Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**MANKACHAR COLLEGE**
Name of the head of the Institution	**DR. SUDIPTA DUTTA**
Designation	**Principal(in-charge)**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**03662285216**
Mobile no.	**9957205474**
Registered Email	**mankacharcollege@gmail.com**
Alternate Email	**iqacmankacharcollege@gmail.com**
Address	**P.O. Mankachar, Distt. South Salmara Mankachar**
City/Town	**South Salmara Mankachar**
State/UT	**Assam**
Pincode	**783131**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Rural**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Md. Muktazur Rahman Kazi**
Phone no/Alternate Phone no.	**03662285216**
Mobile no.	**9435642964**
Registered Email	**iqacmankacharcollege@gmail.com**
Alternate Email	**mankacharcollege@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.mankacharcollege.in/pdf/AQAR/2017-18.pdf

4. Whether Academic Calendar prepared during the year

No

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
2	**B+**	**2.57**	**2016**	**16-Sep-2016**	**15-Sep-2021**

6. Date of Establishment of IQAC

07-Nov-2003

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
IQAC meeting was held regarding courses and syllabus and for efficient classroom transactions, helping the	**02-Sep-2018** **1**	**22**

students with additional study materials, etc.		
The IQAC held meeting to discuss about the overall improvement of the academic atmosphere of the college and resolved to take necessary action for the same.	04-Feb-2019 1	23
Feedback were collected on all important aspects from all stakeholders of the college. After analysing the feedback data, actions were taken for improvement where necessary.	01-Oct-2018 7	400
Extended meeting of the IQAC with teaching and non-teaching staff and Governing Body.	04-Apr-2019 1	30
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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
Nil	Nil	Nil	2019 0	0
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	**4**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**No**
Upload the minutes of meeting and action taken report	**No Files Uploaded !!!**
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

IQAC has constantly endeavoured to encourage the faculty to undertake research work and actively participate in seminars, conferences, workshops and similar academic programs to update themselves as in their respective academic areas.

Teachers have been inspired and persuaded to go for publications in various journals at national and international level.

IQAC actively monitors organizing departmental seminars, in-house discussions and discussions on relevant academic topics.

The role of IQAC in enriching the IT infrastructure in the college has been prominent and decisive.

The IQAC has played a leading role to motivate the students to participate in various curricular and co-curricular activities for their all-round development and prepares definite programs for remedial teaching to help the slow and weak learners.

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

Plan of Action	Achivements/Outcomes
Further enrichment/digitalization of Central Library of college	Both text and reference books have been purchased and process has been initiated for complete digitization of the Central Library
Recruitment of permanent Librarian for the Central Library	Permanent Librarian has been appointed for the Central Library
Creating an eco-friendly campus	More plantation has been made to make the campus eco- friendly
Obtaining grants from RUSA	Applied for Grants from RUSA
Making the college campus Ragging -Free Zone	The Anti-ragging Cell has ensured Ragging-free Zone in the campus
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Governing Body, Mankachar College	18-Jul-2022

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

No

assess the functioning ?	
16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	**2019**
Date of Submission	**27-Feb-2019**
17. Does the Institution have Management Information System ?	**No**

<div align="center">Part B</div>

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

The college is affiliated to Gauhati University and doesn't frame the curricula of its own. Like other affiliated colleges of Gauhati University this college too, follows the curricula as framed by the university. The college has evolved its own mechanism for the well planned curriculum delivery. At the beginning of the academic session of a semester, the Academic Council of the college prepares the daily class routine for the college based on the academic calendar prepared by the council itself on the basis of the academic calendar of the affiliating university. Various departments hold departmental meetings to revive the syllabi among the faculty of the concern departments. As a part of the curriculum delivery mechanism, the teachers in the various departments prepare the Teaching Plans wherein they plan how to teach their respective parts of the syllabi within the given time frame. At the end of every month teachers prepare and submit the progress reports to their respective departmental Heads which indicate the progress of the course made in the given month. The Heads in their respective departments arrange for discussions with the teachers as and when required and give necessary suggestions for both finishing the course and go for revisions as and when necessary. Such meetings are the form of a part of the academic checking systems. Within a particular semester internal/ sessional tests are conducted on the completed part of the syllabi and it helps the continuous and comprehensive evaluation of the learners. Often the departments on their own arrange for tutorial classes for the students, especially, honours students, to clarify their doubts and grasp the topics taught in better manner. Finally at the end of the semester, the end semester exams are held which are programmed by the university.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
Nil	**Nil**	**Nil**	**Nil**	**Nil**	**Nil**

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction

Nill	Nil	Nill
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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 and General	01/07/2019
BSc	General	01/06/2019

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	Nill	0
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Assamese Honours	16
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

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

Feedback Obtained

The college has a mechanism of collecting feedbacks from students, teachers, employees, alumni and parents/ guardians on various aspects including teaching-learning, student support system and the internal administration. This feedback is received on an annual/biannual basis. The feedback so collected are analysed by the IQAC. The IQAC places the results of the feedback in its meeting and accordingly, future plans are chalked out for further over all development of the college.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the	Programme	Number of seats	Number of	Students Enrolled

Programme	Specialization	available	Application received	
BA	Honours and General	600	569	569
BSc	General	150	91	91
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	660	0	31	0	0

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	Numberof smart classrooms	E-resources and techniques used
31	12	5	7	1	5
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The institution has a proper mentoring system for effective teaching learning process to monitor the learning outcomes of the students. At the beginning of every academic session and after the admission process is over, the principal of the college holds a meeting where the faculty members are entrusted with the responsibility of mentoring the students. Each faculty member has 50 to 60 students under his or her mentorship which depends upon the enrolment of the student. The mentors act as permanent advisor to the mentees for their personal development, academic performance, capacity-building, inculcating good habits, moral-social and ethical values, responsibility towards society and environment, promoting capability in various fields of employment.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
660	20	1:33

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
18	17	1	0	5

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

2018	Sofior Rahman Sheikh	Associate Professor	Best Teacher Award 2018, by District Administration , South Salmara Mankachar

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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	Honours and General	2018-19	20/05/2019	10/07/2019
BSc	General	2018-19	20/05/2019	10/07/2019

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

As continuous evaluation process of the student is essential for academic performance and upliftment, the college follows a transparent and robust mechanism of internal assessment under the guidelines and instructions of the affiliated university. In every semester, the college conducts one sessional examination. For smooth functioning of the process of examination and evaluation, an Internal Examination Committee is constituted with two or more teachers as AOCs after discussion in the staff meeting of faculty members. In the meeting tentative date and schedule are also fixed and after that question papers bearing marks are drafted by the faculty members under the guidance of HoDs of the concerned departments and with maintaining utmost confidentiality. Students are well informed about the syllabus, question pattern and mark distribution before the beginning of the examination. Immediately after the examination, the answer sheets are allotted to concerned department and are evaluated within stipulated time fixed by the examination committee. Results are notified in the departmental notice board and answer scripts are given to the students for observation. Besides sessional examination, the departments also arrange departmental seminars, group discussion or home assignment for offering marks of internal assessment. So far as examination and evaluation reform is concerned, the college tries to implement effectively all the reform measures regarding syllabus designing, setting of question paper, conducting of examination etc. adopted by the Gauhati University.

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

Yes. On the basis of the academic calendar issued by the affiliating university, the college prepares its own academic calendar every year. The academic calendar is followed as far as possible for conduct of sessional examinations, project works, evaluation of answer scripts of sessional examinations, display of results, holding of students' union election, annual college week, different events like Freshers' Social Ceremony, etc.

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)

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
UG	BA	Honours and General	77	60	78
UG	BSc	General	34	16	51
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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://mankacharcollege.in/pdf/sss/2018-19.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
Nill	0	Nil	0	0
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3.2 – Innovation Ecosystem

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

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

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Nil	Nil	Nill	Nil
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	Nil	Nill
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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
Nil	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	Assamese	1	0
National	Economics	3	0
National	English	1	0
National	Political Science	1	0
International	English	1	0
International	Economics	2	0
International	Political Science	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
Nil	0
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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
Nil	Nil	Nil	Nill	0	Nil	0
No file uploaded.						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	Nill	0	0	Nil
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	0	5	0
Presented papers	2	11	3	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
International Yoga Day Celebration	Extension Cell and NSS Unit	12	100
NSS Special Camp	NSS Unit	8	45
National Youth Parliament Festival 2019	NSS Unit	2	15
International Women Day Celebration	NSS Unit	10	300
Street Drama played on Election Awareness (MP Election 2019)	NSS Unit	10	20
North-East Festival at Assam Don Bosco University, Guwahati	NSS Unit	2	10
Clean Drive	Extension Cell	13	50
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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
No file uploaded.			

 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 activites	Number of students participated in such activites
Nil	Nil	Nil	0	0
No file uploaded.				

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	Duration From	Duration To	Participant

institution/ industry /research lab with contact details					
Nil	Nil	Nil	Nill	Nill	0

No file uploaded.

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	Nill	Nil	0

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
20.5	20.2

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Others	Existing

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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SOUL	Partially	2.0	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	22250	2591012	3422	398492	25672	2989504
Reference Books	2107	794339	947	357019	3054	1151358
Journals	4	8500	0	0	4	8500
Library Automation	1	700000	0	0	1	700000

Others(specify)	2	5580	0	0	2	5580

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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	Nil	Nil	Nill

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	45	0	3	3	30	4	5	10	0
Added	0	0	0	0	0	0	0	0	0
Total	45	0	3	3	30	4	5	10	0

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

10 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	Nill

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 incurredon maintenance of physical facilites
15.65	15.65	4.6	4.55

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

The college has a mechanism to organize all the works regarding the maintenance of physical, academic and support facilities of the college. The college has ample number of staffs in different categories to look after the facilities. The college has five (05) provincialised departments i.e. a) English, b) Assamese, c) Economics, d) History, e) Political Science and one (1) Non- provincialised department i.e. Education from Arts Stream. The college has also five (05) non-provincialised departments from Science Stream. The library of the college is a great resource centre which has more than 25000 books. The College Library Committee regularly sits to decide the purchase of books for which the committee asks for the list of books from different

departments. After the departments submit their list of required books, the Library Committee sits and decides the modus operandi for purchase of books. While the librarian, in the main, looks after the college library, the teacher members also help him sometimes in the matters like maintaining discipline in the library and identifying the good and sincere readers of library books who are often given extra books other than their allotted quota of books for which they are ordinarily entitled. There is one library assistant (contractual) and one library bearer who deliver their services to the readers in the central library of the college. Apart from this library there are also departmental libraries almost in all the departments. The central library is partially automated. The science stream is not provincialised and running by contractual teachers having their own laboratories. The college has a sports complex for the students. The complex has one basketball court. There is one gymnasium room with adequate facilities. In order to look after the sports items, the college has entrusted a few non-teaching staffs. The college has computers for the use of office staffs as well as for the students. Most of the departments have computers (laptops) and one smart class rooms for the students. In order to look after those equipments and machineries there are good number of skilled persons. There are more than 19 numbers of class rooms and four laboratories in the college. These class rooms and laboratories are maintained by the college with the help of office staffs. There are different cells and committees to look after these facilities and these committees review the different activities of the college along with maintenance and function of those facilities.

http://mankacharcollege.in/Maintaining-and-Utilisation.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	Poor Fund (Students Welfare Fund)	10	10000
Financial Support from Other Sources			
a) National	Minority Scholarship/MLA Scheme	50	300000
b)International	Nil	0	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Remedial Coaching	02/09/2018	100	Extension Cell, Mankachar College
Yoga	01/04/2019	100	NSS Unit, Mankachar College
Personal Counselling and Mentoring	01/04/2019	300	Information and Career Counseling Cell, Mankachar College

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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 competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2019	NA	0	15	0	5
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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
3	3	6

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
NA	0	0	NA	35	15
		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	Depratment graduated from	Name of institution joined	Name of programme admitted to
2018	5	BA	Assamese	B N College, GU	MA, LLB
2018	5	BA	Political Science	J B Law College, B N College, GU	MA, LLB
2018	2	BA	History	WBTEC	B.Ed.
2018	2	BA	Economics	NBU, GU	MA
2018	4	BA	English	KKHSOU, Dhubri B.Ed. College	MA, B.Ed.
2018	4	BSc	Mankachar College	WBTEC, KKHSOU	B.Ed., MA
		No file uploaded.			

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	0
SLET	0

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

Activity	Level	Number of Participants
100 m Race Boys	Intra Institution	28
100 m Race Girls	Intra Institution	15
200 m Race Boys	Intra Institution	20
200 m Race Girls	Intra Institution	8
800 m Race Boys	Intra Institution	16
800 m Race Girls	Intra Institution	8
Volley Ball Boys	Intra Institution	48
Basket Ball Boys	Intra Institution	24
Badminton Boys	Intra Institution	30
Badminton Girls	Intra Institution	22

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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
2018	Nil	Nill	Nill	Nill	Nill	Nil
2019	Nil	Nill	Nill	Nill	Nill	Nil

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

Mankachar College Students' Union is the general body of the students in the college. The office bearers of the Union are elected annually by the direct franchise in accordance with the directions of the Hon'ble Supreme Court of India and Constitution of Mankachar College Students' Union (MCSU). The Union comprising 11 port-folios, viz, Vice President, General Secretary, Assistant General Secretary, Secretaries of Girls Common Room, Boys Common Room, Indoor Games, Outdoor Games, Social Service, College Magazine, Debate and Symposium, and Cultural Activities. The MCSU carries out the assigned responsibilities for each portfolio and it establishes the connection between the students' community and the authority in all student related matters. The Union has been engaged actively in all the student related events like Annual College Week, Cultural programmes, Fresher's Social Ceremony, Saraswati Puja, and all celebrations national and state days. Various inter college competitions and other activities are also organised under the active patronage of the MCSU. The College Library Committee and Poor Fund Committee of the college are too such bodies where in there are representatives of students. They regularly participate in the meetings of these bodies and contribute to their proper functioning.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?
No

5.4.2 – No. of enrolled Alumni:
150

5.4.3 – Alumni contribution during the year (in Rupees) :
0

5.4.4 – Meetings/activities organized by Alumni Association :
02

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 believes in democratic governance and participatory management. Mankachar College has two very important committees which ensure participatory management of certain important affairs of the college. These two committees are Alumni Association and Parents Association. • Alumni Association - These associations has been in existence since 2005. This is a body of the former students of Mankachar College who are regularly in touch with the college administration and affairs of the college. They meet from time to time and discuss important issues related to various aspects of the college including teaching- learning and the administrative affairs. The alumni put forth their opinions in the form of suggestions which are mostly accepted and college administration tries to put such constructive suggestions into practices. • Parents Associations - This is another important body which also plays a vital role in the affairs of the college management and helps it being participatory and democratic. Parents of the students in the college and members of this association who arranged sittings in the college premises mostly on Sundays and holidays or during the working days of the college after the classes are over. The Principal and the co-ordinator of IQAC remain present in such meetings to brief the meeting in different issues and also to provide clarification on various matters related to the college affairs. Parents present in such meetings put forth their suggestions for better governance and management.

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

Partial

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	Curriculum Development- The college is affiliated to Gauhati University and follows the curriculum is framed by its affiliating university. Therefore, there is no scope for college to frame or develop any curriculum.
Teaching and Learning	The college has its own strategies for quality assurance in the area of teaching and learning which is of

	utmost importance in any academic institution. The college has a checking system of academic activities in the form of the Academic Council. The Heads of the departments at the beginning of the academic session assign different parts of the syllabi to the teachers in their respective departments and during the academic session they supervise the progress of the syllabus and submit the monthly progress reports to the Academic Council. On the basis of the reports, the Academic Council sits and discusses all relevant points with the different teachers which contribute to improve the teaching quality. This exercise plays a decisive role in enhancing the quality of teaching and learning.
Examination and Evaluation	The practices adopted in 2017-18 are followed in the session 2018-19 also.
Research and Development	The Research Cell of the institution motivates and encourages the teachers to undertake research activities which would be beneficial both for themselves and also the students and the academic community as a whole.
Library, ICT and Physical Infrastructure / Instrumentation	The Central Library makes use of the already installed automated KIOSK and other digital technologies. This apart, digital signage system and internet facilities are already there in the library.
Human Resource Management	The institution has very active bodies in the form of Extension Service(s) Cell, the NSS Unit and the NCC unit. Besides, the out-reach programmes are usually conducted from time to time by various teachers involving both students of the college, and also, youths of the locality. The NSS, NCC and Extension Service Cell play a prominent role in creating social awareness and imparting career counselling in the catchment area of the college. This is how the institution tries to contribute in the area of Human Resource development.
Industry Interaction / Collaboration	Nil
Admission of Students	The institution being located in a very socio-economically backward area and happens to be the only institution for higher education, all the applicants get admitted to the institution irrespective of their merit. However, students offering

| | Honours course are selected on merit/screening test basis. |

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

E-governace area	Details
Planning and Development	E-governance is partially implemented in areas of planning and development. The plans that are made by the Planning and Development Committee of the college are emailed to the concerned government departments and often uploaded in different govt. websites.
Administration	In the areas of institutional administration too, e-governance is implemented to some extent. Documents, facts and figures and data are often uploaded on the websites of government departments as and when necessary.
Finance and Accounts	E-governance is also extended into the area of Finance and Accounts. Payments of salaries to the teachers and employees of the college, emailing of the annual budget of the college, sending the monthly salary statement to the treasury are some areas covered by e-governance.
Student Admission and Support	All admission and student related information are displayed in website as well as in the annual College Prospectus.
Examination	This particular area is completely governed electronically. Starting from form fill up to publication of results, all activities are done electronically which save time and paper work.

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
2018	Nil	Nil	Nil	0
2019	Nil	Nil	Nil	0
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

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

	teaching staff	non-teaching staff				
2018	Nil	Nil	Nill	Nill	Nill	Nill
2019	Nil	Nil	Nill	Nill	Nill	Nill

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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
NA	0	Nill	Nill	0

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
There is a welfare fund created by the teaching and non-teaching staff of the college. The members contribute to the fund every month and they can avail loans from the said fund at nominal rate of interest as and when required.	There is a welfare fund created by the teaching and non-teaching staff of the college. The members contribute to the fund every month and they can avail loans from the said fund at nominal rate of interest as and when required.	Scholarship facilities are available for economically weaker students. The college has a dedicated fund nomenclature as 'Students' Poor Fund' to help the poor students. This apart, there is book bank facility available for poor students.

6.4 – Financial Management and Resource Mobilization

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

The institution appoints auditors every year for internal annual audit. The institution also gets all accounts audited by the concerned government department regularly.

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
NA	0	NA

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6.4.3 – Total corpus fund generated

75000

6.5 – Internal Quality Assurance System

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

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

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

* Parents put forth their suggestions for better academic atmosphere. • Parents point out the weak areas of the governance. • Parents seek clarification on various matters related to the institutional affairs.

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

* IT training has been imparted by the experienced teachers and experts from outside the college to enhance the IT skills of the support staff. • The administrative staffs of the college are provided suggestions and advice from senior faculty members and management body to improve their activities in their respective areas. • The administrative staffs of the college are also sent out to receive training from Govt. institutions/NGOs.

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

1. IQAC has put more emphasis on the use of ICT by faculties in the teaching-learning process. 2. Faculty members and students are effectively using the central library of the college which is equipped with modern facilities after the second cycle assessment. 3. In addition to the detail prospectus of the college, the college website is being increasingly used to disseminate all relevant academic and other information among the students and other stakeholders.

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
2018	One day workshop on effective implementation of curriculum	01/09/2018	01/09/2018	01/09/2018	24
2019	Workshop on Communicative skills for effective teaching	12/02/2019	12/02/2019	12/02/2019	23
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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
Talk on Gender Equality	08/03/2019	08/03/2019	65	32

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
Waste segregation and waste disposal and recycling initiative have taken by the college authority in collaboration with the local people of Mankachar. Cleanliness drive has conducted by the college NSS wing on regular basis. Plantation drives has undertaken for eco-friendly and green environment.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	No	0
Provision for lift	No	0
Ramp/Rails	Yes	0
Braille Software/facilities	No	0
Rest Rooms	Yes	300
Scribes for examination	Yes	0
Special skill development for differently abled students	No	0
Any other similar facility	No	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	14/07/2019	1	Flood Relief	Flood Relief	72
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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)
Information Brochure 2018-2019	01/08/2018	This book serves as the prospectus of the institution. It also includes the academic

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Celebration of World Environment day	05/06/2019	05/06/2019	500
Celebration of International yoga Day	21/06/2019	21/06/2019	250
Food relief from the college	14/07/2019	14/07/2019	60
Celebration of Teachers Day	05/09/2019	05/09/2019	600
Celebration of International Womens' Day	08/03/2019	08/03/2019	540

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

Special cleaning drive as a part of Swachh Bharat mission.
Installation of flower pots and gardening.
Plantation within the college campus.
Awareness for health and hygiene.
Garbage disposal management.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice-1 Title of the Practice: Objective to develop a support system beyond class room teaching through the physical, mental, and spiritual development of a student to face the challenges in life and empower them to reach their personal potential and make positive choices in life to fulfill their personal dreams and develop themselves as good citizen. Introduction: The modern world is a highly challenging. Students have faced various challenges in every phase and aspect of their life. They have to cope with a rapidly changing scenario in their academic environment while in college as well as grapple with an ever-competitive world and a complex society, when out of it. Furthermore, as adolescents, they have to deal with physical and psychological changes within themselves. Therefore, it is of utmost necessity to guide and counsel students during this vulnerable time of their lives. The mentoring and counseling program is aimed at providing this support and guidance to the students to equip and empower them to face the challenges they are met with. The mentors strive to forge a one to one relationship with the mentees to support, guide, and motivate them to identify their personal goals and work towards them. The co-curricular activity Program is introduced to provide a

platform to showcase their talent and also aims to train the students to play leadership roles in society and participate constructively in social issues. The Road Map-Planning and execution: As a general practice, mentoring and counseling are done in college. The following norms of mentoring and counseling in the college are given below: A. General Pattern of Counseling of the teachers: 1. Observe the students in the classroom. 2. Monitor the attendance of the student and if found absent continuously for a week, try to find the cause of the absence from available sources. 3. Communicate with the student or their parents. 4. Try to sort out the problem if any. 5. Call the parent in case of urgency. B. Counseling for slow learners: 1. If the department finds a student to be a slow learner, special care is taken. 2. Remedial classes are taken as provided in the class routine. 3. Books are provided to aid the student through the library. C. Mentoring through Psychological Counseling: A large number of students of the college come from economically challenged households and are first- generation learners. Further, problems of adolescence also stress them. The Department is perceptive of such issues and reaches out to the students. The teachers take the following steps: 1. Counsel personally on one to one basis. 2. If needed, parents are also involved to overcome the crisis. D. Mentoring through Students Union: Mankachar College Students Union also takes care if a student is faced with issues related to: 1. Admission 2. The college has a student development fund for financially challenged students. 3. Administrative problems 4. Academic problems – they guide the students in case of subject change. Best practice –2 Title: Fostering community responsibility The context: Mankachar College is located at Mankachar in the district of South Salmara was established on 1971. At that time Mankachar was a small region. The villagers of Mankachar and neighbouring villages did the very difficult and challenging task of establishing an institution of higher education. The villagers established the institution with the expectation that their wards would get the opportunity of higher education by which they will be able to enlighten the society. In order to fulfill their aspirations, the institution has been trying to inculcate the feeling of community responsibility among the students of the institution. We feel that only a socially committed and responsible generation can help prospering the local society. Objectives: 1. To create the sense of commitment and social responsibility. 2. To inculcate positive attitude. 3. To help the students realizing social and human values. 4. To help the students learning community activity. 5. To make the students regular, punctual, sincere and disciplined.6. To have a tie between higher education and community responsibility. The Practice: The institution practices to foster community responsibility among students through the Mankachar College unit of National Service Scheme and College Students' Union. The NSS unit works for fostering community responsibility among students. It gets an annual grant for running the activities from the affiliating university. Students are enrolled as volunteers and engaged in social activities under the guidance of Programme Officer appointed by the college authority from among the teachers. The NSS unit has adopted one village named Mahantapara. The village is backward in economic, academic and infrastructural aspect. The NSS unit holds a seven days camp in the village every year. During the period of seven days, the programme schedule is prepared including cleanliness, plantation in different places of the village, renovation of the village roads, health camp, awareness programme on women empowerment, cultural programme etc. In all the programmes the students perform their activity together with the villagers. However, the institution often faces a few challenges in this regard. The main obstacles in fostering social responsibility among the students come from the social set up. The students of present day are born and brought up in nuclear family where others are always absent. They acquire the mindset arising out of nuclear family and hence it become challenging to foster the sense of community responsibility among the students. The obstacle can overcome by practicing the students' group

activity in the classes. Another obstacle arises from the academic and examination system. The students have to face tough competition in every step of life. Therefore they hanker after mark sheets. Students get hardly leisure time to think other than their syllabus. We have to overcome this hurdle by arranging activities during semester break. The most important obstacle comes from lack of systematic planning by higher authorities to involve students in the act of social responsibility. The Government has no planning for financial assistance in this regard and financial crisis often appear as a major obstacle which is difficult to overcome.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
http://mankacharcollege.in/pdf/bp/BEST-PRACTICES-2018-19.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

With a strong desire to become a centre of excellence in the academic field in the entire South Salmara district, the college is not only imparting formal education to its students, but it also endeavors to motivate young generation of learners to dream of a social order based on dignity of labour as well as on moral and spiritual values. The mission of the college stresses on the all-round development of the students - physical, intellectual and moral. The college is working relentlessly on imparting scientific and rational temperament among not only the students and teachers of the college but also among the greater Mankachar area through its community based programmes, awareness campaign, extension activities, outreach programmes in different rural areas. The college NSS unit also plays an active role in different extension activities. Moreover, furthering its commitment of social inclusiveness and upliftment of the poor and the downtrodden, the college had already adopted one backward village-Mahantapara at Mankachar. The IQAC, felt the need of taking feedback from all its stakeholders and a resolution has been taken to this effect in a meeting.

Provide the weblink of the institution
http://mankacharcollege.in/vision_mission.php

8.Future Plans of Actions for Next Academic Year

The college plans to deepen its engagement with the society for taking up various ISR activities for upliftment of the society and making them aware of various aspects of socio-economic development. It also envisages technology based knowledge and research studies in the institution and collaborates with other institutions of the district and the state for cultural exchange of knowledge. The college plans to make the whole process of admission and examination form fill-up online and will try to enhance the academic excellence. Various awareness programmes such as gender sensitization programme to increase the awareness on gender equity and women empowerment, anti-tobacco campaign, voters' awareness programme, etc. will be organised during the next academic year. The institution will take initiative for strengthening of alumni database at the departmental level. Another project will adopt to encourage the faculty members for research which will support the innovation in teaching. Moreover, the institute will promote sports and indigenous culture and will try to take special initiative for creating awareness regarding protection of our environment.