



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1. Name of the Institution

MOIRABARI COLLEGE

- Name of the Head of the institution **DR RIAZUL HOQUE**
- Designation **PRINCIPAL**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **9435505074**
- Mobile No: **9435505074**
- Registered e-mail **principalmoirabaricollege@gmail.com**
- Alternate e-mail **iqacmoirabaricollege@gmail.com**
- Address **MOIRABARI, MORIGAON, ASSAM, 782126**
- City/Town **MOIRABARI**
- State/UT **ASSAM**
- Pin Code **782126**

2. Institutional status

- Type of Institution **Co-education**
- Location **Rural**
- Financial Status **UGC 2f and 12(B)**

- Name of the Affiliating University **GAUHATI UNIVERSITY**
- Name of the IQAC Coordinator **DALIL UDDIN AHMED**
- Phone No. **7002330489**
- Alternate phone No. **9864160172**
- Mobile **7002330489**
- IQAC e-mail address **iqacmoirabaricollege@gmail.com**
- Alternate e-mail address **dalilcollege@gmail.com**

3. Website address (Web link of the AQAR (Previous Academic Year))

<http://moirabaricollege.ac.in/upload/aqar/AQAR%202020-2021.pdf>

4. Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

<http://moirabaricollege.ac.in/upload/miscellaneous/Academic%20Calendar%202021-22.pdf>

5. Accreditation Details

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

6. Date of Establishment of IQAC

12/05/2003

7. Provide the list of funds by Central / State Government

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institutional 1	DHE	DHE Assam	2021-22	17000.00
Institutional 1	Infrastructure Grants to College	RUSA Assam	28-12-2021	4500000.00
Institutional 1	Infrastructure Grants to College	RUSA Assam	07-03-2022	500000.00

8. Whether composition of IQAC as per latest NAAC guidelines **Yes**

- Upload latest notification of formation of IQAC [View File](#)

9. No. of IQAC meetings held during the year **4**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**
- If No, please upload the minutes of the meeting(s) and Action Taken Report [View File](#)

10. Whether IQAC received funding from any of the funding agency to support its activities during the year? **No**

- If yes, mention the amount

11. Significant contributions made by IQAC during the current year (maximum five bullets)

1. Implemented online admission
2. Renewed Institutional website
3. Organized professional training program for faculties and non teaching staff
4. Regular IQAC Meeting

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

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.
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. Ph.D. Viva-voce of one faculty has been awaited, Two faculties are pursuing Ph.D.
Online admission to be continued	Online admission continued
Grievance redressal cell to be revived.	Grievance redressal cell reformed.

13. Whether the AQAR was placed before statutory body? No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

1.Name of the Institution	MOIRABARI COLLEGE
• Name of the Head of the institution	DR RIAZUL HOQUE
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	9435505074
• Mobile No:	9435505074
• Registered e-mail	principalmoirabaricollege@gmail.com
• Alternate e-mail	iqacmoirabaricollege@gmail.com
• Address	MOIRABARI, MORIGAON, ASSAM, 782126
• City/Town	MOIRABARI
• State/UT	ASSAM
• Pin Code	782126
2.Institutional status	
• Type of Institution	Co-education
• Location	Rural
• Financial Status	UGC 2f and 12(B)
• Name of the Affiliating University	GAUHATI UNIVERSITY
• Name of the IQAC Coordinator	DALIL UDDIN AHMED
• Phone No.	7002330489

• Alternate phone No.	9864160172				
• Mobile	7002330489				
• IQAC e-mail address	iqacmoirabaricollege@gmail.com				
• Alternate e-mail address	dalilcollege@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	http://moirabaricollege.ac.in/upload/aqar/AQAR%202020-2021.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	http://moirabaricollege.ac.in/upload/miscellaneous/Academic%20Calendar%202021-22.pdf				
5.Accreditation Details					
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
6.Date of Establishment of IQAC			12/05/2003		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Institutional	DHE	DHE Assam	2021-22	17000.00	
Institutional	Infrastructure Grants to College	RUSA Assam	28-12-2021	4500000.00	
Institutional	Infrastructure Grants to College	RUSA Assam	07-03-2022	500000.00	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		

<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 	View File
9.No. of IQAC meetings held during the year	4
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> • If yes, mention the amount 	
11.Significant contributions made by IQAC during the current year (maximum five bullets)	
1. Implemented online admission	
2. Renewed Institutional website	
3. Organized professional training program for faculties and non teaching staff	
4. Regular IQAC Meeting	
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	

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.
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. Ph.D. Viva-voce of one faculty has been awaited, Two faculties are persuing Ph.D.
Online admission to be continued	Online admission continued
Grievance redressal cell to be revived.	Grievance redressal cell reformed.
13.Whether the AQAR was placed before statutory body?	No
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Nil	Nil
14.Whether institutional data submitted to AISHE	
Year	Date of Submission
2021-22	28/02/2023

15.Multidisciplinary / interdisciplinary
<p>The college adopts Gauhati University's CBCS syllabus design as its model, wherein students are encouraged to choose multidisciplinary and interdisciplinary subjects. Business communication skills workshops are conducted for the students. Interdisciplinary projects to solve social problems are developed by the students as the part of project based learning and final year projects.</p>
16.Academic bank of credits (ABC):
<p>Moirabari College is affiliated to Gauhati University and has the credit based system. For assesement of the courses, faculties define the assesment tools and designed the assignments, test, quizzes for assesement of the students.</p>
17.Skill development:
<p>Moirabari College provides mentorship to students to develop soft skill. The college authority has applied to Gauhati University for various skill development courses, which be hope to start in the near future.</p>
18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)
<p>Moirabari College has 'language club' for various activities in Hindi, Arabic, English and Assamese. The club has performed various activities on occasions throughout the year.</p>
19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):
<p>Moirabari College has well defined Program Outcomes (PO), Program Specific Outcomes (PSO) and Program Education Objectives (PEO) for each program. The POs, PSOs and PEOs are satisfied through the teaching-learning process and the additional programs conducted in the College. As the part of curriculum, each course has defined Course Outcomes (CO) which are mapped to POs and PSOs. Assessment tools are designed considering the requirements of POs. The activities and programs are organized in the College to achieve POs. At the end of the semester, analysis of PO, PSO attainment is done by each department.</p>
20.Distance education/online education:
<p>The College is affiliaed to Gauhati University. As per the guidelines of University, all lectures and practicals are conducted in physical mode. During pandemic, the system has</p>

adopted the change from classroom teaching to blended learning. Google drive, Google classrooms were effectively used for course conduction and evaluation process. Each course contents are available on Goggle classroom including syllabus, PPTs and notes.

Extended Profile

1.Programme

1.1	21
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	1215
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	15
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	219
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	36
-----	----

Number of full time teachers during the year		
File Description	Documents	
Data Template	View File	
3.2	26	
Number of Sanctioned posts during the year		
File Description	Documents	
Data Template	View File	
4.Institution		
4.1	21	
Total number of Classrooms and Seminar halls		
4.2	24.82	
Total expenditure excluding salary during the year (INR in lakhs)		
4.3	35	
Total number of computers on campus for academic purposes		

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. Class Routine is prepared by a routine committee for every academic session

3. LESSON PLAN CUM RECORD OF CLASSES, which is a record of all the classes taken by the faculty members is maintained.

4. Practical classes are held on regular basis as per the allotted schedule in the class routine.

5. The central library of the college is an open access system. A good number of Journals are subscribed by the college. Inflightnet (e-books and e-journals) facility is available.

6. Various classroom teaching methods based on various needs of different subjects are regularly used for the effective delivery of the curriculum.

b. ICT-enabled teaching-learning method.

c. Use of different softwares.

d. Distribution of class notes by teachers.

e. Field works and educational excursions are carried by the departments. Regular class test, regular assessment in practical classes, vivavoce, 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.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	NA

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	View File
Link for Additional information	NA

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

C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

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	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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)

0

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

0

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	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

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	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

03

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

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

448

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

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	View File
URL for feedback report	NA

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

1215

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

15

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

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. The process is continued and has given effective results. The students, themselves come forward to share their academic as well as personal problems. This has helped the institution in many ways to enhance the quality of academics among the students.

File Description	Documents
Link for additional Information	NA
Upload any additional information	View File

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

Number of Students	Number of Teachers
1215	36

File Description	Documents
Any additional information	View File

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

Moirabari College encourages student centric learning through various experimental learning, participative learning and problem solving methodologies to enrich learning through the following methods:

- Different participative activities like group discussion, field visits, educational tours, seminars, etc are organized from time to time throughout the year in the college campus and outside to provide firsthand experience of current issues and develop problem solving methodologies.
- The college library is equipped with e-resources which is accessed by the students. The college has a computer lab with internet facilities, ICT based classrooms support learning activities.
- Enrollment of students in NSS and participation in different activities like workshops, talks, awareness programmes and other co-curricular activities train and prepare students for basic life skills and social obligations.
- The student centered activities outside the classroom help the students to engage themselves in learning procedures.
- The students are taken for educational tours to the sites of interest to get familiar with different institutions of learning.
- Various events and competition during college week celebrations enable the students to showcase their creativity and enhance their creative skills.

File Description	Documents
Upload any additional information	View File
Link for additional information	NA

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. Digital Library resources N-LIST. 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.

Power Point 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.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	NA

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

36

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

26

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

07

File Description	Documents
Any additional information	View File
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)	View File

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

634

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

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. The schedule of Internal Assessment is also clearly mentioned in the Academic Calendar of the institution.

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 - 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 and is continued. Mid-term tests are conducted primarily by giving multiple choice questions to the students. Conducted for all the students of each semester on regular basis to assess their level of understanding.

File Description	Documents
Any additional information	View File
Link for additional information	NA

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.

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 resent to the University by the College.

File Description	Documents
Any additional information	View File
Link for additional information	NA

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.

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

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 Programme outcomes and Course outcomes.

Process of Evaluation: Evaluation process 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 students' progression to M.A., B.Ed., LLB etc. courses in various institutions all over Assam.

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

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

174

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	NA

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/1682399925.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)

00

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	NA

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

07

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

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

07

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

01

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

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 institution conducted a number of extension activities during the year in the neighbourhood community to nurture strong values and a sense of obligation towards the society among the students.

- Organised online National level Quiz competition on the occasion of Re-Public day
- On the occasion of Shaheedi Divas another state level quiz contest organised
- Organised an enlightenment programme on career building in collaboration with Youth Mind Guwahati
- Observed an Oath Taking programme on the occasion of World Blood donor day
- Observance of CM's institutional plantation programme "Shyamoli Chouhad"
- International Women's Day was celebrated at Moirabari College campus
- Two Nos. of Covid-19 Vaccination drive was organized by IQAC, at Moirabari College in association with Moirabari PHC.
- A Street drama organized on Road Safety by the students of the College.
- A plantation drive (Van Mahotsav) was carried out by the teachers and the students of the college at the College campus
- World No Tobacco Day was observed by the Anti- Narcotic

Cellof the institution in association with District Legal Services Authority, Morigaon.

- International Yoga day observed at college campus organized by NSS unit Moirabari College
- Observed International day against drug abuse and illicit trafficking organized by Morigaon Police Administration in association with NSS unit Moirabari College and Gram Vikash parishad Moirabari

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

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

00

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

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

05

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

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

500

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

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

03

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

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

03

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

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, cold 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, indegenious fruits plant, medicinal plant and a pond are in 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 separete 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 enabled 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 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	View File
Paste link for additional information	NA

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	View File
Paste link for additional information	NA

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	View File
Paste link for additional information	NA
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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)

24.82

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

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 28,388 (Twenty Eight Thousand Three hundred Eighty Eight) 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	View File
Paste link for Additional Information	NA

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	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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)

1.54

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

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

63

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

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	View File
Paste link for additional information	NA

4.3.2 - Number of Computers

40

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution B. 30 - 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

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)

24.82

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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, 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 room with 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. The college is under CCTV surveillance for 24 hours.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	NA

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

34

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

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

00

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

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	NA
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

09

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

09

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student

A. All of the above

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

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	View File
Upload any additional information	View File

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	View File
Any additional information	View File
Details of student progression to higher education	View File

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

00

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

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.

00

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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. 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

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

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

283

File Description	Documents
Report of the event	View File
Upload any additional information	View File
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)	View File

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 150 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 offers a minimum financial contribution for the interest of the college. Presently the association has 150 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, Road safety measures, 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, Inter Institution debate and Quiz programmes etc. 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	NA
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	View File

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.

The organizational structure of the college provides the administrative authority to the principal who in turn decentralizes it by formation of different committees and cells for smooth operation of all the activities of the institution.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

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:

- Teachers Unit Affiliated to Assam College Teachers Association
- 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.
- Student Support and progression cell.
- Eco-Club
- Women cell
- Hostel Management committee (Boy's and Girl's)
- Construction Committee
- Purchase Committee
- Extension service cell
- Sports centre
- Publication cell
- College beautification cell

The GB gives approval and suggestions to constitute the above mentioned some of internal cells and committees and introduction of new programs and welfare activities in the college.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

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 associated with the Moirabari College are primarily committed to provide quality higher education and research facility to the students and the teaching fraternity.

Specific objectives and goals of perspective plan 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 field for publishing research papers in reputed journal etc.
- To take initiative for development of eco-friendly campus
- To collaborate with various organizations both in private and public sector for field trip etc.
- 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.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	NA
Upload any additional information	View File

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.

- The organizational structure of the college has the Governing Body, Principal, Head of the Departments, Teaching and non-teaching staff and supporting cells/ committees and departments as its essential components.
- The Governing Body is at the top of the hierarchy of the Organization and it takes the leading role in decision making process.
- The principal as the administrative head of the institution administers the academic and administrative plans and policies with the help of different committees, units and cells like IQAC, NAAC Committee, Examination Committee, Grievance Redressal Cell, Career Guidance Cell, Academic Committee, Admission Committee etc.
- The cells and committees are formed including members from teaching and non-teaching staff, student members and external members with a convener. The activities of the cells and committees are conducted under the guidance of the principal and in co-ordination with all the stakeholders.
- The administrative, academic and financial decisions are taken at appropriate levels in the hierarchy of the organizational structure.
- The institution functions in accordance with the rules and regulation of the Directorate of Higher Education, Govt. of Assam, Gauhati University and UGC with regard to recruitment, service rules, promotion, curriculum and management.

File Description	Documents
Paste link for additional information	NA
Link to Organogram of the Institution webpage	NA
Upload any additional information	View File

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	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Welfare measures provided to Teaching and Non-teaching staff of the college:

- Medical Allowance provided as per norms of Govt. of Assam
- Maternity Leave provided according to the rules of Govt. of Assam
- Child Care Leave provided according to the rules of Govt. of Assam
- Casual Leave provided according to rules of Govt. of Assam
- Duty leave to the faculties who are assigned duties by university or other Government organizations.
- House Rent Allowance as per Govt. of Assam rules
- Group Insurance Schemes

Facilities provided to Teaching and Non-teaching staff of the college:

- Safe drinking water facility
- Canteen facility
- Sanitizers at common room and departmental room
- Sports facility
- Computing facility
- Wi-Fi facility
- Workshops for faculty development
- Medical and Health check up facility
- Yoga and workshops for stress management
- Employees Welfare Funds.
- Grievance Redressal Mechanism for staff
- Prevention of sexual harassment at workplace through Internal Complaint Cell

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

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	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

01

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

03

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

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

The institution has performance based appraisal system for the Assessment of teaching staff which is based on the feedback collected from them.

- The faculty members are asked to fill up the Academic Performance Indicator (API) format at the end of the academic year. The Performa designed by the UGC is used in this regard.
- Individual Teachers calculate their API scores and it is submitted to the IQAC for scrutiny. The principal finalizes the scores based upon the documental evidences submitted by the teachers.
- Various criteria like Teaching, Learning and Evaluation, Cocurricular activities, Extension and Professional Development related activities, Research Publications, Articles and Chapters published in books, seminar presentation, participation in Orientation Course, Refreshers Course, Faculty Development Programme etc. are taken into consideration for appraisal of performance of Teaching Staff. It is also based upon his/her relationship with the students, colleagues and administration of the college.
- The Appraisal System of non-teaching staff is based on the Annual Performance of the employees on the basis of different criteria like regularity, punctuality, performance of duties, leadership skill, interpersonal skills, job knowledge, understanding etc. The non-teaching staffs with unsatisfactory rating scale are provided with training and orientation programme to upgrade their skills and abilities

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

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	NA
Upload any additional information	View File

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)

00

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

Mobilization of funds in the institution is done both from the internal and external sources.

The internal sources of fund mobilization in the college are:

1. Fees collected at the time of admission under different heads like Admission fees, building maintenance, common room, cultural, development, faculty improvement, ID card, library, NSS, poor fund, festival and Tuition fees. 30% of the tuition fees is utilized by the institution and the rest has to be submitted to the government.

2. The college has a self- financing course of B.Com. from the session 2015-16

The External sources of fund mobilization are:

1. **Salary Grant:** The College receives salary grant from the State government.

2. **RUSA Grants:** Grants is received from the RUSA for the development and maintenance of Infrastructure, upgrade of the Learning Resources and Research

3. The college generates revenue as venue charges for conducting competitive examinations like TET and others.

The financial decisions are taken by the Governing Body and the Principal of the college is the DDO(Drawing and Disbursing Officer). The management of fund for different developmental works is done through the Purchasing Committee and the Construction Committee of the College.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

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

The IQAC of Moirabari College has been playing a pivotal role in initiating different strategies and activities for the quality assurance in all spheres of the institution.

- All the academic and administrative activities of the college come under the purview of the IQAC and it has been working to improve the quality of education by suggesting new methods of teaching and use of ICT tools.
- IQAC keeps a record of all the activities of the different departments, Cells, committees and students' union of the institution and on the basis of the documents and evidences, prepares the Annual Quality Assurance Report (AQAR) for submission to the NAAC.
- The IQAC also initiates research related activities in the college by encouraging departments to conduct National/State/Departmental Seminars, workshops, talks and publication of magazine and journals.

- The institutional practice of feedback from students is carried out by the initiation of the IQAC.
- The IQAC holds regular meeting of IQAC and all the stake holders for proper co-ordination of all the activities of the college.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

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. 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	NA
Upload any additional information	View File

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	NA
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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.

- Observed International Women's Day on 8th March 2022 by the Women's Cell. The college's women's cell celebrated by donating fruits and other necessities to the moirabari Senior Citizen's home.
- Observed menstrual health and hygiene day on 28th May 2022 by the Institution values and best practice Cell.
- The institution has Grievance Redressal Cell with well defined policies and mechanism to prevent and redress any kind of gender related complaint.
- Few Portfolios are especially reserved for girl students in the Students' Union.

File Description	Documents
Annual gender sensitization action plan	http://moirabaricollege.ac.in/upload/miscellaneous/gender%20equity%20during%20the%20year.pdf
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	http://moirabaricollege.ac.in/upload/miscellaneous/Specific%20Facilities%20Provided%20for%20Women.pdf

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	View File
Any other relevant information	View File

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	View File
Geo tagged photographs of the facilities	http://moirabaricollege.ac.in/upload/miscellaneous/Waste%20Management%20system.pdf
Any other relevant information	View File

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	View File
Any other relevant information	View File

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	View File
Any other relevant documents	View File

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 **C. Any 2 of the above**

**following 1.Green audit 2. Energy audit
3.Environment audit 4.Clean and green
campus recognitions/awards 5. Beyond the
campus environmental promotional activities**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

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	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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)	View File
Any other relevant information	View File

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 Martyrs Day, Azadi Ka Amrit Mohatsav, activities under NSS, Plantation Programs, Awareness Programms on cleanliness, Road Safety Measure, 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	View File
Any other relevant information	View File

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

File Description	Documents
Code of ethics policy document	View File
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	View File
Any other relevant information	View File

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

The institution celebrates all the national festivals as well as the Birth and Death anniversaries of our national leaders and great personalities of our state.

- The Independence Day and Republic Day are celebrated with great zeal. The students are motivated to develop spirit of nationalism and contribute towards the development of their society and nation at large.
- Birth anniversaries of National leaders like Mahatma Gandhi (Gandhi Jayanti) and Sardar Vallabhbhai Bhai Patel (Rastriya

Ekta Divas) are observed in the college.

- Similarly a few regional significant days like Shilpi Divas, Rabha Divas, Chilarai Divas, Lachit Divas Commemorating the famous personalities of Assam from different field are also celebrated in the college regularly.
- International Women's Day has been celebrated by the Women Cell.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

1. Maintaining a clean, pollution free, healthy and green campus

The Practice: Maintaining a clean, environment friendly green campus.

Evidence of Success: The College claims to have been successful in keeping a clean, healthy and green campus for carrying out all activities.

Problems Encountered and Resources Required: The college has not faced any problem rather all stakeholders have extended full co-operation in this regard.

2. Teachers Diary: 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.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

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 institutional distinctiveness lies in its efforts to maintain transparency in its financial, academic, administrative and auxiliary functions.

- **Transparency in Financial Administration:**

The institution maintains systematic accounts of utilization of financial resources of the college including different grants received from the government within a period of time. Utilization of all Government and UGC grants and assistance is certified by a reputed Chartered Accountant after due verification.

- **Transparency in Academic Functions:**

Information regarding academic functions of the college is provided through the college website. Different Committees are formed fortimely and smooth implementation of all academic functions. The Admission Committee carries out the entire process of new admission under the direct supervision of the Principal.

- **Transparency in Administrative Functions:**

For maintaining transparency in administrative function of the College, a system of office automation has been adopted which facilitates students' data base admission process and fund management. E-mail ID and phone numbers of the students are collected at the time of admission for notifying students the dates of events, examination and filling up forms through mobile SMS.

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. Class Routine is prepared by a routine committee for every academic session

3. LESSON PLAN CUM RECORD OF CLASSES, which is a record of all the classes taken by the faculty members is maintained.

4. Practical classes are held on regular basis as per the allotted schedule in the class routine.

5. The central library of the college is an open access system. A good number of Journals are subscribed by the college. Inflightnet (e-books and e-journals) facility is available.

6. Various classroom teaching methods based on various needs of different subjects are regularly used for the effective delivery of the curriculum.

b. ICT-enabled teaching-learning method.

c. Use of different softwares.

d. Distribution of class notes by teachers.

e. Field works and educational excursions are carried by the departments. Regular class test, regular assessment in practical classes, vivavoce, 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.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	NA

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	View File
Link for Additional information	NA

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

C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

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	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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)

0

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

0

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	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File
1.3 - Curriculum Enrichment	
1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	
<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	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File
1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year	
03	

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

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

448

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

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	View File
URL for feedback report	NA

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

1215

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

15

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

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. The process is continued and has given effective results. The students, themselves come forward to share their academic as well as personal problems. This has helped the institution in many ways to enhance the quality of academics among the students.

File Description	Documents
Link for additional Information	NA
Upload any additional information	View File

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

Number of Students	Number of Teachers
1215	36

File Description	Documents
Any additional information	View File

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

Moirabari College encourages student centric learning through various experimental learning, participative learning and problem solving methodologies to enrich learning through the following methods:

- Different participative activities like group discussion, field visits, educational tours, seminars, etc are organized from time to time throughout the year in the college campus and outside to provide firsthand experience of current issues and develop problem solving methodologies.
- The college library is equipped with e-resources which is accessed by the students. The college has a computer lab with internet facilities, ICT based classrooms support learning activities.
- Enrollment of students in NSS and participation in different activities like workshops, talks, awareness programmes and other co-curricular activities train and prepare students for basic life skills and social obligations.
- The student centered activities outside the classroom help the students to engage themselves in learning procedures.
- The students are taken for educational tours to the sites of interest to get familiar with different institutions of learning.
- Various events and competition during college week celebrations enable the students to showcase their creativity and enhance their creative skills.

File Description	Documents
Upload any additional information	View File
Link for additional information	NA

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. Digital Library resources N-LIST. 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.

Power Point 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.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	NA

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

36

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

26

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

07

File Description	Documents
Any additional information	View File
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)	View File

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

634

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

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. The schedule of Internal Assessment is also clearly mentioned in the Academic Calendar of the institution.

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 - 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 and is continued. Mid-term tests are conducted primarily by giving multiple choice questions to the students. Conducted for all the students of each semester on regular basis to assess their level of understanding.

File Description	Documents
Any additional information	View File
Link for additional information	NA

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.

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 resent to the University by the College.

File Description	Documents
Any additional information	View File
Link for additional information	NA

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.

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

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 Programme outcomes and Course outcomes.

Process of Evaluation: Evaluation process 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 students' progression to M.A., B.Ed., LLB etc. courses in various institutions all over Assam.

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

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

174

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	NA

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/1682399925.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)

00

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	NA

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

07

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

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

07

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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**

01

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

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 institution conducted a number of extension activities during the year in the neighbourhood community to nurture strong values and a sense of obligation towards the society among the students.

- Organised online National level Quiz competition on the occasion of Re-Public day
- On the occasion of Shaheedi Divas another state level quiz contest organised
- Organised an enlightenment programme on career building in collaboration with Youth Mind Guwahati
- Observed an Oath Taking programme on the occasion of World Blood donor day
- Observance of CM's institutional plantation programme "Shyamoli Chouhad"
- International Women's Day was celebrated at Moirabari College campus
- Two Nos. of Covid-19 Vaccination drive was organized by IQAC, at Moirabari College in association with Moirabari PHC.
- A Street drama organized on Road Safety by the students of the College.
- A plantation drive (Van Mahotsav) was carried out by the teachers and the students of the college at the College

campus

- World No Tobacco Day was observed by the Anti- Narcotic Cellof the institution in association with District Legal Services Authority, Morigaon.
- International Yoga day observed at college campus organized by NSS unit Moirabari College
- Observed International day against drug abuse and illicit trafficking organized by Morigaon Police Administration in association with NSS unit Moirabari College and Gram Vikash parishad Moirabari

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

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

00

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

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

05

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

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

500

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

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

03

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

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

03

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

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 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.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	NA

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	View File
Paste link for additional information	NA

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	View File
Paste link for additional information	NA
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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)

24.82

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

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 28,388(Twenty Eight Thousand Three hundred Eighty Eight) 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	View File
Paste link for Additional Information	NA

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	View File
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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)

1.54

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

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

63

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

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	View File
Paste link for additional information	NA

4.3.2 - Number of Computers

40

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

B. 30 - 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

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)

24.82

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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, 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 room with 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. The college is under CCTV surveillance for 24 hours.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	NA

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

34

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

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

00

File Description	Documents
Upload any additional information	View File
Number of students benefitted by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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	NA
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

09

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

09

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

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	View File
Upload any additional information	View File

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	View File
Any additional information	View File
Details of student progression to higher education	View File

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**

00

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

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.**

00

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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. 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

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

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

283

File Description	Documents
Report of the event	View File
Upload any additional information	View File
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)	View File

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 150 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 offers a minimum financial contribution for the interest of the college. Presently the association has 150 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, Road safety measures, 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, Inter Institution debate and Quiz programmes etc. 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	NA
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	View File

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.

The organizational structure of the college provides the administrative authority to the principal who in turn decentralizes it by formation of different committees and cells for smooth operation of all the activities of the institution.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

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 exofficio 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:

- Teachers Unit Affiliated to Assam College Teachers Association
- 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.
- Student Support and progression cell.
- Eco-Club

- Women cell
- Hostel Management committee (Boy's and Girl's)
- Construction Committee
- Purchase Committee
- Extension service cell
- Sports centre
- Publication cell
- College beautification cell

The GB gives approval and suggestions to constitute the above mentioned some of internal cells and committees and introduction of new programs and welfare activities in the college.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

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 associated with the Moirabari College are primarily committed to provide quality higher education and research facility to the students and the teaching fraternity.

Specific objectives and goals of perspective plan 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 field for publishing research papers in reputed journal etc.
- To take initiative for development of eco-friendly campus
- To collaborate with various organizations both in private and public sector for field trip etc.
- 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.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	NA
Upload any additional information	View File

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.

- The organizational structure of the college has the Governing Body, Principal, Head of the Departments, Teaching and non-teaching staff and supporting cells/committees and departments as its essential components.
- The Governing Body is at the top of the hierarchy of the Organization and it takes the leading role in decision making process.
- The principal as the administrative head of the institution administers the academic and administrative plans and policies with the help of different committees, units and cells like IQAC, NAAC Committee, Examination Committee, Grievance Redressal Cell, Career Guidance Cell, Academic Committee, Admission Committee etc.
- The cells and committees are formed including members from teaching and non-teaching staff, student members and external members with a convener. The activities of the cells and committees are conducted under the guidance of the principal and in co-ordination with all the stakeholders.
- The administrative, academic and financial decisions are taken at appropriate levels in the hierarchy of the organizational structure.
- The institution functions in accordance with the rules and regulation of the Directorate of Higher Education, Govt. of Assam, Gauhati University and UGC with regard to

recruitment, service rules, promotion, curriculum and management.

File Description	Documents
Paste link for additional information	NA
Link to Organogram of the Institution webpage	NA
Upload any additional information	View File

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	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Welfare measures provided to Teaching and Non-teaching staff of the college:

- Medical Allowance provided as per norms of Govt. of Assam
- Maternity Leave provided according to the rules of Govt. of Assam
- Child Care Leave provided according to the rules of Govt. of Assam
- Casual Leave provided according to rules of Govt. of Assam
- Duty leave to the faculties who are assigned duties by university or other Government organizations.
- House Rent Allowance as per Govt. of Assam rules

- Group Insurance Schemes

Facilities provided to Teaching and Non-teaching staff of the college:

- Safe drinking water facility
- Canteen facility
- Sanitizers at common room and departmental room
- Sports facility
- Computing facility
- Wi-Fi facility
- Workshops for faculty development
- Medical and Health check up facility
- Yoga and workshops for stress management
- Employees Welfare Funds.
- Grievance Redressal Mechanism for staff
- Prevention of sexual harassment at workplace through Internal Complaint Cell

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

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	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

01

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

03

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

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

The institution has performance based appraisal system for the Assessment of teaching staff which is based on the feedback collected from them.

- The faculty members are asked to fill up the Academic Performance Indicator (API) format at the end of the academic year. The Performa designed by the UGC is used in this regard.
- Individual Teachers calculate their API scores and it is submitted to the IQAC for scrutiny. The principal finalizes the scores based upon the documental evidences submitted by the teachers.
- Various criteria like Teaching, Learning and Evaluation, Cocurricular activities, Extension and Professional Development related activities, Research Publications, Articles and Chapters published in books, seminar presentation, participation in Orientation Course, Refreshers Course, Faculty Development Programme etc. are taken into consideration for appraisal of performance of Teaching Staff. It is also based upon his/her relationship with the students, colleagues and administration of the college.
- The Appraisal System of non-teaching staff is based on the Annual Performance of the employees on the basis of different criteria like regularity, punctuality, performance of duties, leadership skill, interpersonal skills, job knowledge, understanding etc. The non-teaching staffs with unsatisfactory rating scale are provided with training and orientation programme to upgrade their skills and abilities

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

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 it 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	NA
Upload any additional information	View File

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)

00

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

Mobilization of funds in the institution is done both from the internal and external sources.

The internal sources of fund mobilization in the college are:

1. Fees collected at the time of admission under different heads like Admission fees, building maintenance, common room,

cultural, development, faculty improvement, ID card, library, NSS, poor fund, festival and Tuition fees.30% of the tuition fees is utilized by the institution and the rest has to be submitted to the government.

2. The college has a self- financing course of B.Com. from the session 2015-16

The External sources of fund mobilization are:

1. Salary Grant: The College receives salary grant from the State government.

2. RUSA Grants: Grants is received from the RUSA for the development and maintenance of Infrastructure, upgrade of the Learning Resources and Research

3. The college generates revenue as venue charges for conducting competitive examinations like TET and others.

The financial decisions are taken by the Governing Body and the Principal of the college is the DDO(Drawing and Disbursing Officer). The management of fund for different developmental works is done through the Purchasing Committee and the Construction Committee of the College.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

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

The IQAC of Moirabari College has been playing a pivotalrole in initiating different strategies and activities for the quality assurance in all spheres of the institution.

- All the academic and administrative activities of the college come under the purview of the IQAC and it has been working to improve the quality of education by suggesting new methods of teaching and use of ICT tools.

- IQAC keeps a record of all the activities of the different departments, Cells, committees and students' union of the institution and on the basis of the documents and evidences, prepares the Annual Quality Assurance Report (AQAR) for submission to the NAAC.
- The IQAC also initiates research related activities in the college by encouraging departments to conduct National/State/Departmental Seminars, workshops, talks and publication of magazine and journals.
- The institutional practice of feedback from students is carried out by the initiation of the IQAC.
- The IQAC holds regular meeting of IQAC and all the stake holders for proper co-ordination of all the activities of the college.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

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. 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	NA
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the

C. Any 2 of the above

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)

File Description	Documents
Paste web link of Annual reports of Institution	NA
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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.

- Observed International Women's Day on 8th March 2022 by the Women's Cell. The college's women's cell celebrated by donating fruits and other necessities to the moirabari Senior Citizen's home.
- Observed menstrual health and hygiene day on 28th May

2022 by the Institution values and best practice Cell.

- The institution has Grievance Redressal Cell with well defined policies and mechanism to prevent and redress any kind of gender related complaint.
- Few Portfolios are especially reserved for girl students in the Students' Union.

File Description	Documents
Annual gender sensitization action plan	http://moirabaricollege.ac.in/upload/miscellaneous/gender%20equity%20during%20the%20year.pdf
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	http://moirabaricollege.ac.in/upload/miscellaneous/Specific%20Facilities%20Provided%20for%20Women.pdf

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	View File
Any other relevant information	View File

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	View File
Geo tagged photographs of the facilities	http://moirabaricollege.ac.in/upload/miscellaneous/Waste%20Management%20system.pdf
Any other relevant information	View File

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	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

- 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**

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

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	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

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	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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)	View File
Any other relevant information	View File

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 Martyrs Day, Azadi Ka Amrit Mohatsav, activities under NSS, Plantation Programs, Awareness Programms on cleanliness, Road Safety Measure, 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	View File
Any other relevant information	View File

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	View File
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	View File
Any other relevant information	View File

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

The institution celebrates all the national festivals as well as the Birth and Death anniversaries of our national leaders and great personalities of our state.

- The Independence Day and Republic Day are celebrated with great zeal. The students are motivated to develop spirit of nationalism and contribute towards the development of their society and nation at large.
- Birth anniversaries of National leaders like Mahatma Gandhi (Gandhi Jayanti) and Sardar Vallabhbhai Bhai Patel (Rastriya Ekta Divas) are observed in the college.
- Similarly a few regional significant days like Shilpi Divas, Rabha Divas, Chilarai Divas, Lachit Divas commemorating the famous personalities of Assam from different fields are also celebrated in the college regularly.
- International Women's Day has been celebrated by the Women Cell.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

1. Maintaining a clean, pollution free, healthy and green campus

The Practice: Maintaining a clean, environment friendly green campus.

Evidence of Success: The College claims to have been successful in keeping a clean, healthy and green campus for carrying out all activities.

Problems Encountered and Resources Required: The college has not faced any problem rather all stakeholders have extended full co-operation in this regard.

2. Teachers Diary: 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.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

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 institutional distinctiveness lies in its efforts to maintain transparency in its financial, academic, administrative and auxiliary functions.

- **Transparency in Financial Administration:**

The institution maintains systematic accounts of utilization of financial resources of the college including different grants received from the government within a period of time. Utilization of all Government and UGC grants and assistance is certified by a reputed Chartered Accountant after due verification.

- **Transparency in Academic Functions:**

Information regarding academic functions of the college is provided through the college website. Different Committees are formed fortimely and smooth implementation of all academic functions. The Admission Committee carries out the entire process of new admission under the direct supervision of the Principal.

- **Transparency in Administrative Functions:**

For maintaining transparency in administrative function of the College, a system of office automation has been adopted which facilitates students' data base admission process and fund management. E-mail ID and phone numbers of the students are collected at the time of admission for notifying students the dates of events, examination and filling up forms through mobile SMS.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

- Placement activities to be covered for all students.
- Staff orientation programme is to be organized.
- Students Induction programme is to be organized.
- E-governance is to be introduced in the institution.
- To achieve complete pollution free campus.
- Increasing the number of classrooms with ICT capabilities.
- Books fair and inter-college debating competition to be organized.
- Generation of new sources of funding.
- Skill Development Center/Incubation Centre to be introduced.
- More students oriented/development activities are to be conducted for life skill/soft skill/gender sensitization etc.
- National and International Seminars/conferences/workshops/FDP are to be organized by the Institution.
- Industry visit/field trips/educational trip for

experimental learning will be enhanced.

- Use of alternative sources of energy to be enhanced in the institution.
- Optimum use of funds on welfare of weaker section of students.
- We would start a pickle making and handloom weaving (Assamese Taathal) units in College campus where the girls students would be involved.