

# Annual Quality Assurance Report (AQAR) for the academic year 2017-18

Submitted to



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

*An Autonomous Institution of the University Grants Commission*

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

By



**IQAC**

**Moirabari College**

**Moirabari, Morigaon (Assam)**

## **Part – A**

### **Data of the Institution**

*(data may be captured from IIQA)*

1. Name of the Institution                      MOIRABARI COLLEGE
  - Name of the Head of the institution : DR. SAMSUDDIN AHMED
  - Designation:    PRINCIPAL
  - Does the institution function from own campus: YES
  - Phone no./Alternate phone no.: 9864160172
  - Mobile no.: 9435650674
  - Registered e-mail: principalmoirabaricollege@gmail.com
  - Alternate e-mail : dalilcollege@gmail.com
  - Address        :MOIRABARI, MORIGAON, ASSAM, 782126
  - City/Town    : MOIRABARI
  - State/UT     : ASSAM
  - Pin Code     : 782126
2. Institutional status:
  - Affiliated / Constituent: Affiliated
  - Type of Institution: Co-education/Men/Women : Co-Educational
  - Location : Rural/Semi-urban/Urban: Rural
  - Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing (please specify): Grants-in aid/ UGC 2f and 12 (B)
  - Name of the Affiliating University: Gauhati University
  - Name of the IQAC Co-ordinator : Dalil Uddin Ahmed
  - Phone no. : 9864160172
  - Alternate phone no.
  - Mobile: 7002330489
  - IQAC e-mail address: [iqacmoirabaricollege@gmail.com](mailto:iqacmoirabaricollege@gmail.com)

- Alternate Email address: dalilcollege@gmail.com

3. Website address: <https://www.moirabaricollege.org/iqac.php>

Web-link of the AQAR: (Previous Academic Year): <https://www.moirabaricollege.org/aqar.php>

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

4. Whether Academic Calendar prepared during the year?

Yes, if yes, whether it is uploaded in the Institutional website: <https://www.moirabaricollege.org>

Weblink: [https://www.moirabaricollege.org/academic\\_calendar.php](https://www.moirabaricollege.org/academic_calendar.php)

5. Accreditation Details:

| Cycle           | Grade | CGPA  | Year of Accreditation | Validity Period                |
|-----------------|-------|-------|-----------------------|--------------------------------|
| 1 <sup>st</sup> | C++   | 67.00 | 2006                  | from:21-05-2006 to: 20-05-2011 |
| 2 <sup>nd</sup> | B++   | 2.77  | 2016                  | from:05-11-2016 to:04-11-2021  |
| 3 <sup>rd</sup> |       |       |                       |                                |
| 4 <sup>th</sup> |       |       |                       |                                |
|                 |       |       |                       |                                |

6. Date of Establishment of IQAC: DD/MM/YYYY: 25/05/2017

7. Internal Quality Assurance System

| 7.1 Quality initiatives by IQAC during the year for promoting quality culture |            |                          |                                      |
|---|------------|--------------------------|--------------------------------------|
| Item /Title of the quality initiative by IQAC                                 | Date       | Duration                 | Number of participants/beneficiaries |
| Third International Yoga day  | 21/06/2017 | <b>3 hours.</b>          | <b>305</b>                           |
| Mock Drill on Earthquake  | 30/06/2017 | <b>3 hours.</b>          | <b>922</b>                           |
| College Foundation Day  | 14/08/2017 | <b>One day Programme</b> | <b>639</b>                           |
| Awareness of Digital literacy Program   | 08/09/2017 | <b>3 hours</b>           | <b>822</b>                           |
| Awareness Programme against Blue Wheal game viral in social media             | 12/09/2017 | <b>3 hours</b>           | <b>988</b>                           |
| Observation of world environment Day  | 05/06/2018 | <b>2 hours</b>           | <b>339</b>                           |
| Clean and Green Moirabari Project   | 13/06/2018 | <b>One Day programme</b> | <b>889</b>                           |
| TV programme “Excuse me” by Assam Talks                                       | 08/09/2018 | <b>1 hour</b>            | <b>693</b>                           |

**Note: Some Quality Assurance initiatives of the institution are:**

**(Indicative list)**

- Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements
- Academic Administrative Audit (AAA) conducted and its follow up action
- Participation in NIRF
- ISO Certification
- NBA etc.
- Any other Quality Audit

8. Provide the list of funds by Central/ State Government-

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

| Institution/<br>Department/Faculty | Scheme         | Funding<br>agency                    | Year of award with<br>duration | Amount  |
|------------------------------------|----------------|--------------------------------------|--------------------------------|---------|
| <b>Govt. of Assam</b>              | Untied<br>Fund | Govt. of<br>Assam                    | 2017                           | 1000000 |
| <b>Govt. of Assam</b>              | Excursion      | Department<br>of Higher<br>Education | 2018                           | 100000  |

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: Yes

\*upload latest notification of formation of IQAC :



OFFICE OF THE PRINCIPAL  
**MOIRABARI COLLEGE**  
MOIRABARI :: MORIGAON :: ASSAM  
PIN-782126  
NAAC Grade B++

Phone: 94356-50674 (M)

**IQAC Constituted as per latest IQAC (NAAC) guidelines:-**

1. Chairperson: DR. SAMSUDDIN AHMED (Principal)
2. a) DR. ROFIQUL ISLAM (Superintended, L.M.H.)  
b) ABDUL ALI (BDO, Moirabari)
3. a) MD. SHAMSUDDIN MOZUMDER (Associate Prof., Dept. of History)  
b) DR. ABDUL LATIF ANSARY (Associate Prof., Dept. of Arabic)  
c) SOFIQUL ISLAM (Associate Prof., Dept. of English)  
d) SADIQUL ISLAM (Associate Prof., Dept. of English)  
e) DR. REHANA AHMED (Associate Prof., Dept. of Economics)
4. DR. DILIP BORA (Member, GB, Moirabari College)
5. a) AMINUL HUDA (Social Worker)  
b) JAHIRUL ISLAM MUKTER (Ex. Student, Moirabari College)
6. SURHAB AHMED (Industrialist, Moirabari)
7. DALIL UDDIN AHMED (Co-ordinator, IQAC)

With Regards,

(Dr. Samsuddin Ahmed)  
Principal  
Moirabari College

Submis

10. No. of IQAC meetings held during the year: 3 (Three)

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website..... No

(Please upload, minutes of meetings and action taken report)

11. Whether IQAC received funding from any of the funding agency to support its Activities during the year? No

If yes, mention the amount: Nil Year: Nil

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

- \* DR. SAMSUDDIN AHMED, DR. A.L. ANSARY, DR. ANGSHUMAN DAS have been approved as a research guide
- \*College Magazine is being published annually
- \*Implemented Personality Development Programme and Diploma Certificate Course of computer
- \*More avenues for students to engage in community service and sensitizing students to ecological and environmental issues
- \*Governing Body meeting held on a regular basis with the member of the committee as a part of academic review activity

13. 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   |
|--|---|
| To implement Personality development programs and Computer Certificate Course for the students | Three number of the extracurricular activities within the campus within this year viz. Digital Marketing Programme, Basic Computer Certificate Course.                  |
| Career guidance and placement cell to be strengthened  | Average fifteen percent students placed   |
| Encouraging students to excel in various sports and events                                     | Representing regional level:- NOOR ALOM in Volleyball, MIZANUR RAHMAN in Football, AKRAM RAJA in Athletic and RUNU BEGUM in NE basis singing competition-a reality show |
| Publication of Annual Magazine and journal   | Three papers proceeding published in different journal by the teachers in this college and College Magazine publish annually  |

**14.** Whether the AQAR was placed before statutory body? Yes /No: No

Name of the Statutory body: No

Date of meeting(s): No

**15.** Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?

**Yes/No:** No

Date: Nil

**16.** Whether institutional data submitted to AISHE: Yes/No: Yes

Year: 2018

Date of Submission: 02/03/2018

**17.** Does the Institution have Management Information System? **Yes**

If yes, give a brief description and a list of modules currently operational.

(Maximum 500 words)

Management Information system (MIS) of Moirabari College provides information for the managerial activities. The main purpose of this research is, MIS provides accurate and timely information necessary to facilitate the decision-making process and enable the organization planning, control and operational functions to be carried out effectively. This basically concerned with the processing data into information and is then communicated to the various department in an organization for appropriate decision making. MIS is a subset of the overall planning and control activities covering the application of humans, technologies, and procedure of the organization. The information system in our college is the mechanism to ensure that information is available to the manager in the form they want it and when they need it.

## Part-B

| <b>CRITERION I – CURRICULAR ASPECTS</b>   |                                 |                                   |   |                             |    |
|---|---------------------------------|-----------------------------------|---|-----------------------------|----|
| <b>1.1 Curriculum Planning and Implementation</b>   |                                 |                                   |   |                             |    |
| 1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words  |                                 |                                   |   |                             |    |
| While revision and up gradation of the syllabi is done at the University level, the college has a mechanism for effective, documented curriculum delivery. At the commencement of each academic year, every faculty member provides the students with individual time plans and reading lists for each course which are displayed in the classrooms. These time plans are adhered to, so that the student is able to gauge with a degree of clarity, what portion of the curriculum will be delivered within the stipulated time frame. These time plans are also preserved each year as documentation. Besides traditional lectures and seminars, infrastructure for the use of ICT in classrooms, like power point presentations, smart boards and audio-visual support are all available to make the delivery of the curriculum enabling and interesting for the students. In some departments, bridge courses or supplementary courses are held in order to make the curriculum delivery more holistic and effective. Tutorials are held with mentoring and participative learning encouraged. Internal assessment is done transparently with examined scripts shown to students. Inter-personal skills are enhanced through Value Education. |                                 |                                   |   |                             |    |
| 1.1.2 Certificate/ Diploma Courses introduced during the Academic year  |                                 |                                   |   |                             |    |
| Name of the Certificate Course  | Name of the Diploma Courses     | Date of introduction and duration | focus on employability/ entrepreneurship                  | Skill development           |    |
| Basic Certificate Course  | Diploma in Computer Application | 22/01/2018                        | Nil   | Nil                         |    |
| <b>1.2 Academic Flexibility</b>   |                                 |                                   |   |                             |    |
| 1.2.1 New programmes/courses introduced during the Academic year  |                                 |                                   |   |                             |    |
| Programme with Code   | Date of Introduction            |                                   | Course with Code  | Date of Introduction        |    |
| Nil   | Nil                             |                                   | Nil   | Nil                         |    |
| 1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year.   |                                 |                                   |   |                             |    |
| Name of Programmes adopting CBCS  | UG                              | PG                                | Date of implementation of CBCS / Elective Course System   | UG                          | PG |
| Nil   | NA                              | NA                                | NA  | NA                          | NA |
| Already adopted (mention the year)  |                                 |                                   |   |                             |    |
| 1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year  |                                 |                                   |   |                             |    |
|   | Certificate                     |                                   | Diploma Courses   |                             |    |
| No of Students  | 25                              |                                   | 27  |                             |    |
| <b>1.3 Curriculum Enrichment</b>  |                                 |                                   |   |                             |    |
| 1.3.1 Value-added courses imparting transferable and life skills offered during the year  |                                 |                                   |   |                             |    |
| Value added courses   |                                 | Date of introduction              |   | Number of students enrolled |    |
| Nil   |                                 | NA                                |   | NA                          |    |
| 1.3.2 Field Projects / Internships under taken during the year  |                                 |                                   |   |                             |    |
| Project/Programme Title   |                                 |                                   | No. of students enrolled for Field Projects / Internships |                             |    |
| Field project on Geography & Environmental Studies  |                                 |                                   | <b>830</b>  |                             |    |
| <b>1.4 Feedback System</b>  |                                 |                                   |   |                             |    |
| 1.4.1 Whether structured feedback received from all the stakeholders.   |                                 |                                   |   |                             |    |

|             |             |              |           |            |
|-------------|-------------|--------------|-----------|------------|
| 1) Students | 2) Teachers | 3) Employers | 4) Alumni | 5) Parents |
| Yes         | No          | No           | No        | No         |

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

**Feedback process of the institution:-** College is having the well established curriculum framed by the IQAC, Moirabari college. To analyse the usefulness and suggest reframing the curriculum, we collect curriculum feedback from the students. Each and every aspects of the curriculum is systematically evaluated and the same is provided to the IQAC for reconstruction through the members of board of studies and academic council members. **Report on Feedback:-** The feedback has been analysed based on the following parameters: Course content, learning resources, real life application, higher education, employability, moral values, personal and professional ethics efficiency of teacher and teacher methodologies. The overall feedbacks from various semester of the class about curriculum are good. Communication skills and employability skills are to be enhanced. # Efficiency of teachers and effectiveness of teaching methodology is good. Teaching and learning environment is good. Action **Taken report:-** E- learning resources must be improved and staff and students to encourage to use. In addition to the academic curriculum, the college is to be providing computer course, knitting cutting course etc. To increase the employability skill. The college has appointed professional instructor to improve skills.

## **CRITERION II -TEACHING-LEARNING AND EVALUATION**

### **2.1 Student Enrolment and Profile**

#### **2.1. 1 Demand Ratio during the year**

| Name of the Programme | Number of seats available | Number of applications received | Students Enrolled |
|-----------------------|---------------------------|---------------------------------|-------------------|
| B.A                   | <b>500</b>                | 420                             | <b>404</b>        |
| B.Com                 | <b>100</b>                | 49                              | <b>42</b>         |

#### **2.2 Catering to Student Diversity**

##### **2.2.1. Student - Full time teacher ratio (current year data)**

| Year    | Number of students enrolled in the institution (UG) | Number of students enrolled in the institution (PG) | Number of full time teachers available in the institution teaching only UG courses | Number of full time teachers available in the institution teaching only PG courses | Number of teachers teaching both UG and PG courses |
|---------|---|---|--|--|--|
| 2017-18 | 446   | Nil   | 28   | Nil  | N/A  |

#### **2.3 Teaching - Learning Process**

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

| Number of teachers on roll | Number of teachers using ICT ( <i>LMS, e-Resources</i> ) | ICT tools and resources available | Number of ICT enabled classrooms | Number of smart classrooms | E-resources and techniques used |
|----------------------------|--|-----------------------------------|----------------------------------|----------------------------|---------------------------------|
| 15                         | Nil  | Nil                               | Nil                              | 02                         | Nil                             |

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

In recent years mentoring system has emerged as a strong response to the plight of students at risk. Moirabari college offers a highly efficient mentoring system. Mentoring of students thus, is an essential feature to render equitable service to all our students having varied background. Student-mentorship has the following aims:



To enhance teacher-student contact hours

To enhance students' academic performance and attendance

To minimize student drop-out rates

To identify and understand the status of slow learners and encourage advanced learners

To render equitable service to students

The institute has followed the suggestion made by QAC, Higher Education Dept., (Govt. of Assam) to introduce the mentoring system. The importance of integrating the system for enhancing students' performance is a common resolution adopted by a meeting of the teaching faculty.

With a wide variation in the student population in regard to educational and economic background, the system promises to provide a better understanding of individual students and bring out their highest potential. It also appears to be the most effective method/weapon for mitigating cases of those students who are vulnerable to drop-out from studies.

**Design & Implementation:** The IQAC had taken the initiative of implementing the mentoring of students. Students are categorized based on the streams of studies and also according to their core subjects. They are divided into groups of 15-25 depending on the number of students. Each group is assigned a teacher-mentor who would perform mentoring duties. A Mentoring Format with Guidelines is prepared by the IQAC to ensure uniformity.

Mentors maintain and update the Mentoring Format which contains space for entering particulars and performance of students (class tests, monthly attendance records, etc.)

After collecting all necessary information, Mentors are expected to offer guidance and counselling, as and when required.

It is the practice of Mentors to meet students individually or in groups.

In isolated cases parents are called for counselling/special meetings with the Principal at the suggestion of the Mentor.

If a student is identified as having weakness in particular subject, it is the duty of the Mentor to apprise the concerned subject teacher.

**Targets achieved**

The Remedial Classes have been institutionalized after the implementation of the Mentoring System. Need-Based remedial classes have proved to be beneficial to the students in particular and the entire college in general. The institutional practice of Mentoring System has considerably enhanced the campus environment and brought about:

Enhanced contact hours between Mentors with their respective students

Improvement in students' attendance records

Minimized student drop-out rates (apparently due to Mentors' intervention before a student falls short of attendance or has been regularly abstaining from classes)

|  |                             |                      |
|--|-----------------------------|----------------------|
| Identification of slow learners for conducting Remedial Classes    |                             |                      |
| Advanced learners identified and encouraged with incentive prizes. |                             |                      |
| Number of students enrolled in the institution                     | Number of fulltime teachers | Mentor: Mentee Ratio |
| 1169   | 28                          | 41.75                |

|  |   |  |  |   |
|--|---|--|--|---|
| <b>2.4 Teacher Profile and Quality</b>   |   |  |  |   |
| <b>2.4.1 Number of full time teachers appointed during the year</b>  |   |  |  |   |
| No. of sanctioned positions  | No. of filled positions   | Vacant positions   | Positions filled during the current year                                     | No. of faculty with Ph.D  |
| 01   | <b>01</b>   | <b>Nil</b>   | 01   | 06  |
| <b>2.4.2 Honours and recognitions received by teachers</b><br>(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )  |   |  |  |   |
| Year of award  | Name of full time teachers receiving awards from state level, national level, international level | Designation  | Name of the award, fellowship, received from Government or recognized bodies |   |
| Nil  | Nil   | Nil  | Nil  |   |
| <b>2.5 Evaluation Process and Reforms</b>  |   |  |  |   |
| <b>2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year</b>   |   |  |  |   |
| Programme Name   | Programme Code  | Semester/ year   | Last date of the last semester-end/ year- end examination                    | Date of declaration of results of semester-end/ year- end examination |
| UG   | Nil   | 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup> and 6 <sup>th</sup> semester | 19/05/2018   | 30/09/2018  |
| <b>2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)</b>  |   |  |  |   |
| <p>Centralized Continuous Internal Evaluation System: Assessment of performance is</p> <p>•Reforms in Continuous Internal Evaluation (CIE) System at the Institutional Level integral part of teaching and learning process. As a part of sound educational strategy, the institution adopts Centralized Continuous Internal Evaluation (CIE) System to assess all Orientation on Evaluation Process: Students are made aware of the evaluation process•aspects of a student’s development on a continuous basis throughout the year. The orientation programmes at the beginning of the semester through public address•through the following initiatives:- Orientation on changes and amendments in the evaluation process through Tutorial• Academic Calendar with CIA Exam dates • Teaching Plan contains evaluation procedures •system of the college Display in the College and Department Notice Board•Meetings Result Analysis• &amp; Review Meeting: Result Analysis is done by the class tutors after every CIA Test. Pass</p> |   |  |  |   |

percentage of each course is calculated by dividing the total number of students appeared and passed in each course. The performance of the students is monitored by the Principal and the necessary feedback is given to the concerned faculty members. The Principal conducts Review Meetings department wise to give necessary feedback for the Progress Reports•improvement of students' performance. & Parents Meetings: The institution is keen on monitoring the performance of the students and reports to the Parents. Progress Reports are sent by the tutors to the parents after each of the test. Parents/ Guardians are advised to note the performance of their wards and take remedial measure if needed. Whenever necessary, the tutor shall recommend the visit of the parent to the college for a discussion about the Remedial Classes are conducted for the slow learners, absentees and the students who•student. participate in Sports, NSS activities and Placement Interviews. This practice helps struggling learners to update their subject knowledge and helps them to catch up with their peers. External examinations of three hours duration will be conducted at the end of every• semester for all the theory papers and practical papers. Students should satisfy the eligibility criteria of 75% attendance in each semester to appear for University Examination. The students who have arrears are permitted to write their papers in both the semester Representation in the Board of Studies: The senior faculty members appointed by the•examinations. University act as the member of Board of Studies. At Every meeting they suggest evaluation reforms and discuss any discrepancy in the Passing Board meeting. At the time of central valuation the examiners have the facilities to represent any out of syllabus questions. The Supplementary Examinations are held for the final year students who have appeared and•chairman of the valuation Board will take necessary action. Reappearing/Recounting/Revaluation: The students are informed of the•failed in any one of the semester theory papers relating to completion of his/her degree. Reappearing/Recounting/Revaluation scheme available to them. Re-totalling is permitted for U.G. students who apply for it within the stipulated time on payment of prescribed fee. Revaluation is permitted only for the papers written in regular U.G. examinations and not for arrear examinations.

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

The institute adheres to the Academic Calendar prepared according to the calendar provided by Guwahati University. Every year we prepare the academic calendar for the institute and also a department wise activity schedule for smooth functioning. This ensures that the curriculum is enriched through related activities. For the academic session academic calendar was prepared and followed for conduct of examination and other activities. The academic calendar is displayed on the institute website and also shares with the head of the departments so as to ensure proper execution. Being an institute affiliated to Guwahati University, we follow the academic schedule provided by the university. The Institute prepares their own academic calendar for various programmes which follow the timelines/guidelines and academic schedule of the affiliating University. Generally, the Guwahati University gives guidelines on the following in their academic schedule, along with annual cultural and sports meet schedule. Beginning of the academic sessions. • Guidelines of IQAC and submission of AQAR for Affiliated/Constituent Colleges Page 15 Last working day of the semester. • Mid-term examination schedule. • Annual Sports meet • Annual cultural Fest • End term theory and Practical examination schedule. • Vacation schedule. • The same academic calendar is published on institute's website before the beginning of every academic year. It provides plan for the academic year to students, teachers and parents. Considering the academic calendar, each department functions according to the teaching plan prepared at the department level.

**2.6 Student Performance and Learning Outcomes**

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution

(to provide the weblink)

[www.moirabaricollege.org](http://www.moirabaricollege.org)

### 2.6.2 Pass percentage of students

| Program me Code | Programme name | Number of students appeared in the final year examination | Number of students passed in final semester/year examination | Pass Percentage |
|-----------------|----------------|---|--|-----------------|
|                 | UG             | 196   | 153  | 78%             |

### 2.7 Student Satisfaction Survey

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

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 Resource Mobilization for Research

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

| Nature of the Project  | Duration | Name of the funding Agency | Total grant sanctioned | Amount received during the Academic year |
|--|----------|----------------------------|------------------------|--|
| Major projects   | NIL      | NIL                        | NIL                    | NIL                                      |
| Minor Projects   | NIL      | NIL                        | NIL                    | NIL                                      |
| Interdisciplinary Projects   | NIL      | NIL                        | NIL                    | NIL                                      |
| Industry sponsored Projects  | NIL      | NIL                        | NIL                    | NIL                                      |
| Projects sponsored by the University/ College                        | NIL      | NIL                        | NIL                    | NIL                                      |
| Students Research Projects<br>(other than compulsory by the College) | NIL      | NIL                        | NIL                    | NIL                                      |
| International Projects   | NIL      | NIL                        | NIL                    | NIL                                      |
| Any other(Specify)   | NIL      | NIL                        | NIL                    | NIL                                      |
| Total  |          |                            |                        |  |

### 3.2 Innovation Ecosystem

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

| Title of Workshop/Seminar               | Name of the Dept.                   | Date(s)    |
|---|-------------------------------------|------------|
| Workshop on Nursing Education for youth | Carrier guidance & counselling cell | 10/02/2018 |

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

| Title of the innovation | Name of the Awardees | Awarding Agency | Date of Award | Category |
|-------------------------|----------------------|-----------------|---------------|----------|
| NIL                     | NIL                  | NIL             | NIL           | NIL      |

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

| Incubation Centre | Name | Sponsored by |
|-------------------|------|--------------|
| NIL               | NIL  | NIL          |

| Name of the Start-up | Nature of Start-up | Date of commencement |
|----------------------|--------------------|----------------------|
|----------------------|--------------------|----------------------|

|   |                     |                      |                                  |                               |   |   |
|---|---------------------|----------------------|----------------------------------|-------------------------------|---|---|
| NIL   |                     | NIL                  |                                  | NIL                           |   |   |
| <b>3.3 Research Publications and Awards</b>   |                     |                      |                                  |                               |   |   |
| 3.3.1 Incentive to the teachers who receive recognition/awards  |                     |                      |                                  |                               |   |   |
| State   |                     | National             |                                  | International                 |   |   |
| NIL   |                     | NIL                  |                                  | NIL                           |   |   |
| 3.3.2 Ph. Ds awarded during the year ( <i>applicable for PG College, Research Center</i> )  |                     |                      |                                  |                               |   |   |
| Name of the Department  |                     |                      | No. of Ph. Ds Awarded            |                               |   |   |
| N/A   |                     |                      | N/A                              |                               |   |   |
| 3.3.3 Research Publications in the Journals notified on UGC website during the year   |                     |                      |                                  |                               |   |   |
|   | Department          | No. of Publication   |                                  | Average Impact Factor, if any |   |   |
| National  | NIL                 | NIL                  |                                  | NIL                           |   |   |
| International   | NIL                 | NIL                  |                                  | NIL                           |   |   |
| 3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year             |                     |                      |                                  |                               |   |   |
| Department  |                     |                      | No. of publication               |                               |   |   |
| Assamese  |                     |                      | 7 no. of books & 3 papers        |                               |   |   |
| English   |                     |                      | 1 no. of Book & 2 no. of papers. |                               |   |   |
| Pol. Science  |                     |                      | 3 no. of papers                  |                               |   |   |
| Economics   |                     |                      | 2 no. of papers                  |                               |   |   |
| 3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index |                     |                      |                                  |                               |   |   |
| Title of the paper  | Name of the author  | Title of the journal | Year of publication              | Citation Index                | Institutional affiliation as mentioned in the publication | Number of citations excluding self citations              |
| Nil   | Nil                 | Nil                  | Nil                              | Nil                           | Nil   | Nil   |
| 3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)  |                     |                      |                                  |                               |   |   |
| Title of the paper  | Name of the author  | Title of the journal | Year of publication              | h-index                       | Number of citations excluding self citations              | Institutional affiliation as mentioned in the publication |
| NIL   | NIL                 | NIL                  | NIL                              | NIL                           | NIL   | NIL   |
| 3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :  |                     |                      |                                  |                               |   |   |
| No. of Faculty  | International level |                      | National level                   |                               | State level   | Local level   |
| Attended Seminars/ Workshops  | 0                   |                      | 05                               |                               | 15  | 19  |
| Presented papers  | NIL                 |                      | 04                               |                               | 07  | NIL   |
| Resource Persons  | NIL                 |                      | NIL                              |                               | NIL   | NIL   |

| <b>3.4 Extension Activities</b>   |   |   |   |  |
|---|---|---|---|--|
| 3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year |   |   |   |  |
| Title of the Activities   | Organising unit/ agency/ collaborating agency | Number of teachers <b>co-ordinated</b> such activities                          | Number of students participated in such activities    |  |
| Cleaness Drive  | NSS Unit, Moirabari College                   | 05  | 50  |  |
| PM Narendra Modi speak to students on exam strss  | NSS Unit, Moirabari College                   | 30  | 1200  |  |
| Mega Special Camp cum Orientation Programme   | Guwahat University, NSS cell                  | 01  | 02  |  |
| Rashtriya Ekta Divas  | NSS Unit, Moirabari College                   | 30  | 900   |  |
| Clean & Green Moirabari   | NSS with Gyan Vigyan Samity Moirabari         | 30  | 800   |  |
| 3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year  |   |   |   |  |
| Name of the Activity  | Award/recognition                             | Awarding bodies   | No. of Students benefited                             |  |
| NIL   | NIL   | NIL   | NIL   |  |
| 3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year     |   |   |   |  |
| Name of the scheme  | Organising unit/ agency/ collaborating agency | Name of the activity  | Number of teachers <b>coordinated</b> such activities | Number of students participated in such activities |
| Swachh bharat scheme  | NSS Unit, Moirabari College                   | 05  | 20  | 750  |
| <b>3.5 Collaborations</b>   |   |   |   |  |
| 3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year   |   |   |   |  |
| Nature of Activity  | Participant                                   | Source of financial support   | Duration  |  |
| Nil   | Nil   | Nil   | Nil   |  |
| 3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year  |   |   |   |  |
| Nature of linkage   | Title of the linkage                          | Name of the partnering institution/ industry /research lab with contact details | Duration <b>(From-To)</b>                             | participant  |
| Nil   | Nil   | Nil   | Nil   | Nil  |
| 3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year  |   |   |   |  |

| Organisation  | Date of MoU signed | Purpose and Activities                    | Number of students/teachers participated under MoUs |             |             |                    |
|---|--------------------|---|---|-------------|-------------|--------------------|
| Nil   | Nil                | Nil                                       | Nil   |             |             |                    |
| <b>CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES</b>                               |                    |   |   |             |             |                    |
| <b>4.1 Physical Facilities</b>  |                    |   |   |             |             |                    |
| 4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year |                    |   |   |             |             |                    |
| Budget allocated for infrastructure augmentation  |                    |   | Budget utilized for infrastructure development      |             |             |                    |
| 1500000.00  |                    |   | 1500000.00  |             |             |                    |
| 4.1.2 Details of augmentation in infrastructure facilities during the year                |                    |   |   |             |             |                    |
| Facilities  |                    |   | Existing  |             | Newly added |                    |
| Campus area   |                    |   | 20 Bigha  |             | 0           |                    |
| Class rooms   |                    |   | 33  |             | 03          |                    |
| Laboratories  |                    |   | 02  |             | 0           |                    |
| Seminar Halls   |                    |   | 01  |             | 0           |                    |
| Classrooms with LCD facilities  |                    |   | Nil   |             | Nil         |                    |
| Classrooms with Wi-Fi/ LAN  |                    |   | Nil   |             | Nil         |                    |
| Seminar halls with ICT facilities   |                    |   | 02  |             | 0           |                    |
| Video Centre  |                    |   | 01  |             | 0           |                    |
| No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.         |                    |   | Nil   |             | Nil         |                    |
| Value of the equipment purchased during the year (Rs. in Lakhs)                           |                    |   | Nil   |             | Nil         |                    |
| Others  |                    |   | Nil   |             | Nil         |                    |
| <b>4.2 Library as a Learning Resource</b>   |                    |   |   |             |             |                    |
| 4.2.1 Library is automated { Integrated Library Management System -ILMS }                 |                    |   |   |             |             |                    |
| Name of the ILMS software   |                    | Nature of automation (fully or partially) |   | Version     |             | Year of automation |
| SOUL  |                    | Partially                                 |   | 2.0         |             | 2011               |
| 4.2.1 Library Services:   |                    |   |   |             |             |                    |
|   |                    | Existing                                  |   | Newly added |             | Total              |
|   |                    | No.                                       | Value   | No.         | Value       | No.                |
|   |                    | Value                                     |   |             |             | Value              |
| Text Books  |                    | 4392                                      | 878400.00   | 302         | 50000.00    | 4694               |
| Reference Books   |                    | 13200                                     | 3960000.00  | 1942        | 360000.00   | 15142              |
| e-Books   |                    | N-List                                    |   | N- List     |             |                    |
| Journals  |                    | 04  | 5000.00   | 08          | 10000.00    |                    |
| e-Journals  |                    | N-List                                    |   | N- List     |             |                    |
| Digital Database  |                    | I R                                       |   | I R         |             |                    |
| CD & Video  |                    |   |   |             |             |                    |
| Library automation  |                    | YES                                       |   |             |             |                    |
| Weeding (Hard & Soft)   |                    | 200                                       | 50000.00  | Nil         |             |                    |
| Others (specify)  |                    | Nil                                       |   |             |             |                    |

| <b>4.3 IT Infrastructure</b>  |                 |                    |          |                  |  |        |                               |                              |        |
|---|-----------------|--------------------|----------|------------------|--|--------|-------------------------------|------------------------------|--------|
| 4.3.1 Technology Upgradation (overall)  |                 |                    |          |                  |  |        |                               |                              |        |
|   | Total Computers | Computer Labs      | Internet | Browsing Centres | Computer Centres   | Office | Departments                   | Available band width (MGBPS) | Others |
| Existing  | 29 Nos          | 1                  | JioFi    | Nil              | 1  | 1      | 10                            | Nil                          | Nil    |
| Added   |                 |                    |          |                  |  |        |                               |                              |        |
| Total   |                 |                    |          |                  |  |        |                               |                              |        |
| 4.3.2 Bandwidth available of internet connection in the Institution (Leased line)   |                 |                    |          |                  |  |        |                               |                              |        |
| ..... MBPS /GBPS  |                 |                    |          |                  |  |        |                               |                              |        |
| 4.3.3 Facility for e-content  |                 |                    |          |                  |  |        |                               |                              |        |
| Name of the e-content development facility  |                 |                    |          |                  | Provide the link of the videos and media centre and recording facility |        |                               |                              |        |
| NIL   |                 |                    |          |                  | NIL  |        |                               |                              |        |
| 4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc |                 |                    |          |                  |  |        |                               |                              |        |
| Name of the teacher   |                 | Name of the module |          |                  | Platform on which module is developed                                  |        | Date of launching e - content |                              |        |
| NIL   |                 | NIL                |          |                  | NIL  |        | NIL                           |                              |        |

| <b>4.4 Maintenance of Campus Infrastructure</b>  |  |  |  |
|--|--|--|--|
| 4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year  |  |  |  |
| Assigned budget on academic facilities   | Expenditure incurred on maintenance of academic facilities | Assigned budget on physical facilities | Expenditure incurred on maintenance of physical facilities |
| 5 Lakh   | 5 Lakh   | 1 Lakh                                 | 1 Lakh   |
| 4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. ( <i>maximum 500 words</i> ) (information to be available in institutional Website, provide link)  |  |  |  |
| <p>Institute makes budgetary provision under different heads for maintaining and utilizing the campus infrastructure facilities. Institute development committee assigned enough funds for maintenance and repairing. The allocated funds are utilized under the observation of various monitoring committees such as Purchase committee, Repair and maintenance committee, Sports Committee, Library committee, Lab Maintenance Committee, Students Feedback committee etc. of the college. To maintain and upkeep the infrastructure Institute facilities and equipments, following activities are undertaken by college:- There is Stock Maintenance Committee in every department, who maintains the stock register by physically verifying the items round the year. Regular maintenance of Computer Laboratory equipments are done by Laboratory. Assistant along with Laboratory attendant and they are headed by Lab Maintenance Committee Convener. Overall development of campus is done by Campus Discipline and Planning Committee of the college. Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of lawns is done by Institute Fourth Class Employees. College campus maintenance is monitored through regular inspection. Upkeep all facilities and cleanliness of environment in men's and women's hostel is</p> |  |  |  |



maintained through Hostel monitoring committee. Outsourcing is done for maintenance and repairing of IT infrastructure such as computers, internet facilities including Wi-Fi and broadband. Updating of software's is done by lab assistants. Outsourcing is done for the maintenance of wooden, furniture, electrification, and plumbing. Regular maintenance of the water cooler and water purifier is done by outsourcing agent. The maintenance of the reading room and stock verification of library books is done regularly by library staff.

## **CRITERION V - STUDENT SUPPORT AND PROGRESSION**

### **5.1 Student Support**

#### **5.1.1 Scholarships and Financial Support**

|                                      | Name /Title of the scheme | Number of students | Amount in Rupees |
|--------------------------------------|---------------------------|--------------------|------------------|
| Financial support from institution   | Poor Fund                 | 200 Nos.           | 20000.00         |
| Financial support from other sources |                           |                    |                  |
| a) National                          | Minority/Ishan Uday       | 150                | 2052000.00       |
| b) International                     |                           |                    |                  |

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

| Name of the capability enhancement scheme | Date of implementation | Number of students enrolled | Agencies involved |
|---|------------------------|-----------------------------|-------------------|
| Personal Counselling and Mentoring        | 12/02/2018             | 300 Nos.                    | Nil               |

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

| Year    | Name of the scheme  | Number of benefited students by Guidance for Competitive examination | Number of benefited students by Career Counselling activities | Number of students who have passed in the competitive exam | Number of students placed |
|---------|---------------------|--|---|--|---------------------------|
| 2017-18 | Nursing Counselling | Nil  | 20  | Nil  | 08                        |

#### **5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year**

| Total grievances received | No. of grievances redressed | Average number of days for grievance redressal |
|---------------------------|-----------------------------|--|
| 05                        | 05                          | 10 Days  |

### **5.2 Student Progression**

#### **5.2.1 Details of campus placement during the year**

| <b>On campus</b>              |                                 |                           | <b>Off Campus</b>             |                                 |                           |
|-------------------------------|---------------------------------|---------------------------|-------------------------------|---------------------------------|---------------------------|
| Name of Organizations Visited | Number of Students Participated | Number of Students Placed | Name of Organizations Visited | Number of Students Participated | Number of Students Placed |
| Nil                           | Nil                             | Nil                       | Nil                           | Nil                             | Nil                       |

| 5.2.2 Student progression to higher education in percentage during the year |  |                          |   |   |                               |
|---|--|--------------------------|---|---|-------------------------------|
| Year  | Number of students enrolling into higher education | Programme graduated from | Department graduated from                                 | Name of institution joined                              | Name of Programme admitted to |
| 2017-18   | 24   | UG                       | Assamese, Arabic, English, Pol. Science, Education, Hindi | Guwahti University, Assam University, Cotton University | PG                            |

| 5.2.3 Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services) |                                      |  |
|--|--------------------------------------|--|
| Items  | No. of Students selected/ qualifying | Registration number/roll number for the exam |
| NET  | Nil                                  | Nil  |
| SET  | Nil                                  | Nil  |
| SLET   | Nil                                  | Nil  |
| GATE   | Nil                                  | Nil  |
| GMAT   | Nil                                  | Nil  |
| CAT  | Nil                                  | Nil  |
| GRE  | Nil                                  | Nil  |
| TOFEL  | Nil                                  | Nil  |
| Civil Services   | Nil                                  | Nil  |
| State Government Services  | Nil                                  | Nil  |
| Any Other  | Nil                                  | Nil  |

| 5.2.4 Sports and cultural activities / competitions organised at the institution level during the year |                     |              |
|--|---------------------|--------------|
| Activity   | Level               | Participants |
| Annual sports day/Cultural Rally   | Institutional Level | 760          |

### 5.3 Student Participation and Activities

#### 5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

| Year | Name of the award/ medal | National/ International | Sports | Cultural | Student ID number | Name of the student  |
|------|--------------------------|-------------------------|--------|----------|-------------------|--|
| Nil  | Nil                      | Nil                     | 3 Nos. | 1 No.    | Nil               | NOOR ALOM in Volleyball, MIZANUR RAHMAN in Football, AKRAM RAJA in Athletic and RUNU BEGUM in Cultural Event |

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

College creates a platform for the active participation of the students in the various academic & administrative bodies including other activities. This empowers the students in gaining leadership qualities, rules, regulations and execution skills. Each council has a representative council, which is called Class & routine Committee and includes Its selection, constitution, activities and funding: The student members bring forward the views and suggestions of the entire class with student members too. The composition of student members is of one topper, one average and one slow learner (respect to the faculty, subjects, syllabus and other things related to the class. the one who has more integrity with other students) of each

section are nominated as The Student Council helps students share ideas, interests, and concerns with lecturers, class representatives, for all the sections from Ist Year to Final Year. They often also help raise funds for -wide activities, including social Various programs like paper presentations, workshops and seminars are organized by events, community projects, helping people in need and college reform. We have formed various committees such as: Library committee, Debate and symposium committee, Literacy & Cultural Committee Department Exam Committee College Academic committee Discipline & Anti-Ragging Committee, Sports & Games Committee Health & Public Awareness Committee (NSS) The funding for various activities of the internal college bodies is provided by the College Management.

**5.3 Alumni Engagement**

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):

**No**

5.3.2 No. of ~~registered~~ enrolled Alumni: 51

**No**

5.3.3 Alumni contribution during the year (in Rupees) :

**Nil**

5.3.4 Meetings/activities organized by Alumni Association :

**01**

**CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT**

**6.1 Institutional Vision and Leadership**

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

Decentralization is having a significant impact on policy, planning and management of elementary education. To promote quality of education to all sections of people in academic, social, political and aiming to develop a responsible management. At the same time, decentralization is seen as a means of improving the efficiency of education system and the quality of educational services. At various levels the college grooms the leadership. Governing body, Management, Principal, IQAC Members, Steering committee, teaching staff, non-teaching staff, supporting staff, student’s union, student representatives, Stakeholders, Aluminies and various committees jointly empowered to propose, design, formulate and execute their plans within the frame work of governance. The Academic, Administrative, NSS, IQAC all are working together for the smooth running and over all functioning of the college. Decentralization and participative management of the institution is best shown in the case study of building renovation of our institution.

6.1.2 Does the institution have a Management Information System (MIS)?  
Yes/No/Partial:

**Yes**

**6.2 Strategy Development and Deployment**

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

❖ Curriculum Development:- Curriculum is set by the University. . Academic mentoring of students is done by the teachers.

❖ Teaching and Learning  
At Moirabari College we follow a holistic approach for growth and development of students, our teaching and learning methodology includes brainstorming, presentations, quizzes, inquiry learning, hands on

activities, case studies etc. We provide adequate infrastructural facilities for teaching learning. We have well qualified and experienced faculty members.● We provide Computer Laboratories with latest configuration hardware and original licenced software. We have concept of mentoring to provide special care for students who are considered as slow learners. Each faculty mentor has a group of 15-25 students whose overall growth and development are continuously monitored to faculty and their problems are discussed. our faculty members to join Orientation Programme, Refreshers Courses, Workshops and FDPs to upgrade their skills and constantly be in the process of learning so that they can percolate the benefits of their updated knowledge and skills to students. We motivate our faculty members to pursue higher studies. We aspire to be abreast with the latest innovations and technological developments, so we encourage our faculty members to use innovative teaching methodologies. We take special care for students with special needs by providing remedial classes, and give them permission to record classroom lectures.

❖ Examination and Evaluation

As per University rules, there is one Midterm examination to be conducted in a semester by the institution and at the end of semester End Term Examination is conducted by University, which is a centralized process managed by University.

❖ Research and Development

All the departments of the institute have access to well-equipped computer laboratories with adequate infrastructural facilities to carry out the research projects. For promoting research the college has purchased subscription for various online, research journals and libraries to provide latest resources for the faculty members. The Institute Central library facilitates research-oriented books, journals & e-journals for research reference. Almost all faculty members are provided with personal computer which helps them carry out their research work. The institute has Wi-Fi enabled internet facilities for the fast access to online resources. The faculty members are encouraged to publish their research contributions in various National & International Journals and conferences. The Institute encourages the research scholars by providing on-duty leave to focus on their research. The institute motivates the faculty members to attend research-oriented seminars/workshops/conferences, etc., by providing special duty leave. The Institute encourages faculty members to pursue Ph.D programmes in reputed universities. The institute supports the researchers by providing high end computing facility with necessary software and with modern equipments.

❖ Library, ICT and Physical Infrastructure / Instrumentation

The library materials via Web & library has also subscribed for online databases that can be browsed. Each terminal is having internet facility. Library is having reprographic facility within the institute's campus. For security of library materials, we are having 10 fire extinguishers within the library. Library is having 1 server and 13 computers.). Detailed list of currently subscribed journals also uploaded on library website (printed & online). Library is having computer terminals for searching content online. Besides this regular e-mail has been sent to faculty to upgrade them with the latest information of library. CD Collection: Library also maintains the CD's received along with the books.● The users can get them issued.

❖ Human Resource Management

We strictly believe in the motto of team building and collective decision making. The Institute organizes various orientation and enrichment programmes for both teaching and non-teaching staff members for upgrading their skills in the latest technology. Salary, pay-scale and increments are given to staff members as per Government norms which lead to employee satisfaction. The management contributes an amount equal to the employee share for GPF with Pension scheme and Group insurance. Institute grants Medical, Casual, On Duty and Special Leave to its faculty members. And Non Teaching gets Medical, Causal and Earned Leave as per the norms of University. It also provides Maternity Leave according to norms to its

female members. The institute provide Special Leave for pursuing higher studies, attending enrichment courses/seminars/conferences/workshops and exam duties. The faculty and staff members are entitled to avail summer and winter vacations as per guidelines of the University. The college has Biometric, CCTV facility which are used for human resource management.

❖ Industry Interaction / Collaboration :- NIL

❖ Admission of Students

The institute is an affiliate College of Gauhati University. The admission is done directly.

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

❖ Planning and Development

There is a construction Committee with members from faculty, an architect, an engineer, contractor, teachers and office staff to assist with the planning and execution of vertical extension of the college, planning for infrastructure associated with the new wing. The Planning Board, comprising teachers, non-teaching staff, discusses financial matters regarding grants received, needs of departments so as to plan and budget.

❖ Administration

Management Information System is in place. The website displays notices before admission, and reports of recent events written by students. Most of the Accounts documentation is digitally maintained, student information likewise.

❖ Finance and Accounts

The Governing Body (for financial planning and implementation) involves the participation of teachers and non-teaching staff. Every grant to the college is discussed in this Body. Budgets for each department at the beginning of the academic year also form part of the discussions.

❖ Student Admission and Support

The Academic Council liaison between the students and the staff. Academic support is provided to weak students. The Library welcomes students for reference and study. A Book Bank is also available. In case of serious illness, students are visited in hospital by staff and companions. So too during bereavement of family members. The institute provides updated information related to Student Admission process and help.

❖ Examination

As per University rules, there is one Midterm examination to be conducted in a semester by the institution and at the end of semester End Term Examination is conducted by University, which is a centralized process managed by University.

### 6.3 Faculty Empowerment Strategies

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

| Year | Name of teacher | Name of conference/ workshop attended for which financial support provided | Name of the professional body for which membership fee is provided | Amount of support |
|------|-----------------|--|--|-------------------|
|      | NIL             | NIL  | NIL  | NIL               |

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

| Year | Title of the professional development programme organised for | Title of the administrative training programme organised for non-teaching staff | Dates (from-to) | No. of participants (Teaching staff) | No. of participants (Non-teaching staff) |
|------|---|---|-----------------|--------------------------------------|--|
|      |   |   |                 |                                      |  |

|  |  |                                 |              |  |                    |
|--|--|---------------------------------|--------------|--|--------------------|
|  | teaching staff   |                                 |              |  |                    |
|  | NIL  | NIL                             | NIL          | NIL  | NIL                |
| 6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year  |  |                                 |              |  |                    |
| Title of the professional development programme  |  | Number of teachers who attended |              | Date and Duration (from – to)                            |                    |
| Orientation Programme  |  | 01                              |              | 7 <sup>th</sup> Feb/2018 to 6 <sup>th</sup> March/2018   |                    |
| Orientation Programme  |  | 01                              |              | 29 <sup>th</sup> June/2018 to 26 <sup>th</sup> July/2018 |                    |
| 6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):  |  |                                 |              |  |                    |
| Teaching   |  |                                 | Non-teaching |  |                    |
| Permanent  |  | Fulltime                        | Permanent    |  | Fulltime/temporary |
| 01   |  | Nil                             | NIL          |  | 06                 |
| 6.3.5 Welfare schemes for  |  |                                 |              |  |                    |
| Teaching   | Group Insurance Schemes, GPF, 12 Casual Leave per year and the institute sponsors the research publications and registrations to academic conferences. Institute organises workshops, FDPs, seminars and conferences   |                                 |              |  |                    |
| Non teaching   | Earned Leave, GPF, Maternity Leave etc. are provided.  |                                 |              |  |                    |
| Students   | Gold medals and cash prizes are awarded to merit holders in sports and academics. Industrial trips are organised and several workshops, training sessions are conducted for their overall improvement. In campus hostel facility with quality housing and meal is provided to students. Regular interaction with parents is done to ensure a coordinated effort for the welfare of the students. |                                 |              |  |                    |
| <b>6.4 Financial Management and Resource Mobilization</b>  |  |                                 |              |  |                    |
| 6.4.1 Institution conducts internal and external financial audits regularly (with in 100 words each)   |  |                                 |              |  |                    |
| The institute has a mechanism for internal and external audit. We have our own internal audit mechanism where internal audit is an ongoing continuous process in addition to the external auditors to verify and certify the entire Income and Expenditure and the Capital Expenditure of the Institute each year. Qualified Internal Auditors from external resources have been permanently appointed and a team of staff under them do a thorough check and verification of all vouchers of the transactions that are carried out in each financial year. Likewise an external audit is also carried out on an elaborate way on quarterly basis. The institutional accounts are audited regularly by both Internal and statutory audits. So far there have been no major findings / objections. Minor errors of omissions and commissions when pointed out by the audit team are immediately corrected / rectified and precautionary steps are taken to avoid recurrence of such errors in future. The institute regularly follows Internal & external financial audit system. |  |                                 |              |  |                    |
| 6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)  |  |                                 |              |  |                    |
| Name of the non government funding agencies/ individuals   |  | Funds/ Grants received in Rs.   |              | Purpose  |                    |
| NIL  |  | NIL                             |              |  |                    |
| 6.4.2 Total corpus fund generated NO   |  |                                 |              |  |                    |
| <b>6.5 Internal Quality Assurance System</b>   |  |                                 |              |  |                    |

|  |   |                             |                             |                        |
|--|---|-----------------------------|-----------------------------|------------------------|
| 6.5.1 Whether Academic and Administrative Audit (AAA) has been done?   |   |                             |                             |                        |
| Audit Type   | External  |                             | Internal                    |                        |
|  | Yes/No  | Agency                      | Yes/No                      | Authority              |
| Academic   | Yes   | Gauhati University          | yes                         | Govt of Assam          |
| Administrative   | Yes   | Gauhati University          | Yes                         | Govt of Assam          |
| 6.5.2 Activities and support from the Parent – Teacher Association (at least three)  |   |                             |                             |                        |
| Parent-Teacher meetings held to assess the academic progress of students; parents contacted on a semester basis regarding low attendance   |   |                             |                             |                        |
| 6.5.3 Development programmes for support staff (at least three)  |   |                             |                             |                        |
| (Conducted by the Government): Workshop on modalities of e-pension RUSA meetings PFMS Workshop   |   |                             |                             |                        |
| 6.5.4 Post Accreditation initiative(s) (mention at least three) Research Cell established to foster academic research among staff and students; Introduction of skill/capability enhancement certificate courses Enhanced use of ICT by faculty in the teaching-learning process Initiatives for a green campus - solar electricity; barrier free campus-ramps, toilet for girls and boys separately |   |                             |                             |                        |
| <b>6.5.5</b>   |   |                             |                             |                        |
| a. Submission of Data for AISHE portal : (Yes /No) :- Yes  |   |                             |                             |                        |
| b. Participation in NIRF : (Yes /No):- No  |   |                             |                             |                        |
| c. ISO Certification : (Yes /No):- No  |   |                             |                             |                        |
| d. NBA or any other quality audit : (Yes /No):- No   |   |                             |                             |                        |
| 6.5.6 Number of Quality Initiatives undertaken during the year   |   |                             |                             |                        |
| Year   | Name of quality initiative by IQAC                                | Date of conducting activity | Duration (from-----to-----) | Number of participants |
| 2017   | Third International Yoga day                                      | 21/06/2017                  | <b>3 hours.</b>             | <b>305</b>             |
| 2017   | Mock Drill on Earthquake  | 30/06/2017                  | <b>3 hours.</b>             | <b>922</b>             |
| 2017   | College Foundation Day  | 14/08/2017                  | <b>One day Programme</b>    | <b>639</b>             |
| 2017   | Awareness of Digital literacy Program                             | 08/09/2017                  | <b>3 hours</b>              | <b>822</b>             |
| 2017   | Awareness Programme against Blue Wheal game viral in social media | 12/09/2017                  | <b>3 hours</b>              | <b>988</b>             |
| 2018   | Observation of world environment Day                              | 05/06/2018                  | <b>2 hours</b>              | <b>339</b>             |
| 2018   | Clean and Green Moirabari Project                                 | 13/06/2018                  | <b>One day programme</b>    | <b>889</b>             |
| 2018   | TV programme “Excuse me” by Assam Talks                           | 08/09/2018                  | <b>1 hours</b>              |                        |

## **CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

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

| Title of the programme             | Period (from-to) | Participants |           |
|------------------------------------|------------------|--------------|-----------|
| Mental Health of Adolescent Girls  | 3 hours          | Female - 300 | Male- Nil |
| Awareness sanitary venting machine | 1 hour           | 112          | 02        |

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:  
 Percentage of power requirement of the College met by the renewable energy sources:  
 The institute makes every effort to integrate cross cutting issues as Gender, Climate Change, Environmental Education, Human Rights etc., into the curriculum. The Institute provides various means to educate or aware the students on Climate Change and Environmental Education. Institute has dedicated environmental society which is basically an ECO club of students that organizes many events and aims at promoting and increasing environmental consciousness, awareness and responsibility amongst the Institute youth and the populace. Every year a plantation drive is done in the campus having a special budget/sponsorship for the event. Dustbins are installed at various positions and cleanliness is maintained. Conscious efforts are made to switch off lights and fans when not in use, to save energy. The institute has installed solar panels for supplementing the need of power supply to the hostel. Cleanliness drive is organized to create awareness and motivation among students to keep the environment clean.

7.1.3 Differently abled (Divyangjan) friendliness

| Items Facilities   | Yes/No             | No. of Beneficiaries |
|--|--------------------|----------------------|
| Physical facilities                                      | Nil                | Nil                  |
| Provision for lift                                       | Nil                | Nil                  |
| Ramp/ Rails  | Nil                | Nil                  |
| Braille Software/facilities                              | Nil                |                      |
| Rest Rooms   | (01) Day care room |                      |
| Scribes for examination                                  | yes                |                      |
| Special skill development for differently abled students | Nil                |                      |
| Any other similar facility                               | Nil                |                      |

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

| Year | Number of initiatives to address locational advantages and disadvantages | Number of initiatives taken to engage with and contribute to local community | Date and duration of the initiative | Name of the initiative | Issues addressed | Number of participating students and staff |
|------|--|--|-------------------------------------|------------------------|------------------|--|
| NIL  | NIL  | NIL  | NIL                                 | NIL                    | NIL              | NIL  |

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

| Title | Date of Publication | Follow up (maximum 100 words each) |
|-------|---------------------|------------------------------------|
| N/A   | N/A                 | N/A                                |

7.1.6 Activities conducted for promotion of universal Values and Ethics

| Activity                           | Duration (from-----to-----) | Number of participants            |
|------------------------------------|-----------------------------|-----------------------------------|
| Oriental Programme                 | One day                     | All students of Moirabari College |
| Plantation and awareness programme | One day                     | All students of Moirabari College |
| Annual sports day                  | 7 days                      | All students of Moirabari College |
| Teachers, Day                      | One day                     | All students of Moirabari         |



|   |         |                                   |
|---|---------|-----------------------------------|
|   |         | College                           |
| Quiz competition  | One day | All students of Moirabari College |
| 7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)  |         |                                   |
| <p>The campus has green landscaping of plants and trees Swachh Bharat Abhiyan -Poster Making Competition-14th September 2017</p> <ul style="list-style-type: none"> <li>• Swachhta Pakhwada- Cleanliness Drive- 15th September 2017.</li> <li>• Plantation Drive</li> <li>• No Plastic Campus</li> <li>• Green landscaping with trees and plants</li> <li>• Students participate in campaigns like “Adopt a tree”</li> <li>• Awareness about deforestation</li> <li>• Conserve native species of plants and trees•</li> </ul>   |         |                                   |
| <b>7.2 Best Practices</b>   |         |                                   |
| <p>Describe at least two institutional best practices<br/>Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link</p>   |         |                                   |
| <p>Elaborate on any two best practices, which have contributed to the achievement of the Institutional Objectives and/or contributed to the Quality improvement of the core activities of the college. Name of the Best Practice 1:</p> <p>Recording &amp; Preserving Daily performance report of Teachers.</p> <p>Goal •</p> <ul style="list-style-type: none"> <li>• To keep records of daily performance of teachers.</li> <li>• To keep the weekly performance record of teachers.</li> <li>• To keep the record of teachers’ involvement in various curricular and co-curricular activities.</li> <li>• To ensure the accountability &amp; teaching ethics of Teachers.</li> </ul> <p>The Context</p> <p>Teaching learning activity is the most crucial activity to be performed by the teachers in an institution of higher education. In addition to teaching -learning, teachers have to remain involved in various co-curricular activities. In order to ensure accountability of the teachers in discharging such pivotal responsibilities there has to be a mechanism in the institution. With this end in view, the IQAC suggested this practice of maintaining the daily performance report of the Teachers. By this mechanism, it is possible to put on record all the activities of a teacher –both curricular and cocurricular during his stay in the college and thereby ensure his/her accountability.</p> <p>The Practice</p> <p>In order to implement this healthy practice, every faculty of a Department of the college is provided the form of daily performance report by the IQAC in the beginning of daily class routine. This daily performance report is used to record the daily activities of the teachers of the concerned Department. Moreover, it records the co-curricular activities, nos. of allotted classes, nos. of classes taken by the faculties, reasons of cancellation of classes, record of total time, tutorial classes taken by faculties etc. Every teacher has to sign in the Daily performance Report &amp; submit through HoD to the office of co-</p> |         |                                   |

ordinator, IQAC.

#### Evidence of Success

The Best Practices described above have proved to be successful to a great extent. Introduction of the daily performance report has made the teachers more sincere and accountable. Every teacher has made it a point to record the total time they stay in a class room. The record of extra classes and co-curricular activities are also shown in this report. The Head of the Department & coordinator of IQAC sign and pass the report after verification. . This practice has also increased the involvement of the teachers in co-curricular activities besides ensuring timely completion of course. Problems Encountered and Resources Required This practice has some problems and limitations • The necessary printed format for Daily performance report is supplied by the college is an extra burden for the authority. • Delayed verifying & reporting by the Head of the departments to the administration. • Due to unexpected causes like ‘Assam Bandh’ calls by different organizations making it difficult to keep record in the report properly. .

#### Best Practice-2:

computer application & Knitting cutting & tailoring

#### Goal:

• To provide computer literacy & Vocational spirit to the students. • To develop the professional quality among the students. • This practice will be helpful for job opportunities & self employment. • It may be helpful for empowerment of girls of rural areas. The Context: In this modern period skill development program like Computer application is mandatory for every job opportunities & knitting cutting & Tailoring is also helpful for self employment. Keeping in mind that trained and skilled person are sought by the private as well as government sector. Students should be well acquainted with the present technology to meet the challenge of time.

#### The Practice:

The College is running computer Application Course & Knitting Cutting & Tailoring during the last few years as self financing course. 30 nos. of students in a session are taking training in computer application course. One computer instructor has been appointed to train up the students in computer. On the other hand, 10 nos. girls students are taking training in Knitting Cutting & Tailoring without any fee. One lady instructor has been appointed for this program. development programs will provide job opportunities for rural & backward area students & it will establish them in their respective areas.

#### Evidence of Success:

The trained students are showing their ability & capacity in their respective areas after the completion of course. So many students are engaged with Computer training centre & other related jobs in this locality Problems encountered and Resources Required: This practice has some limitations • Lack of sufficient equipments. • Lack of abundant infrastructural facility. • Remuneration for instructor is not sufficient. Later on college authority extended its helpful hand to run these courses properly.

### **7.3 Institutional Distinctiveness**

Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust

Provide the weblink of the institution in not more than 500 words

Moirabari College is a quality conscious and trend setting Institute with focus on providing equal opportunities for development of human potentials for every segment of society including the differentiated one. The college is a venture of its own kind where academics and professionals have joined hands to aid and direct the agenda of education. The Institute, situated in the north – eastern part of Morigaon district is spread over about 20 bighas of land and has best of Infrastructure and academic facilities with highly qualified and experienced staff and state of the art computer labs. The Institute has been established through the dedicated and selfless endeavours of educationists and social workers who are deeply concerned with the standards of education and are determined to upgrade the quality, content and direction of education. The college has an Intellectual capital comprising of 28 faculty members dedicated to facilitate acquisition of conceptual understanding, skills and requisite behavioral qualities to groom students into tomorrow's Global Professionals. In terms of placement, Moirabari College boasts of not only a steady stream of campus recruiters but we have also assurances for future tie-ups and recruitment opportunities for our students. Every year, students of Moirabari College bag Medals, receive merit certificates and achieve excellent results in exams held by Gauhati University.

## 8. Future Plans of action for next academic year (500 words)

Continuing with the tradition of striving for excellence, the Academic Calendar would be prepared, as per the Academic Calendar of the Affiliating University with additional activity. This year, we plan to make the Academic Calendar more 'action-oriented', especially as per the needs of various Departments. More extension lectures, industrial interaction and industrial visits will be scheduled, so as to bridge the gap between classroom teaching and industrial requirements. Also, keeping in mind the high level of stress among youth, new activities would be planned for the mental well-being of the youth. More activities of Social Outreach would be organized like donation camps, blood donations, plantation drives, environment awareness events etc. Apart from increasing the activities in these regular areas, we at COLLEGE plan to do the following additional things in the next academic session.

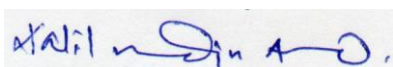
# Start NSS in the institution: National Service Scheme (NSS), is the Governments ambitious scheme to inculcate the sense of service, nationalism and humanity among youth. Through this scheme we would sensitize the students to share their 'blessings' with the notso- blessed people of the society. The process has been initiated, and the necessary formalities from university are likely to be completed soon.

# Pre-Placement Activities: We are planning to conduct a large number of pre-placement activities for the final year students of various courses, so as to help them optimally utilise the benefits of placement opportunities. This is being initiated on basis of feedback received from various stakeholders.

Besides, to have adequate infrastructural facilities like well equipped class rooms, Language Laboratory etc. • To organize international/National /State Level seminars & workshops. • To publish peer reviewed departmental journals.

Name Dalil Uddin Ahmed

Name DR. Samsuddin Ahmed



Signature of the Coordinator, IQAC



Signature of the Chairperson, IQAC

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**Abbreviations:**

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

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