

# **ANNUAL QUALITY ASSURANCE REPORT 2014-15**

Submitted to

**The National Assessment and Accreditation Council  
(NAAC)**

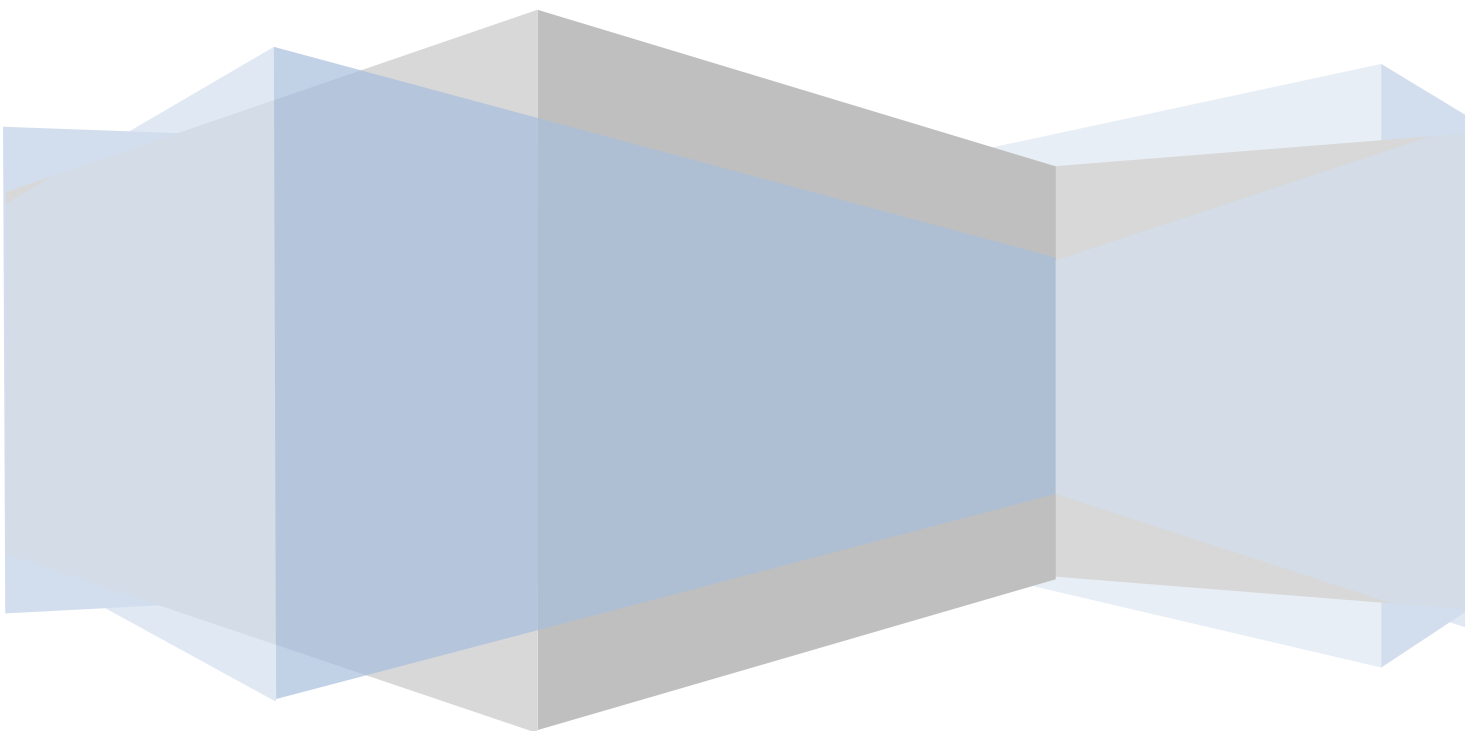
**Bangalore**

Submitted By

**Internal Quality Assurance Cell (IQAC)**

**Morigaon College**

**Morigaon, Assam**



## The Annual Quality Assurance Report (AQAR) of the IQAC 2014-15

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

### Part – A

AQAR for the year (for example 2013-14)

2014-2015

#### 1. Details of the Institution

1.1 Name of the Institution

Morigaon College

1.2 Address Line 1

Morigaon College

Address Line 2

Morigaon

City/Town

Morigaon

State

Assam

Pin Code

782105

Institution e-mail address

morigaoncollege1@gmail.com

Contact Nos.

03678-240268/9435319485

Name of the Head of the Institution:

Dr. Hare Krishna Deva Sarmah

Tel. No. with STD Code:

03678-240268

Mobile:

9435319485

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879)

**OR**

1.4 NAAC Executive Committee No. & Date:   
(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)

1.5 Website address:

Web-link of the AQAR:

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	70.10	2004	5 year
2	2 <sup>nd</sup> Cycle	B	2.35	2010	5 year
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR2013-14 submitted on (14/06/2018)
- ii. AQAR2014-15 submitted on (18/06/2018)

1.9 Institutional Status

University	State	Central	Deemed	Private
Affiliated College	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>		
Constituent College		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Autonomous college of UGC	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		
Regulatory Agency approved Institution	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		
(eg. AICTE, BCI, MCI, PCI, NCI)				
Type of Institution	Co-education <input checked="" type="checkbox"/>	Men <input type="checkbox"/>	Women <input type="checkbox"/>	
	Urban <input type="checkbox"/>	Rural <input checked="" type="checkbox"/>	Tribal <input type="checkbox"/>	
Financial Status	Grant-in-aid <input checked="" type="checkbox"/>	UGC 2(f) <input checked="" type="checkbox"/>	UGC 12B <input checked="" type="checkbox"/>	
	Grant-in-aid + Self Financing <input type="checkbox"/>	Totally Self-financing <input type="checkbox"/>		

1.10 Type of Faculty/Programme

Arts	<input checked="" type="checkbox"/>	Science	<input checked="" type="checkbox"/>	Commerce	<input checked="" type="checkbox"/>	Law	<input type="checkbox"/>	PEI (Phys Edu)	<input type="checkbox"/>
TEI (Edu)	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	Health Science	<input type="checkbox"/>	Management	<input type="checkbox"/>		

Others (Specify)

1. Post Graduate Diploma in disaster management,
2. Spoken Tutorial
3. Distance mode of learning under Krishna Kanta Handique State Open University Study Center in the campus in the following subjects :
  1. Bachelor Programme (s) on
    - a. Arts
    - b. Mass Communication
    - c. Computer application
    - d. Business Administration
    - e. Bachelor of library and information

1.11 Name of the Affiliating University (for the Colleges)

Gauhati University, Gopinath Bordoloi Nagar, Jalukbari Guwahati, Assam.

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University	<input type="checkbox"/>		
University with Potential for Excellence	<input type="checkbox"/>	UGC-CP	<input type="checkbox"/>
DST Star Scheme	<input type="checkbox"/>	UGC-CE	<input type="checkbox"/>
UGC-Special Assistance Programme	<input type="checkbox"/>	DST-FIST	<input type="checkbox"/>
UGC-Innovative PG programmes		Any other (Specify UGC-COP Programmes)	

## 2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and  
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders:  Faculty

Non-Teaching Staff  Students  Alumni  Others \*

\* student and different sub committees of Golden jubilee celebration.

2.12 Has IQAC received any funding from UGC during the year? Yes  No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.  International  National  State  Institution Level

(ii) Themes

## 2.14 Significant Activities and contributions made by IQAC

1. Being the golden jubilee year, IQAC has released six numbers of books.
2. Integrated library management software SOUL-1.0 installed in the library for better management of the library.
3. An orientation programme organised for students on use of library, it's importance and rules and regulations .
4. Organised national seminar on, "Bharatiya sahitya sanskriti-Ateet aur vartaman"
5. IQAC organised guardian meet and alumni meet to involve them in golden jubilee celebration.
6. As part of golden jubilee celebration 100 elderly persons were felicitated to increase the bond with society.
7. Organised G.C Medhi Memorial lecture on "Asomiya nabajagaran aru jatiyata", on 20 Sept,2014.

## 2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

Plan of Action	Achievements
<ol style="list-style-type: none"> <li>1. Golden jubilee Closing Ceremony</li> <li>2. Publication of books</li> <li>3. Seminar applied by Dept. of Hindi.</li> <li>4. Infrastructural development.               <ol style="list-style-type: none"> <li>a. Transformation of an existing classroom to a seminar hall with AC</li> <li>b. Completion of the main gate under construction.</li> <li>c. Installation of smart boards in class rooms</li> </ol> </li> <li>5. Observation of world earth day, National Science Day, World environment day etc. and arrangement of field trip for student to make them aware of environment.</li> <li>6. Organise Gurucharan Medhi Memorial lecture annually.</li> </ol>	<ol style="list-style-type: none"> <li>1. Golden jubilee closing ceremony held elaborately.</li> <li>2. Books released (6 nos)</li> <li>3. Seminar organized in December 2014.</li> <li>4. Infrastructure development:               <ol style="list-style-type: none"> <li>a. Smart board installed in some of the class rooms.</li> <li>b. Main gate has been completed</li> <li>c. An existing class room transformed to seminar room,</li> </ol> </li> <li>5. Fresher's social, union body election, college week, seminars and field trips were organised as per university guideline. Infrastructural development are in progress as per availability of fund</li> <li>6. Organised G.C Medhi Memorial lecture on "Asomiya nabajagaran aru jatiyata"</li> </ol>

\* Attach the Academic Calendar of the year as Annexure. : Attached as Annexure II

2.15 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

The AQAR is placed before the statutory body. After going through it the body has accepted it with certain modification and decided to upload in the college website.

**Part – B**  
**Criterion – I**  
**1. Curricular Aspects**

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	01			
PG				
UG	03		01	
PG Diploma	01		01	
Advanced Diploma				
Diploma				
Certificate		01		01
Others	Bachelor & Post graduate Programme (s) under KKH State Open University study center on: 1.Mass Communication 2Computer application 3.Business Administration. 4. PG courses 5. HS (10+2)			
<b>Total</b>	05+05	01	02	01

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options : **Elective option**

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	3
Trimester	
Annual	1

There is provision of elective options.

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students   
**(On all aspects)**

Mode of feedback : Online  Manual  Co-operating schools (for PEI)

**\*Please provide an analysis of the feedback in the Annexure. : Annexure III**

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Syllabus is revised by the affiliated university from time to time.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Nil

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
53	23	30	00	---

17

2.2 No. of permanent faculty with Ph.D.

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
02	02	00	00	00	00	00	00	02	00

2.4 No. of Guest and Visiting faculty  
Temporary faculty

12

00

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		-	
Presented		10	
Resource Persons			

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Teachers are encouraged to use the technology in their classroom teaching.

**A. Teaching practices:**

- Self study (Teacher gives guidelines and student prepare one or two units themselves )
- Library class (Either given assignment to prepare a lesson from library work or books given in the classroom to prepare a note)
- Field Study (e.g. All Science Departments including anthropology, geography)
- Seminar presentations by students using Power point .
- Group discussions
- Assignment and project
- Museum visit
- Role play (English deptt.)

**B. Technology enhanced teaching and learning processes:**

- Use of projector
- Computers with internet access .

**C. Other pedagogical learning modes:**

- Theory classes on Field Methodology and field study.
- Street plays performed by students.

2.7 Total No. of actual teaching days during this academic year

187



2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Being an affiliated college, the college follows the rules and regulations of examination system of the Gauhati University and the college has limited scope of taking any steps in this regard. However, College adopted quiz, Presentation etc. for internal evaluation.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop.

Two members of department of anthropology are members of Committee of syllabus restructuring for UG level of Gauhati University(GU) and attended workshops and meeting in the Department of Anthropology, GU.

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	cleared %
BA	240	-	46.72	33.97	18.84	85.0
B.Sc	45	-	47.14	36.32	15.7	77.8
B.Com	45	-	41.67	44.21	14.1	80.0
PGDDM	14	-	36	64	-	100
Spoken Tutorial	09	-	-	-	-	100

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

- Organize meetings (academic committee) at regular interval to make assessment of teaching and learning processes and takes necessary steps to meet the demand if any.
- Feed-back from students and stake-holders are also given proper importance .

### 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	1
UGC – Faculty Improvement Programme	2
HRD programmes	
Orientation programmes	3
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	1
Others	3

### 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	25	01	Nil	10
Technical Staff				01

### Criterion – III

#### 3. Research, Consultancy and Extension

##### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- IQAC has constituted a Research Committee to help the faculties in various research related works.
- Encourage the faculties to do Minor and Major Research Projects and provide necessary information and guidance.
- A research laboratory with advance equipments of chemistry has been set up for major research project and to pursue Ph.D works.
- Subscribe research journal and e journal.
- Students are encouraged to do research projects and prepare project reports with innovative ideas.
- Trained the students on research methodology and organise field study.
- Organise science exhibitions and encourage students to prepare models.

##### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		1	-	-
Outlay in Rs. Lakhs		5,88,148	-	-

##### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	02		03	02
Outlay in Rs. Lakhs	1.Rs.1,50,000/- 2. Rs. 1,30,000/-	-	1.Rs.2,85,000/- 2.Rs.1,70,000/- 3.Rs.2,10,000/-	1,50,000/- 75,000/-

##### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	05(Zoology)		
Non-Peer Review Journals		04	
e-Journals			
Conference proceedings		2	01 (book)

##### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organizations:

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	5 year	DST	5,88,148/-	
Minor Projects	12 months	UGC	6,65,000/ (03 MRP)	
Interdisciplinary Projects	-			
Industry sponsored	-			
Projects sponsored by the University/ College	-			
Students research projects (other than compulsory by the University)	-			
Any other(Specify)	-			
Total			Rs12,53,148	

3.7 No. of books published i) With ISSN/ISBN  Chapters in Edited Book

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

3.9 For colleges  
Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number		1			
Sponsoring agencies		UGC			

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	Nil
	Granted	Nil
International	Applied	Nil
	Granted	Nil
Commercialised	Applied	Nil
	Granted	Nil

3.17 No. of research awards/ recognitions received by faculty and research fellows  
Of the institute in the year

Total	International	National	State	University	Dist	College
04				04		

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level

National level  International level

3.22 No. of students participated in NCC events:

University level  State level

National level  International level

3.23 No. of Awards won in NSS:

University level  State level

National level  International level

3.24 No. of Awards won in NCC:

University level  State level   
National level  International level

3.25 No. of Extension activities organized

University forum  College forum   
NCC  NSS  Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Golden jubilee celebration.
- World environment day observation in various schools of the college as a part of the golden jubilee celebration
- Publication of books of various fields.

#### Criterion – IV

#### 4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	10.5 acre			10.5acre
Class rooms	38			38
Laboratories	08			08
Seminar Halls	01			01
No. of important equipments purchased ( $\geq 1$ -0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)		9.71	UGC/College Fund	9.71
Others				

4.2 Computerization of administration and library

Library is already automated. Computer is partially used in administration works.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	31007	4560980	473	271130	31480	4832110
Reference Books	1080	49574	6	2400	1086	51974
e-Books	8000	5000	N-LIST	5000	8000+	10000
Journals	21	6000	5	1100	26	7100
e-Journals	3000	5000	N-LIST	5000	3000+	10000
Digital Database	Nil	Nil	Nil	Nil	Nil	Nil
CD & Video	53	Nil	7	Nil	60	Nil
Others (specify)	Nil	Nil	Nil	Nil	Nil	Nil

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Numbers of computers		
						Office	Departments	Others
Existing	49	1	49	1	1	7	27	15
Added	2	-	2	-	-	-	1	1
Total	51	1	51	1	1	7	28	16

#### 4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

No any programme organized during this period.

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT

.40

ii) Campus Infrastructure and facilities

3.44

iii) Equipments

9.71

iv) Others

.07

**Total :**

4.04

**Criterion – V**

**5. Student Support and Progression**

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- IQAC make necessary arrangement for timely announcements of upcoming academic and other events in the form of circular in the website and also make the same available in notice board for easy access of the students.
- All the necessary information of the college is provided in the prospectus which is upgraded with latest information each year.
- IQAC has entrusted the career guidance cell to support the students through counselling.
- At the time of admission IQAC organise an orientation programme for the newly admitted students to aware them to provisions of student support system of the college.

5.2 Efforts made by the institution for tracking the progression

- All the Head of the departments are entrusted with the responsibility of documentation and comparison of student records.
- Each department track the progression of their outgoing students and record.
- To regularly monitor the student progression, departments takes class attendance. Students are placed in regular, non-collegiate and dis-collegiate catagories and whenever necessary, informed parents and try to reform through counselling.
- Besides, timely conduct of class examination regular assignments, sessional examinations and seminars are regularly organized by all departments to monitor the progress of the students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1257	-	2	23+403(H.S)

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men

No	%
994	56.54

Women

No	%
791	43.46

Last Year/2013-14

This Year/2014-15

Last Year/2013-14					This Year/2014-15						
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
374	110	181	394	0	1032	534	205	321	725	-	1785



## Demand ratio

Programme	No. of applicants	No. of students admitted	Demand Ratio
UG	826	554	1:1.44
PGDDM	14	14	1:1

## Dropout %

Course	No. of students enrolled 1st year in 2014	No. of students enrolled 2nd year in 2015/ Appeared in the exam	No. of Dropped out students in 2014
BA	280	255	25
B.Sc	130	96	34
B.Com	81	55	26
PGDDM	14	14	nil

### 5.4 Details of student support mechanism for coaching for competitive examinations (If any)

There is no any provision of the coaching for competitive examination ,however, special attention are given for the final year students by the respective departments regarding their after graduation courses. Faculties try to provide information regarding various opportunities of competitive exams and jobs etc. after graduation.

No. of students beneficiaries

### 5.5 No. of students qualified in these examinations

NET  SET/SLET  GATE  CAT

nil

IAS/IPS etc  State PSC  UPSC  Others

### 5.6 Details of student counseling and career guidance

- Student counselling and career guidance cell is constituted which organise meeting and guidance programme time to time.
- During the time of admission and in beginning of each academic session, student counselling is done .
- In the departments course curriculum and issues of attendance, semester and sessional examinations etc . are discussed .  
A course on employment in banking sector was organised.

No. of students benefitted

5.7 Details of campus placement : There is no provision of campus placement in the college.

#### 5.8 Details of gender sensitization programmes

- Morigaon college has two women cell – one is women cell of Assam College Teachers association and the other is Morigaon Mahavidyalaya Mahila Mancha (MMMM)-A cell of women faculty of college. The girls student of the college are also members of the MMMM .
- “Health and hygiene of girl students” –an awareness programme was organised in the girls hostel of the college.

#### 5.9 Students Activities

##### 5.9.1 No. of students participated in Sports, Games and other events

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

##### 5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level  National level  International

Cultural: State/ University level  National level  International

#### 5.10 Scholarships and Financial Support

	Number of Students	Amount
Financial support from institution	51	1,22,000.00
Financial support from government	170	11,62,985
Financial support from other sources		
Number of students who received International/ National recognitions		

#### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

Institutional level Exhibition organized by the students.

#### 5.12 No. of social initiatives undertaken by the students

1. Organised an anti tobacco campaign in and around the college campus.

#### 5.13 Major grievances of students (if any) redressed: No any major grievances recorded.

## Criterion – VI

### 6. Governance, Leadership and Management

#### 6.1 State the Vision and Mission of the institution

VISION:

The vision of the college is to promote knowledge through quality education with a view to developing the human resources of the region for contributing to the process of nation building.

MISSION:

- To augment the new generation for contributing to the future knowledge-economy.
- To empower the socially, economically and educationally marginalised sections of the society.
- To uplift the rural masses through effective education.

#### 6.2 Does the Institution has a Management Information System

The institution don't have MIS .The institution has its own information system. College website serves the purpose of electronic information system. Some of the data base are available .

#### 6.3 Quality improvement strategies adopted by the institution for each of the following:

##### 6.3.1 Curriculum Development

As an affiliating institution, the college has least possibility of curriculum development. Yet, time to time suggestions are sent to the affiliation university in this respect.

##### 6.3.2 Teaching and Learning

IQAC and the college authority are always tries to facilitate its student to provide best classroom facility within its capacity. The teaching learning process is learner centric .The conventional method of learning i.e the lecture in the classroom is used. Microphone is used in large classes. Some other measures are undertaken for effective learning . These are:

- Class and home assignments.
- Experimental learning
- Projects, practical and group discussions
- Seminar presentations by students .
- Field study
- Excursion/Educational tour
- Tutorial and remedial classes
- Internet facilities in the library.

##### 6.3.3 Exam

Beside university examination, all the departments of the college conduct internal evaluation. Such internal evaluation helps the faculties to track the progress of the students. Methods of internal evaluation adopted are :

- a) Quiz
- b) Assignment
- c) Class tests
- d) Sessional Examination.
- e) Internal practical examination.

#### 6.3.4 Research and Development

Students, mainly of the final year are given research projects based on local problems/resources under the guidance of the faculties. Faculties are also encouraged for research works and publications of research papers. Faculties are Informed about upcoming seminar and workshops .

This year six books have been published. Besides department of philosophy, Assamese and economics published journal regularly to encourage the faculties for research works and publish articles.

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- An ICT lab is functioning with its minimum requirements. Computer teachers are engaged.
- There are 31480 books in the library. Each year new books purchased in the library as per requirement of various department.
- library subscribes to the UGC N-List programme and excess to the e-journal and e-books.
- Regarding other physical infrastructure, extension of new science building is going on. Construction of indoor stadium and girls hostel is progressing.
- Instruments for practical for some departments are purchased and repaired. The dark room of the physics department has been renovated.

#### 6.3.6 Human Resource Management

The college authority along with IQAC tries to manage the requirement of man power for smooth running of its academics. It takes various steps :

- Faculty are encouraged and grant duty leave for Faculty development programmes like Refresher course and Short Term Courses and other courses .
- Encouraged to participate in seminar/workshop etc. and publish papers/books etc.
- Training is organised for teacher and non-teaching staff when new technology is introduced.
- Skill development awareness programme conducted for students.
- Career guidance cell is there for upliftment of students.
- Organised remedial courses for students
- Students are trained for all round development
- Yuga classes are conducted for spiritual development

#### 6.3.7 Faculty and Staff recruitment

College authority through government procedures recruit against the vacancy occurs. It follows UGC rules for recruitment in case of teaching staff and government of Assam rule in case of non-teaching staff. If requires, temporary recruitment is done. Generally guest faculty are recruited for three months and renewed ,if necessary. Grade four employees are also recruiting on temporary basis.

### 6.3.8 Industry Interaction / Collaboration

There is no any industry in the district. And no effort has been made for any collaboration with industry.

### 6.3.9 Admission of Students

The notification of admission published in local daily news paper, in the website of the college and also displayed in the banner. Merit list, date of admission for each programme and relevant information are displayed in the notice board. The admission of student is made strictly on merit basis following the existing government's reservation quota for all categories.

### 6.4 Welfare schemes for

#### Teaching

1. Medical benefit in the form of medical allowance per month with salary medical reimbursement – as per Govt. of Assam Rules & Regulations.
2. Child care leave of two years.
3. Contributory relief fund for teachers (Whenever necessary)
4. There is a contributory fund from which loan can be availed by a contributor and at the time of completion of five years receive the saved amount along with interest.

#### Non teaching

1. Medical benefit in the form of medical allowance per month with salary .
2. medical reimbursement –as per Govt. of Assam Rules & Regulations.
3. Child care leave of two years.
4. Contributory relief fund (Whenever necessary)
5. One time LTC facility is there.
6. Free admission for wards of non-sanctioned grade IV employees.
7. Reservation of two seats for admission of children of non-teaching employees.

#### Students

1. There is a poor fund for students.
2. Waiving/ reduction of Admission fees as per Govt. Rules
3. Govt. Scholarship for SC, ST, OBC

6.5 Total corpus fund generated

Rs 9,65,046.00/\_

6.6 Whether annual financial audit has been done



Yes



No

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

No. Academic and Administrative Audit (AAA) has not been done.

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes    Yes     No

For PG Programmes    Yes     No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

The university regularly implements examination reforms which is followed by the affiliated colleges.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

No any effort has been made by the university to promote autonomy in the affiliated colleges.

6.11 Activities and support from the Alumni Association

The Alumni association is actively taking part in the golden jubilee celebration of the college. Besides monetary help they are providing support and participating in different programmes of the golden jubilee.

6.12 Activities and support from the Parent – Teacher Association

PTA is plays active role in management of the college. Whenever necessary, parents are informed and taken their view regarding the rules and regulations of the college and authority seek their help when any punishment is supposed to impose on student.

6.13 Development programmes for support staff

Computer training programme was organized for non-teaching staff.

6.14 Initiatives taken by the institution to make the campus eco-friendly

College authority is very much concern about its green campus. Plantation, management and gardening is the regular activity of the college. World Environmental Day is observed with various programme.

## Criterion – VII

### 7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

1. Strict follow up of class attendance and categorization of students as regular, non-collegiate and dis-collegiate have show positive impact on attendance in classes and overall impact reflected on the university results. Other classroom activities like regular class test and seminar presentation has also some positive impact in learning outcome of the students.
2. Maintainance of greenery and plantation responsibility is partly imposed upon the students which creating a positive impact on environmental awareness of students.
3. Field study and extension programme carried out by department of anthropology, zoology, geography and women Forum of Morigaon College is helping to create good repute of the college in the society and binding a bond with people of the surrounding and remote areas of the district.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

1. The main activities oriented around the golden jubilee celebration of the institution. Different sub committees were formed. Celebrated golden jubilee elaborately with year long activities.
2. Six books related to science, literature, Higher Education, souvenir & collected Articles were published and released on January, 2015.
3. Infrastructure development drive achieved partially.
  - a. The gate has been completed.
  - b. Work of new girls hostel is going on.
  - c. Auditorium has been completed.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

- Uninterrupted power supply with Solar power in the campus
- Responsibility of maintenance of the pond of the college and its surrounding is given to the student body of the college to engage them in environment protection activity.

***\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)***

7.4 Contribution to environmental awareness / protection

1. College is very much aware about maintenance of its greenery. Time to time plantation were done, maintain its garden etc.
2. Environmental awareness programme organize among students to make them aware about the environmental conditions.
3. Environmental field study is organised.

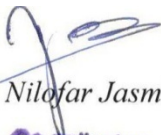
7.5 Whether environmental audit was conducted? Yes  No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

SWOC analysis is done and attached as annexure III .

## 8. Plans of institution for next year

1. To observe world environment day( Awareness programme) in selected educational institution of the district .
2. To organise national seminar
3. Extension of the new science building
4. To organise Gurucharan Medhi annual lecture .
5. Up gradation of library and laboratories
6. Purchase of computers
7. Renovation of college canteen



Name : . Nilofar Jasmin, Ph.D

Co-ordinator  
IQAC  
Mangal College

Signature of the Coordinator, IQAC



Name . Lila Kanta Barthakur , Ph.D

Chairperson  
IQAC  
Mangal College

Signature of the Chairperson, IQAC

\*\*\*



**Abbreviations:**

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission



## Annexure II

### Academic calendar (2014-15)

Date	Day	Events
1-8-10	wed	Opening of college after summer break (new academic year)
7,8 Sept	Fri, Sat	Freshmen social
22 Sept	sat	Union body election
17-20 Dec	Mon- Thurs	College week
6 Oct	sat	Debate competition
		Symposium
Feb		Swaraswati pooja
Aug		Tithi of sankardev
Jan		Rabha divas
10 <sup>th</sup> Jan		Silpi divas divas
15 <sup>th</sup> Aug		Independence day
26 <sup>th</sup> Jan		Republuc day
5 <sup>th</sup> June		World environmental day
Feb		World science day
1-8 <sup>th</sup> Oct		Wildlife week
		Women's day
2 <sup>nd</sup> Oct		Gandhi jayanti
April/Oct		Unit test
		Test exam
Dec/June		Final exam
		Alumni meet
		Parent teacher association
1 <sup>st</sup> July		Start of Summer vacation
31 <sup>st</sup> July		End of summer vacation
Oct		Start of pooja vacation
Oct		End of pooja vacation
15-18Jan		Magh bihu
14-16 April		Bohag bihu
5 <sup>th</sup> Sept		Teacher's day
		Netaji's birth day
		Aids day

**Strength, weakness, opportunity, challenges of the college:**

**Strength:**

- Qualified, experienced, dedicated and stable staff.
- Large area with scope for expansion
- Uninterrupted power supply with Solar system in the campus
- Good relation with the society
- College pass percentage always higher than the University.
- Study centre of KKHSOU with various programme.

**Weakness:**

- Poor internet facilities.
- Ratio of faculty and student is not adequate due to lengthy process of government in filled up vacant posts for which college supposed to depends on large number of Contractual faculties and supporting staff.

**Opportunity:**

- To introduce post graduate courses in science and arts stream
- Opt for vocational courses

**Challenges:**

- Lack of industries in the area for collaboration
- Self- reliant revenue generation
- Campus placement

## **Annexure-IV**

### **The process of Feedback on teaching –learning from students**

- Students, mainly the degree students were taken for the purpose.
- Students of the major and general courses of both science and humanities were supplied with a ready format containing questionnaires that tries to evaluate the classroom performance of individual teachers.
- The questionnaire consisted of questions regarding :
  1. Punctuality
  2. Conception of the topic to be taught,
  3. Communication Skill
  4. Use of Black board
  5. Innovativeness,
  6. Performance outside the classroom
  7. Career Guidance
  8. Any other remark
- On receiving the returned copies from students, a group of teacher who are entitled with the responsibility go through each format and comments/marking of each student .
- Thereafter, comments/marking of each student against each activity of a teacher is segregated and a total is made. In the process if a teacher is found weak in certain field he is immediately communicated to take corrective measures.

### **Analysis of Feedback :**

In 2014-15 , feedback from 345 students were collected and analysed. The analysis shows that 86 percentage of teachers were catagorised in the range of 90-100. 11 percentage of teachers are catagorsed in 80-90 range and 2.5 percentage in 70-80catagory and other 0.5 percentage of teacher are placed in the 50-70 range .

The analysis of the suggestions of students shows :

1. Sports facilities should be increased
2. Need more text and reference material in the library.
3. Recreational Facilities in the girls and boys common rooms.