



YEARLY STATUS REPORT - 2020-2021

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 its own campus?

Yes

- Phone no./Alternate phone no.

03662285216

- Mobile No:

9957205474

- Registered e-mail

mankacharcollege@gmail.com

- Alternate e-mail

iqacmankacharcollege@gmail.com

- Address

P.O. MANKACHAR, DIST. SOUTH
SALMARA MANKACHAR

- City/Town

SOUTH SALMARA MANKACHAR

- State/UT

ASSAM

- Pin Code

783131

2. Institutional status

- Type of Institution

Co-education

- Location

Rural

- Financial Status

UGC 2f and 12(B)

- Name of the Affiliating University **GAUHATI UNIVERSITY (GU)**
- Name of the IQAC Coordinator **MD. MUKTAZUR RAHMAN KAZI**
- Phone No. **03662285216**
- Alternate phone No. **03662285216**
- Mobile **9435642964**
- IQAC e-mail address **iqacmankacharchcollege@gmail.com**
- Alternate e-mail address **mankacharchcollege@gmail.com**

3. Website address (Web link of the AQAR (Previous Academic Year))

<http://mankacharchcollege.in/pdf/AQAR/2019-20.pdf>

4. Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

<http://mankacharchcollege.in/pdf/ac/2020-21.pdf>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	B+	2.57	2016	16/09/2016	15/09/2021

6. Date of Establishment of IQAC

07/11/2003

7. Provide the list of funds by Central / State Government

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
COLLEGE ENVIRONMENT AND CLIMATE CELL	ENVIRONMENT AND CLIMATE CELL	ASSAM SCIENCE TECHNOLOGY AND ENVIRONMENT COUNCIL (ASTECC)	2020	50000
ECO CLUB, MANKACHAR COLLEGE	PLANTATION	ASSAM SCIENCE TECHNOLOGY AND ENVIRONMENT COUNCIL (ASTECC)	2020	5000

8. Whether composition of IQAC as per latest NAAC guidelines **Yes**

- Upload latest notification of formation of IQAC [View File](#)

9. No. of IQAC meetings held during the year **4**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **No**

- If No, please upload the minutes of the meeting(s) and Action Taken Report **No File Uploaded**

10. Whether IQAC received funding from any of the funding agency to support its activities during the year? **No**

- If yes, mention the amount

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

The IQAC organized programmes for providing detail explanation of the courses, syllabus, assessment procedure etc. among the teachers

and students at the beginning of every academic session.

The IQAC encouraged and organized various programmes for motivating the students for their active participation in different curricular and co-curricular activities of the college.

The IQAC regularly monitors the progress of the teaching-learning process of every department and guides the teachers as and when required.

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

Plan of Action	Achievements/Outcomes
Addition of books to the central library.	More text and reference books have been purchased for the central library.
To complete the ongoing construction and renovation works with RUSA 2.0 grants.	Renovation works have been completed and new construction of classrooms and boys' common room have been sped up.
To ensure gender equality in different aspects of the college.	Gender equality is maintained in every aspect of the academic and corporate life of the college including curricular and co-curricular activities among the students.

13. Whether the AQAR was placed before statutory body? **Yes**

- Name of the statutory body

Name	Date of meeting(s)
GOVERNING BODY, MANKACHAR COLLEGE	18/07/2022

14. Whether institutional data submitted to AISHE

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 its own campus?	Yes
• Phone no./Alternate phone no.	03662285216
• Mobile No:	9957205474
• Registered e-mail	mankacharcollege@gmail.com
• Alternate e-mail	iqacmankacharcollege@gmail.com
• Address	P.O. MANKACHAR, DIST. SOUTH SALMARA MANKACHAR
• City/Town	SOUTH SALMARA MANKACHAR
• State/UT	ASSAM
• Pin Code	783131
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• Type of Institution	Co-education
• Location	Rural
• Financial Status	UGC 2f and 12(B)
• Name of the Affiliating University	GAUHATI UNIVERSITY (GU)
• Name of the IQAC Coordinator	MD. MUKTAZUR RAHMAN KAZI
• Phone No.	03662285216

• Alternate phone No.	03662285216
• Mobile	9435642964
• IQAC e-mail address	iqacmankacharcollege@gmail.com
• Alternate e-mail address	mankacharcollege@gmail.com
3.Website address (Web link of the AQAR (Previous Academic Year))	http://mankacharcollege.in/pdf/AQAR/2019-20.pdf
4.Whether Academic Calendar prepared during the year?	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	http://mankacharcollege.in/pdf/a/c/2020-21.pdf

5.Accreditation Details

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13.Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
GOVERNING BODY, MANKACHAR COLLEGE	18/07/2022
14.Whether institutional data submitted to AISHE	
Year	Date of Submission
2020-21	26/04/2022
15.Multidisciplinary / interdisciplinary	
16.Academic bank of credits (ABC):	
17.Skill development:	
18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)	

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):**20.Distance education/online education:****Extended Profile****1.Programme**

1.1

4

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2.Student

2.1

525

Number of students during the year

File Description	Documents
Data Template	View File

2.2

200

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3

90

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic	
3.1 Number of full time teachers during the year	17
File Description	Documents
Data Template	View File
3.2 Number of Sanctioned posts during the year	18
File Description	Documents
Data Template	View File
4.Institution	
4.1 Total number of Classrooms and Seminar halls	17
4.2 Total expenditure excluding salary during the year (INR in lakhs)	19.54
4.3 Total number of computers on campus for academic purposes	45
Part B	
CURRICULAR ASPECTS	
1.1 - Curricular Planning and Implementation	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
<p>Although curriculum is designed by the affiliated university but the college devises its own mechanism for effective planning and implementing the curriculum. The college has an academic council consisted of all HODs which discusses the curriculum delivery mechanism in its meeting convened time to time, when felt necessary at least two in every session, one at the beginning of the session to discuss the planning of classes which comprises the preparation of the general routine.</p>	

The academic council entrusts the duty of preparing the departmental routine on the HODs of respective departments. Another meeting of academic council is held before 15 days of the commencement of semester examination to discuss the progress of the syllabus. The HODs accordingly conduct departmental meeting to prepare the departmental routine and distribute classes and syllabus among their departmental colleagues. The academic council of the college monitors the planning and implementation of the curriculum. The academic council also to ensure effective implementation and timely completion of syllabus offered by the university.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The college strictly follows the academic calendar to maintain the progress of academic curriculum giving due importance to the co-curricular activities for the smooth functioning of the teaching-learning process. The college conducts unit tests and sessional tests to evaluate student's performance on regular basis. Every department arranges seminars, group discussion and gives home assignments to the students as a part of internal assessment. There are also provisions for tutorial classes and remedial classes on specific needs. Records of academic curricular activities are well documented at respective departments as well as in the office and final reports are forwarded to the university. It is noted that the records of the co-curricular activities are maintained and performance of deserving students are published in the college annual magazine.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum

D. Any 1 of the above

development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

2

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The college integrates the crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum as follows:

Gender: several programs are conducted by Women Cell, NSS unit, Extension Cell of the college for sensitization of gender issues and to create awareness on women empowerment. Major gender issues are focused and addressed through the activities like Essay writings, poster exhibitions, wall paper presentations, etc.

Environment and Sustainability: The NSS Unit, Eco Club and College Environment and Climate Cell of the college undertake various programmes to promote environmental awareness and sustainability through plantation programmes in different occasions and other sustainable development related activities.

Human Values and Professional Ethics: The teachers and invitees through their lectures/speeches in different programs conducted under NSS, N.C.C. etc. help to inculcate human values among students. National festivals like Independence Day and Republic Day and programmes organized by BSF, CRPF and Indian Army serve as a platform to develop patriotic and moral values. The institution has IQAC and Academic Council to monitor the punctuality, discipline, regularity and accountability of the teachers for maintaining professional ethics.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

2

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

21

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	View File
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

750

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

61

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

After the admission process, the faculty members of the college engage themselves in helping the students in all possible ways. The teachers put extra effort in making the students acquainted with the Degree course, specially the Honours course as there is a huge gap in the course which they have learnt in the Higher Secondary level. Teachers keep a regular touch with the students to track their progress. The teachers regularly conducts unit test/ class test, sessional test, assigns home assignments, organise departmental seminars, group discussion, field study etc. common to all students and finds out the advance and slow learners based on their performance and prepare plans to promote them accordingly.

The faculty members helps the advance learners by providing additional materials e.g., e-books, e-journals, self- designed materials to promote their excellence. Similarly the slow learners are given extra treatment by conducting remedial classes, tutorial classes, providing extra counselling classes and opportunity of peer tutoring to uplift their understanding level.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
525	17

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Mankachar College has been maintaining an effective teaching learning process. The college is on the path to transform the method of teaching from traditional to modern student centric methods such as experimental learning, participative learning and problem solving methodologies. The modern method is operative in the form of project based learning, field study, seminar participation, group discussion, assignment submission etc. The institution has emphasising the use of ICT based learning method to support, enhance and optimise the delivery of information. The college has ultra- modern audio visual teaching facilities like teaching with the aid of power board, LCD Projector etc. There is one computer centre with 35 computers having Internet facilities that provide both basic computer education and accessibility to online resources to the students.

The college has a well-stocked and fully computerised Digital Library with around 26500 books covering almost all aspects of science and Humanities. It regularly subscribes to about 05 periodicals including 04 daily regional and national level newspapers in Assamese and English. The students can easily access to these books, journals, newspapers etc. Apart from this the students have easy access to the Departmental Library of their respective departments.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

As stated earlier, the institution encourages the use of ICT for the enhancement of teaching learning process. To meet this goal, the college is implementing ICT based classroom atmosphere with the help of existing ultra-modern audio visual teaching facilities like teaching with the aid of power board, LCD projector etc. All the teachers are involved with this practice. The college has a smart classroom which helps in the effective teaching learning process. The teachers also use audio-visual aids, Google class room etc. for conducting online classes and other student related activities. ICT based tools was the only mood of teaching and learning during COVID-19 pandemic situation from 2020-2021.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

17

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality	
2.4.1 - Number of full time teachers against sanctioned posts during the year	
17	
File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded
2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)	
2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year	
6	
File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File
2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)	
2.4.3.1 - Total experience of full-time teachers	
Data Template Uploaded	
File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 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. The college conducts one sessional examination in each semester and also Home Assignment. In the meeting of the Academic Council/Examination Committee, tentative date and schedule of the sessional examination are fixed and consequently question papers are drafted by the faculty members under the guidance of HoDs of the concerned department 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 follows the guidelines of the affiliating university.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The college follows the guidelines of the affiliating university for smooth conduction of the examination. As the affiliating university instructs the rules and regulations hardly there is any scope for grievances related to the examination. A transparent and robust mechanism is followed in conducting internal assessment.

Despite this, if any grievance or query of the students related to the examination matters arise, the faculty members along with the Principal solved the matter promptly in transparent and efficient

manner. Students are shown their internal examination answer scripts in case of any doubt. There is also provision of re-evaluation of answer scripts, if necessary. In addition, as a part of internal assessment, home assignment, class test and departmental seminars are also conducted. The marks of the internal assessment are allotted on the basis of sessional examination, class attendance of the students and home assignments. Students who fail to attend the sessional test on valid grounds are given a chance to appear in the sessional examination specially conducted for them.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The programme and course outcomes of the college are made aware and communicated to the teachers and students by the college. The annual prospectus and the academic calendar and college website give information of the various programmes and its outcome to the teachers and the students. The college aims at promoting all round development of the students of the locality. At beginning of the session the students are made acquainted with the syllabus, selection of the subjects and the programme outcomes of the courses and the programme offered by the college. The students are motivated towards effective learning. The college prepares feedback forms for the students to the learning and course outcomes. The programmes and the courses put emphasis to inculcate knowledge, understanding societal, moral and ethical values among the students.

The curriculum prescribes by the affiliated university states clearly the outcomes of the various courses and programmes offered. The programmes intend to develop the students' skills, creativity in writings, critical thinking, social responsibility, environmental awareness etc. The faculty members remain updated in the various academic aspects by attending various training courses, workshops, seminar etc. to make teaching learning more effective.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The college has its necessary techniques to measure the level of attainment of Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (Cos). All the faculty members are entrusted with the responsibility of continuous monitoring of the progress and performance of the students relating to course outcome and programme outcome. Their achievements are measured from their performances in both internal and external examination, in presenting seminar paper, interaction in group discussion, involvement in project/field based works etc. The feedback provided to the students on regular basis to monitor both the understanding level of the students and progress as well as shortcomings of teaching learning process. The college has different cells actively assessing the level of attainment of creativity and innovation, critical thinking, social responsibility, civic senses, moral/ethical values, awareness about environment and gender justice and so on.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

90

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<http://mankacharcollege.in/>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

3

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

2

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

1

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development. Creating a bridge between community and the institution is the foremost goal for initiating the outreach and extension program. Well-structured outreach and extension activities develop skills in students that can significantly contribute to their overall development. It is a process of 'going back to community' and 'enabling the community' through understanding, analyzing, applying and creating social good with the help of our students and other stakeholders. We are also addressing the crucial issue of environmental pollution and what is the role as a responsible citizen to mitigate the problem. Besides awareness programs we are taking efforts to maintain a sustainable environment with plantation drive and appreciating connectedness with the environment and taking steps to revive local natural resources. The NSS unit of the college is also most active on environmental issues and organizing plantation programs in various occasions. With the Population dividend; Health is another focus area for us to make a strong nation. physical and mental health are the core areas we are working. In this regards we are organizing various awareness programs on health related issues especially on COVID -19.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year**

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year**3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

4

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

350

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

0

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Mankachar College has adequate facilities for both academic and extra-curricular activities. Almost 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 one well equipped laboratory in the college. These class rooms and laboratory are maintained by the college with the help of office staffs. In order to look after the infrastructure college has formed one academic committee headed by one professor in charge.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Mankachar College has adequate facilities for cultural activities, indoor games & sports etc. However, due to the paucity of land area, the college does not have adequate facilities for out-door games. The college has one basketball court and one volleyball court. There is one gymnasium room with adequate facilities. In order to look after the sports facilities, the college has entrusted a few teaching and non-teaching staffs as well as the secretaries of various portfolios of students' union. Most of the students make efficient use of the available sports facilities.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

1

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

1

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

64.28

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The library of the college is a great resource centre which has more than 32000 books. With the help of one library assistant (contractual) and one library bearer, the Librarian delivers 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.

Sl. No.

Name of ILMS Software

Nature of Automation

Version

Year of automation

1.

SOUL

Partially

2.0

2016

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

D. Any 1 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

14.06

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

55

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The institution frequently updates its IT facilities. The institution has a Computer centre with 30 numbers of computers, it has been updated in 4th December, 2020. The office of the institution is partially automated in the form that all the important information and documents are stored in computer. The library of the college has been automated and uses Integrated Library Management System (ILMS) SOUL 2.0 version since 2019. The institution has NLIST membership and subscription under e-Shodh Sindhu from 2019 to till date. The college has one ICT enabled smart classroom as well as an ICT enable conference hall since 2016. The entry and exit point of the college, Principal's room and almost all the classrooms of the institution are under CCTV camera surveillance. CCTV cameras have been installed since 2013 and last updated in 2019. Moreover, the College is well connected by Wi-Fi facilities with internet speed of at least 5-10 mbps.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

45

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution

D. 10 - 5MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

0.25

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The college has a well-established mechanism to organize all the works regarding the maintenance of physical, academic and support facilities of the college. 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 32000 books. The central library is partially automated. The college has one basketball court and one volleyball court. There is one gymnasium room with adequate facilities. In order to look after the sports items, the college has entrusted a few teaching and non-teaching staffs. The college has one computer centre for the students. Almost 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 15 numbers of class rooms and 3 laboratories in the college. These class rooms and laboratories are maintained by the college with the help of office staffs.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

191

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

20

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

D. 1 of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
0	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
0	
File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File
5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above
File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded
5.2 - Student Progression	
5.2.1 - Number of placement of outgoing students during the year	
5.2.1.1 - Number of outgoing students placed during the year	

35

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year**5.2.2.1 - Number of outgoing student progression to higher education**

4

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded
<p>5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)</p> <p>Mankachar College Students' Union is the general body of students in the college. Every regular student of the college shall be a member of this college. The office bearers are elected annually by the direct franchise in accordance with the directions of the Hon'ble Supreme Court of India and M.C.S.U Constitution. The Union comprising 11office bearers, namely: Vice President, General Secretary, Assistant general secretary, Girls common room secretary, Boys common room secretary, Indoor secretary (Game), Outdoor Secretary (Game), Secretary Social service, Magazine Secretary, Secretary Debate and symposium, Cultural Secretary. Mankachar College Students' Union carries out the assigned responsibilities for each portfolio. Mankachar College Students' Union establishes the connection between the student community and the authority and all student related matters are conveyed in proper forum. Mankachar College Students' Union has been engaged actively in all the student related events like Annual College Week, Cultural programmes, Freshmen's Social, Farewell, Saraswati puja, Rastriya Ekta Diwas, Tithi of SrimantaSankardeva, Fateha-e-duaj-dahm etc. Apart from these, the Mankachar College Students' Union also involved in other programme of the college organised by the college authority.</p>	
File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

342

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The college has an Alumni Association. Even though the Alumni Association is not registered, some influential and financially sound alumni make some contributions as and when the college requires it. But, they are not regular as regard financial contribution to the institution.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The vision and mission of the college is as follows:

Vision:

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

Mission:

- To spread higher education among the aspiring students in general and the youths of this backward rural area in particular.
- To make the young men and women of this backward area fit for employment in their future life and to encourage and enable them to progress at par with the rest of the country.
- To build a place of transformation for education, research and innovation with an analytical approach.
- To create an environment for the intellectual, ethical, moral and physical upliftment of the local poor people mostly belonging to minority communities.

The Governing Body is the highest body of the college that plays the vital role in the development of the college. The Governing Body approves the policies undertaken by the college. The college authority prepares the perspective plans for the overall development of the college. The institution always encourages teachers to involve in the decision making bodies. Furthermore, the teachers represent various committees and cells of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The Principal is the authority who plans for the quality improvement of the college, in consultation with different cells and committees. Apart from this, some faculty members are engaged by the principal in designing various developmental policies. Academic improvement policies are implemented by the academic council and all the heads of departments. Major policies are approved and monitored by the governing body of the college. Improvement of the office services are monitored by the principal. The Students' Union is formed annually through election process in democratic way. The secretaries of different portfolios are empowered to lead various programmes and events conducted in the college such as College Week, Saraswati Puja, Freshmen's Social, Fateha-E-Dowaz-Dahom etc. to inculcate leadership quality among the students and to promote decentralization.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

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 Convener, the Academic Council sits and discusses such relevant points with different teachers that contribute to the improvement of the teaching quality of the teachers. This exercise plays a decisive role in enhancing the quality of the teaching and learning.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The Governing Body is the highest authority in the hierarchy of interred organizational structure. The principal works as the secretary to the Governing Body of the college. In the real sense, all important decisions are taken by the principal. Other important policies are forwarded to the higher authority and policies are approved by the committee. As far as the department is concerned, Heads of Departments are solely responsible for academic tasks of their respective departments. The librarian exercises his powers in connection with buying books and other library related works. The organogram is uploaded as additional information.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

C. Any 2 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

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 take loans from the said fund at nominal rate of interest as and when required.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

6

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The principal looks after the performances of the teaching and non-teaching staff and accordingly prepares the performance appraisal report of the respective employees and maintains the record of the same and communicates to the higher authority (GB) time to time, when it is necessary. The principal also places the appraisal reports in the meetings for review. Promotions of teaching and non-teaching employees are based on their appraisal reports.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The institution appoints auditors every year for internal annual audit. The institution also gets all accounts audited by the concerned government department regularly. The college strictly follows the financial rules laid down by the Government of Assam and UGC/ RUSA. The college follows the instructions and recommendations of the auditors. The governing body monitors the financial resources.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The college mainly obtains the major source of funds from the state government, through UGC, and a small part from student fees. At the beginning of every financial year, requirements of the College Office, all the departments, the library, and various cells are submitted to the Principal. The Principal then calls a meeting of the HoDs, Librarian, coordinators of various cells, and IQAC for discussions on the allocations of funds for judicious distribution. In the case of special grants/funds received from funding agencies like UGC, committees are formed for monitoring the utilisation of grants as per guidelines. The Accounts section of the College maintains all records of income and expenditure to ensure financial transparency.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The college has internal Quality Assurance Cell. The College tries to achieve the highest level of quality of teaching and learning. In this regard, IQAC has played vital role to achieve the target. It prepares the blueprint for the all round development of the college. The IQAC also suggests about the types and numbers of teaching aids needed. The IQAC makes the arrangements to obtain feedback from students, parents as well as other stakeholders on quality improvement programme.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

1. 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 convener of the Academic Council calls a meeting of the Academic Council with Principal as the president of the meeting and all the teachers, wherein discusses relevant points and problems relating teaching leaning process and thereby takes some resolutions. This exercise plays a decisive role in enhancing the quality of the teaching and learning environment in the college.

2. Remedial and tutorial classes for slow learners and honours students have been conducted. Further, students of honours course have been provided with additional study materials, sources, etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international

D. Any 1 of the above

agencies (ISO Certification, NBA)	
File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded
INSTITUTIONAL VALUES AND BEST PRACTICES	
7.1 - Institutional Values and Social Responsibilities	
7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year	
<p>Regarding Safety and security Mankachar college has 24 hours CCTV surveillance in the college campus. There is a provision of girls' Hostel within the college campus. Girls' hostel has well maintained dining hall, kitchen, common room and separate well equipped rooms for all hostel boarders with all facilities. Anti-ragging cell has been formed for the purpose of providing safety and security to the new students. There is provision of separate common room for boys and girls with washroom and toilet facilities. Women cell of Mankachar college actively conducts different counselling programmes regarding domestic violence, gender equality, and so on to promote gender equality among the students. Different types of co-curricular activities for the students such as indoor and outdoor games & sports and various events of performing arts, fine arts etc. are conducted periodically in the college, wherein participation of both boys and girls students are encouraged. Recently Assam government has appointed a master trainer to train volleyball for both boys and girls students in the college.</p>	

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	D. Any 1 of the above
--	------------------------------

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management
--

The Mankachar College takes all necessary measures to ensure that the campus is free from plastic materials and other harmful wastes. Wastes are collected every day in the evening. Dustbins for collection of liquid wastes and solid wastes are placed separately. Dustbins for solid wastes are placed at suitable sites in the campus. Dustbins for liquid wastes are placed at the points of waste generation like the canteen, toilets and teachers common rooms, outside classrooms etc. Drinking water facilities is arranged in every building in the campus. Moreover each and every department has separate dustbins for collecting solid wastes like pen, papers etc. The major e-waste generated in the institution are devices like computer monitor, CPU, mouse, keyboard, cable, fan, bulbs etc. are collected from every office and every departments and delivered for safe disposal. The e-waste is reused whenever possible by repairing it.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

E. None of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit

C. Any 2 of the above

3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

In commensurate with its vision and mission, Mankachar college recognizes values, taking into account the differences in socio-

economic and cultural backgrounds, experiences, knowledge, needs and skills of the people of the region. Classroom lectures are bilingual. Fee Concession to the students is provided after careful scrutiny by the Admission Committee. The central library of the college has a book bank for poor students. The College inculcates the values of tolerance, Communal harmony and inclusiveness among the students and faculty members by celebrating various national and international events and festivals. During the annual college week all the students irrespective of their religion, culture and socio-economic background are encouraged to participate in various events to create an inclusive environment and enhance tolerance and harmony among the students towards cultural, regional, linguistic, communal socio-economic and other diversities. Moreover, during the college week, a cultural procession as well as cultural programme is organised every year, wherein the religions, culture of various communities of our country are represented by the students of the college to ensure greater cultural, religion, regional, linguistic, communal, socio-economic harmony not only among the students of the college but also among the local people.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The anti-ragging committee, the internal complaint committee, the disciplinary action committee, admission grievance committee are there to create a responsible and accountable faculty. A variety of activities involving a large number of students are conducted to celebrate voters' day, constitution day, women's day, Human Rights Day. The NSS unit of Mankachar College works towards reaching out of large community and engage in the social works.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

B. Any 3 of the above

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Cultural programmes are organized on the occasion of Independence Day and the Republic Day in our College campus. The College organized a Unity Run on the Rashtriya Ekta Diwas to Celebrate the birth anniversary of Sardar Vallabh Bhai Patel on 31st october every year. National voter's day (25 January) is observed with the setting up of the Awareness Forum. The NSS unit of the college has organized the programmes to make the youth aware about their electoral rights. The birth anniversary of Sri Radhakrishnan (5 september) is celebrated enthusiastically by the students as the Teacher's Day.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

BEST PRACTICE - I

Title of the Practice: Online Teaching Method

BEST PRACTICE- II

Title of the practice: Orientation of New Students

Details of the best practices have been uploaded.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Mankachar college is located in a minority-dominated area with a poor socio-economic environment. The college makes every effort to provide high-quality higher education to the learners of the socially and economically backward region. For this purpose, the college has a team of dedicated teachers who spare no pains to give their best in terms of curricular and co-curricular activities. College faculty members are very active socially and intellectually. Academic Excellence has always been esteemed.

Mankachar college is co-educational and located in a rural area. Many students both boys and girls apply for admission to the college's various courses each year. As per the order of the Assam Government, the college offers free admission to all students. The college also assists both male and female students in receiving government-funded scholarships such as the National Scholarship, Eshan Uddya Scholarship etc. Priority is given by the college to promote low-income students' education, students from rural backgrounds, both males and female. As the college follows no discrimination in regards to gender and gives priority to the poorer section of the area, hence the college is successful in bringing more girls student to the college who remain deprived due to gender biases.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

1. In the upcoming academic year, the college will attempt to implement an online feedback and partially online class system.
2. A TET (Teachers Eligibility Test) coaching programme for students will be launched in the college.
3. Our college will make an attempt to implement fully computerized system in the central library. And add more books to the departmental libraries.
4. The faculty members of the college will produce E-Content and distribute it via the college's YouTube channel, Twitter handle, and Facebook page.
5. College plantation and beautification programme will be adopted.
6. The college will attempt to organize various Student Exchange programmes in various fields. More community-based activities will be organised for the development of the society.