

Yearly Status Report - 2017-2018

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.	03624220567
Mobile no.	9954184309
Registered Email	mncbm_nalbari@rediffmail.com
Alternate Email	mncbm2018@gmail.com
Address	College Road, Nalbari, Assam, pin :781122
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.	03624220567																								
Mobile no.	8822708811																								
Registered Email	kaushikkdeka@yahoo.co.in																								
Alternate Email	mncbm_nalbari@rediffmail.com																								
3. Website Address																									
Web-link of the AQAR: (Previous Academic Year)	https://mncbm.ac.in/aqar.php																								
4. Whether Academic Calendar prepared during the year	No																								
5. Accreditation Details																									
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accreditation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>B++</td> <td>82.75</td> <td>2004</td> <td>16-Sep-2004</td> <td>15-Sep-2009</td> </tr> <tr> <td>2</td> <td>A</td> <td>3.02</td> <td>2016</td> <td>02-Dec-2016</td> <td>01-Dec-2021</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accreditation	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
Cycle	Grade	CGPA	Year of Accreditation	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																					

Orientation to the new students of the college	01-Aug-2017 02	500
Training to the Non Teaching Staff on Computer Literacy	11-Feb-2018 01	12
M.O.U signing with Barbhaag College	20-Sep-2017 01	6
No Files Uploaded !!!		

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

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

No Files Uploaded !!!

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)

? Involved in the composition of the college academic calendar. ? Contact numbers and email Id of students maintained. ? Record of Academic profile of the faculty members maintained. ? Observed International Women's Day. ? Organised International Environment Day. ? Provided Suggestion for renovation and modification of Computer Laboratory. ? Made suggestion for repairing and construction of footpath in the college campus. ? Preparation of format and maintenance of course plan, departmental activities of the academic session.

No Files Uploaded !!!

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	Achievements/Outcomes
Completion of construction of New class room	Three new classrooms have been constructed
Admission committee and Examination control committee to be formed.	Admission and examination are conducted smoothly.
To arrange Career Oriented courses, skill development programme and certificate course for the students regularly.	Self-employment ability and skill of the students developed.
To arrange extension or community development programme.	Different cells/committees and departments of the college organised a large number of Extension programme namely- World Environment day, Independence Day Rally, awareness programmes on health and hygiene, yoga etc.
Free health check-up and blood grouping programme will be arranged for the students of the college.	Health and Yoga Cell of the college regularly organises camps for RBS, Blood grouping and Sugar Level tests.
No Files Uploaded !!!	

14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Governing Body	05-May-2022

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

The Institution adheres to the curriculum laid down by Gauhati University and prepares a well planned month wise year planner at the beginning of each academic session for all the subjects in the under graduate courses. These planners are distributed to all the students at the beginning of each academic session. The Principal takes feedback of the departmental meetings about the even distribution of syllabi amongst all the faculty members and ensures timely completion of the assigned syllabus. The Time table committee considers the directives given by the IQAC, Principal and feedback from students. By taking cognizance of available infrastructure such as number of classrooms, laboratories, LCD Projectors, Smart Boards etc. and students strength for a particular program ; the time table committee designs the time table for all the programs as per university norms. The Class Time Table is displayed on the notice board and at our college website. The institution offers various UG programs designed by Gauhati University for which we follow the curriculum designed and approved by Board of Studies of the university. Throughout the semesters, students get assessed through their internal evaluations and final semester examinations.

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
No file uploaded.		

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
No file uploaded.		

1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
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BA	English	22
No file uploaded.		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<p>IQAC along with the principal and HODs of all the departments have sat together and analysed the feedback received and identified the weak areas and problems. The findings have been presented in the Governing Body meeting and certain resolutions were taken so that the problems can be encountered in a fruitful way. The feedback is collected from the students by the IQAC on the last day of end semester examination. The feedback includes the information on the course, discipline and teaching ethics. Structured questions are prepared to know the views of the students regarding the infrastructure facilities of the college. The feedbacks are analysed with the help of statistical methods. The feedback reports are shared with the teachers and discussed in the separate meetings with the respective Head of the Departments. The Head of the Departments are requested to take the needful measures for the new academic sessions. The IQAC also collects the feedback from the Guardian, Alumni and employers. The Guardian meets are regularly organized by the respective departments and feedbacks are collected. Similarly the feedbacks are collected from the alumni on the day of the Annual meet or on the day of registration of the alumni. In this session, feedback forms are collected online through the medium of Google form. The collected feedback forms are submitted to the IQAC for analysis and preparation of feedback reports. The IQAC takes the appropriate measures on the basis of the recommendations of the stakeholders. Feedback reports are also uploaded in the college website.</p>

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	75	42
BA	Assamese	70	154	63
BA	Philosophy	60	92	55
BA	Political Science	60	95	37
BA	History	40	65	49
BA	Education	60	89	51
BA	Economics	40	73	25

[View File](#)

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
2017	1996	0	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	13	6	5	0	0

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No file uploaded.

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

The student mentoring system of the College functions at various levels specially catering to the academic, social, psychological and career related requirements of the students. This mentoring system is available to all the students. Each department divides the students of the department among the faculty members. Each member takes the responsibility to look after various problems of the mentee. The new entrants are also mentored in the Orientation Programme which aids them to get acquainted with the rules and regulations which they need to abide by in the College. In the Orientation Programme they are also made aware of the library facilities and various other mechanisms that would help them to enhance their learning. Students are also inducted into skill-based programmes that are prescribed in the curriculum. Tutorial classes are another mentoring process that the College resorts to for the upliftment of the slow learners. One to one interaction is facilitated in the tutorial classes which are monitored by the IQAC of the College. Faculty members of respective departments mentor the students to prepare research papers, projects and student presentations both inside and outside the College. The faculty mentors also guide the students on matters related to the pursuance of higher studies. Extension activities under the aegis of NSS and NCC wing of the College contribute to the holistic growth of students sensitizing them about relevant concerns in the society. These activities not only boost their social skills but also enable them to strengthen their mental well being. In addition to the mentoring provided by the respective departments on career related matters, counselling programmes are organized by the Career Counselling Cell of the College which facilitates to broaden their horizon on various career opportunities. The Career Guidance Cell organizes skill-based workshops to train students and create awareness among them on seeking careers. Students avail the mentoring programmes to enhance their personalities and also to develop their employability prospects. Equal opportunity is provided to the students to avail the mentoring system in the college.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1996	18	1:111

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
0	0	4	0	0

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
Nill	NIL	Nill	Nill
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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	Sixth Semester	18/05/2017	03/07/2017
No file uploaded.				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Since the College is affiliated to Gauhati University, it is obliged to abide by the rules and regulations laid down by the University regarding continuous internal assessment. After the sessional tests, the marks list of students is displayed and their grievances are addressed by the Head of the Departments. An opportunity is also provided to those students who wish to attempt another assessment for the betterment of their performance. In all assessments, the attendance of students is strictly monitored by the respective departments. The departments submit their reports to the IQAC of the College which ensures implementation of the assessment and evaluation schedule. The sessional are conducted by the departments which are monitored by the IQAC of the college. An examination committee is also constituted to ensure smooth and efficient functioning of the examination and evaluation process. The marks of the internal assessment of the students is verified and finalized by the departments before sending the final list to the University for preparation of the result. All directives of the University regarding internal assessment are effectively implemented. If the students fail to show good performance even after second attempt, the individual department conducts special class tests, assign more home tasks to the students.

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

Since, the College is affiliated to Gauhati University it is obliged to adhere to the Academic calendar prepared by the University in letter and spirit. The Academic calendar which is posted in the University website is widely circulated to the Departments by the IQAC of the College and the same is also uploaded in the College website. In accordance with the Academic calendar, sessional tests are organised by the Departments which is monitored by the Examination Committee of the College. Continuous internal assessment is also done based on the norms and time frames mentioned in the Academic calendar. The directives of the Academic calendar are also informed and discussed in the staff meetings headed by the Principal of the College from time to time. To ensure quality academic standards, transparency in procedures is maintained and stakeholders are kept informed of the same. Although there is little that the College can do on its own other than adhering to the directives of the Academic

Calendar, however, there are some assessments that the Departments conduct to ensure quality academic standards. These include- holding regular class tests to assess learning aptitude of the students, organizing quizzes on topic covered in respective departments within a month, holding frequent group discussions.

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/igac_file/1671529785.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	ASSAMESE	63	49	77.78
BA01	BA	ENGLISH	23	18	78.26
BA01	BA	EDUCATION	51	42	82.35
BA01	BA	ECONOMICS	20	19	95
BA01	BA	HISTORY	33	26	78.79
BA01	BA	POLITICAL SCIENCE	56	47	83.93
BA01	BA	PHILOSOPHY	34	26	76.45

[View File](#)

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)

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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	00	NIL	Nil	Nil
No file uploaded.				

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	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

No file uploaded.

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
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	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	0

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Education	1	00
International	English	1	00
National	Economics	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
Education	2
Philosophy	1
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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	Nil	Nil	Nil
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	Nil	Nil	Nil
No file uploaded.						

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

Number of Faculty	International	National	State	Local
Nill	0	0	Nill	Nill
No file uploaded.				

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	00	Nill	Nill
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	Nill	Nill
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/Agen cy/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
NIL	NIL	Nill	Nill	Nill
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	00	Nill	Nill
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	Nill	Nill	Nill
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
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			students/teachers participated under MoUs
Infonet Computer Academy	01/08/2017	Basic computer education	500
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
1000000	1000000

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Class rooms	Existing
Class rooms	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SOUL	Partially	2.0	2003

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
	Text Books	34892	2791360	519	41520	35411
Journals	21	19000	0	0	21	19000
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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	Null	Null
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
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Existing	57	1	1	1	1	1	1	2	0
Added	5	0	0	0	0	0	0	0	0
Total	62	1	1	1	1	1	1	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
0	0	Nil	Nil

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

The college has a number of committees and subcommittees for maintaining and utilising 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 college has been trying its best for optimum utilization of its land resource to provide and develop infrastructure and learning resources for the teaching-learning programme. The old horizontal buildings are in the process of demolition and new buildings have been constructed by utilising the grants received from various sources. All purchases made under grants from various agencies or from internal resources after receiving approvals from the Purchase Committee. Generally equipments are purchased from the list of firms recommended by the Purchase Committee. In some cases, both general and E-tenders published in the College notice board and website respectively are resorted to. Stock registers are maintained for all the procurements. To ensure accuracy of the financial statements, internal and external audits are done periodically. The college has been trying its best for optimum utilization of its land resource to provide and develop infrastructure and learning resources for the teaching- learning programme. Construction of new laboratories, classrooms is based on the requirements of the students and faculty members. In the case of construction of new laboratories or classrooms, Head of the Department of the respective department is also included in the Infrastructure committee. The library provides one of the most important academic services to the college. The college has a well equipped library, centrally located with easy access and contributes to the intellectual growth of the students, teachers, research scholars and others. The library committee acquires the reading resources as per the requirements of the teachers, on recommendation of the Institutional Head. 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. The

College constitutes a Sports committee on ad hoc basis for the purpose of the smooth conduct of the sports activities. It provides facilities for sports such as Athletics, Cricket, Volleyball, Table- Tennis, Kabaddi etc. In spite of certain shortcomings, the college is striving hard to push forward our students in the field of games and sports.

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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	ISHAN UDAY SPECIAL SCHOLARSHIP SCHEME FOR NER	46	2484000
b) International	NIL	Nil	Nil
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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 implementation	Number of students enrolled	Agencies involved
NIL	Nil	Nil	Nil
No file uploaded.			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have 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
0	0	Nil

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

00	0	Nil	Nil	Nil	Nil
No file uploaded.					

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
2017	141	B.A MAJOR	ASS, ENG, PH L, P. SC, EDU, H IS, ECO	G. U, D. U, T. U, R. B. U, B. H. U	M. A, MASS. C OM, CULTURAL STUDIES
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Nil	0
No file uploaded.	

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

Activity	Level	Number of Participants
00	Nil	Nil
No file uploaded.		

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/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nil	NIL	Nil	0	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)

M.N.C.B.M Students Union is an elected body, representing the entire students of the college. The election for the Union Body is held periodically with wide contestants from all the major Students Associations of Assam together with the students having no affiliation to any Associations. The members of the Union body are the office bearers of the Union and work for the greater interests of the Students as well as the college. The Students Union takes the oath in the name of the God for performing the responsibilities and duties honestly and neutrally. It works for redressing the grievances of the students by bringing the issues to the appropriate authority. It organizes the Fresher's social, Farewell of the outgoing students, College Week, Saraswati Puja and other important events regularly. The Students Union Body also represents the Students of the college in various socio economic, cultural and socio-political issues of the society. The Union Body also organizes rallies on the events like International Women's day, Road Safety day and participates in the events like National Voters' day, Constitution day, Children day, Environment day etc Apart from the students Union there are the representatives of the students in various committees of the college like Governing Body, IQAC of the College etc.

The students Union also arranges the training camps for the sports and cultural events. The Union Body shoulders the responsibility of guiding the students to participate in the inter college competitions, Youth Festival organized by the parent University etc. The NSS organize various programmes- patriotic song competition, road safety rally, Women's day celebration, mock drill, disaster management, Swatch Bharat Abhiyan, Environment Day celebration and other activities. Students are also active participants in the departmental forum, preparing wall magazine, department magazine editing and in various socio-economic survey conducted by the concerned department. Besides these the students actively participates in the events/ programmes organised by the following committees/ Bodies: Grievances Redressal Cell Gender-Sensitisation Cell Disciplinary Action Committee NSS Unit Cultural Programmes Committee (formed for specific occasion), College Magazine Committee, Library Committee, Hostel Mess ETC

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

1352

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

00

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The College practices decentralization and participatory management. For an effective decentralized management, the Principal authorizes the Vice Principal to look after the academic matters of the College. In addition to this, the academic matters are also looked after by the Heads of the respective departments. The Principal also constitutes various committees and cells with representatives from teaching and non teaching staff for the smooth functioning of the College. Decisions on academic and co curricular activities are taken in meetings headed by the Principal and attended by both the teaching and the nonteaching staff. There are representatives of the teaching and non-teaching staff, guardians in the Governing body of the College nominated by the Principal. The examination process of the College also takes place in a decentralized manner. For each University examination, an examination committee is constituted by the Principal. The Principal remains the officer in charge of the examination committee formed. The principal is helped by the Vice Principal in the examination related matters. In addition to this, an examination committee consisting of three Assistant Officers in Charge takes the responsibility for the smooth conduct of the examinations. Before the commencement of the examination, all documents related to the examination are handed over by the officer- in-charge to the Assistant Officers-in-Charge. These Assistant officers in charge prepare the list of duties to assigned invigilators as well as the supporting staff. The supporting staffs which includes the non-teaching members of the college, helps in the entire logistics

of the examination procedure. All examination related documents which are prepared by the Assistant Officers in charge are duly verified and signed by the Officer-in-Charge. The fund needed for the conduct of examination is handed over to the Assistant Officers-in-charge by the Principal who is the Officer-in-Charge. Proper documentation of the expenditure has to be submitted to the Principal by the Assistant Officers-in -Charge at the end of the examination.

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

No

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
Admission of Students	The procedure for admission of students annually is laid down by Gauhati University. Since the College is a Constituent College of the University, admission of the students to the College follow a centralized pattern and are done in accordance with the norms set by the University. For most Courses, 100 weight is given to the Marks secured in Class XII examinations conducted by CBSE, ICSE or any other recognized Board. Admission of students to BA (Hons) Course is based on Entrance Examination.
Human Resource Management	The College follows decentralized modes of functioning, and works through duly appointed committees. It practices transparency and accountability mechanisms. Frequent meetings and interactions are held with stakeholders to share views and advice them. The practice of work allocation has facilitated and optimized multi-tasking competencies. To ensure efficient working of the system, the administration undertakes random checking. The College has a Grievance Cell and a system to redress the complaints of the teaching and nonteaching staff and the students. With timely facilitation of entitlements, redress of grievances and appreciation of tasks, the College ensures reconciliation of individual situations with institutional mechanisms.
Library, ICT and Physical Infrastructure / Instrumentation	The College Library is equipped with the CCTV cameras and Electronic Article Surveillance (EAS) system to prevent pilferage and overall monitoring and surveillance. The College has an extensive IT infrastructure. It

	<p>assesses the equipments and infrastructure on a regular basis and awards Annual Maintenance Contracts (AMCs) for its sensitive and heavy equipments through a proper process.</p>
Teaching and Learning	<p>To facilitate effective teaching and learning mechanism, a learner centric process is adopted. This is ensured through active participation of students in seminars, group discussions and workshops. In addition to this field trips are organised which widen the exposure of students and help them to gather knowledge through experience and experimentation. Excursions are also conducted by the College as a part of extended learning. Participative learning is further enhanced through mentoring and tutorial programmes conducted by the departments.</p>
Teaching and Learning	<p>Since the College is affiliated to Gauhati University, it is obliged to abide by the rules and regulations laid down by the University regarding continuous assessment and evaluation. Internal assessment is based on the students' performance in sessional tests, group discussions/assignments and their attendance is also taken into account. An examination committee is also constituted which is headed by the Vice Principal to ensure smooth and efficient functioning of the examination and evaluation process. The marks of the internal assessment of the students is verified and finalised by the departments before sending the final list to the University for preparation of the result. The Academic Calendar provided by the University is strictly adhered to for all assessments and evaluations.</p>
Industry Interaction / Collaboration	<p>Being an arts college, the scope for industry interaction is very limited, however all the departments are encouraged to have industry interaction at their own discretion</p>
Research and Development	<p>The Research Committee of the College ensures research and development activities in the College. Students are encouraged and mentored to participate in intra college and inter college paper presentations. The college magazine gives ample scope to students to develop their creative and critical faculties. The Research committee</p>

ensures ethical management and monitoring of the write ups. As an effective research-teaching-learning objective, students are encouraged to support ethical practises in research. In addition to this, each department has a wall magazine. Student projects are also mentored by teachers.

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.
Student Admission and Support	Advertisement for admission into the BA and H.S programmes are 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 through LCD transparently.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nill	NIL	NIL	Nill	Nill
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nill	NIL	NIL	Nill	Nill	Nill	Nill
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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
Orientation Programme	1	28/05/2017	19/06/2017	21
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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	Nil	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
M.N.C.B.M Mutual Fund is there to look after the matters related to savings of the employees of the college. There is a fixed monthly contribution from the employees to the fund and they can avail loans up to a fixed amount at a low interest rate.	M.N.C.B.M Mutual Fund is there to look after the matters related to savings of the employees of the college. There is a fixed monthly contribution from the employees to the fund and they can avail loans up to a fixed amount at a low interest rate.	All the state government and central government schemes for college students and also specifically for the girl students are at place in the college.

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	0	Nil
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6.4.3 – Total corpus fund generated

12905997.42

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	Nill	No	Nill
Administrative	No	Nill	No	Nill

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

Principal is accessible to the Parents for any discussion and feedback. • The parents of the new entrants are invited for interaction with the Principal and the Administration on Orientation Days for College and Hostel. This has been appreciated by the Parents and has created a bond between the parents and the institution. • On occasions like College Annual Day and Admissions, the College organizes Open House for interaction between Parents and Faculty.

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

i. Technical Staff is encouraged to attend Training for Technical Development under University Scheme and Programs. ii. The Administrative and Accounts Support Staff are facilitated by the College to undergo Trainings and Specialized Courses at the University Level. iii. The Library Staff is encouraged to attend Training Programs at the University Level or any other organization. They are also encouraged to participate in research activities, present papers and attend Refresher Courses and/or Orientation Courses.

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

1. Expansion of Academic Infrastructure and Curriculum Expansion
 (i) Construction of Block for Academic and Extension Activities with Rooms dedicated to Student Societies, Seminar/Conference Spaces, Library Extension with Reading Hall (ii) Redesigning, Renovation and Refurbishing of the Two Hostels (iii) Installation of Sanitary Pads Vending Machine iv) Augmentation of Water Harvesting System, iv) Revamped Career Guidance and Placement Cell (CGPC) v) Arrangements are being made to introduce courses in performing arts like music and dance and visual arts art and painting. vi) Tutorial and mentoring classes are incorporated into the routine.

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
2017	Initiation of the process of holistic development of the institution through	17/08/2017	17/08/2017	17/08/2017	90

	initiation of collaborative activities, organising syllabus workshops and celebration of significant days.				
2017	Orientation for the new students	25/08/2017	25/08/2017	25/08/2017	200
2017	Library Orientation Programme	04/09/2017	04/08/2017	04/09/2017	200
2018	Inhouse lecture on Research Methodology	09/02/2018	09/02/2018	09/02/2018	120
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
International Womens Day	08/03/2018	08/03/2018	120	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
Any other similar facility	Yes	10
Braille Software/facilities	No	0
Rest Rooms	No	0
Special skill development for differently abled students	No	0
Provision for lift	No	0

Ramp/Rails	Yes	10
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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	0	0	Nil	00	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	01/08/2017	The College also follows the guidelines of the parent university in regards to academic and administrative matters.
Assam College Employees (Provincialisation) Rules 2010	01/08/2017	The college follows the rules of the Assam College Employees (Provincialisation) Rules 2010
Prospectus for admission to Undergraduate Programmes	01/08/2017	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
Human Rights Day	10/12/2017	10/12/2017	200
Teachers Day	05/09/2017	05/09/2017	560
Independence Day	15/08/2017	15/08/2017	600
Republic Day	26/01/2018	26/01/2018	500
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Eco-Friendly Canteen has been started for a complete eco-friendly experience. The canteen is constructed with complete organic materials.
Regular tree plantation drive is organised by the authority to enrich the flora 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 kept in mind while while organising any event, so

that the birds living around the campus are not disturbed.

One gardener is appointed on contractual basis, so that seasonal flower plants can be planted and taken care of, therefore bringing a green ambience to the college campus.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Waste management in the campus. NSS wing of the college looks after this matter with proper installation of dustbins and proper disposal of waste. 2. Social awareness programme on health and hygiene Objectives of the practice: The objective of this practice is to create social awareness on health, hygiene and environmental issues in society. Regular health check up programmes are organised regularly by the college for the students. At the same time awareness programmes regarding the same are also organised.

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/igac_file/1671860194.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 programme to make students aware of this important issue.

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 add more conventional and non-conventional job oriented post graduate programmes, skill based certificate and diploma courses. 2) Courses in the performing arts like music and dance and visual arts like art and painting and locally relevant subjects like anthropology, sociology, design development etc. to be introduced. 3) Faculty may be encouraged to undertake major and minor research projects and complete their Ph.D/NET wherever applicable. 4) Sports activities and coaching to be given priority. 5) Training in soft skills and coaching for competitive examinations to be given additional thrust. 6) Extension Activity to be systematised through introduction of NSS and NCC. 7) Library to access e-resources and be equipped with INFLIBNET. 8) Bridge courses, Tutorial, mentoring and psychological counselling for students be strengthened. 9) Measures would be adopted to attract and retain qualified faculty. 10) To organise programmes on Universal values and ethics.