



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution	MAHENDRA NARAYAN CHOUDHURY BALIKA MAHAVIDYALAYA
Name of the head of the Institution	Dr. Krishna Chandra Goudo
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	036242205670
Mobile no.	9954184309
Registered Email	mncbm_nalbari@rediffmail.com
Alternate Email	mncbm2018@gmail.com
Address	College Road. Bidyapur
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.		918822708822			
Mobile no.		9435028402			
Registered Email		kaushikkdeka@yahoo.co.in			
Alternate Email		kkdkaushik1973@gmail.com			
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)		https://mncbm.ac.in/upload/aqar/A.O.A.R%202017-18.pdf			
4. Whether Academic Calendar prepared during the year		No			
5. Accreditation Details					
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 of students and teachers on CBCS		05-Jun-2019 1		150	
Preparation of Class		05-Aug-2019		8	

Routine	1	
One day Programme on Health and Hygiene	11-Feb-2020 1	234
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	2020 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)

Orientation Programme conducted for students and teachers on CBCS.

Lecture Programme conducted on Research Methodology

One day workshop on Basic Computer Literacy

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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	Achievements/Outcomes
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Construction of new classrooms	Two new classrooms constructed.
Development of Health Unit	The health unit was completed with equipment for measuring Blood pressure, Blood Sugar and other basic medicines.
Intiative towards timely submission of AQAR	Submission of AQAR could not be possible due to pandemic
Steps towards smooth conduct of online class during pandemic period	Online classes were held timely by the different departments.
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14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
Governing Body	20-May-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
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16. Whether institutional data submitted to AISHE:	No
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17. Does the Institution have Management Information System ?	No
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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 ensures effective curriculum delivery through a well-planned and documented process. The institution adopts the curriculum provided by the Gauhati University. At the commencement of the Academic year, the college forms a routine committee for preparation of college class routine which deploys the units of time required for classes by all the departments including theory, practical, tutorial etc. The teachers prepare the teaching plan as well as lesson plan of their respective subjects before the start of each semester .In such plans the number of classes needed by a teacher to complete his or her assigned portions are detailed along with the tutorial, class test, home assignments, unit test etc. The lesson plan includes the division of units per classes and the strategies, devices and teaching aids the teacher will use while teaching various lessons. It will help the teacher in teaching every lesson smoothly by providing sufficient and equal importance to each lesson. The teaching plans and lesson plan provide an insight on how the lecture class will be handled throughout the semester. The teacher also uses the ICT tools available in the classrooms for the effective teaching-learning. Whenever a new course or paper is introduced by the affiliating university, its course contents are discussed and distributed to the teachers according to their preference and specialization. The matters related to course coverage, teaching

methods etc. are discussed at a regular interval in Departmental staffs meetings. Seminar presentations by students are held every semester to assess effectiveness of curriculum delivery. Group discussion and symposium were conducted as per the requirement of the course content. All records of marks obtained by students in internal assessments are documented properly by the respective departments and kept ready for submission to the affiliated university as and when required.

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	00	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	00	Nil
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	English	01/08/2019
BA	Education	01/08/2019
BA	Economics	01/08/2019
BA	Political Science	01/08/2019
BA	History	01/08/2019
BA	Assamese	01/08/2019
BA	Philosophy	01/08/2019

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
00	Nil	0
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1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Political Science	15
BA	Economics	23
BA	History	38

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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Nil
Alumni	Nil
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

The institution conducts a structured feedback system for the degree students which are collected at the end of every year. The feedback forms are collected from the students and analyzed by a committee set up by the Principal of the college. Based on the analysis of the feedback, actions are taken by the principal collaborating with the Heads of the Department. Accordingly, parent-teacher meetings are conducted by each department and information regarding their academic performance, attendance in class are shared.

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	66	24
BA	Education	60	92	57
BA	Economics	40	30	13
BA	Political Science	60	93	57
BA	Assamese	70	89	69
BA	History	40	51	30
BA	Philosophy	60	95	57

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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	1870	Nil	16	Nil	Nil

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
16	12	16	4	0	0
View File of ICT Tools and resources					
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The mentoring system is an effective two-way communication bridging the gap between the teachers and students. The mentoring system in MNC Balika Mahavidyalaya is a continuous process from the beginning till the end of the academic career of each and every student. The students with honours of each department are divided semester wise and allotted under the mentorship of the departmental teachers. The mentors meet the students allotted to them from time to time and guide them in every aspect including academic and personal matters. Mentors interact with the mentees to overcome all the issues and problems faced by them. Students are highly encouraged by the mentors to participate in different activities of college like sports and other cultural events. The mentoring of students has helped to identify and understand the status of slow learners and encourage advanced learners. A documented record of the mentoring process is maintained by the mentor teacher and the HOD. Besides, mentoring, grooming of students get a further boost during departmental activities and other functions like college week, youth festivals, sport/cultural/literary competitions etc. Student's Counselling Cell and Career Counselling and Placement Cell have also been playing a good role in mentoring of students. The mentoring activities of the institution encourage academic excellence, self-esteem and personal growth of the students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1870	16	1:117

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
21	16	5	1	9

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

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

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	BA 001	VI	29/11/2019	23/06/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

MNC Balika Mahavidyalaya is an affiliated college under Gauhati University. Hence, the college authority has to follow the system of Continuous Internal Evaluation (CIE) adopted by GU. 1. Various tools are used by the teachers in the college for continuous internal evaluation of the students like class tests, writing assignments, seminar presentation and group discussions. 2. The above evaluation strategies are planned by individual teachers in accordance with the class routine. 3. An evaluation is ideally designed so that every student in a class has an opportunity to achieve a degree of success, which in turn entuses learning and this finds reflection in an improvement in subsequent test scores. 4. Transparency in evaluation is maintained with students with an opportunity to seek re-evaluation. 5. The use of multiple evaluation strategies means that students can display their learning achievements through the strategy with which they are comfortable. 6. Sessional examinations which are conducted by the College as per the guidelines of the affiliating university are also a form of internal evaluation. 7. Re-examination for sessional exams has been initiated for students unable to sit due to genuine causes. 8. In each department the record of attendance and academic work of a student is maintained and the report is informed to the parents/guardians. 9. The examination committee keeps record of all Answer scripts and loose sheets and other documents centrally.

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

The academic calendar was not prepared during this year (2019-2020) due to unforeseen reason. The examination and other activities were conducted time to time under the guidance and supervision of the principal.

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/1671529885.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BA01	BA	English	29	18	62.7
BA01	BA	Education	43	28	65.12
BA01	BA	Economics	29	24	82.76
BA01	BA	Political Science	42	30	71.43
BA01	BA	Assamese	67	52	77.61
BA01	BA	Philosophy	36	23	63.89
BA01	BA	History	28	20	71.43

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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)

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	0	0
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3.2 – Innovation Ecosystem

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

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

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
nil	nil	nil	Nil	Nil
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

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

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
000	000	000

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

Name of the Department	Number of PhD's Awarded
00	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	Assamese	2	Nil
National	Economics	1	Nil
International	Economics	3	Nil
National	Political Science	2	Nil
International	Political Science	8	Nil
National	Assamese	1	Nil
International	English	2	Nil

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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
Economics	5
Political Science	2
Assamese	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
Constitutional Rights of Women In India	Dr. Gitima Talikdar	Test Engineering and Management	2020	0	00	0
Domestic Violence against women: A study of Nalbari District in Assam	Dr. Gitima Talukdar	International Journal of Psychological Rehabilitation	2020	0	00	0
An Analytical study of modernization and women Empowerment in the context of Economic Development of Assam	Anupam Sarma	International Journal of Advanced Science	2020	0	00	0
An analytical study of rice production of Assam with special reference to Nalbari District	Anupam Sarma	Journal of the Social Sciences	2020	0	00	0
History of female	Dr. Niharika	International	2019	0	00	0

education in Assam	Moran	Journal of Humanities and Social Science Invention				
Female Labour in Assam	Dr. Niharika Moran	International Journal of Advance Science and Technology	2020	0	00	0
E-Governance in India: Issues and Possibilities	Bonti Hazarika	PIMT Journal of Research	2020	0	00	0
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
nil	nil	nil	Nil	0	0	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
Attended/Seminars/Workshops	2	6	Nil	Nil
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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
nil	nil	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	nil	nil	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 activities	Number of students participated in such activities
nil	nil	nil	0	Nil
No file uploaded.				

3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
nil	00	nil	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	nil	nil	Nil	Nil	00
No file uploaded.					

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Bharghag College	20/01/2017	Academic collaboration in the areas of research activities, student and teacher exchange programme etc	30
Infonet	02/08/2019	Computer Basic Training	25
USTM	03/02/2016	Academic collaboration	27
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
1675435	1675435

4.1.2 – Details of augmentation in infrastructure facilities during the year

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

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

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

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	35764	2145840	448	26880	36212	2172720
Journals	42	105000	Nil	Nil	42	105000
Library Automation	1	300000	Nil	Nil	1	300000
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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	nil	Nil
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	64	2	2	1	2	1	12	2	0
Added	4	0	0	0	0	0	0	0	0
Total	68	2	2	1	2	1	12	2	0

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

2 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
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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	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 maintaining and planned utilization of physical, academic and support facilities in the College is essential for creating an environment that is appropriate and adequate for learning. The college has various committees that look into physical and other related facilities. The construction committee supervises the construction work of buildings, laboratories and other related works. The Purchase Committee is engaged in the purchase of equipment. 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 activities. 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 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. 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. The Maintenance committee manages and supervises various maintenance work inside the college premises. Both general and E-tenders published in the College notice board and the website.

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

CRITERION V – STUDENT SUPPORT AND PROGRESSION**5.1 – Student Support**

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	NIL	0	0
Financial Support from Other Sources			
a) National	Ishan Uday Scholarship	76	4104000
b) International	NIL	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 implementation	Number of students enrolled	Agencies involved
NIL	Nil	0	00
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
Nil	NIL	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
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NIL	0	0	NIL	0	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	Department graduated from	Name of institution joined	Name of programme admitted to
2020	40	BA	Assamese	Gauhati University, KBVSASUN	MA
2020	14	BA	English	GU, TU, NEHU, DU, BHU, RBU	MA
2020	9	BA	Economics	GU	MA
2020	15	BA	History	GU	MA
2020	29	BA	Philosophy	GU, KBVSASUN	MA
2020	32	BA	Political Science	GU, KBVSASUN	MA
2020	31	BA	Education	GU, KBVSASUN, DU	MA

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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
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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
Youth Festival	Zonal level	300
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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/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nil	NIL	Nil	Nil	Nil	00	00
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 students of the college play a vital role in academic and administrative bodies through the Student Union election which is held every year. The students elect the President, Vice President, General Secretary, Asst. General Secretary and Secretaries for Cultural, Debate, Games (Minor and Major), Magazine, Community service and Common Room. The elected representatives assume their responsibilities for various students' activities. There is provision to allot teacher in-charge to guide the union body representatives. The activities of the Students Union include the following: Providing a forum for discussion of students' issues and representation of the students' views in the relevant quarters. Creating awareness about students' rights. Supporting the College administration in creating an atmosphere conducive to learning. Organizing College functions including the Annual College Week (Cultural Sports competitions, Exhibitions), inter-college competitions, Republic Day and Independence Day, Yoga camp, Saraswati Puja, Participation in Youth Festival, bringing out the Annual College Magazine and Wall Magazine. The college allots finance to meet various activities of Student Union of the College. Students represent in almost all statutory bodies of the college like the IQAC, etc. All important decisions in the college are taken only in consultation with the students to ensure their interests.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

5.4.2 – No. of enrolled Alumni:

514

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

000

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 practices of decentralization and participative management aim to ensure the best possible involvement and representation of all the stakeholders of the college in its journey towards excellence. In this context, the two practices that we would like to cite are: 1. Admission Committee- Every year before the beginning of the process of new admissions the college authority appoints a senior teacher of the college as Admission Committee Convenor. Several subcommittees are also formed for smooth functioning of the admission committee. All the sub- committees have representatives from all the teaching departments, central library and the Principal's office which is fully democratic as a practice. All the members appointed to the different committees and subcommittees work with dedication for successful completion of the entire admission process. 2. Governing Body- the Governing Body (GB) of the college, formed as per government guidelines laid down from time to time, is a fine example of participative management of the institute. Besides the Govt. appointed Chairperson and the Principal as the ex-officio Secretary, the GB of the college has as its esteemed members representatives from the teachers (one from the Arts streams) elected by the Teachers' Unit of the college, Vice-Principal (ex-officio), librarian (ex-officio), one elected representative from the office, three guardian representatives, two university nominees and one donor member. All these members representing the different constituent parts of the college as well as the civil society ensure an exemplary participative management of the college.

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	The college abides by the rules of its affiliating university i.e., Gauhati University with respect to any quality improvement strategy regarding curriculum development. The teachers of the college are also members of curriculum development committee of other universities as well. For example: Dr. K.C. Goudo is the chairperson of English curriculum Development Committee of KBVSAS University.
Teaching and Learning	The teaching and learning process has been given full emphasis in the college. Preparation of lesson plans prior to the commencement of each semester is mandatory for all teachers. The lesson plans include objectives,

introduction, inputs and activities, closure review and materials needed.

Thus the lesson plan reflects the individuality, creativity and teaching style of a teacher. The faculty of the department organizes weekly seminar, lectures and interaction on regular basis. Every department makes special efforts to use ICT tools such as OHP, LCD projector etc. Additionally, student mentoring system, tutorial and enrichment programmes are implemented for better expansion of the teaching learning process. Students are encouraged to attend workshops, seminars, internships etc. Peer to peer learning is encouraged where both the advance and weak learners get an opportunity to share their thoughts and views.

Examination and Evaluation

Examinations are conducted according to guidelines and programmes fixed by Gauhati University. Form fill-up and payment of examination fees are done through online mode only. Internal assessment which includes sessional examination, home assignment, project work, seminar presentation, etc. are conducted by the teaching departments. Re-test is taken for those who could not appear scheduled internal examinations on genuine ground. Students are allowed to see evaluated scripts and seek clarifications if needed.

Research and Development

The college encourages the teachers and interested students to undertake research activities. The college has made available all the resources for pursuing research work in library.

Library, ICT and Physical Infrastructure / Instrumentation

To improve the quality of library we have a fully automated central library with the ILMS SOUL 2.0. Almost all the classrooms are ICT enabled which facilitate PPT presentations. The Wi-Fi and central computer centre facilities in the campus reflect our resolve to offer ICT facilities.

Human Resource Management

The college authority emphasizes on engagement of all the teachers in different committees and sub-committees as per their potentialities. Whenever there is a shortage of staff for some unforeseen reason and non-recruitment at government's end, College appoint contractual staff for smooth

	functioning of the college.
Industry Interaction / Collaboration	Being an Arts college, the scope for industry interaction is very limited. However, various departments are encouraged to take up trips as well as interactive programmes with the industries located locally as well as regionally.
Admission of Students	The college follows the guidelines and circulars of DHE, Assam for all admissions including reservation to different category. Admission is done purely on merit basis. The Admission Committee of the college looks after the entire process of admission. The transparency in the admission process is monitored by the committee that comprises of college authority, faculty members, office staff and student representatives. Our admission policy is non-discriminatory and all accommodative.

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

E-governance area	Details
Planning and Development	The website of the college contains all the relevant details pertaining to courses offered, library, extra-curricular activities, various news and examination announcements etc. Important notices and information are also circulated on the website.
Administration	In the area of administration, the college website provides entire details of departments and committees. Notices and circulars are also served through different Whatsapp groups and e-mail to reduce use of paper and to save time as well.
Finance and Accounts	Audit report is uploaded to the website
Student Admission and Support	Information about student admission and support have been made available on the college website. Admission guidelines are published online for the convenience of students and guardians. Application forms for admission need to be submitted through online mode only. Merit lists, including the waiting lists, for admissions into various courses offered by the college are also displayed on the college website as well as college notice board. Application and admission fees in our college are accepted only through

online mode.

Examination

Most of the processes in the area of examination are governed online as well as offline. Examination schedules and circulars from the competent authority are uploaded on the college website. As per the guideline of the affiliating university, students register themselves online at the outset of their course and subsequently they also need to fill up their examination forms online. Teaching departments submit marks for internal evaluation on the GU portal.

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
No file uploaded.				

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

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

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
NIL	0	Nill	Nill	00
No file uploaded.				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
1	Nill	Nill	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students

01

01

03

6.4 – Financial Management and Resource Mobilization

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

The college conducts internal audit every year. For the purpose a former employee from the Dept. of Audit, Govt. of Assam has been appointed by the college authority. External Audit: External Audit is carried out at regular intervals by auditors nominated by the Directorate of Audit (L/F), Govt. of Assam.

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
No file uploaded.		

6.4.3 – Total corpus fund generated

3151688

6.5 – Internal Quality Assurance System

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

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

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

1. Parent members are selected for G.B. 2. Guardians Meet is organised. 3. Online feedback from parents is collected and analysed for due action.

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

1. Orientation and training on various topics. 2. Mutual Fund is run for all the employees. 3. Hands on training on computer literacy is given from time to time

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

1. NSS and NCC are introduced 2. Permission is being sought to introduce courses on fine arts. 3. Sports activities and coaching is initiated on a priority basis.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	No
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
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2019	Orientation Program for Students	01/08/2019	01/08/2019	01/08/2019	500
2019	I.T Skill Development for staff	02/11/2019	02/11/2019	02/11/2019	13
2020	Free Health Checkup for students	05/02/2020	05/02/2020	05/02/2020	700
View File					

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 Women Day	05/03/2020	05/03/2020	51	12

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
Physical facilities	Yes	8
Ramp/Rails	Yes	8

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	Nil	Nil	00	00	00	Nil
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	01/08/2019	The College also follows the guidelines of the parent university in regards to academic and administrative matters.

Assam College Teachers Employees Provincialization Act, 2010	01/08/2019	The college follows the rules of the Assam College Employees (Provincialisation) Rules 2010
College Prospectus	01/08/2019	The prospectus contains the rules and regulations to be followed by the students at the time of admission and college hours.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Independance Day	15/08/2019	15/08/2019	58
Teachers Day	05/09/2019	05/09/2019	230
Human Rights Day	10/12/2019	10/12/2019	73
Republic Day	26/01/2020	26/01/2020	34
No file uploaded.			

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

- The college discourages use of plastic that can degrade the environment
- To reduce carbon emission inside the campus we have restricted ourselves from entering vehicles into the campus unless it becomes unavoidable
- Environmental awareness programmes are conducted on various occasions
- Recycling of papers
- Installation of separate dustbins for bio-degradable waste and non-biodegradable waste

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Efficient waste management initiatives taken. 2. Maintenance of Health and Hygiene of the college. For this, college has taken various initiative like awareness programmes on mental health, lecture programmes, cleaning the campus, waste management etc.

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/1675247570.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

Holistic education of MNC Balika Mahavidyalaya was established in 1979. The vision of the College has been shaped keeping in mind that the college is pioneering institution of higher education for women in the northeast of the country. This College came into existence, as its founding Principal, Sri Munindra Narayan Choudhury, had dreamt of establishing an institute which would empower women through education, in the process of nation building. Cherishing the ideals of its founder, the College seeks to empower the girl students with a holistic education to be creators and members of an ideal society. This is distinctive to its vision. In fulfilling the academic requirement of the programme, students not only attend classroom lectures but also write assignments, participate in seminars and group discussions, and

undertake project work. Opportunity for a student to learn by doing is there in the form of the projects, interaction with invited faculty members, field trips and study tours organized by the College. Along with the progress in the curriculum the college creates opportunities for students to involve themselves in the co-curricular activities. There is provision for the students to participate in a variety of activities like debate, quiz, cultural programmes, sports, outdoor activities like nature walks and bird watching etc. Activities under NSS add another dimension to students' experience in the College. Besides, curricular and co-curricular activities, the College emphasizes on basic human values of truth, honesty, loyalty, mutual trust, compassion and respect for others. Engaging in activities in the classroom and outside it, students acquire disciplinary learning and discover new talent. They also learn to bridge social gaps, work as a team and values of co-operation. Team work allows to develop and improve communication skills, organizational skills and decision-making. Leadership qualities are developed by participating in various college election activities and other related college works. The success of the students can be measured by their performance in the university examinations which also help them to move forward towards higher academic goals. Some have ventured into journalism and many have joined entrepreneurs, social service volunteers and NGO leaders. There are also those who are successful homemakers. All are women who have been empowered to contribute to nation-building and creation of an ideal society.

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. Training and workshops for use of ICT tools and digital learning 2. Introduction of job oriented and skill based programmes. 3. Develop library facilities with digitalization. 4. Organizing orientation programme for teacher regarding NAAC preparation. 5. Development of competitive examination centre.