



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		MADHAB CHOUDHURY COLLEGE, BARPETA
Name of the head of the Institution		Dr. Prakash Sarma
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03774246079
Mobile no.		9435024357
Registered Email		mccbarpeta@rediffmail.com
Alternate Email		prakashsarmah69mc@gmail.com
Address		Barpeta, P.O- Barpeta, DIST- Barpeta
City/Town		Barpeta
State/UT		Assam
Pincode		781301
<b>2. Institutional Status</b>		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr. Abani Kumar Das
Phone no/Alternate Phone no.	03774246079
Mobile no.	9435328335
Registered Email	iqacmccollege@gmail.com
Alternate Email	dasabanikumar193@gmail.com

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="http://www.mccollege.edu.in/upload/aqar/AQAR%202018-19.pdf">http://www.mccollege.edu.in/upload/aqar/AQAR%202018-19.pdf</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="http://www.mccollege.edu.in/upload/acalender/ACADEMIC%20CALENDER%20FOR%20THE%20SESSION%202019-20.pdf">http://www.mccollege.edu.in/upload/acalender/ACADEMIC%20CALENDER%20FOR%20THE%20SESSION%202019-20.pdf</a>

### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	72	2004	08-Jan-2004	07-Jan-2009
2	B	2.51	2015	11-May-2015	10-May-2020

<b>6. Date of Establishment of IQAC</b>	18-May-2001
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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
Training program for	28-Sep-2019	67

competitive exams	1	
National Seminar on - Harnessing biodiversity for social empowerment of NE India	02-Nov-2019 2	130
Industry Academia Meet	07-Nov-2019 1	49
Popular talk on Environment and human kind	29-Nov-2019 1	169
Plantation drive within the college campus	29-Nov-2019 1	35
Educational talk on Effect of plastics on environment and wildlife	05-Dec-2019 1	50
An awareness cum bird watching programme	07-Dec-2019 1	33
Popular talk on Wetland and Water conservation	03-Feb-2020 1	45
Quiz competition under the theme Ek Bharat Shrestha Bharat	14-Feb-2020 1	31
Popular talk on Environmental Issues	06-Feb-2020 1	38
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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
Institution	Construction of Main Gate	Govt. of Assam	2019 365	500000
Institution	Infrastructure Grant	RUSA	2019 365	5000000
Institution	Equity Initiative	RUSA	2019 365	127778
Institution	Development of Girls' common room	Govt. of Assam	2019 365	100000
Community College	UGC-Community College	UGC	2019 365	750000
Institution	College Eco-Club	ASTEC	2019 365	5000
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**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC	<a href="#">View File</a>
<b>10. Number of IQAC meetings held during the year :</b>	3
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	<a href="#">View File</a>
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No
<b>12. Significant contributions made by IQAC during the current year(maximum five bullets)</b>	
Advising all the faculty members of the college to prepare their individual teaching plan and collecting and compilation of the same	
Regular collection and analysis of students' and teachers' feedback and providing suggestions to the college authority on the basis of these feedbacks	
Extending support to the extension activities run by the college, particularly the "Adoption of village" programme undertaken by the NSS unit of the college	
Organizing popular talks, competitions, workshops, counseling, seminar etc. among the students	
Helping the academic departments in the preparation of profiles and other relevant academic records	
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<b>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</b>	
Plan of Action	Achivements/Outcomes
To take students' feedback on teaching learning and syllabus	Feedback collected and analyzed. The report was sent to the formulating body of the Gauhati University for taking affirmative action.
To provide fellowship to meritorious students	Merit Scholarship Test was conducted through which six of the meritorious students from different categories were benefited
To help students in attaining better placement and progression opportunities	Students got the opportunity to attend different career counseling and

	placement lectures which has a noticeable impact in student progression data
To provide financial assistance to faculty members for attending seminars/workshops/membership for professional bodies	Under the scheme "Teachers' Support Grant", two of the teachers were provided grant for attending seminar/conference
To maintain healthy academic environment in the college	Students from different departments were able to secure positions in BA/B.Sc. results of Gauhati University
To create environment friendly atmosphere in the college campus	Environment friendly activities such as Plantation drive, prohibition of use of single use plastics, organizing talks etc. were carried out to create environment awareness among the college community
To help the academic departments in the preparation of profiles and other relevant academic records	All the academic department were assisted for the preparation of departmental profile and the college website was also updated
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<b>14. Whether AQAR was placed before statutory body ?</b>	Yes
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Name of Statutory Body	Meeting Date
Governing Body of the College	28-Feb-2022

<b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b>	No
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<b>16. Whether institutional data submitted to AISHE:</b>	Yes
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Year of Submission	2020
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Date of Submission	29-Feb-2020
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<b>17. Does the Institution have Management Information System ?</b>	No
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### 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

M.C. College, Barpeta is a Government aided college affiliated to Gauhati

University. The college does not have complete freedom in formulating the curriculum as it is affiliated to Gauhati University. Gauhati University formulates the curriculum and the college plans to deliver the curriculum effectively. An annual academic calendar is prepared based on the academic schedule fixed by the affiliating University to implement the curriculum in an effective manner. A daily class routine is prepared for the entire college keeping in mind the requirements of all the various departments, tutorial, and practical classes. The heads of different departments are given the responsibility of ensuring equitable allocation and implementation of the routine by creating departmental routines and allotting portions of the syllabi amongst the faculty members before the beginning of the academic session. Teaching plans are prepared by the faculty for timely completion of the course curriculum. Each faculty records the progress of the course assigned to him in the department. The progress of the students is assessed through sessional exams, class tests, board presentations, PowerPoint presentations etc. Smart classroom facilities are provided to the departments on the basis of need. Classroom teaching is often supplemented with seminars, workshops, special lectures, educational tours, field trips etc. They are also encouraged to write for wall magazines, prepare projects for science exhibitions etc. The well-equipped library provides opportunity to the students to effectively ingest the curriculum in a proper way. The library is also in a big way helpful to the faculty for enriching the already provided curriculum. The college encourages faculty members to attend Orientation Programs, Refresher Courses, Faculty Development Programs etc. for acquiring necessary knowledge and skill for smooth delivery of the curriculum.

#### 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	NA	Nil	0	NA	NA

### 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	Honours-Anthropology, Assamese, Economics, Education, English, History, Geography, Political Science	01/08/2019
BA	Regular- Anthropology, Assamese, Economics, Education, English, History, Geography, Political Science, Philosophy	01/08/2019
BSc	Honours- Botany,	01/08/2019

	Chemistry, Physics, Zoology, Mathematics, Anthropology	
BSc	Regular-Botany, Chemistry, Physics, Zoology, Mathematics, Anthropology	01/08/2019
Bachelor of Computer Science	Honours	01/08/2019
MA	Assamese	01/08/2019
MSc	Botany	01/08/2019

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

	Certificate	Diploma Course
Number of Students	0	0

## 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	0
No file uploaded.		

### 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	B.A. Honours Assamese	28
BA	B.A. Honours Education	26
BA	B.A. Honours Geography	11
BA	B.A. Regular Geography	3
BA	B.A. Honours Philosophy	10
BA	B.A. Honours and Regular Anthropology	76
BA	B.A. Honours History	7
Bachelor of Computer Science	BCA	12
BSc	B.Sc. Honours Chemistry	21
BSc	B.Sc. Honours Physics	13
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## 1.4 – Feedback System

### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Nil
Alumni	Nil
Parents	Nil

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

#### Feedback Obtained

Feedback on syllabus was collected from different departments for the academic session 2019-2020. Students as well as teachers participated in the process of providing feedback on the syllabus. The teachers were asked to provide feedback on a few given criteria. The responses are as follows: 1. Relevance of the course to contemporary educational scenario: 17 of the respondents ranked the syllabus as excellent, 51 ranked it as very good, 23 ranked as good, and 2 ranked as average. 2. Role of the course in developing original thinking and innovative idea: 7 of the respondents ranked the syllabus as excellent, 50 as very good, 30 as good, and 10 as average. 3. Meaningful involvement of the teachers in preparing the course material: 25 of the respondents ranked the syllabus as excellent, 50 as very good, and 25 as good. 4. Role of the course in enhancing the scope of employability among the students: 17 of the respondents ranked the syllabus as excellent, 30 as very good, 33 as good, and 12 as average. 5. Does the course provide the opportunity of experiential learning: 15 of the respondents ranked the syllabus as excellent, 33 as very good, 32 as good, and 10 as average. Feedback on students was taken on the following criteria: 1. Learning value of the course: 33 of the respondents ranked the syllabus as excellent, 53 as very good, 13 as good. 2. Applicability of the course: 20 of the respondents ranked the syllabus as excellent, 40 as very good, 33 as good, and 7 as average. 3. Depth of the course content: 37 of the respondents ranked the syllabus as excellent, 37 as very good, 17 as good, and 10 as average. 4. Relevance of the course: 40 of the respondents ranked the syllabus as excellent, 37 as very good, 17 as good, and 7 as average

## 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
BA	Honours and Regular	500	850	350
BSc	Honours and Regular	250	430	179
BCA	Computer Application	30	45	24
PGDCA	Computer Application	10	10	3
MSc	Botany	10	70	10
MA	Assamese	20	40	10

[View File](#)

### 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	553	23	52	0	12
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## 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
64	45	8	13	1	18
<a href="#">View File of ICT Tools and resources</a>					
<a href="#">View File of E-resources and techniques used</a>					

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

Student mentoring is always considered as an important aspect of the teaching, learning and evaluation process of the institution. The academic departments are advised to initiate the student mentoring programme once the TDC 1st Semester and PG 1st semester admission process are over. The head of the departments are given the freedom to design their own creative methods for proper implementation of the student mentoring programme. A majority of the departments prefer to allot mentee from each semester in the equal proportion to each faculty members, however many departments prefer to allot different teachers as mentee of different semesters so that they can look after the all the students of their allotted semester. The mentors are advised to keep a track of the academic, social, cultural, literature, sports and associated activities of the students and encourage them to not only excel in academic activities/competitions but also to participate in various extracurricular events organized by different higher educational institutions of the state. The COVID 19 pandemic has given a new dimension regarding the sensitive “mental health” issues prevailing in our society. The Principal has asked the teachers to look after this side of the students through mentoring programme and which is now being strictly followed. To make the mentoring process more efficient and student centric, the students are encouraged to approach any of the teachers of his/her own department or any other department in case he or she feels shy or uncomfortable. The teachers do not insist the students to discuss any kind of sensitive issues such as socio-economic background as well as past record of the student. However, if students are comfortable enough to bring out these issues, the respective faculty member is open to discuss the issues with other faculty members of the department and reach a conclusion. Sometimes, when any teacher found any kind of abnormality or anomaly in the behaviour of a particular student, they are quick to report it to the respective mentor of the student and assist him/her to solve the issue.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
553	64	1:9

## 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
68	64	4	12	33

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
2020	Dr. Dip Kr. Bhattacharjya	Assistant Professor	Teachers' Support Grant by IQAC, M.C. College, Barpeta

2020	Arjun Adhikari	Assistant Professor	Teachers' Support Grant by IQAC, M.C. College, Barpeta
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## 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	Major and General	VI	21/10/2020	01/12/2020
BSc	Major and General	VI	21/10/2020	05/12/2020
BCA	Computer Application	VI	01/12/2020	25/03/2021
MSc	Botany	IV	30/11/2020	31/12/2020
MA	Assamese	IV	30/11/2020	26/03/2021
<a href="#">View File</a>				

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

The parent university has already prescribed the guidelines for continuous internal evaluation for various courses and programmes and therefore it is not possible to undertake massive reforms in the CIE system. The sessional examinations play a lion share of the internal assessment of the students. The sessional examination of Honours/Major courses are conducted by the respective departments whereas the same for the General/Regular/Generic courses are conducted by an examination board constituted by the principal. The question papers were set by the respective departments and evaluation process is carried out by the departments before handing over the mark sheet to the internal examination board. Apart from the sessional examination, the departments adopt continuous evaluation measures such as class test, assignments, attendance percentage, group discussion, seminar presentation etc.

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

Academic calendar is an integral part of any academic session of the college. The IQAC supervised the process of preparing the academic calendar every year once the parent university (Gauhati University) announces its holiday list and academic calendar. Most of the significant events such as conduction of sessional examination, marks feeding of internal examination, admission timeline, form fill up time frames were added to the institutional academic calendar as per the regulations. However, internal events of the institutions like college week, student union election, freshmen social, field visits, and excursion were added to the academic calendar of the college in excessive of the events prescribed by Gauhati University. Different miscellaneous events/day of national importance celebrations held at short notices, so these are excluded from this academic calendar. The academic calendar is uploaded in the institutional website and also circulated to all the academic departments for display in the notice board and distribution of the same among the students.

## 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://www.mccollege.edu.in/upload/igac\\_file/1652198222.pdf](http://www.mccollege.edu.in/upload/igac_file/1652198222.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
Arts	BA	Major and General	203	194	95.57
Science	BSc	Major and General	89	88	98.88
Science	BCA	Computer Application	12	6	50
PG	MSc	Botany	10	9	90
PG	MA	Assamese	8	4	50
PG	PGDCA	Computer Application	6	2	33.33

[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://www.mccollege.edu.in/upload/igac\\_file/1652113273.pdf](http://www.mccollege.edu.in/upload/igac_file/1652113273.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
No file uploaded.				

**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
Training Programme for Competitive Exams By T.I.M.E Adabari	Career Counselling And Competitive Exam Cell	28/09/2019
INDUSTRY ACADEMIA MEET BY IOCL GUWAHATI REFINERY	Career Counselling and Competitive Exam Cell	07/11/2019
A popular talk on "Environment and human kind"	Department of Chemistry College Environment Cell	29/11/2019
A TWO DAY WORKSHOP ON NET/SLET/GATE	Career Counselling and Competitive Exam Cell	04/03/2020

Harnessing Biodiversity for Social Empowerment of NE India	IQAC	02/11/2019
Quiz Competition under Ek Bharat Shrestha Bharat	IQAC	14/02/2020
National Science Day celebration	Department of Chemistry CERTIS	28/02/2020

### 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
No file uploaded.				

### 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
0	NA	NA	NA	NA	Nil
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## 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
0	0

### 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)
National	Botany	1	0
International	Botany	5	0
International	Chemistry	3	3
National	Education	4	4
International	Mathematics	1	0
International	Physics	2	0
National	Anthropology	1	1
International	Anthropology	4	0
International	Zoology	1	0
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### 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
Anthropology	2
Assamese	1

Botany	3
Economics	1
Geography	1
Political Science	1
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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
Orchid Flora Of Manas National Park, India	ARJUN ADHIKARI	Asian Journal Of Conservation Biology	2019	0	M. C. College	0
Karyotype Analysis Of Vanilla Borneensis Rolfe-A Critically Endangered Orchid Of Assam, India	Sneha Hasnu	Journal Of Advanced Plant Sciences	2020	1	Gauhati University	1
Some Higher Order Difference Double Sequence Spaces Defined By An Orlicz Function	Dr. Bipul Sarma	Journal Of Scientific Perspectives	2019	0	M. C. College	0
Repurposing Fallen Leaves To Bio-Based Reaction Medium For Hydration, Hydroxylation, Carbon-Carbon And Carbon-Nitrogen Bond Formation Reactions	Sameeran Kumar Das	Sustainable Chemistry And Pharmacy	2020	15	Tezpur University	15

Mutualistic Benefit In The Self-Sortedco-Agregates Of Peri-Naphthoindigoand A 4-Amino-1,8-Naphthalimide Derivative	Dr Rashmi Jyoti Das	Soft Matter	2019	1	IIT Guwahati	1
Present Primary Education Of Assam	Gobinda Brahma	RJSLC	2019	0	M. C. College	0
Right To Education In Baksa District Of Assam	Gobinda Brahma	Ajanta	2019	0	M. C. College	0
Study On Problems Baksa District Of Assam	Gobinda Brahma	MUKT SHABD	2019	0	M. C. College	0
Gunotsav : Quality Important Of Primary Education In Assam	Gobinda Brahma	Journal Of The Gujarat Research Society	2019	0	M. C. College	0
Physical Growth Progression Among The Sarania Kachari Children Of Baksa District, Assam	SARAT CHANDRA BHUYAN	Ajanta	2019	0	M. C. College	0
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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
0	0	0	Null	0	0	0
No file uploaded.						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	6	20	3	4
Presented papers	5	8	0	0
Resource persons	0	0	2	0
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### 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
Excursion tour to Rajasthan under Ek Bharat Shrestha Bharat	IQAC/ Govt of Assam	2	8
Wetlands and Water Conservation	College Environment Cell	4	50
Health Awareness Programme	Women Cell	5	113
Visit to Assam Legislative Assembly	IQAC/ Govt of Assam	2	20
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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	0
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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
Bharat Scouts Guides	IQAC	Two-Day Special Summer Camp	4	15
Bharat Scouts Guides	IQAC	Awareness programme on Mental Health and Quiz on Mental related problems	8	50
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### 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
NIL	0	NIL	0
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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
Sharing of Research Facilities	Industry Academia Meet	IOCL Guwahati Refinery	07/11/2019	07/11/2019	48
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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	NA	0
No file uploaded.			

### 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
31.7	31.7

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	Existing
Classrooms with Wi-Fi OR LAN	Existing
Others	Newly Added
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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 1.0	Partially	1.0	2002

#### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	22972	700825	604	7309	23576	708134
Reference Books	34452	1752063	907	18271	35359	1770334
Journals	18	19595	6	8100	24	27695
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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	NA	NA	Nil
No file uploaded.			

#### 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	85	5	36	1	1	13	56	50	0
Added	2	0	0	0	0	0	0	0	0
Total	87	5	36	1	1	13	56	50	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
NA	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
17.5	7.1	31.7	10.1

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)

Different committees are formed in order to maintain the college campus and facilities as well. Committees like Academic committee, Library committee, Campus Development committee, Disciplinary committee, Grievance Redressal Cell etc. are formed for the overall academic as well as infrastructural development of the college. For the infrastructure related works, demands come from various departments to the Principal of the college. The Principal places these demands to the Governing Body of the college. After getting approval from the Governing Body, the plan is executed through the Construction committee. The overall expenditure is done as per the financial rule of the college. For the requirement of the laboratories, the concerned Head of the departments provides the requirements to the Principal and the Principal fulfills it by proper mechanism. Different Sports facilities are given to the students which are executed under Sports instructor. The cleanliness of the campus is confirmed by. The college is safe and secured with Security personal personals and CC camera installation. A night Chowkidar is kept in the college premise for the overall monitoring of the college at night.

<http://www.mccollege.edu.in/library.php>

## 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	M.C.COLLEGE MERIT SCHOLARSHIP TEST	6	9000
Financial Support from Other Sources			
a) National	Post Matric Scholarship Schemes Minorities Cs	199	1393000
b) International	Nil	Nil	Nil

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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 implementation	Number of students enrolled	Agencies involved
Celebration of International Yoga Day	21/06/2020	165	NSS, M.C. College unit in collaboration in collaboration with Yoga Centre of M.C. College, Barpeta

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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	Number of benefited students by	Number of students who have passed in	Number of students placed

		competitive examination	career counseling activities	the comp. exam	
2019	INDUSTRY ACADEMIA MEET	49	49	0	0
2020	A TWO DAY WORKSHOP ON NET/SET/GATE	19	19	0	0
<a href="#">View File</a>					

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
0	0	0

## 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	0	0	NA	0	0
No file uploaded.					

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	6	B.Sc.	Chemistry	Gauhati University University of Hyderabad IIT Guwahati Arya Vidyapith College, Guwahati B.N. College Dhubri	M.Sc.
2019	6	B.Sc.	Botany	Gauhati University M.C. College, Barpeta B. Borooah College, GHY	M.Sc.
2019	4	BA	Assamese	M.C. College, Barpeta Gauhati	MA

				University Bhattadev University, Bajali	
2019	2	BA	Education	Central University, Tezpur Cotton University	MA
2019	1	BA	Economics	Royal global University, Guwahati	MA
2019	1	BA	Political Science	Bodoland University	MA
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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
NET	3
Any Other	2
<a href="#">View File</a>	

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

Activity	Level	Number of Participants
FRESHERS DAY	Institutional	650
<a href="#">View File</a>		

### 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
Nil	Nil	Nil	Nil	Nil	Nil	NA
No file uploaded.						

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

The M.C. College Students' Union was formed since the inception of the college. The college has its own Constitution which is duly followed in every step of the student election. It is formed through a fair and democratic process by active participation of the students of the college. The Student union is mainly composed of a President, a Vice-President, General Secretary, Assistant General Secretary, Literary Secretary, Cultural Secretary, Debate Secretary, Social Service Secretary, Sports Secretary, Football Secretary, Volleyball Secretary, Cricket Secretary, Gymnasium Secretary, Girls' Common Room Secretary and Boys' Common Room Secretary. Every year the Students' Union members are felicitated and a swearing in ceremony is held where all the respective representatives and Faculty Conveners are present.. The Students' Union members are also seen helping the newly admitted students and the Admission Committee

members in smoothly running the admission process. The college has an active Career Counselling and Competitive Exam cell where yearly various career related programmes are organized. The Students' Union Representatives help in contacting the interested candidates in attending such programmes through various modes, be it through offline or online through the social media. Their main objective of the Students' Union is to work for the betterment and upliftment of the college, to increase the communication base of the students with the respective faculty and the Administration of the College, to solve students' issues and to represent the views of the students on matters of general concern before the authority.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

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

89000

5.4.4 – Meetings/activities organized by Alumni Association :

NA

### 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 runs several practices involved in the process of decentralization and participative management in a smooth and transparent manner both in teaching and learning and in the administration sector. The governing body is at the pinnacle of decision making and the Principal is in charge of organizing different internal committees for an efficient and optimized developmental growth of the College. These constituted committees comprises of various members from teaching staffs, non teaching staffs, students and the stakeholders, who helps executing distinct practices for successfully carrying out the process of decentralization and participative management. Two of these practices forming committees are Purchase committee and Construction committee:

1. Purchase committee: This committee constitutes the Principal as the chairperson who appoints a faculty member from any department as the co-ordinator, along with other faculty members from various departments and the Librarian of the college for carrying out the desired tasks. 2. Construction committee: The construction committee is also formed in a similar fashion, where the Principal holds the position of the chairperson, thus appointing a teacher in charge as the co-ordinator and various other faculty members, a non-teaching staff and last but not the least an engineer from the PWD Department.

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

No

#### 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
---------------	---------

Curriculum Development	Every faculty is equally engaged in developing the CBCS curriculum for three year degree course under Gauhati University in advanced form taking valuable suggestions.
Teaching and Learning	All the faculty members are constantly encouraged to participate in several teaching and learning programs like Faculty Development Programs, Orientation Programs, Refresher Courses and Short-term courses in order to incorporate a high quality teaching and learning environment. Use of ICT-enabled classrooms has also been implemented to deliver effective instruction and to monitor students actions by involving them in projects, field studies, and other activities.
Examination and Evaluation	Examinations at different levels like quizzes, competitive ones and assessments are being carried out regularly besides the semester and sessional examinations.
Research and Development	Every faculty in the institution besides having their Ph.D. and M.Phil degrees, are engaged in research and development through carrying out their dissertation work, writing books, articles and book chapters. Students are assigned with several research projects, field study works, surveys and educational tours.
Library, ICT and Physical Infrastructure / Instrumentation	The College Library is equipped with integrated library management system software of SOUL 1.0. The library contains a total of 57,424 books of which 22,972 are textbooks 34,452 are reference books and a total of 18 printed journals.
Human Resource Management	Diverse skill development programs for teaching staff as well as various workshops and training programs for students is regularly hosted by the institution through various organizational collaborations.
Industry Interaction / Collaboration	The college often organizes skill based workshops and training camps in collaboration with many private as well as government small scale industries and enterprises, where skilled resource persons from their respective fields trains the students.
Admission of Students	Admission of undergraduate students into various departments is completely merit based following the submission of

e-applications. Student selection list is made accessible in the college website. Admissions to post-graduate program are also fully online through Gauhati University online module (IUMS- Admission) and the students are selected from the merit list produced from a highly competitive entrance examination conducted by Gauhati University. Admission into every program is unbiased and based on merit, including hostel admissions.

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

E-governance area	Details
Planning and Development	The college has a custom built systemized website where all the latest news of the events are uploaded regularly.
Administration	All the official work of the institution is documented in a computerized system. Relevant informations are exchanged through emails and official whatsapp groups for paperless communications.
Finance and Accounts	The district's treasury office is responsible for tracking and depositing the salaries of all the college staff into their respective accounts.
Student Admission and Support	All the admission and feedback forms of the students are filled out through online mode in the college website, thus promoting cashless transactions by the college.
Examination	All the examination records are retrieved and saved digitally by all the departments, and every examination forms are filled out online through Gauhati Universitys web portal.

### 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
2019	Dr. Dip Kr. Bhattacharjya	MOOCs, e-Content Development and Open Educational Resources	NA	500
2019	Arjun	10th Asia-	NA	3000

Adhikari

Pacific  
Conference on  
Algal  
Biotechnology[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)
Nil	NA	NA	Nil	Nil	Nil	Nil
No file uploaded.						

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
Online refresher course in Chemistry for Higher Education	3	01/09/2019	31/12/2019	120
RC on "ARPIT Course for Career Advancement Scheme(CAS) promotion : Refresher Course In Economics" organized by Shri Ram College of Commerce, University of Delhi "SWAYAM ARPIT ONLINE COURSE CERTIFICATION"	1	01/10/2019	31/01/2020	120
RC on "ARPIT Course for Career Advancement Scheme(CAS) promotion : Data Analysis	1	01/10/2019	31/01/2020	120

for Social Science Teachers" organized by University of Hyderabad "SWAYAM ARPIT ONLINE COURSE CERTIFICATION				
123rd Orientation Program organized by HRDC, Dr. Babasaheb Ambedkar Marathawada University, Aurangabad	2	02/12/2019	21/12/2019	20
Winter School on Yoga and Stress Management, Gauhati University	2	18/12/2019	31/12/2019	14
109th Orientation course, UOH, Hyderabad	1	17/01/2020	06/02/2020	21
Short Term Course on MOOCs, e-Content Development and Open Educational Resources conducted by UGC-HRDC, North Bengal University, West Bengal	2	04/02/2020	10/02/2020	7
FDP on "Matlab Scilab: Application", E ICT Academy IIT Guwahati and Birjhora Mahavidyalaya, Bongaigaon.	1	17/02/2020	22/02/2020	6
<a href="#">View File</a>				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time

7	0	0	0
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#### 6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Teachers' welfare fund, medical aid fund, College canteen	Teachers' welfare fund, medical aid fund, College canteen	Book bank facility, UGC Ishan Uday Scheme, Fee Waiver, Departmental awards, College canteen, Medical aid, poor student financial help and Merit ScholarshipTest.

### 6.4 – Financial Management and Resource Mobilization

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

The college conducts internal and external audits on a regular basis. Every year, the Governing Body nominates an auditor who conducts an internal audit in every three years. And the State Government appoints an auditor who conducts an external audit. Funding agencies such as UGC and RUSA help with resource mobilization.

#### 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
Alumni	89000	Construction work of College entrance gate
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#### 6.4.3 – Total corpus fund generated

9144202
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### 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	Yes	Gauhati University	Yes	Governing body of College
Administrative	Yes	Tezpur University	Yes	Governing body of College

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

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

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

1. IQAC strengthen 2. Development and renovation of Girls' and Boys' common room. 3. A new toilet was constructed to facilitate the science students in the science block of the college. 4. College authority adopts 100 cashless transaction in all the financial matters. 5. Harvesting of solar energy and installation of in-campus solar street lights under the State Government's

Solar Power Scheme. 6. Administrative block and Science building of the college constructed and inaugurated. 7. Basket ball court of the college constructed and inaugurated. 8. Physics laboratory extended and new equipments arranged. 9. Construction of new PG building of Department of Botany.

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
2019	"Training program for competitive exams" under technical support of TIME Adabari, Guwahati	20/09/2019	20/09/2019	20/09/2019	67
2019	The biennial general meeting cum BSA annual lecture and National seminar on "Harnessing biodiversity for social empowerment of NE India	02/11/2019	02/11/2019	03/11/2019	130
2019	"Industry Academia Meet	07/11/2019	07/11/2019	07/11/2019	48
2019	Educational tour to Rajasthan organized under the scheme "Ek Bharat Shrestha Bharat", Govt. of Assam	15/10/2019	15/10/2019	25/10/2019	10
2019	A popular talk on "Environment	29/11/2019	29/11/2019	29/11/2019	169

	and Human kind" organized by Dept. of Chemistry and Environment cell of the college				
2020	A popular talk on "Wetlands and water conservation" at Patbaushi ME School organized by Environment cell and under the sponsorship of ASTEC, Govt. of Assam.	03/02/2020	03/02/2020	03/02/2020	45
2020	Quiz competition under the theme "Ek Bharat Shrestha Bharat"	14/02/2020	14/02/2020	14/02/2020	31
2020	A two day Workshop on NET/SLET/GATE	04/03/2020	04/03/2020	05/03/2020	19
2020	"Health awareness program" organized by the Women cell (ACTA) on the occasion of International Womens' Day at Patbaushi MV School, Barpeta.	06/03/2020	06/03/2020	06/03/2020	113
2020	A visit to the Assam Legislative Assembly	07/03/2020	07/03/2020	07/03/2020	14

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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
Health Awareness Programme for women and children	06/03/2020	06/03/2020	85	28

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
<p>The college administration took part in different educational programme to create environmental awareness among school students as well as local people of fringe areas. Dr. Chiranjit Baruah, Department of Zoology delivered a talk under "Educational Talk Programme" on "Effects of Plastics on environment and management" in association with the Department of Zoology, M.C. College and Eco-Club, M.C. College on 5th December, 2019 at St. Teresa,s English Medium School.</p> <p>In the same event, Dr. Hitesh Das from the Department of Chemistry also delivered a talk regarding effect of plastic on surroundings. As a part of awareness programme organized by Damodardewa LP school, Barpeta on the occasion of Gandhi Jayanti on 2nd October 2019, Dr. Hitesh Das delivered a lecture on "Single - use Plastics".Padma Shree Awardee Sri Jadav Payeng visited the college on 29th November, 2019 and delivered a popular talk on the importance of Plantation on Environment Management.</p>

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	0
Rest Rooms	Yes	0

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
2019	1	1	05/12/2019	1	Educational talk on "Effect of plastics on environment and wildlife"	Environmental Awareness	50
2019	1	1	02/11/2019	2	National	Biodiversity	130

					Seminar on "Harnessing biodiversity for social empowerment of NE India"	Awareness	
2019	1	1	07/12/2019	1	An awareness cum bird watching programme	Environment Awareness	33
2019	1	1	29/11/2019	1	Popular talk on 'Environment and human kind'	Environment Awareness	169
2019	1	1	29/11/2019	1	Plantation drive within the college campus	Environment Awareness	35
2019	1	1	28/09/2019	1	Training Programme for Competitive Exams	Career Counselling	67
2019	1	1	07/11/2019	1	Industry Academia Meet	Career counselling	49
2020	1	1	04/03/2020	2	A two-day workshop on NET/SET/GATE	Career counselling	19
2020	1	1	18/12/2020	1	Awareness camp cum pollution testing drive	Environment Awareness	120
2020	1	1	03/02/2020	1	popular talk on 'Wetland and Water conservation	Environment Awareness	45

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

Title	Date of publication	Follow up(max 100 words)
NIL	Nil	NA

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
International Yoga Day	21/06/2020	21/06/2020	165
National Science Day	28/02/2020	28/02/2020	93
International Women’s Day	06/03/2020	06/03/2020	113

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

1. To maintain the greenery of the college campus, plantation drive has been organized by IQAC, Barpeta in collaboration with College Environmental Cell and ECO-CLUB, M.C. College, Barpeta. 2. Proper drainage system has been developed inside the college campus and it has regularly maintained for smooth functioning. 3. Environment friendly activities such as Plantation drive, prohibition of use of single use plastics, organizing talks etc. were carried out to create environment awareness among the college community 4. Special dustbins were placed inside the laboratory for glasswares. 5. E- wastes are handled in appropriate manner.

**7.2 – Best Practices**

7.2.1 – Describe at least two institutional best practices

**Best Practices 2019-2020 Best Practice-1 Title of the Practice: Paperless Administration**  
**Objective of the Practice: Madhab Choudhury College, Barpeta has been in the practice of paperless Administration. Keeping in view of the following objectives, this practice has been undertaken-** - To ensure transparency in college administration - To reduce the financial cost in running day to day administration - To save time in managing affairs - To generate computer literary programme in the college. - To avoid wastage of paper. **The context: The idea of paperless administration runs in consonance with E-Governance. Now-a-days E- governance has been acquiring importance and relevance. With the advancement of information and communication technology, wide range of opportunities has come up in different levels of human activity. More significantly, use and application of information technology, Education sector undergoes rapid innovation. As a matter of fact, it has revolutionized our minds and perspectives. We can now efficiently avoid the use and misuse of paper in the running and administering our routine academic as well as management activities by taking resort to digital framework. It would definitely enhance our expertise in day- to- day activities. College official works, Examination, Audit and Accountancy, Admission related activities would reach a new momentum through the instrumentality of paperless administration.**  
**This is accurately the context in which our college embraces paperless administration. Evidence of success: Our college has achieved substantial success in this regard. Following aspects can be cited as evidence - The Principal’s office has fully been automated. All type of official works gets done through digital mode. Financial audit and accounting activities are done swiftly without any paperwork. - The faculty members and office staff send their applications to the Principal through digital mode. Issues are handled and managed through digital practice. - Communications with the students and**

Faculty members are made through digital convenience from the Principal's office. - The faculty members share their lectures, observations and evaluative remarks through online mode and in this way they are strengthening the process of paperless administration. - In the central library of the college, apprehensive use of computer software has been made possible and the library visitors have been able to experience easy access to the books, periodicals, newspapers in their library. - Students of our college participate in preparing and sending different type of feedback through digital method and this has ensured optimum transparency in college administration. - Students even can lodge their grievances through online mode and for this purpose one automated grievance redressed cell has recently been introduced in the library premise. -

Problems encountered and resource required: The practice of paperless administration has not been going on smooth lines in the college. It has confronted with several problems such as: - Most of the students and some faculty members are not familiar with computer and digital performance. - Due to frequent lapse of internet connection, our paperless administration gets disrupted. - Insufficient computer set (laptop and Desktop) is another problem inherent in our practice. - Existing computer sets frequently become default and the problem of repairing those computer sets disrupts our digital functioning. - A good number of stakeholders have not been able to experience the benefit of the paperless administration and they want to go for conventional pattern of working. Resources Required: - Sufficient supply of computer sets in the college. - Establishing the culture of computer literacy in the college. More and more students, teachers and office employees need to be attracted towards paperless administration. - Installing latest workable software in different aspects might accelerate our paperless administration. -

Dependable source of internet connection requires to be explored' - Regular computer training programme should be organized in the college. - Swift repairing of computer sets can make paperless administration vibrant and sustainable. Best Practice-2 Title of the practice: Protection of environment in the college campus Objective of the practice: Madhab Choudhury College, Barpeta undertakes environment protection strategy with a view to make its campus pollution-free. It involves various environment friendly plans and programmes to create awareness about the ill-effects of pollution among the students The College highly appreciates the "Go Green" idea and enthused by it the college fraternity wants to have a "Green Campus". The context: Our college initiates various plans and programmes for protecting the environment with the aim and objectives of resisting various type of pollutions- air, water, noise etc. These pollutions have already adversely affected our habitat and surroundings. Due to the adverse effects of pollution, right to health and development of people is being violated and ultimately human development and security has been challenged in our times. In this backdrop, stringent measures are required to be taken to combat pollution at the earliest. Evidence of success: Our success story in the way of protecting environment in the college campus runs as follows- - Plantation of flowers and trees abundantly in the college campus - Opening of a " Fox Garden" in order to facilitate the natural habitat of Fox Population in the campus - Opening a "Fish Breeding Centre" taking a near-by pond as supporting water system within the college campus - Use of plastic and polythene has been strictly prohibited in the college campus

Problems encountered and resource required: In our endeavours to combat pollution in the college campus and make it "Green", the following problems have crept in- - Waste disposal system is not up to the mark. Scattering of waste paper, falling tree leaves and rubbish sometimes make the campus dirty. - Another problem encountered is water- logging. Due to the absence of full-proof drainage system, water is logged here and there in the rainy season. - All the students are not equally aware of environment pollution. Some of them spit here and there casually and most of the classrooms become dirty due to carelessness on the part of erring students. - Noise pollution is another challenge. Due to

the increasing number of automobiles in our college, noise pollutes to some extent. Resource Required: - Waste disposable system needs to be strengthened - A planned and well-designed park and swimming pool can help in our mission - More and more avenues of using solar energy need to be explored - There exists a feasibility of launching a banana garden in the college campus.

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

<http://www.mccollege.edu.in/upload/bestpractices/1652197902.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

Institutional Distinctiveness 2019-2020 7.3 - Institutional Distinctiveness Response: M.C. College, Barpeta, the fourth oldest college in undivided Assam, situated at a culturally rich, but economically backward region. Institution has comparatively large number of minority students. Most of the students from locality belong to low-income group. Therefore, the institution feels the need of providing a platform for such students to achieve academic excellence and also provide them self-dependency through earn and learn scheme. In order to encourage the meritorious students, the institution has taken initiatives like conducting Merit Scholarship Test. However, it is not financially feasible for the college to give financial assistance to all the meritorious students. As a result, Merit Scholarship Test is conducted every year among the T.D.C first semester students (Both for Arts and Science stream) with a view to select eligible students among them. Introduction of merit scholarship test has created an atmosphere of competitiveness among the student community. The students have developed a competitive spirit in order to excel in their academics. The scholarship is awarded on merit basis under eight categories, viz Unreserved, General (EWS), OBC/MOBC, ST, SC, Minority, Single Girl Child, Person with disability (PWD) subjected to the availability of students in the respective category. Along with this, the institution also proposed a scheme called "Earn While You Learn" in order to imbibe the spirit of financial assertion among the student community. Our plan and programme in this connection is that the students should understand the dignity of labour and optimum utilization of time and energy. Some students are allotted assignment in certain college works like book keeping and arrangement, maintenance of "Digital library and other administrative and academic activities. Their service is properly utilized without hampering their regular classes, and in return the contributing students are remunerated rationally. Earn while you learn programme has been taken seriously by our students as well the college management.

Provide the weblink of the institution

[http://www.mccollege.edu.in/upload/igac\\_file/1652368389.pdf](http://www.mccollege.edu.in/upload/igac_file/1652368389.pdf)

### 8.Future Plans of Actions for Next Academic Year

Madhab Choudhury College, Barpeta has undertaken plan and programme for the session 2020-21. To enumerate them are as follows- - Creation of an environment friendly atmosphere in the college. - Ensuring transparency in college administration. As such, imbibing the culture of "Paperless Administration is another plan. - Introducing accountability is also planned. For this purpose, grievance redressal system would be strengthened. Student grievances would swiftly assess and consistent effort would be given to redress their grievances. - Classroom infrastructure would be given a top priority. Digital classroom would be established so that audio-visual mode of teaching learning process can be made fruitful. Conventional background would be replaced by smart boards. Power point

presentation of our classes is another ambitious plan in days to come. - Acquiring power and light from the solar energy is within our future plan for 2019-20. Replacement of conventional bulb by the LED lamps in the college premises also constitutes our future plan. - Encouraging students to opt for National/ state level competitive examinations and for that purpose a separate cell will be introduced. - The central library of the college will fully be automated. The latest software will be installed so that our college library can be made vibrant and learner friendly. - More and more spent facilities would be provided to the students in the interest of developing mental and physical abilities of the students.