Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**MAHENDRA NARAYAN CHOUDHURY BALIKA MAHAVIDYALAYA**
Name of the head of the Institution	**Dr. K.C 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**
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.	**9435028402**
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. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity Period From	Validity 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

01-Aug-2003

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
Cleanliness drive and dustbin installation	**12-Dec-2018** **02**	**100**
Routine health check up of students in the	**22-Jan-2019** **01**	**200**

medical room			
	View File		

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	2019 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	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)

Drafting and finalizing of Academic Calendar for the session 201819

Taking stock of the working Digital tools in the classrooms and doing the required requiring

Conducting extension activities through various cells

Initiating Enhancement of the quality of education in the neighboring schools by providing quality teachers from the faculty

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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
Number of Major/ Honours classes increase in the routine	Courses finished on time.
Faculty exchanges among the departments initiated.	Interdisciplinary approach initiated among the students.
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14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
Governing body	06-Dec-2018

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 implementation of university prescribed curriculum in a more proper way can only be possible through efficient planning. As the CBCS is likely to be introduced in college level from the next academic year (2019-20), we are getting ready for this in different ways. For this, we have taking options from students well before the semester begins so that the college departments are well prepared for the student's preferences. Different orientation session for teachers is held for their better understanding of subjects and papers introduced in CBCS. Students are encouraged to meet faculty members and seek more information if necessary. As a college policy, departments are encouraged to accommodate the student's choices. As an attempt to increase the efficiency of curriculum delivery, the faculty are required to prepare modular teaching plans before the beginning of the semester. The college IQAC monitors this process. Periodic review of curriculum delivery is carried out during department meetings and any mid-course correction done if necessary. Each department strives to ensure that there is efficient curriculum delivery and teachers are encouraged to use innovative teaching-learning methods to achieve

> **this goal. The college administration supports the departments in this process in every possible way. At the end of each semester, teachers submit internal assessment marks in accordance with the university guidelines. Evaluation of this examination is conducted at the department and the college level.**

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	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
Nill	**NIL**	**Nill**
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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
Nill	**NIL**	**Nill**

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
Personality Development and Soft Skill	**21/08/2018**	**37**
[View File](#)		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	**Pol Science**	**20**
BA	**History**	**12**
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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
Manually fillable questionnaires were distributed among randomly selected students and the rating asked was on a 4 point scale. Accordingly the average was calculated after proper analysis and the result was uploaded in the website for future course of action.

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	55	29
BA	ASSAMESE	70	79	74
BA	EDUCATION	60	72	51
BA	ECONOMICS	40	55	26
BA	HISTORY	40	52	46
BA	POL. SCIENCE	60	90	45
BA	PHILOSOPHY	60	84	61
[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
2018	1903	0	17	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	Numberof smart classrooms	E-resources and techniques used
17	12	6	5	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 every college authorities. 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
1903	17	1:112

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	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	10/01/2019	10/07/2019

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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 Gahati 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/iqac_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
BA001	BA	ASSAMESE	59	56	94.92
BA001	BA	ENGLISH	33	28	84.85
BA001	BA	EDUCATION	44	42	95.45
BA001	BA	ECONOMICS	14	13	92.86
BA001	BA	HISTORY	17	13	76.47
BA001	BA	P.SC	53	48	90.57
BA001	BA	PHILOSOPHY	35	34	91.76
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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)

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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
Nill	00	NIL	Nill	Nill
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		

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	Nill	Nill	Nill	Nill

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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	Nill	Nill	Nill	Nill	Nill

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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	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	Nill

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	Computer Science	1	7.95

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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	2

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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
00	NIL	Nill	Nill	Nill	Nill	Nill

View File

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	Nill	Nill	Nill	0	0	00

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

Number of Faculty	International	National	State	Local
Nill	0	0	0	0

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	0	0

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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	Nill	Nill	0

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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 activites	Number of students participated in such activites
NIL	Nill	Nill	Nill	0

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	00

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	Nill	Nill	Nill	Nill	00

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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
Infonet Computer Academy	06/08/2018	Computer Basics Skill	40

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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
2477396	2477396

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	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 patially)	Version	Year of automation
SOUL	Fully	2.0	2004

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	34892	2791360	100	10000	34992	2801360
Journals	21	19000	Nill	Nill	21	19000

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	Nill	Nill	Nill

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	62	2	2	1	0	0	0	2	0
Added	5	0	0	0	0	0	0	0	0
Total	67	2	2	1	0	0	0	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	Nill

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 incurredon maintenance of physical facilites
0	0	0	0

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 institution has established processes and practices for management and use of its academic, support, and physical facilities. All of the colleges assets are looked after by the head assistant. The campus has security guards on duty around-the-clock who make sure that all of the estate and infrastructure are safe and secure, and the roadways, entry points, etc. are monitored by CCTV to protect the assets. They keep an eye on how cars enter and leave the college and control parking. For the part-time maintenance of all electrical and electronic equipment, one electrician has been hired. Support personnel cleans the seminar rooms and classrooms. The campus carpenter swiftly attends to any furniture repairs that are required. Electric fans, projectors, and other devices are used appropriately and to their highest extent. The librarian manages the librarys normal operations with the aid of library assistants. The library has complete automation. The principal and staff of the Computer Centre are in-charge of maintaining the IT facilities. All of the computer laboratories are open to faculty and students, and they are all completely full. The college administration team also handles hardware and software repair, upgrades, and purchases. The IT personnel correctly maintains and keeps an eye on the high-speed broadband internet capabilities, which are always completely operational. The Department Heads may issue orders or requests to the Office Head as needed. It might consist of supplies including paper, a chalk box, a whiteboard marker, printers, and books, among other things.

https://mncbm.ac.in/upload/iqac_file/1671530702.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	00	0	0
Financial Support from Other Sources			
a) National	Ishan Uday	58	3132000
b)International	00	0	0
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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 implemetation	Number of students enrolled	Agencies involved
Soft skill and personality development	21/08/2018	37	Local
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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 passedin the comp. exam	Number of studentsp placed
Nill	00	0	0	0	0
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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	4

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
nil	0	Nill	Nill	Nill	0
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	Depratment graduated from	Name of institution joined	Name of programme admitted to
2018	14	B.A	ENGLISH	GU, KVBSAU, TU, DU,BU	MA, MASS. COM
2018	25	BA	ASSAMESE	GU, KVBSAU, TU, DU,BU	MA, MASS. COM
2018	22	BA	EDUCATION	GU, KVBSAU, TU, DU,BU	MA, MASS. COM
2018	13	BA	PHILOSOPHY	GU, KVBSAU, TU,	MA, MASS. COM

2018	14	BA	P.SC	GU, KVBSAU, TU, DU,BU	MA, MASS. COM
2018	27	BA	HISTORY	GU, KVBSAU, TU, DU,BU	MA, MASS. COM
2018	9	BA	ECONOMICS	GU, KVBSAU, TU, DU,BU	MA, MASS. COM

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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
Nill	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
NIL	Nill	0

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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
Nill	NIL	Nill	0	0	Nill	Nill

No file uploaded.

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

The college has an alumni association, but it is not registered under any government Act.

5.4.2 – No. of enrolled Alumni:

0

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

Alumni members actively participate in the Mentoring programs offered by the college, to motivate and inspire the newly admitted students at the commencement of their course. Alumni members are also part of the Board of Studies of their respective departments.

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)

Decentralization and participation are approaches that are applied to almost all of the colleges activities. College is divided into many departments for curricular and academic components. To ensure that various responsibilities, including workload, society activities, academic auditing, and library work, departmental activities, etc., are accomplished on time. Committees and societies are organized at the micro levels within each department. Each societys committee is made up of a convener who is a college faculty member and members who are both faculty and students. Our curriculum ensures that students take part in a variety of extracurricular activities, such as environmental awareness, respect for others, moral and ethical principles, etc., which are essential to students overall growth. As a result, our college has a number of formal and informal organizations, such as the dance and music society, equal opportunity cell, environmental society, Career Guidance and Placement cell, women development cell, gender equality cell, alumni association, etc. These organizations are led by teachers and include members who are also teachers and students. They all collaborate and create the participatory events that lead to successful and beneficial outcomes. In addition, at the start of each year, all of these groups and the department perform a variety of activities during College Week Festival. It provides an open forum for interaction between all students, as well as the teaching and non-teaching personnel from all departments. In addition to facilitating co-curricular activities, committees also assist in the delegation of duties like student admission, certificate evaluation during admission, exam administration, maintaining student discipline during various events, student elections at the college and university levels, grievance issues, internal complaints from staff and students, managing major college events, etc. To examine into each issue of

concern, each committee comprises a convener and members from the college faculty.

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	Academic Council of Gauhati University is responsible for decisions regarding curriculum development and its alterations. The affiliated colleges need to follow the University guidelines.
Teaching and Learning	Our colleges primary focus is on teaching and learning. Basic amenities including a white board and a blackboard are available in every classroom. Four laboratories and more than 20 classrooms have projectors and screens for ICT. This enables the teachers to combine the traditional teaching method with the digital one. No noise or distractions are permitted near the classrooms when teaching is taking place, which reflects our dedication to providing high-quality teaching. To give students, teachers, and nonteaching staff the chance to explore, learn, and improve their abilities, the college also encourages faculty members to plan a variety of lectures, seminars, workshops, conferences, summits, etc. for their benefit.
Examination and Evaluation	Guidelines for exams and evaluations are established by the academic council at Gauhati University. It contains an internal assessment plan, ongoing evaluation, and a final exam taken at the end of each semester. The continuous evaluation is based on both the criteria established by the university and additional ones, such as regular attendance at lectures, tutorials, or practical, assignment submission, oral and presentations, group discussions and written assessments (both subjective and objective). College evaluations make sure to include all facets of a students growth, including conceptual development, critical thinking, creativity, knowledge- and learning- based skills, and presentation

		abilities.
Research and Development		Research and innovation is one of the vital parameter for Institute's growth and development. This college has a dedicated research cell, the major objective of which is to ensure and support of research based activities and programs.
Library, ICT and Physical Infrastructure / Instrumentation		Our college has a well-stocked central library with contains approximately 36000 numbers of books and 31 numbers of journals. Library purchases are made from well-established publishers in consultation with staff members, under the supervision of the librarian. Last year 352 books were added. To make our college library fully automated we have been using the Integrated Library Management System (ILMS) SOUL 2.0 since 2003. ICT usage: 6 Classrooms, and 1 seminar hall are now equipped with Projector and Screens to facilitate teaching and learning process. Additionally, a portable projector is available for use by faculty and students. We also have well equipped physical infrastructure for our students like gym, badminton court, mini sports ground, canteen, library etc.
Human Resource Management		Various practices and processes are adopted by the college that helps both employees and the organization to achieve their goal. Both, the teaching and the non-teaching staff are encouraged to participate in training, orientation program, workshop, induction program organized by external professional agency as well. The college appraises the performance of employees in their respective field every year. Regular IQAC meetings, staff council and staff associations are held to ensure the up liftmen of staff and the organization.
Admission of Students		The admissions process is one of the best examples of decentralization and participatory action where students, non-teaching staff, and teachers collaborate. Before one week of the admissions period, there is an open day session when teachers and non-teaching staff connect with students and provide guidance on the possibilities and choices they can consider throughout

E-governace area	Details
	the graduating time. Our second and third year students voluntarily volunteer their assistance and work with staff during the admissions period to assist newly admitted students and their guardians in overcoming challenges related to the admissions process as well as questions regarding hostel and PG facilities, etc.

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

E-governace area	Details
Planning and Development	The principal and the office head collects budgets from various departments and cells for the funds allocation at the start of the year.
Administration	The college encourages the use of ICT and eGovernance in the office in order to enhance and accelerate administrative activities.
Finance and Accounts	It plans out the various methods of fund raising and carefully examines how such usages are monitored and controlled as well. It also considers the submission of properly audited source and expenditure statements for the relevant academic year. The requirements of the departments, different units and offices are taken into consideration when the finance committee creates the budget for the academic year. The Governing body is shown the budget before it is approved. The digital fund transfer mechanism has been introduced by the college. Benefits are electronically transferred to employees through their bank accounts. It makes ensuring that the Finance and Accounts are efficient, effective, transparent, and accountable.
Student Admission and Support	The institution has implemented e-services, whose major goal is to enhance the way services are delivered to students by offering a frequently updated website. An updated website makes it simple to get information on admission-related news, admission procedures, information about the courses learning outcomes and future prospects, and faculty qualification requirements. Additionally, other details including the schedule, most recent college news, student notices and deadlines, college amenities, and student events are routinely updated in

Examination	The institution makes sure that the website is consistently updated to educate the teachers and students about the upcoming theoretical and practical examination schedule. To keep students informed, the website also features announcements concerning internal evaluation grades and other important information for the students.

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	NIL	0

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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	Nill	Nill	Nill	0	0

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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
FDP	4	26/11/2018	01/12/2020	6

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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	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
NIL	NIL	NIL

6.4 – Financial Management and Resource Mobilization

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

The internal auditor, who is officially authorised by the Governing Body at regular intervals, conducts an annual financial audit. A statutory auditor who is duly approved by the Governing Body will complete the process of statutory audit and assure the institution of various compliances. All queries raised by these government bodies are duly clarified no queries remain pending till date. After the clarifications on the queries raised by the above-stated government offices, the Accounts General of Assam Region conducts an audit. This process has been completed till the financial year 2017-18. The entire system of auditing comes under the follow up of the college Accounts head.

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

17028091

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	Yes	Local Auditor
Administrative	No	Nill	Yes	Govt Audit Officer

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

At the college level, there isnt a parent-teacher organization in a formal sense. However, the institution has a number of practices and events that ensure regular communication with the parents of the students. A few of these include: 1. Before the admissions process for various undergraduate courses begins, the college has workshops each year. 2. Every year, the college hosts Orientation Day, to which parents and guardians are welcomed as well as students. Parents and children are given an introduction to the college and their designated teachers here. 3. The college hosts an Annual Function when parents of award recipients are expressly asked to attend the award ceremony. In certain cases, the college also gets in touch with the students parents. Additionally, colleges make sure to regularly solicit feedback from parents.

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

The college regularly conducts training programme for office staff to improve their skill in association with IQAC. A few of such activities and awareness program held were 1. Improvement of computer skill 2. Prevention of sexual harassment at workplace 3. Office management training

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

The college has taken concrete steps towards a qualitative improvement in the academic and administrative functioning of the college. One of the major steps is enumerated as Holistic Feedback System from alumni, parents, students and corporate entities which visit college for recruitments. To make the college

environment ecofriendly, more plantation initiative has been taken. Initiatives has been taken for easily accessible of all services for the students at any time.

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
2018	Orientation Program for Students	07/08/2018	08/08/2018	08/08/2018	315
2018	I.T Skill Development for staff	15/11/2018	15/11/2018	16/11/2018	24
2019	Free Health Checkup for students	12/02/2019	13/02/2019	13/02/2019	450

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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
Gender Equality and Education	04/12/2018	04/12/2018	470	Nill

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	Number of initiatives taken to	Date	Duration	Name of initiative	Issues addressed	Number of participating students

locational advantages and disadvantages	engage with and contribute to local community						and staff
2018	2	2	29/11/2018	2	Computer Literacy	IT literacy to school students	53

No file uploaded.

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	01/08/2018	As an affiliated college, the college has to follow the Code of conduct rules laid down by the parent University, Gauhati University. These are prominently displayed and provided to all teachers and students and other stakeholders and strictly adhered to.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
NIL	Nil	Nil	Nil

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

Plantation drive by all students and teachers not only within the campus but also outside. Initiative to ban single use plastics within college campus. Awareness program to support Save paper Save energy. Appointment of a gardener on contractual basis for beautification of the college. To keep the college campus clean and hygiene, initiative has been taken under Swatch Bharat Mission

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Free Computer Literacy for poor students: The IT department of our college takes this initiative to teach the economically weak students in our computer lab. Since our college is situated in a semi urban area, it belongs to several of students which are from different family backgrounds. For those who cant afford the fees, our college gives them a chance to learn computer free of cost. Health and Hygiene: Our College regularly conducts health and hygiene program for the students as well as for staff members. Reputed gynecologists, Psychologists, Medicine doctors are invited as resource persons in meetings and awareness programs which are held within the college campus. We have also recruited a nurse and she is full time available in our health Centre.

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/1672051807.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 addressed 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/iqac_file/1671530702.docx

8.Future Plans of Actions for Next Academic Year

Enhancing the programme for individual mentoring and academic remediation. By judiciously combining the promotion of research and innovation, the use of digital learning resources, teacher training for new hires, the Learning Outcomes Based Curriculum Framework in HEIs, and raising awareness of teaching and learning ethics, the stakeholders are being made more aware of the need to improve the quality of teaching and learning processes. Going over the revised curriculum for the upcoming college year. Through interaction at the departmental level and class observation by the principal, can enhance the quality of the learning and teaching environment.