YEARLY STATUS REPORT - 2020-2021

Part A
Data of the Institution

1.Name of the Institution	Mahendra Narayan Choudhury Balika Mahavidyalaya
• Name of the Head of the institution	Mr.Girindra Kumar Bhatta
• Designation	Principal i/c
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	036242205670
• Mobile No:	9864333548
• Registered e-mail	mncbm_nalbari@rediffmail.com
• Alternate e-mail	mncbm2018@gmail.com
• Address	Nalbari
• City/Town	Nalbari
• State/UT	Assam
• Pin Code	781335
2.Institutional status	
• Type of Institution	Women
• Location	Semi-Urban
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University		**Gauhati University**
• Name of the IQAC Coordinator		**Tridip Thakuria**
• Phone No.		**7002534892**
• Alternate phone No.		**9954184309**
• Mobile		**9954184309**
• IQAC e-mail address		**tridipthakuria84@gmail.com**
• Alternate e-mail address		**mncbm_nalbari@rediffmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)		www.mncbm.com
4.Whether Academic Calendar prepared during the year?		**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:		yes

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B++**	**82.75**	**2004**	**16/09/2004**	**15/09/2009**
Cycle 2	**A**	**3.02**	**2016**	**02/12/2016**	**01/12/2021**

6.Date of Establishment of IQAC	**01/08/2003**

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

Institutional/Depa rtment /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Director of Higher Education	Free Admission	Government of Assam	2020-21	9472743
Director of Higher Education	Admission & Tuition Fees	Government of Assam	2020-21	225100
RMSA	RMSA toilet CSR Fund	Government of Assam	2020-21	45213
RUSA	Infrastructu re Development	Government of Assam	2020-21	10000000

8.Whether composition of IQAC as per latest NAAC guidelines	Yes	
• Upload latest notification of formation of IQAC	View File	
9.No. of IQAC meetings held during the year	4	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	No	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

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

Workshop on career counselling for the students of the institution in collaboration with JCI, Rangia. Resource Person: JCI Sanjay Jain

Workshop on Personality Development and Mind Power. Resource Person: Dr.Sailen Das, HoD, Deptt. of Mass Com., D.K College, Mirza
Capacity Building Workshops for Non-teaching Staff. Resource Person: Bhabesh Deka, HoD, Deptt. of I.T, M.N.C Balika Mahavidyalaya
Timely submission of AQAR.

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

Plan of Action	Achievements/Outcomes
To enhance and upgrade digital resources available in the institution.	Successful to a certain extent.
To impart regular training to teachers and students to improve the distant learning environment.	Successful to a certain extent.
Regular and timely submission of AQAR	Could not submit.
To maintain cleanliness in the campus and health of the staff in view of the Covid 19 pandemic.	Successful.
To prepare IIQA and SSR for the upcoming NAAC assessment.	Ongoing.

13.Whether the AQAR was placed before statutory body?	No

- Name of the statutory body

Name	Date of meeting(s)
Governing Body of the institution	30/04/2022

14.Whether institutional data submitted to AISHE

Year	Date of Submission
Yes	**21/04/2022**

15.Multidisciplinary / interdisciplinary

As instructed by Gauahti University.

16.Academic bank of credits (ABC):

Not implemented.

17.Skill development:

No courses available.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

The college follows the syllabus laid by Gauhati University

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

According to the syllabus and programmes laid by Gauhati University.

20.Distance education/online education:

Not applicable.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**343**

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 Number of students during the year	**1923**

File Description	Documents
Data Template	[View File](#)

2.2	**256**
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	No File Uploaded

2.3	**545**
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	**16**
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	**21**
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution

4.1	**23**
Total number of Classrooms and Seminar halls	

4.2	**81,84956.00**
Total expenditure excluding salary during the year (INR in lakhs)	

4.3	**85**
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

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

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

As an affiliated institution of Gauhati University, the evaluation norms of the University are strictly followed.The current session followed a Credit based evaluation system. The College has adopted a method of assessing the academic performance of the students on a continuous basis. Continuous assessment in theory subjects as per CU norms includes 15 marks for an Internal Assessment, and 05 marks allotted to class attendance. Within this framework, the College conducts the Internal Assessment department-wise according to a

proper schedule and under strict invigilation. The marks obtained by the students is uploaded in the University website at the appropriate time. In the Humanities stream, a Tutorial component is also part of the Internal Assessment conducted according to a well-defined schedule. The syllabus and timing of these assessments are communicated to the students well in advance. Besides these formal assessments, revision work, class tests, assignments and student presentations are integral to the teaching-learning process.During the pandemic sessions, a continuous system of online evaluation was put in place. Besides evaluation, the Institution strictly adheres to the semester-wise academic calendar as set by the University in curriculum delivery.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	No File Uploaded
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

17	

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	**No File Uploaded**

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

00

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	**No File Uploaded**

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

00

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

00

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	**No File Uploaded**

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The Institution through its co-curricular activities tries to inculcate values and ethics among its students. It ensures not only effective curriculum delivery but also makes every effort to impart a holistic education that goes beyond the curriculum through myriad activities conducted throughout the year.Through these programmes students imbibe universal moral and social values, sensitivity towards gender issues and environmental consciousness.

- Gender sensitization programmeslike lectures, seminars and workshops etc.
- Observance of Women's Day
- Environmental education through projects, field work, nature club activities and Green Audit. Students are also encouraged to participate in different programmes like online quiz contests organized by other Institutions for enhancing awareness related to the environment.
- Human values promoted through the activities of the NSS.
- Community outreach and other social welfare programmes.
- Value education and mental health workshops.
- Programmes on professional ethics and value education conducted by the EducationDepartment.
- Observance of World Environment Day.
- Upholding values of multiculturalism, egalitarianism, diversity and gender empowerment through functions like the Annual Programme, Independence and Republic Day celebrations as well as through the activities of various clubs and societies, poster competitions and presentations etc.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

05

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	No File Uploaded

1.3.3 - Number of students undertaking project work/field work/ internships

342

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1500

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	No File Uploaded

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

603

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	No File Uploaded

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

For advanced learners the approaches adopted are as follows:-

  • More challenging work in the form of projects and home

assignments
- A well stocked library with advanced reference facilities
- Incentives in the form of merit scholarships and prizes
- Encouragement for participation in inter-college and intra-college competitions, and paper presentations using ICT
- Special lectures by eminent speakers from industry and academia
- Free internet access
- Coaching classes for GRE/GMAT
- Counselling by faculty to appear for competitive examinations
- Career fairs, seminars and workshops
- Opportunities for publication in departmental journals and students' magazines

Identification of weak students made on the basis of interactions and assessment tests during classes. The strategies adopted to level up the slow learners are as follows:

- Meeting and communicating to the weaker students their areas of weakness
- Organizing remedial classes
- Teachers available beyond class hours to counsel the weaker students
- Monitoring the progress of the students through written assignments and the progress record maintained
- Evaluated answer scripts of college examinations discussed with students to identify and address their shortcomings

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1949	18

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences. Learning is made more student-centric through a combination of old and new methods of teaching. In order to motivate the students beyond the scope of theoretical knowledge various student-centric learning methods like workshops, seminars, film shows, group discussions, field trips, institutional visit, slide shows, case study based research projects etc. have been adopted.

Student-centric methods are an integral part of the pedagogy adopted by the faculty for which the college provides all possible support such as:

- Smart classrooms
- Personal laptops for faculty
- Fully Wi-Fi campus
- Open access library
- Facility to download e-resources
- Digitization of lessons
- Seed money for students' research projects
- Fund allocation for institutional visits and excursions
- Institutional book grant in addition to UGC grant
- Fund for publication of departmental journal
- Fund for purchase of laboratory instruments, equipments and materials
- Fund for organizing workshops, seminars and conferences

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Teachers reach out to the students through various technological mediums and channels. Students get all learning resources which are made available by the teachers through WhatsApp and Mail.Other platforms being used are google classroom, Microsoft Teams, facebook

live, google groups and youtube live for academic activities.
Teachers of the institution also bring out the latest lecture series
through their own youtube channel.Teachers use platforms such as
Google meet, Zoom and Microsoft Teams for online teaching. Learning
modules, ebooks and virtual labs are also made available.Hence the
ICT tools help students to assess their own knowledge and potential.
Almost all the classrooms have the facility of projectors and voice
enhancers as well, that helps in fecilitating the teaching learning
process.

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	**Nil**

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

18

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	**No File Uploaded**
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
mentor/mentee ratio	**No File Uploaded**

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

18

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

08

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	No File Uploaded

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

215

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Examination Committee coordinated all the internal examinations of the college before the commencement of the CBCS. The examination

process included setting of question papers, evaluation of answer scripts within a stipulated period of time, submission of marks. Evaluated scripts of the mid-term examination were shown to the students. Following permission from the Principal, marks of the selection test were communicated to the students. Tutorials were also held on a regular basis.

After commencement of the CBCS, some departments conduct the internal examination through google form, while other deparments set question papers. But as the internal examination is a component of the university examination, the marks are not communicated to the students. The internal assessment marks are uploaded in the university portal when asked by the university to do so.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Mechanism to deal with internal/external examination related grievances is transparent, time-bound and efficient.

The mechanisms for redressal of grievances with reference to evaluation are as follows:

For university examinations:

* Review of answer scripts are done as per university norms
* RTI provision is also available.

The students forward their applications to the college principal, where from the issues are forwarded to the affiliating university.

For other grievances regarding the examination likeabsent remark for internal assessment or term end examination in statements of marks, mistake in the entry of marks on the part of the university etc., the college obtains application from the students. Then applications of student and marks obtained by student are communicated to the University through the principal.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The college has stated graduate attributes and learning objectives. To attain these attributes Programme outcomes (POs), Programme specific outcomes (PSOs), Course Outcomes(COs) for all academic programmes are stated by the Institute as per guidelines of NAAC. The POs are aligned to the learning objectives.

Following attributes are included in the POs.

- Knowledge outcomes
- Skill outcomes
- Values outcomes

POs and PSOs are designed to ensure complete and comprehensive learning about the program and courses as these are critical for the successful career of the student.

The COs (Course Outcome)were designed with the following criteria :

- The course outcomes identify the minimum achievement required for success in the course.
- They are based on the principles of Blooms taxonomy includingKnowledge, Comprehension Application, Analysis, Synthesis and Evaluation.

For each programme, PO/PSO and CO are designed through the following process steps:

1) Head of department (HOD) consulted faculty and prepared the draft version of the PSO and POs with the help of teachers, which are in line with Graduate Attributes and Vision, Mission of the Institute and department.

2) Views of alumni, employers are taken by head and teachers. HOD and department faculty analysed and expressed their opinion on the revised PSOs and POs.

* POs, PSOs, COs are displayed in the Institutes' website

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The institution follows the syllabi laid down by the affiliating university for all its subjects. It ensures the completion of the mentioned syllabi through a teaching plan that is also provided to the students at the beginning of the academic session. The Principal in coordination with the Heads of the Department monitor the execution of the assigned syllbus and it's timely completion. The final outcome of the course is evaluated through the performance of the students that is analysed at the end of each semester examination.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

510

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<u>View File</u>
Upload any additional information	**No File Uploaded**
Paste link for the annual report	**Nil**

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<u>https://mncbm.ac.in/upload/iqac_file/1671530334.docx</u>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

00

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	**No File Uploaded**

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

00

File Description	Documents
List of research projects and funding details (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

00

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	**No File Uploaded**

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

00

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	**No File Uploaded**

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

15

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	<u>View File</u>

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Our focus with our 'Gender sensitization Program' is to create experienced and conscious communicators to engage with intersectionalities related to gender and communicate the message of 'Gender Equity' for creating a more equitable world. As an institution we are curating our own workshops from time to time with gender experts and other organizations.We are alsoaddressing the crucial issue of environmental pollution and what is the role as a responsible citizen to mitigate the problem. Besides awareness programs, we are also taking efforts to maintain a sustainable environment with plantation drive.Health is another focus area for us to make a strong nation. Physical and mental health are the core areas we are working on. Our institution is collaborating with Rotary Club of Nalbari to address the concerns of health and hygiene. Our institution also donated Rs. One Lakh to Chief Minister's Relief Fund for the relief of the flood affected people. At the same time our college staff donated two days' salary to Chief Minister's Relief Fund for the aid of the Covid-19 affected people.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

00

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year(Data Template)	**No File Uploaded**
e-copy of the award letters	**No File Uploaded**

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

00

File Description	Documents
Reports of the event organized	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	**No File Uploaded**

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

00

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	**No File Uploaded**

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

04

File Description	Documents
e-copies of linkage related Document	**No File Uploaded**
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	**No File Uploaded**

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

01

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Digital Language Lab.: First of its kind in the entire North East was installed in 2009 English, particularly the communicative aspect, is weak link in the success of young people in Assam. A spacious computer Lab: With about 50 computers, conducts various computer courses including the basic mandatory computer course called CMOA. The P.G. Diploma in Computer Application course too is conducted here besides courses in the distance mode under Gauhati

University and K.K. Handique State Open University. An Internet Cafe With ten access points, is serving the online requirement is of our students. Access to the Internet Café is free which helps the socio-economically challenged students? access to the net resources. A modern 100 seater conference Hall has been serving the requirements of stakeholders, NGOs and Govt. organization since long. It houses the Internal Broadcasting system. . All Major classrooms are made digital compatible with lecturers equipped with speakers, Multi Media Projectors and screens. Departments are provided with Desktop and Laptop to encourage ICT component in teaching learning. All the departments have internet facility. The Health Club arranges Yoga Sessions, talks by specialists on health related issues.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The institution has minimal fscilities for cultural activities, sports, games, gymnasium, yoga etc. The groundwork is being done for bringing best fo the facilities in the field to our institution and within a very short period of time, we will be able to do so.

Cultural - The conference hall is available for small extracurricular activities of the institution like cultural functions, orientation programmes,medical camps, seminars etc. A stage in the common ground is also used for cultural activities and functions like celebration of Independence day, Republic day, Freshers' Day, Annual Prize Distributionetc.

Sports - The ground of Nalbari College used for the AnnualSports Meet of the institution. A quadrangle within the premises is used for sporting activities like cricket, badminton, volleyball etc.

Gymnasium-The Gymnasium is equipped with modern gym equipments (Exercise Cycle, Multi Fitness Machine, Fitness Bench, Twister machine etc.) for exercising.

Yoga-Yoga cum activity room is there and it is also used for

practicing dance and other co-curricular activities.

Classrooms are available for students' society meetings. Thereis a dedicated space for career counselling and placement unit.

A dedicated medical room with adequate facilities is available for students, faculty and staff where amedical practitioner visits once every fortnight and also available on emergency basis.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

11

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

10

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<u>View File</u>

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

8,184,956/-

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	[View File](#)
Upload Details of budget allocation, excluding salary during the year (Data Template)	**No File Uploaded**

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The library is fully computerised and SOUL 2.0 software from INFLIBNET is used.

Bar Code technology is used in the library for issue and return of books. All functions like Issue- return, Renewal, Reports Generation, Stock Verification, OPAC, Federated search for multiple databases, computerized attendance, etc are fully automated. The readers can easily access the library catalogue/ OPAC from anywhere and search the library collection online. They can check which books are issued on their names, due date, renew the due date and check other electronic resources library has provided

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional Information	**Nil**

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access to e-resources	**E. None of the above**

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	**No File Uploaded**

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

1,06,767.00

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	[View File](#)

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

150

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	**No File Uploaded**

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The college has augmented it's basic IT infrastructure time to time by including the computer systems having Intel i3 processors, memory configurationsfrom 2GB RAM & 320GB HDD to 16GB RAM & 500 GBHDDand operating systems from windows XP/7/10 and some other supporting high level of multitasking , multiprogramming environment.

In total there are 85 computers along with the laptops provided to the administrative staff.Administrative staff is empowered with 5 laptops of various leading makes like HPetc.

There are altogether 22 CCTV cameras inside the college campus and in some of the classrooms. ThreeXerox facilities from Canon and Riso are available in the college.

The college campus is a WiFi campus with services from BSNL and Jio.Licensed software's like MATLAB, Antivirus Kaspersky, Microsoft Licenses are procured for safe and secure operating computing environment and promote co-curricular and research activities among students.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

85

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	**No File Uploaded**

4.3.3 - Bandwidth of internet connection in the Institution	**A. ? 50MBPS**

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	**No File Uploaded**

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

3,760,183.00

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts.	**No File Uploaded**
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The physical, academic and support facilities of the Institution is taken care of by the Management. Yearly review is done of all the facities available both in-campus and off-campus and initiatives are taken for general maintainence as well as upgradation in order to upkeep and improve the facilities. Advanced facilities are introduced as and when required in order to serve the stakeholders in a better way and to ensure the fullfillment of its stated vision and mission.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

3575

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<u>View File</u>

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

00

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	**No File Uploaded**

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**E. none of the above**

File Description	Documents
Link to institutional website	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	<u>View File</u>

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

400

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

300

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

24

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	**No File Uploaded**

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

223

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

00

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

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File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	**No File Uploaded**

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The Students' Union members are elected by the students through a system of secret ballot to uphold fair and democratic practices, under the vigilance of Student CouncilTeachers. Teachers' Day, Fresher's Welcome,Students Farewell and College Annual Fest are organized exclusively by the Students' Union. Departmental academic programmes like Memorial Workshop,seminars and webinars are organized by the Students' Union with the guidance of the teachers.

Union members play active role in College Annual function, College Sports and during new admission.Inputs and suggestions are sought from Students' Union members when organizing student related events. Union acts as a liaison between teachers and students as well as between college administration, various committees and students to facilitate easy flow of information. The Students representation is also there in various committees. During the pandemic situation where face to face interaction with students was difficult, the role of Class Representatives (C.R) that are selected by the fellow classmates have increased a lot for disseminating vital information and acting as a link between students and teachers.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution

participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

00

File Description	Documents
Report of the event	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	**No File Uploaded**

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The institute does not have a registered alumni association.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

5.4.2 - Alumni contribution during the year (INR in Lakhs)	**E. <1Lakhs**

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Vision

Our college is committed to all round growth of girl students. It believes that learning should address all the four criteria – to know, to do, to be and to live together. In contrast to flippant attitude it would foster a sense of responsibility and strive to bring home the significance of social commitment, ethical values and liberal spirit in educational system.

Mission

- **To make every student employable through holistic education and development of right skills**
- **To emerge as a centre of academic excellence and research ? To focus on personality development of each student through development of positive attitude, leadership qualities and self-awareness**
- **To produce young women who, along with being job-skilled, are adept to address the larger issues of life and become effective in building a strong and modern India ? To actively respond to the momentous issues of our society and socio-political environment of the world.**
- **To reach out to the less-privileged and deserving sections of our society and lend a helping hand to them.**
- **To inculcate national spirit and respect for our culture among our students and society at large.**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Management trust on decentralization and participative functioning of the College which may reflect in the following.

The Principal in consultation with the G.Bprovides leadership in all academic and institutional practices. The Principal co-ordinates all academic matters through the Heads of Departments who are appointed on a rotational basis. In this way, all faculties of the departments

get to play a role in decision-making and participative management of their respective departments. The inclusion of teachers' representatives in the Governing Body of the College also on a rotational basis enables the faculty members to participate in different academic deliberations and often play a role in decision-making. University examinations are conducted in the institution through committees set up for the purpose and here too responsibility and leadership is delegated to the faculty members, e.g.,officers-in-charge are now appointed on a rotational basis and they are responsible for the smooth conduct of each set of examinations.Participative management and decentralization are also evident in the shuffling of committee members which ensures that faculty members play an active role in different committees during their tenure.Admission committees are formed every year in order to smoothly conduct admission procedure of different courses and classes of different faculties.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college as a totality of academic, infrastructure and administrative body formulates the following plans for development.

Academic Plans:

1. College encourages research activities 2. Introduction of effective, innovative and skill based courses 3. Plans for co-curricular and extra-curricular activities for students

Infrastructure Plans:

1. To promote eco-friendly campus 2. To achieve adequacy in infrastructure for academic activities 3. To develop recreational facilities 4. To develop suitable infrastructure for Hostels

Administrative Plans:

1. The college authority emphasizes the development of its faculty as well as arrangement for professional development of non-teaching staff.

The Head of the Institution ensures that adequate information (from feedback and personal contacts etc.) is available for the top management and stakeholders in the following ways: ? By organizing meetings to study the overall progress of the institution. 100 NAAC-SSR M.N.C Balika Mahavidyalaya, Nalbari 2015-16 ? By arranging personal interactions with students, parents, guardians at both formal and informal ways. ? Personal interactions with faculty, employees and librarian of the college by the Principal. ? By collecting information available in Students? Feedback Form. ? By collecting reports of the parents? meets organized in the respective departments. The Head of the Institution & the Management of the college are always in interactive mode with students, teachers, guardians, parents, alumnae, well wishers & public with regards to the teaching quality, curriculum, and extra-curricular activities and infrastructure requirements. Through interaction with the stakeholders some decisions are adopted and steps are sincerely taken for implementation.

File Description	Documents
Strategic Plan and deployment documents on the website	**No File Uploaded**
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The college has a Governing Body (GB) for proper management of the college. The GB is formed as per the Assam state govt. rule. The GB, Principal and faculty work in conjunction to formulate and implement its quality policy and plans for assurance and sustenance of quality in higher education. The Principal, the academic and administrative head of the institution and Secretary of the GB evolves strategies for academic growth within the purview of Gauhati University/Assam government regulations. The faculty participates actively in policy

making and application through two representatives in the college‚s Governing Body. Various committees such as Construction Committee, Advisory Committee, Examination Committee, and Academic council, Audit committee also have teacher representatives. These committees meet prior to the management meeting, discuss various matters within their purview (like expansion of programmes, infrastructural facilities, fee structure) and present their reports and recommendations to the Head of the institution. A thorough discussion ensues, valuable suggestions offered and final resolutions are taken for implementation for the growth of the college. The principal prepares and places the agenda before the Governing Body, on academic and administrative matters requiring its approval and he is responsible for executing its decisions.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

M.N.C. Balika Mahavidyalaya has taken various steps for the professional benefit of the teaching and non teaching staff. Such

as: 102 NAAC-SSR M.N.C Balika Mahavidyalaya, Nalbari 2015-16

? Teaching staff are given the necessary relaxation from the college in order to attend workshop, seminars, Orientation Courses, Refresher Courses, and Short Term Courses etc.

? Relaxation is also given to the faculty for pursuing Ph.D. without affecting the classes.

? Computer skill development programmes are organized for both teaching and non teaching staff by the I.T. Department of the college on a regular basis. They are also allowed to undertake such courses organized by the UGC HRDC

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

00

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

02

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

05

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The performance appraisal report of each faculty is collected every year. The report is an overall account of the achievements, performance and quality enhancing programmes attended in the given academic year. The IQAC along with the selected members scrutinize these reports and the feedback from the students. Promotions of teacher depend on the reports received. The principal shares the

general trend as per the reports with the teaching staff. Individual issues of teachers are dealt with separately. Commitments and short comings of individual teachers are intimated to them personally. Counseling is provided to staff if needed, to help them improve their professional capabilities. The Principal sends the confidential report of both teaching and non-teaching staff and the performance appraisal report to the Director of Higher Education, Assam along with the proposal for promotion.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The fee structure for the various programmes offered by the Institute is fixed by the Director of Higher Education, Assam. The College collects the same and remits the same to the respective head of account. The Governing Body, IQAC, purchase committee and other sub committees monitor and manage available financial resources. Formal discussions are held at given intervals and the decisions made are communicated to the stakeholders.The institution appoints a Retired Audit Offices for internal auditor. The Internal Audit of the college is completed till March 2022. The External Audit is done by Auditors from Directorate of Audit (local fund), Government of Assam.The Major sources of institutional receipts/ funding are-

- **State Government**
- **UGC**
- **Students Fee**
- **Others**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during

the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

00

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	**No File Uploaded**

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

College raises its funds through various resources such as fees from students, Salary grant received from government foe aided staff. In addition of above mentioned sources, college gets funds and research grants from funding agencies like UGC, DBT STAR, DST, Savitribai Phule Pune University (SPPU) . College also receives funds from SPPU for quality improvement programs, Earn and Learn Scheme. Endowment Scholarships from alumni are also source of funds for college.

Purchasing Committee takes decision of purchase of capital equipments. Well defined procedure is followed for purchases. Committee reviews quotations given by vendors thoroughly and final decision is taken on the basis of comparative analysis.

College has building committee which authorizes infrastructure development or creation of permanent structure at campus.

Every year budget is prepared taking into consideration requirements of each department, office and various committees. Budget is presented before parent society and approved by same. Utilization of budgeted amount is closely monitored. Special permission is required for non-budgeted expenditure.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The college has an IQAC that was formed in 01-08-2003. The major activities of the internal mechanism, constituting various Cells and Committees for quality improvement in teaching and learning are framed by IQAC. It has the effect in improvement of academic atmosphere of the college.

The decisions of the IQAC, on the academic and non-academic matters are systematically implemented under the leadership of the Head of the Institution. Some of the major decisions implemented are –

- **Distribution of students? feedback forms.**
- **Monitoring of cells and committees**
- **Promotion of faculty**
- **Internet connectively to the departments.**

Self Appraisal Report of faculty.Most of the records of teaching and non-teaching staff are maintained by respective Cells and Committees of the college. They provide necessary information to IQAC as and when required and accordingly adopt mechanism involving staff.Most of the records of teaching and non-teaching staff are maintained by respective Cells and Committees of the college. They provide necessary information to IQAC as and when required and accordingly adopt mechanism involving staff.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The college has a functional IQAC setup as per norms that includes Teacher Representatives, Members from Managementand a representative of the Administrative Staff.

IQAC has constituted a feedback committee which seeks feedback regularly from all stakeholders. Based on the feedback an action is taken in the form of a communication to the concerned teachers and the teachers are suggested to conduct add-on courses and remedial courses and to use ICT based teaching methods to improve the teaching learning process.

IQAC organises departmental presentations and discussion sessions to share and exchange the various teaching methodologies adopted. IQAC also organises training sessions for defining learning outcomes and also for its attainment.

Every teacher is expected to submit a work done report periodically on teaching learning process and co-curricular and extracurricular activity. Every year teacher is expected to fill annual Performance Based Appraisal Form which IQAC scrutinises for API verification.

The regular meetings of the IQAC internally as well as with the principal and different committees are conducted to ensure stocktaking and earmarking of the scopes of improvement in all possible spheres of campus life.Regular feedback obtained from different stakeholders help in proper identification of the target area. The major tasks set up by the IQAC in the last year was to take care of the mental health issues of students during the pandemic times, others included development of awareness among the various stake holders on gender isssues, IPR and ethics.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF	C. Any 2 of the above

any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The institution has formed the following cells for the promotion of gender equity:

a) Equal Opportunity Cell :

Objectives: 1. Helping girl students imbibe self-worth 2. Create awareness regarding opportunities in life. 3. Address Gender related obstacles for girls/ women. 4. Holding workshops, discussions, lectures etc. on equal opportunity for socio economically challenged.

b) Women Study Forum :

Objectives: 1. This forum provides an opportunity for woman to air their views on issues typically concerning them. 2. To keep abreast of and diffuse the issues concerning woman. 3. To bring out an annual Journal. 4. To sensitize people on Gender issues.

c) Gender Sensitization Cell :

Objectives: 1. Sensitize stakeholders on Gender related issues. 2. Structure Gender issue into the course work. Hold talks, discussions, seminars etc. on Gender related issues. 30 NAAC-SSR M.N.C Balika Mahavidyalaya, Nalbari 2015-16 3. Invite women

achievers to motivate students.

One faculty from the Political Science Department Ms. Bonti Hazarika has aprticipated in a national seminar organised by the department of Pol. Sc, Kumar Bhaskar Varma Sanskrit and Studies University, titled "Women Trafficking in North East India: Pattern and Trends".

Dr. Niharika Moran, from the department of Assamese, participated in a national seminar organised by bDigboi Mahila Mahavidyalaya, titled "Identification of Abusive Relationships and Prevention of Domestic Violence."

File Description	Documents
Annual gender sensitization action plan	nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**D. Any 1 of the above**

File Description	Documents
Geo tagged Photographs	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Energy conservation:

*Florescent tube lights being replaced by CFL and LED bulbs

* Window ACs being replaced by Starred Split ACs

Efforts for Carbon neutrality :

*Plantation Tree plantation drives are organized regularly to create clean and green campus.

? Hazardous waste management Solid waste management: College has organized awareness drive on solid waste management at a regular interval among the students.

? e-waste management After their lifetime, Computers and their accessories sold as scrap to local vendors

Awareness drives are organized to make the campus eco-friendly. Drives like Tree Plantation, Campus cleanliness campaign and Say No to Crackers for pollution free Diwali are some such initiatives. Days like World Environment Day, World Wild Life day etc. are keenly celebrated at MNCBM . Seminars/Workshops and extension lectures on topics pertaining to environment have been organized here at MNCBM from time to time.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of Bicycles/ Battery powered vehicles** 3. **Pedestrian Friendly pathways** 4. **Ban on use of Plastic** 5. **landscaping with trees and plants**	**B. Any 3 of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	**No File Uploaded**
Any other relevant documents	**No File Uploaded**

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	**E. None of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-	**B. Any 3 of the above**

reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

As an educational Institution we have demographic diversity as the students hail from different socio-economic backgrounds and come from diverse regions having their own language preferences.Diversity is also seen in the parent stakeholders whose occupations range from farmers, auto rickshaw drivers, house help to businesspersons and doctors.With respect to the distinctiveness of every student , we try to ignite a feeling of 'camaraderie' among all the members of the institution by giving space to each and every stakeholder to participate, explore, enhance and attain their full potential, ultimately making the campus an equitable place.In order to address this language diversity we have a Language Lab with software to familiarize students with spoken as well as academic English.Peer platforms and informal support groups are created to provide an inclusive space for students. Scholarships are offered by the government,staff and alumni over and beyond to include students from weaker economic sections. This ensures that no student suffers due to lack of finances.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The College undertakes various efforts to sensitize the students and employees of the Institution of their constitutional obligation. The Principal of the College delivers an Orientation Lecture to the new batch of students to make them aware of the core values and ethos of the Institution. In the different programmes celebrated by the Institution like Independence Day and Republic Day, the students and employees of the Institution are addressed by the Principal and President of the College with the message from the Constitution of India. The significance of the Day is illustrated to all with the words from the Preamble, Fundamental Rights and Duties enshrined in the Constitution of the country. The students are taught to obey the supreme law of the land and respect the symbols of national unity like National Flag and National Anthem. Commitment to such values instills confidence, self-control, adaptability, motivation, optimism and truthfulness in the character and personality of the students.The NSS unit of the College undertakes different kind of activities and teach the students the importance of giving back to the society by believing in the principle of equality, fraternity and societal justice.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	**A. All of the above**

File Description	Documents
Code of ethics policy document	**No File Uploaded**
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The Institution organizes and celebrates a number of national and international days

Republic day – A program is organized to celebrateRepublic Day

Women's day celebration- 8th March each year is celebrated by various programmes on women empowerment by Women's Cell.

Earth Day- 22nd April is celebrated as Earth Day by planting saplings by students of LTS in various areas of the city.

World Environment Day- 5th June- various programmesare organized by students through social outreach committees spreading environmental concern and consciousness.

Independence Day-A program is organized to celebrate India's Independence day through reliving our past and paying tribute to the heroes who laid their lives for their motherland.

Teachers Day- students organize programmes for the teachers to celebrate the Birth anniversary of DrSarvepalliRadhakrishan.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	**No File Uploaded**
Geo tagged photographs of some of the events	*View File*
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Free Computer Literacy Programme:

Goal: The practice is aimed at empowering girl students with a free delivery of computer knowledge thereby enhancing their skill and employability.The target group for this programme isfirst semester students. The examination is conducted here but the question papers and certificate come from C-DAC, Pune (Maharashtra).We have engaged five qualified staff to teach the course. Besides there are other courses under C-DAC which are open to students of this college and girl students/ women outside the Intuition.

Inclusion in Action:

Goal: The practice entails putting the founders vision of inclusion in action in relation to students from challenged background through appropriate financial and forms of interpretation.A sizable chunk of our students come from socio-economically challenged sections. The SC, ST, OBC, scholastically bright students are brought under the security of the Govt. and other agencies. It is the students belonging to the general category and who come from socio-economically challenged background are left in the lurch. It is critical to intervene positively (financially) in relation to these students.

File Description	Documents
Best practices in the Institutional web site	*View File*
Any other relevant information	**No File Uploaded**

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Our college is committed to all round growth of girl students. It believes that learning should address all the four criteria – to know, to do, to be and to live together. 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 students face the challenges of the new world order.Our mission is to make every student employable through holistic education and development of the right skills, to emerge as a centre of academic excellence and research,to focus on personality development of each student through development of positive attitude,leadership qualities and self-awareness, to produce young women who, along with being job-skilled, are adept to address the larger issues of life and become effective in building a strong and modern India,to actively respond to the momentous issues of our society and socio-political environment of the world, to reach out to the less-privileged and deserving sections of our society and lend a helping hand to them, to inculcate national spirit and respect for our culture among our students and society at large.

File Description	Documents
Appropriate web in the Institutional website	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.3.2 - Plan of action for the next academic year

- **The 3rdCycle of NAAC accreditation is impending and so the preparations for submission of the Self Study Report is under progress.**
- **The Institution ispreparing to participate in NIRF in this session.**
- **Preparation towards proposed Academic Autonomy. Experience sharing by peers.**
- **Renovation of the library.**
- **Construction of the 2nd floor of the Administration Block.**
- **Construction of the proposed seminar hall.**
- **Construction of a full fleged lawn tennis clay court.**