YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution Mahendra Narayan Choudhury Balika Mhavidyalaya

- Name of the Head of the institution Dr. Gargee Chakraborty

- Designation Principal

- Does the institution function from its own campus? Yes

- Phone no./Alternate phone no. 036242205670

- Mobile No: 8638083427

- Registered e-mail mncbm_nalbari@rediffmail.com

- Alternate e-mail mncbm2018@gmail.com

- Address College Road, Bidyapur, Nalbari, Assam, Pin - 781122

- City/Town Nalbari

- State/UT Assam

- Pin Code 781335

2.Institutional status

- Affiliated / Constitution Colleges Affiliated

- 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. — **9954184309**

- Alternate phone No. — **7002534892**

- Mobile — **9954184309**

- IQAC e-mail address — **iqacmncbmnaac@gmail.com**

- Alternate e-mail address — **mncbm_nalbari@rediffmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year) — https://mncbm.ac.in/upload/aqar/AQAR%202020-21.pdf

4.Whether Academic Calendar prepared during the year? — **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: — https://mncbm.ac.in/acalender.php

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/Depariment /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
00	00	00	00	00

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   03

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?   Yes

- If No, please upload the minutes of the meeting(s) and Action Taken Report   No File Uploaded

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)

*The IQAC of the college prepared the routine for the academic session. *The IQAC collaborated with the various cells formed in the college in the cell specific activities. *The IQAC prepared the prospectus for the academic session.

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
Constructing new classrooms with ICT facilities	Room no. Admin.103 is ICT enabled.
Giving orientation to the newly admitted students	All the new students from H.S 1st year and B.A 1st Sem have been given orientation
Providing training to the office staff and the teaching staff on digital documentation and computer related activities with the help of the I.T Department	Done at regular intervals
Facilitating academic developmental goal in collaborations with the Principal and the teaching staff	Discipline in finishing the courses within the specific time has been the top priority. Extracurricular activities are also carried out as scheduled.

13.Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
M.N.C.B.M Governing Body	**02/04/2022**

14.Whether institutional data submitted to AISHE

Part A

Data of the Institution

1.Name of the Institution	Mahendra Narayan Choudhury Balika Mhavidyalaya
• Name of the Head of the institution	Dr. Gargee Chakraborty
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	036242205670
• Mobile No:	8638083427
• Registered e-mail	mncbm_nalbari@rediffmail.com
• Alternate e-mail	mncbm2018@gmail.com
• Address	College Road, Bidyapur, Nalbari, Assam, Pin - 781122
• City/Town	Nalbari
• State/UT	Assam
• Pin Code	781335

2.Institutional status

• Affiliated / Constitution Colleges	Affiliated
• 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.	**9954184309**
• Alternate phone No.	**7002534892**
• Mobile	**9954184309**
• IQAC e-mail address	**iqacmncbmnaac@gmail.com**
• Alternate e-mail address	**mncbm_nalbari@rediffmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year)	https://mncbm.ac.in/upload/aqar/AQAR%202020-21.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://mncbm.ac.in/acalender.php

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/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
00	**00**	**00**	**00**	**00**

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	**03**
• Were the minutes of IQAC meeting(s)	**Yes**

and compliance to the decisions have been uploaded on the institutional website?		
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
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)

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Facilitating academic developmental goal in collaborations with the Principal and the teaching staff	Discipline in finishing the courses within the specific time has been the top priority. Extracurricular activities are also carried out as scheduled.

09-06-2023 12:16:47

13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
M.N.C.B.M Governing Body	02/04/2022

14.Whether institutional data submitted to AISHE

Year	Date of Submission
yes	27/02/2023

15.Multidisciplinary / interdisciplinary

Within the college campus an interdisciplinary approach is adopted. The various departments exchange faculty and students regularly. Sepicial lecture programmes are organised bt the departments inviting spokespersons from various other fields. Likewise, multidisciplinary approach is also adopted while discussing the syllabus and study tours etc.

16.Academic bank of credits (ABC):

NOT IMPLEMENTED.

17.Skill development:

PRESENTLY NO COURSE IS AVAILABLE.

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

The college has a well-designed credit based curriculum, value added courses, discipline specific courses along with curricular and extra-curricular activities that integrate the Indian knowledge system. The humanities departments include topics like ancient grammar & linguistics, ancient Indian philosophy, Indian thinkers, ancient India that focus on Indian knowledge. Even in English Literature, there is a paper on Indian Classical literature. The departmental associations celebrate days related to Indian languages, organize events celebrating day of indigenous people, Indian cuisines and culture.

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

NOT IMPLEMENTED.	

20.Distance education/online education:

The college has wing enterely devoted to distance education . The building is called the Open School Building . Distant mode courses under K.K.H.S.O.U and IDOL are offered in the open school . Regular classes are arranged for the students studying these courses .

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	No File Uploaded

2.Student

2.1 Number of students during the year	**1901**

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

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**165**

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

2.3 Number of outgoing/ final year students during the year	**377**

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

3.Academic	
3.1 Number of full time teachers during the year	**15**

File Description	Documents
Data Template	View File

| 3.2

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

File Description	Documents
Data Template	View File

4.Institution	
4.1 Total number of Classrooms and Seminar halls	**16**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**16952836.38**
4.3 Total number of computers on campus for academic purposes	**85**

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 adopts the curriculum overview provided by the Gauhati University. At the commencement of the Academic year, the Academic calendar is prepared which provides information about the working days, tentative dates of examinations and days earmarked for other activities like college week, freshmen social etc. 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. The teachers prepare the teaching plan 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 planned. The teaching plans provide an insight on how the lecture class or practical will be handled throughout the semester. Whenever a new course/paper is introduced by the affiliating university, its course contents are discussed and distributed to the teachers according to their preference and specialization.Departmental staff meetings are held at regular intervals and all the aspects of the curriculum are discussed. Seminar presentations by students are held every semester to assess effectiveness of curriculum delivery. All records of marks obtained by students in internal assessments are documented and kept ready for submission to the affiliated university.

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)

The academic calendar is prepared by the college at the beginning of each academic year. As the institution is affiliated to Gauhati University, the academic schedule including examinations and other events of the College is prepared taking into account the academic calendar of GU. The academic calendar contains the schedule of classes, sessional examinations, College functions and festivals. All the departments take up their course of action adhering to the academic calender.

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	B. Any 3 of the above

UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	

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)	<u>View File</u>

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

14

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

502

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

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 college aims at imparting value based education. Issues of Professional Ethics, Environment and Sustainability are integrated in the prescribed curriculum at all levels. College has various clubs/committees to disseminate the ideals of social inclusiveness, gender sensitivity, environmental preservation, waste management etc. Contribution of historical personalities are taught in Philosophy; Ideas of Equality, Liberty, Social Change, Social Justice and Human Rights in Political Science; Buddhist, Jain and Sikh Ethics are taught in Philosophy. Communicative English in BA focusses on appropriate behaviour and linguistic undertones in various situations. Environmental Science is a compulsory paper at B.A level.Sustainable development and its indices are discussed in Development and Environment Economics

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

04

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)	View File

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

398

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

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	**A. Feedback collected, analyzed and action taken and feedback available on website**

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

700

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	<u>View File</u>

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

165

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	[View File](#)

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

Every year, each teaching department of the college divides the newly admitted students into groups and assigns a teacher-mentor to each group. The mentor has one-to-one interaction with the mentees and uses this opportunity to assess the academic competence level of each student. For slow learners interactions in the classroom allow an assessment of the different learning needs of the students. Mentoring sessions, orientation and competition in various literary fields are organized to address the academic needs of students. Based on the assessment done during mentoring, the mentors advise the slow learners to attend tutorial and remedial classes for which provisions existin the routine of the Departments. The advanced learners get an opportunity to improve on various skills through Certificate Courses and Add-On courses.The advanced learners are selected by the Departments to attend workshops, seminars, internships and students' exchange programmes organized by other institutes and organizations. The College also funds Teacher Led Students' Projects.

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
1899	**16**

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 like experiential learning, participativelearning and problem-solving methodologies are used to make learning process more effective. The college offers a theory to practice mode of teaching to make learning engaging, experiential and holistic. Regular educational trips, industrial and field visits and real-life case studies offer a participative learning process to the students. Lectures, workshops and interactive sessions are regularly conducted by scholars, academicians and experts, offering students a practical learning experience. Numerous team-building activities like case studies and club activities assigned to students make learning collaborative and enhance their problem-solving abilities, managerial skills and critical thinking. The institute also facilitates independent learning through seminars where students present papers on contemporary topics that boost and enrich their learning experience. Students are encouraged to think and analyze discussions and debates on current events to enrich their understanding of the world outside the classroom. Various social, educational and environmental outreach activities organized under various committees offer holistic learning experiences through observation, interaction and engagement.

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

Some of the classrooms in the college are ICT enabled and teachers use these tools to make the teaching learning process more effective. In 2021-2022 the pandemic situation still prevailed andmajor part of class room teaching was through online mode. All teachers effectively used the Zoom platform which was made available to individual class as per time table. Class lectures and notes are made available online to the students by uploading them onto the college website. In addition to these teachers post videos of relevant topics in the youtube channelof the college. Students are encouraged to take up courses in NPTEL, SWAYAM etc.

Students of IT and Computer Science also do certification course available online.

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

16

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

16

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<u>View File</u>
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

09

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)	[View File](#)

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

253

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.

Internal Assessment system of the college is a continuous and cumulative evaluation based on Mid-Semester Tests, assignments, class performance and attendance to observe and monitor the periodic performance of each student. Teachers of all departments maintain systematic records of attendance, assignments/projects submitted, presentations, class participation in the class. Class tests, group discussions, student presentations and term projects are held to evaluate their performance.Participants of co-curricular committees, clubs and activities like Sports, Youth Festival, and other competitions and tournaments are given an extra chance for appearing in the Mid-Semester tests in case they happen to miss the scheduled exams. Special tests are also conducted for students who are unable to appear in the scheduled

Mid-semester exams due to medical exigencies/other genuine reasons. Students are given several opportunities to improve their score throughout the session through additional assignments and presentations.

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

The college has a well-structured, transparent and efficient system to deal with internal examination related grievances. In the beginning of the semester, faculty members guide the students through various components that make up their internal examination and assessment to help them intracking their performance and progress from the outset. Notice regarding the tentative schedule of exams/tests is circulated well in advance for students and faculty. Teachers inform students about the syllabus for the tests. In addition, revision/remedial classes also held to clear their doubts and uncertainties, if any. Students, who have not appeared in the Mid-Semester Tests due to some medical/other compelling reasons on the scheduled date, are provided a special chance to appear at a later date. Teachers give extra time to students to improve their performance and guide them to perform effectively in exams. The internal assessment of students is displayed for the students to check any discrepancies.

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 Programme and Course Outcomes for all programmes offered by the college are clearly defined on the college website and in the prospectus after a thorough discussion in Departmental meetings. The college prospectus describes the course outcomes of each programme at length to help the students comprehend the learning

results. Students are apprised of the targeted outcomes of their courses by means of initiation at the College Induction Programme, regular interaction with teachers, mentorship sessions and regularly updated information through physical and virtual notice boards.

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.

Each course has a defined set of outcomes and corresponding evaluation criteria. Direct and indirect methods of assessment are implemented. Level of attainment of course and programme outcomes is assessed through various modes such as feedback on curriculum, student satisfaction survey and feedback from teachers, parents and employers. Data regarding students qualifying for higher studies, competitive examinations, and the nature of their professional qualifications and achievements of the alumni also help to gauge the level of attainment of Course and Programme Outcomes. Mid-Semester tests are held in every semester, the question papers of which are designed keeping in view the targeted course outcomes mentioned in the syllabus of each course. Evaluation of students based on Internal and External Viva-voce is held to assess their level of understanding gained in the particular subject.

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

374

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
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)

https://mncbm.ac.in/sss_form.php

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

02

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)	<u>View File</u>

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

03

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

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

`09`

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

The College undertakes various extension activities involving students on regular basis and these are primarily targeted at different communities in the neighborhood. Extension programmes can broadly be categorized into sensitization/awareness, training/ education and endowment activities. Sometimes the college joins with other organizations to generate mass awareness. All these activities are undertaken through various teaching departments, different committees/cells, NSS unit and also from the teachers unit of the college. Extension programmes of the college sensitize students on social issues besides rendering services to the society.

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

02

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)	<u>View File</u>

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

210

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)	<u>View File</u>

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

07

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

03

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	<u>View File</u>

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 Page 24/54 25-03-2023 02:04:19 Self Study Report of MAHENDRA NARAYAN CHOUDHURY BALIKA MAHAVIDYALAYA 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 socioeconomically 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 forpracticing 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 Uploade

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.

08

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

08

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)

8220379

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

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 3.0 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 toe-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)	View File

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)

207303

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

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)

8428763

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)	<u>View File</u>

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

1352

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	**A. All 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

00

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)	<u>View File</u>

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

25

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

139

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

04

File Description	Documents
Upload supporting data for the same	View File
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.

00

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

36

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)	View File

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

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

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 sociopolitical 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 decisionmaking. 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 cocurricular 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 Page 37/54 25-03-2023 02:04:19 Self Study Report of MAHENDRA NARAYAN CHOUDHURY BALIKA MAHAVIDYALAYA 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 NAACSSR 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 infrastructural 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	A. All of the above

areas of operation Administration Finance and Accounts Student Admission and Support Examination

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. TheTeaching staff members 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 nonteaching 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

13

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)	<u>View File</u>

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

00

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)	**No File Uploaded**

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

02

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 subcommittees 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 areState 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	B. Any 3 of the above

Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF 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)	[View File](#)

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 socioeconomically 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 Page 46/54 25-03-2023 02:04:19 Self Study Report of MAHENDRA NARAYAN CHOUDHURY BALIKA MAHAVIDYALAYA 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	B. Any 3 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 andSolid waste management: College has organized awareness drive on solid waste management at a regular interval among the students. Paper Shredding Machines are used to shred the waste papers and a substantial revenue is generated from the sale.

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	A. Any 4 or all 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-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	B. Any 3 of the above

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 in various areas of the neighbourhood. 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	**No File Uploaded**
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.

Best Practices 2021-22

Best Practice 1

Title: Waste Management in the Campus.

Objectives: Proper disposal of waste in order to reduce the environment and health issues inside the Campus.

The Practice: • The NSS used of the college had installed blue and green dustbin in the Campus. • Reusing and recycling various substances like bottles, papers etc. • Donation of used goods

.

Best Practice 2

Title: Social Awareness Program on health and hygiene/Health Camp

Objectives: To create social awareness on health, hygiene and environmental issues among student and society. To provide free health check-up and free medicine to the impoverished and the needy.

Practice: • Regular health checkup is carried out in various villages of Nalbari district as well as in the college Campus. • Awareness program with regard to health and hygiene are organized.

File Description	Documents
Best practices in the Institutional web site	<u>View File</u>
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

1)The 3rdCycle of NAAC accreditation is impending and so the preparations for submission of the Self Study Report is under progress.

2)The Institution ispreparing to participate in NIRF in this session.

3)Preparation towards proposed Academic Autonomy. Experience sharing by peers. Renovation of the library.

4)Construction of the 2nd floor of the Administration Block.

5)Construction of the proposed seminar hall.

6)Construction of Open Gym Arena and construction of a brand new gymnasium.

7)Construction of a digital classroom.