



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution		MOIRABARI COLLEGE
Name of the head of the Institution		DR SAMSUDDIN AHMED
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		919435650674
Mobile no.		9101409989
Registered Email		principalmoirabaricollege@gmail.com
Alternate Email		iqacmoirabaricollege@gmail.com
Address		MOIRABARI, MORIGAON, ASSAM, 782126
City/Town		MOIRABARI
State/UT		Assam
Pincode		782126
2. Institutional Status		

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

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://moirabaricollege.ac.in/upload/aqar/AQAR%202018-19.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://moirabaricollege.ac.in/upload/academic/academic%20calendar.pdf

5. Accreditation Details

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

6. Date of Establishment of IQAC	12-May-2003
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Inauguration of 'Nari-Barsha'	11-Mar-2020 02	350

Quiz competition on Rajasthan culture	06-Mar-2020 02	48
Personality Development programme in collaboration with Down Town University, Guwahati	25-Feb-2020 03	130
Health check-up camp held at Nitumari Char	18-Feb-2020 03	150
Ek Bharat Shrestha Bharat' observed	01-Feb-2020 02	300
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Moirabari College	Free Studentship	GOVERNMENT OF ASSAM	2020 365	3863778
Moirabari College	Improvement of Girls Common Room	GOVERNMENT OF ASSAM	2020 365	100000
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

2

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

? AntiTobacco Awareness Programme organised by IQAC on 12th August, 2019 in collaboration with Morigaon District Medical Unit ? Moirabari College Foundation Day observed on 14th August, 2019 ? Sadbhavana campaign carried out from 19th to 25th November, 2019 ? Swacha India Fit India movement observed on 2nd October, 2019 ? Awareness programme on Corona Virus organised on 7th March, 2020

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

Plan of Action	Achivements/Outcomes
Introduce a student Database Management System for the college	Software procured and data feeding process is ongoing.
Initiate action in the matter of removal of encroachment around college playground, by taking help of District Administration	Work is in progress at administrative level.
Meetings with various stakeholders	Meetings conducted with HoD's, former IQAC Co-ordinators, Conveners of different cells and non-teaching staff.
Reconstitution of Cells and Committees	Committee is reconstituted with proper G.B. approval. Process Completed.
Organising popular talk/motivational talk for the students	Organised a motivational talk for the students on appearing for competative Examinations.
Developed a plan for offering Incentives/Rewards for best performing student in Academics	Miss Pinaz Parbin from the department of Hindi has been awarded cash prize of Rs. 2000/- since she secured first class 1st position in B.A. final exam under Gauhati University in the year 2019-20.

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14. Whether AQAR was placed before statutory body ?

No

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

No

16. Whether institutional data submitted to AISHE:

No

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief descripton and a list of modules currently operational (maximum 500 words)

The Institution has been using the College Automation (2019 Professional), Amar College from the academic session 201920, developed by S. S.Technologies. Information related to various student related parameters viz. caste wise students list, gender wise students list, major subject wise students list,

subject combination wise student lists, registration number wise students list, religion wise students list, hostel boarders list, institution last attended, etc can be obtained through use of this information system. For keeping details pertaining to financial transactions, the Tally Accounting Software has been in use since 2019. Moirabari College using Management Information System with two major divisions for easy handling. a) Academic and b) Establishment Academic division of the system has Pre admission module under which all pre admission processes of the college take place, namely, online issue of application and prospectus, received of online application form and publication of merit list. College automation module under the same division contains students' database. The Learning Management System (LMS) portal is one of the important initiatives of the college having individual teachers' IDs and registration of students of respective classes. The LMS module is operated for uploading of study materials (documents, video etc), assigning home work/project and organising examinations. Under this division, the management of central library is carried out through SOUL (version 2.0) where, the data entry of books and journals, entry and exit database of visitors (through member OPAC), searching of books and journals for its availability/shelf position and resource transaction of the central library are managed. Apart from this, students' enrolment in the affiliated university for concerning programmes and the examination related data namely, end semester examination form fill up, admit card generation, uploading of sessional marks, practical marks, etc are managed via the Management Information System of affiliated University, Gauhati University. Under the Establishment division, the account and finance module is live and operating. This module manages all the financial transaction including income tax of the employees of the college. There is also a Teaching staff Profile module managing the updated profiles of the teachers of the college.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

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

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Nil	Diploma in Computer Application	25/11/2019	180	Yes	Yes

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	Nil	Nil
No file uploaded.		

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

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Nil	08/11/2019
BCom	Nil	08/11/2019

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

	Certificate	Diploma Course
Number of Students	Nil	30

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Nil	Nil	Nil
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Environmental Studies	247
BCom	Environmental Studies	31
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	No
Parents	No

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

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

administrative head) and the Governing Body for planning and executing various developmental works in the institution for its overall development. Informal interaction with the various stakeholders on different occasions has also led to the formation of ideas and opinions regarding developmental aspects of the institution.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCom	Accountancy, Finance	150	132	38
BA	Arabic, Assamese, Economics, Education, English, Geography, History, Hindi, Political Science	450	650	403

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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	441	Nil	35	Nil	35

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
35	6	7	3	Nil	Nil

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

Moirabari College has introduced a formal mentoring system from this session. It is a continuous process taken up by the faculty members of each department. The mentor establishes an amicable and trustworthy relationship with the mentees which help them to feel free and secured while discussing various issues of their concern with their respective mentor. The mentor records the profile and academic information of the mentees. The teachers guide them in various aspects pertaining to their career as well as on their personal issues. The mentor meets the mentee at regular intervals. Since the mentor is expected to guide and help the students for their all round development, the mentor tries to enhance their cognitive ability, develop insights, and decision making capacity.

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

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
441	35	1:13

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

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

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nil	nil	Nil	nil
No file uploaded.			

2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	POLITICAL SCIENCE	VI	21/05/2019	10/07/2019
BA	HISTORY	VI	21/05/2019	10/07/2019
BA	HINDI	VI	21/05/2019	10/07/2019
BA	GEOGRAPHY	VI	21/05/2019	10/07/2019
BA	ENGLISH	VI	21/05/2019	10/07/2019
BA	EDUCATION	VI	21/05/2019	10/07/2019
BA	ECONOMICS	VI	21/05/2019	10/07/2019
BA	ASSAMESE	VI	21/05/2019	10/07/2019
BA	ARABIC	VI	21/05/2019	10/07/2019
BCom	ACCOUNTANCY	VI	21/05/2019	10/07/2019

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

The college follows the internal evaluation system for B.A. B.com courses as per the guidelines prescribed by Gauhati University. Sessional Examination, as envisaged by the university as part of the CIE is conducted on regular basis. Apart from this, various academic departments adopt certain internal evaluation procedures independently. Seminars, Class tests, home assignments, group discussions are conducted for assessing the students. Moreover, the college has introduced certain reformative measures like - Diagnostic test and Mid-term tests as a part of the Continuous Internal Evaluation system in its two departments namely department of Education and Geography from the academic session 2019-2020. The Diagnostic and Mid-term tests are conducted primarily by giving multiple choice questions to the students. The diagnostic test is conducted for all the students of each semester on regular basis to assess their level of understanding.

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

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

2.6 – Student Performance and Learning Outcomes

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

<http://moirabaricollege.ac.in/upload/aqar/Programme%20Outcome.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
UG	BCom	Accountancy, Finance	18	10	55.55
UG	BA	Arabic, Assamese, Economics, Education, English, Geography, History, Hindi, Political Science	280	144	51

[View File](#)

2.7 – Student Satisfaction Survey

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

<http://moirabaricollege.ac.in/upload/file/SSS%20Reports.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	0	nil	0	0
View File				

3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Nil	Nil	

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Nil	Nil	Nil	Nil
View File				

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	Nil	Nil
View File					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
Arabic	1

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

Type	Department	Number of Publication	Average Impact Factor (if any)
Nil	Nil	Nil	0
View File			

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

Department	Number of Publication
Assamese	7
Geography	1
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/

Web of Science or PubMed/ Indian Citation Index

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

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

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

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nil	1	2	3
View File				

3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Nari Barsha Udjapon	IQAC	30	350
Awareness on Corona Virus	IQAC	30	400
Ek Bharat Shersta Bharat Quiz Competition	IQAC	12	48
Health Checkup Camp	IQAC	3	150
Swacha India and Fit India	IQAC	6	150
Traffic Safety Rule	Research Innovation and Extension cell	17	200
Anti Tobacco Awareness Programme	College Health Unit	15	85
College Foundation day	Teachers Unit	30	700
View File			

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Nil	Nil	Nil	Nil
View File			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Workshop	Down Town University, Guwahati	Personality Development Programme	15	130
Campaign	National Foundation of Communal Harmony New Delhi	Shodhabona Campaign	30	350
International Womens day	Women cell	Lecture Programme	30	350
View File				

3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Faculty exchange for teaching	Department of Economics, Moirabari College Department of Economics Jagiroad College and Nowgong College	College Fund	1
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Nil	Nil	Nil	Nil	Nil	Nil
View File					

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Nil	Nil	Nil	Nil

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
775355	775355

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Nil
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Classrooms with Wi-Fi OR LAN	Existing

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4.2 – Library as a Learning Resource

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

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

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	10731	931400	148	25000	10879	956400
Reference Books	15732	4330305	904	205712	16636	4536017
e-Books	199500	5000	Nil	Nil	199500	5000
Journals	6	10000	1	700	7	10700
e-Journals	6000	5000	Nil	Nil	6000	5000
Digital Database	1	100000	Nil	Nil	1	100000
Library Automation	15000	200000	500	20000	15500	220000
Weeding (hard & soft)	20	2000	20	2000	40	4000

CD & Video	Nil	Nil	Nil	Nil	Nil	Nil
View File						

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	Nil
View File			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	21	5	1	0	0	7	9	1	0
Added	14	0	2	4	0	2	0	1	0
Total	35	5	3	4	0	9	9	2	0

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

0 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	https://assessmentonline.naac.gov.in/public/index.php/postaccreditation/generatePDF_agar/nil

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
55000	55300	720000	720055

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

The procedures and policies maintaining and utilizing various facilities vary in different extents. At the beginning of academic session a central daily circulated class routine is framed and same is distributed among the departments and students. The classes are allotted to different courses considering the coverage of syllabus among the faculties. Mainly the class rooms of our college are used for day to day class. Internal and external examination conducted by the university is mainly held in the class rooms but

the some competitive examinations which are conducted by Govt. himself in the college premises are held on Sundays without hampering the normal classes. Our college has a Central automated library which is opened for the students, faculties and readers who are interested in reading, for acquiring knowledge. The computers and other ICT tools are normally used by faculty members in their respective departments. To some extents students are allowed to use the ICT tools. The ICT tools are also used administrative purposes as an when required. The canteen of the college is mainly monitored by a management cell which is functions on a lease basis with private partners. The department of Education and Geography have well equipped laboratory under the control of respective departmental heads. Beside these the laboratory bearers are also assigned the duties of responsibilities to look after the day to day laboratory facilities. For the supervision of games and sports infrastructure facilities a sport and game promotion cell has been formed by our college authority. A hostel management cell is also formed by our college to looks after the management aspect of the hostel. Mainly a lady warden who is assigned the responsibility of managing the day to day affairs of the hostel. Our college has a Gymnasium center which is running under the instruction of the Gymnasium instructor. Moreover, there are two silent Diesel Generators set in our college which are used for 24 hours electricity backup. A few safai karmocharies (Cleaner) are available in our college who are assigned the duties of day to day work of cleanliness of classrooms, toilets, campus etc.

[http://moirabaricollege.ac.in/upload/file/Procedure\(1\).pdf](http://moirabaricollege.ac.in/upload/file/Procedure(1).pdf)

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Student Welfare Scheme	20	20000
Financial Support from Other Sources			
a) National	1. Minority Scholarship for Girls 2. Ishan Uday Special Scholarship for NE 3. Begum Hazrat Mahal Scholarship. 4. SC/ST/OBC Scholarship 5. Post Matric Scholarship for Minority Students	400	600000
b) International	Nil	Nil	0

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Personal Counselling and Mentoring	03/10/2019	50	Career Guidance and Counselling cell, Assam

			Knowledge Society
Remedial coaching	01/09/2019	70	Career Guidance and Counselling cell
View File			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2020	Teacher Eligibility Test	3	10	3	3
View File					

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
10	10	7

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
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
View File					

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	1	B.A.	Economics	Cotton University	M.A.
2019	1	B.A.	Assamese	Gauhati University	M.A.
2019	1	B.A.	Political Science	Gauhati University	M.A.
2019	2	B.A.	Arabic	Gauhati University, Cotton University	M.A.
2019	1	B.A.	Education	Assam University	M.A.

				Silchar	
2019	2	B.A.	English	Morigaon B.Ed. College, Nagaon B.Ed. College	B.Ed.
2019	1	B.A.	English	Cotton University	M.A.
2019	1	B.A.	Hindi	Tezpur Central University	M.A.
View File					

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

Items	Number of students selected/ qualifying
Any Other	3
View File	

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

Activity	Level	Number of Participants
Annual Sports	Institution	420
Freshers Social	Institution	500
View File		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	nil	National	Nill	Nill	nil	nil
2019	nil	Internat ional	Nill	Nill	nil	nil
2020	nil	National	Nill	Nill	nil	nil
2020	nil	Internat ional	Nill	Nill	nil	nil
View File						

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

The objective of the students' union of the college viz. Moirabari College Students' Union (MCSU) is to protect and promote the interests of the student community inside the college campus. The MCSU plays an important role in conducting the annual college week and general fresher's social of the college. The MCSU also takes all necessary steps for the publication of annual college magazine in time. The President and the General Secretary of the Union are also the members of the Disciplinary Committee of the college which actively engaged in resolving in the grievances of the students. Prevention of ragging in the campus, participation in various activities through NSS and offering

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

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

5.4.2 – No. of enrolled Alumni:

100

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

0

5.4.4 – 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)

The College endeavours to practice decentralization and participative management. With this end in view, the involvement and contribution of all the stakeholders are ensured. Out of several practices undertaken last year, the following two can be mentioned. a) Different cells and committees under the IQAC like Career Guidance cell, Extension Services Cell, Grievance Redressal Cell, Women's Cell, Health Unit, Research and Publication Cell, Students' Support and Progression Cell, Hostel and Canteen Management Cell, Beautification Cell, NSS Advisory Committee and Project Monitoring Unit of RUSSA are entrusted with and empowered to take decisions in different matters for the overall development of the college. Last Year a number of grievances from the students were settled by the Grievance Redressal Cell. b) For ensuring the participation of the students in th decision making and development of the college, representatives of the students are incorporated in different committees of the college. The president of the Moirabari College Students' Union is an active member in different cells and committees under IQAC of the college.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Human Resource Management	The College encourages its teaching and non-teaching staff to update their

	<p>knowledge and increase professional efficiency in different ways. The faculty members are encouraged to attend refresher courses, orientation programmes, short-term courses, conferences and workshops organized by UGC and other agencies/ institutions.</p> <p>The non-teaching staff is also encouraged to increase their work-efficiency by attending training programmes.</p>
Library, ICT and Physical Infrastructure / Instrumentation	<p>: The college has a spacious, fully digitized central library with a reading room for students and teachers. A large number of e-books and online journals are available for the use of the students and teachers. A few classrooms are ICT enabled. Two departments have their departmental laboratories. There is a computer laboratory for the use of the students and teachers. The college is planning to set up a language laboratory when fund is available.</p>
Curriculum Development	<p>Moirabari College is affiliated to Gauhati University and follows the curriculum designed and developed by the university. However the college encourages its faculty members to become members of the committee for developing the syllabus and grants leave for attending the meetings of the committee so that they can provide their suggestions for developing the curriculum.</p>
Teaching and Learning	<p>The college exerts its maximum effort for a fruitful teaching-learning experience. In addition to regular classes, remedial classes are taken for weaker students. In the classes audio-visual aids are used when necessary.</p> <p>During the lockdown period online classes were taken. Departments having practical papers use laboratories.</p>
Examination and Evaluation	<p>The College conducts end-semester examinations as per the schedules of the affiliating university. In addition to this, sessional examinations are conducted as part of the curriculum laid down by the university.</p>
Research and Development	<p>The college tries to create a healthy environment for research and development with its limited resources. A good number of faculty members have already done their Ph.D.s and some others are pursuing their Ph.D.s.</p>

Several Minor Research Projects have been done by the faculty members. Different departments of the college make efforts to develop a research culture in the college and encourage the undergraduate students for research by giving small projects and assignments. The central library of the college has subscribed a good number of print/online journals for the benefit of the teachers who carry out their research. In addition to these, there are research methodology books and reference books in the library. A corner is kept reserved for the research scholars in the central library.

Admission of Students

The admission of students is done in a systematic manner. The aspiring students apply in online mode and submit the hardcopies in the college office within the stipulated time. The admission committee scrutinizes the applications and uploads a merit list in the college website and notice board. The counselling and the admission of the selected students are conducted on the dates notified in the college website and notice board.

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

E-governance area	Details
Student Admission and Support	The admission of students is done in both online and offline mode. Important information related to the admission process is uploaded in the college website for the benefit of the students.
Examination	Examinations are conducted as per the schedule of the university. Rules laid down by the university are strictly maintained in conducting the examination. The university appoints a Supervising Officer for each examination who does his duty throughout the examination. Some communications among the Officer-in-Charge, assistant officer-in-charge and invigilators are done through e-mail, whatsapp etc.
Planning and Development	The college Governing Body chalks out the planning for different developmental activities in the college. Different government agencies and cells and committees in the college also make their contributions.

	Communications with various stakeholders, namely, Director of Higher Education, affiliating university, UGC,RUSA, MHRD, etc. are made through e-mail.
Finance and Accounts	The college continued with the already established system of accounting in its office. Salary bills of the permanent staff is sent through online mode to the treasury. No other new initiatives took place during the period. Yearly Audit Reports of the accounts are maintained by the office in offline mode.

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
2020	Nil	Nil	Nil	Nil
2019	Nil	Nil	Nil	Nil

[View File](#)

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Nil	Nil	Nil	Nil	Nil	Nil
2020	Nil	Nil	Nil	Nil	Nil	Nil

[View File](#)

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Nil	Nil	Nil	Nil	0

[View File](#)

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	Nil	Nil	Nil

6.3.5 – Welfare schemes for

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

6.4 – Financial Management and Resource Mobilization

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

At the end of each financial year the institution undertakes internal audit of the college accounts, which consists of various fund heads. The preparation of the internal audit of 2019-20 entrusted to P.K. Choudhury, Chartered Accountant firm, has been completed. After the internal audit report is ready, it is placed before the Governing Body (GB) meeting. After acceptance of the report in the GB meeting, the Directorate of Audit (Local Fund), Government of Assam, carries audit works of the college accounts, which is an external audit. Audit for RUSA grants are done separately.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	Nil
View File		

6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	No	Nil
Administrative	No	Nil	No	Nil

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

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

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

nil

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

Computer lab has been developed in order to upgrade computer student ratio

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2020	Ek Bharat Shrestha Bharat observed	01/02/2020	01/02/2020	01/02/2020	300
2020	Health check-up camp held at Nitumari Char	18/02/2020	18/02/2020	18/02/2020	150
2020	Personality Development programme in collaboration with Down Town University, Guwahati	25/02/2020	25/02/2020	25/02/2020	130
2020	Quiz competition on Rajasthani culture	06/03/2020	06/03/2020	06/03/2020	48
2020	Inauguration of Nari-Barsha	11/03/2020	11/03/2020	11/03/2020	350
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**7.1 – Institutional Values and Social Responsibilities**

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male

International Womens day	11/03/2020	11/03/2020	280	70
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7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

1. An Anti Tobacco Awareness Programme was organized by Health Unit in association with IQAC on 12th August, 2019. The resource person of the programme was Dr. Bina Boro and Dutibha Bora, Circle officer, Laharighat Revenue circle. 2. Plog run was conducted by the college to commemorate Swacha and Fit India on 2nd October, 2019 3. A Health Checkup Camp was taken up at Nitumari Char, Laharighat Revenue circle organised by health unit in association with Department of Assamese on 18th, Feb, 2020 under the supervision of Dr. Rofiqul Islam, SMO, Laharighat Model Hospital and Dr. Rafia Ferdousa Islam, Dental surgeon. 4. An awareness Programme was organised by Health Unit in association with IQAC on Corona Virus on 7th March, 2020 5. The college regularly organises plantation Programme and nurtures the plants on regular basis. Phase wise energy audit is being done in the college. CFL and general bulb has been replaced with LED bulbs. Energy backup is maintained by inverters and Diesel Generators. A solar energy unit is also available in the college campus.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Nil	No	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2020	1	1	19/03/2020	1	Distribution of free Sanitizer and face mask.	nil	7
2020	1	1	17/03/2020	12	Awareness drive on Covid-19	To sensitize the local community on Covid-19, Distribution of leaflets in vernacular language	69

[View File](#)

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

Title	Date of publication	Follow up(max 100 words)
Preparation of Handbook on Code of conduct	05/04/2020	<p>"Code of Conduct Monitoring Committee" meeting was held on 20/02/2020. The committee took the following resolutions, Resolution 1: Few awareness programmes on Code of Conduct of students and staff to be organised. Resolution 2: The Code of conduct for students to be incorporated in the prospectus for the session 2020-21. Resolution 3: Interaction Programme on 'Code of Ethics Conduct' for teaching and non-teaching staff.</p>

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Nil	Nil	Nil	Nil
View File			

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

1. Proposal for formation of "Eco-club" 2. Regular plantation and nurturing of sapling 3. Regular cleaning of the campus through grass cutting and weeding. 4. Supply of E-contents to the students 5. Ban on single use plastic inside the college

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Maintaining "Teachers' diary" by each and every faculty member. Each Faculty member is entitled to maintain a Teachers' diary which is a detail of his daily activities performed in the college. It includes both academic and non-academic works performed by him. This is cross checked by the respective Head of the departments. 2. Proposal for a formation of guardians' forum. A proposal has been put forth for constitution of a guardian forum. This would ensure accountability among the percents of the teachers towards the students. It is proposed that regular cyclical meetings for each and every class would be conducted where guardians' views/proposals would be taken for larger benefit of the student community in general.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://moirabaricollege.ac.in/upload/file/Best%20Practices.pdf>

7.3 – Institutional Distinctiveness

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

1. Decision has been taken to involve more stakeholders in the institutional

policy and decision making process. Involvement of more stakeholders will enhance the effectiveness of college function. The IQAC steering committee has decided to take representatives from the student union body in different cells and committees of the college. The student feedback during the month of February, 2020 has tried to obtain feedback on various qualitative aspects of the institution. The aspects covered under the feedback work on curriculum, departmental as well as campus infrastructure, teachers, office, library, hostel canteen. The feedback from the students was analyzed and an initiatives were taken up to remove the shortcomings as highlighted by the students.

Provide the weblink of the institution

<http://moirabaricollege.ac.in/upload/file/performance.pdf>

8.Future Plans of Actions for Next Academic Year

1.To complete the third cycle of NAAC assessment and accreditation process. This also includes timely submission of AQAR every year. 2. Establishment of more MOU with different colleges. 3. The continuation of the Diagnostic test for the next academic session and maintenance of student progression through a Track Sheet along with the remedial measures to be taken against each student. 4. Procurement of more books, journals and e-resources. 5. Organising classes on ICT, soft skill development, training for competitive examination, research methodology etc. 6. Celebration of few important commemorative days for promotion of universal Values and 7. Mechanism to introduce quarterly review meeting of IQAC with all in-house cells and committees. 8. Make the college campus tobacco and plastic free. 9. Usage of e-resources in all academic departments. 10. Strengthening the alumni database at departmental levels.