The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the result of the perspective plan worked out by the IQAC. (*Note: the AQAR period would be the Academic Year. For example, July 1, 2012 to June 30.2013*)

Part- A

AQAR for the year (*for example 2010-11*) | 2017-18 |

1. Details of the Institution

1.1 Name of the Institution | MADHAB CHOUDHURY COLLEGE |

1.2 Address Line 1 | BARPETA, P.O- BARPETA, DIST- BARPETA |

Address Line 2 | PS- BARPETA, |

City/Town | Barpeta |

State | Assam |

Pin Code | 781301 |

Institution e-mail address | mccbarpeta@rediffmail.com |

Contact Nos. | 9435024357 |

Name of the Head of the Institution: | Dr. PRAKASH SARMA |

Tel. No with STD Code | ------ |

Mobile: | 9435024357 |

Name of the IQAC Co-coordinator: | Dr. ABANI KUMAR DAS

Mobile | 9435328335/9859274824/9435024357

IQAC e-mail address | mccbarpeta@rediffmail.com

1.3 **NAAC track ID** (For ex. MHCOGN 18879) ____ASCOGN10555_____

1.4 Website address | http//www/mccassam.org

    Web link of the AQAR | http//www/mccassam.org/AQAR201718.doc

    For ex.http://www.ladykeanecollege.edu.in/AQAR201213.doc

1.5 Accreditation Details

Sl. No	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	Institutional Score 72.00	2004	2009
2	2nd Cycle	B	2.51	2015	2020
3	3rd Cycle			Expected in 2020	
4	4th Cycle				

1.6 Date of Establishment of IQAC: DD/MM/YYYY | 18/05/2001

1.7 AQAR for the year (*for example 2010-11*) | 2017-18

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*for example AQAR 2010-11 submitted to NAAC on 12-10-2011*)

i.	AQAR 2009-10	30/06/2014	(DD/MM/YYYY)
ii.	AQAR 2010-11	30/06/2016	(DD/MM/YYYY)
iii.	AQAR 2011-12	30/06/2014	(DD/MM/YYYY)
iv.	AQAR 2012-13	30/06/2014	(DD/MM/YYYY)
v.	AQAR 2015-16	04/08/2016	(DD/MM/YYYY)
vi.	AQAR 2016-17	04/08/2016	(DD/MM/YYYY)

1.9 Institutional Status

University   State [-]   Central [-]   Deemed [-]   private [-]

Affiliated College   Yes [✓]   No [   ]

Constituent College   Yes [-]   No [-]

Autonomous College UGC Yes [-]   No [-]

Regulatory Agency approved institution   Yes [-] No [-]

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education [✓] Men [   ] Women [   ]

                        Urban [✓]   Rural [   ] Tribal [   ]

Financial Status   Grant-in-aid [   ]   UGC 2(f) [✓]   UGC 12B [✓]

                    Grant-in-aid + Self financing [   ] totally Self-financing [   ]

1.10 Type of Faculty/Programme

    Arts [✓]   Science [✓] Commerce [   ] Law [   ] PEI (Phys Edu) [   ]

    TEI (Edu) [   ] Engineering [   ] Health Science [   ] Management [   ]

Others (Specify) | BCA, PGDCA, B.Sc(IT), M.Sc (IT), DIPLOMA IN AGRO TECHNOLOGY REMOTE SENSING AND GIS, TWO-YEARS DIPLOMA IN FISH BREEDING. |

1.11 Name of the Affiliating University (*for the College*) | Gauhati University Gauhati, Assam |

1.12 Special status conferred by Central/State Government- UGC/CSIR/DST/BDT/TCMR etc

Autonomy by State/Central Govt. / University [   ]

University with Potential for Excellence [   ]   UGC-CPE [   ]

DST Star Scheme [   ]   UGC-CE [   ]

UGC-Special Assistance Programme [   ]   DST-FIST [   ]

UGC-Innovative PG programmes [✓   ]

      Any other (**Specify**) [   ]

UGC-COP Programmes

UGC Sponsored Community College, Finishing School under RUSA

2. IQAC Composition and Activities

2.1 No. of Teachers [6]

2.2 No. of Administrative/Technical staff [2]

2.3 No. of students [2]

2.4 No. of Management representatives [1]

2.5 No. of Alumni [1]

2.6 No. of any other stakeholder and

      Community representatives [1]

2.7 No. of Employers/ Industrialists [2]

2.8 No. of other External Experts [1]

2.9 Total No. of members [15]

2.10 No. of IQAC meetings held [3]

2.11 No. of meetings with various stakeholders   No. [2]   Faculty [2]

      Non- Teaching Staff Students [1] lumni [1] er [2]

2.12 Has IQAC received any funding from UGC during the year?   Yes [   ] No [✓]

2.13 Seminars and Conference (only quality related)

(i) No. of Seminars/Conference/Workshop/Symposia organized by the IQAC

Total nos. | - | International | 1 | National | ☐ | State | ☐ | Institution Level | 1

ii) Themes

Fish and Fisheries, Communicative English

2.14 Significant Activities and contributions made by IQAC

Steps are taken to collect feedback from students on quality teaching and on the basis of the result of the feedback follow up affirmative action against the concerned teachers. It is involved in monitoring Annual Teaching Plans and Departmental Academic Progress. Feedback on syllabus and curriculum are collected from all the Departments. The IQAC has organized seminars, talks, workshop, social awareness programmes during the session of 2017-18. It has encouraged college NSS and Rover and Ranger units to involve in different social extension activities. The online admission system and cashless transaction are introduced from this session. It has arranged training for students in different events of sports. Steps are taken to organize guardian meetings. It has encouraged faculty members for research works. It encouraged faculty members for the publication of research papers as well. Regular yoga practice is organized. To improve the quality of teaching, teachers are suggested to use modern teaching aid in teaching-learning process.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the years towards quality enhancement and the outcome achieved by the end of the year*

Plan of Action	Achievements
1. Collection of students' feedback on quality teaching	1. Regularity, punctuality and teaching methods are improved.
2. Collection of Annual Teaching Plans	2. Planning of class room teaching is improved
3. Regular monitoring of departmental academic progress	3. Coverage of syllabus within the stipulated period of time has improved.
4. Collection of feedback on syllabus and curriculum from different Departments	4. Problems relating to the implementation of the syllabus and curriculum are come to be known.

5. Organizing seminars, talks, workshop, social awareness programmes	5. It has motivated teachers and students for more research activities. It also positively motivates students for shouldering more social responsibility.
6. NSS and Rover Ranger unit of the college are being involved in different social extension activities.	6. It grows sense of social responsibility in the heart of the students.
7. Online admission system and cashless transaction are introduced.	7. Introduction of cashless and online system in admission has reduced the processing cost and time.
8. Initiatives are taken to improve the sports culture	8. Now students are prepared to join in inter-college and university level sports competitions.
9. Organizing guardian meetings	9. The outcome of the meeting helps to increase the efficiency of administrative and educational functioning.
10. Organizing cleanliness drive	10. It has helped to maintain the college campus clean.
11. Emphasis is laid on the publication of research works.	11. One research journal namely UG Genius is published annually only to publish best dissertation of the students.
12. Yoga classes are organized.	12. It enhances the mental and physical ability of the students
13. Teachers are encouraged to use more modern teaching aid in teaching-learning process.	13. The use of ICT in teaching learning process has improved in class room environment.
14. Establishment of Herbal Medicinal Garden	14. It helps students to identify medicinally important plants.
15. Plantation drive is taken in college campus	15. It has created green surroundings of the college campus.

The Academic Calendar of the years attached as Annexure.

2.16 Whether the AQAR was placed in statutory body   Yes` [✓]   No [ ]

Management [ ]   Syndicate [ ]   any other body   [ ]

Provide the details of the action taken

The AQAR is prepared as per the discussion of the members of IQAC, M.C.College unit. It is also placed before all the subcommittees of IQAC. Before making it ready for the final dispatch, it is again sent to the concerned Departments in order to take opinions. After having views of all the concerned stallholders it is finally uploaded in NAAC website.

Part-B

Criterion-I

I. Curricular Aspects

1.1 Details About Academic Programmes

Level of the Programme	Number of existing Programmes	Number of Programmes added during the year	Number of Self-financing Programmes	Number of value Added/Career Oriented Programmes
PhD	0	0	0	0
PG	0	2	0	0
UG	15	1	0	0
PG Diploma	1	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	1	0	0
Certificate	1	0	0	0
Others	0	0	0	0
Total	20	4	0	0

Interdisciplinary	1
Innovative	0

1.2 (i) Flexibility of the Curriculum CBCS/Core/Elective option/Open option   [Elective option]

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	✓
Trimester	----
Annual	----

1.3 Feedback from stakeholders* Alumni ☐ Parents ☐ Employers ☐ Students ☑

   (On all aspects)

   Mode of feedback   :   Online ☑   Manual ☐   Co-operating schools (for PEI) ☐

   Please provide an analysis of the feedback in the Annexure-1

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects

   NOT APPLICABLE

1.5 Any new Department/Centre introduced during the year. If yes, give details.

   1. A two years Diploma Course under Community College, UGC has been introduced on fish breeding for the dropout students.

   2. Another course on Beauticians and Wellness programme for the dropout students is also opened under NSDC of India and Signature group of Assam

Criterion –II

2. Teaching, Learning and Evaluation

2.1 Total No. of Permanent faculties

Total	Asst. Professors	Associate Professors	Professors	Others
68	35	25	0	0

2.2 No. of permanent faculty with Ph.D.   22

2.3 No. of Faculty position Recruited (R) and Vacant (V) during the years

Asst. professor		Associate Professor		Professor		National Level		State level	
R	V	R	V	R	V	R	V	R	V
7	nil	0	2	0	0	0	0	0	0

2.4 No. of Guest and Visiting faculty and Temporary faculty   NIL   2   6

2.5 Faculty participation in conference and symposia

No. of Faculty	International Level	National Level	State Level
Attended	Nil	35	Nil
Presented papers	Nil	11	Nil
Resource Persons	Nil	10	Nil

2.6 Innovation processes adopted by the institution in Teaching and Learning

LCD projector is used in class room teaching, students are taught in Digital Classrooms, Regular field study is done outside the curriculum, Remedial courses are provided for the disadvantaged students, Publication of survey reports in different platforms like college Wall magazine, Annual College Magazine and in Research Journals. Faculty exchange programme amongst the nearby colleges are done. Course monitoring is done regularly by the Monitoring Committee. Students are taken to the important research Institutions and Universities of the state, Sessional Examinations is held regularly, home assignment is given to the students

2.7 Total No of actual teaching days during this academic year   185

2.8 Examination/ Evaluation Reforms imitated by the Institution (for example: Open book Examination, Bar Coding Double Valuation, Photocopy, Online Multiple Choice Questions)

Evaluation work is done as per the policy of affiliated University (Gauhati University)

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop   2

2.10 Average percentage of attendance of students   73%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of Students appeared	Division				
		Distinction %	I%	II%	III%	Pass%
B.Sc.	193	-----------------	75.47	24.52	--------------	22.79
BA	417		30.89	69.10		42.68
BCA	nil	--------------	-----------	------------	-----------	Yet to declare result
PGDCA	8		12.5	12.5		

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

All the academic problems are sorted out in Academic Committee; Progress of courses is monitored by the Monitoring Committee, Application of ICT in Teaching Learning Process, Maintenance of Attendance Record

2.13 Initiatives undertaken towards faculty development

Faculty/Staff Development Programmes	Number of faculty benefitted
Refresher courses	1
UGC-Faculty Improvement Programme	3
HRD programmes	0
Orientation programmes	0
Faculty exchange programme	1
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer/Winter schools, Workshops, etc	1
Others	0

2.14 Details of Administrative and Technical staff

Category	Number of permanent Employees	Number of Vacant positions	Number of permanent positions filled during the year	Number of position filled temporarily
Administrative staff	31	26	Nil	9
Technical Staff	68	7	7	08

Criterion- III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

The IQAC has organized Sensitization Programme amongst the faculty members regarding funding agencies of Research Project. Money is earmarked for the project works in annual budget. A research lab for all is created. A UG level research journal is annually published. To motivate Students for more research works, the college authority has encouraged both teachers and students to visit technical institutes and universities.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	-	-	-
Outlay in Rs, Lakhs	16 lac	-	--	--

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	01	-	-
Outlay in Rs, Lakhs	1,20000/-	1,90000/-	-	--

3.4 Details on research publication

	International	National	Others
Peer Review Journals	18	10	0
Non-peer Review Journals	0	0	0
e-Journals	-	-	-
Conference proceedings	-	1	1

3.5 Details on Impact factor of publications:

Range 2.693   Average 1.7071   j-index   Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organization

Nature of the Project	Duration Year	Name of the Funding Agency	Total grant Sanctioned	Received
Major Projects	2015-18	UGC	-	-
Minor Projects	2015-18	UGC	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored		-		-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (*other than compulsory by the University*)	-	-	-	-
Total	03			

3.7 No. books published   i) With ISBN No. 03   Chapters in Edited Books   2

ii) Without ISBN No.   0

3.8 No. of University Departments receiving funds from

UGC-SAP   - CAS -   DST-FIST   _

DPE ☐   DBT Scheme/funds [-]

3.9 For colleges   Autonomy [-] CPE ☐ DBT star Scheme ☐

INSPIRE ☐   CE ☐   Any other (specify) **Community college, UGC, finishing under RUSA School**

3.10 Revenue generated through consultancy   NIL

3.11 No. of conference organized by the Institution

Level	International	National	State	University	College
Number	0	02	0	0	1
Sponsoring Agencies		UGC, Cultural centre of Assam			College own funding

3.12 No. of faculty served as experts, chairpersons or resource persons 7

3.13 No. of Collaboration   International ☐   National ☐   Any other [2]

3.14 No. of linkage created during this year [-]

3.15 Total budget for research for current year in lakhs:

From funding agency [130000/-]   From Management of University/College

Total [160,000/-]   [30, 0000/-]

3.16 No. of patents received this year

Type		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialized	Applied	-
	Granted	-

3.17 No. of research awards/recognition received by faculty and research follows of the institute in the year

Total	International	National	State	University	District	College
0	0	0	0	0	0	0

3.18 No. of faculty from the Institution who are Ph.D guides | 2 |

and students registered under them | 0 |

3.19 No. Ph.D. awarded by faculty from the Institution | Nil |

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF | - | SRF | - | Projects fellows | - | Any other | nil- |

3.21 No. of students Participated in NSS events

University Level | | State level | 03 |

National Level | | International Levels | |

3.22 No. of students participated in NCC events

University Level | | State level | 01 |

National Level | | International Levels | |

3.23. No. of Awards won in NSS:

University Level | nil | State level | Nil |

National Level | nil | International Level | Nil |

3.24 No. of Awards won in NCC

University Level | nil | State level | Nil |

National Level | nil | International Level | Nil |

;

3.25 No. of Extension activities organized

University forum | | College forum | 2 |

NCC | | NSS | 2 | Any other | 3 |

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

Science education was imparted in neighbouring schools by the faculty members of the college

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of fund	Total
Campus area				
Class rooms	44	8	UGC/State Govt./college own resources	52
Laboratories	15	3	UGC, State Govt., College own resources	18
Seminar Halls	4	-	UGC, State Govt., College own resources	04
No. of important equipments purchased ($\geq$1-0 lakhs) during the current year		10		
Value of the equipment purchased during the year (Rs. In Lakhs)		9,01,634/-		
Others		356748/-		

4.2 Computerization of administration and library

1. Office records are kept in computer
2. Salary Bill is prepared in computer
3. Admission system is done online system
4. POS machines are used in collection of admission and other mode of fees.
5. Exam form fill up and registration are done online system
6. Library system is computerized/ e-journal is subscribed
7. Digital library is introduced

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	28337		898		29235	500000
Reference Books	19546		1347		20893	500000
E-Books						
Journals	25		25		50	200000
E-Journals	--------	------------	----------	-----------		
Digital Database	---------	------------	-----------	----------	----------------	
CD & Video	--------------	---------	---------	----------	-----------	
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	56	3	27	1	4	7	20	
Added	4		2			2		
Total	60	3	29	1	4	9	20	

4.5 Computer, Internet access, training to teachers and students and any other programme for technology up gradation (Networking, e-Governance etc.)

There is ample facility for access to Internet by the teachers and the students in the college library. Teachers and students can get themselves train the in computer application in the computer science dept.

4.6 Amount spent on maintenance in lakhs:

    i) ICT   5, 00,000/-

    ii) Campus Infrastructure and facilities   17300000/-

    iii) Equipments   9, 01,634/-

    iv) Others   3, 56,748

    Total: Rs. 2, 49, 57634/-

Criterion – v

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Service

The IQAC tried to enhance awareness about the optimum utilization of the available support services such as central library, computer center, Playground, Canteen, Cycle shed, Botanical Garden, Auditorium, Multi-gym, Seminar and Conference Hall and career guidance and Counseling Cell, skill development programme sponsored by NSDC, Boys and Girls Hostel, Outdoor pavilion, Girls and Boys common room, Toilets, Pure Drinking water, Plantations.

5.2 Efforts made by the institution for tracking the progression

The College tries to track progression of the students through Personal contacts of the Department and with individual students. Feedback is collected from students for different facilities availed by them.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
---------	20	--------	-----

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men

No	%
-	-

Women

No	%
-	-

Last year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1337	165	7	113	Nil	1622	1300	2170	10	320	Nil	1800

Demand ratio 4.4   Dropout % 3.7

5.4 Details of student support mechanism for coaching for competitive examinations (if any)

Finishing School under RUSA is organized; Resource persons are invited to encourage students to go for different competitive examinations.

No of student beneficiaries   50

5.5 No. of students qualified in these examinations:

NET [ ]   SET/SLET [ ]   GATE [ ]   CAT [ ]

IAS/IPS etc [ ]   State PSC [ ]   UPSC [ ]   Others [ ]

5.6 Details of student counseling and career guidance

> 1. Career counseling by '*Frankfinn*', an NGO 2. Campus interview and counseling is done by Global info -system 3. Organised training programme for students on "Operation of Financial Market"

No. of students benefitted   100

5.7 Details of campus placement

On Campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
2	100	-	-

5.8 Details of gender sensitization programmes

> Women cell of our college has been undertaking a good number of programmes in the field of gender sensitization. It has organized a talk on women empowerment on the occasion of International Woman Day in last year. A health check-up programme was organized for the for girls students.

5.9 Student Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level   15   National level   Nil   International level   Nil

No. of students participated in cultural events

State/ University level | 25 | National level | 1 | International levels | Nil

5.9.2 No of medals / awards won by students in sports, Games and other events

Sports: State/ University level | Nil | National level | Nil | International level | Nil

Cultural: State/ University level | 6 | National level | Nil | International levels | Nil

5.10 Scholarship and Financial Support

	Number of students	Amount
Financial support from institution	3	10000/-
Financial support from government	140	5,00,000/-
Financial support from other source	------------------------	-----------------------------------
Number of students who received International/ National recognitions	Nil	Nil

5.11 Student organized / initiatives

Fairs: State/ University level | Books fair | National level | Nil | International level | Nil

Exhibition: State/ University level | Nil | National level | Nil | International level | Nil

5.12 No. of social initiatives undertaken by the students

1. Participation in Independent and Republic Day parade
2. Organize cleanness programme

5.13 Major grievances of students (if any) redressed: No grievance reported

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION:

Madhab Choudhury College, Barpeta now gears up to set identification for itself as a Teaching and Research institution. While keeping itself ever ready to embrace the newest avenues of teaching -learning, the college has also started giving a significant emphasis on inculcating a research culture in the college, which is expected to be propitious to not only the learners but also the society at large. Keeping this goal in view, the college has decided to train a multi disciplinary approach, which the present academic scenario of the country is in much favour of. The college is eager to lift itself up to a level, in which it can provide a solid intellectual leadership.

Madhab Choudhury College, Barpeta always try to keep itself well acclimated to the latest developments in the world of knowledge. Already dedicated towards dissemination of knowledge to the remotest part of the society, the college has its long terms goal to emerge as a strong Base of knowledge. The college is also committed to parenting leaders in all the areas of human endeavour as per the demands of the society.

Situated at a culturally rich but economically backward region, the college has set its vision to create an atmosphere in which underprivileged can be pushed ahead. This premier institution of higher education in Assam also foster a vision to strengthen the ethical base among its learners, so that they can later on play a pivotal role in ingraining strong ethical value in the society.

Mission:

To attend to all the needs of the learners in accordance with their pursuits as well as the changing scenario of the Higher Education.

1. To adopt the updated modern teaching tools and methods of teaching learning including the latest technological devices.
2. To create scope and opportunities for overall development of the institution so that it can cater to the demands as regards teaching learning, research, innovative and academic practices, leadership building and social awareness.
3. To inculcate among the faculty members and the learners a sense of commitment towards the cause of teaching learning and all other matters pertaining to the institution.
4. 4. To ensure optimum uses of the available resources so as to give a boost to the institution in pursuance of its goals.

6.2 Does the Institution has a management Information System   Yes

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

The concerned IQAC cell has collected feedback from the teachers and students regarding curriculum improvement. The report prepared based on the feedback is placed before the academic committee for appropriate action.

6.3.2 Teaching and Learning

1. Introduced field studies and surveys outside curriculum
2. Remedial courses for disadvantaged students.
3. Applied ICT in teaching learning
4. Eminent personalities are invited to deliver talk on burning topics

6.3.3 Examination and Evaluation

1. College follows the rules and regulations set by the affiliated University in order to conduct the final examinations.
2. Sessional Examinations are held regularly.
3. Home assignment is given and evaluated.
4. The departments organize periodical class test.

6.3.4 Research and Development

1. Faculty members are informed about the funding agencies for the Research Project.

2. Money is earmarked for the project works in annual budget.

3. A research lab for all the faculty members is created.

4. A UG level Research Journal is annually published.

5. To motivate Students for more research works, steps are taken to encourage visiting of Technical institute and Universities

6.3.5 Library, ICT and physical infrastructure / instrumentation

1. Text books and reference books are purchased.
2. Library rooms are extended and renovated.
3. Digital library is introduced.
4. E-Journals are purchased.
5. Membership for new journals is taken.
6. Wi-Fi in campus is installed.

6.3.6 Human Resource Management

1. Skill development trainings are provided to students.
2. New vocational courses are introduced.
3. Coaching is provided to students in different events of sports.
4. To keep student physically fit Yoga classes are introduced and multi-Gym is established
5. Emphasis is laid on the development on ethical knowledge.

6.3.7 Faculty and Staff recruitment

Faculty and staff recruitment is done as per the guide lines of the Assam Govt. for temporary appointment spot interview is taken for the faculty and the staff members.

6.3.8 Industry interaction / Collaboration

The fish breeding centre of the college has collaborated with the local private commercial fish breeding centre

6.3.9 Admission of Students

The College gives admissions to student in various programmes in order of merit. Reservation Norms are followed as per the Govt guide lines so that SC, ST, OBC and Physically handicapped students can be accommodated. A few seats are reserved for candidates showing excellence in sports and cultural activities as well. Limited seats are also reserved for the NSS/ NCC/Rover Ranger A and B certificate holders. However merit is the basis for the selecting of candidates for such reservation too.

6.4 Welfare schemes for

Teaching	-
Non teaching	-
Students	80,000/-

6.5 Total corpus fund generated   65, 000/-

6.6 Whether annual financial audit has been done   Yes ✓   No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/NO	Authority
Academic	No	-----	------	-------
Administrative	No	------	-------	--------

6.8 Does the University/ Autonomous College declare results within30 days?

For UG Programmes   Yes ☐   No ☑

For PG Programmes   Yes ☐   No ☑

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Not Applicable

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Not Applicable

6.11 Activities and support from the Alumni Association

The Alumni Association of M.C.College, Barpeta is under process of Registration.

6.12 Activities and support from the Parent – Teacher Association

The Parent-Teacher Association offered suggestions to the College authority on various matters of the college.

1. Urged the authority of the college to take appropriate measures to improve the attendance record of the students.

6.13 Development programmes for support staff

Computer trainning is provided to the office staff to assist online admission system.

6.14 Initiatives taken by the institution to make the campus eco-friendly

1. Adequate Plantation programme is taken
2. Awarness programme is organised amongst the student against the use of plastic materials.
3. Dustbins are placed in different corners of the college campus.
4. A list of birds and animals available in the college campus is prepared by the Department of Zoology
5. Cleanliness programme is undertaken by the students on different occasions.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institutions. Give details.

The college introduced remedial courses for the disadvantaged students, which helped them to understand the subjects properly. Also various field studies and survey were conducted outside and inside curriculum. This helped the students in broadening the horizon of their knowledge by enabling them to interact with the society directly, It has also created team spirit and inculcated a sense of social responsibility.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

1. A garden of medicinal plants is established.
2. Plantation programme is undertaken for the beautification of campus
3. Publication of research journal for the undergraduate students is continued as previous year.
4. Annual college magazine is published.
5. Bench/ Desk for the class rooms are purchased as per plan
6. Construction of Administratative building is going on.
7. POS machines are used for the collection of fees
8. Online system is introduced in admission system
9. New laboratory instruments are purchased for science Department.
10. Library books are purchased.

7.3 Give two Best Practices of the institutions *(please see the format in the NAAC Self-study Manuals)*

> 1. Establishment of the Garden of Medicinal Plants and Campus Plantation
> 2. Implementation of cashless transaction in all financial matters of the college.

*Provide the details in annexure (annexure need to be numbered as i, ii, iii)

7.4 Contribution to environmental awareness / protection

> Environmental survey is conducted by the students

7.5 Whether environmental audit was conducted?　　Yes ☐　No ☑

7.6 Any other relevant information the institution wishes to add. (For example SWOT Analysis)

> The College underwent an effective SWOT Analysis with an aim to widen the area of its achievement.

8. Plans of institution for next year

> 1. Steps will be taken to harvest more solar energy.
> 2. Construction of more class rooms
> 3. Construction of biodiversity hub in College Campus
> 4. Efforts will be made to take fund generation programme from college own resources.
> 5. Opening of post graduate course in the Department of Anthropology.
> 6. Emphasis will be given for the development of sports and extension activities.
> 7. Effort will be made to inculcate leadership quality amongst students.
> 8. Repairing works will be done.
> 9. Steps will be taken to activate the placement cell

Name _Dr. Abani Kumar Das_ 　　　　　*Name* _Dr. Prakash Sarma_

Signature of the Coordinator, IQAC　　　*Signature of the Chairperson, IQAC*

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<div style="text-align:right">ANNEXURE -1</div>

Practice I

1. Title of the Practice

Establishment of the Garden of Medicinal Plants and Campus Plantation

2. Goal

A medicinal plant garden reflects the long-standing tradition of conserving and using plants and plant products for health care and therapeutic applications. There is an increasing demand for medicinal plants but the traditions and culture associated with them are fading. Making a medicinal garden is an opportunity to grow herbs for use, along with spreading the knowledge of their importance and traditional uses, and saving plants that are threatened. That is why the college has established the medicinal garden for the dual purpose of spreading the knowledge and conserving the threatened medicinal plants of the region. Along with the medicinal plants, some of the commercial plants were selected for the campus plantation.

3. The Context

In establishing a medicinal garden, the first thing that needs to be sorted out is the type and number of plants that are to be included. For this the faculty members of the Botany Department of the college were requested to prepare a list of indigenous plant species with medicinal importance and the environment required for their growth.

4. The Practice

Some of the rare and medicinally important plants were planted and maintained in the garden. These includes *Colocasia esculenta*, *Alocasia macrorrhiza*, *Desmodium laxifolium*, *Thunbergia coccinea*, *Azadirachta indica*, *Ocimum sanctum*, *Rubia cordifolia*, *Vinca rosea*, *Rumex nepalensis*, *Sida rhombifolia*, *Chenopodium album*, *Agathoda vesica*, *Leucas linifolia*, *Momordica dioica*, *Rauvolfia tetraphylla*, *Centella asiatica*, *Mentha piperita*, *Justicia adhatoda*, *Costus specious*, *Leucas plukenetii*, along with some of the economically important plant species such as *Cymbopogon sp., Saraca asoca* etc. The garden is also witnessed with the presence of *Nepenthesis khasiana*, an endangered insectivorous plant

endemic to Khasi Hills only. A herbarium of the medicinal plants is also maintained by the Botany Department of the college.

The college also organized a plantation drive where a large number of timber-yielding plant species were planted in the open spaces within the college campus. The college has also taken steps to maintain the greenery in the vicinity of the college.

5. Evidence of Success

The existence of a medicinal garden inside the college premise has marked out to be a source of information and awareness among the students as well as among the residence of the locality. The garden is frequently visited by college students, students from nearby school and local people. The names and the medicinal value of the plant species is clearly displayed along with other descriptions, which helps observer to acquire knowledge about the plants. Some of the rare and threatened plant species has also been maintained in the garden, which could provide a platform for their conservation. The garden also provides raw materials for B.Sc. projects for many students. The existence and maintenance of the garden was appreciated by many visitors including Head of the Botany Department, GU.

6. Problems encountered and Resource required

The major problems encountered in the establishment and maintenance of the medicinal garden are- a) The availability of the saplings and propagules of the medicinal plants has been a major problem. b) The adaptation of the introduced plants required special care and favourable conditions to be maintained. c) Lack of suitable tissue culture facilities is a problem for the multiplication of saplings. A suitable culture facility would allow to culture and increase the number of propagules of some rare and threatened plant species.

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Practice –II

1. Title of the practice

Implementation of cashless transaction in all financial matters of the college.

2. Goal:

The aim of this practice is to make a cashless society where cash is replaced by its digital equivalent. The exchange of legal tender is done in electronic digital form.

3. The context:

Such a concept is important because the world is experiencing a rapid and increasing use of digital methods of recording, managing, and exchanging money in commerce, investment and daily life in many parts of the world, and transaction which would historically have been undertaken with cash is often now undertaken electronically

4. The Practice:

The policy of not adopting the cash in any transaction is widely circulated amongst the students and guardian. The massage is transferred to students through College news letter, college prospectus and even admission form is used to spread the massage. Talk is arranged for the students on the topics of cashless transaction which is address by important resource persons. The office staff is trained on the use of POS (Point of Sale) machine. The local bank personals are invited to help the college authority in the execution of the Plan.

5. Evidence of success:

The effort made by all the stakeholders, the plan of electronic transfer of money is accepted. At present, the campus of M.C.College, Barpeta is 100 percent cashless.

This practice helps students to understand the importance of cashless economy. The students have used Debit Card for making payment of Annual fees, Examination fees etc. The process implemented for all semesters is completed smoothly without any anomalies. The students has extended full cooperation in this regards and expressed satisfaction at the successful completion of the cashless transaction.

6. **Problems Encountered:**

Initially most of the students did not accept cashless transaction. Even guardian of the students opposed the cashless system introduced by college authority. Because of the vehement opposition raised from the students, it couldn't be implemented in last year. However relentless effort made by the college authority, the student community has finally accepted the digital mode of transfer of money.

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