



SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

**MAHENDRA NARAYAN CHOUDHURY BALIKA
MAHAVIDYALAYA**

**M.N.C. BALIKA MAHAVIDYALAYA, COLEGE ROAD, P.O. - NALBARI, DIST -
NALBARI, ASSAM, PIN - 781335**

781335

www.mncbm.ac.in

SSR SUBMITTED DATE: 19-05-2024

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

May 2024

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

M.N.C. Balika Mahavidyalaya, Nalbari, is a premier institution of higher education for girls in one of the traditionally enlightened and sensitive districts of Assam. It was established on 08-07-1979 solely with the liberal charity of a great philanthropist of our locality, Late Mahendra Narayan Choudhury. It has an ideal location in the very heart of the town and is linked by road and rail with the rest of the country. The College has taken all possible steps for promoting higher education specially among the girls so as to mould them into responsible citizens of the country and better human beings. 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. Keeping in view the economic and socio-cultural panorama of the region, it will endeavor to help students to face the challenges of the new world order. The college rapidly underwent a phase of expansion both vertically and horizontally. The introduction of new courses and construction of new administrative block has given a new dimension providing quality higher education to girl students. In course of its glorious journey, M.N.C. Balika Mahavidyalaya, Nalbari has reached many a milestone and the National Assessment and Accreditation Council accredited the College with "B++" grade in 2004 and "A" grade in 2016 respectively.. Recognizing the academic excellence and achievements of the student community, in 2006 UGC has recognized the college as a “College with Potential for Excellence” .

The college has completed 45 glorious years as a pioneering institution in the entire Lower Assam, dedicated to the higher education of women. This institution has been a temple of learning and stood out as a beacon of knowledge for generations of young women. From the humble beginning, the college striving continuously, underwent rapid transformation, as a centre of excellence. Still the college has a lot of distance to cover to impart the best education among the girl students

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. Keeping in view the economic and socio-cultural panorama of the region, it will endeavor to help students to face the challenges of the new world order.

Mission

The Mission of Mahendra Narayan Choudhury Balika Mahavidyalaya is :

? 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. The vision and mission of the Institution is communicated to the students, teachers and othe

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. The College makes a conscious effort to meet the educational aspirations of the learners coming from diverse geographical, socio-cultural settings and economic strata through innovative teaching methods.
2. The college has developed on its own a department devoted to computer literacy. Along with the university CAP paper, it also offers certificate and diploma courses.
3. The College also devises various initiatives like free-ship to poor students (now government funded), recognition and awards, etc.,
4. The college regularly organises sports and yoga workshops for the college students along with the students of the neighbouring schools.
5. The college has a fully functional modern gymnasium fully devoted to women only with an appointed trainer. Cricket net practice facility, open gym arena and outdoor minor games facility are also made available to the students.
6. The College attempts to stay updated with emerging trends in higher education and has gradually incorporated student-centric ICT enabled quality enhanced learning.
7. The college has a fully functional girls' hostel with all the modern facilities.
8. The College has maintained a green campus with all modern infrastructure possible.
9. The College museum is an initiative for Assamese heritage conservation.
10. The College provides Open Educational Resources in the college website itself under the head of Digital Library
11. .The College promotes participatory management with up-to-date MIS.
12. All the events and functions organised by the college are based on the decentralisation of responsibilities. The authority and the IQAC, along with the students' union body take the main responsibilities aided by the teachers, office staff and the students in general.
13. The NSS wing of the college actively engages itself in the process of nation building and community service.
14. The College exemplifies its dedicated commitment to community service through extensive engagement of students and teachers in extension activities.
15. The college has signed Memorandum of Understandings with various educational institutions, N.G.Os, sports coaching centres, small scale industries etc. for collaborative activities and all-round exposure to the students .
16. Due to its location, the college is easily accessible by all means of transportation.
17. CCTV surveillance in almost all classrooms and strategic vital points of the campus.
18. Very good result
19. Large student base

Institutional Weakness

1. Most of the students of M.N.C.B.M come from the surrounding rural areas and are from the economically poorer sections of society. As a result, there is a dearth of students willing to engage themselves wholeheartedly in the subsidiary activities.
2. The college has only twenty-one (21) permanent teachers. As the number of enrolment is very high in the institution (Around 2000), the college has to appoint part time teachers for the additional duty.
3. The present facilities are gradually falling short of meeting the growing demand of student enrolment and demand. Flash flood causes great difficulties to the college community from time to time.
4. As the college has provision for lift in the Administrative Building, but has not yet been installed due to financial constraints, which may force the specially abled students face some difficulty in accessing the library, as it is located on the first floor of the same building.
5. Though the college has initiated all means to make the students aware of ICT for education, the economic background of the students poses a hurdle for them to pursue the same and become technologically strong.
6. Lack of satisfactory performance in civil service and other competitive examinations by students.
7. The possibility of promoting research environment amongst the faculties and the students need to be further augmented. Even though faculty members have their own care listed publications and the institution has published ISBN books, it does not have an ISSN journal/Care listed journal.
8. The college does not have a proper playground. It has an open gym arena, cricket net practice facility and volleyball cum badminton court inside the campus.
9. The college does not have an auditorium.
10. As the number of Associate Professors in the college is only two, the college is unable to open P.G courses. Because as per the affiliating university (Gauhati University) regulations, a department needs to have at least three Associate Professors to start P.G.
11. Single stream.
12. Poor teacher student teacher ratio
13. Low placement ratio

Institutional Opportunity

Institutional Opportunity

1. As there is a government plot of around five bighas on the backside of the college, it has the scope for expansion of infrastructure in diverse aspects and the construction of a proper playground in the future, subject to government approval for the same.
2. The College has scope for introducing inter-disciplinary courses.
3. The college can start some skill based vocational courses in the College keeping the local contexts in mind.
4. There is ample scope for increasing industry linkages for student placement and also collaborations with national and international organisations for students' exposure to global trends.
5. Greater emphasis can be put on research oriented activities and with the implementation of NEP 2020, the scope for the same will be tremendous.
6. The College can devise more strategies for active alumni engagement for the overall progress of the

College.

7. The College can initiate permanent Sports Training Programme, apart from the regular sports workshops and seminars organised in collaboration with various coaching centres for giving greater number of students the opportunity to develop an interest in sports.
8. Organising more number of FDPs, national and international level seminars/conferences.
9. Scope for tie-up with industry and resource generating collaborations
10. Upgradation to an autonomous college

Institutional Challenge

1. As the institution has only the Arts stream, it faces certain challenges undertaking innovative work in comparison to the colleges having Science stream.
2. Preparing and motivating students for participation in co-curricular activities that can represent the college in national level in huge numbers is a challenging factor due to the lack of awareness and interest and financial constraints.
3. Lack of government fund for the college poses a big challenge in the developmental progression of the college. The college has to run only on the amount provided by the government against the free ship provided to the students.
4. The College faces challenge in meeting the infrastructural demands of the students due to the cumbersome process involved in the RUSA related work.
5. Due to the rural background and financial condition of the students, it is challenging for the college to change the mind-set and attitude of the students towards the changing trends in teaching learning process and education sector overall.
6. Limited number of permanent faculty members is a big challenge to the overall progress of the institution.
7. State government and affiliating university's policies impact the functional aspect of the College like opening of new streams, introduction of PG in departments, starting B.Voc courses etc.
8. There is no government policy in the state for recruitments of employees such as sweepers, gardeners, drivers etc.
9. Getting placement for students and ex students.
10. Motivating students for taking part in competitive examinations of the national level.
11. Large number of part-timers. But it is unavoidable due to the large number of students.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Curricular Aspects

M.N.C. Balika Mahavidyalaya, Nalbari is affiliated to Gauhati University and follows the curriculum prescribed by the university. At present, the college is offering 17 undergraduate programmes. Choice Based Credit System was introduced from the academic session 2019-2020 for UG programmes. The College ensures effective curriculum delivery through multifaceted, well-structured student-centric domains, keeping in mind the Programme Outcomes and Course outcomes. The IQAC prepares Academic Calendar at the commencement of academic session which contains important dates of academic process, co-curricular and other activities. Meetings between HODs and the principal are convened to discuss academic matter as and when required.

Preparation of general routine, assigning class-load and syllabus in departmental level, teaching plans/monthly progress report, maintenance of Teacher's diary/HOD's diary, etc. are in place. The Internal Quality Assurance Cell plays an active role in some of these. Different teaching strategies like lecture methods, participative learning, experiential learning, project work and fieldwork have been followed. Students get support like text/reference books, film shows related to texts, counselling, mentoring etc. M.N.C. Balika Mahavidyalaya Open Educational Resources is developed to make teaching-learning process available through internet. The College also offers Add-on Courses. Important cross-cutting issues like gender, environment, human values etc. are integrated in the prescribed courses and in Add-on courses. Feedback on curriculum and its delivery from the stakeholders is collected, analyzed, reported, and communicated to the affiliating university. Apart from the add on courses, hands on skill based training programs are held from time to time to engage and equip students for their future.

Teaching-learning and Evaluation

Teaching-learning and evaluation is a student-centric dynamic activity. The admission process is done strictly on merit basis and 100% compliance to Governments Reservation Policy. Orientation programme is organised to familiarise students with Code of Conduct, Programme Outcome and the facilities available in the college. Faculty members discuss Course Outcomes with students in the beginning of each semester to make them understand the scope and possibilities of the programme, and its applicability in higher studies and research. The college library conducts Library Orientation Programme that helps newcomers to know about various facilities available in the library. The college also has Mentoring System, where the mentors and mentees regularly discuss personal and academic issues. Student-centric teaching-learning methods, namely- Field trips, industry/institute survey, hands-on training, dramatization, symposium, seminar/workshop, painting/poster competition, project work, etc. are put in practice. Students are encouraged to enrol in the Add On courses, online courses in SWAYAM etc. and to take part in the online/offline lecture programmes organised by various departments. The College felicitates university rank holders, toppers, highest mark achievers in various subjects etc. to motivate the students. Remedial teaching is also provided to the slow learners along with regular mentoring and counselling. There are eight (08) ICT enabled classrooms along with one fully functional Digital Classroom and an ICT enabled Conference Hall in the college. The Language Lab helps the students to get access to audio and video materials for English language training. Continuous Internal Evaluation is done as prescribed by the affiliating University. Transparency is maintained by the Internal Examination Committee through timely notification on the syllabus content to be covered, the routine for the sessional examinations, seat plan for the candidates as well as invigilation duty list. Students' seminar presentation, assignments and group discussions also come under internal evaluation. Project paper preparation enables the students to acquire experiential learning. The Principal of the college discusses the result of the internal examination along with the members of the Examination committee members to have an overview of the students' performance in the examination. The feedback system enables the college to keep track of the teaching learning process.

Research, Innovations and Extension

The college has maintained a tradition of promoting research among its stakeholders since the time of its inception. There is a Research monitoring cell that monitors and records the research activities of the faculty members. The college has published three ISBN books in the recent times and is planning to publish atleast 10 to 15 in the near future, as 20 ISBN numbers have already been earmarked for the same. Moreover, 61 research papers by different faculty were published in the UGC recognised journals. Besides, 24 ISBN books were authored and published and 41 chapters in various ISBN books were contributed by the faculty members. The

faculty members also presented papers and participated in 92 National and International level seminars. Conducting extension programmes in the adopted schools and adopted villages, outreach and other related activities are also a part of the research activities of the institution. The Economics Department has conducted a survey on the living conditions and facilities available in the adopted village called Mahkhali and submitted report to the IQAC on the same. Accordingly, based on the findings of the report, requisite programmes were conducted in the village and water filters and LED bulbs were distributed among the villagers. 42 extension and outreach programmes were recorded during the last five years. The IQAC of the college has been instrumental in playing a pivotal role in carrying out the extension activities. The different cells and departments of the college keep such activities in the priority lists in the annual agenda. The college has developed an ecosystem for innovation and takes initiatives for creation and transfer of knowledge in various phases. Even though MNCBM is an arts college, it has taken initiatives like vermi composting, water harvesting, mushroom cultivation etc. The NSS Unit of the college takes out various cleanliness drives and awareness programmes in and around the college campus. The college is running various skill courses under Pradhan Mantri Kaushal Vikash Yojna. The college has 19 functional MoUs with various organisations to undertake inter-institutional cooperative / collaborative activities. Regular classes in the adopted school MNC Balika Bidyapith.

Infrastructure and Learning Resources

MNCBM's policy for infrastructure enhancement is guided by the dual principles of utility and accessibility. The campus has ramps, railings, wheelchairs and a washroom for persons with disability to make it accessible. Every department has classrooms that are ICT-enabled with LED screens to screen videos and PPTs. Three departments (IT, EDUCATION and Economics) have their own laboratories. There is one state-of-the-art Digital Classroom with audio-visual facilities and microphones. One conference hall is also there, which is also ICT enabled. The college also has a Language Lab. MNCBM has several good sports facilities (e.g., badminton and volleyball courts, cricket net practice facility, open calisthenics facility) and a well-equipped gym exclusively for women. Other facilities include a well-equipped library, two girls' hostels, medical room, Teachers' Common Room, Students' Union Room, Girls' Common Room and a Canteen. IQAC also has a designated room to conduct its work. With regard to safety, the campus has installed fire extinguishers at different locations on the campus. Further, there are at least two entry and exit points in each corridor. In terms of digital infrastructure, the college has over 82 well-functioning computers which ease various online tasks including those related to admissions and examinations. The Accounts and Administrative offices are fully digitized. A major learning resource in MNCBM is the Library. The MNCBM Library has around 38000 books. The college has started an OER database for the benefit of the students, which is accessible through the website. Additional data bases are accessible through INFLIBNET CENTRE. The library is equipped with SOUL 2.0 software. The College Authority has installed a 15KW Solar Plant exclusively for the block housing the College Library. The library also has facilities for accessing e-resources. The College frequently updates its IT facilities. Various departments of the college also maintain their own departmental libraries. Other learning resources include add on courses, seminars/workshops and skill development sessions. Other facilities include sanitary pad vending machines, "Ropan"-the in-house stall, solid waste assimilators, reading rooms for students and children in the library etc. Every department has its own washroom, inverter, computer, printer etc.

Student Support and Progression

The scholarships and free ships provided by the government, non-government agencies and the institution benefitted the students significantly. The College undertook capacity building and skills enhancement initiatives that included soft skills, language and communication skills, life skills like Yoga, Physical Fitness,

Health and Hygiene, ICT and Computing skills. The institution has a transparent mechanism for timely redressal of student grievances. It had no complaints regarding sexual harassment and ragging. The College has a policy of zero tolerance regarding these. It implemented the guidelines of statutory and regulatory bodies and provided mechanisms for submission of online/offline student grievances. The student progression is good in both placement and higher education. They have shown remarkably good participation in sports and cultural activities and won several awards and prizes. The College has a dynamic Student Union and Student Representatives that serve on different Committees of the College. The Student Council is an elected body governed by a constitution that defines its functions and role. The Hostel of the College has separate Student Council elected by the students of the Hostels. In addition, the various departments select their student representatives. The College Student Union with the Faculty Advisory Committee organizes major events in the College.. Student engagement is remarkable in Community Outreach Programs that adds significantly to the fulfilment of the College's vision of Institutional Social Responsibility. The Student Union and Student Representatives function as a conduit for the administration. They organize Student General Assemblies and General Body Meetings that serve as a forum for interaction with College authorities. There is provision for awards and prizes for achievements in the fields of academics, sports, cultural activities etc. and this recognition acts as a source of inspiration for the students and motivates them to come up with excellent performances. In case of exceptional achievers, the college has started a tradition of inviting its own students and ex- students as Resource Persons in various workshops of sports and cultural activities and at the same time also making payments to them. Financially weaker students are helped by the college authority from Students' Aid Fund.

Governance, Leadership and Management

The governance of the institution is reflective of and in tune with the vision and mission of the College. Its institutional vision is to bring forth all round growth of female students. To achieve this objective, the Perspective Plan of the college is reflective of and aligned with its vision and mission. The non-hierarchical and collegial mode of academic governance ensures decentralization and participative management and demonstrates effective leadership. Academics, Infrastructure and Human Resources are the different heads under which development is envisaged and planned. The functioning of the institutional bodies is effective and efficient. The organizational structure and functioning of these bodies is clustered under Academic and Administrative with the Governing Body as employer and top management. The institution has effective welfare measures for teaching and non-teaching staff and has Performance Appraisal System in place for self-appraisal and promotional purposes. The Institution conducts internal and external financial audits regularly through an Auditor. Its financial management and resource mobilization is monitored as per norms. The IQAC contributed significantly towards institutionalizing quality assurance strategies and processes: provided thrust to Career Guidance and Placement Cell; augmented its Health and Fitness Profile by organising various sports/yoga workshops and starting a full-fledged gymnasium "MNCBM GYMNASIUM" exclusively for women with trainer; consolidated the College's vision allround development; fulfilled its Institutional Social Responsibility and Community Outreach Programs by organizing Mental Health Awareness Programs, Gender Sensitization, Legal and Medical Awareness Programs and Motivational Talks. Important initiatives were taken in environmental consciousness and heritage awareness such as plantation drives inside the campus and in the adopted villages and schools, installing segregated waste management system, signing MOUs with the Pollution Control Board of Assam and Green Globe NGO, starting MNCBM Heritage Museum and thus boosting the College's Best Practices. The College reviews its teaching-learning process, structures and methodologies of operations and learning outcomes at periodic intervals through IQAC. . E-governance

measures have been followed in admission, finance, library services, feedback collection, leave management, e-notices, etc.

Institutional Values and Best Practices

The institution has always placed emphasis on gender sensitisation and equality and tries to foster a conducive environment for female students and employees by providing them a safe ambience for pursuing education and increasing productivity. The College has installed alternate sources of energy like on grid solar plant and LED bulbs etc. The College has also embarked on a way of proper waste management system to add to the environment. The College has also taken steps for water harvesting facilities. The College also undertakes regular green audit, energy audit and environment audit. MNCBM also has laid special consideration to building an inclusive academic environment by making the college, classrooms and washrooms accessible to the specially abled. By inclusion, the college also attempts to build an atmosphere that moulds the students so as to build tolerance and foster harmony towards cultural, regional, linguistic, communal socio-economic and other diversities. The College also seriously undertakes its responsibility of sensitising the students and employees of the Institution to constitutional obligations: values, duties, rights and responsibilities of citizens. Further, the Institution has a prescribed code of conduct for students, teachers, administrators, and other staff. The Code of Conduct Handbook is in place for all the stakeholders of the college.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	MAHENDRA NARAYAN CHOUDHURY BALIKA MAHAVIDYALAYA
Address	M.N.C. Balika Mahavidyalaya, Colege Road, P.O. - Nalbari, Dist - Nalbari, Assam, Pin - 781335
City	Nalbari
State	Assam
Pin	781335
Website	www.mncbm.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Gargee Chakraborty	03624-220567	9954184309	-	mncbm_nalbari@re diffmail.com
IQAC / CIQA coordinator	Tridip Thakuria	03623-221548	7002534892	-	iqacmncbmnaac@g mail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	For Women
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details

State	University name	Document
Assam	Gauhati University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	12-09-1996	View Document
12B of UGC	12-09-1996	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	Yes
If yes, date of recognition?	28-09-2006
Is the College recognized for its performance by any other governmental agency?	Yes
If yes, name of the agency	Krishna Kanta Handiqui State Open University
Date of recognition	11-12-2019

Location and Area of Campus

Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	M.N.C. Balika Mahavidyalaya, Colege Road, P.O. - Nalbari, Dist - Nalbari, Assam, Pin - 781335	Semi-urban	2.833	3750

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,English, Honours	36	H.S	English	70	17
UG	BA,English, General	36	H.S	English	800	270
UG	BA,Assamese, Honours	36	H.S	Assamese	90	90
UG	BA,Assamese, General	36	H.S	Assamese	800	728
UG	BA,Political Science, Honours	36	H.S	English, Assamese	90	85
UG	BA,Political Science, General	36	H.S	English, Assamese	500	161
UG	BA,Philosophy, General	36	H.S	English, Assamese	500	153
UG	BA,Philosophy, Honours	36	H.S	English, Assamese	90	57
UG	BA,History, General	36	H.S	English, Assamese	400	11
UG	BA,History, Honours	36	H.S	English, Assamese	70	36
UG	BA,Education, General	36	H.S	English, Assamese	500	202
UG	BA,Education, Honours	36	H.S	English, Assamese	70	40
UG	BA,Economics, General	36	H.S	English, Assamese	400	11
UG	BA,Economics, Honours	36	H.S	English, Assamese	70	24
UG	BA,Information	36	H.S	English	200	33

	on Technology, Computer Application General					
UG	BA, Sanskrit, General	36	H.S	Sanskrit	100	14
UG	BA, Travel And Tourism Management, General	36	H.S	English, Assamese	400	51
PG Diploma recognised by statutory authority including university	PGDCA, Information Technology, Diploma	12	DEGREE	English	50	13

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				2				19			
Recruited	0	0	0	0	2	0	0	2	5	14	0	19
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				17			
Recruited	0	0	0	0	0	0	0	0	8	9	0	17
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				13
Recruited	11	2	0	13
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				15
Recruited	9	6	0	15
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				2
Recruited	2	0	0	2
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	2	0	0	1	6	0	9
M.Phil.	0	0	0	0	0	0	3	1	0	4
PG	0	0	0	2	0	0	0	19	0	21
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	3	4	0	7
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	5	5	0	10
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male		Female	
	0		0	
		Others		Total
		0		0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	0	0	0	0	0
	Female	1729	0	0	0	1729
	Others	0	0	0	0	0
PG Diploma recognised by statutory authority including university	Male	0	0	0	0	0
	Female	13	0	0	0	13
	Others	0	0	0	0	0
Certificate / Awareness	Male	0	0	0	0	0
	Female	356	0	0	0	356
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	0	0	0	0
	Female	27	28	26	25
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	8	8	7	9
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	57	56	60	67
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	580	667	550	606
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		672	759	643	707

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	Mahendra Narayan Choudhury Balika Mahavidyalaya has been organising and also asking its faculty members to attend various workshops and programmes on National Education Policy 2020 since covid period. . It helped the institution design and develop its own perspective and strategies to be adopted for following a multidisciplinary approach. As an affiliated college, the college follows the curriculum prescribed by Gauhati University. it is mandatory for every UG student to study at least one interdisciplinary / Multidisciplinary course to complete their degree. The college promotes interdisciplinary among its students through various departments. It is done through faculty exchange
---	---

	among the departments and also through invitational lectures, seminars, workshops etc. As a practice, the college has been offering a number of certificates/adds on/value-based courses of interdisciplinary nature, every year.
2. Academic bank of credits (ABC):	Academic Bank of Credit has already been operational in Mahendra Narayan Choudhury Balika Mahavidyalaya since June 2023 and all the students enrolled in 2023-24 session have been registered in ABC. It is an Aadhar based system and all the students can check their credit points, grade points etc. by using their login credentials, i.e. username and password, through Digi locker.
3. Skill development:	The institution promotes vocational education and soft skill and skill development of students through various establishments like the Institutional Innovation Council (IIC), Research Innovation and Extension Cell etc. Both in the CBCS and NEP programmes there are multiple Skill Enhancement Courses(SEC) and most of them are mandatory in nature. In addition to this, various entrepreneurship and skill development activities are regularly conducted in the college. Skill courses are also going on under PMKVY and PM BISWAKARMA in the college.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	India is considered as a repository of knowledge in the field of literature, philosophy, science and technology, medicine, culture, ethics and value etc. since time immemorial. Therefore, it will be prudent to integrate the ancient knowledge with the existing curriculum for the benefit of the larger society. The Gauhati University has incorporated some aspects of the Indian knowledge system in its revised syllabus. However, in addition to the prescribed syllabus, MNC Balika Mahavidyalaya on its own has undertaken some measures in this regard. The college has introduced add-on courses in Arhipath Sangbad Madhyam aru Anubadkala (Translation), Abrittikala (Recitation), Ethnohistory of the Bodos. Degree courses are offered both in Assamese and English languages. Besides, B.A. course is also offered in Sanskrit and Spoken Sanskrit and Recitation is taught by the department. Competitions on Sanskrit Geeta Sloka and Multilingual Recitation were also conducted. Moreover, a workshop on Bihu was organised for school and college students. MNCBM

	has also established a centre for visual arts, namely JIWANSILPI ADYA SARMA CENTRE FOR VISUAL ARTS for giving proper guidance to and nurturing the talent of the students interested in this field. The college conducts cultural programmes regularly reflecting cultural heritage/mosaic from time to time. Apart from that, MNCBM also has signed an M.O.U with Kumar Bhaskar Verma Sanskrit and Ancient Studies University for collaborative activities related to Indian languages and cultures and runs yoga workshops and conducts lecture programmes in collaboration.
5. Focus on Outcome based education (OBE):	The college encourages student-centric learning method in the teaching-learning process. For this purpose, in the beginning of the academic session, orientation classes on Programme Outcome (PO), Course Outcome (CO), Programme Specific Outcome (PSO) have been conducted under the supervision of the IQAC. Moreover, the emphasis has been given on experiential learning methods like field study, industry visit, visit to higher educational institutions and invited lectures / seminars and workshops. With regard to participative learning, the college gives importance to hands on training, peer class, book review, preparation of wall magazine, seminar, debate, quiz, department wise symposium, poster making competitions etc. Moreover, group discussion, project work, presentation are also referred to as problem solving activities performed by the students.
6. Distance education/online education:	MNC Balika Mahavidyalaya has the facility of distance education and provides U.G and P.G programmes in Open Distance Learning (ODL) mode through Krishna Kanta Handiqui State Open University (KKHSOU) and GUCDOE ,Gauhati University respectively. A number of students show interest in acquiring higher education through ODL for their professional development and both the KKHSOU and GUCDOE centres of the college cater to the needy ones. MNCBM got the Best Study Centre Award from KKHSOU in the session 2021-22 as a recognition for the performance of the KKHSOU Study Centre of the college. The College also uses various online methods to enhance the teaching-learning process. The teachers use various platforms like Google Classroom, Google Meet, Zoom, etc. for effective delivery of teaching. During the Covid 19

	crisis and lockdown, online classes were taken as per routine. The blend of online and offline has been incorporated in the teaching learning process by the teachers as per convenience. The OPEN EDUCATIONAL RESOURCE of MNCBM is there to facilitate round the clock teaching-learning process which facilitates easy access to learning materials in the form of soft copy or video class uploaded by the teachers. Moreover, the college always encourages students to pursue various courses under SWAYAM. In fact, it is heartening to mention that, a few students have successfully completed courses under SWAYAM and the enrolment number has been increasing gradually. The IQAC of the college takes special initiative in this regard.
--	---

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	The Electoral Literacy Club (ELC) was established in the year 2022 as per the directions of Election Commission of India, New Delhi.
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	A committee is formed to execute the responsibilities of ELC. The Principal is the chairperson of the committee. The ELC is coordinated by Ms. Bonti Hazarika, Assistant Professor and Head, Department of Political Science. Every Department has identified one/two faculty members as coordinators and two student volunteers as ELC members. ELC Coordinator and members frequently attend the meetings convened by the Chief Electoral Officer of the district regarding the elections and voter related issues. The actions are taken in college as directed by the Election Commission, creating awareness of importance of vote, linking the AADHAAR card and new voter registration etc.
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender,	The ELC members of respective departments are generating awareness among the students regarding electoral rights and familiarising them with the electoral process of registration and voting. Students and faculty members have participated in the awareness programs by involving the public through processions and awareness programs and created awareness on getting voter ID, applied through Voter Helpline APP under ELC. There is a NEW VOTER

commercial sex workers, disabled persons, senior citizens, etc.	REGISTRATION button on the homepage of the college website, through which the new voters can directly register themselves in electoral roll.
4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.	The college organizes oath taking and lecture program every year on 25th January to celebrate National Voter's day. The principal reads out the oath and addresses the students. The coordinator gives a lecture on the importance of voting, voters' rights and the power of voting. On this occasion, the ELC conducts several competitions like painting, debate, essay writing etc. and also takes out a procession to generate awareness among the citizens of the neighbouring areas.
5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.	There is a NEW VOTER REGISTRATION button on the homepage of the college website, through which the new voters can directly register themselves in electoral roll. Various awareness programs regarding voters' rights and the importance of voting is also conducted to attract the new voters.

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
1734	1895	1918	1823	1930

File Description	Document
Upload Supporting Document	View Document
Institutional data in prescribed format	View Document

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 21

File Description	Document
Upload Supporting Document	View Document
Institutional data in prescribed format	View Document

2.2

Number of teaching staff / full time teachers year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
18	15	13	17	17

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
113.85482	142.95837	37.35100	71.59611	85.51255

File Description	Document
Upload Supporting Document	View Document

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1

The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

PLANNING AND IMPLEMENTATION

1. On the basis of academic calendar of affiliating university, IQAC prepares the Academic Calendar at the commencement of academic session, which contains important dates of academic process, co-curricular and other activities, celebration/observation of birth/death anniversary of the donor.
2. General Routine of the college is prepared by the Routine Committee and the same is disseminated to the departments. Head of the departments are entrusted to distribute the syllabus and assign the workload to the teachers as per classes and papers/courses for teaching.
3. Mandatory meetings of the Principal with the H.O.D.S and I.Q.A.C. are held every session, one at the beginning of the session to chalk out new plans for the forthcoming session and the other at the end to review the course progress of each department and other departmentwise meetings with the principal are held if and when necessary.
4. Likewise Departmental meetings are convened for course distribution, regular departmental activities, departmental routine management etc.
5. The I.Q.A.C. monitors the implementation of the Curriculum in tandem with the Academic Calendar. The Principal of the college conducts meeting with the heads of various departments about the strategies for effective implementation of the curriculum.
6. The required books in tandem with the curriculum are purchased yearly by the authority.
7. The students can have access to internet connection in the library to browse data for learning resources. Moreover, the institution provides ICT enabled smart class rooms. Teachers use audio-visual techniques for classes, whenever the syllabus demands so.
8. Workshops and seminars both for teachers and students are held regularly for overall improvement of the teaching environment.
9. Analysis of the students' feedback report on teachers, infrastructure and curriculum are conveyed to the teachers and the authority as well for the necessary rectification and improvement.
10. The HoDs of the departments where practical papers are included communicate requirements for laboratories as per need and the authority provides them accordingly.
11. Departmental seminar/workshops, group discussions, educational tours, field trips, symposium are organised regularly, keeping in mind the curriculum. Eminent academicians, experts are invited for better understanding of some topics of the curricular.
12. Every department strictly maintains regular record of the curriculum delivery in the Class Diary provided by the I.Q.A.C. to each department that is monitored by the departmental heads and the principal of the college.
13. The project papers which are the part of the curriculum are well documented and are published in

the form of departmental journals from time to time.

14. Remedial teaching is arranged for slow learners while additional activities/materials are provided for advanced learners.
15. Overall performance of the students is monitored by the teacher-mentor who also tries to solve the issues and queries of the students.
16. The college provides Add-on Courses department-wise to enhance the horizon of knowledge and skill of the students.
17. IQAC periodically conducts Academic ,Administrative,Green,Energy and Gender Audits for further improvement in academic and administrative activities.
18. IQAC annually collects feedback on curriculum from various stakeholders. After analysis of the feedback, report is submitted to the Principal for further action.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

1.2 Academic Flexibility

1.2.1

Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

Response: 13

File Description	Document
List of students and the attendance sheet for the above mentioned programs	View Document
Institutional data in the prescribed format	View Document
Evidence of course completion, like course completion certificate etc. Apart from the above:	View Document

1.2.2

Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

Response: 5.75

1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five

years

2022-23	2021-22	2020-21	2019-20	2018-19
356	146	0	33	0

File Description	Document
Institutional data in the prescribed format	View Document

1.3 Curriculum Enrichment

1.3.1

Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in transacting the Curriculum

Response:

The syllabi prescribed by Gauhati University include various cross-cutting issues relevant to Gender, Environment and Sustainability, Human Value and Professional Ethics. Being located in a semi-urban area and catering to the rural masses, efforts are taken to integrate the various cross cutting issues through the curriculum and supporting activities. There are various courses that integrate cross-cutting issues into the curriculum. Besides these prescribed courses of affiliating university, our college has introduced Add on courses, namely, Arhipath Sangbad Madhyam Aru Anubadkala, Women and Society, Women's Studies, Ethno History of the Bodos, Abrittikala etc. to assist the students in integrating these issues in the curriculum. The college also conducts various activities/programs relevant to these cross-cutting issues.

Environment and Sustainability: The college promotes environmental awareness through plantation drives, campus and neighbourhood cleanliness drives, plastic-free drives etc., where students actively participate. Active participation of students is there in Green Audit and Energy Audit. Celebration of important days like World Environment Day with various activities of students, like, student speech programme, poster competition, essay writing competition, etc contributes towards awareness in students about the importance and necessity of conservation of environment. Organising Field Trips, arranging classes outside the conventional classroom, talk on various environmental issues by experts also promote environmental awareness. Participation of students in campus cleaning programme and Swachh Bharat Abhiyan nurture them to work for environment. The activities under MoU with Green Globe , Pollution Control Board of Assam, Guwahati facilitates the engagement with issues relating to environment and conservation. Facilities like water harvesting, on grid solar power plant, vermi composting unit etc. are initiated inside the campus. The NSS Unit of the college also is actively associated with the green initiatives of the college.

Gender sensitivity: MNCBM regularly organises activities like poster making, art, debate, drama, street play etc. on issues related to gender sensitivity to generate awareness among the students. There is an Internal Complaint Committe (ICC) in place to address the women harassment related issues inside the

campus. The college has organised self-defence (Kung –Fu), cricket, yoga workshops exclusively for girls. There is also a fully-equipped gymnasium exclusively for girls. It also has organised expert lecture programmes on laws of sexual harassment, health and hygiene, mental health etc. Organising soft skill and personality development programmes, women entrepreneurship development programmes etc. were also given priority to look after the students' personality and career prospects.

Human values and Professional Ethics: Celebration of Human Rights Day, Martyrs day, National Youth Day, etc. nurtures the values like national integration, patriotism, equality, peace, brotherhood. Active participation of students in activities like blood donation camps, cancer awareness programme, corona virus awareness programme, etc. inculcates the basic human values in them. Visits to the nearby old age home and "Sarathi"-shelter for specially abled children and taking classes in schools by our students imbibe in them a sense of responsibility towards society. Extension and Outreach Activities are organized for creating a sense of empathy and social responsibility. There are also Grievance Redressal Cell and Anti-Ragging Committee in place.

File Description	Document
Provide Link for Additional information	View Document

1.3.2

Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 60.78

1.3.2.1 Number of students undertaking project work/field work / internships

Response: 1054

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.4 Feedback System

1.4.1

Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website

Response: A. Feedback collected, analysed, action taken& communicated to the relevant bodies and feedback hosted on the institutional website

File Description	Document
Feedback analysis report submitted to appropriate bodies	View Document
At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.	View Document
Action taken report on the feedback analysis	View Document
Link of institution's website where comprehensive feedback, its analytics and action taken report are hosted	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1

Enrolment percentage

Response: 88.1

2.1.1.1 Number of seats filled year wise during last five years (Only first year admissions to be considered)

2022-23	2021-22	2020-21	2019-20	2018-19
602	708	760	758	696

2.1.1.2 Number of sanctioned seats year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
800	800	800	800	800

File Description

Document

Institutional data in the prescribed format

[View Document](#)

Document related to sanction of intake from affiliating University/ Government/statutory body for first year's students only.

[View Document](#)

2.1.2

Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years

Response: 51.62

2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)

2022-23	2021-22	2020-21	2019-20	2018-19
194	220	253	247	170

2.1.2.2 Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
420	420	420	420	420

File Description	Document
Institutional data in the prescribed format	View Document
Copy of communication issued by state govt. or Central Government indicating the reserved categories(SC,ST,OBC,Divyangjan,etc.) to be considered as per the state rule (Translated copy in English to be provided as applicable)	View Document

2.2 Student Teacher Ratio**2.2.1**

**Student – Full time Teacher Ratio
(Data for the latest completed academic year)**

Response: 96.33

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 and teachers use ICT- enabled tools including online resources for effective teaching and learning process

Response:

The institution caters to the needs of the students in every possible way in addition to the traditional methods of lecture mode in the classroom. Regular classes are mandated by the principal to keep pace with the need of Curriculum. While organising events also, only the concerned department or the section of the students actively take part and the rest of the classes go on without any glitch. All the departments organize seminars, paper presentations, workshops, field visits etc. and do peer teaching in nearby schools after training up students with the required skill. The year wise plan is conceived for devising a process of experiential learning. Since students vary in their comprehensive level and also vary in adopting the syllabus, such plan for experiential learning helps in addressing the needs and expectations of the learners. The student centric activities adopted in the teaching learning process are listed below:

Seminar: Organising seminars has been a regular activity of the college since the beginning of major classes in the college. The topics for the departmental seminars are specified by the department and accordingly, topics are distributed to prepare the seminar papers. The presentations carry mark for internal evaluation.

Peer Teaching: Peer teaching is a regular activity practised by a few departments of the college. A few nearby schools are selected where the undergraduate students teach the students. For that purpose, students are grouped and are trained for specific units of the syllabus from school curriculum.

Project Work: Project work being the part of some degree programmes help the learners to extend their knowledge to apply in new fields. Specific papers are allocated for project work in Honours Courses.

Field Visit: There are two types of field visits conducted for the students. There are certain subjects in which field visit is made compulsory in the syllabus. The concerned departments take the initiative to organise the field visits. All the students going on field visits need to prepare a report on every visit undertaken. On the other hand, the subjects in which there is no provision for field study as a part of the curriculum, those departments too conduct field visits to different universities and historically important sites.

Extension Programmes: Academic extension programmes are regularly held as part of the extension activities of the college. Students are engaged both physically and psychologically through peer learning and peer teaching projects. Every department possesses a departmental library. Besides purchasing books from college fund, the students along with alumni contribute by donating library books. Teacher and Student Exchange Programmes are regularly organised by all the departments for an environment of holistic growth for the students. Credit Courses like Ability Enhancement Course, Generic Elective and Skill Enhancement Course require maximum activities to be undertaken by the students only. Extracurricular activities like participation in NSS, NCC (NOT REGISTERED), Green Club and different cells and committees have been introduced to encourage students to participate and learn.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.4 Teacher Profile and Quality

2.4.1

Percentage of full-time teachers against sanctioned posts during the last five years

Response: 76.19

2.4.1.1 Number of sanctioned posts year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
21	21	21	21	21

File Description	Document
Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.4.2

Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)

Response: 77.5

2.4.2.1 Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
21	10	10	10	11

File Description	Document
List of faculties having Ph. D. / D.Sc. / D.Litt./ L.L.D along with particulars of degree awarding university, subject and the year of award per academic year.	View Document
Institution data in the prescribed format	View Document
Copies of Ph.D./D.Sc / D.Litt./ L.L.D awarded by UGC recognized universities	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.5 Evaluation Process and Reforms**2.5.1**

Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient**Response:**

Since the College is a constituent College of Gauhati University, the mechanism of Internal Assessment is laid down by the University and is communicated to the colleges for compliance. The College is obliged to implement all directives of the University but is free to supplement these to ensure academic standards and transparency. All information related to Internal Assessment sent by the University is communicated to the Faculty by the Principal through notice and the college WhatsApp group and is uploaded on the College Website and displayed on the College Notice Boards. The Academic Monitoring Committee is another forum where the Principal informs the Faculty about University mechanisms regarding Internal Assessment. The H.O.D.S of the departments through student-faculty meetings and Induction Programs of the respective departments disseminate information among the students on the mechanisms of Internal Assessment. The College informs the students of the Internal Assessment processes through College Prospectus and College Website. Internal Assessment in all Disciplines for all Papers, as directed by the University has the provision of marks per paper in each program out of which 20 to 40 % is for Attendance and Sessional/Assignment/ Practical/ Field Work, varying from course to course. The College strictly adheres to the factor of student attendance in all assessments, which serves as an incentive for regularity and academic discipline. The schedule for Sessionals and Assignments is notified to the students in advance and uploaded on the respective department portals of the College Website and Notice Board. The schedules announced are strictly adhered to. The Principal through the Academic Monitoring Committee of the college monitors the effective implementation of the schedule. Each department verifies the internal assessment data of the students before it is submitted to the university. The College has a system of Student Feedback, which facilitates effective implementation of processes of Internal Assessment. Discrepancies or grievances of the students, if any, are assessed and resolved by departments before submission to the College Office, which is an interface between the College and the University. Internal Assessment Data is scrutinized by all the respective HODs of the departments of the college before it is submitted to the University. All stakeholders are well-informed about the mechanism of Internal Assessment that makes it transparent and robust in terms of frequency and mode.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6 Student Performance and Learning Outcomes**2.6.1**

Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website

Response:

The Program Outcomes and Course Outcomes adopted for all programs offered by MNCBM are in accordance with the curricula issued by Gauhati University. These have been put on the Home Page under the Course button of the official website of MNCBM. Along with the outcomes for each program and course, other associated information has also been displayed on the website. This includes aims of the programs taught, qualification descriptors of graduates in the Program and the semester-wise Distribution of Courses. POs and PSOs are planned to ensure complete and comprehensive learning about the program and courses as these are key features for successful career of the students in future. POs will help the graduates of the college to think critically, communicate effectively, interact socially and facilitate them to be an empathetic, ethical and environmentally conscious citizen, and make them a life-long learner. Whereas COs are designed by identifying the courses, portions of courses, or series of courses that fulfil each PO. They are based on the principles of Blooms taxonomy. The cognitive domain, affective domain and psychomotor skills were considered for preparing COs. In addition, COs identify the minimum achievement required for success in the course. The COs are understood within the context of the discipline and are also supported through teaching and learning activity. IQAC designed the POs of each programme, which are in line with the Vision and Mission of the Institution, following the guidelines offered by NAAC. Head of the departments prepared the draft version of COs with the help of faculty members. These were approved by the IQAC in consultation with the Principal.

POs and COs are displayed for all stakeholders on the Institute's website. Through Orientation/Induction Programmes at the commencement of every academic year, the college transmits the POs and Cos to the newly admitted students. In these sessions, the Principal talks about the goals and objectives, code of conduct, classroom attendance, examination and evaluation system and the amenities available in the college. Learning outcomes are communicated to students by the teachers who are well-versed with them. Students are made aware of the program and course specific outcomes through apart from the Orientation Programmes, during the General Elective Demonstration Classes and classroom discussions also, particularly at the beginning of each semester. Students thus get a better understanding of the scope and possibilities of the programme, and approach it with a clear objective for higher studies and research. The programmes also state the attributes and values that it offers to students. These values include well-being, emotional stability, critical thinking and social justice. The MNCBM committedly supports the development of these attributes in the students Teachers actively participate in workshops for the revision of syllabus as and when organized by the affiliating university. In general, teachers study these outcomes closely in order to incorporate them into the teaching learning process.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6.2

Attainment of POs and COs are evaluated.

Explain with evidence in a maximum of 500 words

Response:

MNCBM regularly evaluates the performance of students through various methods and seeks to understand the degree to which students attain program outcomes and course outcomes.

- The first way of assessing outcomes is through students' responses to discussions and questions generated by teachers in their classrooms. The spontaneity and accuracy of students' answers are an effective and swift way to gauge whether they are absorbing the course well and in line with suggested outcomes. Class discussions inform teachers about students' attainment of outcomes such as the ability to connect theory with personal experiences, competencies to articulate and communicate ideas, capacity to resolve ambiguity and to critically analyse conflicting theories.
- The conduct of students in classes and observations of their work ethic, indicates to teachers whether they are imbibing the learning outcome of avoiding unethical behaviour. Another way of assessing these outcomes is by analysing the quality of students' performance in the assignments and practical files submitted by them and the grades they receive. The content of the assignments helps the teacher once again, to understand if the comprehension demonstrated by students is in accordance with the program and course outcomes. Gaps in the students' knowledge are then addressed in the classroom by the concerned teacher.
- A potent way of gauging outcomes is the end-of-semester examination results. Given that students performance in these exams is based on grades given by teachers from colleges other than the one in which they study, the results are also indicative of whether neutral assessors can sense the substance and credibility of the student's learning /knowledge..
- Another way to measure attainment of outcomes is through students' trajectories towards higher studies. Departments therefore keep track of the students clearing competitive exams and also obtaining admission into Masters, M. Phil and PhD programs and institutions within and outside of Assam.
- A critical way of assessing the attainment of outcomes is the number of students successfully placed in jobs in each academic year. The Placement Cell closely documents the job and internship opportunities secured by the students over the years.

2.6.3

Pass percentage of Students during last five years (excluding backlog students)**Response:** 73.19**2.6.3.1 Number of final year students who passed the university examination year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
399	483	373	412	364

2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
552	572	498	517	636

File Description	Document
Institutional data in the prescribed format	View Document
Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree programwise / year-wise.	View Document
Annual report of controller of Examinations(COE) highlighting the pass percentage of final year students	View Document

2.7 Student Satisfaction Survey**2.7.1****Online student satisfaction survey regarding teaching learning process****Response:**

File Description	Document
Upload database of all students on roll as per data template	View Document

Criterion 3 - 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 last five years (INR in Lakhs)

Response: 0

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

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	View Document

3.2 Innovation Ecosystem

3.2.1

Institution has created an ecosystem for innovations, Indian Knowledge System (IKS), including awareness about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident

Response:

Institutional Innovation Council: Institutional Innovation Council, MNCBM is a registered unit under MHRD. The council encourages, inspires and nurtures young students by supporting them to work with new ideas and transform them into prototypes in their formative years. College has framed its Innovation and Start Up Policy. Various programmes on Start-up, IPR, entrepreneurship development in Higher Education Institutions, industry visit etc. are organised to inculcate entrepreneurship culture among students. The students actively participate in all these programmes. The Mushroom Cultivation Unit and 'Ropan' (Sowing in English) – an in-house stall/market are two significant steps towards giving the students actual platforms to showcase and hone their talents as future entrepreneurs. 'Ropan' was actually a big success as it was able to create new enthusiasm amongst the students and they bring and sell various home-made and home-grown products to the college and make a small earning to contribute towards the total family income.

IPR Cell : The Intellectual Property Rights Cell has been set up in the college to promote awareness on intellectual property and to encourage the students towards research, industrial activities, grass root

innovations etc. It aims to increase the intellectual property output of the staff and the students by facilitating and guiding the IPR related activities. The cell will provide financial, technical and legal assistance for filling up forms for patents and copyrights and in accessing necessary documents.

Research Work and Documentation Cell: MNCBM has established Research Work and Documentation Cell with the aim of inculcating research culture and attitude amongst students and the teachers. The cell organises workshops, seminars, webinars and lectures on various issues, both in-house and by inviting speakers. In addition, the cell framed the Code of Ethics to check malpractices and plagiarism in Research for the college. The cell keeps publishing various ISBN books from time to time with papers by both teachers from the institution and also outside.

Career Counselling and Guidance Cell: In collaboration with various Government and Private organisations, Career Counselling and Placement Cell organises various training programmes/activities, lectures on soft skill and personality development, Career opportunities and entrepreneurship development, workshop and coaching in competitive examinations, etc.

Skill Based Add on Courses: MNCBM has introduced various skill-based Add-on courses like Arhipath Sangbad Madhyam Aru Anubadkala, Certificate in MS Office, Certificate in MS Word of Excel, Certificate Course on Spoken English, Certificate Course on Communicative Skill, Abrittikala, Introduction to Stock Market etc. to provide them with a first-hand experience in those areas. The Student Union through the secretaries of various portfolios organise various competitions and programmes in areas like Debate, Drama, Music, Dance, Sports, Quiz, Creative writing, Art & Drawing, Photography etc. This facilitates the students to develop their interests/hobbies in an enjoyable manner.

The Publication Cell of MNCBM has already published 5 books and 1 journal.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

3.2.2

Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years

Response: 54

3.2.2.1 Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
33	10	4	2	5

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.3 Research Publications and Awards

3.3.1

Number of research papers published per teacher in the Journals notified on UGC care list during the last five years

Response: 1.33

3.3.1.1 Number of research papers in the Journals notified on UGC CARE list year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
2	2	14	6	4

File Description	Document
Links to the papers published in journals listed in UGC CARE list or	View Document
Institutional data in the prescribed format	View Document

3.3.2

Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 1.71

3.3.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
13	10	6	4	3

File Description	Document
List of chapter/book along with the links redirecting to the source website	View Document
Institutional data in the prescribed format	View Document
Copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters	View Document

3.4 Extension Activities

3.4.1

Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last five years.

Response:

Apart from the extension activities undertaken by NSS and Scout and Guides units of the college, various other extension activities are carried out to create awareness among the neighbouring communities and to sensitize the students and general public at large. MNCBM adopted a village called Mahkhali, situated in Nalbari district and situated at around a distance of around seven kilometres from the college on 12th August 2022, with the due formalities sorted with the Village Head. The village is a Scheduled Cast dominated one and most of the inhabitants are economically backward. Due to their socio-economic condition the villagers lack some of the basic facilities and are not much aware about maintenance of health and hygiene. Therefore a baseline socio-economic survey was carried out by the department of Economics, MNCBM involving the students of the college to understand the socio-economic condition of the villagers, the lacking facilities, living conditions, drinking water quality etc. and submitted a report accordingly to the Principal and the IQAC Coordinator of the college. As per the findings and report of the survey, various free health camps with doctors from government hospitals were held and free basic medicines were given in the village. Subsequently, health awareness programmes were also organised in the village. Water filters and LED bulbs were distributed among the villagers as measure to improve the living conditions. The college also organised a plantation drive in the village and the surrounding areas in collaboration with the Forest Department of Nalbari district. MNCBM also has a mechanism of adopting schools department-wise and various outreach/extension activities in these schools were conducted both at the department and institution level. In one such extension programme school students from seven adopted schools were invited to the college and were given orientation on Computer Education and Mental health by our faculty members. These projects were primarily carried out to popularize higher education, technical education, environment, climate change etc. among the students. The college believes these programmes have definitely created a lasting impression on the minds of the young school students. In addition, various programmes were carried out by the departments/different cells and committees of the college like Swachh Bharat Abhiyan, Har Ghar Tiranga, observation of World Mental Health Day, Menstrual Hygiene Day, Human Rights Day, Blood Donation Camp, World Literacy Day, Anti-Tobacco Day, Voters, Day etc. and hence contributed significantly towards making the students sensitive towards the societal obligations. The college also organises various programmes like film shows and distribution of pleasantries among the boarders of the age old homes and shelters for the

specially-abled children (Sarothe) from time to time.

3.4.2

Awards and recognitions received for extension activities from government / government recognised bodies

Response:

The college has carried out extension activities in various fronts, that benefit the society, specially the rural, economically weaker sections of the society, with special emphasis on the girls. MNCBM has an adopted village named Mahkhali, situated at a distance of around seven kilometers from the college and with a population of around 2000. A socio-economic survey has been conducted in the village to find out the percentage of the population below poverty line and families not having access to clean drinking water and electricity. Accordingly, water filters and LED bulbs were distributed among the families identified in the survey. Tree plantation drives were also carried out in and around the village in collaboration with the Forest Department of Assam. Various Free Health Camps and Free Medicine Distribution Programmes were organised in the village in collaboration with the health department of Assam. World Water Day was celebrated in the adopted school of the village and a painting competition was organised to mark the occasion. All the departments of the college have adopted schools assigned to them and regular classes by faculty and various programs are organised by the departments. Cleanliness drives in the neighboring areas are undertaken by the N.S.S Wing of the college. Various awareness programmes along with blood donation camps and drives are conducted in the college. Yoga Workshops, Bihu Workshops, various women related conventions etc. are held with the participation of the outside members of the society. The institution also collaborates with "Sarothe", a shelter for specially abled children and organises programs like film shows, health checkups etc. The college has received many recognitions and appreciations for extension activities from the government and government recognised bodies. Three sanitary vending pad machines were installed in the college itself to make students aware of the health and hygiene conditions. Some of them are mentioned below:

1. Recognition from District Child Protection Officer, SCPS of Women & Child Development Department, Nalbari.
2. Certificate of Appreciation from the Director, Employment & Craftsmen Training, Assam.
3. Acknowledgement letter from Ministry of Health and Family Welfare, Government of India.
4. Recognition from the Village Chief of Mahkhali village.
5. Recognition from the Headmaster of Pub Pokowa Milan ME School
6. Letter of Appreciation from Pollution Control Board of Assam.
7. Letter of Appreciation from the Headmistress, M.N.C. Balika Vidyapith
8. Office of the Inspector of Schools, Nalbari District

9. Indian Red Cross Society, Nalbari District

File Description	Document
Upload Additional information	View Document

3.4.3

Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.

Response: 55

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
33	10	1	6	5

File Description	Document
Institutional data in the prescribed format	View Document

3.5 Collaboration

3.5.1

Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.

Response: 22

File Description	Document
Summary of the functional MoUs/linkage/collaboration indicating start date, end date, nature of collaboration etc.	View Document
List of year wise activities and exchange should be provided	View Document
List and Copies of documents indicating the functional MoUs/linkage/collaborations activity-wise and year-wise	View Document
Institutional data in the prescribed format	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1

The Institution has adequate infrastructure and other facilities for,

- teaching – learning, viz., classrooms, laboratories, computing equipment etc
- ICT – enabled facilities such as smart class, LMS etc.

Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc (Describe the adequacy of facilities in maximum of 500 words.)

Response:

The college believes that co-curricular activities are of utmost importance for the all-round development of the students. To promote cultural and sports activities, the sports and cultural in-charges along with the respective secretaries and the IQAC take the initiatives. To nurture the talent of the students in the fields of cultural activities and sports, the following facilities are made available to the students:

Sports, games and Gymnasium:

Indoor facilities:

- A fully furnished Multi-Gym exclusively for women with a full time female trainer.
- Provision for table tennis, carrom and chess inside the girls' common room.
- Kunfu and Yoga exclusively for women in the form of workshops.

Outdoor facilities:

- Volleball, Badminton, Kabaddi courts.
- Cricket Net Practice Facility.
- Calisthenics/Outdoor Freehand Gym.

Cultural Facilities:

The college has a rich tradition of cultural activities in drama, dance, music, literary events and fine arts. The campus is kept vibrant through various cultural activities. The college provides necessary facilities for its budding artists. The Conference Hall and other bigger classrooms (after the classes) are available for rehearsal. Practice sessions of cultural activities such as plays, mimes, folk dance, one-act plays, etc. are performed in these. The Cultural and Music in-charges along with the MNCBM Students' Union organize different cultural activities. Musical instruments such as Harmonium, Tabla, Dholki, Dhol, guitar, keyboards, tribble etc. with music system are always made available for the students as and when necessary. The college keeps organising various activities and competitions related to music, dance, drama, art and drawing, debate, photography etc. to nurture the artistic talent and potential inherent in the students and provide them with better scope to showcase their talent. External experts are occasionally invited for mentoring and directing the performances as and when the need arises. The college also has a

centre exclusively for visual arts, namely, Adya Sarma Centre for Visual Arts inside the campus. Apart from these, the college has collaborations with organisations/parties/centres concerning sports and culture in the form of MoU to organise regular cricket, yoga and kung-fu (self defence) workshops and to nurture the talents in these particular fields. Cultural Rallies are also taken out to fit some occasions.

File Description	Document
Upload Additional information	View Document

4.1.2

Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years

Response: 42.93

4.1.2.1 Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
35.27	84.292	31.667	15.248	27.271

File Description	Document
Institutional data in the prescribed format	View Document
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted)	View Document

4.2 Library as a Learning Resource

4.2.1

Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students

Response:

Munindra Narayan Choudhury Central Library, the main library of the college is equipped with the

following ICT facilities:

- Name of ILMS software: SOUL (Software for University Libraries)
- Version: 3.0 (Latest)
- Updated: 2021 Nature of automation (fully or partially): Partially
- Year of Automation: 2003
- D Space (Digital Library Software)
- The LMS have modules namely, shelf management, library stock verification, library membership, membership login, issue item, return item, etc. This software also provides facility to create, view and print records of accession register, subscription list, transaction report, membership reports etc.
- The OPAC (Online Public Access Catalogue) facility is available in the ILMS for the status of a book such as available/issue, shelf number, accession number, And the bibliographic information of the book. This facility helps the reader to track the books easily. Records of books are generated as Subject wise, accession number wise, author wise, publisher wise as well as ISBN wise.
- Bar code are generated with Brother Software using accession register data of books.
- Digital Wing: A separate Digital section is available for accessing digital resources/institutional repository through MNCBM website named MNCB Mahavidyalaya Digital Library. MNCB Mahavidyalaya Digital Library also has a soft copy corner where various CDs and DVDs are available for the library users. Access to online resources (remote access) such as NDLI, N-LIST, ePATHSALA, SWAYAM etc. are available in the library.
- WEB OPAC: One can search books, thesis and periodicals by keyword of title, author, ISBN/ISSN No., publisher, Subject and Accession number etc. at anywhere of the world through internet connection and get the information about searched collection like status of books (available or issued), no. of copies and location of the document in the library and other bibliographical details.
- Library Web page: The Library web page (<https://mncbm.ac.in/library.php>) provides all the information of the library like the rules, facilities, instructions, and services of the central library. The web page also provides latest updates and displays the remote access facility of some databases subscribed by the library. The webpage also displays some open access sites to promote the online reading habits among the students. The web page is maintained by a firm under a contract.
- CC TV surveillance is there in the library.
- Barcode Scanner for reader entry is also there in the library.
- Computer Facility: 05 computers with internet and Power backup facilities are available in the library:
- OPAC = 01 no.
- Circulation of books and issue = 02 nos.
- Library administrative work = 01 no.
- Student use= 04 no.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.3 IT Infrastructure

4.3.1

Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words

Response:

There are different digital facilities available in the college. There are 01 Digital Classroom, 01 IT Lab, 01 Digitally Equipped Conference Hall and 07 Digitally Equipped Classrooms in the college. A well-equipped Computer Lab is also functioning in the college, where the students of the college have access to the Computer Lab as well as Digital Library facilities. All the college buildings and the library building are facilitated with High Speed Wi-Fi connectivity. There is open access of Wi-Fi connectivity to all students and the administrative staff members of the college. All the departments of the college are provided with computers and printers. All teaching staff members use ICT tools in the classrooms and laboratories whenever needed. The different educational sites and resources are made available to the students and faculty through N List. Accessing resources in the library is extended with the enrolment of faculty and students in NDLI Club. Most of the official work is being done with the help of ICT. The college regularly maintains the IT facilities. Also, a Computerized circulation counter in the Central Library is made available for OPAC. The facility of "Open Access System" is adopted in the library and it complies with the digitalised availability of reading material. The library is equipped with the latest version of SOUL 3.0 software. The college office's trained employees perform the tasks related to generation of salary and all other concerned official tasks through Office Automation provided by S.S. Technologies, Guwahati. The internet facilities are provided with High Speed bandwidth service delivered by B.S.N.L. and JIO. The college holds a functional MOU with S.S. Technologies, Guwahati, which is responsible for the overall smooth functioning of the website and all the automation related services. The MNCBM Press, the xerox machines and the printers are maintained by J.K. Services, Guwahati. For the maintenance of the other facilities, the providers are contacted for service under the obligation of warranty and AMC. The college has signed AMCs with SS TECHNOLOGIES and Bordoisila Limited. The admissions to various courses of Under Graduate are completely done through online mode as well as all official notifications are made available in the college website promptly. MNC Open College also does all the admission and fees related work in online mode. The attendance of all the employees including the teaching and non-teaching staff is enrolled in Biometric Attendance System with finger print reading facility. The library is also available to outsiders from 3 p.m to 5 p.m as a goodwill gesture to the society.

Following are some basic facilities for updation:

- Computers are formatted and updated in regular basis.
- Anti-viruses are installed in computers and renewed annually.
- All computers are equipped with Wi-Fi and LAN connectivity mentioned in the concerned criterion, i.e., in Principal chamber, Office, IQAC room, all the departments, library and laboratories. Properly functional CCTV cameras are installed in every classroom as well as the whole campus, including the hostels.

File Description	Document
Upload Additional information	View Document

4.3.2

Student – Computer ratio (Data for the latest completed academic year)

Response: 26.68

4.3.2.1 Number of computers available for students usage during the latest completed academic year:

Response: 65

File Description	Document
Extracts stock register/ highlighting the computers issued to respective departments for student's usage.	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1

Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years (INR in Lakhs)

Response: 18.49

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

2022-23	2021-22	2020-21	2019-20	2018-19
14.2	21.672	15.404	19.059	13.126

File Description	Document
Institutional data in the prescribed format	View Document
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for maintenance of infrastructure should be clearly highlighted)	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1

Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years

Response: 84.78

5.1.1.1 Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
1710	1570	2033	1072	1500

File Description

Document

Year-wise list of beneficiary students in each scheme duly signed by the competent authority.

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

5.1.2

Following capacity development and skills enhancement activities are organised for improving students' capability

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

Response: A. All of the above

File Description

Document

Report with photographs on Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

5.1.3

Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response: 11.19

5.1.3.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
745	0	0	123	173

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.1.4

The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

- 1.Implementation of guidelines of statutory/regulatory bodies**
- 2.Organisation wide awareness and undertakings on policies with zero tolerance**
- 3.Mechanisms for submission of online/offline students' grievances**
- 4.Timely redressal of the grievances through appropriate committees**

Response: A. All of the above

File Description	Document
Proof related to Mechanisms for submission of online/offline students' grievances	View Document
Proof for Implementation of guidelines of statutory/regulatory bodies	View Document
Details of statutory/regulatory Committees (to be notified in institutional website also)	View Document
Annual report of the committee motioning the activities and number of grievances redressed to prove timely redressal of the grievances	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.2 Student Progression

5.2.1

Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 21.17

5.2.1.1 Number of outgoing students placed and / or progressed to higher education year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
217	57	32	65	59

5.2.1.2 Number of outgoing students year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
399	483	373	412	364

File Description	Document
Number and List of students placed along with placement details such as name of the company, compensation, etc and links to Placement order(the above list should be available on institutional website)	View Document
Institutional data in the prescribed format	View Document

5.2.2

Percentage of students qualifying in state/national/ international level examinations during the last five years

Response: 1.75

5.2.2.1 Number of students qualifying in state/ national/ international level examinations year wise during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.)

2022-23	2021-22	2020-21	2019-20	2018-19
15	7	4	2	0

File Description	Document
Institutional data in the prescribed format	View Document

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 last five years

Response: 48

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
29	0	0	11	8

File Description	Document
Institutional data in the prescribed format	View Document

5.3.2

Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 35.8

5.3.2.1 Number of sports and cultural programs in which students of the Institution participated year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
39	36	35	34	35

File Description	Document
Institutional data in the prescribed format	View Document

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

Response:

The Alumni Association of Mahendra Narayan Choudhury Balika Mahavidyalaya has been registered under Registration of Society's Act XXI of 1860 with registration No RS/NAL/246/RFSRS/202303124 of 2023-24. The alumni association has actively worked for the betterment of the college. The engagement of the alumni finds its best visibility in the association with the respective departments. Periodic annual meetings are conducted with the college authority to discuss the prospective plans for further development. The alumnae of the college contribute in various ways:

- The alumnae are engaged in curriculum enrichment by providing their valuable feedback.
- The alumnae who have distinguished themselves in various walks of life are invited as resource persons, guest speakers and as judges for various college events.

- The alumnae provide financial contribution for the overall upliftment of the college.
- Publication of peer reviewed books by MNCBM Publication Cell solely by the contribution of its esteemed alumnae.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1

The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.

Response:

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 flippancy attitude it would foster a sense of responsibility and strive to bring home the significance of social commitment, ethical values and liberal spirit in educational system. Keeping in view the economic and socio-cultural panorama of the region, it will endeavour to help students face the challenges of the new world order.

Mission:

Our mission is:

- ? 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.

The vision and mission of the Institution is communicated to the students, teachers and other stakeholders through the College Prospectus and the college website. The goals and objectives are made known to the stakeholders through the meeting with Students, Parents, Alumnae, Extension Service, Website and the Media. The vision and mission statements are in keeping with the intellectual, potential and needs of the region. Most of the students seeking higher education in this college are from rural

areas. They are from economically weaker section of the society. The college has thus made higher education accessible to the deprived section. The college ensures that the vision and mission of the institution is in tune with the higher education policy of the nation by introducing modern, professional and technical career-oriented courses, offering the benefit of education to all without fixing any cut-off list, for vocational courses and general subjects, facilitating economic empowerment of women through higher education, offering Vocational education and Skill Development programmes and through economic, social and educational empowerment of under privileged sections of society. The plans and policies are framed by G.B, by involving various stake holders and are in line with the vision and mission of the college. The G.B, IQAC and the faculty members play a pivotal role in designing and implementing quality policies in teaching-learning, research, governance and extension activities. There are formal and informal arrangements to coordinate the academic and administrative planning and implementation which reflect the efforts of the college in realizing its vision. The involvement of the leadership is clearly visible in ensuring the execution of the action plans for the fulfillment of the stated mission.

6.2 Strategy Development and Deployment

6.2.1

The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc

Response:

The college implements the Institutional Perspective Plans in a timely manner, which are always in accordance with the seven criterias set up by NAAC for qualitative improvement of higher educational institutions of India. There are many focused areas in the perspective plans on curriculum development and deployment, teaching-learning process, infrastructure development, governance, progression of students, etc which are effectively deployed for qualitative improvement of the college. One of the prime focuses of the recent perspective plan was digitization of academic and administrative activities which was perceived to be a key factor for improvement of the efficiency of various programs to be taken up by the college.

CASE STUDY:

Digitization in Academic and Administrative Activities

Admission: Admission is done online through MNCBM Office Automation software provided by the software firm, which is used to generate student ID, Roll Nos., student identity card etc.

Fee Collection and Record: Student fee is collected only through debit/credit card and all records are maintained through the MNCBM Office Automation Software.

Account Maintenance: College maintains all accounts in online mode through MNCBM Office Automation Software from 2022 onwards.

Library: Library of the college is partially automated through SOUL 3.0 software. All books are barcoded. SOUL software offers OPAC services like cataloguing, searching, acquisition, circulation (issue, return & reserves). Users can access e-books e-journals through N-list programme of INFLIBNET. All information regarding library is disseminated through the library <http://www.bncollege.co.in/library>.

Biometric Attendance: The attendance and working hours of staff is monitored through biometric attendance.

Internet Facility: Internet connection is provided through 100 mbps Bharat Fiber (FTTH) with wifi facility.

OER (Open Educational Resources): To encourage the Blended mode and Flip mode of teaching, college has developed an online learning resource inside the college website, where teachers can upload video classes and all kinds of learning materials.

Staff Leave Management: All the records related to the leaves availed by the staff members are kept and managed online through the website. They can also give feedback and update their profiles through their online accounts.

Student Attendance: Student attendance is taken online through the website.

Feedback: Feedback from students, teachers, alumni, parents are taken on-line and analysed through software from 2022 onwards. Student satisfaction survey is also done online.

ICT enabled classroom, lab, Digital Classroom, Language lab: All the departments have their designated classrooms fitted with AI enabled 65 inch flat panels. The digital classroom, the IT lab, the conference room etc. also are ICT enabled. Students can get exposure of lecture/talk of eminent personalities/faculty members of other institute through video conference facility. Language lab allows students to practice English language with a much wider variety of activities and exercises made available through the software.

Active website: For broadcasting of information, college has an active website with e-notice board (QR Code) facility.

Bulk SMS: This facility is used to disseminate urgent information to large number of students. YouTube Channel: <https://youtube.com/@mncbalikamahavidyalaya5507?si=5iV4pJnQWSnntXtY>

Facebook pages: <https://www.facebook.com/mncbm.nalbari?mibextid=ZbWKwL>

<https://www.facebook.com/profile.php?id=100084495830871&mibextid=ZbWKwL>

CCTV: The entire college campus is under CCTV surveillances.

6.2.2***Institution implements e-governance in its operations***

- 1. Administration**
- 2. Finance and Accounts**
- 3. Student Admission and Support**
- 4. Examination**

Response: A. All of the above

File Description	Document
Screen shots of user interfaces of each module reflecting the name of the HEI	View Document
Institutional expenditure statements for the budget heads of e-governance implementation ERP Document	View Document
Annual e-governance report approved by the Governing Council/ Board of Management/ Syndicate Policy document on e-governance	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

6.3 Faculty Empowerment Strategies**6.3.1**

The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Response:

Yes, the institution has performance appraisal system for teaching and non-teaching staff of the college.

For teaching staff :

Performance Based Appraisal System: The Performance Based Appraisal System (PBAS) format has been prepared by the IQAC of the college following the guidelines of UGC and Department of Higher Education, Govt. of Assam and is collected every year. The performance of the faculty is assessed by the Head of the Departments, Co-ordinator-IQAC and Principal of the college. The performance appraisal consists of three parts:

Category I: Teaching, Learning and evaluation related activities

Category II: Professional Development, Co-curricular and Extension activities

Category III: Research, Publications, Consultancy and Academic Related activities

Annual Confidential Report (ACR): ACR for the teaching staff is prepared by the Principal as per the format of Department of Higher Education, Govt. of Assam and submitted to the Director of Higher Education as and when directed.

Evaluation by the Students: Feedback on performance of the teachers is collected from the students in every academic year, evaluated and necessary measures taken for improvement.

For Non-teaching Staff:

Annual Confidential Report for the non-teaching staff is prepared by the Principal of the college as per the format of Department of Higher Education, Govt. of Assam and is submitted to D.H.E. from time to time.

Student Feedback: Student Feedback is taken on Staff, Library, Infrastructure as well and the suggestions received from the students are used to evaluate the performance of non-teaching staff of the college.

Staff Welfare Measures:

Pension/New Pension Scheme: All teaching and non-teaching staff members working against permanent posts are eligible for Pension/New Pension Scheme.

Provident Fund: There is provision for provident fund for all teaching and non-teaching staff working against permanent posts.

Gratuity: All teaching and non-teaching staff members working against permanent posts are eligible for gratuity from government of Assam.

Health Insurance Scheme: All teaching and non-teaching staff members working against permanent posts get health insurance as per provision of Govt. of Assam.

Leave Encashment Facility: All teaching and non-teaching staff members working against permanent posts are eligible for Leave Encashment facility from government of Assam.

MNCBM Mutual Fund: This is a Thrift and Credit Society in the college. All teaching and non-teaching employees are members of the society. Members can take loan for short term and long term at a low interest.

Medical Facilities: MNCBM Health Unit is there in the college with one para medical staff and is visited by a Senior Doctor once in a week.

Leave Facility: The staff of the college is entitled for Study Leave, Duty Leave, Maternity Leave, Child Care Leave etc.

Cognitive Support: The college organises seminars, workshops, training programmes for its teaching and non-teaching staff, also extends financial support and sanctions leave for the same. The teachers are

encouraged to participate in Refresher Course/Orientation Course/ Short Term Course organised by HRDC-UGC and other organisations. Financial aid is provided to faculty members for publication and participation, wherever possible. The Research and Publication Cell of the college helps faculty members in publishing their books.

6.3.2

Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 26.25

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

2022-23	2021-22	2020-21	2019-20	2018-19
12	4	1	0	4

File Description

Document

Institutional data in the prescribed format

[View Document](#)

6.3.3

Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

Response: 55.56

6.3.3.1 Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
79	8	4	0	4

6.3.3.2 Number of non-teaching staff year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
18	17	17	19	20

File Description	Document
Institutional data in the prescribed format	View Document

6.4 Financial Management and Resource Mobilization

6.4.1

Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

The institution has strategies for mobilization of resources and ensures accountability and financial transparency. The funds which are allocated and released by government and non-government organizations are utilized for which it is sanctioned. The College has a transparent and well-planned financial management system where the Government and Management are the main components.

Financial Resources:

- State Government funds in various Head of accounts.
- Fund from RUSA
- Tuition Fees
- Corporate Grants- PCBA
- Hostel Fees
- Grants From individuals, philanthropist, teaching and non-teaching staff of the college
- College Development Fund
- Alumni Contributions
- Central Development Fund
- Central/State Government funding for NSS
- Grants given to students from reserved communities: Funding/ Scholarships for SC/ ST/ OBC/EWS/LABOUR.

The granted funds allotted for specific purposes are optimally utilised within stipulated time following the guidelines of the funding agencies. Funds generated from above sources are principally used for development, maintenance and overall development of the institution. All expenditures to be incurred are allocated according to the section letters. The demand and requirements of funds are raised and discussed in various meetings. These demands are scrutinised and placed in G.B. meeting for approval. After the approval of Governing Body, the college authority submits proposals for grants. The management provides financial supports to organize seminars/workshops/ expert talks/ educational extension activities beyond the college/ Faculty Development Programmes/ extension and outreach programmes etc. The

extracurricular activities of the students are a major concern and adequate funds are allocated for Sports and Cultural activities such as Annual College Week, Fresher's Social, Youth Festival and different regular events organised in the college, etc. through resource mobilisation. Various awards are given and also free education is provided to the deserving candidates. State Govt. and Central Govt. provide scholarships for meritorious students under Ishan Uday Scheme and the category of ST, SC, OBC, Minority, etc. The Governing Body of the college coordinates and monitors the optimal utilization of the funds for the holistic development of the college.

The college conducts internal and external financial audits regularly. There is a two tier financial audit system in the college which involves:

1. Internal Audit by Chartered Accountant : It is conducted by a local chartered accounting firm selected by the Governing Body of the college.
2. External Government Audit: It is conducted by the Department of Local Audit, Govt. of Assam.

The internal audit is a continuous process which is carried out by the CA. All bills, vouchers and stock registers are checked and verified by the auditors. Finally, an audit report is prepared by the CA, which is placed in the Governing Body. For grants received from UGC, RUSA and other agencies, utilization certificates are prepared as per the guidelines of the funding agency which is duly checked and signed by the CA and submitted to the corresponding authority. The external government audit is carried out by the Department of Local Audit, Govt. of Assam, as per its schedule. Assessment of Income-Expenditure and Receipt-Payment is checked adhering to government rule.

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. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

IQAC of MNCBM, since its inception in 2003 has been working for quality assurance, quality up-gradation, assessment and accreditation of the college. It keeps formulating and suggesting various quality improvement measures in the college. Two examples of practices institutionalized as a result of IQAC initiatives are:

Vouching for Office Automation:

ICT is an important tool for the smooth conduct of administrative and academic matters of a higher educational institution. The IQAC, MNCBM has always suggested for implementation of MIS including Office Automation. As a result, in the year 2022, the G.B formally resolved to procure a new MIS and College Automation Software and subsequently it was started. Currently this software is fully operational

for all administrative and academic activities. MIS also supports the admission procedure of the college. It also has a data bank of students and faculties. Soul 3.0 Software has been procured for the library and helps in activities like cataloguing, issue and collection.

Formation of Cells, Clubs and Committees:

College tries to inculcate the creative and sports outlooks into the students as these are of utmost importance for the all-round development of the students. Keeping that in mind, various cells, clubs and committees related to Music, Dance, Sports (Indoor and Outdoor), Cinema, Heritage, Environment, painting etc. are established and various activities are undertaken. Each club is supervised by an in-charge from the college staff. Some of these activities are also assigned in the college daily routine under the Symposium category. Various programmes/competitions/workshops are organised in relation to these club activities.

Besides these, IQAC has also taken the following initiatives for institutionalization of the quality culture:

- Preparation of Perspective plan
- Preparation of Academic Calendar/ college prospectus/ college Routine
- Conducting meetings periodically
- Timely submission of AQAR to NAAC
- Participation in NIRF and AIHSHE
- Implementation of e-governance in Administration, Finance, Admission etc.
- Organising staff development programme
- Development of online feedback system
- Preparation of 'Code of conduct Handbook for various stakeholders
- Installation of 6 kW on grid solar system
- Installation of solid waste management assimilators
-
- Conducts quality audits
- Collection and analysis of feedback from stakeholders.
- Organising staff and student development programme
- Green/ environmental initiatives
- Publication of news-letter
- Maintenance of College Website
- Establishment of linkage/MOU
- Setting a documentation process in motion

In accordance with the norms set up by IQAC, every department has to document the teaching learning process. Every concerned department has to devote time and take initiatives for their innovative activities for the teaching & learning process to be effective. After implementation of the initiatives, they are recorded by the concerned departments systematically. The departments conducted different activities to boost the teaching learning process, such as faculty exchange programmes, value added programmes, parent teacher meets, conferences, seminars, workshops, extension education programmes, project works, use of ICT in the classroom programs, etc. Individual faculty members prepare systematic Teaching plan along with correlation to the Course Outcomes (COs), Program Outcome (POs). They maintain academic progress record.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.5.2

Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
- 2.Academic and Administrative Audit (AAA) and follow-up action taken**
- 3.Collaborative quality initiatives with other institution(s)**
- 4.Participation in NIRF and other recognized rankings**
- 5.Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

Response: A. Any 4 or more of the above

File Description	Document
Quality audit reports/certificate as applicable and valid for the assessment period.	View Document
NIRF report, AAA report and details on follow up actions	View Document
Link to Minute of IQAC meetings, hosted on HEI website	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1

Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years.

Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words

Response:

The College has set up a conducive environment for women – students and employees in pursuance of educational and professional excellence. It also stresses on sensitizing its students and staff on various gender issues and takes up the activities based on the Annual Gender Sensitization Action Plan. The Gender Sensitisation Cell of the college is a body with effective vigil on the gender related issues in the college. The forum conducts periodic survey of female safety and facilities available for the females in the campus and also in the hostel. After the survey, a proper analysis is done and the findings are submitted to the authority for curative measures. It also organises various gender related awareness programmes, seminars, talks etc. The IQAC of the college regularly organises self-defence workshops, sports workshops, dance workshops, yoga workshops etc. For the same, the college also has signed multiple MOUs with various organisations. The college conducts Gender Audit in the campus with an aim to identify gender awareness patterns of the institutional composition and design policies accordingly. The college also has representatives from the faculty members in the Women Cell of Nalabai Zone, Assam State College Teachers' Association and the college hosts various women centric events organised by ACTA. The safety and security of its students and the female staff is the priority of the college and all such issues are addressed promptly and are solved with suitable action in timely manner. For this purpose, the institution has Grievance Redressal Cell and Internal Complaints Committee. The Girls' Common Room has washroom, indoor sports and drinking water facilities nearby. The Girls' Common Room and the Health Unit have Sanitary Napkin Vending Machines. The campus is under CCTV surveillance with about 40 numbers of functional CCTV cameras, placed at strategic points to monitor the campus. The college has well trained security guards in place for 24x7 strict vigil of the entry and exit of the stakeholders and visitors in the campus. The hostel of the college is situated inside the campus with one lady wardens and one coordinator. The time table of entry and exit of the boarders as well as the visitors of the boarders is strictly monitored under the active supervision of the wardens of the hostel. There is a fully functioning anti-ragging committee in the college and regular meetings are held with the student body and necessary interventions are made to make sure that every student feels safe. Complaints if any are promptly addressed and resolved. Student can lodge a complaint to the authority both offline and online. All committees in the college have the representatives of women members to ensure gender equality. The problems faced by the students are discussed and attempted to be resolved by the teacher mentors during the mentoring sessions. Grievances of all students / staff, irrespective of their gender are promptly addressed by the Grievance Redressal Cell. The Personal Counselling Cell of the college provides psychological counselling to the students.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

7.1.2

The Institution has facilities and initiatives for

1. Alternate sources of energy and energy conservation measures
2. Management of the various types of degradable and nondegradable waste
3. Water conservation
4. Green campus initiatives
5. Disabled-friendly, barrier free environment

Response: A. 4 or All of the above

File Description	Document
Geo-tagged photographs/videos of the facilities.	View Document
Bills for the purchase of equipment's for the facilities created under this metric	View Document

7.1.3

Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

1. Green audit / Environment audit
2. Energy audit
3. Clean and green campus initiatives
4. Beyond the campus environmental promotion activities

Response: A. All of the above

File Description	Document
Report on Environmental Promotional activities conducted beyond the campus with geo tagged photographs with caption and date	View Document
Green audit/environmental audit report from recognized bodies	View Document

7.1.4

Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

The college believes in the motto “Unity in Diversity”. It has implemented several measures to inculcate the spirit of “Unity in Diversity” among the students and staff and provide an inclusive campus environment in the college. The institution provides free access to all the sections of the society irrespective of caste, creed, religion, language etc. It strictly follows the state reservation roster guideline in appointments and admission procedure to ensure equal opportunities. Students from Below Poverty Level (BPL) are granted free admission / free-ship (with reimbursement from the government), so that they can pursue higher education without exerting financial burden on their families. The college also promotes several financial assistance/scholarships provided by the government of India, state governments and other bodies etc. to facilitate access to financial assistance among students. The college also provides scholarships to the poor and meritorious students from the MNCBM Students’ Aid Fund of the college. Students getting 80% and above in the Higher Secondary Examination are given free education for the entire duration of graduation. The college is fed mostly with vernacular medium schools and therefore the teachers adopt bi-lingual approach (Mother Tongue and English) in the teaching learning process. The college has a language lab to assist students in improving pronunciation and intonation related. The institution also attempts to inculcate communal harmony and tolerance by organizing various cultural programmes time to time. The emphasis is put celebrations to promote cultural / linguistic and other diversity. The college offers three Add On Courses, namely “Arhipath Sangbad Madhyam Aru Anubadkala”, “Abrittikala” and “Ethno History of the Bodos” to inculcate the knowledge of Assamese language and Bodo community respectively. Pre-Bihu Celebrations, Kabya Sandhia are organised by the college every year. Folk Song, Folk Dance and Folk Orchestra competitions are regular parts of the Annual College Week. A cultural procession is taken out on the first day of the College Week. Sanskrit Divas is also celebrated by the Sanskrit Department along with the other faculty members and students. Saraswati Puja is also observed by both faculty and the students in the campus. Human Rights Day, Constitution Day, International Day of Yoga, International Women’s Day, International Day of Persons with Disability etc. are also observed by the students and staff of the college. Culture exchange programmes under ‘Ek Bharat Shrestha Bharat’ scheme, Govt. of India are also undertaken from time to time.

All the departments of the college have their respective adopted schools and regular classes/programs are taken by the faculty members of the departments. Various significant days and occasions are also observed / celebrated in the schools. Some such programmes are World No Tobacco Day, World Water Day, World Environment Day, World Health Day etc. Activities such as socio-economic surveys, plantation drives, free health camps, donation programmes, film shows etc. are also undertaken by the college to promote the social obligations and values amongst the students and staff.

7.2 Best Practices

7.2.1

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

Response:

Title of the Practice:

SKILL ACQUISITION AND DEVELOPMENT INITIATIVE EXCLUSIVELY FOR WOMEN

Objectives of the Practice

Skill development is a vital tool to empower undergraduate students to safeguard their future and for their overall development as an individual. It is an important aspect that enhances employability in the present globalised world. Education and skill should now be acquired simultaneously. Realizing the necessity of and demand for skill enhancement, MNCBM has started this initiative for students with the following objectives:

- Offering certificate courses simultaneously with the regular degree courses
- Helping students to discover their interests, aptitudes and potentialities
- Provide guidance for choice of appropriate courses and future career
- Make students ready and competent for the job market
- Provide training in various skills which are in demand in society and have good job prospects of self employability.
- Preparing the girl students for economic independence by boosting their self-confidence.

The Context

Professional skills are part of life skills. One of the significant outcomes of higher education is to mould an individual suitable for the job and employment market. The undergraduate students after graduation are expected to demonstrate professional skills such as the ability of doing intuitive, logical and critical thinking, communication and interpersonal skills etc. They should not be limited to cognitive/creative skills only. These skills along with the right attitude and quality of output enhance employability. Besides knowledge required for a particular job/occupation, skills are equally important for an individual to get suitable employment. In this context, this skill initiative is bound to be of great use to the girl students.

The Practice:

MNC Balika Mahavidyalaya understands the need for skill development. Understanding the need for imparting skill education to the young generation, the College invites experts from the related industries for conducting workshops and to have interactions with the students. Further, keeping in mind the local contexts, the college has also taken the initiatives to start and complete short term skill courses on sectors like Apparel and Home Made Up, Management, Beauty and Wellness etc. under PMKVY Scheme.

Among the trainees 50% are students of the college and all the trainees are females. Already two phases have been completed and 16 batches (total of 480 students) got their certificates. Each of the two phases had 240 trainees. Therefore, in total 480 female trainees have got certificates under this scheme. The college also has started the PM Vishwakarma Scheme in the campus, in collaboration with the government. In total 170 numbers of trainees have undergone training in the first batch. Both present and ex-students of the college were among the trainees. The I.T. Department offers PGDCA. Two certificate courses on Spoken English and Communicative English are run by the Department of English. Certificate Courses on MS Office and Introduction to Stock Market are offered by I.T Department and Economics Department respectively. The students pursuing conventional courses are also given the opportunity of acquiring skill through the Skill Enhancement Courses (SEC) in Computer Application, Tourism Travel Management, Creative Writing, Data Collection and Presentation, Historical Tourism in North East India etc. These SEC courses are aligned with the NSQF framework and the syllabus is designed in the form of Qualification Pack (QP) giving the students the opportunity to learn various 'job-roles' in each semester. MNCBM has also introduced various skill-based Add-on courses like Arhipath Sangbad Madhyam Aru Anubadkala, Certificate in MS Office, Certificate in MS Word of Excel, Certificate Course on Spoken English, Certificate Course on Communicative Skill, Abrittikala, Introduction to Stock Market etc. to provide them with a first-hand experience in those areas. The Student Union through the secretaries of various portfolios organise various competitions and programmes in areas like Debate, Drama, Music, Dance, Sports, Quiz, Creative writing, Art & Drawing, Photography etc. This facilitates the students to develop their interests/hobbies in an enjoyable manner. These initiatives encourage the students to build confidence in communication skill, group collaboration and cooperation.

Evidence of Success

The skill initiative was started to motivate the students of the college to acquire skills in their areas of interests. Its successful implementation has not only created enthusiasm about joining a skill course but also has generated awareness and motivation among the students for their achievements and success. Students get course completion certificates which are an additional qualification along with their UG degrees. The scope and horizon of employability is enlarging gradually. A new entrepreneurial mind-set has evolved amongst the students. Apart from the traditional jobs, many of the alumnae seem to have managed to carve echelon in the world of fashion, film and television world as actors, make-up artistes, craftsmen, as police and BSF personnel etc.

Problems Encountered and Resources Required:

- Lack of awareness amongst the students regarding skill courses and reluctance.
- Lack of motivation for undergoing skill training among students and typical inclination towards salaried services, especially Government Services.
- Lack of fund for the add-on courses from government or private sector.
- Adjusting the time table, as these classes are held after the regular classes.
- Both qualified human and monetary resources are required.

7.3 Institutional Distinctiveness

7.3.1

Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words**Response:****Institutional Distinctiveness:****Holistic Development of the Girl Students:**

Mahendra Narayan Choudhury Balika Mahavidyalaya ardently promotes the holistic development of students in order to mould them into strong and sound individuals with intelligence and empathy and a keen sense of social responsibility, integrity, tolerance, and sportsmanship. The vision of the college is to achieve all-round development of students by combining academic pursuits with a range of other activities. It is expected that these activities will help in strengthening the physical, mental, spiritual, moral, and aesthetic qualities of individuals in the long run. To fulfil the vision of the college, measures are adopted under the following heads:

a) Physical Well-Being:

In order to ensure the physical well-being of students, the measures adopted by the college are described below:

- **Sporting Activities:** Every year, several sports events and competitions are organized in the college. Sports activities like athletic events, kabaddi, badminton, volleyball, football and cricket are an integral part of the annual college week festival. Additionally, the college organizes friendly tug of war, arm-wrestling and badminton matches among teachers and students which not only helps students become physically stronger but also increases the camaraderie between teachers and students.
- **Gymnasium:** The MNCBM Gymnasium is a facility exclusively available for women. The gymnasium is an integral part of the teaching-learning process for the overall development of students. Opened in 2004, and shifted and revamped in 2022, the MNCBM Gymnasium intends to help students develop their strength and stamina and contribute to their development. The gym is equipped with treadmills, cycling machines, cross-trainers, weight plates, ceiling bars, leg press machine, dumbbells, barbells, pack deck machine, rowing machine etc. A female coach is also appointed to train users on proper methods of using the various equipment of the gym. The timetable of the gym is systematically designed so that it can be used conveniently by the students and female faculty members as well.
- **Yoga:** To attain physical as well as mental health development of students, the IQAC and Yoga Cell of the college organizes yoga programs from time to time in collaboration with KBVSAS University, Sadhana NGO and Swasti Hospital, Rangia. Additionally, the Dept. of Assamese organizes yoga workshops in collaboration with Iswariya Brahma Kumari Meditation Center. To acknowledge the importance of yoga for the holistic development of students, the college celebrates International Yoga Day every year on 21st June, as a part of which students and staff members participate in yoga practice in the college.
- **Health Awareness Club:** The Health Awareness Club of MNCBM undertakes many activities targeting students' physical well-being. The cell performs a host of regular activities like addressing students' health concerns, providing first aid inside the campus and raising awareness about health and hygiene. The college has a health unit inside the campus as well that has a

trained nurse appointed on a regular basis and is also visited by a senior doctor. Free health camps and blood donation camps are also regularly organised by the college. The college has signed MOUs with Red Cross Society, Sarathi Hospital etc. As a result the staff and the students get concessions on total bill amounts on recommendation.

b) Mental and Emotional Well-being:

MNCBM gives importance to the mental and emotional well-being of students. As such, the college regularly organizes mental health and stress[1]management workshops and lectures as well as counselling sessions between students and teachers.

- **Seminars and Workshops:** The college invites resource persons from various organizations to provide primary/preventive mental health services to students through programmes like workshops, seminars and lectures on mental health, stress management, and positive thinking.
- **Personal Counselling Cell:** The college has a Personal Counselling Cell as well and this cell provides personal counselling to the students in need. It also arranges programs by inviting psychologists and counsellors
- **Mentoring:** The mentoring system is also there in the college and each teacher is assigned with the duty of mentoring a particular number of students and extending a helping hand to them with regards to both academic and personal problems.

c) Aesthetic Development:

To polish the aesthetic skills of the students, the following measures are adopted:

- **Creative Arts:** The college has a center for visual arts by the name of Jiwansilpi Adya Sarma Centre for Visual Arts. It also takes out a journal for visual arts by the name of Aparupa. Poster-making and painting competitions are organized regularly under this center. Exhibitions are also held.
- **Performing Arts:** To develop students' sense of aesthetic appreciation, singing competitions under the categories of Bhupendra Sangeet, Rabha Sangeet, Jyoti Sangeet, classical music, and modern music are organized in the college. Dance competitions under the categories of classical dance, semi-classical, folk dance, modern dance, and western dance are also organized. Additionally, theatre performances, folk-orchestra competitions etc. are also organized from time to time.
- **MNCBM Cine Club:** The MNCBM Cine Club is a forum for the film lovers of the college. The club screens movies in diverse languages. Each screening is followed by a discussion in which the audience shares their responses to the film watched. At times, the club screens documentaries as well. It also organises film shows in shelter homes. It has tie-up with Chalachitram.

d) Political Development:

- The students are taken to the Assam Legislative Assembly as per government schedule.
- The MNCBM Student Union is formed every year through proper electoral process.
- Voters' awareness through Electoral Literacy Club.

e) Economic Development:

- Entrepreneurship development programs
- Skill Development Programs
- Financial Aid to poor students

f) Socio-Cultural Development:

- Cultural Rally on important occasions
- College theme song is sung on important occasions
- Community Service and extension programs

g) Academic Development:

- Departmental seminars
- Departmental libraries are there in addition to the Central Library
- Faculty exchange programs are conducted with other institutions
- Best Graduate Award and Best English Graduate Award are given during the college week festival

h) Entrepreneurship Development

- **Ropan:** In house market to orient students for entrepreneurship development and providing marketing knowledge.

File Description	Document
Appropriate web in the Institutional website	View Document

5. CONCLUSION

Additional Information :

- There is continuous and gradual improvement in the Major/Honours results of the institution in the last six years. The pass percentages of the last five years are given below:

2018-19 : 84.63%

2019-20 : 85.86%

2020-21 : 88.59%

2021-22 : 91.72%

2022-23 : 90.20%

Moreover, in the 2022-23 session, out of the seven departments offering Major/Honours, the Department of English had a result of 100% First Class Holders in the same.

- The College is also running 10+2 level (Arts Stream).
- The college is also running the Open and Distance mode study centres of Gauhati University Centre for Distance and Open Learning and Krishna Kanta Handiqui State Open University. The centres are offering both U.G and P.G programmes.
- During the last five academic years, many students got rank (1st/2nd/3rd) in the final semester university examinations.
- Though there is less scope for placement opportunity the institution organizes job fairs, Career Counselling programmes through its Career Counselling Cell at a regular basis.
- Besides the publication in Scopus and UGC recognized journals, a number of faculty in the college have published articles and research papers in both national and international books and journals.
- During the Covid-19 pandemic the coordination of teachers and students in the online teaching learning process resulted in a commendable outcome that is reflected in the final result of the semesters.
- The college has plans in place to construct an auditorium with RUSA FUNDS and has applied for the same.
- The college has collaborations with the Pollution Control Board of Assam, for waste management initiatives inside and outside the campus and they were engaged in awareness building.

Concluding Remarks :

Since its inception, the college is gradually trying to expand its horizons in different fields. From the introduction of various skill courses, the students are receiving industry relevant skill-based education with the objective to meet the rising demand in the healthcare and retail sector job market. A Digital Classroom has been set up to support interactive/classroom pedagogical methodologies. The teachers are also encouraged to use ICT tools to deliver their lectures using audios, videos and PPTs. Our students are regularly winning awards in

the various university, district, state and national level competitions in both sports and cultural events. The college is proud of many of its alumnae who have made a mark for themselves in various spheres of academics, media, journalism, politics, public services, business entrepreneurship, corporate and film industry. The college strives to fulfil its vision of all round growth of girl students by addressing the all the four criteria – to know, to do, to be and to live together.