Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**MOIRABARI COLLEGE**
Name of the head of the Institution	**DR. SAMSUDDIN AHMED**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**+919101409989**
Mobile no.	**9435650674**
Registered Email	**principalmoirabaricollege@gmail.com**
Alternate Email	**principalmoirabaricollege1981@gmail.com**
Address	**MOIRABARI, MORIGAON, ASSAM, 782126**
City/Town	**MORIGAON**
State/UT	**Assam**
Pincode	**782126**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Rural**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**DALIL UDDIN AHMED**
Phone no/Alternate Phone no.	**+919864160172**
Mobile no.	**7002330489**
Registered Email	**iqacmoirabaricollege@gmail.com**
Alternate Email	**dalilcollege@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://moirabaricollege.ac.in/upload/aqar/AQAR_2017_18.pdf

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://moirabaricollege.ac.in/upload/aqar/Academic%20Calender%202018-19.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**C++**	**67.00**	**2006**	**21-May-2006**	**20-May-2011**
2	**B++**	**2.77**	**2016**	**05-Nov-2016**	**04-Nov-2021**

6. Date of Establishment of IQAC	**25-May-2017**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
TV programme Excuse me by Assam Talks	**08-Sep-2018** **1**	**693**

Live Programme by P.M. Narendra Modi in Pariksha Pe Charcha	29-Jan-2019 1	300
Mental Health Programme on Targeted Intervention cum screening camp organised in collaboration with District Health Society Morigaon	30-Jan-2019 1	188
Observed International Yoga Day	21-Jun-2019 1	250
View File		

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	General Excursion	GOVERNMENT OF ASSAM	2018 8	100000
Institution	Free Studentship	GOVERNMENT OF ASSAM	2018 365	3946551
Institution	RUSA	State and Central Government	2019 365	10000000
View File				

9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	**4**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**
12. Significant contributions made by IQAC during the current year(maximum five bullets)	

1. GST Registration 2. Installation of Student Database Management System 3. PFMS introduced 4. Designed and implemented Daily Performance sheet for the Teaching Staff 5. Reconstitution of all Cells and Committees of the College

[View File](#)

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

Plan of Action	Achivements/Outcomes
Reconstitution of Cells and Committees	Committee is reconstituted with proper G.B. approval Process Completed
Meetings with various stakeholders	Meetings conducted with HoD's, former IQAC Co-ordinators, Conveners of different cells and non-teaching staff
Preparation of modalities for uploading information in the college website	Modalities prepared
Daily Performance Sheet to be designed and circulated to different Departments.	DPS designed and circulated to all faculty members. Process completed
Developed modalities for a student mentoring system in every academic department	Work allocated to Academic Council. Process is ongoing
Developed a plan for offering Incentives/Rewards for best performing student in Academics	Implementation pending
Entrust N.S.S. with the responsibility of village adaption	Execution pending
Initiate action in the matter of removal of encroachment around college playground, by taking help of District Administration	Matter discussed in G.B. Meeting
Introduce a student Database Management System for the college	Software procured and data feeding process is ongoing
[View File](#)	

14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2020

Date of Submission	12-Feb-2020
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	The Institution has been using the College Automation (2019 Professional), Amar College from the academic session 201920, developed by S. S.Technologies. Information related to various student related parameters viz. caste wise students list, gender wise students list, major subject wise students list, subject combination wise student lists, registration number wise students list, religion wise students list, hostel boarders list, institution last attended, etc can be obtained through use of this information system. For keeping details pertaining to financial transactions, the Tally Accounting Software has been in use since 2019.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

1. An Academic meeting is held at the beginning of an academic session to delegate various functions to the respective departments for smooth functioning of classes. 2. Each department discusses the syllabus and is thereby distributed amongst the respective faculty members. 3. Class Routine is prepared by a routine committee for every academic session 4. LESSON PLAN CUM RECORD OF CLASSES, which is a record of all the classes taken by the faculty members is maintained. 5. Practical classes are held on regular basis as per the allotted schedule in the class routine. 6. Departmental Advisory Committee meetings are convened by the Head of the Departments at regular intervals to assess the syllabus completion status by the individual faculty members. In subjects where field works/ institutional visits are mandatory and part of the syllabus, the head of departments allocates the field-in-charges for any upcoming field work. The field-incharges makes necessary arrangements. 7. The central library of the college is an open access system. A good number of Journals (Arts and commerce) are subscribed by the college. Inflibnet (e-books and e-journals) facility is available for teachers and also for the students. There are also Departmental libraries too which cater to the needs of the students. 8. Various classroom teaching methods based on various needs of different subjects are regularly used for the effective delivery of the curriculum such as a. Chalk and Blackboard method b. ICT-enabled teaching-learning method. c. Use of different softwares. d. Distribution of class notes by teachers. e. Need based survey programmes, field works and educational excursions are carried by the departments. Regular class test, Mid-term examinations, Mid semester examinations, regular assessment in practical classes, viva-voce, are done to keep track on the improvement of the students. Remedial and tutorial classes are also conducted based on requirement.

Departments maintain the detailed record of the classes, assessments, project reports etc. College administration also keeps a vigilant eye on the results, departmental proceedings and student needs and also keeps record of the different activities of the college regarding teaching learning, development and improvements of different methods of effective curriculum delivery.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
nil	nil	25/11/2019	0	0	0

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	0	25/11/2019
View File		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	0	25/11/2019

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
nil	25/11/2019	Nill
View File		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Assamese	18
View File		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	No
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
Feedback was obtained from students and teachers during the current assessment. The students feedback was collected through offline mode from the students of all the departments. Feedback was taken on various aspects of the college including location, administration, academics, laboratory, library, office and canteen. The feedback received was analysed. The strength and weaknesses highlighted by the students were summarized and initiatives are being taken up to overcome the weaknesses. Teachers feedback was also collected through offline mode. Their suggestions were considered for upgrading the facilities available in the college. The different areas where improvements are required are discussed in respective committees/departments. The proposals given by the different committees and departments are discussed in GB of the college for necessary action. Strengths of the college are also taken into consideration for further up gradation. Moreover, members of these stakeholder groups are also involved with IQAC for their say in the decision making process. Apart from the formal feedback system as envisaged and prescribed, the administration also takes heed of non formal feedback from the various stakeholders blended with individual jurisprudence on the part of the principal (as the administrative head) and the Governing Body for planning and executing various developmental works in the institution for its overall development. Informal interaction with the various stakeholders on different occasions has also led to the formation of ideas and opinions regarding developmental aspects of the institution.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Arabic, Assamese, Economics, Education, English, Geography, History, Hindi, Political Science	450	520	405
BCom	Accountancy, Finance	150	132	77
		View File		

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	482	Nill	28	Nill	28

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
28	5	7	3	Nill	Nill

View File of ICT Tools and resources

View File of E-resources and techniques used

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Moirabari College is yet to implement a formal mentoring system. However, the faculty members maintain a close rapport with the students. The teachers guide them in various aspects pertaining to their career as well as on their personal issues. The field works carried on in some departments provides a good opportunity for the students and respective faculty members for developing good relation between them. The close bonding between the teachers and the taught also gets developed through a variety of co curricular and extracurricular activities in different departments, e.g. departmental functions (freshmen social and farewell functions), publication of departmental wall magazines and newsletters, activities of student societies, etc. This way, the teachers also get the opportunity to know about the students' personal traits and talents, which further helps them to guide the students in the fields where they are interested. However, the "Students' Support and Progression Cell" has been entrusted with the task of formulating a mechanism for effectively implementing the mentoring system in a holistic manner.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
Nill	Nill	0

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
Nill	Nill	Nill	Nill	Nill

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	nil	IQAC / CIQA coordinator	nil

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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BCom	ACCOUNTANCY	VI	31/05/2018	05/07/2018
BA	POLITICAL SCIENCE	VI	31/05/2018	05/07/2018

BA	HISTORY	VI	31/05/2018	05/07/2018
BA	HINDI	VI	31/05/2018	05/07/2018
BA	GEOGRAPHY	VI	31/05/2018	05/07/2018
BA	ENGLISH	VI	31/05/2018	05/07/2018
BA	EDUCATION	VI	31/05/2018	05/07/2018
BA	ECONOMICS	VI	31/05/2018	05/07/2018
BA	ASSAMESE	VI	31/05/2018	05/07/2018
BA	ARABIC	VI	31/05/2018	05/07/2018

[View File](#)

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college follows the internal evaluation system for B.A. B.com courses as per the guidelines prescribed by Gauhati University. Sessional Examination, as envisaged by the university as part of the CIE is conducted on regular basis. Apart from this, various academic departments adopt certain internal evaluation procedures independently. Seminars, Class tests, home assignments, group discussions are conducted for assessing the students.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

An academic calendar cum holiday list is followed as prescribed by the affiliating university. This academic calendar is circulated among the student through prospectus and hardcopy of the same is supplied to all the HoDs. Keeping in adherence with the above, a tentative schedule of the various examination, field visits, different in-house activities events like observance of college annual foundation day, annual college week celebration, freshmen social, student union election etc. is designed.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

http://moirabaricollege.ac.in/upload/agar/Programme%20outcome.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
UG	BA	Arabic, Assamese, Economics, Education, English, Geography, History, Hindi, Political Science	159	119	74.84
UG	BCom	Accountancy, Finance	33	12	36.36

View File

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

http://moirabaricollege.ac.in/upload/aqar/SSSREPORT.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Any Other (Specify)	0	0	0	0
View File				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
nil	nil	25/11/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
nil	nil	nil	25/11/2019	nil
View File				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
nil	nil	nil	nil	nil	25/11/2019
View File					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
nil	Nill

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	nil	Nill	0
International	nil	Nill	0
View File			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Assamese	9
Political Science	1
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
nil	nil	nil	2019	0	nil	Nill
nil	nil	nil	2018	0	nil	Nill
View File						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
nil	nil	nil	2019	Nill	Nill	0
nil	nil	nil	2018	Nill	Nill	nil
View File						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nill	Nill	5	2
View File				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Clean and Green Programme	Gyan Vigyan Samiti	30	300
College Foundation Day	Teachers Unit	30	150
Excuse me Programme	Assam Talks (TV Channel)	23	200
Awareness programme on Mental Health and hygiene	Women cell	14	182
Targeted Intervention cum	District Health Society Morigaon	25	188

Screening Camp			
HIV Awareness Programme	NSS Moirabari College Unit	18	215
Rastriya Ekta Diwas	NSS Moirabari College Unit	10	90
Run for unity	NSS Moirabari College Unit	5	65
Cleanliness Drive in the college campus	NSS Moirabari College Unit	7	71
International Womens Day Observance through a rally	Women cell Moirabari College	13	150

View File

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NIL	NIL	Nill

View File

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
NIL	NIL	NIL	Nill	Nill

View File

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NIL	NIL	NIL	0

View File

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
nil	nil	nil	25/11/2019	25/11/2019	0

View File

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
nil	25/11/2019	nil	Nill
View File			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
0	0

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
View File	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SOUL 2.0	Fully	2.0	2011

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	4694	928400	6037	3000	10731	931400
Reference Books	15142	4320200	590	10105	15732	4330305
e-Books	Nill	Nill	Nill	Nill	Nill	Nill
Journals	8	10000	1	3764	9	13764
e-Journals	Nill	Nill	Nill	Nill	Nill	Nill
Digital Database	1	Nill	Nill	Nill	1	Nill
CD & Video	Nill	Nill	Nill	Nill	Nill	Nill
Library	10000	Nill	5000	Nill	15000	Nill

Automation						
Weeding (hard & soft)	Nill	Nill	Nill	Nill	Nill	Nill

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
nil	nil	nil	25/11/2019

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[View File](#)

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	21	5	1	0	0	7	9	1	0
Added	0	0	0	0	0	0	0	0	0
Total	21	5	1	0	0	7	9	1	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

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0 MBPS/ GBPS

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4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
nil	[nil](#)

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
419033.5	433456	190128	37215

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The procedures and policies for utilizing various facilities vary in different extents. The classrooms are allotted to different courses as per the central class routine. These rooms are also used exclusively during the examination time, as decided by the individual examination committees constituted for different examinations. However, for external examinations (which are normally held on Sundays), the college obtains a centre fee, that varies from time to time. The policies for using the college library are mention in detail in the college prospectus. The computers and other ICT tools

in the different academic departments are used by the academic staff and the students. These tools are used for both administrative as well as academic purposes. There is no specific policy devised for such usage. It is used by the college fraternity as and when required. The college canteen is monitored by a Hostel Canteen Management Cell, which takes care of the qualitative aspects of the canteen. The canteen functions on a lease basis with private partners. Laboratories in various departments function under the control of the respective departmental heads. The laboratory bearers are responsible for maintaining the laboratory facilities, under supervision from the departmental heads. There is a Sports and Games Promotion Cell for maintaining the sports infrastructural facilities. The Hostel Canteen Management Cell of the college looks after the management aspects of the hostel. A lady warden is given the responsibility of maintaining and managing the day to day affairs of the hostel. The Gymnasium is under the supervision of a Gymnasium Instructor. The day to day general cleanliness of the classrooms, toilets and campus is assigned to Safai Karmachari. A silent diesel generator set is used during electrical load shedding.

http://moirabaricollege.ac.in/upload/aqar/4.4.2%20%E2%80%93%20Procedures%20and%20policies.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	**NIL**	**0**	**0**
Financial Support from Other Sources			
a) National	**Minority/Ishan Uday**	**334**	**0**
b)International	**NIL**	**Nill**	**0**
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
nil	**25/11/2019**	**Nill**	**0**
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2018	**nil**	**Nill**	**Nill**	**Nill**	**Nill**
2019	**nil**	**Nill**	**Nill**	**Nill**	**Nill**
View File					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual

harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nill	Nill	Nill

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
NIL	Nill	Nill	Nill	Nill	Nill

View File

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	1	B.A.	English	Cotton University, Shankardev University, Assam University	M.A.
2018	4	B.A.	Assamese	Gauhati University	M.A.
2018	1	B.A.	Political Science	Assam University Silchar	M.A.
2018	5	B.A.	Education	Cotton University, Shankardev University, Assam University	M.A.
2018	3	B.A.	Arabic	Gauhati University	M.A.
2018	3	B.A.	Hindi	Gauhati University	M.A.
2019	3	B.A.	Assamese	Gauhati University	M.A.
2019	1	B.A.	Political Science	Assam University Silchar	M.A.
2019	7	B.A.	Education	Cotton University, Shankardev University, Assam University	M.A.

2019	1	B.A.	Economics	Women's University Jorhat	M.A.

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	Nill
SET	Nill
SLET	Nill
GATE	Nill
GMAT	Nill
CAT	Nill
GRE	Nill
TOFEL	Nill
Civil Services	Nill
Any Other	Nill

View File

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
0 Nill	0	Nill

View File

5.3 – Student Participation and Activities

5.3.1 – 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	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	nil	National	Nill	Nill	0	0
2019	nil	National	Nill	Nill	0	0
2018	nil	International	Nill	Nill	0	0
2019	nil	International	Nill	Nill	0	0

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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The objective of the students' union of the college viz. Moirabari College Students' Union (MCSU) is to protect and promote the interests of the student community inside the college campus. The MCSU plays an important role in conducting the annual college week and general fresher's social of the college. The MCSU also takes all necessary steps for the publication of annual college magazine in time. Prevention of ragging in the campus, participation in various activities through NSS and offering suggestions to the administrative machinery

of the college for improving the amenities available to the students through the involvement in various in-house committees of the college. The MCSU is an important part of the college. The president of the MCSU is an active member of various in-house committees of the college such as Career Guidance Cell, Extension Service Cell, Women Cell, Health Unit, Sports Centre, Research Promotion Cell, Grievance Redressal Cell/Disciplinary action Committee, Publication Cell, Student Support Progression cell, Hostel Canteen Management Cell, Beautification Cell, NSS Advisory Committee and project monitoring unit of RUSA.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

0

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

1. The IQAC took active initiative for representation of students body in the in-house committees of the college. The president of the MCSU is an active member of various in-house committees of the college such as Career Guidance Cell, Extension Service Cell, Women Cell, Health Unit, Sports Centre, Research Promotion Cell, Grievance Redressal Cell/Disciplinary action Committee, Publication Cell, Student Support Progression cell, Hostel Canteen Management Cell, Beautification Cell, NSS Advisory Committee and project monitoring unit of RUSA. The student members are invited accordingly to the committee meetings for their active participation. 2. A Guardian forum has been setup in the college by the active initiative of the IQAC.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	Admissions to undergraduate courses were completed during the month of June, 2019 and new classes were started from the last week of June.
Research and Development	The institution has certain limitations for the development of infrastructure related to research. However, efforts have been made to

	upgrade the library resources which are used by some faculty members who intend to pursue research activities.
Examination and Evaluation	Examination and evaluation works are carried on within the framework of guidelines as stipulated by Gauhati University. These are conducted as per the scheduled dates given by the university in its annual academic calendar.
Teaching and Learning	Instruction have been issued by the IQAC to all academic departments to prepare course outcomes and programme outcomes of the respective syllabi an also start the practice of shuffling curriculum topics amongst the faculty members
Curriculum Development	Curricular development is outside the preview of the institution, as the college is an affiliated institution of Gauhati university.
Library, ICT and Physical Infrastructure / Instrumentation	The central library has been converted into fully fully digital mode by use of IR technology. A path way has been setup along the classrooms in the campus. ICT enabled classrooms were also added.
Human Resource Management	All faculty members have been engaged in different in-house committees. An AQAR preparation committee has been constituted to carry out the concerned work. For data entry, a member of the non-teaching (Technical) staff has been engaged in the IQAC office. The academic advisory committee was also re-constituted through involvement of teachers and students.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Finance and Accounts	The college continued with the already established system of accounting in its office. Salary bills of the permanent staff is sent through online mode to the treasury. No other new initiatives took place during the period. Yearly Audit Reports of the accounts are maintained by the office in offline mode.
Student Admission and Support	Student admission are carried on through offline mode
Examination	At present, the result sheets are not uploaded in the institutions web portal. However, the college intends to

	do so from the coming session.
Planning and Development	The college authority proposes to make its web portal active from ensuing session.
Administration	various urgent notices and information are transmitted via in-house whats-app group created amongs the faculty members

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	nil	0	0	Nill
2018	nil	0	0	Nill
		View File		

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Special training programme on GST registration process	Special training programme on GST registration process	06/02/2019	06/02/2019	15	12
			View File			

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Orientation Programme	1	15/12/2018	11/01/2019	28
Faculty Development Programme on use of ICT tools for classroom teaching	1	12/11/2018	18/11/2018	6
Faculty	1	29/04/2019	04/05/2019	6

Development Programme on use of ICT tools for classroom teaching				

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nill	**Nill**	**Nill**	**Nill**

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Availability of food and other snacks at affordable rates in the college canteen.	**Availability of food and other snacks at affordable rates in the college canteen. Non-Teaching staff have a mutual aid fund where members contribute a certain amount every month and can avail hassle free loans at a very low rate of interest.**	**Availability of food and other snacks at affordable rates in the college canteen. Arrangement of day care center for the infants of married girl students. Special care is taken during examination period. Installation of sanitary napkin vending machine for girl students of the college. This initiative has been taken up by women cell of the college.**

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

At the end of each financial year the institution undertakes internal audit of the college accounts, which consists of various fund heads. The preparation of the internal audit of 2018-19 entrusted to P.K. Choudhury, Chartered Accountant firm, has been completed. After the internal audit report is ready, it is placed before the Governing Body (GB) meeting. After acceptance of the report in the GB meeting, the Directorate of Audit (Local Fund), Government of Assam, carries audit works of the college accounts, which is an external audit. Audit for RUSA grants are done separately.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
nil	**0**	**nil**

View File

6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?				
Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	nil	No	nil
Administrative	No	nil	No	nil

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

A Gurdian forum of the college is proposed to be setup. Though there is no organised platform for the gurdian, sometimes they are called in various departments for taking feedback of the classes taken and discussions are made regarding the performance of their wards.

6.5.3 – Development programmes for support staff (at least three)

nil

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Re-constitution of departmental advisory committee in a new format. 2. Framing of code of conduct handbook for teachers. 3. Proposal to take initiatives for conducting administrative and academic audit. 4. Setting up of a first aid center within the campus

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Interaction programme on new revised NAAC assessment and accreditation system	21/12/2018	21/12/2018	21/12/2018	10
2019	Interaction programme on new revised NAAC assessment and accreditation system	25/06/2019	25/06/2019	25/06/2019	11
2018	A book Fair organised by career guidance and counselling	12/09/2018	12/09/2018	15/09/2018	350

| 2019 | A lecture programme on how to prepare a dissertation/ project report for the students of 6th semester, organised by career guidance and counselling cell of the college | 26/02/2019 | 26/02/2019 | 26/02/2019 | 75 |

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
nil	25/11/2019	25/11/2019	Nill	Nill

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
Plant saplings collected from the students by the college at the time of admission are planted in the college campus by the initiatives taken up the extension service cell. A clean fishery is also maintain by the college authority.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	No	Nill
Provision for lift	No	Nill
Ramp/Rails	No	Nill
Braille Software/facilities	No	Nill
Rest Rooms	No	Nill
Scribes for examination	No	Nill

Special skill development for differently abled students	No	Nill
Any other similar facility	No	Nill

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	Nill	Nill	25/11/2019	0	0	0	Nill
2019	Nill	Nill	25/11/2019	0	0	0	Nill

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
nil	25/11/2019	nil

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
nil	25/11/2019	25/11/2019	Nil

View File

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Construction of side pathways on all sides of the classrooms. 2. Initiatives are taken up to make the college campus plastic free. 3. Cleanliness drive under "Swatch Bharat Abhiyan" by NSS unit of the college on 02.10.2018 4. Filling up of low lying areas adjacent to the college campus. 5. Proper disposal of garbage. 6. Provision of dustbins at various points of the campus. 7. Regular cleaning of the campus through grass cutting and weeding.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Maintaining daily performance sheet by each and every faculty member Each Faculty members is entitled to maintain a daily performance sheet which is a duty of his daily activities performed in the college. It included both teaching works performed by him. This is crosschecked by the respective Head of the departments. This sheet is collected and thereby documented by the Coordinator of IQAC 2. Proposal for formation of guardians forum. A proposal has been put forth for constitution of a guardian forum. This would ensure accountability among the percents of the teachers towards the students. It is proposed that regular cyclical meetings for each and every class would be conducted where guardians' views/proposals would be taken for larger benefit of the student community in general.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
http://moirabaricollege.ac.in/upload/aqar/7.2.1%20%E2%80%93%20best%20practices.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

1. Decision has been taken to involve more stakeholders in the institutional policy and decision making process. Involvement of more stakeholders will enhance the effectiveness of college function. The IQAC steering committee has decided to take representatives from the student union body in different cells and committees of the college. The student feedback during the month of February, 2019 has tried to obtain feedback on various qualitative aspects of the institution. The aspects covered under the feedback work on curriculum, departmental as well as campus infrastructure, teachers, office, library, hostel canteen. The feedback from the students was analyzed and an initiatives were taken up to remove the shortcomings as highlighted by the students.

Provide the weblink of the institution
http://moirabaricollege.ac.in/upload/aqar/7.3.1%20DETAILS%20OF%20THE%20PERFORMANCE.pdf

8.Future Plans of Actions for Next Academic Year

1. To complete the third cycle of NAAC assessment and accreditation process. This also includes timely submission of AQAR every year. 2. MoU by each academic department for student and faculty exchange. 3. Publication of the code of conduct handbook. 4. Mechanism to introduce quarterly review meeting of IQAC with all in-house cells and committees. 5. Make the college campus tobacco and plastic free. 6. Usage of e-resources in all academic departments. 7. Strengthening the alumni database at departmental levels.