MANKACHAR COLLEGE
MANKACHAR

Dist. South Salmara-Mankachar (Assam), Pin-783131, Ph. No. 03662285216

Website: www.mankacharcollege.in

Email: mankacharcollege@gmail.com

Session :: 2017-2018

Part-A

1. Details of the Institution

1.1 Name of the Institution

> MANKACHAR COLLEGE

1.2 Address Line 1

> P.O. MANKACHAR

Address Line 2

> DIST. SOUTH SALMARA-MANKACHAR

City/Town

> MANKACHAR

State

> ASSAM

Pin Code

> 783131

Institution e-mail address

> mankacharcollege@gmail.com

Contact Nos.

> 03662-285216

Name of the Head of the Institution:

> DR. ABED ALI

Tel. No. with STD Code:

> 03662-285216

Mobile:

> +919957469877

Name of the IQAC Co-ordinator:

> SOFIOR ROHMAN SHEIKH

Mobile:

> +919435714877

IQAC e-mail address:

> coordinator.iqac@mankacharcollege.in

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

OR

ASCOGN12627

1.4 **NAAC Executive Committee No. & Date:**
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

EC/38/115, DTD. 02-02-2006

1.5 Website address:

www.mankacharcollege.in

Web-link of the AQAR:

http://www.mankacharcollege.in/AQAR2017-18.doc

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B		2006	2011
2	2nd Cycle	B+	2.57	2016	2021

1.7 Date of Establishment of IQAC :   DD/MM/YYYY   07/11/2003

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 2010-11submitted to NAAC on 12-10-2011)*

-   i.   AQAR   **2015-16 submitted to NAAC on 25/08/2016**
-   ii. AQAR   **2016-17 submitted to NAAC on 27/12/2018**

1.9 Institutional Status

University   State ☐ Central ☐ Deemed ☐ Private ☐

Affiliated College   Yes ☑ No ☐

Constituent College   Yes ☐ No ☑

Autonomous college of 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)
- **Study Centre, K.K.Handiqui State Open University**
- **Study Centre, Instititute of Distance & Open Learning, G.U.**

1.11 Name of the Affiliating University *(for the Colleges)*   **GAUHATI UNIVERSITY**

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University [N/A]

University with Potential for Excellence [N/A]   UGC-CPE [N/A]

DST Star Scheme [N/A]   UGC-CE [N/A]

UGC-Special Assistance Programme [N/A]   DST-FIST [N/A]

UGC-Innovative PG programmes [N/A]   Any other (*Specify*) [N/A]

UGC-COP Programmes [N/A]

2. IQAC Composition and Activities

2.1 No. of Teachers

06

2.2 No. of Administrative/Technical staff

01

2.3 No. of students

N/A

2.4 No. of Management representatives

01

2.5 No. of Alumni

01

2. 6 No. of any other stakeholder and community representatives

01

2.7 No. of Employers/ Industrialists

01

2.8 No. of other External Experts

N/A

2.9 Total No. of member

11

2.10 No. of IQAC meetings held

06

2.11 No. of meetings with various stakeholders: No. | 1 | Faculty | 2 |

Non-Teaching Staff | 2 | Students | 1 | Alumni | | Others | |

2.12 Has IQAC received any funding from UGC during the year?   Yes | | No | √ |

If yes, mention the amount | |

2.13 Seminars and Conferences (only quality related)
   (i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. | - | International | - | National | - | State | - | Institution Level | 6 |

   (ii) Themes

- Manik Bandhapadhyar Upanyas 'Padma Nadir Majhi' Eti Alochona.
- Plays of Bernard Shaw & the Question of Social Transformation.
- Non Formal Education: Meaning & Nature.
- Agricultural Practices in South Salmara-Mankachar District of Assam.
- Women's Participation in the Panchayats of Assam.
- Religious Beliefs of Mughal's Period in India.

2.14 Significant Activities and contributions made by IQAC

- The IQAC has taken a leading role in all round development of the College.
- A constant endeavour of the IQAC is to encourage the faculty members to participate in various Regional, National and International seminars and conferences.
- Number of books and other facilities in the College library has been increased because of the active initiation of the IQAC.
- The IQAC has been encouraging the faculty members to increase research publications in National and International journals, books with ISBN etc.
- The IQAC takes active part in organizing departmental seminars, in-house discussions on important academic matters etc.
- The IQAC has been playing an important role in enriching the IT infrastructure in the college.
- The IQAC plays a leading role to motivate the students to take part in various curricular & co-curricular activities for their all round development.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
- Further improvement of ICT - Purchase of books, journals and newspapers to enrich the Central Library as well as departmental libraries. - Subscription of E-journals. - Enrichment of book bank for poor students. - Opening of Non-conventional and vocational subjects. - Initiatives to be taken for receiving Govt. Concurrence and financial assistance for Science Stream. - Filling the vacant posts. - Purchase of more teaching aids and computers especially for the departments. - Construction of Car parking shed. - Construction of additional rooms for IDOL Study Centre & computer lab. - Appointment of regular teachers in place of part-time teachers in the science stream. - To make the college campus more eco friendly.	- Sound system (Delegate speakers) has been installed in conference hall as a part of improvement of ICT. - The College campus has been enabled with free wi-fi facility, installed by Reliance (Jio). - Number of books has been increased in the Central Library and subscription of e-journals is under process. - The departmental libraries have also been enriched with more books. - Book bank for poor students is also enriched with more books. - The car parking shed has been constructed for teaching & non-teaching staff. - RCC rooms for IDOL Study Centre and computer lab have been constructed. - More plantation has been done to make the College campus green.

2.15 Whether the AQAR was placed in statutory body   Yes [√]   No [ ]

Management [√]   Syndicate [ ]   Any other body [ ]

Provide the details of the action taken

- **The AQAR has been approved by the Governing Body of the College.**

Part-B

Criterion-I

1. 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				
PG	**08 (OLD)**	**-**	-	-
UG	**03**			
PG Diploma				
Advanced Diploma				
Diploma	**01**			
Certificate	**01**			
Others				
Total	**13**			

Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	**3**
Trimester	
Annual	**1**

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

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

> **No, the syllabus is prepared and revised by the affiliating University**.

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

> No

Criterion-II

2. Teaching, Learning & Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
18	**11**	**07**	-	-

2.2 No. of permanent faculty with Ph.D.   **06**

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
-	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

2.4 No. of Guest and Visiting faculty and Temporary faculty   **12**

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops		Participation of Conference & Symposia	
Presented Papers	N/A	N/A	N/A
Resource Persons	N/A	N/A	N/A

2.6 Innovative processes adopted by the institution in Teaching and Learning:

The innovative processes adopted in 2016-17 have been continued in 2017-18

2.7 Total No. of actual teaching days during this academic year   236

* Attach the Academic Calendar of the year as Annexure.

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)   **Does not arise**

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

2.10 Average percentage of attendance of students   **77%**

2.11 Course/Programme wise distribution of pass percentage : 2017 – 18

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.(Gen)	**59**	**N/A**	**4%**	**22%**	**16%**	**42%**
B.A.(M)	**58**	**N/A**	**36%**	**27%**	**7%**	**74%**
B.Sc.(Gen)	**16**	**N/A**	**87%**	**6%**	**-**	**93%**
M.A. (ODL)	**43**		**2%**	**84%**	**-**	**86%**

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

- IQAC collects the teaching plan and monthly progress report of the faculties.

- Appropriate measures are adopted after analysing the performance of students in examinations.

- Students' feedback are collected, analysed and necessary measures are adopted to improve the teaching-learning process.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	**01**
UGC – Faculty Improvement Programme	**0**
HRD programmes	**0**
Orientation programmes	**0**
Faculty exchange programme	**0**
Staff training conducted by the university	**0**
Staff training conducted by other institutions	**0**
Summer / Winter schools, Workshops, etc.	**0**
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 positions filled temporarily
Administrative Staff	**08**	**03**	**N/A**	**09**
Technical Staff	**18**	**N/A**	**N/A**	**12**

Criterion-III

3. Research, Consultancy & Extension

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

- The IQAC encourages faculty members to undertake minor research projects, research publications, student related project works etc.
- The IQAC also encourages and advises the faculties to take part in seminars/workshops etc. In the colleges & Universities and also to submit proposal for UGC sponsored national seminars for own college.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	Nil	Nil
Outlay in Rs. Lakhs	Nil	Nil	Nil	Nil

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	Nil	Nil
Outlay in Rs. Lakhs	Nil	Nil	Nil	Nil

3.4 Details of research publications

	International	National	Others
Peer Review Journals	Nil	02	Nil
Non-Peer Review Journals	Nil	Nil	Nil
e-Journals	Nil	Nil	Nil
Conference proceedings	Nil	Nil	Nil

3.5 Details on Impact factor of publications:

Range [ ]   Average [√]   h-index [ ]   Nos. in SCOPUS [ ]

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	Nil			
Minor Projects	Nil			
Interdisciplinary Projects	Nil			
Industry sponsored	Nil			
Projects sponsored by the University/ College	Nil			
Students research projects *(other than compulsory by the University)*	Nil			
Any other(Specify)	Nil			
Total	Nil			

3.7 No. of books published   i) With ISBN No. **02**   Chapters in Edited Books **02**

ii) Without ISBN No. **Nil**

3.8 No. of University Departments receiving funds from

UGC-SAP **Nil**   CAS **Nil**   DST-FIST **Nil**

DPE **Nil**   DBT Scheme/funds **Nil**

3.9 For colleges   Autonomy **Nil**   CPE **Nil**   DBT Star Scheme **Nil**

Inspire **Nil**   CE **Nil**   Any Other (specify) **Nil**

3.10 Revenue generated through consultancy **Nil**

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	Nil	Nil	Nil	Nil	Nil
Sponsoring agencies	N/A	UGC	N/A	N/A	N/A

3.12 No. of faculty served as experts, chairpersons or resource persons **N/A**

3.13 No. of collaborations   International **Nil** National **Nil** Any other **Nil**

3.14 No. of linkages created during this year **Nil**

3.15 Total budget for research for current year in lakhs : N/A

From Funding agency **Nil**   From Management of University/College **Nil**

Total **Nil**

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College
Nil						

3.18 No. of faculty from the Institution who are Ph. D. Guides   `Nil`

   and students registered under them   `Nil`

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

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

JRF `Nil`   SRF `Nil`   Project Fellows `Nil`   Any other `Nil`

3.21 No. of students Participated in NSS events:

University level `Nil`   State level `Nil`

National level `Nil`   International level `Nil`

3.22 No. of students participated in NCC events:

University level `Nil`   State level `Nil`

National level `Nil`   International level `Nil`

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 `Nil`   College forum `03`

NCC `Nil`   NSS `03`   Any other `Nil`

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

- Article Writing competition in English & Assamese.
- Awareness on Environment Pollution.
- Awareness on *Beti Bachao Beti Padhao*
- NSS Special Camp at adopted village
- Activities under *Sawchh Bharat Mission* conducted by NSS Unit
- Observation of 4th International Yoga Day

Criterion-IV

4. Infrastructure & Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	**7 Bighas, 2 kathas, 6 lesa**			**7 Bighas, 2 kathas, 6 lesa**
Class rooms	**17**			**17**
Laboratories	**04**	**01**	**-**	**05**
Seminar Halls	**01**	**-**	**-**	**01**
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	**118**	**01**	**State Govt. Aid**	**119**
Value of the equipment purchased during the year (Rs. in Lakhs)	**-**	**80000/-**	**-**	**-**
Others	**-**	**-**	**-**	**-**

4.2 Computerization of administration and library

- **Library has been computerised with SOUL2.0 and Kiosk for students/visitors has been installed.**
- **Clerical works in the college office have been computerized and the admission system is also under process of computerization.**

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	**21440**	**1749614**	**1862**	**148960**	**23302**	**1898574**
Reference Books	**6023**	**711094**	**150**	**42899**	**6173**	**753993**
e-Books			**-**	**-**		
Journals	**04**	**8500**	**-**	**-**	**04**	**8500**
e-Journals			**-**	**-**		
Digital Database			**-**	**-**		
CD & Video			**-**	**-**		
Others (specify)News Paper	**02**	**5580**	**-**	**-**	**02**	**5580**

4.4 Technology upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	**43**	**30**	**02**	03	-	04	04	-
Added	**-**	**-**	**-**	-	-	-	-	-
Total	**43**	**30**	**02**	03	-	04	04	-

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

> **The measures adopted in 2016-17 have been continued**

4.6 Amount spent on maintenance in lakhs :

i) ICT

> **0.45**

ii) Campus Infrastructure and facilities

> **12.70**

iii) Equipments

> **0.45**

iv) Others

> **0.35**

Total :

> **13.95**

Criterion-V

5. Student Support & Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- **The IQAC has been consistently creating awareness among the students against Ragging and also requested the Anti-Ragging Cell of the College to take necessary steps to make the College a 'Zero Ragging Zone'.**
- **The IQAC advices the students to make proper use of the games and sports materials and gym equipments available in the college.**
- **The IQAC has been encouraging the students of the college to acquire basic knowledge of ICT through free computer courses for the students.**
- **The IQAC advices and encourages the faculties to use ICT and other modern methods available in the College in teaching – learning process.**

5.2 Efforts made by the institution for tracking the progression

- **As per the direction of the affiliating university, the College conducts one sessional test in each semester and in addition, class tests, seminars, discussions etc are conducted in each semester for continuous and comprehensive evaluation.**

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
641	**174 (ODL)**		

(b) No. of students outside the state **25**

(c) No. of international students **00**

	No.	%			No.	%
Men	**278**	**43**		Woman	**363**	**57**

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
846	**19**	**03**	**30**	**01**	**899**	**596**	**08**	**01**	**35**	**01**	**641**

Demand ratio **1:1**   Dropout **17%**

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

N/A

No. of students beneficiaries **N/A**

5.5 No. of students qualified in these examinations

NET **Nil**   SET/SLET **Nil**   GATE **Nil**   CAT **Nil**

IAS/IPS etc **Nil**   State PSC **Nil**   UPSC **Nil**   Others **Nil**

5.6 Details of student counselling and career guidance

> **The Information and Career Guidance Cell of the College provides timely counselling and guidance to the students for further study and career options.**

No. of students benefitted | - |

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
Nil	**Nil**	**Nil**	**Nil**

5.8 Details of gender sensitization programmes: **NIL**

5.9 Students Activities

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

State/ University level   **Nil**   National level   **Nil**   International level   **Nil**

No. of students participated in cultural events

State/ University level   **Nil**   National level   **Nil**   International level   **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   **Nil**   National level   **Nil**   International level   **Nil**

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	**19**	**19000/-**
Financial support from government	**Actual no. is not known because Govt. Scholarship is received by the students in form of DBT**	
Financial support from other sources	**N/A**	
Number of students who received International/ National recognitions	**N/A**	

5.11   Student organised / initiatives

Fairs: State/ University level   **Nil**   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   **02**

5.13 Major grievances of students (if any) redressed: _____**Nil**_____

Criterion-VI

6. Governance, Leadership & Management

6.1 State the Vision and Mission of the institution

Vision:
- **Mankachar College was established with a vision to impart higher education to the poor students and women folk of the socially and economically backward and international border area.**

Mission:
- **To spread higher education among the aspiring students in general and the youths of this backward rural area in particular.**
- **To provide opportunities for higher education to women folk in diverse fields.**
- **To make the young men and women of this backward area fit for employment in their future life.**
- **To enable the young men and women of this rural area to enjoy equal opportunities with the rest of the people in the country.**
- **To build a place of transformation for education, research and innovation with an analytical approach.**
- **To create an environment for the intellectual, ethical, moral and physical of the local poor people mostly belonging to minority communities.**

6.2 Does the Institution has a management Information System

No, there is no Management Information System.

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

6.3.1 Curriculum Development

The College follows the curriculum prescribed by Gauhati University (GU). Hence there is no scope for innovation in curriculum design.

6.3.2 Teaching and Learning

- **Some innovative processes in teaching and learning have been adopted. At the beginning of each academic session, the faculties of all departments meet for the allocation of syllabus and also to decide the dates of sessional tests, home assignments, field studies, group discussions etc. and prepare the academic calendar accordingly.**
- **The faculties prepare their Teaching Plans and submit the same to the IQAC.**
- **The faculties also submit their monthly performance report to the IQAC.**
- **Most of the teachers prepare the study materials and distribute the same to the students.**
- **ICT equipments such as smart board, over head projectors are used for teaching of some selected topics in each subject / department.**

6.3.3 Examination and Evaluation

The practices adopted in 2016-17 are continued in this regard.

6.3.4   Research and Development

> • **The Research Cell of the College encourages the faculty members to take up research projects, research publications etc. to add value to academic knowledge**

6.3.5   Library, ICT and physical infrastructure / instrumentation

> **Automated Kiosk for book searching is already installed in the Central Library of the College. Besides, a Signage TV for digital notification and internet browsing facility are already there in the library. Bar coding of the available books in the college library is under process.**

6.3.6   Human Resource Management

> • **The College authority encourages the faculties to pursue research works that help them to update their knowledge.**
> • **The College authority convenes staff council meetings as and when required to discuss and address various problems of the College.**

6.3.7   Faculty and Staff recruitment

> • **The College seeks permission from Department of Higher Education, Assam to conduct the interview for selection of staff.**
> • **The advertisements for the recruitment of faculty and non-teaching staff are published in the leading newspapers.**
> • **The selection of the teaching and non-teaching staff is conducted according to the rules of UGC and the Govt. of Assam.**

6.3.8   Industry Interaction / Collaboration

> **Nil**

6.3.9   Admission of Students

> • **As the area is socially and economically backward and being the only institute of higher education of the area, all the applicants get admitted to the institution irrespective of their merits. However, students offering Major are selected on merit/screening test basis.**

6.4 Welfare schemes for

Teaching	There is a welfare fund created by the teaching and non-teaching staff of the College. The members contribute to the fund in every month and they can take loan from the said fund at nominal rate of interest as and when required.
Non teaching	
Students	Scholarship facilities for economically weaker section from Poor Fund and also from government sources. Also there is book bank for poor students.

6.5 Total corpus fund generated   **N/A**

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**		No	No
Administrative	**No**		No	No

6.8 Does the University/ Autonomous College declares results within 30 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?

Does not arise

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

N/A

6.11 Activities and support from the Alumni Association

The Alumni Association participates in various programmes of the college as an when required.

6.12 Activities and support from the Parent – Teacher Association

The parents participate in different activities as and when required.

6.13 Development programmes for support staff

To enhance the IT skills of the support staff, free IT training has been imparted by the experienced teachers and experts from outside the college. Also, the administrative staff are provided with suggestions and advise from the senior faculty members and management body as an when required.

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

- **Plantation Programme is undertaken in every year and also on some special occasions.**
- **Continuous endeavours for not to use the plastic/polythene materials in and around the College campus.**
- **Environmental awareness programme is carried out on a regular basis.**

Criterion-VII

7. Innovations & Best Practices

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

> - **Use of ICT (Smart classroom, library etc.) in teaching-learning on a wide scale**
> - **Suitable measures have been adopted for motivating the students to attend each and every class during the teaching days.**
> - **Participation of all stake holders of the college as a result of which the College is rapidly moving towards overall development.**

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

> - **Sound system (Delegate speakers) has been installed in conference hall as a part of improvement of ICT.**
> - **The College campus has been enabled with free wi-fi facility, installed by Reliance (Jio).**
> - **Number of books has been increased in the Central Library and subscription of e-journals is under process.**
> - **The departmental libraries have also been enriched with more books.**
> - **Book bank for poor students is also enriched with more books.**
> - **The car parking shed has been constructed for teaching & non-teaching staff.**
> - **RCC rooms for IDOL Study Centre and computer lab have been constructed.**
> - **More plantation has been done to make the College campus green.**

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

> **The best practices adopted in 2016-17 are continued.**

7.4 Contribution to environmental awareness / protection

> - **Environmental Awareness Programme on a regular basis.**
> - **Tree Plantation Programme in every year and also on some special occasions.**
> - **Restriction on the use of plastic / polythene items inside the college campus.**
> - **Ban on the use of Tobacco products inside the college campus.**

7.5 Whether environmental audit was conducted?   Yes ☐   No ☑

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

SWOT

Strength:
- Sincere, competent and dedicated faculty.
- Complete cohesion and harmony among the teachers in the department.
- Obedient and hard working students.
- Liberal and cooperative management.
- Caters to the need of economically weaker section of students.

Weakness:
- The College is handicapped by shortage of sanctioned teaching & non-teaching staff in different departments.
- Poor academic standard of students at the entry level is a constant cause of worry.
- Absence of adequate number of books and journals in the library especially for research works and also the post of the librarian is still vacant due to the demise of the former librarian.
- Till date no Govt. Concurrence and Financial assistance have been received for the science stream.
- The department of education has not received any financial assistance from the Govt. till today.

Opportunities:
- Efficient use of the ICT and other facilities available in the college.
- Developing scientific temper and research culture among the faculty members.
- Developing good communicative and vocational skills among the students.
- Strengthening interdisciplinary study to enhance creativity.

Threats:
- Migration of good students to the other parts of the state as well as the country.
- Absence of career based vocational courses.
- Poor economic background of the students. Hence they have to give supplement to their family income; as a result, it holds back their studies.
- Insufficient staff in the Library sometimes creates hurdles.
- Insufficient Grade-III & Grade-IV employees and apathy of the Govt. to increase the number of these employees for smooth functioning of the institution.

8. **Plans of institution for next year**:

- Increased installation and use of ICT for teaching-learning and general administration.
- Construction of multi-storeyed RCC buildings by demolishing the old AT buildings with the grant received from RUSA, Govt. of India.
- Renovation of some class rooms, office rooms and central library.
- Campus development with drainage system and water conservation.
- Construction of Students' Union room and toilets with modern facilities.
- Renovation of college canteen to make it more hygienic.
- Installation of individual electric transformer for the college.
- Purchase of more books, journals and newspapers to enrich the Central Library as well as departmental libraries.
- Subscription of E-journals.
- Opening of Non-conventional and vocational subjects.
- Initiatives to be taken for receiving Govt. Concurrence and financial assistance for Science Stream and for the Education subject.
- Filling the vacant posts.
- Appointment of regular teachers in place of part-time teachers in the science stream.
- To make the college campus more eco friendly.

Name: Sofior Rohman Sheikh

Signature of the Coordinator, IQAC

Co-ordinator
IQAC, Mankachar College

Name: Dr. Abed Ali

Signature of the Chairperson, IQAC

Chairman
IQAC, Mankachar College

ACADEMIC CALANDER FOR THE YEAR **2017-18 :: Mankachar College, Mankachar**

MONTH :: **June / 17**

DATE	TEACHING DAYS	WORKING DAYS	HOLIDAYS	Remarks
1-3	3	3	-	
4	-	-	Sunday	
5-10	6	6	-	
11	-	-	Sunday	
12-17	6	6	-	*End Sessional Exam ./Evaluation*
18	-	-	Sunday	
19-24	6	6	-	
25	-	-	Sunday	
26-27	-	-	Id-Ul-Fitr	
28-30	3	3	-	
Total	**24**	**24**	**6**	

MONTH :: **July / 17**

DATE	TEACHING DAYS	WORKING DAYS	HOLIDAYS	Remarks
1		1		
2		-	Sunday	
3-8		6	-	
9		-	Sunday	
10-15		6	-	
16	Summer Vacation	-	Sunday	
17-22		6	-	
23		-	Sunday	
24-29		6	-	
30		-	Sunday	
31		1	-	
Total		**26**	**5**	

MONTH :: **August / 17**

DATE	TEACHING DAYS	WORKING DAYS	HOLIDAYS	Remarks
1-5	5	5	-	
6	-	-	Sunday	
7-12	6	6	-	
13	-	-	Sunday	
14	1	1	-	*Freshers' Social last part of the month*
15	-	-	Independence Day	
16-19	4	4	-	
20	-	-	Sunday	
21-22	2	2	-	
23	-	-	Tethi of Srimanta Sankar Dev	
24-26	3	3	-	
27	-	-	Sunday	
28-31	4	4	-	
Total	**25**	**25**	**6**	

MONTH :: **September / 17**

DATE	TEACHING DAYS	WORKING DAYS	HOLIDAYS	Remarks
1-2	2	2	-	*MCSU Election before Puja Vacation*
3	-	-	Sunday	
4-9	6	6	-	
10	-	-	Tithi of Sri Sri Madhab Dev	
11-12	2	2	-	
13	-	-	Janmastami	
14-16	3	3	-	
17	-	-	Sunday	
18-26	6	6	-	
24	-	-	Sunday	
25-26	-	-	Id-Uz-Zuha	
26-30	-	-	Puja vacation	
Total	**19**	**19**	**11**	

MONTH :: **October / 17**

DATE	TEACHING DAYS	WORKING DAYS	HOLIDAYS	Remarks
1-5	-	-	Puja vacation	
6-7	2	2	-	
8	-	-	Sunday	
9-14	6	6	-	
15	-	-	Sunday	
16-17	2	2	-	
18	-	-	Kati Bihu	
19-20	-	-	Kali Puja & Diwali	
21	1	1	-	
22	-	-	Sunday	
23-28	6	6	-	
29	-	-	Sunday	
30-31	2	2	-	
Total	**19**	**19**	**12**	

MONTH :: **November / 17**

DATE	TEACHING DAYS	WORKING DAYS	HOLIDAYS	Remarks
1-3	3	3	-	*Semester Exam of Odd Sem. from Last week of the month*
4	-	-	Guru Nanak's Birth Day	
5	-	-	Sunday	
6-11	6	6	-	
12	-	-	Sunday	
13-18	6	6	-	
19	-	-	Sunday	
20-23	4	4	-	
24	-	-	Lachit Divas	
25	1	1	-	
26	-	-	Sunday	
27-30	4	4	-	
Total	**24**	**24**	**6**	

MONTH :: **December / 17**

DATE	TEACHING DAYS	WORKING DAYS	HOLIDAYS	Remarks
1	1	1	-	*Semester Examination*
2	-	-	Sukafa Divas (Asom Divas)	
4-9	6	6	-	
10	-	-	Sunday	
11-16	6	6	-	
17	-	-	Sunday	
18-23	6	6	-	
24	Winter Vacation	1	-	
25		-	Christmas	
26-30		5	-	
31		-	Sunday	
Total	**19**	**25**	**7**	

MONTH :: **January / 18**

DATE	TEACHING DAYS	WORKING DAYS	HOLIDAYS	Remarks
1-6	Winter vacation 1.1.18-16.1.18	6	-	.
7		-	Sunday	
8-12		5	-	
13-15		-	Magh Bihu	
16		1	-	
17-20	4	4	-	
21	-	-	Sunday	
22	-	-	Saraswati Puja	
23-25	3	3	-	
26	-	-	Republic Day	
27	1	1	-	
28	-	-	Sunday	
29-31	3	3	-	
Total	**11**	**23**	**8**	

MONTH :: **February / 18**

DATE	TEACHING DAYS	WORKING DAYS	HOLIDAYS	Remarks
1-3	3	3	-	*College Week from 1-6 Feb/2018*
4	-	-	Sunday	
5-10	6	6	-	
11	-	-	Sunday	
12-13	2	2	-	
14	-	-	Sivratri	
15-17	3	3	-	
18	-	-	Sunday	
19-24	6	6	-	
25	-	-	Sunday	
26-28	3	3	-	
Total	**23**	**23**	**5**	

MONTH :: **March / 18**

DATE	TEACHING DAYS	WORKING DAYS	HOLIDAYS	Remarks
1-2	-	-	Dol Jatra (Holi)	*Sessional Exam.even semester*
3	1	1	-	
4	-	-	Sunday	
5-10	6	6	-	
11	-	-	Sunday	
12-17	6	6	-	
18	-	-	Sunday	
19-24	6	6	-	
25	-	-	Sunday	
26-29	4	4	-	
30	-	-	Good Friday	
31	1	1	-	
Total	**24**	**24**	**7**	

MONTH :: **April / 18**

DATE	TEACHING DAYS	WORKING DAYS	HOLIDAYS	Remarks
1	-	-	Sunday	
2-7	6	6	-	
8	-	-	Sunday	
9-13	5	5	-	
14-16	-	-	Bohag Bihu	
17-21	5	5	-	
22	-	-	Sunday	
23-28	6	6	-	
29	-	-	Sunday	
30	-	-	Buddha Purnima	
Total	**22**	**22**	**7**	

MONTH :: **May / 18**

DATE	TEACHING DAYS	WORKING DAYS	HOLIDAYS	Remarks
1	-	-	May Day	*Even Sem. Exam from 2nd week*
2-5	4	4	-	
6	-	-	Sunday	
7-12	6	6	-	
13	-	-	Sunday	
14-19	6	6	-	
20	-	-	Sunday	
21-26	6	6	-	
27	-	-	Sunday	
28-31	4	4	-	
Total	**26**	**26**	**5**	

N.B.   (i) Teaching days = 236 days
           (ii) Working days = 280 days