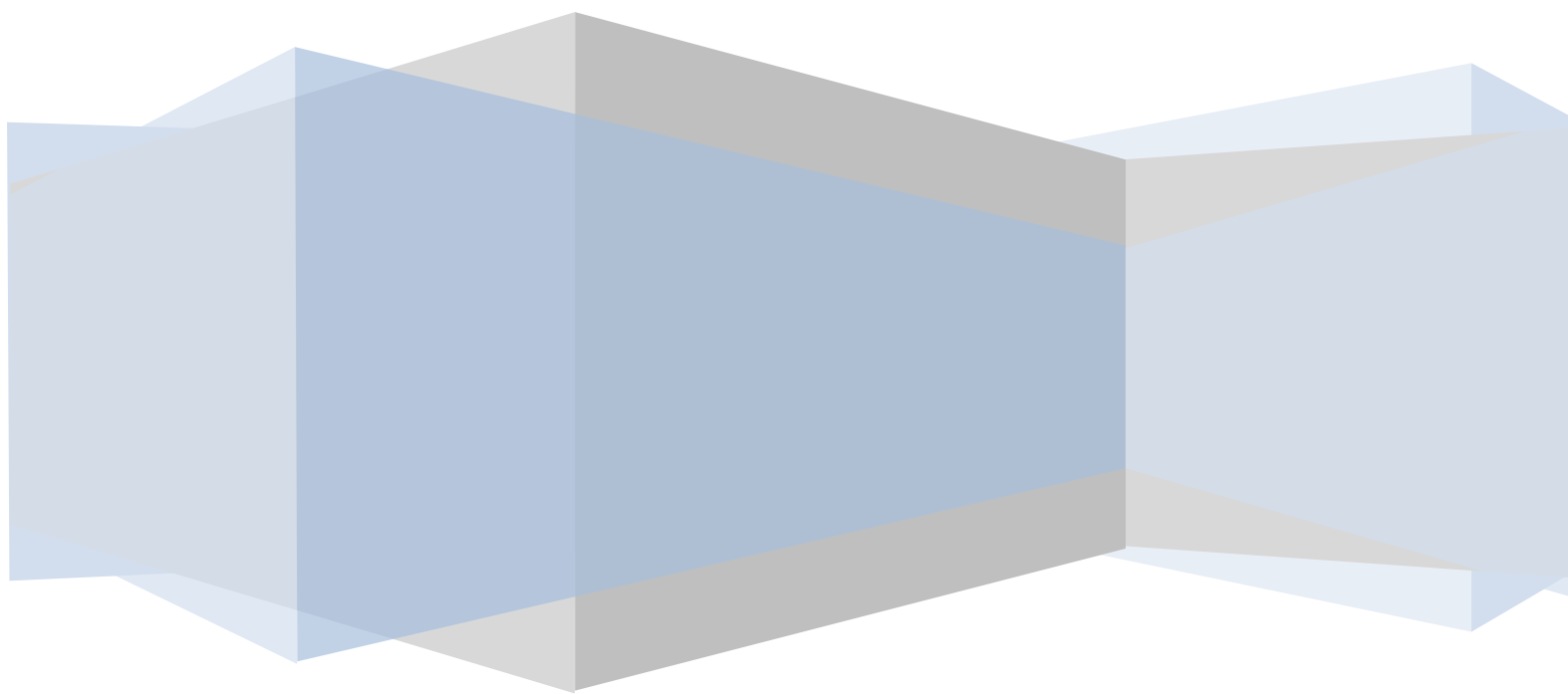# ANNUAL QUALITY ASSURANCE REPORT
2015-16

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

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)*   2015-2016

1. Details of the Institution

1.1 Name of the Institution   Morigaon College

1.2 Address Line 1   Morigaon College

Address Line 2   Morigaon, Assam

City/Town   Morigaon

State   Assam

Pin Code   782105

Institution e-mail address   morigaoncollege1@gmail.com

Contact Nos.   03678-240268/9435479207

Name of the Head of the Institution: Dr. Lila Kanta Barthakur

Tel. No. with STD /Mobil   03678-240268

9435479207

Name of the IQAC Co-ordinator:

Dr. Kamal Chandra Bhuyan

Mobile:

9435065108

IQAC e-mail address:

iqacmorigaoncollege64@gmail.com

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)

EC/54/RAR/016, Dated-08-01-2011

1.5 Website address:

www.morigaoncollege.edu.in

Web-link of the AQAR:

www.morigaoncollege.edu.in/page5.html

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

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

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

12-01-2008

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

i.   AQAR2013-14 submitted on (14/06/2018)
ii. AQAR2014-15 submitted on (18/06/2018)
iii. AQAR2015-16 submitted on (25/06/2018)

√   ☐   ☐   ☐

1.9 Institutional Status

University   State   Central   Deemed   Private

Affiliated College   Yes [√]   No [ ]

Constituent College   [ ] Yes [√]   No

Autonomous college of UGC   Yes [ ]   No [√]

Regulatory Agency approved Institution   Yes [ ]   No [√]

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education [√]   Men [ ]   Women [ ]

                         Urban [ ]   Rural [√] Tribal [ ]

Financial Status   Grant-in-a[id] [√]   UGC 2(f) [√]   UGC 12B [√]

                   Grant-in-aid + Self Financing [√]   Totally Self-financ[ed] [ ] [ ]

1.10 Type of Faculty/Programme

Arts [√]   Science [√]   Commerce [√] Law [ ] PEI (Phys Edu) [ ]

TEI (Edu) [ ]   Engineering [ ]   Health Science [ ]   Management [ ]

Others   (Specify)

- [ ] Post graduate diploma in disaster management
- [ ] Spoken English
- [ ] Spoken Tutorial
- [ ] Computer Fundamental and Basic Internet
- [ ] Enterpreneurship in small scale industries
- [ ] 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
2. Post graduate courses

1.11 Name of the Affiliating University *(for the Colleges)*

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

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

Autonomy by State/Central Govt. / University   --

University with Potential for Excellence   --   UGC-CPE   --

DST Star Scheme   --   UGC-CE   --

UGC-Special Assistance Programme   --   DST   --

UGC-Innovative PG programmes   --   Any other (*Specify*   --

UGC-COP Programmes   --

2. IQAC Composition and Activities

2.1 No. of Teachers   7

2.2 No. of Administrative/Technical staff   2

2.3 No. of students

2.4 No. of Management representatives   2

2.5 No. of Alumni   1

2. 6 No. of any other stakeholder and community representatives   1

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members   13

2.10 No. of IQAC meetings held   04

2.11 No. of meetings with various stakeholders: | 1 | No. Faculty | 2 |

Non-Teaching Staff Students | 1 | Alumni | 1 | Others | Nil |

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 [1]   Institution Level [ ]

   ➢
   ➢ Theme : Organised state level workshop on "Quality Assurance in Higher education and NAAC process", on   1 st September,2015

2.14 Significant Activities and contributions made by IQAC

New devices, system, teaching-learning methods and technology development :
  ☐ computerised feedback system introduced .
  ☐ Installed digital system in three class rooms.
  ☐ Library computer SOUL system upgraded to 2.0 in September,2015
  ☐ Internal browsing cum E-resource centre inaugurated in March,2016.

Initiatives on human resource development :
  ➢ Organised a orientation on use of library for students in August 2015

Seminar ,Workshop :
  ➢ Organised state level workshop on "Quality Assurance in Higher education and NAAC process", on 1 st September,2015
  ➢ National seminar on "Make in India and the relevance of Act East policy."-27-28 November,2018.
  ➢ Organised a national seminar on Anthropogenic threats to Bio-Diversity....on 23-25, December,2015.
  ➢ Annual day lecture on "Vigyanar Agragati aru Amar Manaxikota" on 15th November,2015.
Gender Sensitization programme :
  ➢ Morigaon Mahavidyalaya Mahila Mancha and IQAC has organised a awareness programme on 'Nari aru Xasetanata" . Resource person was Prof. Raju Baruah,Jagiroad College.
Activity of social responsibility :
  ➢ IQAC and NSS, Morigaon college organised a blood donation camp.
  ➢ Flood relief to nearest affected areas particularly in Laharighat and Bhuragaon Circle.
  ➢ Awareness on post flood situation by the students of disaster management.
  ➢ Awareness camp on anti poaching of migratory bird and harvesting of gravid fish during breeding season among local people.

Other significant activities :
  ➢ Parent –teachers meet organised by different departments .collected feedback and formed associations.
  ➢ IQAC has also published the first issue of newsletters "Chronicle", which will reflect various activities of the college.
  ➢ Book exhibition organised for the first time.
  ➢ Introduced best library user award to encourage students to use library in proper way.

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
1. Observation of world environment day(Awareness programme) in selected educational institution of the district .	1.Observed world environment day. Resource persons from the college sent to different schools . Plantation and awareness meeting/interaction with students organized in those schools.
2. To organise national seminar	2. Organised two national seminars as scheduled - one by the department of economics and another by department of zoology.
3. To organise seminar (quality related)	3. Organised State level seminar on Quality Assurance in Higher education and NAAC process
4. Extension of the new science building	4. Work is in progress .
5. To organise Gurucharan Medhi annual lecture .	5. Organised the G.C Medhi Memorial lecture .Resoursce person was scientist Dinesh ch. Goswami.
6. Up gradation of library and laboratories	6. Library facilities are upgraded. An e-browsing center has inaugurated.
7. Purchase of computers	7. Purchased new computers
8. Renovation of college canteen	8. The canteen is expanded.

Attach the Academic Calendar of the year as Annexure. : The calendar attached as Amnnexure 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 revised to send to NAAC.

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	1			
PG				
UG	3		1	
PG Diploma	1		1	
Advanced Diploma				
Diploma				
Certificate	1	3	3	
Others	UG and PG courses of KK Handique Open University study center of Morigaon College HS (10+2)			
Total	6	3	5	

Interdisciplinary				
Innovative				

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	Nil
Annual	1

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 IV

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

> As an affiliating college it has limitation in the revision of syllabi. Still timely intimation are made with the university in the form of suggestion that reveals in academic discussion among faculties of the institution.

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

> Yes , three self financed certificate courses has been introduced

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	---

2.2 No. of permanent faculty with Ph.D.

17

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	03	00	00	00	00	00	00	02	03

2.4 No. of Guest and Visiting faculty and Temporary faculty

00		12

2.5 Faculty participation in conferences and symposia:

00

No. of Faculty	International level	National level	State level
Attended	Nil	55	45
Presented	Nil	36	-
Resource Persons	Nil	Nil	Nil

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

B. **Technology enhanced teaching and learning processes:**
- Use of projector
- Computers with internet access.
- Visits to relevant institutions- Departments and Museum (By Department of Anthropology)
- Role play (English deptt.)

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

     | 180 |

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

     | Being affiliated to the Gauhati University, college is not entitled to initiate any reform. But follows the reforms of the affiliated university. |

2.9 No. of faculty members involved in curriculum
     restructuring/revision/syllabus development

     | - | - | 2 anthro |

     as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

     | 77% |

   2.11 Course/Programme wise
        distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A	242	-	40.59	58.41	0.99	91.73
B.Sc.	83	-	53.0	33.33	13.6	76.90
B.Com	67	-	13.7	56.8	29.5	65.6
PGDDM	07	-	-	07	-	100
Spoken Tutorial	06	-	-	-	-	100

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

- The IQAC is in close co-ordination with each of the departments. Progress records of the student in each department are closely monitored along with the faculties of the departments. Evaluation is done in the joint meeting of IQAC, Academic committee and administration. IQAC collect the monthly progress report of teaching –learning from each department.

- From the progress report from departments, the IQAC takes necessary steps like remedial classes, extra classes etc.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	15
UGC – Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation programmes	6
Faculty exchange programme	1
Staff training conducted by the university	Nil
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	Nil
Others	Nil

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	02	Nil	10
Technical Staff				01

3. Research, Consultancy and Extension
3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

IQAC always tries to encourage faculties to :

➢ engage themselves in research activities,
➢ submit proposals for minor and major projects
➢ , attend and present papers in national and international seminars.

Continuous effort of the IQAC helped in increasing in the Ph.D degrees which comes to a total of 20 up to this year while other 15 faculties are pursuing Ph.D ,minor and major research projects.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1		nil	1
Outlay in Rs. Lakhs	15,50,000.00			

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	3	2	3
Outlay in Rs. Lakhs		6,69,500.00	4,65,000/-	

3.4   Details on research publications

	International	National	Others
Peer Review Journals	Nil		
Non-Peer Review Journals	1	15	10
e-Journals	Nil		
Conference proceedings	Nil	2	

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 organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				nil
Minor Projects				nil
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*	Nil			
Any other(Specify)				
Total				

3.7 No. of books published   i) With ISBN No 5   Chapters in Edited Books Nil

ii) Without ISBN No. 2

3.8 No. of University Departments receiving funds from

UGC-SAP --   -- CAS   DST-FIST --

DPE --   DBT Scheme/funds --

3.9 For colleges   Autonomy Nil   CPE Nil   DBT Star Scheme Nil

INSPIRE Nil   CE Nil   Any Other (specify) Nil

3.10 Revenue generated through consultancy Nil

3.11 No. of conferences   organized by the Institution

Level	International	National	State	University	College
Number	Nil	02	01	Nil	Nil
Sponsoring agencies		UGC ICSSR	Morigaon College.		

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

3.13 No. of collaborations   International Nil   National Nil   Any other [ ]

3.14 No. of linkages created during this year   Nil

3.15 Total budget for research for current year in lakhs :   Nil

From Funding agency   From Management of University/College   .5

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
2				2 Ph.D		

3.18 No. of faculty from the Institution who are Ph. D. Guides   1
and students registered under them   3

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

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

JRF Nil   SRF Nil   Project Fellows Nil   Any other Nil

3.21 No. of students Participated in NSS events:

University level 30   State level   30

Nil   National level   International Nil
level

3.22 No. of students participated in NCC events:

University level [Nil]   State level [50]

[Nil]   National level [Nil]   International

level

3.23 No. of Awards won in NSS:

University level [1]   State level [2]

National level [Nil]   International level [Nil]

3.24 No. of Awards won in NCC:

University level [Nil]   State level [1]

National level [Nil]   International level [Nil]

3.25 No. of Extension activities organized

University forum [ ]   College foru [3]

NCC [3]   NSS [3]   Any [ ]

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

➤ Flood relief to nearest affected particularly in Laharighat and Bhuragaon Circle. Awareness on post flood situation .

➤ Awareness camp on anti poaching of migratory bird and harvesting of gravid fish during breeding season among local people.

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	Nil		10.5 acre
Class rooms	46	1	Govt. of Assam	47
Laboratories	08	Nil		08
Seminar Halls	01	01	Govt. of Assam	02
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	9	2	RUSA	11
Value of the equipment purchased during the year (Rs. in Lakhs)		12,94,576.00	RUSA and UGC	12,94,576.00
Others				

4.2 Computerization of administration and library

Library is already computerized. Installation of KIOSK and RFID is under process.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	31034	4832110	107	36219	31141	486829
Reference Books	1086	51974	05	2123	1091	54097
e-Books	8000	5000	N-LIST	00.00	00	5000
Journals	18	7600	2	900	20	8500
e-Journals	3000	5000	Nil	00	00	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	Office	Depart-ments	Others
Existing	51	6	40			6	28	11
Added	13	2	5	5	-	2	4	
Total	64	8	45	5	-	8	32	11

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

All computers in the campus are connected through LAN is underway.

4.6 Amount spent on maintenance in lakhs :

i) ICT 0.50

ii) Campus Infrastructure and facilities 1.65

iii) Equipments 0.33

iv) Others 3.0

Total : 2.18

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. Information are displayed in display board for easy access of student.
2. College web-site is regularly updated.
3. Library informs its readers about new arrival of books etc.
4. Career guidance cell provide latest information suitable for student community.
5. E-browsing system introduced in the library.
6. Remedial classes are taken regularly.

5.2 Efforts made by the institution for tracking the progression

- Compulsory departmental seminar, group discussion and class test helps in tracking the progression.
- Involvement in co-curricular activities and other extension activities of the college as well as participation in outside activities is another way to track their all round progression.
- Analysis of departmental progress report in the academic committee meeting helps to track the academic progression of the students.
- Regular monitoring of attendance and monthly analysis of attendance percentage of the students also help in 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.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1539		2	348

(b) No. of students outside the state

01

(c) No. of international students

Nil

Men
No	%
1006	50.8

Women
No	%
973	49.2

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
534±2	205	321	725	2	1785	1007	139	297	534	2	1979

Demand ratio

Programme	No. of applicants	No. of students admitted	Demand Ratio
UG	941	576	1:1.63
PGDDM	07	07	1:1

Dropout :

Course	No.of students enrolled 1st year in 2015	No.of students enrolled 2nd year in 2016/Appeared in the exam	No. of Droped out students in 2014
BA	281	245	36
B.Sc	162	86	76
B.Com	111	71	40
PGDDM	07	07	nil

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

Process underway to provide coaching for Competitive examination.

No. of students beneficiaries   Nil

5.5 No. of students qualified in these examinations

NET [ ]   SET/SLET [ ]   GATE [ ]   CAT [ ]

IAS/IPS etc [ ]   State PSC [ ]   UPSC [ ]   Oth[5].

6 Details of student counseling and career guidance

- Undergraduate students are informed about their employment opportunities after graduation.
- Providing career related newspapers such as Employment News, Niyamia Barta (Wednesday issue) etc.
- As the college also provides education to the higher secondary students, provision of mock-test for medical and engineering aspirants are arranged regularly.
- Leave is granted to the students who join training programmes (organized by defence service and health service separately) on 11th Nov. to 25th Nov.,2015 and 3rd Jan to 9th Jan, 216.

No. of students benefitted | 80 |

5.7 Details of campus placement :

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
nil	nil	nil	25

5.8 Details of gender sensitization programmes

- Every year we observe International Women's Day. Morigaon Mahavidyalaya Mahila Mancha published a wall magazine entitled "Sanshadhanni" on 8th March ,2016 specially on women related issues.
- In girls hostel health-hygiene programme was observed on 30th March, 2016.
- It is our tireless efforts to make our girl student confident about their ability. Women cell (Mahila Mancha) of the college and NSS wings helps a lot to make such programmes successful.

5.9 Students Activities

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

State/ University level | 10 | National level | | International level | |

No. of students participated in cultural events

State/ University level | 15 | National level | | International level | |

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

Sports : State/ University level | nil | National level | nil | International | nil |

Cultural: State/ University level | 1 | National level | nil | International | nil |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	28	70,200.00
Financial support from government	*	
Financial support from other sources		
Number of students who received International/ National recognitions		

     * Financial support released towards students by the govt. of Assam and UGC are directly deposited to the concerned student's account.

5.11   Student organized / initiatives

Fairs   : State/ University level   nil   National level   nil   International   nil

Exhibition: State/ University level   nil   National level   nil   International   nil

5.12   No. of social initiatives undertaken by the students   1

5.13 Major grievances of students (if any) redressed: Two major grievances relating to sexual harassment were addressed on 12-03-2016 and 17-03-2016.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> VISION:
>   To promote knowledge through quality education with a view to developing the human resource 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

> Information system is usually managed manually through notice board, news letter, central announcement system, prospectus etc. However we have installed college management software in this session.

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

6.3.1 Curriculum Development

> - Two of our faculty members are members of syllabi revision committee. They suggest on the matter for their respective departmental syllabus from time to time.
> - Syllabi are designed for Spoken English and Entrepreneurship (6 months certificate courses) under the guidance of English and Economics department respectively.
> - Academic committee finalizes the schedule of co-curricular activities as per academic calendar of affiliating university.

6.3.2 Teaching and Learning

> - The institution focuses on the students' attendance in the class. Accordingly average rate of student attendance was recorded to be 82%.
> - Syllabus distribution among the teachers are made compulsory on rotation basis from this session. A teacher is not allowed to teach the same topic for three consecutive batches.
> - 6 nos. PG programme and 4 nos. UG programme are added in open and distance learning mode during this year under KKHSOU.
> - To make learning more effective a certificate course on spoken English is being started.
> - Increased Lab equipments and number of computers in the departments with internet facilities.
> - Smart board facility projector in class room is provided.
> - Books and journals are being increased in the library.
> - Remedial classes are arranged for weak students.
> - Principal and vice-principal continuously monitor the classes in the college. If not, HOD of the concerned department is requested to arrange the same.

6.3.3 Examination and Evaluation

- Examination committee appoint invigilation duty in the ratio 25 : 1. The invigilator strictly follows the examination rules and regulations.
- One of our faculty member has been entrusted for setting question paper for final examination by the affiliating university.
- As in the previous year the college has been entrusted to run 4th semester (G) examination Zone and we sincerely shoulder the responsibility of evaluation work in time.
- Every department arranges class tests and unit tests for the students apart from the university examinations to make the students familiar with the expected final exam and to increase their answering efficiency. After each such examination, faculties of the departments discuss the shortfall of each student and thereby improve their writing skills.

6.3.4 Research and Development

- Laboratory facilities have been increased.
- Two major and three minor research projects have been submitted.
- Leave granted for research activities.
- One of our faculty members have submitted his Ph.D. thesis.
- Faculties of the college regularly attended various seminars and present papers.
- As per university guideline, final year students are allotted research project under the guidance of departmental faculties.
- A national seminar was held during this session on "Make in India" which was organized by the department of Economics.
- Both online and offline Research journal in library is added.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- RFID (Radio Frequency Identification) device has been installed through which users can issue and return books by themselves.
- Internet browsing centre has been set up in the library for students with 5 computers.
- Three class rooms are digitalized.
- Number of computers is increased in computer lab and department.
- Gymnasium is well maintained.

6.3.6 Human Resource Management

- Biometric devices are used to maintain daily attendance and work load records of teaching and non-teaching staff.
- Staff meeting is convened by the principal of the college on different human resource management issues.
- College Governing Body is strict on service rule and principal as secretary of the Governing Body plays and look after the issues of Human Resource Management of the college.

6.3.7 Faculty and Staff recruitment

- As per affiliating university norms, sometimes state govt. creates new sanction post of teachers. The authority of the college recruits faculties and staff as per state govt. and UGC rules and regulations.
- To run the teaching learning and evaluation activities smoothly, the college appoints contractual teacher and other supporting staff.
- The college always place demand to the govt. of Assam to create teaching post, technical post and supporting staff like cook for hostel, sweeper, gardener, night-chawkidar, cleaner etc.

6.3.8 Industry Interaction / Collaboration

nil

6.3.9 Admission of Students

- An admission committee is formed to look after the admission norms to perform the admission process.
- Admission is conducted on merit basis and reservation as per govt norms.
- The admission committee on discussion with the authority increases seat capacity on growing demand.

6.4 Welfare schemes for teaching and non-teaching staff :

The teaching and non-teaching staff can avail the benefits of all welfare schemes provided by UGC and Government of Assam to the college teachers. Following are the available schemes:

For Teaching Staff
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 mount 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.
8. Pension scheme,NPS,GIS.

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

Besides these, for **non-teaching staff the college** has the following facilities**:**
1. Reservation of Seat for wards of employees of the college.
2. Free admission of wards of non-sanctioned grade IV employees.

For Students :
1. Different scholarships provided by government for students.
2. Free admission to students of Below Proverty Level .
3. Book bank facility is available in the library and in the department of History.
4. Poor fund.

For All :
1. A well equipped, Air conditioned canteen in the campus.
2. A sick room with first aid and bed .
3. Computer set in each department with internet facilities.

6.5 Total corpus fund generated

9,65,046.0

6.6 Whether annual financial audit has been done   Yes | √ | No | |

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	no		yes	principal
Administrative	no		No	

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

	Yes		No	
For UG Programmes			√	
For PG Programmes				

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

nil

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

Nil

6.11 Activities and support from the Alumni Association

- Alumni association has been registered under Society Registration Act 1860.
- The alumni association of the college has observed the college foundation day along with the college family on 1st July,2016.
- The association decides to initiate "Gurucharan Medhi Memorial Award" to the best graduate of the college from the year 2017.

6.12 Activities and support from the Parent – Teacher Association

As a rural base institution the parents of our students remain ready to forward help for the institution for its better future.

6.13 Development programmes for support staff

- Admission fees concession of their wards, if any, in the college.
- Conducting hands on practice on handling the existing facilities.
- The members of the supporting staff are encouraged to avail the facility of the government for their welfare.
- The college authority provides uniform from its source for a section of support staff.

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

The institution keeps smart vigilance on its boundary to keep its greenery intact and plants fruit plants for students use. Seasonal gardening is a regular practice of the institution.

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.

- Admission procedure is computerized .Computer generated money receipt system is introduced. This practice has increased the efficiency of the work.
- Browsing centre is introduced in library for students. This facility is helping the students to access the e-resources.

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

Plan of action	Action Taken Report (ATR)
1. To organise national seminar/workshop	1. Two seminars and an workshop has been organised as per schedule: a. State level workshop on " Quality Assurance on Higher Education and NAAC Processes"-1st sept,2015 b. National Seminar on ,'Make in India and the Relevance of Act East Policy".-27,28 Nov,2015 c. National Seminar on,"Anthropogenic Threat to Bio-Diversity..."on 23/24 Dec,2015
2. Extension of the new science building	2. Construction work of the third floor of the new science building has been started for chemistry department.
3. Up gradation of library and laboratories	3. Laboratory of zoology, geography and botany has been upgraded.
4. Purchase of computers	4. .13 numbers of computer purchased.
5. Renovation of college canteen	5. College canteen renovated. An air conditioned chamber for teachers and guest constructed with RUSA grant.
6. Awareness programme on environment	6.Observed world environment day, ozone day, National science day as per schedule.
7. Infrastructure Development	7. a. A set of boys' toilet is constructed. b. Auditorium stage is renovated. c. A 30$^{/}$ x 70$^{/}$ size seminar hall is constructed. d. Canteen capacity is increased. e. Increase of seat capacity in girls' hostel. f. Three classroom were digitalised.

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

1. **Inter disciplinary faculty exchange :** There are some common courses in different subjects. By taking it into consideration faculty exchange programme between some departments has been initiated. It is done between History and Anthropology, Anthropology and Geography, Anthropology and Zoology .The practice helping in increase the interest of the students, to learn more deeply and enriched the knowledge of the teachers about the courses of other discipline.

2. **Introduction of some innovative ideas in the library** from the beginning of this session such as organising book exhibition ,book fair and best library user award for student has increased the interest of students.

7.4 Contribution to environmental awareness / protection

- Plantation programme within the campus.
- Awareness generation among the students.
- Provision of dustbin in different corner.
- Preparation to set up a vermi compost plant by using waste materials.

7.5 Whether environmental audit was conducted?   Yes ☐   No ☑

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

The SWOC analysis of the college has been done and presented in the annexure III

8. **Plans of institution for next year**

- **NAAC Accreditation**
  1. To complete the procedure for 3rd phase of assessment by NAAC
  2. To prepare the Self Study Report.
- **To apply for PG courses in Zoology, geography and English .**
- **To organise Seminar and workshop / Memorial lecture**
  1. G.C Medhi memorial lecture.
  2. Workshop
  3. National seminar
- **Infrastructure development**
  1. Purchase of laboratory equipments, CCTV, AC and computers.
  2. Construction of chemistry laboratory and classroom.
  3. Construction of a Museum.
  4. Update of the college web-site and installation of Wi-fi .
  5. Purchase of books and journals for library
  6. Purchase of sports items.
- **To organize career guidance, training etc. for students.**
  1. To organize coaching classes for competitive examination.
  2. To organise workshop for students on practical in Anthropology.
  3. Organize sports training for students
- **To organize training for teaching and non-teaching staff**
- **Will observe date and birth anniversaries of great personalities, important events of national and international importance.**
- **Environmental awareness programme**
  1. Observation of world environment day throughout the district in selected educational institutions and arrangement of field trip for student to make them aware of the environment.
- **Adoption of village and schools as social responsibility of the college.**.
- **Publication of college newsletter –"The Chronicle", College Magazine, Departmental journals, and more wall magazines.**
- **Beautification**
  1.Installation of Statue of Legendary Dr. Bhupen Hazarika in the college campus.
  2. Will renovate the garden ,contributed by the familyof former HOD of department of political science Late B. Goswami.,

Name : . Nilofar Jasmin,Ph.D

Coordinator
IQAC
Morigaon College

Signature of the Coordinator, IQAC

Name . Lila Kanta Barthakur ,Ph.D

Chairman, IQAC
Morigaon College
Date ....

Signature of the Chairman, IQAC

Annexure I

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
10th Jan		Silpi divas divas
15th Aug		Independence day
26th Jan		Repuiblic day
5th June		World environmental day
Feb		World science day
1-8th Oct		Wildlife week
		Women's day
2nd Oct		Gandhi jayanti
April/Oct		Unit test
		Test exam
Dec/June		Final exam
		Alumni meet
		Parent teacher association
1st July		Start of Summer vacation
31st July		End of summer vacation
Oct		Start of pooja vacation
Oct		End of pooja vacation
15-18Jan		Magh bihu
14-16 April		Bohag bihu
5th Sept		Teacher's day
		Netaji's birth day
		Aids day

Annexure-III

Strength, weakness, opportunity, challenges of the college:

Strength:
- Qualified, experienced, dedicated and stable staff.
- Library with sufficient reference books, internet facilities.
- A big play ground
- Good rapport between students and teachers.
- No incidents of ragging
- Increased number of girl students
- Large and green campus
- Good relation with the society
- College pass percentage is always higher than that of the University.

Weakness:
- Insufficient infrastructure facility (Class rooms, seminar hall , smart board etc.)
- Lack of a Museum
- Departmental library are not rich
- Demand ratio of faculty and student is not satisfactory.
- Large number of contractual faculties and supporting staff.
- ICT facility in teaching and learning is not sufficient.
- Not having vocational courses

Opportunity:
- To introduce post graduate courses in science and arts streams
- for introduction of vocational courses
- More extension activities in the rural areas
- Academic collaboration with other colleges

Challenges:
- Self- reliance revenue generation
- Having industrial support in respect of collaboration and placement.

Annexure-IV

FEED BACK OF STUDENTS

Students' feedback is very important for an educational institution for the development of its teaching – learning process. Morigaon College arranges for collection of students' feedback from time to time in order to give them better education.

The feedback is sought from 116 students of final year of TDC, but 97 students responded to it, out of which 60 were girls and 37 boys . Responses of the remaining students were not up to the mark (left most of the column blank) and some did not respond on time. From the 97 responses received, an analysis of students' feedback has been done.

Students are satisfied with the sanitation system of the college. Boys responded that the number of toilets is satisfactory but the girls' commented that they needed more washrooms. The Girl students also added for an urgent need of a bigger girls' common room in the college.

Students put forward a mixed response to the college Canteen. According to the majority of respondents the price of the canteen items should be controlled. However, they are satisfied with the canteen hygiene. Canteen Service is found satisfactory.

Students are satisfied with the central library. However, many commented that more space should be provided in the students' reading room to accommodate more students.

Most of the students responded that the vice-principal is approachable, the office staff is helpful and the administration addresses the problems promptly. The students responded that wearing of identity cards should be made compulsory for betterment of college administration.

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.