Yearly Status Report - 2019-2020

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://mankacharcollege.in/pdf/AQAR/2018-19.pdf

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://mankacharcollege.in/Academic-Calender.php

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	**05-Aug-2019**	**20**

	1	
IQAC Meeting	03-Feb-2020 1	22
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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
Mankachar College	Infrastructure Grants to Colleges	RUSA	2019 365	10000000
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	2
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

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

IQAC has constantly endeavoured to encourage the faculty members to undertake research work and to make addition in the academic body of knowledge.

The IQAC constantly guide and encourage the teachers to go for publications in various journals at national and international level.

Due to COVID19 lockdown, the IQAC encourages the faculty members to organise webinars on different topics/academic problems of the contemporary society as well as participation on webinars, online workshops etc. on relevant academic topics.

The IQAC has played an active role to motivate the teachers and students to go for virtual mode of teachinglearning during the COVID19 lockdown period.

The IQAC has played a leading role to spread awareness among the faculties and students of the college about the COVID19 pandemic.

[View File](#)

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
Addition of more books to the central library of the college and enhance the technological infrastructure.	Both text and reference books have been purchased and process has been initiated for complete digitization of the Central Library
Creating an eco-friendly campus	More plantation has been made to make the campus eco- friendly
Cleaning and sanitising the entire college campus after closing of the COVID-19 quarantine centre set up in the college premises.	The entire college campus has been cleaned and sanitised as soon as the COVID-19 quarantine centre was closed down.
Efficient utilisation of grants received under RUSA 2.0.	Utilisation of funds received under RUSA 2.0 grants has been halted due to the COVID-19 pandemic.
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14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
GOVERNING BODY	18-Jul-2022

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**No**
16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	**2020**
Date of Submission	**30-Jun-2020**
17. Does the Institution have Management Information System ?	**No**

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

The curricula and courses offered by the College are designed and prescribed by the affiliating university, i.e., Gauhati university. The duty of the college is to follow and implement the curriculum, designed by the affiliating university. For effective implementation of the curriculum the college has an Academic Council which frames and supervises the plans and programmes of the college within the specific guidelines of the affiliating university. The academic council conducts at least two meetings per Semester: one at the beginning of the session and another 15 days before the commencement of the examinations to discuss the progress of the syllabus. The academic convenor is entrusted with the duty to prepare general routine for each session. Accordingly, the academic convenor prepares the general routine and delivers to each Head of the Department (HOD) and requests them to prepare their departmental routine for their department concerned. The HODs hold departmental meeting with their departmental colleagues and prepares their departmental routine and allot the classes as well as the papers/topics among themselves. It is pertinent to mention here that the HODs of each and every department submit a copy of departmental routine to both the principal and academic convenor for effective supervision of the classes. The academic council of the college monitors the planning and implementation of the curriculum. The academic council also ensures effective implementation and completion of the syllabus offered by the university within stipulated time period. Each and every department maintains records of on-going class delivery and academic progression regularly, which is monitored by HODs and principal of the college. The college strictly follows the academic calendar regarding the progression of both curricular (teaching - learning) and co-curricular activities within the stipulated time period. The college conducts unit tests and sessional tests to assess students' performance on regular basis. In support of well preparedness for examinations by the students, our every faculty member always provides sufficient study materials to all the students. Every department arranges departmental seminars, group discussions and gives home assignments to the students as a part of internal assessment. There are also provisions for tutorial classes and remedial classes for slow learners. The faculty always undertake initiatives for student-friendly and effective classroom teaching environment. During the COVID-19 situation when undertakings of physical classes were not possible, resulting innumerable threats and challenges to the process of curriculum implementation in all educational institutions all over the world, to cope up with the pandemic challenges Mankachar College has adopted online teaching learning processes (through Zoom and Google Meet and other similar platforms) throughout the pandemic period.

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
NA	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
Nill	Nil	Nill
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 and General	01/06/2019
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	20
BA	History Honours	6
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	No
Parents	No

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

Feedback Obtained
College has a mechanism of receiving feedbacks form students, teachers, employees, alumni and parents/ guardians on various aspects including teaching-learning, student support system and the internal administration. However, due to COVID-19 lockdown, feedback could not be collected during this academic year, although online feedback on course related matters were collected from the students through Google form and measures were undertaken where needed.

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	600	461	461

	General			
BSc	**General**	**150**	**84**	**84**
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	**545**	**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	**25**	**5**	**7**	**1**	**3**
View File of ICT Tools and resources					
View File of E-resources and techniques used					

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

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
545	**21**	**1:26**

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	**16**	**2**	**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
2019	**Nil**	**Nill**	**Nil**
2020	**Nil**	**Nill**	**Nil**

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	2019-20	21/10/2020	24/12/2020
BSc	General	2019-20	21/10/2020	24/12/2020
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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)

The affiliating university prepares the academic calendar and uploads in the university website. After the publication of the academic calendar by the affiliating university, the institution prepares its own academic calendar under the supervision of the IQAC and keeping in view the academic calendar provided by the affiliating university. All the activities planned for the year like freshers social, election of the students' union, celebration of the foundation day, tentative schedule of the internal examinations, celebration of certain days, working days, teaching days, etc. are mentioned in the academic calendar of the college. Once the academic calendar is prepared, it is printed and circulated to all the departments of the college. The college adheres to the academic calendar and conducts all the activities accordingly. However, the affiliating university decides the schedules for the external examination and evaluation.

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://mankacharcollege.in/pdf/COURSE-PROGRAMME-OUTCOME.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
UG	BA	Honours and General	134	79	59
UG	BSc	General	32	8	25
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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/2019-20.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	NA
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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
No file uploaded.					

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	2	0
National	Political Science	1	0
International	English	2	0
International	Economics	3	0
International	Political Science	2	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	NA	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
Nil	Nil	Nil	Nill	0	0	NA

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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	34	67	1	0
Presented papers	3	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 NSS Unit	12	96
NSS Special Camp	NSS Unit	9	50
International Women Day Celebration	Women Cell	7	306
Clean Drive	Extension Cell	14	54
Swachhata hi Seva	NSS Unit	8	152
Japanese Encephalitis Vaccination Campaign	NSS Unit	10	497
[View File](#)			

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NSS	Assam State NSS Award 2019-20	Assam State NSS	100
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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 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	NA	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
Nil	Nil	Nil	Nill	Nill	0

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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	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
122	121.96

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
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 patially)	Version	Year of automation
SOUL	Partially	2.0	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	25672	2989504	1240	144398	26912	3133902
Reference Books	3054	1151358	534	201318	3588	1352676
Journals	4	8500	0	0	4	8500
Library Automation	1	700000	2	500000	3	1200000
Others(specify)	2	5580	0	0	2	5580

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	Nill

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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	5	0	30	5	5	10	0
Added	0	0	0	0	0	0	0	0	0
Total	45	0	5	0	30	5	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
20	20.06	2	1.9

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 adequate 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 28000 books. 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. All 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. The college has different cells and committees to look after 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 Scholarships/MLA Scheme	101	606000
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	02/10/2019	85	Extension Cell
Yoga	21/06/2020	100	NSS
Personal Counselling and Mentoring	01/02/2020	340	Information and Career Counseling Cell

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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
2020	NA	0	25	0	9

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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
2	2	5

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
Nil	0	0	NA	80	25

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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
2019	4	BA	Assamese	B N College, GU	MA
2019	8	BA	Political Science	Dhubri Law College, B N College, WBTEC	LLB, MA, BEd
2019	2	BA	Economics	NBU, Rangia College	MA
2019	1	BA	English	IDOL, Mankachar College	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	1

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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	24
100 m Race Girls	Intra Institution	16
200 m Race Boys	Intra Institution	18
200 m Race Girls	Intra Institution	10
800 m Race Boys	Intra Institution	12
800 m Race Girls	Intra Institution	6

Volley Ball Boys	Intra Institution	24
Basket Ball Boys	Intra Institution	18
Badminton Boys	Intra Institution	24
Badminton Girls	Intra Institution	12
[View File](#)		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Nil	Nill	Nill	Nill	Nill	NA
2020	Nil	Nill	Nill	Nill	Nill	NA
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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:

160

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

01

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The college 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 College conducts tests such as class tests, sessional tests, home assignments, field studies etc. to assess the progression of students. The College serves as a centre for the University Examination for UG courses as well as PG courses under ODL .
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.
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

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	Nil	NA	NA	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 teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Nil	Nil	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
Orientation Programme	1	09/07/2019	29/07/2019	21
Orientation Programme	1	17/01/2020	06/02/2020	21
Refresher Course	1	15/07/2019	26/07/2019	12
Refresher Course	1	07/11/2019	20/11/2019	14
Faculty Development Programme	1	23/06/2020	29/06/2020	7
Faculty Development Programme	1	16/09/2020	22/09/2020	7
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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
Nil	0	NA

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6.4.3 – Total corpus fund generated

55000

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
2020	**Workshop on online teaching-learning process**	**12/03/2020**	**12/03/2020**	**12/03/2020**	**18**
2020	**Orientation programme for the students on online education**	**27/04/2020**	**27/04/2020**	**27/04/2020**	**200**
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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
Economic empowerment of women	**30/08/2019**	**30/08/2019**	**138**	**119**
Beti Bachao Beti Padhao	**06/09/2019**	**06/09/2019**	**132**	**147**
Gender Equality	**25/09/2019**	**25/09/2019**	**140**	**120**
Health and hygiene related to girls	**29/10/2019**	**29/10/2019**	**289**	**0**

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
The College is very much conscious about the protection of environment and sustainable development of the college campus as well as locality of the

college. The college has several gardens and green surroundings as symbol of environmental consciousness and sustainability. The college celebrates World environment Day on 5th June every year with a number sapling plantation as a symbol of protection of the environment. Also, in this occasion popular talks/speech on the topics like, environmental issues, pollution related issues, importance of forestation, adverse effects of deforestation, how to save environment etc., are conducted by the college to make the students conscious about the importance of environment and sustainable utilization of environmental resources. Moreover, the college, in every important occasion like college week, World Health Day, NSS Special Camp etc., begins the programme with sapling plantation which reflects environmental consciousness of the institution. Unfortunately, being a college of the poorest district of the state, the institution has not been able to take any initiative relating to Sustainability/Alternate Energy initiative due to lack of funds.

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	400
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	Nill	Nill	Nill	Nill	NA	NA	Nill
2020	Nill	2	15/04/2020	07	Relief to Poor People	Relief to Poor People	25

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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 2019-2020	01/08/2019	This book serves as the prospectus of the institution. It also includes the academic

	calendar of the institution and along with various codes of conducts for the students to create a healthy atmosphere for teaching and learning process of the institution.

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	05/06/2020	05/06/2021	400
Celebration of International Yoga Day	21/06/2020	21/06/2020	250
Celebration of Teachers' Day	05/09/2020	05/09/2020	400
Celebration of International Womens' Day	08/03/2020	08/03/2020	150

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

Plantation within the college campus
Declared college campus as 'Tobacco Free Zone'
Awareness for the Eco friendly Environment –'Plastic Free Campus'
Awareness for 'COVID-19 Pandemic'
Awareness programme on "Right to Vote"

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

This best practice adopted in 2017 has been continued over the years. Accordingly, several activities have been adopted for the overall development of the adopted village. Best practices –2 Title of Practice: Help - A Humane Endeavour Objective: The major objective of the practice is to extend financial help to any one from the college family in distress. This practice of offering financial help was intended to create a bonding among the staff - teaching and non-teaching. It is an endeavour to create a healthy working environment through family like bonding. The Context: Mankachar College, being the only institution of higher education in greater Mankachar, generates great expectation from the people. Established with a vision of making education accessible to all aspirants in an area mostly inhabited by various ethnic communities has already created visible positive impact in greater Mankachar area. One of the primary concerns of the institution is to build a family like ambience among the staff. The idea of having a helpage fund originated long back with a group of teachers from the College who made voluntary contributions for creating a fund for the purpose. This fund, nomenclatured as Mankachar College Employees' Mutual Benefit Fund (MCEMBF) is managed by a secretary selected from among the faculty members. Since creation, it has been following a noble tradition of offering financial assistance to the teachers or any other employee of the college as and when required. Till today a number of teachers

and other employees received financial assistance from the fund. The size of the fund is being enhanced from time-to-time contribution from teacher and non-teaching members of the college. Evidence of Success: The noble endeavour of the institution to have an inbuilt system of internal support has been successful. The entire system is based on wishes of the teachers to do something for a good cause. By and large, it has been a successful endeavour. Problem Encountered: In this process of having a support system, the institution has not faced any serious problem.

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-2019-20.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

The mission of the college is to provide opportunities for higher education to women folk in the diverse field. The college is the only higher educational institution situated in the Indo-Bangladesh border area. This area is linked with the rest of the state in general through a narrow road connection. The area is one of the most economically backward in the state in particular and in the country in general. The socio-economic conditions of the women are neglected. A large section of them is illiterate. So, the college as the only higher educational institutions has the mission to impart higher education to the aspiring young girls of the area. Moreover, the college opt to create awareness among the women folk of the area about the equality with their male counterparts. The college wants to empower the women by providing higher education and by creating opportunities for their economic empowerment. Efforts are made to enhance the ability to participate in the politics. Various awareness programmes are organised to train the women panchayat representatives to well performing their political activities in the panchayat and members of self-help groups to facilitate their economic participation. Thus, the college has a mission to make women folk of rural area completely empowered in the socio-economic, political and educational fields. Over the years the college has gained satisfactory achievements in its mission. The course has produced many young women who are representing in the different tiers of the Panchayati raj institutions. Two of our girls' students have been elected as Panchayat President and one as Anchalik Panchayat member. The college produced many young women who are serving in different government jobs. Many young women after having passed from the college have formed many self-help-groups (SHGs) and thereby, they become empowered economically. Satisfactory numbers of girls are taking higher education MA, B.Ed., L.L.B, Ph.D in different universities in the state and all over the country.

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

8.Future Plans of Actions for Next Academic Year

Due to the COVID-19 pandemic and the sudden change in the academic environment, the mode of teaching and learning has changed drastically. To keep pace with the changing situation, the institution has planned to adopt online teaching through various platforms like Google Meet, Zoom, WhatsApp, etc. in future. As the contemporary world is relying more and more on technology, online mode of teaching-learning is gaining importance. Accordingly, more awareness and orientation is required for the successful implementation of online teaching-lerarning process and the IQAC will continue to play its vital role towards this end. The college plans to introduce vocational and self-financing courses keeping

in view the requirement of the job market, addition of more books in the central library, technology Upgradation, etc. Besides, the efforts for keeping the college campus clean and green will continue in future.