and up-gradation of the existing facilities by extension of available area through vertical as well as horizontal expansion to accommodate more classrooms, laboratories, auditorium, staff-rooms etc.

3.Renovations to revive the ageing infrastructure of the institution

4. Excel the the teaching-learning process through the use of ICTs

5.Introduction of new subjects at the undergraduate level

6.Achievement of national and international recognition in the form of grants and awards

7.Mobilisation of funds and projects through the alumnae and other stakeholders

8. Partnering with social organization for the cause of broadening teaching-learning experiences in social perspective

9. The plan to apply for governmental as well as non-governmental grants for the development of the institution has been one of the most important plans of the Strategic Plan. The mobilisation of financial resources, as one knows is of crucial significance for the growth of an institution.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1

The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc

Response:

Governing Body: The composition and function of the Governing Body of the college is made as per the Assam Provincialised Colleges and Assam Non- Government College Management Rules,2001 and its amendment from time to time. Administrative Set Up:The head of the college, the Principal, is the final authority on all financial matters. She vets all financial projects before endorsing them, and has a team of Vice Principals, administrative staff, Departmental Heads, the IQAC Coordinator, and faculty assist her

in the discharge of all work. The Functions of Various Bodies:The PMU of RUSA, MDKG College Students' Union, MDKG College Teachers' Unit (ACTA), and the Association of the Non-teaching Staff all play an active role in decision making. Service rules : The college follows the guidelines and orders of the government of Assam the UGCin regards to recruitment andpromotion for its teachers.Servicerules of non-teaching staffs are based onorders of the government of Assam. Grievance Redressal Mechanisms:The college has grievances redressal cell to mitigate the grievances of students. A box is prominently placed for taking grievances of the students and the cell tries to redress the grievances if it is found.

File Description	Document
Upload Additional information	[View Document](#)
Institutional perspective Plan and deployment documents on the website	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.2.2

Institution implements e-governance in its operations

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: A. All of the above

File Description	Document
Screen shots of user interfaces of each module reflecting the name of the HEI	[View Document](#)
Institutional expenditure statements for the budget heads of e-governance implementation ERP Document	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

6.3 Faculty Empowerment Strategies

6.3.1

The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Response:

The institution has welfare measures for both teaching and nonteaching staff. All the employees, both teaching and non-teaching avail the welfare schemes/announced/launched by the Government of Assam from time to time such as Pension Scheme, Gratuity, PF with instant loan facility, Maternity Leave, Child care leave, Paternity leave, GIS, Health Assurance Scheme 2021, Advance salary in case of emergency, canteen facility for refreshment, Rotation schedule for availing Holidays, Fire safety measures, water purifier and water cooler ,Sanitization and vaccination etc. The college authority always gives equal opportunity to each and every one for his/her individual career advancement. The institution encourages all to participate in career development programme and to acquire competency as well as requisite eligibility for promotions. It has provided relevant information with them enabling them to be well aware of requirement and opportunity for career advancement. The management has, of late, resolved to offer financial incentives to those who intends to participate in seminars, workshop, FDP etc. The College has Sanchay and Rin-dan Samiti for providing loan facilities at easy rate of interest to both teaching and non teaching staff.

Appraisal is taken for teachers from the department profiles. This is taken for the promotion of the teachers based on PBAS proforma. The academic performance of the teachers are evaluated by the experts sent by the University for the CAS promotion of the teachers. The documents are sent to the Director of Higher Education, Assam for approval after having approval from the Governing Body of the college. The API-based proforma filled up by the teachers are meticulously scrutinised by the IQAC of the college and it is verified with utmost care by the principal of the college before sending it to governing body and Director of Higher Education of Assam. The performances of non-teaching staff are evaluated on the basis of their performance in office work. The professional development courses are organized to train up the non-teaching staff of the college.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.3.2

Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 0

6.3.2.1 **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2023-24	2022-23	2021-22	2020-21	2019-20
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year-wise under each head.	[View Document](#)

6.3.3

Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

Response: 25.07

6.3.3.1 **Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP),** *Management Development Programmes (MDPs)* **professional development /administrative training programs during the last five years**

2023-24	2022-23	2021-22	2020-21	2019-20
20	15	20	15	15

6.3.3.2 **Number of non-teaching staff year wise during the last five years**

2023-24	2022-23	2021-22	2020-21	2019-20
14	14	9	9	9

File Description	Document
Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise.	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Copy of the certificates of the program attended by teachers.	[View Document](#)
Annual reports highlighting the programmes undertaken by the teachers	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1

Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

The Institution conducts internal and external financial audits regularly. Internal Audit is conducted by the Auditor appointed by the Governing Body of the College. The external auditors approved by the Government audit the accounts of the college in regular intervals. Audit is also intended as a measure of scrutinizing Receipts, Payments and Balances with a view to correct any shortcomings and to advise on proper practices. In case of any audit query and objections, the matter is placed before the Governing Body for discussion and appropriate measures is taken in pursuance of the decision taken following all relevant government rules. Statutory audit of the institution: Internal audit of the institution2021-2022 Internal audits of various UGC grants: Rashtriya Uchchatara Shiksha Abhiyan (RUSA) verification of accounts.

The following strategies are employed by the college for fund mobilization: The institution invests money in a number of ways in order to generate funds to be used for recurrent expenses. It also partners with other organizations to jointly sponsor academic exchanges, and solicits government and non-government grants for the betterment of the college. The college is utilizing all of its available space effectively. A corner of the existing computer lab has been turned into a museum to showcase items related to the college's history, and the outer wall of the building has been used for displaying notices. The auditorium is also used for lectures and exams during the day, when no other functions are taking place. The college mobilizes its human resources by organizing academic and co-curricular activities that challenge students and help them develop their potential to the fullest. Faculty members are encouraged to cooperate with their career development objectives and discipline-specific aspirations. The College governing body discusses ways of mobilizing resources at different meetings. These meetings include discussions with other stakeholders and resource mobilization is carried out through organized competitions.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.5 Internal Quality Assurance System

6.5.1

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

The IQAC of MDKG College was established on 16th July, 2005. Since its inception the IQAC has been rendering its service for holistic development of the college. The various strategies adopted by the IQAC for quality enhancement of the college are:

1. IQAC holds meetings periodically to review teaching teaching-learning process, structures & methodologies of operations, and learning outcomes.
2. E-resources are developed by faculty members of the college and these are distributed in student Whatsapp Groups.
3. IQAC closely monitors teachers' quality, course progression & completion, placement of students, and faculty development.
4. IQAC is actively involved in the transformation of traditional classrooms into ICT-enabled classrooms focusing on innovative teaching methods like group discussions, inter-departmental activities, field excursions, workshops and career guidance programs with having correlation with career counseling and placement cell of the college.
5. IQAC in discussion with feedback committee of the college collects students', parents, employer and alumni of the college to identify the learning gaps and adopts the remedial measures.
6. IQAC has conducted green audit of the college and has made an arrangement for energy audit of the college by forming internal green audit committee and energy audit committee.
7. IQAC has conducted academic and administrative audit of the college to signify the academic and administrative excellence of the college.
8. IQAC in discussion with the research committee of the college has tried to make an research ambience in the college by encouraging the faculty members to do research and published in quality journals like UGC-care list and SCOPUS journals. Faculty members of the college have good quality journals and UGC- care listed journals. The Sanskrit department of the college publishes PRACYA UGC- care listed journal.
9. IQAC maintains institutional students' data through ERP.
10. IQAC reviews the departmental activities namely course completion, internal assessment, Educational field tour, seminars, workshops, talk programmes, and other activities.
11. IQAC regularly prepares the annual academic report of Dibrugarh University.

Incremental improvements:

As per recommendations of last NAAC peer team report of 2018, the college has adopted the majors as follows:

1. The college offers add on certificate courses in the assessment period

2. The Career Counselling and placement cell of the college regularly conduct the different career oriented and competetive examinations programmes for the greater benefits of the students.

3. The modules of campus automation software has been integrated to its Integrated Campus Management System through ERP

4. The Computer Science department of the college has been striving hard to offer computer education programmes in association with computer science department of Tinsukia College, Assam. The computer science department has conducted different workshops on Artificial Intelligence, Network Security, 5G etc. for the benifits of the students for the assessment period.

5. The college has MoU's with local industry, foundations and educational institutions of the district in the assessment period

6. The additinal classrooms have been constructed under RUSA grant of Govt. of India.

7. The college has constituted a permanent psychological counselling cell. This cell regularly conducts the psychological and mental health awareness programme for the students.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.5.2

Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
2. **Academic and Administrative Audit (AAA) and follow-up action taken**
3. **Collaborative quality initiatives with other institution(s)**
4. **Participation in NIRF and other recognized rankings**
5. **Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

Response: A. Any 4 or more of the above

File Description	Document
Quality audit reports/certificate as applicable and valid for the assessment period.	[View Document](#)
NIRF report, AAA report and details on follow up actions	[View Document](#)
List of Collaborative quality initiatives with other institution(s) along with brochures and geo-tagged photos with caption and date.	[View Document](#)
Link to Minute of IQAC meetings, hosted on HEI website	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1

Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years.

Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words

Response:

Internal gender audit is initiated and a total of 1301 girls are enrolled presently in the institution. The institution is committed to ensure gender equity in the campus and continuously engages in gender sensitization and awareness activities by adopting different activities. Gender sensitization is a basic requirement to understand the sensitive requirements of particular gender. Gender equity and sensitization issues are incorporated in curriculum of most of the disciplines and as a matter of co-curricular activities gender sensitization is practiced through organizing awareness programmes, health camps, and celebrations ,engaging in creative activities like writing poem and articles on gender issues,holding poster and banner making competition etc.The girl students are provided platforms to explore themselves under Women Studies and Development Cell, through training programmes under NCC and NSS, self defense and Yoga sessions,entrepreneurship development programme,Mentor-Mentee programme etc. There is an active and functional ICC and numbers of the members of the cell are displayed to be contacted for any gender concern.International Women's Day is regularly celebrated among the stake holders of the institution,including the residents of the adopted village with prescribed themes and activities. Awareness and extension programmes on Gender centric issues like 'Women Empowerment','Women's Health and Nutrition', 'Legal remedies for Women','Importance of a drug and liquor free Society' etc are regularly organized in and out the campus.

Curriculam: In the Curriculam, courses like Feminsm,Women's movement(Political Science)Gender,Identity of women(Geography),Women's Writing and Feminism(English),Gender and Social Justice and Gender Media and Society (Community Science,s),Gender and Education and Gender and Sociey(Education),Family and Gender(Sociology),Women and Freedom Movement(History) etc are being taught within the syllabus.

Annual Gender Sensitization Action Plan:Annual Gender Sensitisation Action Plan is being adopted except the Covid Years.However, Gender Sensitisation activities are carried out regularly throughout the year.The first Action Plan was adopted and approved by G.B. on 17/12/2021 as resolution no.09.Specific facilities provided for women in terms of:

Specific facilities provided for women in terms of:

a: Safety and security: To ensure the safety and security of the students the following initives are adopted by the institution.

A well maintained registrar at the entrance,a gate keeper to check the transit of visitors and   proper

frisking facilities and CC TV at the entrance are available.

A functional and dedicated Internal Complaints Committee works to sensitize the stake holders is very much present.

To address the issue of menstrual hygiene of the students a sanitary pad vending machine and an incinerator is installed in the girls toilet.There is a Health and Sanitation Club and Psychological counselling club to look after the Health related issues of the students.

Disciplinary Committee works to maintain discipline among the stake holders and develop good habits among the students.

Awareness programs on women Safety and Security are conducted regularly.

A Girls' Hostel with proper infrastructure and security is available.

Moreover,counselling Programmes are regularly organised by various Cells and Departments to sensitise the students in terms of gender,skill development,career opportunities,psychological and mental wellbeing ,self motivation and self therapeutic practices,Art therapy and authentic happiness,health and nutrition,stress management etc.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

7.1.2

The Institution has facilities and initiatives for

1. **Alternate sources of energy and energy conservation measures**
2. **Management of the various types of degradable and nondegradable waste**
3. **Water conservation**
4. **Green campus initiatives**
5. **Disabled-friendly, barrier free environment**

Response: A. 4 or All of the above

File Description	Document
Geo-tagged photographs/videos of the facilities.	[View Document](#)

7.1.3

Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

1. Green audit / Environment audit
2. Energy audit
3. Clean and green campus initiatives
4. Beyond the campus environmental promotion activities

Response: B. Any 3 of the above

File Description	Document
Policy document on environment and energy usage Certificate from the auditing agency	[View Document](#)
Green audit/environmental audit report from recognized bodies	[View Document](#)

7.1.4

Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

MDKG College is consistently devoted towards promoting tolerance and harmony among the stake holders. Various units, societies and bodies of the institution such as NSS, NCC, Students' Union,Women's Cell, and Teachers' Unit etc are regularly engaged in organizing events involving all the employees and students of the college along with local communities. A cultural rally reflecting the diverse heritage of the country is organized every year during the annual College Week by the students. To promote linguistic, communal ,socio economic diversity the followings activities are performed:

i) Celebration of world Philosophy Day: The Department of Philosophy, MDKG College observes World Philosophy Day regularly and adopts different activities .

ii) Celebration of Sanskrit Day: The Department of Sanskrit, MDKG College observed Sanskrit with great zeal and enthusiasm.

iii)The Department of Hindi ,MDKG College observes Hindi Diwash every year and takes up activities for linguistic promotion.

iv)The department of Political Science also celebrates Human Rights Day on 10th December every year to celebrate the rights of the people across the world.

v) Observation of Annual College week: The Annual College week is a platform to focus on and celebrate socio-cultural diversities and strengthen community bond.

The institution observes Independence Day ,Republic Day, National Voters' Day ,Rashtriya Ekta Diwash,Constitution Day and NSS Day during the stipulated time to cherish the values of nationalism and patriotism .Talk programme commemorating the occasions are arranged and effort is made to sensitize and make the students aware about the constitutional obligations: values, rights ,duties and responsibilities of citizens. The students are being taught to become aware of their constitutional rights .Alongside they are also advised to become dutiful ,moral and responsible citizens of the country.The programmes also focuses on the importance of Unity and Integrity and cherishes the noble ideas that inspired the freedom struggle and personalities who contributed in the national struggle.The national voters Day starts with a pledge to become responsible voter of the country followed by other programmes.The preamble of the constitution is read out during the celebration of the occasions to cherish the ideals of sovereignty,secularism,socialism,democracy and the values of our republic and to re-ascertain and to make the young generation aware and conscious about the principles of justice,freedom ,equality,fraternity and unity and integrity of the nation.Celebrations of National Technology Day by the Department of Computer Sciences ,Holding of Elections of Student Union regularly are some other instances in this regard.

To sensitise the students about the rights and duties and obligations,the Code of Conduct of the Institutional Disciplinary Committee,the Constitution of the Students' Union and and the Code of Conduct for Teachers,administrators and other staff members are displayed in the Website.There is the institutional disciplinary Committee to monitor the adherence of the Code of Conduct.

The authority of the institution organizes annual awareness programme for the Teachers and employees of the institution and Induction/Orientation Programme for the students' soon after their admission in the institution.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

7.2 Best Practices

7.2.1

Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual

Response:

1.Title of the Practice

The title/s should capture the keywords that describe the practice.

i)Best Practice Number 1:Cleanliness

ii) Best Practice Number 2: Extension Activity

2.Objectives of the Practice

The objective of the Cleanliness is to embrace and inculcate the need and importance of a clean and green environment in Personal and Public Life.

ii) The objective of Extension activity is to make the local community including the women socially, culturally and economically aware, empowered and viable by capacity building initiatives of economic,social and educational nature.

3.The Context

i)Cleanliness activities encompass a wide range of actions aimed at maintaining a clean and hygienic environment. The contextual features and challenging issues that needed to be addressed are -Proper disposal of garbage and recycling materials ,keeping the working spaces clean and free from litter, ensuring food Hygiene and maintaining cleanliness in the canteen and prevent food borne illnesses, environmental cleanup activities and ensuring cleanliness.
ii) Extension Activities that the institution undertook encountered challenges like - time constraint on the part of the teachers for extension activities, funds constraints to take up major projects, materials and manpower ,indifferent Community attitude, selecting and ensuring sustainable and gainful projects for the community, adjusting with cultural sensitivity of the community , coordinating activities and managing volunteers and measuring the impact of community projects, ensuring volunteer motivation and commitment etc.

4.The Practice

i)Cleanliness : Multiple numbers of cleanliness activities and awareness programme for ensuring a clean and green environment in the campus and in the adopted village were conducted within the stipulated time frame .These include: i)Observation of World Environment Day 5th June 2019 by NSS Unit in association with Skill Ghar, Dibrugarh. ii)Awareness Programme on Cleanliness and Tobacco free Campus was organized on 12th february, 2020 by NSS unit of mdkg college at Durga Mandir L.P School, Dibrugarh. iii) Awareness talk on 'Climate Change' delivered by 'The Forest Man of India'-Padmashree Jadav Payeng on the occasion of World Environment Day- 2022' on 4th June, 2022, iv) Program of CLEAN INDIA organized by Eco Club on 4th October, 2022 by cleaning run way at Sri Sri Durga Puja site of Grahambajar, Dibrugarh. v) Cleanliness drive at the adopted Village Nagakhelia Gaon, - Swachhta Pledge taking ceremony by NSS on 2nd October,2023, vi)On 1st October Cleanliness Drive was carried out within the College campus and nearby area and a Mass Cleanliness drive in association with Dibrugarh Municipality Board, Dibrugarh, at DTP Dyke, Dibrugarh.During the NSS special camp (28/02/2024 05/03/2024),cleanliness activities were carried out at the adopted village.On 6th April,2024,a cleanliness drive was carried out within the college campus to mark the Campaign 'Mera Pehla Vote Desh Ke liye'.

ii) Extension: Activity No 2: During the stipulated period multiple numbers of extension activities were carried out by different stake holders of the institution like teachers, students ,clubs and cells. Among the prominent ones:

a)Small Scale Pottery Making Project

b)Teaching for School Students

c) Establishment of Mini Library in collaboration with Akom Foundation in adopted Village

d) Plantation Programmes

e) Awareness Programmes.

A Small Scale Pottery Making Project was initiated at the adopted village Nagakhelia on 03/02/2022.The object of the activity was to make the local community economically viable by self help initiatives and to build up an eco-friendly practice in the community. Teaching of school students of Dibrugarh District by the Faculties of the institution was aimed to create interest and foster an attitude for learning different subjects among the school grades. A mini Children's Library is established in the adopted village Nagakhelia in collaboration with the Akom Foundation, under the initiative 'Kitape Katha Koi'.Akom foundation is a non-profit organization established under Companies Act ,2013 working for equality and justice. Different Plantation drives were undertaken by the stakeholders at their residents,at the institution,in the adopted village and nearby areas. A Plantation Programme under the Scheme of Chief Minister's Institutional Plantation Programme (CMIPP),Azadi Ka Amrit Mahotsav, 'Amrit Briksha Andolan etc.The Awareness Programme adopted were based on gender sensitive issues,health and nutrion,de-addiction from liquor etc.The objective of the programmes are to make the local community ,specially the women of the marginalized village aware about the importance of a holistic and healthy living.

5.Evidence of Success

  i) Cleanliness Activities implemented both on and off campus demonstrates success through various indicators and evidence like Reduction in Littering in and out the campus, Increased Awareness and Participation in cleanup activities by the stake holders,Improved Waste Managementl like regular collection , segregation, recycling, and disposal practices,Community Engagement with the institution by the people of the village Nagakhelia ,Visual Evidence like Photographs or videos showcasing cleaner spaces and campus areas compared to previous conditions. Academic initiatives or workshops on cleanliness and environment also have resulted in behavioral changes in regard of cleanliness.

ii) Extension Activities: The pottery making project ,Teaching for School Students , Childrens's Library in the adopted Village, The Plantation and Awareness Programmes – all can be evaluated as successful based on their function and operation, participation ,response and feedback of the targeted groups.

6.Problems Encountered and Resources Required

i) Implementing cleanliness as a best practice can encounter challenges like encouraging individuals and communities to adopt clean habits and retain it. Inadequate waste management systems, lack of toilets, and insufficient garbage collection services,persistent dumping etc. Resources Required in this regard are- Education and Awareness,Infrastructure Development,Community Engagement, Compliance of the rules, Monitoring and Evaluation, Collaboration with NGOs and civic groups.It also prescribes for behavioral, infrastructural, resource related changes.

ii) Problem with the Small Scale Pottery industry was of Proper equipments,finances and community engagements.The problem with Children's library is of collection and maintenance of books and creating interest of the children .Proper infrastructure, books, personnels etc are required.Awareness programme needs to reach target audiences effectively,making effective communication partnerships.School Teaching Initiative has to deal with integrating new classes ,collaboration with authorities etc. The issue with Plantation Activities is access to suitable land, resources and funding for planting, long-term maintenance , community involvement etc.

File Description	Document
Best practices as hosted on the Institutional website	[View Document](#)

7.3 Institutional Distinctiveness

7.3.1

Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

Area of Distinctiveness: Premier institution of Girls' education devoted for holistic development of the girl students

Manohari Devi Kanoi Girls' college is a premier institution Girls' Education in upper Assamregion: Established in the year 1963 the institute is continuously contributing for girls' education and also ensuring the all-round development of the girl students not only of the state but also from the entire North -east region. The institution is one of the best colleges under Dibrugarh University producing finest women-power. The results of the institution are continuously improving and the institution could curve a niche for itself in the educational sphere of the state. Students' progression of the institution is praiseworthy . Majority of the teachers(55%) are Ph.D qualified and are devoted to the cause of overall progression of the students.There is a functional ICC to address the issue of sexual harassment of the stake holders and to preach and propagate about gender sensitive issues. The institution has a registered Alumni Association notified under the Societies Registration Act ,1980 bearing the number RS/DIB/255G/12 of 2022-23. Founded on the principles of fostering lifelong relationships and nurturing the spirit of giving back, our association has continued to strengthen its bond with the alma mater and its alumni community. Through numerous events, initiatives, and outreach programs, we have strived to uphold the values instilled during our time at MDKG College.

The Alumnae have consistently supported our alma mater through their contributions, both financially and intellectually. The present alumni association is the culmination of various milestones achieved,

challenges overcome, and the impactful projects undertaken by the alumnae.

Attempt is also made to bring distinctiveness in the technical and operational side of the institute to provide ease and accessibility for the students . The college uses Enterprise Resource Planning (ERP) system, a type of software. The organisation uses to manage day-to-day business activities like accounting, procurement ,project management etc and supply chain operations. Along with to manage the financial operations Public Financial Management System (PFMS),a web based online software is used. On the academic front, software like Teachmint is being used .The college Library is also equipped with much resources to cater the academic needs of the teachers and students.

Adding to this a New practice of submitting Academic Progress Report has been started w.e.f, 27/0/ 2022 under the supervision of Principal of the institution with the objective of quality improvement in teaching-learning ,for ensuring accountability and transparency for every stakeholder to complete syllabus on time and securing transparency for all the stake holders.The experimental practice emerged to be very successful and the institution aims to continue with the practice. The MDKG College has initiated a live reading programme under the initiative of the Central Library of the College from 1st February, 2023. It regularly continued in all the weekdays at 12.30 pm, in front of the library. The concept of live reading at the college premise was adopted to encourage the students to read books and to develop love for books and thus the programme come into existence as "Live Reading Session ". For that purpose, the college authority has appointed a library resource person on contractual basis and also arranged other tools to provide all conveniences as required. Various books were read aloud in these sessions and students enjoyed listening. The programme will run without hampering the regular classes at college in the forthcoming academic session too.

Manohari Devi Kanoi Girls' College, Dibrugarh has been in the forefront of initiating and developing women's education in the region. The following initiatives contribute to strengthen the institutional distinctiveness immensely.

1. Language Development and Preservation Centre exists in the college.
2. 'Prakash Xahitya Gut' established in college for development of Assamese literature and language
3. Institution has provision of offering courses like Assamese, Hindi, Bengali as modern Indian language (MIL) in undergraduate level
4. International Mother-tongue day on 21st February is celebrated
5. Hindi Diwas and Sanskrit Diwas are celebrated where various competitions are held to inculcate knowledge and love for Indian languages
6. Sanskrit department held a spoken Sanskrit course
7. Students of the department of Assamese regularly publish handwritten magazine every year
8. Departmental wall magazines of the Indian languages department as well as the college magazine provide scope for creativity for the students
9. Department of Bengali and Assamese offer an add-on course on Recitation

To,summarise,MDKG   College, has several distinctive features that contribute to its reputation as a premier educational institution of Upper Assam.

1.Historical Significance: Established in 1963, MDKG College has a rich legacy of academic excellence

and cultural heritage. Its longstanding presence has cemented its role as a crucial institution in the region.

2. Academic Excellence: The college offers a wide range of undergraduate programs across various disciplines. Its commitment to quality education is reflected in its well-structured curriculum, experienced faculty, and consistent performance in academic results.

3. Research and Innovation: MDKG College encourages a culture of research and innovation among its students and faculty. Various research projects, publications, and participation in conferences highlight its contribution to academic research.

4. Holistic Development: Apart from academic pursuits, MDKG College emphasizes the holistic development of students. It offers numerous extracurricular activities, sports, and cultural events, ensuring the overall growth of its students.

5. Community Engagement: The college is actively involved in community service and outreach programs. This engagement fosters a sense of social responsibility and connects the institution with the local community.

6. Alumni Network: MDKG College has a strong and active alumni network that contributes to the institution's development and provides support to current students through mentorship and career guidance.

7. Women's Empowerment: The college has been playing a significant role in regard of women education and empowerment, encouraging female participation in various academic and extracurricular activities. These distinctive features collectively contribute to MDKG College's reputation as a premier educational institution, known or its academic rigor, research contributions, and commitment to holistic education.

File Description	Document
Appropriate web in the Institutional website	[View Document](#)

5. CONCLUSION

Additional Information :

MDKG College has a well furnished automated central library,14 departmental libraries, a well furnished auditorium, a vermi composting unit, Drinking water facilities, sanitary, Sanitary Pad Vending Machine, Sanitary Napkin Disposal Unit, Alternative Power Backup System NCC and NSS unit, well furnished girls common room, three conference halls, lavatories, water connectivity, a canteen, waste management system, Badminton Courts, surveillance of CCTV camera, bicycle stand, concrete boundary wall, well furnished administrative office, examination control room, well equipped IQAC, Committees and Cells, ramps and wheel chair for PWD, fire extinguisher, fist aid, eco club wall magazine, departmental wall magazines, departmental magazines and Green and Clean Eco- friendly campus. The College has signed 7 nos of MoUs and collaborations with external institutions and foundations. During last five years, the College received financial grants from funding agencies like ICSSR, RUSA and other organizations. The College is fully prepared to envisage and implement NEP-2020 from last academic session, 2023-24 with well qualified teaching and support staffs and well equipped infrastructural facilities. Besides the regular courses (Major and Minor), the College is running16 nos of Certificate/ add-on Courses. The twenty department of the college have adopted twenty different schools in and around the district.

Concluding Remarks :

MDKG College started its academic journey on 5th July, 1963 with a vision of catering the girls education in upper Assam of the state. The college has been rendering its service with full commitment and perseverance to achieve its goal since its inception. The SSR for fourth cycle of NAAC assessment is prepared on the stated records of the progress and development of the college for last five years from 2019-20 to 2023-24.

In conclusion, we the IQAC team of MDKG College express our most sincere gratitude to the Governing Body, Office of the Principal, the teaching & non-teaching staff of the College and other stakeholders for their dedication &devotion in preparing the SSR on time.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.2.1	**Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)** Answer before DVV Verification : Answer After DVV Verification :16 Remark : DVV has made changes as per shared clarification.
1.2.2	*Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years* 1.2.2.1. Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years Answer before DVV Verification: 	2023-24	2022-23	2021-22	2020-21	2019-20
---	---	---	---	---
462	58	00	00	22 | Answer After DVV Verification : | 2023-24	2022-23	2021-22	2020-21	2019-20
---	---	---	---	---
320	19	00	00	20	 Remark : DVV has made changes as per 1.2.1
1.3.2	**Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)** 1.3.2.1. **Number of students undertaking project work/field work / internships** Answer before DVV Verification : 356 Answer after DVV Verification: 309 Remark : DVV has made changes as per the data shared by the HEI and the value is downgraded. DVV has removed the duplicate names.
1.4.1	*Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website* Answer before DVV Verification : A. Feedback collected, analysed, action taken& communicated to the relevant bodies and feedback hosted on the institutional website

Answer After DVV Verification: C. Feedback collected and analysed

Remark : DVV has made the changes as per shared report of Feedback collected and analysed.

2.1.1	**Enrolment percentage**

2.1.1.1. **Number of seats filled year wise during last five years (Only first year admissions to be considered)**

Answer before DVV Verification:

2023-24	2022-23	2021-22	2020-21	2019-20
460	450	555	483	423

Answer After DVV Verification :

2023-24	2022-23	2021-22	2020-21	2019-20
460	450	555	483	423

2.1.1.2. **Number of sanctioned seats year wise during last five years**

Answer before DVV Verification:

2023-24	2022-23	2021-22	2020-21	2019-20
810	800	700	500	450

Answer After DVV Verification :

2023-24	2022-23	2021-22	2020-21	2019-20
810	810	810	810	918

Remark : DVV has made changes as per the data shared by the HEI and the value is upgraded.

2.1.2	*Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years*

2.1.2.1. **Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)**

Answer before DVV Verification:

2023-24	2022-23	2021-22	2020-21	2019-20
319	290	375	333	293

Answer After DVV Verification :

2023-24	2022-23	2021-22	2020-21	2019-20
18	42	36	39	42

2.1.2.2. **Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years**

Answer before DVV Verification:

2023-24	2022-23	2021-22	2020-21	2019-20
350	300	400	350	300

Answer After DVV Verification :

2023-24	2022-23	2021-22	2020-21	2019-20
128	86	86	86	86

Remark : DVV has made the changes as per actual students admitted from the reserved categories / seats earmarked for reserved category as per GOI/ State Govt rule.

2.4.2	*Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)*

2.4.2.1. **Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years**

Answer before DVV Verification:

2023-24	2022-23	2021-22	2020-21	2019-20
61	62	61	56	57

Answer After DVV Verification :

2023-24	2022-23	2021-22	2020-21	2019-20
35	35	36	33	34

Remark : DVV has made changes as per the data shared by the HEI and the value is downgraded. DVV has considered the teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D only.

3.2.2	*Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years*

3.2.2.1. **Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years**

Answer before DVV Verification:

2023-24	2022-23	2021-22	2020-21	2019-20
1	7	18	15	1

Answer After DVV Verification :

2023-24	2022-23	2021-22	2020-21	2019-20
0	4	14	12	1

Remark : DVV has made the changes as per shared report of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship.

3.3.1	**Number of research papers published per teacher in the Journals notified on UGC care list during the last five years**

3.3.1.1. Number of research papers in the Journals notified on UGC CARE list year wise during the last five years

Answer before DVV Verification:

2023-24	2022-23	2021-22	2020-21	2019-20
5	13	12	14	6

Answer After DVV Verification :

2023-24	2022-23	2021-22	2020-21	2019-20
3	05	09	11	4

Remark : DVV has made the changes as per shared UGC care list.

3.3.2	**Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years**

3.3.2.1. Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years

Answer before DVV Verification:

2023-24	2022-23	2021-22	2020-21	2019-20
15	18	16	12	10

Answer After DVV Verification :

2023-24	2022-23	2021-22	2020-21	2019-20
15	13	11	9	6

Remark : DVV has excluded without ISBN no. books and chapters.

3.4.3	*Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.*

3.4.3.1. Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years

Answer before DVV Verification:

2023-24	2022-23	2021-22	2020-21	2019-20

10	21	10	10	2

Answer After DVV Verification :

2023-24	2022-23	2021-22	2020-21	2019-20
00	11	08	08	2

Remark : DVV has made changes as per the data shared by the HEI and the value is downgraded. DVV has considered only extension activities for the benefit of community.

4.1.2	*Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years*

4.1.2.1. **Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)**

Answer before DVV Verification:

2023-24	2022-23	2021-22	2020-21	2019-20
18.42673	8.90048	85.55754	17.33149	15.46078

Answer After DVV Verification :

2023-24	2022-23	2021-22	2020-21	2019-20
31.22673	8.90048	85.55754	17.33149	15.46078

Remark : DVV has made changes as per the data shared by the HEI and the value is upgraded.

5.2.1	**Percentage of placement of outgoing students and students progressing to higher education during the last five years**

5.2.1.1. **Number of outgoing students placed and / or progressed to higher education year wise during the last five years**

Answer before DVV Verification:

2023-24	2022-23	2021-22	2020-21	2019-20
200	152	86	2	25

Answer After DVV Verification :

2023-24	2022-23	2021-22	2020-21	2019-20
102	98	36	0	0

5.2.1.2. **Number of outgoing students year wise during the last five years**

Answer before DVV Verification:

2023-24	2022-23	2021-22	2020-21	2019-20
1680	1650	1600	1500	1400

Answer After DVV Verification :

2023-24	2022-23	2021-22	2020-21	2019-20
348	341	368	336	348

Remark : DVV has made changes as per shared documents does not match.

5.2.2	*Percentage of students qualifying in state/national/ international level examinations during the last five years*

5.2.2.1. **Number of students qualifying in state/ national/ international level examinations year wise during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.)**

Answer before DVV Verification:

2023-24	2022-23	2021-22	2020-21	2019-20
00	06	06	04	12

Answer After DVV Verification :

2023-24	2022-23	2021-22	2020-21	2019-20
00	05	06	01	01

Remark : DVV has made changes as per the data shared by the HEI and the value is downgraded.

5.3.1	**Number of awards/medals for outstanding performance in sports/ cultural activities at University / state/ national / international level (award for a team event should be counted as one) during the last five years**

5.3.1.1. *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 wise during the last five years*

Answer before DVV Verification:

2023-24	2022-23	2021-22	2020-21	2019-20
0	7	9	2	1

Answer After DVV Verification :

2023-24	2022-23	2021-22	2020-21	2019-20
0	5	4	1	0

Remark : DVV has made changes as per excluded o-author in Anthology Delusion Vol.1 by Quill House publication,1st Position- Inter College Badminton Tournament (Women), Book Review competition at 4th Dibrugarh Book Fair.

5.3.2	**Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)**
	5.3.2.1. **Number of sports and cultural programs in which students of the Institution participated year wise during last five years**

Answer before DVV Verification:

2023-24	2022-23	2021-22	2020-21	2019-20
200	99	90	76	20

Answer After DVV Verification :

2023-24	2022-23	2021-22	2020-21	2019-20
06	03	00	00	00

Remark : DVV has made changes as per the data shared by the HEI and the value is downgraded. DVV has considered the Multiple activities on the relatively closer dates to be considered as one only.

6.3.2	**Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years**
	6.3.2.1. **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

Answer before DVV Verification:

2023-24	2022-23	2021-22	2020-21	2019-20
10	3	0	0	0

Answer After DVV Verification :

2023-24	2022-23	2021-22	2020-21	2019-20
0	0	0	0	0

Remark : DVV has made changes as per the data shared by the HEI and the value is downgraded. DVV has exclude less than 2000/- financial supports.

2.Extended Profile Deviations

ID	Extended Questions
1.1	**Number of teaching staff / full time teachers during the last five years (Without repeat count):** Answer before DVV Verification : 70 Answer after DVV Verification : 57
1.2	**Number of teaching staff / full time teachers year wise during the last five years**

Answer before DVV Verification:

2023-24	2022-23	2021-22	2020-21	2019-20
61	62	61	56	57

Answer After DVV Verification:

2023-24	2022-23	2021-22	2020-21	2019-20
57	57	57	56	57