



Yearly Status Report - 2016-2017

Part A

Data of the Institution

1. Name of the Institution	MAHENDRA NARAYAN CHOUDHURY BALIKA MAHAVIDYALAYA
Name of the head of the Institution	Dr.Krishna Chandra Goudo
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	036242205670
Mobile no.	8822708811
Registered Email	mncbm_nalbari@rediffmail.com
Alternate Email	mncbm2018@gmail.com
Address	College Road, Vill: Bidyapur, P.O: Bidyapur, Dist: Nalbari, Assam
City/Town	Nalbari
State/UT	Assam
Pincode	781335

2. Institutional Status					
Affiliated / Constituent		Affiliated			
Type of Institution		Women			
Location		Semi-urban			
Financial Status		state			
Name of the IQAC co-ordinator/Director		Dr. Kaushik Kumar Deka			
Phone no/Alternate Phone no.		036242205670			
Mobile no.		8822708811			
Registered Email		kkdkaushik1973@gmail.com			
Alternate Email		kaushikkdeka@yahoo.co.in			
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)		https://mncbm.ac.in/iqac.php			
4. Whether Academic Calendar prepared during the year		No			
5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B++	82.75	2004	16-Sep-2004	15-Sep-2009
2	A	3.02	2016	02-Dec-2016	01-Dec-2021
6. Date of Establishment of IQAC			16-Sep-2004		
7. Internal Quality Assurance System					
Quality initiatives by IQAC during the year for promoting quality culture					
Item /Title of the quality initiative by IQAC		Date & Duration		Number of participants/ beneficiaries	
Routine for the academic session prepared		24-Jun-2016 15		5	
Orientation to the new students		02-Aug-2016 02		600	

One day training to the non teaching staff on Microsoft Excel	15-Nov-2017 01	11
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	2017 00	0
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

3

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

No

Upload the minutes of meeting and action taken report

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11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

Prospectus of the college was prepared by the IQAC Core Committee

College website was managed by IQAC

Departments were directed by the IQAC on how to keep records of both academic and extracurricular activities

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

Plan of Action	Achivements/Outcomes
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Construction of new classrooms.	The Department of English was shifted to the Administrative Building
To do academic and administrative audit.	Could not be done due to unforeseen reasons
To draw plans for future action.	Plan was chalked out before the start of the session
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14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2022
Date of Submission	23-Sep-2022
17. Does the Institution have Management Information System ?	No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

MNC Balika Mahavidyalaya is affiliated to the Gauhati University. The Curriculum Planning and Implementation is performed by each teaching department, for undergraduate courses with the advice of Academic Registrar of Gauhati University. At the commencement of the Academic year, the college forms a routine committee for preparation of college class routine which deploys the units of time required for classes by all the departments including theory, practical, tutorial etc. The teachers prepare the teaching plan of their respective subjects before the start of each semester .In such plans the number of classes needed by a teacher to complete his or her assigned portions are detailed along with the tutorial, class test, home assignments, unit test etc. The teaching plans provide an insight how the lecture class or practical will be handled throughout the semester. The course contents are discussed and distributed to the teachers according to their preference and specialization. Departmental staff meetings are held at regular intervals and all the aspects of the curriculum including course coverage and others matters are discussed. Seminar presentations by students are held every semester to assess effectiveness of curriculum delivery. All records of marks obtained by students in internal assessments are documented properly by the respective departments. In addition to normal class work, often some teachers engaged their students in seminar presentation and field-study work.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Nil	Nil	Nil	Nil	Nil	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NIL	Nil
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	NIL	Nil

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

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
NIL	Nil	0
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1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Field Trip and Excursion to Shillong and N.E.H.U (Deptt. of English)	27
BA	Educational Tour to Tezpur Central University from the department of History	22
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	No
Parents	No

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

Feedback Obtained

The feedback were taken manually only from the students. The analysis is done and recorded on the basis of the feedback collected from the students by the Feedback Committee.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	ENGLISH	40	52	38
BA	ASSAMESE	80	150	83
BA	EDUCATION	60	80	52
BA	ECONOMICS	40	55	45
BA	HISTORY	40	65	45
BA	POL. SCIENCE	60	48	48
BA	PHILOSOPHY	60	54	54

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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2016	2245	Nil	18	0	0

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
18	10	5	4	0	0

[View File of ICT Tools and resources](#)

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

Student mentoring is one of the most important aspects of our college. A student who is enrolled in college faces a variety of difficulties. Young students face a variety of problems, including cultural difference, social conditioning, performance pressure, physical changes, job decisions, romantic relationships, and identity formation. While the majority of students manage these problems, some of them struggle to seek support and end up making poor decisions. This has an impact on their future and academic achievement. Our students come from diverse cultural and economic origins, have a variety of aspirations and abilities, in addition to dealing

with psychological and personal issues that could potentially alter their course of life at this point in their lives. In order to help students develop the necessary skills, information, and attitudes to better analyse possibilities, make critical choices, accept challenging situations, and have a sense of purpose for their careers and lives in general, it is important that we recognise these various demands. Each student is given a mentor with whom they can share any difficulties or barriers to the best possible learning. The mentor that the learners desire to interact with might also be chosen by them. Students are advised to choose a teacher from their own department who fits their needs by looking at the staff profiles of the instructors on the college website. Meeting with their mentors on a regular basis is advised for the students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2245	18	1:125

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
21	18	3	0	8

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nil	NIL	Nil	NIL
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	BA01	6th	10/06/2017	04/08/2017
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Being an affiliated college of Gauhati University, we are required to follow the guidelines set by the institution with regards to the internal student evaluation. The process of continuous internal evaluation supports like just an alert system or support system that notifies the student for self-evaluation as well as scope for improvement. Class tests, quizzes, and participation in class discussions may be used as part of this ongoing assessment to help students retain the fundamental concepts they have learned in class. The colleges mentoring initiative supports this procedure by encouraging mentees to talk to their mentors about their progress. Because of their experience, mentors are well-positioned to recommend course corrections.

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

Each department creates thorough academic schedules for both the odd and even semesters. The calendars give each department the ability to organise their

academic and extracurricular activities in a methodical and consistent way. It keeps track of the days allotted for tasks, seminars, departmental celebrations, mentorship initiatives, etc. These calendars are put in place, ideally before the start of the semester, thanks to the internal academic audit of the college.

2.6 – Student Performance and Learning Outcomes

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

<https://mncbm.ac.in/upload/documents/1666419131.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BA01	BA	ENGLISH	20	19	95
BA01	BA	ASSAMESE	68	63	92.65
BA01	BA	EDUCATION	57	53	92.98
BA01	BA	ECONOMICS	18	17	94.44
BA01	BA	HISTORY	19	16	84.21
BA01	BA	POL.SCIENCE	45	45	100
BA01	BA	PHILOSOPHY	37	36	97.3

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2.7 – Student Satisfaction Survey

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

https://mncbm.ac.in/upload/igac_file/1671529971.docx

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	Nil	Nil	0	Nil

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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Nil		

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Nil	Nil	Nil	Nil

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	Nil	Nil
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00		

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

Name of the Department	Number of PhD's Awarded
Nil	Nil

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Education	4	00
National	Philosophy	1	00
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Assamese	7
Philosophy	1
Education	2
English	3
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	Nil	0	NIL	0
No file uploaded.						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	Nil	0	0	NIL
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Presented papers	Nil	6	Nil	Nil
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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Nil	Nil	Nil	Nil
No file uploaded.			

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Nil	Nil	Nil	Nil
No file uploaded.			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Nil	Nil	Nil	Nil	Nil
No file uploaded.				

3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Nil	Nil	Nil	Nil
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.					

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Nil	Nil	Nil	Nil
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
300000	300000

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Seminar halls with ICT facilities	Existing
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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Soul	Partially	2.0	2004

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	32600	Nil	180	Nil	32780	Nil
No file uploaded.						

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nil	Nil	Nil	Nil
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	53	2	2	2	2	1	12	2	0

Added	5	0	0	0	0	0	0	0	0
Total	58	2	2	2	2	1	12	2	0

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

2 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	Nil

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
300000	262837	500000	475531

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

The maintaining and planned utilization of physical, academic and support facilities in the College is essential for creating an environment that is appropriate and adequate for learning. The college has a number of committees and subcommittees for maintaining and utilizing physical, academic and support facilities. Among the several committees, Building Construction and Infrastructure committee looks after the construction of new buildings and maintenance of the college campus. The Purchase Committee is responsible for the activities related to purchase of commodities from grants received from various sources. Stock registers are maintained for all the procurements. To ensure accuracy of the financial statements, internal and external audits are done periodically. The library provides one of the most important academic services to the college. The college has a well equipped library, which provides easy access to books, journals etc and thereby contributes to the intellectual growth of the students, teachers, research scholars and others. The College provides several indoor and outdoor sports facilities to all its students. Due to constraint of land area of the college campus the college cannot afford full facility of games and sports to the students. Despite this constraint, the students of the college have been performing quite well in games and sports in various levels over the year.

https://mncbm.ac.in/upload/iqac_file/1671530773.docx

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Nil	Nil	Nil
Financial Support from Other Sources			
a) National	Nil	Nil	Nil

b)International	Nil	Nil	Nil
No file uploaded.			

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Soft Skill Development	08/02/2017	40	Nil
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.					

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
2	2	3

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Nil	Nil	Nil	Nil	Nil	Nil
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2016	9	BA	ENGLISH	G.U/ KVBSU/ BLU	MA/ B.ED.
2016	23	BA	ASSAMESE	G.U/ KVBSU/ BLU	MA/ B.ED.
2016	20	BA	EDUCATION	G.U/ KVBSU/ BLU	MA/ B.ED.
2016	8	BA	ECONOMICS	G.U/ KVBSU/ BLU	MA/ B.ED.

2016	10	BA	HISTORY	G.U/ KVBSU/ BLU	MA/ B.ED.
2016	21	BA	POL. SCIENCE	G.U/ KVBSU/ BLU	MA/ B.ED.
2016	17	BA	PHILOSOPHY	G.U/ KVBSU/ BLU	MA/ B.ED.

[View File](#)

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

Items	Number of students selected/ qualifying
Nil	0
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
College Week Festival	Institution	600
Freshmen Social	Institution	900
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nil	Nil	Nil	Nil	Nil	Nil	Nil
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The college has a vibrant Students Union, an elected body that represents for all of colleges students. During the first month of the academic year, a student union election is held. The polling procedure is visible to all candidates, and the results are shown on the screen only for them. Additionally, student representatives are frequently invited to attend Board of Studies and College Council sessions as guests. Their recommendations and demands are carefully considered when creating a new curriculum. The institution gives students lots of chances to take part in a variety of co-curricular, extracurricular, social, sporting, and community-building activities. Concerns and suggestions from the union body are gathered and considered while making various policy decisions. The main initiatives or activities carried out by the MNCBM Student Union are: 1. Throughout the year, many competitions. 2. The Inter-Departmental Cultural Competition 3. Management of numerous student grants, fellowships, and welfare programmes for students. 4. Planning departmental celebrations, special events for important national and international holidays, and ethnic festivals. A few of departmental Associations key initiatives include: 1. Recognizing students abilities for sports and cultural events 2. Planning inter collegiate programmes tailored to departments on the day of the department festival. 3. Planning departmental sporting events in conjunction with the colleges Sports Day celebrations. 4. Planning field trips and informative departmental tours. From the above, it is

clear that student council actively participates in all decision-making processes across a variety of discussion forums. It is ensured and recognized that students are represented at all levels.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

600

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

Nil

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The administration works effectively through a decentralised process resting on the following pillars- the IQAC, the Governing Body, the Finance Committee and the Bursar. The IQAC looks after the quality maintenance and the quality enhancement of the institution, the Governing Body supervises the effective administration of the college, the Finance committee looks after the financial aspects . The administration has decentralised management through the formation of sub-committees, cells and clubs, bodies functioning under convenor(s) and meet regularly online or offline to plan for various initiatives. All teaching and nonteaching staff are members of these units

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

Partial

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	Maintenance of lesson plan by the department, adherence to departmental routine, distribution of syllabus to different teachers
Teaching and Learning	Encouagement to participative learning, organising student seminars, quizzes. Encouraging students to solve problems, catering to slow learners through remedial classes
Examination and Evaluation	Adherence to academic calenders circulated to the students in the beginnig of each academic session. Holding departmental meetings regularly to review the performance of students.

	Examinations are held according to the schedule formulated by Gauhati University and the evaluation process is taken care of by the university itself. Internal evaluation is done by the respective departments according to their own schedule.
Library, ICT and Physical Infrastructure / Instrumentation	The library is automated with Soul. 2.0 software. The college has five ICT enabled classrooms and all the departments have their own computer, printer and digital archives.

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

E-governance area	Details
Examination	The college follows the examination procedures structured and designed by the parent body i.e. Gauhati University. The documents related to examination are submitted through the examination portal of Gauhati University. The Time Table and seat plan of the students for internal examinations are disseminated through Whatsapp groups by the Head of the respective departments.
Planning and Development	E tenders are called through college website for construction and development of infrastructure.
Administration	The decisions of the various administrative committees are shared through the teacher's notice board and Whatsapp groups Teaching and nonteaching staff of the institution.
Finance and Accounts	The college submits the salary bills through online portal of the district administration. Audit reports and grant related information are uploaded in the college website.
Student Admission and Support	Advertisement for admission into the BA programme is displayed in the College Website. Selected candidates for admission are informed through SMS to their registered mobile numbers. During the time of admission the name of the selected candidates and the percentage of the marks secured are displayed transparently. From 2020 onwards online admission system has been adopted by the college.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/	Name of the	Amount of support
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		workshop attended for which financial support provided	professional body for which membership fee is provided	
Nil	Nil	Nil	Nil	Nil
No file uploaded.				

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nil	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.						

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Nil	Nil	Nil	Nil	Nil
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	2

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>The teacher community is part of the welfare schemes that are in accordance with their service schemes. College Mutual Fund is there to provide loans to the teaching faculty. Teachers Unit is also there to address the grievances and problems of the teachers.</p>	<p>The non teaching community is part of the welfare schemes that are in accordance with their service schemes. College Mutual Fund is there to provide loans to the non-teaching staff. The non teaching staff of the college is also a part of the Axom Karmachari Parishad, that looks into the matter of their grievances and problems.</p>	<p>All the state and central government schemes for college students are in place in our college as well. Financial Support is provided to students with Registration Fee for participation in Conferences, Workshops, Seminars and other academic activities abroad and within the country. • Financial Assistance is provided for participation in the Sports and other Extra-Curricular Activities. Other Facilities • The students have Medical</p>

Room facilities and a Nurse on the Campus during working hours. The students have access to the neighbourhood hospital, Sant Parmanand Hospital. Several sports facilities such as Gymnasium, Swimming Pool, Yoga, Climbing Wall, Lawn Tennis and several others are available to the students.

6.4 – Financial Management and Resource Mobilization

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

The audits of the college are done in two layers as follows: 1. Internal audit: The audit of the accounts of the college is done every year. The authority appoints a local firm for conducting internal audit and accordingly the firm checks thoroughly the financial transactions of the college and prepares a report every year. The report is then placed before the governing body for approval. If there is any audit objection in the report then it is settled by the Governing Body through discussion. 2. External audit: - The audit of the accounts of the college is also done by an external government authority in every 3 to 4 years. The college invites the office of the Accountant General to do the financial audit of the college. Accordingly they audit the account and submit the report to the higher authority of the AG office. The audit objection if any is settled by the college authority with the help of AG office.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	Nil	Nil
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6.4.3 – Total corpus fund generated

10071629.42

6.5 – Internal Quality Assurance System

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

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

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

The Governing Body has two Guardian members appointed on the recommendations of the principal. • Parent Teacher meetings are regularly held. • Guardian's feedback reports are collected to get suggestions for overall development of the institution.

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

The administrative staff of the college is encouraged to take up the training programmes organized by the HRDC and other recognised bodies. • Administrative staff members are encouraged to take up the ICT skill development programmes for career promotion. • Administrative staff of the college is encouraged to take up the online courses for career promotion.

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

The NAAC peer team had recommended the establishment of sanitary napkin Vending Machine and two sanitary napkin Vending Machines have been established in the college and college hostel. The I.T Department has introduced various skill based certificate and diploma courses. The Department of Anthropology has also been started as per NAAC Committee recommendations.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2016	Activity Cell Distribution among the faculties and orientation on record keeping	22/06/2016	22/06/2016	22/06/2016	18
2016	Orientation to the new students	02/08/2016	02/08/2016	02/08/2016	500
2017	Orientation on the use of ICT to the teachers, with the help of the IT Department	11/02/2017	11/02/2017	11/02/2017	18

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants
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			Female	Male
iNternational Women Day	08/03/2017	08/03/2017	73	10

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

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

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	5
Physical facilities	Yes	5

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
Nil	Nil	Nil	01/08/2016	Nil	Nil	Nil	Nil
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Guidelines of Gauhati University	01/08/2016	The College also follows the guidelines of the parent university in regards to academic and administrative matters.
Assam College Teachers Employees Provincialization Act, 2010	01/08/2016	The college follows the rules of the Assam College Employees (Provincialisation) Rules 2010
Prospectus	01/08/2016	The prospectus contains the rules and regulations to be followed by the students at the time of admission and college hours.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Independance Day	15/08/2016	15/08/2016	56
Teachers Day	05/09/2016	05/09/2016	280
Human Rights Day	10/12/2016	10/12/2016	120
Republic Day	26/01/2017	26/01/2017	46

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

Eco friendly canteen is constructed to maintain a congenial environment in the campus.

Regular tree plantation drive is organized by the authority to enrich the flora and fauna in and around the campus.

The college has tried to make the campus plastic free. The college canteen is encouraged to use paper cups and plates, cold drinks stored either in glass bottles or in tetra packs. • Use of the College hostel terrace as a means of rain water harvesting which reduces the use of ground water.

Noise pollution is always taken care of while organizing any event in the college campus.

Regular cleaning of the campus is done for maintaining health and hygiene.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Regular maintenance of cleanliness with proper installation of dustbins and proper disposal of waste. The IQAC takes proper initiatives to take stock of cleanliness maintenance inside and outside the college campus. For that purpose cleaners and sweepers are appointed with the help of the authority and proper disposal of waste is done. Dustbins and environment friendly waste management materials are purchased time to time. 2. Giving basic computer training to the needy students who are residing in and around Nalbari district. The IQAC takes initiatives to go to the neighbouring colleges and with the help of the interested faculties of the various departments, basic computer training is imparted to the needy.

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

https://mncbm.ac.in/upload/iqac_file/1671530896.docx

7.3 – Institutional Distinctiveness

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

The vision of M.N.C Balika Mahavidyalaya is to disseminate higher education to strengthen the women power of Nalbari and its rural neighbourhood. The priority of the institution is the empowerment of women in all aspects and hence the thrust in this year was given to women health and nutrition as empowerment will be void without a sound health. The institution is blessed to have students from different districts of its neighbourhood as well as from both urban and rural areas. This provides a healthy platform to the students for overall well being as they get enough opportunity to interact with students from various culture, social background and strata. Keeping in view the thrust area of this year, the college has initiated various health related programmes to make students aware of this important issue. Mahendra Narayan Choudhury Balika Mahavidyalaya is committed to all round growth of girl students. It believes that learning should address all the four criteria - to know, to do, to be and to live together. In contrast to flippant attitude, it would foster a sense of responsibility and strive to bring home the significance of social commitment, ethical values and liberal spirit in educational system. Keeping in view the economic and socio - cultural panorama of the region, it will endeavour to help the students to face the challenges of the new world order. The college rapidly underwent a phase of expansion both vertically and

horizontally. The introduction of new courses and construction of new administrative block has given a new dimension by providing quality higher education to the girl students. In course of its glorious journey, MNC Balika Mahavidyalaya has reached many a milestone and the National Assessment and Accreditation Council accredited the college with 'B' grade in 2004 and 'A' grade in 2016. Recognising the academic excellence and achievements of the student community, UGC recognised the college as a "College with Potential for Excellence" in 2006.

Provide the weblink of the institution

https://mncbm.ac.in/upload/igac_file/1671530702.docx

8.Future Plans of Actions for Next Academic Year

1. To introduce more value added, certificate and diploma courses 2. Skill based courses will be preferred over the traditional courses. 3. Construction of new ICT enabled classrooms. 4. Providing proper guidance and counselling to selected students for competitive examinations, completely free of cost. 5. Awareness programs on Health and Hygiene.