



## YEARLY STATUS REPORT - 2020-2021

### Part A

#### Data of the Institution

<b>1.Name of the Institution</b>		<b>MOIRABARI COLLEGE</b>
• Name of the Head of the institution		<b>DR SAMSUDDIN AHMED</b>
• Designation		<b>PRINCIPAL</b>
• Does the institution function from its own campus?		<b>Yes</b>
• Phone no./Alternate phone no.		<b>9435650674</b>
• Mobile No:		<b>9101409989</b>
• Registered e-mail		<b>principalmoirabaricollege@gmail.com</b>
• Alternate e-mail		<b>iqacmoirabaricollege@gmail.com</b>
• Address		<b>MOIRABARI, MORIGAON, ASSAM, 782126</b>
• City/Town		<b>MOIRABARI</b>
• State/UT		<b>ASSAM</b>
• Pin Code		<b>782126</b>
<b>2.Institutional status</b>		
• Type of Institution		<b>Co-education</b>
• Location		<b>Rural</b>
• Financial Status		<b>UGC 2f and 12(B)</b>

• Name of the Affiliating University	GAUHATI UNIVERSITY				
• Name of the IQAC Coordinator	DALIL UDDIN AHMED				
• Phone No.	9864160172				
• Alternate phone No.	7002330489				
• Mobile	7002330489				
• IQAC e-mail address	iqacmoirabaricollege@gmail.com				
• Alternate e-mail address	principalmoirabaricollege@gmail.com				
<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>	<a href="http://moirabaricollege.ac.in/upload/aqar/AQAR_2019_20.pdf">http://moirabaricollege.ac.in/upload/aqar/AQAR_2019_20.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="http://moirabaricollege.ac.in/upload/acalendar/Academic%20Calendar%202020-2021.pdf">http://moirabaricollege.ac.in/upload/acalendar/Academic%20Calendar%202020-2021.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C++	67.00	2006	21/05/2006	20/05/2011
Cycle 2	B++	2.77	2016	05/11/2016	04/11/2021
<b>6.Date of Establishment of IQAC</b>			12/05/2003		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Institutional 1	Admission Fees	Assam Government	2020-21	568100	
Institutional 1	NSS	Gauhati University	2020-21	40050	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		

<ul style="list-style-type: none"> <li>• Upload latest notification of formation of IQAC</li> </ul>	<a href="#">View File</a>
<b>9.No. of IQAC meetings held during the year</b>	<b>2</b>
<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>
<ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>	
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>	
Regular IQAC Meeting	
Design & Development of Online Class Portal	
Conducting Webinar Series during COVID-19	
<b>12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>	

Plan of Action	Achievements/Outcomes
Academic Calendar and Daily Class Routine	Academic Calendar for UG Courses has been prepared and uploaded in the college website.
Conduct of Practical Examination	Practical Examinations of Geography and Education have been conducted.
Internal Examinations and Evaluation	Internal Examinations and Evaluation, Home Assignment and Viva-voce have been conducted as per Academic Calendar.
Innovative Teaching Method	ICT tools and online class portal have been used during Covid-19 pandemic for implementing innovative teaching method
Course Outcome and Learning Outcome	Outcomes of Course and Learning have been displayed in the college website, analyzed and measures taken to improve.
Promotion of Research Culture	Workshops and Webinars have been organized. One faculty completed Ph.D. and Three faculties are perusing Ph.D.

<b>13. Whether the AQAR was placed before statutory body?</b>	No
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	

Name	Date of meeting(s)
Nil	Nil

#### 14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	27/02/2022

### Extended Profile

<b>1.Programme</b>	
1.1 Number of courses offered by the institution across all programs during the year	<b>21</b>
File Description	Documents
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1 Number of students during the year	<b>1162</b>
File Description	Documents
Data Template	<a href="#">View File</a>
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	<b>475</b>
File Description	Documents
Data Template	<a href="#">View File</a>
2.3 Number of outgoing/ final year students during the year	<b>285</b>
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1 Number of full time teachers during the year	<b>29</b>
File Description	Documents
Data Template	<a href="#">View File</a>
3.2	<b>29</b>

Number of Sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1 Total number of Classrooms and Seminar halls	21
4.2 Total expenditure excluding salary during the year (INR in lakhs)	18.41
4.3 Total number of computers on campus for academic purposes	35

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

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 make 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. Inlibnet (e-books and e-journals) facility is available for teachers and also for the students. There are also Departmental libraries 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.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="#">NIL</a>

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The affiliating University of the college i.e. the Gauhati University reserves the right to publish Academic calendar and set question papers of 80% marks in each paper in endsemester examination under CBCS course. The college adheres to the academic calendar in respect of continuous internal evaluation in tune with the Academic Calendar published by affiliating University. The students of the College are mainly evaluated through sessional examination, group discussions, assignments, seminars, attendance etc comprising of rest 20% marks. The timing of the internal examination are notified through the notice board of the college as per academic calendar. The Departments of the college ensure the effective implementation of continuous internal evaluation.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="http://moirabaricollege.ac.in/upload/acalendar/Academic%20Calendar%202020-2021.pdf">http://moirabaricollege.ac.in/upload/acalendar/Academic%20Calendar%202020-2021.pdf</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.**

**Academic council/BoS of Affiliating University**

**Setting of question papers for UG/PG programs**

**Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**

**Assessment /evaluation process of the affiliating University**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

02

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**1.2.2 - Number of Add on /Certificate programs offered during the year**



**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

01

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**

14

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

00

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

**1.3 - Curriculum Enrichment**

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The affiliating University i.e. Gauhati University has introduced the CBCS course and integrated crosscutting issues relevant to Professional Ethics, Gender, Human values, Environment and Sustainability into the Undergraduate Curriculum. The college as an affiliated institution always has to follow and maintain the issues of UG course. The department of Political Science, Education, Geography etc. enshrine the issues for Women Education, Gender issue, Values and Ethics, Environment Sustainability etc. Moreover different cells and units organized various types of awareness programme and events. Besides this, the affiliating University has introduced a compulsory paper namely Environmental Studies comprising of 100 marks irrespective of stream.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

02

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

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

498

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

1.4.1 - Institution obtains feedback on the **C. Any 2 of the above**

**syllabus and its transaction at the institution  
from the following stakeholders Students  
Teachers Employers Alumni**

File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	<a href="#">View File</a>

**1.4.2 - Feedback process of the Institution may be classified as follows** **C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="#">NIL</a>

**TEACHING-LEARNING AND EVALUATION**

**2.1 - Student Enrollment and Profile**

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of sanctioned seats during the year**

**1162**

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

**2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**

**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

02

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The college has a practice of assessing the learning levels of students through mentoring. In respect of honours students it is done individually and for regular students it is done collectively. The aim of the assessment is to enhance the internal quality parameters. In the beginning of the academic year the students are divided into groups in each department. The faculty members of the department guide them in different aspects like psychological, financial issues, development of will power and personality. They also guide the students beyond working hours through telephone conversation and whatsapp. Unfortunately during Covid-19 pandemic this practice could not be carried out as per desired direction

File Description	Documents
Link for additional Information	<a href="#">NA</a>
Upload any additional information	<a href="#">View File</a>

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1162	35

File Description	Documents
Any additional information	<a href="#">View File</a>

## 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Considering the students' problems the class routine is prepared for

their benefits. Attendance in classes as per the rule is followed strictly. The students are given home assignment regularly in each subject. Internal examinations are conducted regularly. In the final year the students submit project reports under the guidance of teacher supervisors.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="#">NA</a>

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

With the increasing demand of ICT in imparting quality education, the college has incorporated ICT tools for effective learning of the students. The teachers of various departments have been using ICT tools and techniques to support, enhance, and optimize the delivery of education.

The college has the following ICT Tools to be used for Teaching and Learning by all the Departments:

- A Computer Lab comprising of 10 Computers.
- Desktop Computers in all the departments.
- A total of 3 Numbers of Class rooms fitted with Projectors.
- Sufficient numbers of Printers are available in the Departments, College Library, Principal's Office.
- Scanners, as required, are also available.
- Photocopier Machines are available in College Office and College Library.
- One Seminar cum conference Hall with Projector, mike facilities available.
- Online Classes taken by the teachers using Zoom, Google Meet, Google Classroom etc.
- Digital Library resources N-LIST.
- The entire College Campus is equipped with Wi-Fi connection.

The Following ICT Methods are used by the faculty Members: Computer Lab is used to teach MS Word, MS Excel, MS PowerPoint, to the students of B.Com as a part of Computer Application in Business subject.

PowerPoint presentations are used to deliver the course contents in a more effective manner.

Seminar cum Conference room is used to conduct Guest Lectures, Competitions and Talks by Experts for students.

Video lectures are delivered by different teachers by using WhatsApp, Zoom, Google Meet, Google Classroom etc.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">NA</a>

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

35

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

29

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

## 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

06

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

## 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

### 2.4.3.1 - Total experience of full-time teachers

727

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

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. Moreover, the college has introduced certain reformative measures like - Diagnostic test and Mid-term tests as a part of the Continuous Internal Evaluation system in its two departments namely department



of Education and Geography from the academic session 2020-2021. The Diagnostic and Mid-term tests are conducted primarily by giving multiple choice questions to the students. The diagnostic test is conducted for all the students of each semester on regular basis to assess their level of understanding.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="#">NA</a>

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Grievance is as common as the integrity prevalent in evaluation process. Accordingly, after the completion of each stage of Internal Assessment, the examinees are allowed to go through the marks they have scored in the respective subjects and in case of any peccadillo the concerned teacher in consultation with the Head of the department verify the mark and correct, if any. The Head of the Department then reports the same to the Examination-in-Charge of the College to undertake necessary action to do away with the grievance. Only after confirmation from all the departments in this regard the award list is uploaded in the University Portal earlier than the deadline, followed by utmost care undertaken in case of any discrepancy in internal assessment in the uploaded format.

In case the grievance from any student comes regarding internal assessment marks after the declaration of Final results by the university, the case is immediately forwarded to Examination Office for verification. The Head of the Department, in this regard, checks and verifies the marks in the student mark sheet and submit the marks to the University . If any discrepancy occurring in the marks, the student is advised to write an application to the Controller of Examinations, Gauhati University duly forwarded by the Principal of the College and the Original correct mark is resento the University by the College.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="#">NA</a>

## 2.6 - Student Performance and Learning Outcomes



2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

All the programmes offered by the college and the outcomes of the stated programs are uploaded in the college website. Students are additionally informed about the details of the program through the college prospectus published at the beginning of every academic session. The objectives of the courses offered by the college are addressed by the Principal of the college on the day of admission to the teachers, students and the parents and accordingly all the stake holders are made aware about the goals of excellence the institution aspires to achieve. Teachers are motivated to participate in various workshops and seminars to enrich their teaching learning and evaluation process and to develop methods of evaluation of learning outcomes.

Link: [http://moirabaricollege.ac.in/upload/p\\_outcome/Programme%20Outcome%202020-2021.pdf](http://moirabaricollege.ac.in/upload/p_outcome/Programme%20Outcome%202020-2021.pdf)

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="http://moirabaricollege.ac.in/upload/p_outcome/Programme%20Outcome%202020-2021.pdf">http://moirabaricollege.ac.in/upload/p_outcome/Programme%20Outcome%202020-2021.pdf</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Evaluations are undertaken by the institution at a regular interval to measure the performance of the students and attainment of the programme outcomes and course outcomes. Following are the parameters of evaluation of attainment of Programme outcomes and Course outcomes.

**Process of Evaluation:** Evaluation process of attainment of programme outcomes and course outcomes are primarily based on the direct evaluation as guided by Gauhati University. It consists of end semester examination by university, internal examination (Sessional) by the institution, assignment, assignment presentation, quiz etc.

**Career & Guidance cell:** Career & Guidance cell of the institute provides regular information about successful students employed in various departments.

Higher Studies: Attainment of Programme Outcome and Course Outcome is also evaluated by student progression to M.A., B.Ed., LLB etc. courses in various institutions all over Assam.

Link:[http://moirabaricollege.ac.in/upload/p\\_outcome/Programme%20Outcome%202020-2021.pdf](http://moirabaricollege.ac.in/upload/p_outcome/Programme%20Outcome%202020-2021.pdf)

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="http://moirabaricollege.ac.in/upload/p_outcome/Programme%20Outcome%202020-2021.pdf">http://moirabaricollege.ac.in/upload/p_outcome/Programme%20Outcome%202020-2021.pdf</a>

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

125

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="#">NA</a>

### 2.7 - Student Satisfaction Survey

#### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<http://moirabaricollege.ac.in/upload/ssr/1648292708.pdf>

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

##### 3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

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

0

File Description	Documents
Any additional information	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

### 3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

#### 3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

### 3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

#### 3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

0

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.2 - Research Publications and Awards

#### 3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

##### 3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

01

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

##### 3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

0

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The Moirabari College Teachers' unit in collaboration with Health and NSS Unit engaged itself in actively spreading awareness about covid -19 and the Do's and Don'ts by distributing Pamphlets from March 2020 to October 2020. 30 volunteers participated in the programme.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	<a href="#">View File</a>

### 3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

### 3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year

#### 3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

0

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

### 3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

#### 3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

0

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.4 - Collaboration

#### 3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

0

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

#### 3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

##### 3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college is located in the North-East part of Morigaon District, Assam in rural area with two campuses alongwith sound boundary. The college has a sound playground, a basket ball court, an indoor stadium, a seminar hall, an auditorium hall, women and boys hostels, a sound shade for cars and bikes, cooldrinking water facilities, solar plant and 2 nos. of digi set for 24 hours electricity backup etc. in the campus of the college. Moreover, a garden, indegenious fruits plant, medicinal plant and a pond arein the main campus of the college. Besides,the college has a central library equiped with software soul 2.0 and digitalized with Dspace, Text and Reference books, Magazine and Journals,E-Books and E-Journals under N-List. The library has also seperate reading space for both teachers and students, a few nos. of scanners, computers and xerox machines are available. The departmental libraries maintained by all departments of the college provide additional helpto students and teacher in their academic pursuits. There are 21 classrooms including three ICT enabledclass rooms. There are boys and girls common rooms, administrative office with several sections viz. accounts section, examination section, admission section, computer sections, general sections and a well equiped chamber of Principal. There are also 10 deaprtmental champers, a meeting hall and two well equiped laboratories for the department of Education and Geography. There are a well equiped Principal's quarter and six nos.of quarters for 4th grade employees.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">NA</a>

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The college has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga for the overall development of students community. The auditorium hall is used for various cultural events, meetings and some academic related activities. The indoor stadium is mainly used for indoor games like table tennis, badminton, carrom, coss etc. A well equiped gymnasium centre is inside the indoor stadium. The college playground has sound infrastructure which is used for various outdoor games like



football, cricket, volleyball etc. The Alumni and various youth clubs of surrounding areas organize different types of inter-state tournaments in the college playground with due permission of college authority. A basket ball court inside the college campus is augmented with equipment. Gymnasium also contains its well furnished equipment for the physical fitness of the students. The college authority has provided almost all kinds of facilities to fulfill the requirement of the students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">NA</a>

#### 4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

3

##### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

3

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">NA</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

11.24



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

#### Library is automated using Integrated Library Management System (ILMS)

Moirabari College has a Central Library containing more than 27,900 (Twenty Seven thousand Nine hundred) books and 7 (Seven) Journals/Magazines and having spacious reading room for the students and teachers. It subscribes to a number of local and national Newspapers. The library with its open access system provides an atmosphere conducive to the excitement of mental discovery. The departmental libraries maintained by all departments of the collage provide additional help to students and teachers in their academic pursuits. Now the Central Library is automated with the Integrated Library Management System (ILMS) SOUL 2.0. One number of server and three members of client's computers are working in a soul 2.0 environment. The library has also developed its Digital Library cum Institutional Repository (IR) with open source software 'D Space' . The resources of the Digital Library cum IR can be accessed in the library.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="#">NA</a>

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources** A. Any 4 or more of the above

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

#### 4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

##### 4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

1.57

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

#### 4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)

##### 4.2.4.1 - Number of teachers and students using library per day over last one year

22

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

##### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The College is always ready to provide IT facilities to the faculty members and students. A computer Laboratory is consisting of 10 nos. of computers excluding the computers of central library, departmental chambers and office. Now the computer laboratory is under upgradation with more new computers along with the modern

software facilities funded by RUSA 2.0. The College has installed BSNL Broadband connection in the Computer Laboratory with speed of 50mbps. There are separate computers in the central library, departments and office with internet connectivity. Students as well as teachers can use the Laboratory as and when required. Diploma course in Computer application has offered by the college. Three classrooms have been facilitated with projectors for the students. The central library is automated with software soul 2.0 and digitalized with D space. Online classroom portal has been designed and developed during COVID-19 to challenge the pandemic situation under the URL <http://moirabaricollegeonline.co.in>. It's a regular activity of the college to update the IT facilities as and when required.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">NA</a>

#### 4.3.2 - Number of Computers

35

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Student – computer ratio	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

#### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

11.24

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The college is located in the North-East part of Morigaon District, Assam in rural area with two campuses alongwith sound boundary. The two campuses of the college cover approximately 13.223 acres (40 bighas) of land. The college has a sound playground, a basket ball court, an indoor stadium, a seminar hall, an auditorium hall, women and boys hostels, a sound shade for cars and bikes, cool and pure drinking water facilities, solar plant and 2 nos. of Digi set for 24 hours electricity backup etc. in the campus of the college. Moreover, a garden, indigenous fruits plant, medicinal plant and a pond are available in the main campus of the college. Besides the above the college has a central library equipped with software soul 2.0 and digitalized with D space, Text and Reference books, Magazine and Journals, E-Books and E-Journals under N-List. The library has also separate reading space for both teachers and students, a few nos. of scanners, computers and xerox machines are available. The departmental libraries maintained by all departments of the college provide additional helps to students and teacher in their academic pursuits. There are 21 classrooms including two smart class rooms. There are boys and girls common rooms, administrative office with several sections viz. accounts section, examination section, admission section, computer sections, general sections and a well equipped chamber of Principal. There are also 10 departmental champers, a meeting hall and two well equipped laboratories for the department of Education and Geography. There are a well equipped Principal's quarter and six nos. of quarters for 4th grade employees. The college is under CCTV surveillance for 24 hours.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">NA</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

132

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

#### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

##### 5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

01

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

**C. 2 of the above**

File Description	Documents
Link to institutional website	<a href="#">NA</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

**07**

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

**07**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

11

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

19

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

#### 5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government



**examinations) during the year**

0

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded

**5.3 - Student Participation and Activities****5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

The College provides facilities for the students to participate ensuring their representation in various administrative bodies, academic committees, co-curricular and extension activities for their all-round development and to intake transparent management system as mentioned below: Student's Union Body: Student' Union Body of Moirabari College is formed by election following the norms of Lyngdoh committee report in the beginning of every academic session. The union holds its executive meeting once in every month and adopts resolution for various academic as well as co-curricular activities. The Body organizes various sports and events including college week,



cultural programs, freshmen social, plantation, cleanliness drive, street play, extension activities, awareness programs, sports etc. during the year under the leadership of the President of the said Body. The Body consists of the following portfolios: 1. President 2. General Secretary 3. Assistant General Secretary 4. Magazine Secretary 5. Secretary, Debate & Symposium 6. Secretary, Boys' Common Room 7. Secretary, Girls Common Room 8. Secretary, Poor Fund 9. Secretary, Games & Sports 10. Secretary, Cultural

NSS Cell: NSS Cell of the College consists of 30 numbers of active volunteers who organize various extension activities like cleanliness drive, mock drills, youth personality development program etc. under the guidance of NSS program officer. Student's Representation in Anti Ragging Cell: The college ensures the students representation in the anti-ragging cell to combat the menace of ragging as per the guideline of UGC and thus President and General Secretary of the Students' Union Body is ex-officio member of the said cell. The Principal of the college is the Chairman of the body while a senior member of Teaching faculty serves as convener of the cell.

File Description	Documents
Paste link for additional information	<a href="#">NA</a>
Upload any additional information	<a href="#">View File</a>

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

200

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

## 5.4 - Alumni Engagement

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

There is an Alumni Association in the college comprising of 120 members. Alumni association of the college is an important stakeholder of the college. Every year, the association holds meeting to reshuffle the executive member and also to enrol new member. The association schedules the plan of action to be undertaken during the year and prescribes a minimum contribution for the interest of college. Presently the association has 120 members that includes some college teachers, school teachers and social workers. The association undertakes various activities like Awareness Programme on Quality Education, Abuse of Child Marriage, Abuse of Drugs trafficking, Blood Donation programmes and Health & Hygiene in and outside the college campus. The Association also co-operates in holding various coaching programmes for competitive examinations etc. It also extends its help in organising Book Fairs in the college. The Alumni Association of the college also works in favour of collection of books for the Central Library of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

5.4.2 - Alumni contribution during the year (INR in Lakhs)      E. <1Lakhs

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

#### VISION AND MISSION OF THE COLLEGE

- To impart quality higher education in the faculties of Arts and Commerce.
- To make conscious efforts for the all-round development of personality of the students.
- To inculcate in the students the spirit of enquiry, scientific temperament and a craze for learning liberal, humanitarian and true democratic values, and a positive outlook which will enable them to face the challenges of life with confidence and fortitude.
- To lay special emphasis on the expansion of women education for a balanced progress of the society.
- To impart training in Games and Sports, Music, Art and culture.
- To create in the students a zeal for the preservation of a healthy physical environment in the surrounding areas.
- To provide facilities to the young generation to enter into the world of information and Communication Technology, and make them competent for jobs in the modern day context.
- To impart education on ethical values and lay emphasis on the moral uprightness in the young generation and strive to maintain a crime free, serene atmosphere in the society.

File Description	Documents
Paste link for additional information	<a href="#">NA</a>
Upload any additional information	<a href="#">View File</a>

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The college encourages the participation of students besides management personals and the teaching and non-teaching staff through

the process of decentralization and participative management. Accordingly, an elected body of the students union assists the college authority in different spheres of activity concerning the students' welfare and other issues relating to the students. Formerly, the body was headed by the principal, who was the ex-officio president of the body. But to encourage greater decentralization and participation of student, the union body of the college has been reconstituted and the president of the union body is elected by the students themselves. Moreover, the college authority also includes students' representatives in various committees and cells from time to time as per the necessity and they assigned with required authority and responsibility.

The committees and cells are as follows

- Committee for Preparation and Amendments of the constitution of Moirabari College Students Union.
- Project Monitoring Unit of RUSA
- Ragging vigilance committee
- Career and Guidance Cell
- Code of Conduct Committee
- Grievance Redressal cell etc.

File Description	Documents
Paste link for additional information	<a href="#">NA</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Strategic/perspective plan of Institution:

The extensive goals of the strategic plan (2016-2021) associated with the Moirabari College are primarily committed to provide quality higher education and research facility to the students and the teaching fraternity. The perspective plan also aims at developing the infrastructure corresponding with the anticipated aim of providing academic and support facilities to the students and thereby creating a roadmap for students overall growth and achievement and paving the way for the all-round growth and development of the institute.

Specific objectives and goals of perspective plan 2016-2021 are:

- To increase student intake capacity.
- Improvement of infrastructure facilities like construction of more classrooms, digitization of library, construction of digital classrooms, etc.
- Construction of playground for outdoor games and indoor sports facilities along with gymnasium in the campus.
- To strengthen the research facilities for the faculties and motivate them to involve in research by undertaking major and minor research projects, publishing research papers in reputed and high impact factor journals, etc.
- To take initiative for development of eco-friendly campus e.g. Installation of Solar Energy System, Waste management system, Green Belt etc.
- To collaborate with various organizations both in private and public sector for field trips, placements, etc.
- To enhance students knowledge on research by allotting field projects to them. Encouraging the students as well as the faculties to publish research papers in seminar and conference proceedings.
- To encourage and depute the faculties to attend and participate in various FDPs, Orientation Programmes, Workshops, etc. so that they can update their knowledge from time to time and contribute their best towards the upliftment of the students' community and thereby leading towards the overall growth and development of the college.

One activity that is successfully implemented based on Strategic/perspective plan: Infrastructure development

During the period (2016-2021) the college has given special emphasis on the infrastructure development especially on computer and internet based facilities. Special emphasis is also given on digitalization of the library, where a total of 05 (Five) Desktops with INFLIBNET-NLIST access have been installed to give boost to the academic and research activities of the students. Moreover, for physical development of the students 01 (one) Gymnasium Hall with instruments is also constructed. The college has also constructed a good number of toilets for students and teachers. The Boys' common Room and the Girls' Common Room have also been refurnished by equipping them with Television and indoor games for utilizing leisure time.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Moirabari College is permanently affiliated to Gauhati University, Guwahati, Assam. The college is having three-tier system for its governance. It is governed by Ministry of Education, Government of Assam. At the management level the college is governed by the President, the Secretary and other members of the Governing Body of the College. At the college level, The Principal is the apex of the internal administration and is assisted by HOD's, staff and IQAC.

Administrative set up: The Administrative set up consists of the Principal, followed by HOD's, Faculty in charges, Supervisory Assistants, Clerks and so on.

The organisation structure of the Departments at undergraduate level includes Head of Departments followed by Associate Professors and Assistant Professors.

The organisation structure of the Library consists of The Librarian, Assistant Librarian, Library Assistant and Bearer.

The organisation structure of the various Self-financed courses such as B.COM and DCA are run by Assistant Professor.

Service Rules: For the service conditions and rules, the college follows rules and regulations laid down by the Education Department, Govt. of Assam.

Procedure for recruitment: The recruitment procedure is carried out in two ways:

Recruitment for Permanent posts : These posts are recruited by DHE, Assam as per norms of the Govt. of Assam and UGC.

Recruitment for Temporary posts: These posts are recruited by the



Management Committee of the college according to the norms fixed by Governing Body keeping in view the norms of the Govt. of Assam and UGC.

Procedure for Promotion: The promotion is allotted according to govt. Guidelines in case of undergraduate courses. But there is no provision of promotion in the self financed courses run by the college.

Grievance redressal mechanism: The College has Disciplinary Action Committee, Anti Ragging Committee, Internal Complain Committee and Grievance Redressal Committee for timely redressal of the student and the faculty grievances.

Mechanism for redressal of student's grievances:

1. Student's direct access to authorities: The students can directly approach the Principal to put up the grievances.
2. Through Women's Forum: Many times the girl students of the colleges get their grievances settled down through the Women's Forum too.
3. Student's suggestion Box: The students can put their complaints and suggestions in written form in the suggestion boxes kept at different locations in the campus. The boxes opened periodically and authorities take cognizance of the grievances and students suggestions and thereby undertake appropriate measures.
4. Student's Union: The grievances of the students are also received through the student's union and the appropriate measures are taken up by the appropriate authorities.

Mechanism for redressal of employee's grievances:

Open discussion with employees: The Principal of the college tries to resolve the employee grievances through open discussion and interaction with them.

Information and Career Guidance Cell: The Information and Career Guidance Cell of the college was set up in the year 2004-2005.

N.S.S.: The Institute has also very active N.S.S.unit . It has been working very satisfactorily and providing services to the community in various ways from its inception.



**College Committees:** Different committees, Cells, Centres and Bodies are formed in the college from time to time to carry out different duties and responsibilities. It is through these committees the college authority has decentralized the power.

**The Alumni Association:** The College has an Alumni Association too, which is not yet registered.

**Courses & Study Centres:** Besides B.Com., Institute of Distance and Open Learning (IDOL) under Gauhati University is also functioning under Moirabari College.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Link to Organogram of the Institution webpage	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

## 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff

**Moirabari College has a welfare mechanism in place for teaching and non-teaching staff.**

- Fully equipped library with Internet facility. The library has

a huge volume of books, journals, magazines and newspapers which can be assessed by all employees. Internet facility is available.

- **Playground:** The college playground provides a place for all sorts of games to be played.
- **Canteen facility:** The canteen provides good quality foods at a reasonable rate. Employees can place order of food on their own choice.
- **Gymnasium:** A fully equipped gymnasium, with all modern amenities is set up for workouts.
- **College admission Priority** is given in the college admission to the wards of the teaching and non-teaching staff.
- **Free medical camps** are organized from time to time.
- **Maternity benefits:** Maternity benefits are provided to the women employees as per norms.
- **Wi-Fi facility:** Wi-Fi facility is available across the college campus
- **Adequate pure drinking water:** Pure drinking water is available at different locations within the college campus
- **Sanitation:** Clean and hygienic wash rooms, separately for males and females, are set up at different locations of the college campus.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

### **6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

#### **6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### 6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

#### 6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

#### 6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

01

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The college follows the rules and regulations prescribed by the Director of Higher Education, Government of Assam for the Performance Appraisal of teaching and non-teaching staff. The following is the description of the Performance Appraisal of the teaching staff.

- Academic qualification from HSLC till Post Graduation.
- Research Degrees such as M.Phil, Ph.D./D. Phil, D.Sc/D. Litt
- Appointments held prior to joining to this college, designation, salary grade etc.
- Posts held after joining this institute.
- Period of teaching experience both at PG & UG levels.
- Research Experience
- Field of specialization under subject/ discipline
- Academic Staff College Orientation/ Refresher Course/Summer School/ any other course attended.
- API Scores awarded based on Lectures/ Seminars/Tutorials/Practical/ Contact Hours.
- API score based on Preparation and imparting of knowledge/instruction as per curriculum & syllabus enrichment by providing additional resources to students.
- API score based on use of Participatory and innovative Teaching-Learning Methodologies/ Audio-visual teaching aid, Updating of subject Content, Course Improvement etc.
- API score based on examination Duties Assigned and Performed. The Performance Appraisal of the non-teaching staff is purely based on the guidelines prescribed by the Director of Higher Education, Government of Assam.

File Description	Documents
Paste link for additional information	<a href="#">NA</a>
Upload any additional information	<a href="#">View File</a>

## 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The 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. The internal audit of the college was conducted by reviewing and cross checking every transactions at multiple points. During the course of the audit, the internal control system was reviewed and its was found that the then existing system was adequate. The cash books were also maintained as per Government rules.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

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

**6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)**

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The College mobilized its funds mainly from Government of Assam and RUSA on various heads of expenditure. Funds received had been spent on payment of salary. Each and every amount received is at par with the budget allocation. The resource mobilization policy of the college focuses on achieving the goals and target of the institution ensuring accountability and transparency.

The college mobilized its resources from the self financing and professional courses namely B.COM and DCA. Resource mobilization was also carried out by Students fees, etc. Funds generated were used for maintenance and development of the college. The College gets some amount by conducting external examinations.

Optimal utilization of resources was ensured through

- Allocation of adequate funds for effective teaching learning practices.
- Utilization of budget to meet day-to-day operational and administrative expenses and maintenance of fixed assets.
- Enhancement of library facilities.
- Funds were also utilized for development and maintenance of infrastructure of the college.
- Some funds were allocated for NSS as part of social responsibilities. Main motto of resource mobilization and optimal utilization of resources is to put Moirabari College on benchmark and quality teaching and unique growth of the students.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

During the lockdown period, the college was occupied by Defence Personals. The IQAC of the college organized webinars in association with the various departments of the college so as to enlighten the student fraternity in particular & the society in general. The student mentoring initiative has been developed from 1st semester B.A. & B.Com classes so as to assist & motivate the young learners to face life with zeal & positivity.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The IQAC is always committed to evaluate the internal quality of the student through various practices and activities. Feedback of stake holders is taken from time to time. Activities through various cells have been organized, online classes during COVID-19 has been performed. The IQAC of the college has facilitated the teaching learning reforms through implementing the mentoring and remedial classes. After performing the mentoring activities, the teachers have taken remedial classes identifying their areas of weaknesses.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state,**

**C. Any 2 of the above**



## national or international agencies (ISO Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	<a href="#">NIL</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

#### 7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The college has taken initiatives to empower the women for social protection and promotion of their status through implementation of gender equity activities and programs. Though the college is co-educational institution, majority of the students are girls. So, the college in tune with its vision has given priority for vertical mobility of womenfolk in the society. To protect the rights and interests of women, there is women cell in the college to prepare yearly action plan and implementation thereof. The cell organizes co-curricular and extra-curricular activities tending to gender sensitize. Awareness programs also organized by the cell. The college provides ample facilities for the safety and security of women in regard to 24-hour CCTV surveillance, separate toilets for women, separate girls common room, security guard, emergency health service, tricks counseling for self-defense etc. The women cell of the college has organized several gender sensitization programs. Various department of the college has also organized outreach programs to provide adequate awareness on gender equality. The college has taken initiatives to empower the women for social protection and promotion of their status through implementation of gender equity activities and programs. Though the college is co-educational institution, majority of the students are girls. So, the college in tune with its vision has given priority for vertical mobility of womenfolk in the society. To protect the rights and interests of women, there is women cell in the college to prepare yearly action plan and implementation thereof. The cell organizes co-

curricular and extra-curricular activities tending to gender sensitize. Awareness programs also organized by the cell. The college provides ample facilities for the safety and security of women in regard to 24-hour CCTV surveillance, separate toilets for women, separate girls common room, security guard, emergency health service, tricks counseling for self-defense etc. The women cell of the college has organized several gender sensitization programs. Various department of the college has also organized outreach programs to provide adequate awareness on gender equality.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

As regard Solid Waste Management and Waste Recycling, each and every department of Moirabari College as well as administrative office create some waste and dumped in small waste bins located in the department. Each building has several dustbins placed from where housekeeping staffs take the wastes. College discourages uses of plastic; particularly single use plastics in campus. College produces lot of paper waste. Paper wastes from Academic Blocks, Library, Administrative offices are disposed through vendors. The

wastes are properly stacked in designated place and later disposed through vendors for proper waste management. College promotes digital platform to reduce the usage of paper for communication and sharing documents. As far as E waste Management is concerned Moirabari College has efficient mechanism to dispose E wastes generated from various sources like computer laboratory, Academic and Administrative Offices and it replaces old equipments with new ones.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">UPLOADED</a>
Any other relevant information	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus** **C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:** **A. Any 4 or All of the above**

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

### 7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

C. Any 2 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Moirabari College is situated in a rural area inhabiting mostly by religious Minorities yet some SC and OBC people also inhabited in the adjacent areas. The multi-cultural students and faculties are representing the college in various activities. Communal harmony, tolerance and socio-economic differences are well maintained through implementation of uniforms, equal opportunity in various academic and co-curricular activities. Reservation policy is fairly maintained in the formation of various committees, cells, appointments of teaching and non-teaching staff, Union Body etc. Various programs on communal harmony is organized. Various days and events are observed such as Saraswati Puja, Sankar-Azan Memorial Cultural Program, Bhupendra Sangeet Competition, Jikir-Jari Competition, Borgeet Competition, Bihu-geet Competition, International Yoga Day, teacher's day, Fateha-e-Dawaz Daham, Bator Nat, Awareness Programs, cultural rally etc. Thus the college is maintaining the balance of communal equality and harmony for a amicable academic atmosphere.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

**Mission of the college is to make the students a responsible citizen**

to fulfill the mandate of the Indian Constitution. The stakeholders of the college always committed towards creation of conducive educational environment incorporating values, duties and responsibilities to the society. To inculcate such values and responsibilities, the college organizes various activities and programs like observance of college foundation day with flag hosting and cultural programs, Observance of Independence Day, Observance of Republic Day, Observance of the birth day of Netaji Subash Ch. Bose, observance of Martyrs Day, Observance of Gandhi Jayanti with essay Competition, Azadi Ka Amrut Mohatsav, activities under NSS, Plantation Programs, Awareness Programs on cleanliness, Road Safety Measure, Blood Donation Camp, Relief Camp, Drugs and Alcoholic Substances, Superstations and witch killing etc. These are the elements to sensitize the students to become a responsible citizen for nation.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff** 4. **Annual awareness programmes on Code of Conduct are organized** B. Any 3 of the above

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>



### 7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

For the all round development of the students community the college is always eager to observe and celebrate various types of national, international events and festivals viz- international yoga day, international women's day, world environment day, Gandhi jayanti, college foundation day etc. but due to covid-19 pandemic situation the college was unable to celebrate the above mentioned activities during the said academic session. Hence the college family has proposed to observe and celebrate such events and festivals in future when the pandemic situation comes back to normal.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

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

### Two Institutional Best Practices

1. Maintaining "Teachers' diary" by each and every faculty member. Each faculty member is entitled to maintain a Teacher diary which is detail of his daily activities performed in the college. It includes both academic and non-academic works performed by him. This is crosschecked by the respective head of the departments.

2. Last year the college had proposed to form a guardian forum to ensure accountability among the parents of the students. It also proposed to hold cyclical meetings with the parents for the larger benefit of the student community. But unfortunately the proposal could not be materialized due to covid-19 pandemic. The same will be continued in the next academic session.



File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The college offers UG courses in Arts & Commerce. Commerce as a discipline is job oriented as it enhances accounting skills, knowledge of business laws and rules, financial systems and institutions. Moirabari College has a vision to become a leading centre of excellence, imparting quality education along with moulding students' character and career through a holistic approach. Knowledge liberates man from bondage of ignorance and illusions. The College seeks to present itself as a major centre of learning for the advancement, dissemination and use of knowledge in the educationally backward region like Moirabari. Starting with the enrolment of a meagre 16 students, in the span of 40 years, the student number at the degree level stands at over 2000 of which the percentage of girls students is above 80%. The college takes pride in contributing to shaping students' character, to sensitize students to being good human beings and conscious citizens. The college wing of NSS Unit was established in 2015 connects the college to rural communities through the various social services undertaken in villages. Since inception, it has undertaken various community service project and community development projects, besides undertaking Awareness Programme. The success of any educational institution is reflected in producing students exhibiting professional competence in respective work fields. The institution aims to identify employment opportunities for the students through its 'Career and Guidance Cell'.

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

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 make 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. Inflightnet (e-books and e-journals) facility is available for teachers and also for the students. There are also Departmental libraries 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.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="#">NIL</a>

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The affiliating University of the college i.e. the Gauhati University reserves the right to publish Academic calendar and set question papers of 80% marks in each paper in endsemester examination under CBCS course. The college adheres to the academic calendar in respect of continuous internal evaluation in tune with the Academic Calendar published by affiliating University. The students of the College are mainly evaluated through sessional examination, group discussions, assignments, seminars, attendance etc comprising of rest 20% marks. The timing of the internal examination are notified through the notice board of the college as per academic calendar. The Departments of the college ensure the effective implementation of continuous internal evaluation.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="http://moirabaricollege.ac.in/upload/academic/academic%20calendar%202020-2021.pdf">http://moirabaricollege.ac.in/upload/academic/academic%20calendar%202020-2021.pdf</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.**  
**Academic council/BoS of Affiliating University**  
**Setting of question papers for UG/PG programs**  
**Design and Development**

C. Any 2 of the above

**of Curriculum for Add on/ certificate/  
Diploma Courses Assessment /evaluation  
process of the affiliating University**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**1.2 - Academic Flexibility**

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

02

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**1.2.2 - Number of Add on /Certificate programs offered during the year**

**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

01

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**

14	
<b>1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year</b>	
00	
File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>
<b>1.3 - Curriculum Enrichment</b>	
<b>1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum</b>	
<p>The affiliating University i.e. Gauhati University has introduced the CBCS course and integrated crosscutting issues relevant to Professional Ethics, Gender, Human values, Environment and Sustainability into the Undergraduate Curriculum. The college as an affiliated institution always has to follow and maintain the issues of UG course. The department of Political Science, Education, Geography etc. enshrine the issues for Women Education, Gender issue, Values and Ethics, Environment Sustainability etc. Moreover different cells and units organized various types of awareness programme and events. Besides this, the affiliating University has introduced a compulsory paper namely Environmental Studies comprising of 100 marks irrespective of stream.</p>	
File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>
<b>1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year</b>	
02	

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

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

498

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	<b>C. Any 2 of the above</b>
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File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	<a href="#">View File</a>

**1.4.2 - Feedback process of the Institution may be classified as follows**

**C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="#">NIL</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of sanctioned seats during the year

**1162**

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

#### 2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

##### 2.1.2.1 - Number of actual students admitted from the reserved categories during the year

**02**



File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The college has a practice of assessing the learning levels of students through mentoring. In respect of honours students it is done individually and for regular students it is done collectively. The aim of the assessment is to enhance the internal quality parameters. In the beginning of the academic year the students are divided into groups in each department. The faculty members of the department guide them in different aspects like psychological, financial issues, development of will power and personality. They also guide the students beyond working hours through telephone conversation and whatsapp. Unfortunately during Covid-19 pandemic this practice could not be carried out as per desired direction

File Description	Documents
Link for additional Information	<a href="#">NA</a>
Upload any additional information	<a href="#">View File</a>

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1162	35

File Description	Documents
Any additional information	<a href="#">View File</a>

## 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Considering the students' problems the class routine is prepared for their benefits. Attendance in classes as per the rule is

followed strictly. The students are given home assignment regularly in each subject. Internal examinations are conducted regularly. In the final year the students submit project reports under the guidance of teacher supervisors.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="#">NA</a>

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

With the increasing demand of ICT in imparting quality education, the college has incorporated ICT tools for effective learning of the students. The teachers of various departments have been using ICT tools and techniques to support, enhance, and optimize the delivery of education.

The college has the following ICT Tools to be used for Teaching and Learning by all the Departments:

- A Computer Lab comprising of 10 Computers.
- Desktop Computers in all the departments.
- A total of 3 Numbers of Class rooms fitted with Projectors.
- Sufficient numbers of Printers are available in the Departments, College Library, Principal's Office.
- Scanners, as required, are also available.
- Photocopier Machines are available in College Office and College Library.
- One Seminar cum conference Hall with Projector, mike facilities available.
- Online Classes taken by the teachers using Zoom, Google Meet, Google Classroom etc.
- Digital Library resources N-LIST.
- The entire College Campus is equipped with Wi-Fi connection.

The Following ICT Methods are used by the faculty Members:  
Computer Lab is used to teach MS Word, MS Excel, MS PowerPoint, to the students of B.Com as a part of Computer Application in Business subject.

PowerPoint presentations are used to deliver the course contents in a more effective manner.

Seminar cum Conference room is used to conduct Guest Lectures, Competitions and Talks by Experts for students.

Video lectures are delivered by different teachers by using WhatsApp, Zoom, Google Meet, Google Classroom etc.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">NA</a>

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

35

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

29

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

##### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

06

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

#### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

##### 2.4.3.1 - Total experience of full-time teachers

727

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

#### 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

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. Moreover, the college has introduced certain reformative measures like - Diagnostic test and Mid-term tests as a part of the Continuous Internal Evaluation system in its two departments namely department of Education and Geography from the academic session 2020-2021. The Diagnostic and Mid-term tests are conducted primarily by giving multiple choice questions to the students. The diagnostic test is conducted for all the students of each semester on regular basis to assess their level of understanding.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="#">NA</a>

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Grievance is as common as the integrity prevalent in evaluation process. Accordingly, after the completion of each stage of Internal Assessment, the examinees are allowed to go through the marks they have scored in the respective subjects and in case of any peccadillo the concerned teacher in consultation with the Head of the department verify the mark and correct, if any. The Head of the Department then reports the same to the Examination-in-Charge of the College to undertake necessary action to do away with the grievance. Only after confirmation from all the departments in this regard the award list is uploaded in the University Portal earlier than the deadline, followed by utmost care undertaken in case of any discrepancy in internal assessment in the uploaded format.

In case the grievance from any student comes regarding internal assessment marks after the declaration of Final results by the university, the case is immediately forwarded to Examination Office for verification. The Head of the Department, in this regard, checks and verifies the marks in the student mark sheet and submit the marks to the University . If any discrepancy

occurring in the marks, the student is advised to write an application to the Controller of Examinations, Gauhati University duly forwarded by the Principal of the College and the Original correct mark is resento to the University by the College.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="#">NA</a>

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

All the programmes offered by the college and the outcomes of the stated programs are uploaded in the college website. Students are additionally informed about the details of the program through the college prospectus published at the beginning of every academic session. The objectives of the courses offered by the college are addressed by the Principal of the college on the day of admission to the teachers, students and the parents and accordingly all the stake holders are made aware about the goals of excellence the institution aspires to achieve. Teachers are motivated to participate in various workshops and seminars to enrich their teaching learning and evaluation process and to develop methods of evaluation of learning outcomes.

Link: [http://moirabaricollege.ac.in/upload/p\\_outcome/Programme%20Outcome%202020-2021.pdf](http://moirabaricollege.ac.in/upload/p_outcome/Programme%20Outcome%202020-2021.pdf)

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="http://moirabaricollege.ac.in/upload/p_outcome/Programme%20Outcome%202020-2021.pdf">http://moirabaricollege.ac.in/upload/p_outcome/Programme%20Outcome%202020-2021.pdf</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Evaluations are undertaken by the institution at a regular interval to measure the performance of the students and attainment of the programme outcomes and course outcomes.

Following are the parameters of evaluation of attainment of Programme outcomes and Course outcomes.

**Process of Evaluation:** Evaluation process of attainment of programme outcomes and course outcomes are primarily based on the direct evaluation as guided by Gauhati University. It consists of end semester examination by university, internal examination (Sessional) by the institution, assignment, assignment presentation, quiz etc.

**Career & Guidance cell:** Career & Guidance cell of the institute provides regular information about successful students employed in various departments.

**Higher Studies:** Attainment of Programme Outcome and Course Outcome is also evaluated by student progression to M.A., B.Ed., LLB etc. courses in various institutions all over Assam.

**Link:**[http://moirabaricollege.ac.in/upload/p\\_outcome/Programme%20Outcome%202020-2021.pdf](http://moirabaricollege.ac.in/upload/p_outcome/Programme%20Outcome%202020-2021.pdf)

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="http://moirabaricollege.ac.in/upload/p_outcome/Programme%20Outcome%202020-2021.pdf">http://moirabaricollege.ac.in/upload/p_outcome/Programme%20Outcome%202020-2021.pdf</a>

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

125

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="#">NA</a>



**2.7 - Student Satisfaction Survey**

**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

<http://moirabaricollege.ac.in/upload/ssr/1648292708.pdf>

**RESEARCH, INNOVATIONS AND EXTENSION****3.1 - Resource Mobilization for Research**

**3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

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

0

File Description	Documents
Any additional information	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

**3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year**

**3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

0

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

**3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the**

year

**3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year**

0

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

**3.2 - Research Publications and Awards****3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

01

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

**3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year****3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

0

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**3.3 - Extension Activities**

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The Moirabari College Teachers' unit in collaboration with Health and NSS Unit engaged itself in actively spreading awareness about covid -19 and the Do's and Don'ts by distributing Pamphlets from March 2020 to October 2020. 30 volunteers participated in the programme.

File Description	Documents
Paste link for additional information	<a href="#">NA</a>
Upload any additional information	<a href="#">View File</a>

**3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**

**3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year**

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

**3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

**3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

0

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

### 3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

#### 3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

0

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.4 - Collaboration

#### 3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

0

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

#### 3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

**3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year**

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

**INFRASTRUCTURE AND LEARNING RESOURCES****4.1 - Physical Facilities**

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college is located in the North-East part of Morigaon District, Assam in rural area with two campuses alongwith sound boundary. The college has a sound playground, a basket ball court, an indoor stadium, a seminar hall, an auditorium hall, women and boys hostels, a sound shade for cars and bikes, cooldrinking water facilities, solar plant and 2 nos. of digi set for 24 hours electricity backup etc. in the campus of the college. Moreover, a garden, indegenious fruits plant, medicinal plant and a pond arein the main campus of the college. Besides, the college has a central library equiped with software soul 2.0 and digitalized with Dspace, Text and Reference books, Magazine and Journals, E-Books and E-Journals under N-List. The library has also seperate reading space for both teachers and students, a few nos. of scanners, computers and xerox machines are available. The departmental libraries maintained by all departments of the college provide additional helpto students and teacher in their academic pursuits. There are 21 classrooms including three ICT enabledclass rooms. There are boys and girls common rooms, administrative office with several sections viz. accounts section, examination section, admission section, computer sections, general sections and a well equiped chamber of Principal. There are also 10 deaprtmental champers, a meeting hall and two well equiped laboratories for the department of Education and Geography. There are a well equiped Principal's

quarter and six nos.of quarters for 4th grade employees.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">NA</a>

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The college has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga for the overall development of students community. The auditorium hall is used for various cultural events, meetings and some academic related activities. The indoor stadium is mainly used for indoor games like table tennis, badminton, carrom, chess etc. A well equipped gymnasium centre is inside the indoor stadium. The college playground has sound infrastructure which is used for various outdoor games like football, cricket, volleyball etc. The Alumni and various youth clubs of surrounding areas organize different types of inter-state tournaments in the college playground with due permission of college authority. A basket ball court inside the college campus is augmented with equipment. Gymnasium also contains its well furnished equipment for the physical fitness of the students. The college authority has provided almost all kinds of facilities to fulfill the requirement of the students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">NA</a>

**4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.**

3

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

3

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">NA</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### **4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)**

##### **4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)**

**11.24**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### **4.2 - Library as a Learning Resource**

##### **4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

**Library is automated using Integrated Library Management System (ILMS)**

Moirabari College has a Central Library containing more than 27,900 (Twenty Seven thousand Nine hundred) books and 7 (Seven) Journals/Magazines and having spacious reading room for the students and teachers. It subscribes to a number of local and national Newspapers. The library with its open access system provides an atmosphere conducive to the excitement of mental discovery. The departmental libraries maintained by all departments of the collage provide additional help to students and teachers in their academic pursuits. Now the Central Library is automated with the Integrated Library Management System (ILMS) SOUL 2.0. One number of server and three members of client's



computers are working in a soul 2.0 environment. The library has also developed its Digital Library cum Institutional Repository (IR) with open source software 'D Space' . The resources of the Digital Library cum IR can be accessed in the library.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="#">NA</a>

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

1.57

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)**

**4.2.4.1 - Number of teachers and students using library per day over last one year**

22

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

**4.3 - IT Infrastructure****4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

The College is always ready to provide IT facilities to the faculty members and students. A computer Laboratory is consisting of 10 nos. of computers excluding the computers of central library, departmental chambers and office. Now the computer laboratory is under upgradation with more new computers along with the modern software facilities funded by RUSA 2.0. The College has installed BSNL Broadband connection in the Computer Laboratory with speed of 50mbps. There are separate computers in the central library, departments and office with internet connectivity. Students as well as teachers can use the Laboratory as and when required. Diploma course in Computer application has offered by the college. Three classrooms have been facilitated with projectors for the students. The central library is automated with software soul 2.0 and digitalized with D space. Online classroom portal has been designed and developed during COVID-19 to challenge the pandemic situation under the URL <http://moirabaricollegeonline.co.in>. It's a regular activity of the college to update the IT facilities as and when required.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">NA</a>

**4.3.2 - Number of Computers**

35

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Student – computer ratio	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

11.24

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The college is located in the North-East part of Morigaon District, Assam in rural area with two campuses alongwith sound boundary. The two campuses of the college cover approximately 13.223 acres (40 bighas) of land. The college has a sound playground, a basket ball court, an indoor stadium, a seminar hall, an auditorium hall, women and boys hostels, a sound shade for cars and bikes, cool and pure drinking water facilities,

solar plant and 2 nos. of Digi set for 24 hours electricity backup etc. in the campus of the college. Moreover, a garden, indigenous fruits plant, medicinal plant and a pond are available in the main campus of the college. Besides the above the college has a central library equipped with software soul 2.0 and digitalized with D space, Text and Reference books, Magazine and Journals, E-Books and E-Journals under N-List. The library has also separate reading space for both teachers and students, a few nos. of scanners, computers and xerox machines are available. The departmental libraries maintained by all departments of the college provide additional helps to students and teacher in their academic pursuits. There are 21 classrooms including two smart class rooms. There are boys and girls common rooms, administrative office with several sections viz. accounts section, examination section, admission section, computer sections, general sections and a well equipped chamber of Principal. There are also 10 departmental chambers, a meeting hall and two well equipped laboratories for the department of Education and Geography. There are a well equipped Principal's quarter and six nos. of quarters for 4th grade employees. The college is under CCTV surveillance for 24 hours.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">NA</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

132

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

#### 5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

01

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

C. 2 of the above

File Description	Documents
Link to institutional website	<a href="#">NA</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

07

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

07

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

**5.2 - Student Progression****5.2.1 - Number of placement of outgoing students during the year****5.2.1.1 - Number of outgoing students placed during the year**

<b>11</b>	
File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
<b>5.2.2 - Number of students progressing to higher education during the year</b>	
<b>5.2.2.1 - Number of outgoing student progression to higher education</b>	
<b>19</b>	
File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>
<b>5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)</b>	
<b>5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year</b>	
<b>0</b>	
File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<b>No File Uploaded</b>
<b>5.3 - Student Participation and Activities</b>	
<b>5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year</b>	
<b>5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.</b>	



0	
File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>
<p>5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )</p> <p>The College provides facilities for the students to participate ensuring their representation in various administrative bodies, academic committees, co-curricular and extension activities for their all-round development and to intake transparent management system as mentioned below: Student's Union Body: Student' Union Body of Moirabari College is formed by election following the norms of Lyngdoh committee report in the beginning of every academic session. The union holds its executive meeting once in every month and adopts resolution for various academic as well as co-curricular activities. The Body organizes various sports and events including college week, cultural programs, freshmen social, plantation, cleanliness drive, street play, extension activities, awareness programs, sports etc. during the year under the leadership of the President of the said Body. The Body consists of the following portfolios: 1. President 2. General Secretary 3. Assistant General Secretary 4. Magazine Secretary 5. Secretary, Debate &amp; Symposium 6. Secretary, Boys' Common Room 7. Secretary, Girls Common Room 8. Secretary, Poor Fund 9. Secretary, Games &amp; Sports 10. Secretary, Cultural</p> <p>NSS Cell: NSS Cell of the College consists of 30 numbers of active volunteers who organize various extension activities like cleanliness drive, mock drills, youth personality development program etc. under the guidance of NSS program officer. Student's Representation in Anti Ragging Cell: The college ensures the students representation in the anti-ragging cell to combat the menace of ragging as per the guideline of UGC and thus President and General Secretary of the Students' Union Body is ex-officio</p>	

member of the said cell. The Principal of the college is the Chairman of the body while a senior member of Teaching faculty serves as convener of the cell.

File Description	Documents
Paste link for additional information	<a href="#">NA</a>
Upload any additional information	<a href="#">View File</a>

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

200

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	<a href="#">View File</a>

### 5.4 - Alumni Engagement

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

There is an Alumni Association in the college comprising of 120 members. Alumni association of the college is an important stakeholder of the college. Every year, the association holds meeting to reshuffle the executive member and also to enrol new member. The association schedules the plan of action to be undertaken during the year and prescribes a minimum contribution for the interest of college. Presently the association has 120 members that includes some college teachers, school teachers and social workers. The association undertakes various activities like Awareness Programme on Quality Education, Abuse of Child Marriage, Abuse of Drugs trafficking, Blood Donation programmes

and Health & Hygiene in and outside the college campus. The Association also co-operates in holding various coaching programmes for competitive examinations etc. It also extends its help in organising Book Fairs in the college. The Alumni Association of the college also works in favour of collection of books for the Central Library of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

<b>5.4.2 - Alumni contribution during the year (INR in Lakhs)</b>	<b>E. &lt;1Lakhs</b>
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File Description	Documents
Upload any additional information	<a href="#">View File</a>

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

#### VISION AND MISSION OF THE COLLEGE

- To impart quality higher education in the faculties of Arts and Commerce.
- To make conscious efforts for the all-round development of personality of the students.
- To inculcate in the students the spirit of enquiry, scientific temperament and a craze for learning liberal, humanitarian and true democratic values, and a positive outlook which will enable them to face the challenges of life with confidence and fortitude.
- To lay special emphasis on the expansion of women education for a balanced progress of the society.
- To impart training in Games and Sports, Music, Art and culture.
- To create in the students a zeal for the preservation of a healthy physical environment in the surrounding areas.
- To provide facilities to the young generation to enter into the world of information and Communication Technology, and

make them competent for jobs in the modern day context.

- To impart education on ethical values and lay emphasis on the moral uprightness in the young generation and strive to maintain a crime free, serene atmosphere in the society.

File Description	Documents
Paste link for additional information	<a href="#">NA</a>
Upload any additional information	<a href="#">View File</a>

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The college encourages the participation of students besides management personals and the teaching and non-teaching staff through the process of decentralization and participative management. Accordingly, an elected body of the students union assists the college authority in different spheres of activity concerning the students' welfare and other issues relating to the students. Formerly, the body was headed by the principal, who was the ex-officio president of the body. But to encourage greater decentralization and participation of student, the union body of the college has been reconstituted and the president of the union body is elected by the students themselves. Moreover, the college authority also includes students' representatives in various committees and cells from time to time as per the necessity and they assigned with required authority and responsibility.

The committees and cells are as follows

- Committee for Preparation and Amendments of the constitution of Moirabari College Students Union.
- Project Monitoring Unit of RUSA
- Ragging vigilance committee
- Career and Guidance Cell
- Code of Conduct Committee
- Grievance Redressal cell etc.

File Description	Documents
Paste link for additional information	<a href="#">NA</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

#### Strategic/perspective plan of Institution:

The extensive goals of the strategic plan (2016-2021) associated with the Moirabari College are primarily committed to provide quality higher education and research facility to the students and the teaching fraternity. The perspective plan also aims at developing the infrastructure corresponding with the anticipated aim of providing academic and support facilities to the students and thereby creating a roadmap for students overall growth and achievement and paving the way for the all-round growth and development of the institute.

#### Specific objectives and goals of perspective plan 2016-2021 are:

- To increase student intake capacity.
- Improvement of infrastructure facilities like construction of more classrooms, digitization of library, construction of digital classrooms, etc.
- Construction of playground for outdoor games and indoor sports facilities along with gymnasium in the campus.
- To strengthen the research facilities for the faculties and motivate them to involve in research by undertaking major and minor research projects, publishing research papers in reputed and high impact factor journals, etc.
- To take initiative for development of eco-friendly campus e.g. Installation of Solar Energy System, Waste management system, Green Belt etc.
- To collaborate with various organizations both in private and public sector for field trips, placements, etc.
- To enhance students knowledge on research by allotting field projects to them. Encouraging the students as well as the faculties to publish research papers in seminar and conference proceedings.
- To encourage and depute the faculties to attend and participate in various FDPs, Orientation Programmes, Workshops, etc. so that they can update their knowledge from time to time and contribute their best towards the upliftment of the students' community and thereby leading towards the overall growth and development of the college.

One activity that is successfully implemented based on Strategic/perspective plan: Infrastructure development

During the period (2016-2021) the college has given special emphasis on the infrastructure development especially on computer and internet based facilities. Special emphasis is also given on digitalization of the library, where a total of 05 (Five) Desktops with INFLIBNET-NLIST access have been installed to give boost to the academic and research activities of the students. Moreover, for physical development of the students 01 (one) Gymnasium Hall with instruments is also constructed. The college has also constructed a good number of toilets for students and teachers. The Boys' common Room and the Girls' Common Room have also been refurnished by equipping them with Television and indoor games for utilizing leisure time.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Moirabari College is permanently affiliated to Gauhati University, Guwahati, Assam. The college is having three-tier system for its governance. It is governed by Ministry of Education, Government of Assam. At the management level the college is governed by the President, the Secretary and other members of the Governing Body of the College. At the college level, The Principal is the apex of the internal administration and is assisted by HOD's, staff and IQAC.

Administrative set up: The Administrative set up consists of the Principal, followed by HOD's, Faculty in charges, Supervisory Assistants, Clerks and so on.

The organisation structure of the Departments at undergraduate level includes Head of Departments followed by Associate Professors and Assistant Professors.

The organisation structure of the Library consists of The Librarian, Assistant Librarian, Library Assistant and Bearer.

The organisation structure of the various Self-financed courses



such as B.COM and DCA are run by Assistant Professor.

**Service Rules:** For the service conditions and rules, the college follows rules and regulations laid down by the Education Department, Govt. of Assam.

**Procedure for recruitment:** The recruitment procedure is carried out in two ways:

**Recruitment for Permanent posts :** These posts are recruited by DHE, Assam as per norms of the Govt. of Assam and UGC.

**Recruitment for Temporary posts:** These posts are recruited by the Management Committee of the college according to the norms fixed by Governing Body keeping in view the norms of the Govt. of Assam and UGC.

**Procedure for Promotion:** The promotion is allotted according to govt. Guidelines in case of undergraduate courses. But there is no provision of promotion in the self financed courses run by the college.

**Grievance redressal mechanism:** The College has Disciplinary Action Committee, Anti Ragging Committee, Internal Complain Committee and Grievance Redressal Committee for timely redressal of the student and the faculty grievances.

**Mechanism for redressal of student's grievances:**

1. **Student's direct access to authorities:** The students can directly approach the Principal to put up the grievances.
2. **Through Women's Forum:** Many times the girl students of the colleges get their grievances settled down through the Women's Forum too.
3. **Student's suggestion Box:** The students can put their complaints and suggestions in written form in the suggestion boxes kept at different locations in the campus. The boxes opened periodically and authorities take cognizance of the grievances and students suggestions and thereby undertake appropriate measures.
4. **Student's Union:** The grievances of the students are also received through the student's union and the appropriate measures are taken up by the appropriate authorities.



**Mechanism for redressal of employee's grievances:**

**Open discussion with employees:** The Principal of the college tries to resolve the employee grievances through open discussion and interaction with them.

**Information and Career Guidance Cell:** The Information and Career Guidance Cell of the college was set up in the year 2004-2005.

**N.S.S.:** The Institute has also very active N.S.S. unit . It has been working very satisfactorily and providing services to the community in various ways from its inception.

**College Committees:** Different committees, Cells, Centres and Bodies are formed in the college from time to time to carry out different duties and responsibilities. It is through these committees the college authority has decentralized the power.

**The Alumni Association:** The College has an Alumni Association too, which is not yet registered.

**Courses & Study Centres:** Besides B.Com., Institute of Distance and Open Learning (IDOL) under Gauhati University is also functioning under Moirabari College.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Link to Organogram of the Institution webpage	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

**6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination**

**B. Any 3 of the above**

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff

Moirabari College has a welfare mechanism in place for teaching and non-teaching staff.

- Fully equipped library with Internet facility. The library has a huge volume of books, journals, magazines and newspapers which can be accessed by all employees. Internet facility is available.
- Playground: The college playground provides a place for all sorts of games to be played.
- Canteen facility: The canteen provides good quality foods at a reasonable rate. Employees can place order of food on their own choice.
- Gymnasium: A fully equipped gymnasium, with all modern amenities is set up for workouts.
- College admission Priority is given in the college admission to the wards of the teaching and non-teaching staff.
- Free medical camps are organized from time to time.
- Maternity benefits: Maternity benefits are provided to the women employees as per norms.
- Wi-Fi facility: Wi-Fi facility is available across the college campus

- **Adequate pure drinking water:** Pure drinking water is available at different locations within the college campus
- **Sanitation:** Clean and hygienic wash rooms, separately for males and females, are set up at different locations of the college campus.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

### **6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

#### **6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### **6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

#### **6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

#### 6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

01

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The college follows the rules and regulations prescribed by the Director of Higher Education, Government of Assam for the Performance Appraisal of teaching and non-teaching staff. The following is the description of the Performance Appraisal of the

teaching staff.

- Academic qualification from HSLC till Post Graduation.
- Research Degrees such as M.Phil, Ph.D./D. Phil, D.Sc/D. Litt
- Appointments held prior to joining to this college, designation, salary grade etc.
- Posts held after joining this institute.
- Period of teaching experience both at PG & UG levels.
- Research Experience
- Field of specialization under subject/ discipline
- Academic Staff College Orientation/ Refresher Course/Summer School/ any other course attended.
- API Scores awarded based on Lectures/ Seminars/Tutorials/Practical/ Contact Hours.
- API score based on Preparation and imparting of knowledge/instruction as per curriculum & syllabus enrichment by providing additional resources to students.
- API score based on use of Participatory and innovative Teaching-Learning Methodologies/ Audio-visual teaching aid, Updating of subject Content, Course Improvement etc.
- API score based on examination Duties Assigned and Performed. The Performance Appraisal of the non-teaching staff is purely based on the guidelines prescribed by the Director of Higher Education, Government of Assam.

File Description	Documents
Paste link for additional information	<a href="#">NA</a>
Upload any additional information	<a href="#">View File</a>

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The 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. The internal audit of the college was conducted by reviewing and cross checking every transactions at multiple points. During the course of the audit, the internal control system was reviewed and

its was found that the then existing system was adequate. The cash books were also maintained as per Government rules.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

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

##### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The College mobilized its funds mainly from Government of Assam and RUSA on various heads of expenditure. Funds received had been spent on payment of salary. Each and every amount received is at par with the budget allocation. The resource mobilization policy of the college focuses on achieving the goals and target of the institution ensuring accountability and transparency.

The college mobilized its resources from the self financing and professional courses namely B.COM and DCA. Resource mobilization was also carried out by Students fees, etc. Funds generated were used for maintenance and development of the college. The College gets some amount by conducting external examinations.

Optimal utilization of resources was ensured through

- Allocation of adequate funds for effective teaching learning practices.

- Utilization of budget to meet day-to-day operational and administrative expenses and maintenance of fixed assets.
- Enhancement of library facilities.
- Funds were also utilized for development and maintenance of infrastructure of the college.
- Some funds were allocated for NSS as part of social responsibilities. Main motto of resource mobilization and optimal utilization of resources is to put Moirabari College on benchmark and quality teaching and unique growth of the students.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

During the lockdown period, the college was occupied by Defence Personals. The IQAC of the college organized webinars in association with the various departments of the college so as to enlighten the student fraternity in particular & the society in general. The student mentoring initiative has been developed from 1st semester B.A. & B.Com classes so as to assist & motivate the young learners to face life with zeal & positivity.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The IQAC is always committed to evaluate the internal quality of the student through various practices and activities. Feedback of stake holders is taken from time to time. Activities through various cells have been organized, online classes during COVID-19 has been performed. The IQAC of the college has facilitated the



teaching learning reforms through implementing the mentoring and remedial classes. After performing the mentoring activities, the teachers have taken remedial classes identifying their areas of weaknesses.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	<a href="#">NIL</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The college has taken initiatives to empower the women for social protection and promotion of their status through implementation of gender equity activities and programs. Though the college is co-educational institution, majority of the students are girls. So, the college in tune with its vision has given priority for

vertical mobility of womenfolk in the society. To protect the rights and interests of women, there is women cell in the college to prepare yearly action plan and implementation thereof. The cell organizes co-curricular and extra-curricular activities tending to gender sensitize. Awareness programs also organized by the cell. The college provides ample facilities for the safety and security of women in regard to 24-hour CCTV surveillance, separate toilets for women, separate girls common room, security guard, emergency health service, tricks counseling for self-defense etc. The women cell of the college has organized several gender sensitization programs. Various department of the college has also organized outreach programs to provide adequate awareness on gender equality. The college has taken initiatives to empower the women for social protection and promotion of their status through implementation of gender equity activities and programs. Though the college is co-educational institution, majority of the students are girls. So, the college in tune with its vision has given priority for vertical mobility of womenfolk in the society. To protect the rights and interests of women, there is women cell in the college to prepare yearly action plan and implementation thereof. The cell organizes co-curricular and extra-curricular activities tending to gender sensitize. Awareness programs also organized by the cell. The college provides ample facilities for the safety and security of women in regard to 24-hour CCTV surveillance, separate toilets for women, separate girls common room, security guard, emergency health service, tricks counseling for self-defense etc. The women cell of the college has organized several gender sensitization programs. Various department of the college has also organized outreach programs to provide adequate awareness on gender equality.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy**

C. Any 2 of the above

**Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

As regard Solid Waste Management and Waste Recycling, each and every department of Moirabari College as well as administrative office create some waste and dumped in small waste bins located in the department. Each building has several dustbins placed from where housekeeping staffs take the wastes. College discourages uses of plastic; particularly single use plastics in campus. College produces lot of paper waste. Paper wastes from Academic Blocks, Library, Administrative offices are disposed through vendors. The wastes are properly stacked in designated place and later disposed through vendors for proper waste management. College promotes digital platform to reduce the usage of paper for communication and sharing documents. As far as E waste Management is concerned Moirabari College has efficient mechanism to dispose E wastes generated from various sources like computer laboratory, Academic and Administrative Offices and it replaces old equipments with new ones.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">UPLOADED</a>
Any other relevant information	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and**

C. Any 2 of the above

<b>distribution system in the campus</b>	
File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>
<b>7.1.5 - Green campus initiatives include</b>	
<b>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</b>  <ol style="list-style-type: none"> <li><b>1. Restricted entry of automobiles</b></li> <li><b>2. Use of Bicycles/ Battery powered vehicles</b></li> <li><b>3. Pedestrian Friendly pathways</b></li> <li><b>4. Ban on use of Plastic</b></li> <li><b>5. landscaping with trees and plants</b></li> </ol>	<b>A. Any 4 or All of the above</b>
File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>
<b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b>	
<b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</b>	<b>C. Any 2 of the above</b>
File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

<p><b>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment</b></p> <p><b>5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</b></p>	<p>C. Any 2 of the above</p>
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File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Moirabari College is situated in a rural area inhabiting mostly by religious Minorities yet some SC and OBC people also inhabited in the adjacent areas. The multi-cultural students and faculties are representing the college in various activities. Communal harmony, tolerance and socio-economic differences are well maintained through implementation of uniforms, equal opportunity in various academic and co-curricular activities. Reservation policy is fairly maintained in the formation of various committees, cells, appointments of teaching and non-teaching staff, Union Body etc. Various programs on communal harmony is organized. Various days and events are observed such as Saraswati Puja, Sankar-Azan Memorial Cultural Program, Bhupendra Sangeet Competition, Jikir-Jari Competition, Borgeet Competition, Bihugeet Competition, International Yoga Day, teacher's day, Fateha-e-Dawaz Daham, Bator Nat, Awareness Programs, cultural rally etc. Thus the college is maintaining the balance of communal equality

and harmony for a amicable academic atmosphere.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Mission of the college is to make the students a responsible citizen to fulfill the mandate of the Indian Constitution. The stakeholders of the college always committed towards creation of conducive educational environment incorporating values, duties and responsibilities to the society. To inculcate such values and responsibilities, the college organizes various activities and programs like observance of college foundation day with flag hosting and cultural programs, Observance of Independence Day, Observance of Republic Day, Observance of the birth day of Netaji Subash Ch. Bose, observance of Martyrs Day, Observance of Gandhi Jayanti with essay Competition, Azadi Ka Amrut Mohatsav, activities under NSS, Plantation Programs, Awareness Programs on cleanliness, Road Safety Measure, Blood Donation Camp, Relief Camp, Drugs and Alcoholic Substances, Superstations and witch killing etc. These are the elements to sensitize the students to become a responsible citizen for nation.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for**

**B. Any 3 of the above**



students, teachers, administrators and other staff  
**4. Annual awareness programmes on Code of Conduct are organized**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

For the all round development of the students community the college is always eager to observe and celebrate various types of national, international events and festivals viz- international yoga day, international women's day, world environment day, Gandhi jayanti, college foundation day etc. but due to covid-19 pandemic situation the college was unable to celebrate the above mentioned activities during the said academic session. Hence the college family has proposed to observe and celebrate such events and festivals in future when the pandemic situation comes back to normal.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

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

### Two Institutional Best Practices



1. Maintaining "Teachers' diary" by each and every faculty member. Each faculty member is entitled to maintain a Teacher diary which is detail of his daily activities performed in the college. It includes both academic and non-academic works performed by him. This is crosschecked by the respective head of the departments.

2. Last year the college had proposed to form a guardian forum to ensure accountability among the parents of the students. It also proposed to hold cyclical meetings with the parents for the larger benefit of the student community. But unfortunately the proposal could not be materialized due to covid-19 pandemic. The same will be continued in the next academic session.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The college offers UG courses in Arts & Commerce. Commerce as a discipline is job oriented as it enhances accounting skills, knowledge of business laws and rules, financial systems and institutions. Moirabari College has a vision to become a leading centre of excellence, imparting quality education along with moulding students' character and career through a holistic approach. Knowledge liberates man from bondage of ignorance and illusions. The College seeks to present itself as a major centre of learning for the advancement, dissemination and use of knowledge in the educationally backward region like Moirabari. Starting with the enrolment of a meagre 16 students, in the span of 40 years, the student number at the degree level stands at over 2000 of which the percentage of girls students is above 80%. The college takes pride in contributing to shaping students' character, to sensitize students to being good human beings and conscious citizens. The college wing of NSS Unit was established in 2015 connects the college to rural communities through the various social services undertaken in villages. Since inception, it has undertaken various community service project and community development projects, besides undertaking Awareness Programme. The success of any educational institution is reflected in producing students exhibiting professional competence in

respective work fields. The institution aims to identify employment opportunities for the students through its 'Career and Guidance Cell'.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.3.2 - Plan of action for the 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. Establishment of more MOU with different colleges.
3. The continuation of the Diagnostic test for the next academic session and maintenance of student progression through a Track Sheet along with the remedial measures to be taken against each student.
4. Procurement of more books, journals and e-resources.
5. Organising classes on ICT, soft skill development, training for competitive examination, research methodology etc.
6. Celebration of few important commemorative days for promotion of universal Values.
7. Mechanism to introduce quarterly review meeting of IQAC with all in-house cells and committees.
8. Make the college campus tobacco and plastic free.
9. Usage of e-resources in all academic departments.
10. Strengthening the alumni database at departmental levels.