

Annual Quality Assurance Report (2013-14)

**Submitted to
National Assessment and Accreditation Council (NAAC)
Bangalore**



**Submitted by
Internal Quality Assurance Cell (IQAC)
M.N.C. Balika Mahavidyalaya
Nalbari, Assam-781335**

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

I. Details of the Institution

1.1 Name of the Institution

M.N.C. Balika Mahavidyalaya

1.2 Address Line 1

L.N.B. Road, Nalbari

Address Line 2

City/Town

Nalbari

State

Assam

Pin Code

781335

Institution e-mail address

mncbm_nalbari@rediffmail.com

Contact Nos.

(03624)220567

Name of the Head of the Institution:

Dr. K.C. Goudo

Tel. No. with STD Code:

(03624)220567

Mobile:

+919864149424

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879)

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

1.5 Website address:

Web-link of the AQAR:

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B++	82.75	2004	2009
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

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

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

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

- i. AQAR ____2009-10_____ (05/03/2014)
- ii. AQAR ____2010-11_____ (05/03/2014)
- iii. AQAR ____2011-12_____ (05/03/2014)
- iv. AQAR ____2012-13_____ (05/03/2014)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

Computer Application

1.12 Name of the Affiliating University (*for the Colleges*)

Gauhati University

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

CPE in 2004

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

8

2.2 No. of Administrative/Technical staff

3

2.3 No. of students

1

2.4 No. of Management representatives

1

2.5 No. of Alumni

1

2.6 No. of any other stakeholder and
community representatives

4

2.7 No. of Employers/ Industrialists

1

2.8 No. of other External Experts

2

2.9 Total No. of members

21

2.10 No. of IQAC meetings held

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

Non-Teaching Staff Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

1. Role of Mass Media in Education
2. Development of Education in Assam since Independence
3. Population Explosion and importance of RTE Act 2009
4. Importance of English in 21st Century
5. 7 day drama workshop for students
6. Orientation on API for the faculty
7. Historiography- Theory and Practice

2.14 Significant Activities and contributions made by IQAC

- IQAC has taken initiative for restructuring the Grievance Cell and the Research and documentation cell
- Teachers' Exchange Programme
- In-house faculty exchange Programme

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
Maintaining of Good Academic Results in University Examination	The college has achieved a good academic results in the B.A. final exam where 67 students scored 1 st class marks
Construction of Administrative cum Academic Block	Construction of Administrative cum Academic Block is in progress. Completion of work will prevent loss of teaching days during exam time.
Construction of Administrative and Academic Block for open and distance learning	Construction of Administrative and Academic Block for open and distance learning is in full progress from our own resources.
Sporting Facilities	With a view to develop sporting facility, the college has submitted two proposals to UGC. We have been creating sporting facilities within the campus from our own resources.
Enhancement of permanent medical cell	A facility of the medical cell is enhanced.
Devising ways to stop disruption of classes during exam time	Measures are adopted to stop disruption of classes during exam. time through the creation of more physical and learning infrastructure.
Organising staff development programme	Orientation programme for both the teaching and non-teaching staff was organised at institution level particularly through the use of ICT.
Drama workshop	A 7 day drama workshop held from 7 th April to 13 th April 2014 in collaboration with

	Binapani Drama School, Nalbari. It was organised by the Equal Opportunity Cell of the college.
Extension Programme	Various Cells and Committees of the college organised a number of social and community outreach programmes. Programmes were also organised to celebrate International days such as, Anti-Tobacco Day, World Environment day, Aids Awareness Programme etc.

* Attach the Academic Calendar of the year as Annexure -Kindly See Annexure-II

2.15 Whether the AQAR was placed in statutory body Yes
No

Management Syndicate Any other body

Provide the details of the action taken

A detail study on the report was made and necessary corrective measures were taken.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	---	---	---	---
PG	---	---	---	---
UG	01	---	---	---
PG Diploma	---	---	---	---
Advanced Diploma	---	---	---	---
Diploma	---	---	---	---
Certificate	06	---	04	02
Others	01	---	---	01
Total	08	00	04	03
Interdisciplinary	---	---	---	---
Innovative	---	---	---	---

- 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	02
Trimester	---
Annual	---

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

*Please provide an analysis of the feedback in the Annexure -

Kindly See Annexure-III

- 1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Revision of the syllabi was carried out by the university

- 1.5 Any new Department/Centre introduced during the year. If yes, give details.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
20	07	13	---	06

2.2 No. of permanent faculty with Ph.D.

10

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
07	02	13	---	---	---	06	---	26	02

2.4 No. of Guest and Visiting faculty and Temporary faculty

04

04

04

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	03	15	11
Presented papers	03	09	06
Resource Persons	00	02	02

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

- The faculty of the departments organise weekly seminars, lectures, interactions on regular basis.
- Remedial classes are organised for poor and backward students specially on selected Sundays
- Students are asked to prepare seminar papers, lectures on selected topics. Students are also engaged in action research closely connected with social issues such as dowry, witch-hunting etc.
- Every department makes special efforts to use ICT tools such as OHP, LCD projectors etc.

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

182

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

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

01

2.10 Average percentage of attendance of students

80%

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA	548	---	12.22	56.20	3.83	72.26
Certificate						

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

The IQAC has organised a number of seminars and workshops to enhance the teaching learning process for both teachers and students. With the co-operation of the convenors of different cells and committees, the IQAC has made many improvements such as introduction of digital class room, smart board, library up-gradation etc.

2.13 Initiatives undertaken towards faculty development

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

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	07	---	---	04
Technical Staff	---	---	---	04

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- The IQAC of the college encouraged the faculty members to attend research based seminars, workshops etc. Special leave sanctioned to research scholars to attend course work on the initiative of IQAC.
- Students are involved in research work through field studies, seminar presentations, and environmental project work and so on.
- Faculty requires making a presentation on what is acquired during RC/OC/workshops in the presence of faculty and students so that transfer of knowledge takes place.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	---	---	---	---
Outlay in Rs. Lakhs	---	---	---	---

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	03	01	---	03
Outlay in Rs. Lakhs	1.3+1.5+.75	1.35 Lac	---	---

3.4 Details on research publications

	International	National	Others
Peer Review Journals	---	---	---
Non-Peer Review Journals	---	05	---
e-Journals	---	---	---
Conference proceedings	---	03	---

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	---	---	---	---
Minor Projects	02	UGC	1.35 Lac	
Interdisciplinary Projects	---	---	---	---
Industry sponsored	---	---	---	---
Projects sponsored by the University/ College	---	---	---	---
Students research projects <i>(other than compulsory by the University)</i>	---	---	---	---
Any other(Specify)	---	---	---	---
Total			1.35 Lac	

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	---	---	---	---	7
Sponsoring agencies	---	---	---	---	---

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College
 Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	---
	Granted	---
International	Applied	---
	Granted	---
Commercialised	Applied	---
	Granted	---

3.17 No. of research awards/ recognitions received by faculty and research fellows
 Of the institute in the year

Total	International	National	State	University	Dist	College
02	---	02	---	---	---	---

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
 National level International level

3.22 No. of students participated in NCC events:

University level State level
 National level International level

3.23 No. of Awards won in NSS:

University level	<input type="text" value="---"/>	State level	<input type="text" value="---"/>
National level	<input type="text" value="---"/>	International level	<input type="text" value="---"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="---"/>	State level	<input type="text" value="---"/>
National level	<input type="text" value="---"/>	International level	<input type="text" value="---"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="---"/>	College forum	<input type="text" value="03"/>
NCC	<input type="text" value="---"/>	NSS	<input type="text" value="---"/>
		Any other	<input type="text" value="02"/>

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

- Adoption of school (Nalbari Abhyasan Vidyalaya) for computer literacy.
- Organised Health Camp in remote village

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	3 acres*	2 acres*		---
Class rooms	16	01		17
Laboratories	02	---	---	02
Seminar Halls	02	---	---	02
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	150	07	---	157
Value of the equipment purchased during the year (Rs. in Lakhs)	---	8 Lac*	UGC	---
Others	---	---	---	---

*---approximately

4.2 Computerization of administration and library

- Administration is partially computerised.
- The Library of the college is fully computerized and SOUL 2.0 software from INFLIBNET is used.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	35478	---	1265	465620	36743	---
Reference Books						
e-Books	---	---	---	---	---	---
Journals	20		3			
e-Journals	---	---	---	---	---	---
Digital Database	01	---	---	---	---	---
CD & Video	65					
Others (specify)						
Photocopier	02					
Scanner	01					
Printer	03					
Others (specify)						

4.4 Technology up-gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others Laptop Note books
Existing	99	02	03	02	01	03	01	12
Added	08	---	---	01	---	---	---	02
Total	107	02	03	03	01	03	01	14

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

1. The department of Computer Science conducts training programmes to teachers, students and office staff on regular basis.

4.6 Amount spent on maintenance in lakhs :

i) ICT	2.0 lac
ii) Campus Infrastructure and facilities	23.0 lac
iii) Equipments	2.5 lac
iv) Others	0.5 lac
Total :	28.0 lac

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC of the college is trying to enhance awareness about students supportive services through banners, flex, notices etc. Information on these services is also given in the college prospectus.

5.2 Efforts made by the institution for tracking the progression

The following mechanisms are adopted by the college for tracking the progress of the college:

- 75% attendance of the students
- Students' feedback on teachers
- Class test, Quiz, Sessional exam. etc.
- Symposium, Seminar, Presentation
- Identification of weaker students and taking remedial measures
- Adoption, Intensive Care
- Book Bank facilities for meritorious and financially poor students

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1913	---	---	---

(b) No. of students outside the state

08

(c) No. of international students

04

Men	No	%	Women	No	%
				04	.21

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1261	77	36	373	4	1747	1466	119	38	290	3	1913

Demand ratio

2:3

Dropout %

16.34

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

The following mechanisms are adopted by the college

- Sunday Classes
- Special coaching classes
- UGC sponsored remedial coaching for entry in services
- Special classes on communicative skills

No. of students beneficiaries

75

5.5 No. of students qualified in these examinations

NET	---	SET/SLET	---	GATE	---	CAT	---
IAS/IPS etc	---	State PSC	---	UPSC	---	Others	35

5.6 Details of student counselling and career guidance

- Counselling on family issues, relationship difficulties, communication problems, stress, depression, frustration etc. are done by the Psychological Counselling Cell of the college.
- The Career Counselling & Guidance cell of the college organises programmes meant for career development of the students from time to time

No. of students benefitted

550

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
---	---	---	Accurate data not available

5.8 Details of gender sensitization programmes

Under the initiative of different cells namely - Women Study Forum, Gender Sensitization Cell and IQAC, a number of programmes organised at different levels for gender sensitisation. Besides, the Equal Opportunity Cell of the college has also adopted some steps for the upliftment of women.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	55	82,000.00
Financial support from government	623	18,79,360.00
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level
Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Number of grievances put forward by the students during this period was 15 and all these grievances were redressed by the grievance redressed cell.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: College is committed to all round growth of female students. It believes that learning should address all the four criteria- to know, to do, to be and to live together.

Mission: Our mission is to materialise the idea of socially inclusive education through the delivery of quality education and to impart skills that are in demand with an emphasis on creative and original thinking.

6.2 Does the Institution has a management Information System

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

6.3.1 Curriculum Development

- As an affiliated college of Gauhati University, we do not have the power to develop our curriculum. But there are mechanisms in place where college teachers are co-opted in the Academic Council and Curriculum Development Committee of the University.
- Teachers of this college too are on these committees at various points of time. Besides, our teachers are on the curriculum development committee of other universities as well. For example Dr. K.C. Goudo is the chairperson of English curriculum Development committee of KBVSAS University, Assam. Though we do not have the prerogative to formulate curriculum we do have value added course for which we develop our own content.

6.3.2 Teaching and Learning

The following methods are adopted by the departments. However these are not uniform.

- Continuous Assessment and periodical test
- Field study
- Weekly symposium/ seminars
- Group discussion/ panel discussion
- Playing the teacher

6.3.3 Examination and Evaluation

The college internally conducts Two Sessional exams on every semester. Apart from that different tests are conducted by every department at department level

6.3.4 Research and Development

- The college has made available all the resources for pursuing research in the library. Computer lab with 7x24 hours internet browsing facilities are provided to every research scholar (Both students and teachers).
- Grants and leaves are made available to every faculty for research work
- Seminars and symposiums are arranged for development of research environment in the college in a regular basis.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- The central library of the college is well equipped with all the modern facilities.
- The computer lab of the college having around 70 computers & Wi-Fi system provide internet browsing more comfortable in the campus
- Many class rooms have been fitted with digital interactive board, digital visualize etc.
- A proper waste management system is formally introduced in the campus

6.3.6 Human Resource Management

Human Resource Management is the first objective of the college.

For proper human resource management and development the college follows:

- Faculty development programme
- Weekly Seminars/Symposium
- Field study
- Different cells & committees of the college are encouraged to take up visits and organise development camps in remote villages during vacations.

6.3.7 Faculty and Staff recruitment

The faculty and staff recruitment is done following the UGC and the govt. of Assam Service /Recruitment Rule. However for the recruitment of visiting and temporary faculty the College Governing Body does the needful.

6.3.8 Industry Interaction / Collaboration

Being an Arts college, the scope for industry interaction is very limited. However the college encourages all departments to undertake industry exposure trips within the state. Departments are also encouraged to invite experts from various industries to visit the college.

6.3.9 Admission of Students

The process of admitting students to different departments is done by a special committee called admission committee, which comprises of both teaching and non teaching members. The objective of this practice is to make admission process fast, easier and student friendly. Admission is conducted on merit basis.

6.4 Welfare schemes for

Teaching	MNCBM Employees Mutual Aid Fund
Non teaching	MNCBM Employees Mutual Aid Fund
Students	<ul style="list-style-type: none"> • Partial Waiver of fees during admission for poor students • Book Bank Facilities for meritorious and poor students • Free Health Check up at regular interval etc.

6.5 Total corpus fund generated

NIL

6.6 Whether annual financial audit has been done

Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	---	---	✓	Dr. K.C. Goudo
Administrative	✓	Local Audit Department Govt. of Assam	✓	Governing Body of the college

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

For UG Programmes Yes No

For PG Programmes Yes No

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

After introduction of the semester system since 2010, the Gauhati University has introduced spot evaluation system.

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

None so far

6.11 Activities and support from the Alumni Association

The Alumni association of the college is closely connected with the teaching learning environment of the college.

6.12 Activities and support from the Parent – Teacher Association

The meeting of the Parent Teacher held on regular basis provides a good academic environment of the college. It helps to improve teaching learning process.

6.13 Development programmes for support staff

The College, through IQAC and departments organised trainings, workshop and other programmes for both teaching and non teaching staff of the college.

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

The college with the initiative of the Green Club makes the campus eco-friendly. Solid waste of the campus is well segregated and treated properly.

Criterion – VII

7. Innovations and Best Practices

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

- Facilitation for Quality Improvement programmes: both for students and faculty : specially in computer literacy
- IQAC has taken special initiative in making Central Documentation System more effective to facilitate administrative as well as academic environment of the college.
- Help, Support and Orientation for understanding Career Advancement Scheme of UGC: A system for marking the scores under each Category has been formalized which has led to easy filling of Self Appraisal forms for all teachers.
- IQAC has taken efforts to create awareness of Academic Autonomy, that has led to better understanding of concepts, regulations and operational features under Autonomy.
- Feedback on Teaching: for making teaching-Learning process more effective and students friendly.
- IQAC has taken consistent efforts for optimum utilization infrastructure and resources.

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

Plan of Action	Achievements	ATR
Maintaining of Good Academic Results in University Examination	The college has achieved a good academic results in the B.A. final exam. where 73 students scored 1 st class marks	Concerned departments continuously monitor the performance of the students through tutoring, mentoring, additional class, intensive care etc.
Construction of Administrative cum Academic Block	Construction of Administrative cum Academic Block is in progress. Completion of work will prevent loss of teaching days during exam time.	Construction work is monitored by the Building Construction Committee of the college.
Construction of Administrative and Academic Block for open and distance learning	Construction of Administrative and Academic Block for open and distance learning is in full progress from our own resources.	Construction work is monitored by constituting a special Building Construction Committee of the college.

Sporting Facilities	With a view to develop sporting facility, the college has submitted two proposals to UGC. We have been creating sporting facilities within the campus from our own resources.	
Enhancement of permanent medical cell	A facility of the medical cell is enhanced.	Dr. Jatin Choudhury M.D., a retired Joint Director of SMK Civil Hospital, Nalbari and Dr. Sachindra Das, MBBS are working as visiting doctor in the health care centre of the college.
Devising ways to stop disruption of classes during exam time	Measures are adopted to stop disruption of classes during exam time through the creation of more physical and learning infrastructure.	IQAC is taking special initiative to look after the classes during exam time.
Organising staff development programme	Orientation programme for both the teaching and non-teaching staff was organised at institution level particularly through the use of ICT.	The departments of Computer Studies with the help of IQAC of the college is taking special efforts for making the orientation programme a success.
Organise Workshop, Seminar etc.	<ul style="list-style-type: none"> • A 7 day drama workshop held from 7th April to 13th April 2014 in collaboration with Binapani Drama School, Nalbari. It was organised by the Equal Opportunity Cell of the college. • Organised Weekly Seminar departmentally. 	<p>The following resource persons are invited for the 7 Day drama workshop.</p> <ul style="list-style-type: none"> • Nazrul Islam, Producer, Theatre Bordoisila • Latumani Bhuyan, eminent actor • Pankaj Pallav Sarma, eminent actor, director • Himangshu Prasad Das, Actor (NSD) • Samarendra Barman, eminent playwright • Juri Sarma, renowned Assamese Film actress <p><i>Besides, various departments organised seminars on some relevant topics such as</i></p> <ol style="list-style-type: none"> 1. Role of Mass Media in Education organised by department of Education 2. Development of Education in Assam since Independence 3. Population Explosion and importance of RTE Act 2009 by IQAC

		4. Importance of English in 21 st Century by department of English 5. Orientation on API for the faculty
Extension Programme	Various Cells and Committees of the college organised a number of social and community outreach programmes. Programmes were also organised to celebrate International days such as, Anti-Tobacco Day, World Environment day, Aids Awareness Programme etc.	<ul style="list-style-type: none"> • Dr. Jatin Choudhury M.D., a retired Joint Director of SMK Civil Hospital, Nalbari interacted with the students on Anti Tobacco Day.

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

- | |
|--|
| <ul style="list-style-type: none"> • 100 % computer literacy • Domain based value added courses for employability <p>Kindly refer to the Annexure- for details</p> |
|--|

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

Kindly see Annexure- IV&V

7.4 Contribution to environmental awareness / protection

- | |
|---|
| <ul style="list-style-type: none"> • The Green Club of the college takes special initiative in making a clean and healthy pollution free environment in the college. The students of B.A 4th semester have to attend classes on Environmental Studies as part of their course curriculum. They also make research on different environmental issues, which is reflected in their field study. • The Green Club also takes needful steps for proper and safe waste disposal to ensure a clean and healthy environment • Every year the college organise different environment related programmes on a regular basis. |
|---|

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

SWOT ANALYSIS OF THE COLLEGE

Strength:

- Healthy enrollment over the years
- Immense institutional goodwill in the state
- Consistent academic excellence over the years
- Very good synergy between stakeholders, management and the college
- More than healthy financial health
- Very good research ambience (more than 50% faculty are Ph.D degree holder)
- Modern ICT intervention
- Non-interference of political parties in academic and administrative matters

Weaknesses:

- Inadequate sanctioned faculty compared to enrollment
- Higher secondary classes remain attached to UG level (as a Govt. Policy)
- Basically a humanities and social college. Courses lack employable skill content
- Non restriction of admission considering the merit criteria owing to the lack of adequate number of Higher Educational institution and poor background of students
- Of necessity employ a large number of part time faculty.

Opportunities:

- Expansion into skill based, employable courses
- Educational manpower in the area
- Possibility to transform the institution into a PG Institution

Threats:

- Conventional course curricula
- General lack of opportunities / employability for Arts students
- Semester leaves little room for co-scholastic, skill based learning
- Being an extremist porn district, sometimes academic environment of the college badly affected.

8. Plans of institution for next year

1. The college will strive to maintain the tradition of good academic performance in the Gauhati University examinations.
2. Special efforts will be made for the development of ICT infrastructure in the college.
3. At least two National Seminars will be organized by the college.
4. As a part of research activities, the college will publish some books with ISBN.
5. For the development of community extension as well as inclusion programs will be initiated by different cells and comities of the college.
6. Efforts will be made for the development of sports and extracurricular activities that may bring all round growth to the students as well as the other working staff of the college.
7. Free Complete health check up camp for students will be arranged within the campus for monitoring health of the students.


Name : *Dr. Kaushik Kr. Deka*

Signature of the Coordinator, IQAC
Co-ordinator
Internal Quality Assurance Cell
M.N.C. Balika Mahavidyalaya
Nalbari, Assam


Name: *Dr. K.C. Goudo*

Signature of the Chairperson, IQAC
Principal
M.N.C. Balika Mahavidyalaya
Nalbari, Assam

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

ACADEMIC CALENDER

M.N.C BALIKA MAHAVIDYALAYA, NALBARI

FROM 1ST JULY 2013 TO 30TH JUNE 2014

MONTH / YEAR & DATE	CLASS / WORKING DAYS	NO. OF TEACHING DAYS	ACADEMIC & OTHER ACTIVITIES
July 2013			
1-6	Working Days		Summer Vacation
7	Sunday		
8-13	Working Days		
14	Sunday		
15-20	Working Days		
21	Sunday		
22-27	Working Days		
28	Sunday		
29-31	Working Days		
August 2013			
1-3	Working Days / Class Days	3	Commencement of odd Semester classes from 1st August.
4	Sunday		
5-8	Working Days / Class Days	4	
9-10	Holidays (Id-Ul-fitre)		
11	Sunday		
12-14	Working Days / Class Days	3	
15	Holiday (Independence day)		
16-17	Working Days / Class Days	2	

18	Sunday		
19-24	Working Days / Class Days	6	
25	Sunday		
26-27	Working Days / Class Days	2	
28	Holiday (Janmastomi)		
29-31	Working Days / Class Days	3	
September 2013			
1	Sunday		
2-6	Working Days / Class Days	5	
7	Holiday (Tithi of Srimanta Sankar Dev)		
8	Sunday		
9-13	Working Days / Class Days	4	Students Union Body Election
14-15	Working days		
16-21	Working Days / Class days	6	Sessional I Exam
22	Sunday		
23-28	Working Days / Class Days		
29	Sunday		
30	Working Days / Class Days	1	
October 2013			
1	Working Days / Class Days	1	
2	Holiday (Gandhi Jayanti)		
3-5	Working Days / Class Days	4	
6	Sunday		Sessional II exam
7-10	Working Days / Class Days	4	
11-18	Holidays (Durga Puja, Vijaya Dasami, Janmatsav of Srimanta Sankar Dev, Id-UI-Zuha, Kati Bihu, Lakshmi Puja)		

19	Working Days / Class Days	1	
20	Sunday		
21-26	Working Days		
27	Sunday		
28-31	Working Days / Class Days	4	
November 2013			
1	Working Days / Class Days	1	
2-3	Holidays (Kali Puja / Dewali)		
4-9	Working Days / Class Days	6	
10	Sunday		
11-13	Working Days / Class Days	3	
14	Holiday (Maharam)		
15-16	Working Days / Class Days	2	
17	Holiday (Guru Nanak Birth Day)		
18-23	Working Days / Class Days	6	
24	Sunday		
25-30	Working Days / Class Days	6	
December 2013			
1	Sunday		End Semester Examination
2-7	Working Days / Class days	2	
8	Sunday		
9-14	Working Days		
15	Sunday		
16-21	Working Days		
22	Sunday		
23-24	Working Days		

25	Holiday (Christmas Day)		
26-28	Working Days		
29	Sunday		
30-31	Working Days		
January 2014			
1-4	Working Days	4	Annual College week
5	Sunday		
6-11	Working Days	6	
12	Sunday		
13-17	Holidays (Magh Bihu, Silpi Divas)		
18	Working Days	1	
19	Sunday		
20-25	Working Days		
26	Holiday (Republic Day / University Foundation Day)		
27-31	Working Days / Class Days	5	
February 2014			
1	Working Days / Class Days	1	Sessional I Exam
2	Sunday		
3	Working Days / Class Days	1	
4	Holiday (Saraswati Puja)		
5-8	Working Days / Class Days	4	
9	Sunday		
10-15	Working Days / Class Days	6	
16	Sunday		
17-22	Working Days		
23	Sunday		

24-26	Working Days / Class Days	3	
27	Holiday (Shivratri)		
28	Working Days / Class Days	1	
March 2014			
1	Working Days / Class Days	1	
2	Sunday		
3-8	Working Days / Class Days	6	
9	Sunday		
10-15	Working Days / Class Days	6	
16	Holiday (Dol-Yatra)		
17-22	Working Days / Class Days	6	
23	Sunday		
24-29	Working Days / Class Days	6	
30	Sunday		
31	Working Days / Class Days	1	
April 2014			
1-5	Working Days		Sessional II exam
6	Sunday		
7-12	Working Days / Class Days	6	
13	Sunday		
14-16	Holidays (Bohag Bihu)		
17-19	Working Days / Class Days	3	
20	Sunday		
21-26	Working Days / Class Days	6	
27	Sunday		
28-30	Working Days / Class Days	3	

May 2014			
1-3	Working Days / Class Days	3	
4	Sunday		
5-10	Working Days / Class Days	6	
11	Sunday		
12-17	Working Days / Class Days	6	
18	Sunday		
19-24	Working Days / Class Days	6	
25	Sunday		
26-31	Working Days / Class Days	6	
June 2014			
1	Sunday		End Semester Exam
2-7	Working Days		
8	Sunday		
9-14	Working Days		
15	Sunday		
16-21	Working Days		
22	Sunday		
23-28	Working Days		
29	Sunday		
30	Working Days		
TOTAL TEACHING DAYS		182	

FEEDBACK REPORT:

M.N.C. Balika Mahavidyalaya, Nalbari

Feedback- both formal and informal has been in place for many years now. Sensitivity to stakeholders is a priority with this institution.

We have a feedback format of point scale on scholastic aspects. The feedback papers are distributed to students. The updates are analyzed and appropriate action is taken. Particularly inputs on teachers are informed about the feedback usually orally to avoid any hurt and advised corrective action.

The grievance redressed mechanism takes care of the day to day inputs from students, faculty and others. There is a grievance and suggestion box in front of the Principal's cubicle which students can use on a day to day basis. Students are free to keep their identity confidential if they want. They can meet the principal at any time to bring in a grievance or a suggestion.

The faculty and non-teaching staff is sensitized regarding students and stakeholders requirements.

Guardian and alumni meets are also effective forums to gather feedback on various aspects of college mechanism.

The occasional *Peer Review of Classes* to helps faculty to fine-tune their teaching skills.

The informal feedback system helps troubleshoot problems on a day to day basis more than the formal system which happens in intervals.

(K.C. Goudo)

Principal

BEST PRACTICES OF THE COLLEGE:**A.****Title of the practice:** Compulsory Computer Literacy Programme**Goal:** The practice is aimed at empowering girl students with a mandatory delivery of computer knowledge thereby enhancing their skill and employability.**The Context:**

In the predominantly humanistic and social sciences curricula the issues of employable and human skills largely remains unaddressed. Skills are critical to getting employed and for social interventions. A basic knowledge in handling computers for example opens up the vast domain of internet and other resources. And Assam being slow off the block in ushering I.T revolution, it is imperative on educational institutions to embed computer education as a mandatory skill. The practice entails all first semester students are compulsorily admitted in the value-added CMOA computer course.

The Practice:

The target group for the compulsory computer learning programme – CMOA is semester one students. The fee of Rs. 2800/- is above and over the nominal admission fee. It was a burden since about 30-40 % of our students, coming as they due from socio-economically disadvantage sections, found hard to bear. Therefore we negotiated with C-DAC (A Govt. of India Concern under a department of Science and Technology) and brought the too about 55%. The fee now is Rs. 1500/- .

Even this fee is partly or fully relaxed for disadvantaged, physically challenged and academically bright students. The examination is conducted here but the question papers and certificate come from C-DAC, Pune (Maharashtra).

We have engaged five qualified staff to teach the course. Besides there are other courses under C-DAC which are open to students of this college and girl students/ women outside the Intuition.

Evidence of success:

The basic idea behind the practise was to achieve total computer literacy so that it facilitates enhanced use of ICT component in teaching-learning. And we are by and large successful in this regards. The success of this practice is also evident in large number of students employed by corporations, MNCs, Sales houses and so on. Yet there are issues that we need to address. We need to ensure its an every enrolled students becomes computer literate.

Problems encountered and Resources Required:

We have no issues with financial or human resources. We have created a specious laboratory with more than 60 Computers supported by qualified faculty, online power backup and a 100 KVA genset.

- What makes us think is the considerable disadvantaged section who cannot often pay even the highly subsidised fee (collected in three instalments) and we have to write off the amount leading to financial loss.
- Added to this is the instalments relaxed to support socio-economically disadvantaged section
- The introduction semester system too impacted students opting for skill-based value added courses including compulsory computer literacy programme since the new system of study leaves little room for other things.

B.

Title : Value Addition

Goal :

The value added Certificate courses are designed to add to the commotional U.G. course in Humanities and Social Sciences.

- ⇒ They are self-funded courses aimed at supplementing skills either absent or deficient in the curricular.
- ⇒ These courses are aimed at importing domain based skills (i.e. : domain -> Economics : Value addition -> Insurance & Scholarship, -> Montessori Method etc.

The Context :

Courses in the Humanities and Social Sciences do not embed employable and human skills. This is true to a large extent. Therefore inspired of gaud scholastic achievement students find it hard to get employment. An overwhelming majority of students, for example, lack communication skill in English. The Certificate course in Comm. Skills is a humble attempt at importing this skill for which we have a Digital Language Lab. Learning CDs, Movies and such other materials.

The Practice :

The practice courses are designed based on domains of study. Every Department is a domain for education and the department has designed the course. In this way the Dept. of English and Assamese run the communication skills course and so on.

- ⇒ Every student need to chose at least one value-added course. The fee for these course is extremely nominal (Rs. – 100) So, that every student can afford it. Only Beauty Care (Personal Grooming) course has a slightly higher fee structure.
- ⇒ A Student can take up more than are course without paying any extra fee.
- ⇒ Students are enrolled in these course at the time of admission
- ⇒ Resource person, scholars are invited on Contractual basis to teach Certificate course in Art and Craft.

Evidence of success :

Value added course are aimed at supplementing enhancing the skills of learners in different domains, Some programme like Art and Craft and Beauty Care (Personal Grooming) used to be quite popular.

Problems Encountered and Resources Required :

- ⇒ Inadequate physical space during class hours pushed the value-added courses late into afternoon. This makes students from rural areas. Who need to leave campus early. Hard to attend.
- ⇒ Introduction of Semester System too had a dampening import on these course since it very little time to devote to skill training.

Unless there is promotion for structuring skill component in the course curricular students will not be attracted to any enabling learning outside the given scholastic package. To put it another way students will remain examination oriented. This will present us from reaping the benefit of a huge demographic capital since students learn thing that become obsolete in the world outside.
