



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	MADHAB CHOUDHURY COLLEGE, BARPETA
• Name of the Head of the institution	Dr. Prakash Sarma
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03774246079
• Mobile No:	9435024357
• Registered e-mail	mccbarpeta@rediffmail.com
• Alternate e-mail	prakashsarmah69mc@gmail.com
• Address	Barpeta, P.O- Barpeta, DIST- Barpeta
• City/Town	Barpeta
• State/UT	Assam
• Pin Code	781301
2.Institutional status	
• Type of Institution	Co-education
• Location	Urban
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	Gauhati University				
• Name of the IQAC Coordinator	Dr. Abani Kumar Das				
• Phone No.	03774246079				
• Alternate phone No.	03774246079				
• Mobile	9435328335				
• IQAC e-mail address	iqacmccollege@gmail.com				
• Alternate e-mail address	dasabanikumar193@gmail.com				
3. Website address (Web link of the AQAR (Previous Academic Year))	http://www.mccollege.edu.in/upload/aqar/AQAR%202019-20.pdf				
4. Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	http://www.mccollege.edu.in/upload/acalender/ACADEMIC%20CALENDER%20FOR%20THE%20SESSION%202020-21.pdf				
5. Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	72	2004	08/01/2004	07/01/2009
Cycle 2	B	2.51	2015	11/05/2015	10/05/2020
6. Date of Establishment of IQAC			18/05/2001		
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	
INSTITUTIONAL	COLLEGE ECO CLUB	ASTEC	2020, 1 YEAR	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	2
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> If yes, mention the amount 	
11.Significant contributions made by IQAC during the current year (maximum five bullets)	
Advising all the faculty members of the college to prepare their individual teaching plan and collecting and compilation of the same	
Regular collection and analysis of students' and teachers' feedback and providing suggestions to the college authority on the basis of these feedbacks	
Organizing popular talks, competitions, workshops, counseling, seminar etc. among the students	
Providing financial assistance to faculty members for attending seminars/workshops/membership for professional bodies	
Providing Merit Scholarship to the meritorious students	
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
To provide financial assistance to faculty members for attending seminars/workshops/membership for professional bodies	Under the scheme "Teachers' Support Grant", two of the teachers were provided grant for attending seminar/conference
To help the academic departments in the preparation of profiles and other relevant academic records	All the academic department were assisted for the preparation of departmental profile and the college website was also updated
To provide platform for the smooth conduction of classes in blended mode	All the faculty members started taking online classes using e-platforms like Google Meet, Zoom etc. and the study materials were also uploaded in the college website
Environmental Consciousness	Cleanliness drive and plantation program, road-safety awareness program have been organized

13. Whether the AQAR was placed before statutory body?	Yes
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- Name of the statutory body

Name	Date of meeting(s)
Governing Body of the College	18/07/2022

14. Whether institutional data submitted to AISHE
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Year	Date of Submission
2020-2021	24/02/2022

15. Multidisciplinary / interdisciplinary
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1. The College is already offering UG courses in science, humanities and Computer Application. Plans to open up B.Ed. Course in future as per NEP 2020 guidelines. As the curriculum is decided by the affiliating university, i.e. Gauhati University, there is little headroom for the college in this aspect. But in spite of the handicapped, the college plans to go for different add-on and vocational courses which will

facilitate horizontal mobility among the students.

2. As the college is under Gauhati University, it has little role so far as integration of humanities and science withstands. Whenever university will provide guidelines, the college will strictly follow that.
3. The college does not have any role in formulation of curricula as it is affiliated under Gauhati University and the affiliating university formulates the curriculum and the college strictly follows it.
4. The college is not permitted to develop such curricula which enables multiple entry and exit in first, second and third years of graduation. The policy regarding this aspect will have to be developed by the affiliating university i.e. Gauhati University. As and when the university will provide guidelines, the college will follow them strictly.

16.Academic bank of credits (ABC):

As the college is affiliated under Gauhati University, the affiliating university will take the necessary step to fulfill the requirement of Academic Bank of Credit. The college will take the help of ABC for admission and for recruitment as and when it will be provided entry into the system.

The college is yet to register itself under Academic Bank of Credit. Plans to register in near future in accordance with the affiliating university rules.

17.Skill development:

The college aims to provide vocational education to the students along with normal education. It has also got a soft skill development programme. So far vocational education is concerned; the college has got four courses to offer. These are- fish breeding course, Aquarium technician course, bee keeper course and organic farming course. These courses are of 6 months to 2 years duration. So far the development of soft skills among the students are concerned, the college has a programme named 'Finishing School'. It tries to provide guidance to the students to hone their soft skills so that they can face different interviews with confidence.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

The college encourages students to learn different Indian languages other than their mother tongue, so that they may feel confident while interacting with students from different states.

There are courses of translation studies in the college which encourages students to acquire skill related to translation. Different co-curricular activities are organized in the college in multi-lingual capacities. Students are encouraged to acquire skills to converse in different Indian languages.

The college plans to establish different language centers so that students may acquire language based skills.

As most of the students come from vernacular medium feeder institutions, they are not at all interested in learning or going for a different language.

Lack of exposure to a different language other than their mother tongue also acts as a challenge.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The faculties are encouraged to design their own curricular and pedagogical approaches within the approved framework of affiliating university. The faculties prepare teaching plan at the beginning of the semester. They record the progress of the course regularly. Students were provided reading materials and they were assessed continuously through assignments and sessional examinations.

20.Distance education/online education:

The college is having two centers for distance learning, one from Institute of Distance and Open Learning (IDOL) Gauhati University, and other from KK Handique State Open University (KKHSOU). These two centers are manned by the faculties of the college.

The college is not an Autonomous one. It is not permitted to take any such initiatives of its own.

The college does not have any distance learning system as it is not an Autonomous institution.

As soon as the college will be permitted to open distance learning system, it hopes to create different courses based on distance learning.

Extended Profile

1.Programme

1.1

454

Number of courses offered by the institution across all programs during the year		
File Description	Documents	
Data Template	View File	
2.Student		
2.1 Number of students during the year		1802
File Description	Documents	
Data Template	View File	
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year		433
File Description	Documents	
Data Template	View File	
2.3 Number of outgoing/ final year students during the year		501
File Description	Documents	
Data Template	View File	
3.Academic		
3.1 Number of full time teachers during the year		66
File Description	Documents	
Data Template	View File	
3.2 Number of Sanctioned posts during the year		68

File Description	Documents
Data Template	View File

4.Institution	
4.1 Total number of Classrooms and Seminar halls	52
4.2 Total expenditure excluding salary during the year (INR in lakhs)	27.08
4.3 Total number of computers on campus for academic purposes	84

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

M.C. College, Barpeta is a Government aided college affiliated to Gauhati University. The college does not have complete freedom in formulating the curriculum as it is affiliated to Gauhati University. Gauhati University formulates the curriculum and the college plans to deliver the curriculum effectively. An annual academic calendar is prepared based on the academic schedule fixed by the affiliating University to implement the curriculum in an effective manner. A daily class routine is prepared for the entire college keeping in mind the requirements of all the various departments, tutorial, and practical classes. Teaching plans are prepared by the faculty for timely completion of the course curriculum. Each faculty records the progress of the course assigned to him in the department. The progress of the students is assessed through sessional exams, class tests, board presentations, power-point presentations etc.

Classroom teaching is often supplemented with seminars, workshops, special lectures, educational tours, field trips etc. They are also encouraged to write for wall magazines, prepare projects for science exhibitions etc. The well-equipped library provides opportunity to the students to effectively ingest the curriculum in a proper way.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://www.mccollege.edu.in/igac_sub.php?id=10

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

The college has its own academic calendar which is in coherence with the affiliating university calendar. As per the academic calendar, classes, field works, practicals, etc. are taken care of by the respective departments. An Internal Examination Committee is formed by the college to centrally supervise the sessional examination. A central routine for the sessional examination with the venues mentioned for each course is prepared by the committee. Apart from that, unit tests, online MCQ tests, home assignments, seminar presentations, group discussions, board presentations etc. are taken care of by the respective departments. Some departments (such as Chemistry) has the facility of taking feedbacks from the students regarding the delivery of their respective courses. There are also provisions of re-checking of answer sheets, and grievances regarding marks are also addressed.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	http://www.mccollege.edu.in/upload/acalender/ACADEMIC%20CALENDER%20FOR%20THE%20SESSION%202020-21.pdf

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

D. Any 1 of the above

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

19

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)	No File Uploaded

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	No File Uploaded

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 curriculum of the college adheres strictly to the curriculum as set by the Gauhati University. The course papers imparted by the college in the undergraduate and Post Graduate programs reflects upon varied issues that deals with gender, environment and sustainability, human values and ethics. The course curriculum of subjects like the Political Science, Philosophy and Education incorporates the concept of Human values and professional ethics in various papers. Similarly, the course curriculum of subjects like Anthropology, Chemistry, Botany, Geography and Zoology teaches various papers that talk about the environment and sustainability. Most of the course curriculum of the Bachelor of Arts (BA) incorporates the issues related to various gender related concepts.

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

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

33

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

417

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

1.4.2 - Feedback process of the Institution may be classified as follows	C. Feedback collected and analyzed
File Description	Documents
Upload any additional information	View File
URL for feedback report	http://www.mccollege.edu.in/upload/igac_file/1658971546.pdf
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	
514	
File Description	Documents
Any additional information	View File
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	
121	
File Description	Documents
Any additional information	View File
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	
Collective assessment of the students is always considered as an important aspect of the teaching, learning and evaluation process of the institution. The academic departments are advised to initiate	

the student assessment programme once the TDC 1st Semester and PG 1st semester admission process are over. The head of the departments are given the freedom to design their own creative methods for proper implementation of the student assessment programme. The teachers are creative enough to identify the advanced learner and slow learners of each class through assessment of home assignments, class test, attentiveness and their overall classroom behaviours. The advanced learners are encouraged to participate in the national/international level examinations and they are provided with specific materials for that. The advanced learners were used in the "peer teaching" programme where they explain topics to the slow learners of their own class or preceding classes. It was noticed that the slow learners lack basic concepts of the topics already they have studied in their previous classes, therefore teachers provide them with materials which are beneficial for concept clarity of previous classes.

File Description	Documents
Link for additional Information	http://www.mccollege.edu.in/upload/igac_file/1660108903.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
1802	66

File Description	Documents
Any additional information	View File

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

The College adopt various effective strategies to ensure quality for innovative teaching learning process with a problem solving approach. The College organizes various events, cultural programs, Quiz Competition, debate Competition, extempore speech, sports competition during different occasion such as college week, celebration of national days of importance etc; thus the students learn and obtain knowledge from their experiences and

interpretation. After the COVID-19 pandemic, the college has adopted both the online and offline mode of education simultaneously and even after the situation became normal, many departments are continuing with the blended mode of education. Extension activities, seminars, webinars, workshop, field visits are conducted to enhance the participatory learning of students. Both BSc and MSc last semester students are encouraged to take up the "project" paper under CBCS guidelines which is very effective in experimental learning. Many departments organize educational tours, research institution visit, and educational excursions to provide exposure to the students which eventually help them to develop competitive mindset to compete with the outside world.

File Description	Documents
Upload any additional information	View File
Link for additional information	http://mccollege.edu.in/Academic-Departments.php?department=BOTANY

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

As far as use of ICT in the classroom is concerned, we must give some credit to the COVID-19 pandemic. The process for keeping attendance of students is made completely paperless (online) through the mccollege application which is available to download in Google play store. The college website has a provision for uploading class notes, syllabus, and previous year question papers to students which is used efficiently by both teachers and students. Most of the classrooms are equipped with LCD projectors which are actively used by teachers. Other modern-day devices such as digital board, educational websites, MOOC courses, YouTube videos, e-books, e-journals are used by many teachers which are beneficial for students. All the academic departments have computers with functional internet connection and printers. They use it as and when required for preparation of teaching, learning materials, internal examination routine and question paper preparation etc. The college library is equipped with computers and softwares, and on the way to a fully automated version which is contributing greatly to the benefit of the student community.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://mccollege.edu.in/upload/igac_file/1658902630.pdf

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

66

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

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

66

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	View File

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

31

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

14.6

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.

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

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	http://mccollege.edu.in/upload/internal_a/1645544997.pdf

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

The college act swiftly and efficiently in a transparent manner to dispose all the internal and external examination related issues as per the CBCS guidelines prescribed by the parent university. The internal examination related issues can come from any direction since it is comprised of many fractions such as sessional examination, home assignment submission, seminar presentation, field study, educational excursions, dissertation work etc. Since the internal examinations are conducted by the respective academic departments, all the grievances are disposed by the departmental advisory committee headed by the HoD. In case of absence of a student from the sessional examination due to some unavoidable reasons including health issue, bandh, natural calamity there is a provision of conducting special examination for the absentee with a revised question paper. The students are always encouraged to verify their answer scripts of the sessional examination after their obtained marks were displayed in the departmental notice board. All the final examination related grievances are taken care of by the parent university through a dynamic portal- guportal.in. If a student decided to re-evaluate the answer script, his/her applications are immediately forwarded to the grievance portal of the university by the examination committee headed by the principal.

File Description	Documents
Any additional information	View File
Link for additional information	http://www.mccollege.edu.in/upload/igac_file/1660109254.pdf

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.

Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution is well defined by the parent university and these are stated and displayed on the

institutional website for teachers, students and other stakeholders of the college in order to collect structured feedback on it. Since the CBCS syllabus allow the students to select different papers offered by the departments in different academic session; so, each department is asked to prepare course outcomes in every academic session and submit it to IQAC for circulation. All these parameters play a crucial role in the creation of equitable, tolerant and enlighten society since these are directly linked to the mission and vision of the institution. During their first lecture of each semester, teachers are encouraged to discuss about the course outcomes of the course offered by the departments so that the students become well aware of these parameters and keep a track on their learning outcomes over the course of the semester. Whenever the IQAC organizes parent teacher meet or alumni meet, these outcomes are made open for discussion to get a clear picture about their relevancy to the current scenario of the society.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://mccollege.edu.in/upload/iqac_file/1652198222.pdf
Upload COs for all courses (exemplars from Glossary)	View File

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

Program outcome, program specific outcome and course outcomes are evaluated through various activities within and outside the college campus. The faculty members of each department are well aware of the shortcomings of these outcomes as well. Sometimes, when the faculty members feel that the outcome of their respective course is far from reality or they are getting some trouble in fulfilling this activity, they raise the issues in the common platforms such as academic committee meeting or syllabus committee meeting of parent university and it is often being rectified to some extent. To attain the goals prescribed through the outcomes, the academic departments must go through some academic processes such as project preparation, field study, group discussion, power point presentation, cultural competitions, laboratory visit, outreach programmes, celebration of various days of national importance, awareness drives, plantation drives, NSS/NCC/Scouts and Guides activities etc. The IQAC of the college feels that the goals of program outcome, program specific outcome and course outcomes can be attained more efficiently if the

weakness of the students is identified. Remedial classes, peer teaching, student mentoring, career counselling, coaching for competitive examinations were conducted to mitigate all the shortcomings of these parameters.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://www.mccollege.edu.in/upload/igac_file/1658971546.pdf

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

372

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://mccollege.edu.in/upload/igac_file/1658907739.pdf

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)

00

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

00

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

16

File Description	Documents
Report of the event	View File
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**

04

File Description	Documents
Any additional information	View File
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**

04

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**

For the entire development of the students, the college conducts different activities in the neighborhood territory to address students with various social issues. Extension activity of the institute such as flood relief distribution, free health check-up at nearby village for the village people, cleanliness drive as a part of Swachh Bharat Abhiyan etc. has been conducted by activity cell such as NSS, Bharat Scouts & Guides, M.C. College Unit. Free health check-up for village women and girls are being arranged by the college Women's cell at nearby villages in every year as a part of the International Women's Day celebration. The students of the college are motivated to participate in campus cleaning and tree plantation programs.

The college supports Digital India Campaign by starting cashless economy where all the transactions such as students' admission fees, examination fees, teaching and non-teaching staff salary payment, remuneration for invigilation duties etc. have been done. The college promotes the active cooperation the students and faculty members in extension activities of NSS, NCC, Bharat Scouts & Guides and Yoga practices.

Various career counseling programs organized by the college assist students in making and implementation of informed educational and occupational opportunities.

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	View File

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

05

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	View File

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

07

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

803

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

13

File Description	Documents
e-copies of linkage related Document	View File
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

01

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
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.

M. C. College has adequate infrastructure and physical facilities. The college covers a land area of 47 bigha 3 katha 6 lessa which is surrounded by boundary wall. M. C. College has 49 class rooms, well-equipped laboratories for the concerned subjects, computer laboratory for the students. Moreover, the college is equipped with seminar hall, digital classroom, conference hall. Smart classrooms are there equipped with LCD projectors, Smart boards. Many departments have moveable LCD projector in order to shift the students from traditional mode of learning to ICT enabled learning. The college has a huge auditorium where a Community Radio Centre is also attached. It has two hostels for boys and girls. Separate common rooms for both boys and girls are available. M. C. college has one canteen for both the students as well as teachers. Adequate pure drinking water facilities, toilet facilities are there in the college. Toilet facilities for specially abled students are also available. The Central Library of M. C. College is a well-equipped, modern library containing text books, reference books, encyclopedias, dictionaries, rare books periodicals and research journals which the students and teachers can utilize. The college campus is Wi-Fi enabled which the students can avail.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.mccollege.edu.in/upload/igac_file/1658838685.pdf

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

M. C. College has adequate facilities for various co-curricular activities. The college provides well-furnished facilities for sports viz. Volleyball court, Badminton court, Basketball court. It has a large playground within the college campus which is utilized for various sports events for the students in annual college week, inter college competitions and other day-to-day practices. The college has one open stage where various scholastic programmes are organized and students can participate. It has a large auditorium where various cultural activities, meetings etc. are held. M. C. College has one Yoga centre. A pavilion is there near the college playground. There is a very well-equipped modern Gymnasium in the college pavilion which can be used by the students. Cultural activities are also held in the college seminar hall. One sport instructor is appointed by the college authority to look after the sport section.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.mccollege.edu.in/upload/igac_file/1658838874.pdf

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

12

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

12

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.mccollege.edu.in/upload/igac_file/1658839048.pdf
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)

27.08

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)

With a carpet area of 6000 sq. ft., the Central Library of M. C. College, named as Kameswar Das Library, is a well-equipped, modern library with thousands of text books and reference books along with encyclopedias, dictionaries, rare books, periodicals and research journals. Earlier network version of the SOUL-1.0 has been installed in the library which is upgraded now to SOUL-2.0 in the year 2020. The library is partially automated. OPAC (Online Public Access Catalogue) service is there in the library. Readers can access books through this service. Two Computers have been installed in the entrance of the library for this purpose. Internet Service is also available in the library by LAN as well as Wi-Fi facility and it can be availed both by students and teachers of the college. For this purpose, a Digital Library section is there in the library. For the

convenience of the students, the library regularly organizes Orientation Programme in each academic year.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	http://www.mccollege.edu.in/upload/igac_file/1658839673.pdf

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

C. Any 2 of the above

File Description	Documents
Upload any additional information	View File
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)

2.97

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

17

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

4.3 - IT Infrastructure

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

The college has IT facilities with Wi-Fi and LAN connection. It has computer laboratory in departments such as Computer Science, Physics and Botany. A language laboratory is there in the college with computer facilities. Most of the computers are connected with internet. Students can avail those facilities. Besides, the central Library has also one digital section where students can utilize the internet facilities to enlighten their academic minds. An online portal for the college is available in the college website which is utilized for academic purposes. This portal is also available in the form of app for mobiles. During the Covid-19 pandemic, the college has introduced Live platform through M. C. College online portal which is utilized by the teachers for teaching-learning purpose. The college authority updates these services as and when required.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	NIL

4.3.2 - Number of Computers

84

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

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

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)

3.52

File Description	Documents
Upload any additional information	View File
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.

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

is safe and secured with Security personal personals and CC camera installation. A night Chowkidar is kept in the college premise for the overall monitoring of the college at night.

File Description	Documents
Upload any additional information	View File
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

259

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	View File
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

259

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

E. none 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)	No File Uploaded

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

550

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

550

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited 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

E. None of the above

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

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

5

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

25

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

01

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

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.

0

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

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)

Since the foundation of the college, M.C. College Students' Union was formed. The college has its own Constitution which is duly followed in every step of the student election. By an active participation of the students of the college it is formed through a fair and democratic process. The Student union is mainly composed of a President, a Vice-President, General Secretary, Assistant General Secretary, Literary Secretary, Cultural Secretary, Debate Secretary, Social Service Secretary, Sports Secretary, Football Secretary, Volleyball Secretary, Cricket Secretary, Gymnasium Secretary, Girls' Common Room Secretary and Boys' Common Room Secretary. Every year the Students' Union members are felicitated and a swearing in ceremony is held where all the respective representatives and Faculty Conveners are present. The Students' Union members are also seen helping the newly admitted students and the Admission Committee members in smoothly running the admission process. The college has an active Career Counselling and Competitive Exam cell where yearly various career related programmes are organized. The Students' Union Representatives help in contacting the interested candidates in attending such programmes through various modes, be it through offline or online through the social media.

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

0

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)	No File Uploaded

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 process of registration is still undergoing.

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 thoroughly and strictly imbibed not only among the learners and stakeholders, but also among the society in general, as it is the ultimate goal of the institution. The college greatly emphasizes on inculcating a research culture among the teachers and students, apart from embracing all the newest avenues of teaching and learning. The

college further fosters the adoption of updated modern teaching tools and methods of teaching-learning including the latest technological devices, so as to inculcate a sense of commitment among the faculty members and ensure optimum usage of the available resources so as to create exceptional scopes and opportunities for the overall development of the institution, so that it can cater to the demands as regards to teaching-learning, research, innovative academic practices, intellectual growth, leadership building, ethical wealth, positive attitude and social awareness. The governing body holds a pivotal position at major decision making and the Principal serves as the chair who supervises several internal committees for an efficient and optimized developmental growth of the college. The consultative body helps with the smooth planning and execution of different developmental programs of the college in accordance to the institutional vision and policies.

File Description	Documents
Paste link for additional information	http://www.mccollege.edu.in/mission.php
Upload any additional information	View File

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

The process of decentralization and participative management is highly regulated and made transparent by carrying out several practices under different internal committees which is managed by the IQAC of the college according to the rules set by NAAC.

The internal committees like the Academic committee, Disciplinary committee, Library committee, Campus Development committee, Grievance Redressal Cell, etc. keeps record and works for the overall academic and infrastructural development of the college. The proposals for the developmental works are addressed to the Principal and the Principal places these proposals to the Governing body of the college. The required plan is executed by the planning committee and construction committee after being approved by the governing body, through proper financial rules and regulations of the college. These developmental works utilizes both the non-governmental and governmental grants like donations from Philanthropists and RUSA funds.

Since the college is a government aided college and is affiliated to Gauhati University, thus it effectively delivers the curriculum plan

formulated by Gauhati University.

All the stakeholders and students in the college actively involve themselves in different curricular and co-curricular activities. The Principal acts at the apex to approve these activities to ensure participative management in a balanced form.

File Description	Documents
Paste link for additional information	http://www.mccollege.edu.in/committee.php
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Madhab Choudhury College (M.C. College), Barpeta is the fourth oldest college in undivided Assam. It is located in a culturally rich, but economically backward region at the Headquarters of the district of Barpeta, and the minority and OBC students forms the majority and integral portion of the college. The college maintains a transparent procedure for admitting the students into both undergraduate and post-graduate programs. Admissions into the post-graduate program are completely online through Gauhati University online module (IUMS-Admission) and the students are selected from the merit list produced from a highly competitive entrance examination conducted by Gauhati University. The intake capacity of students under HS level is 840 (600- Arts, 240- Science) and the intake capacity of students under Undergraduate level is 2400 (Arts and Science) and 30 under Post graduate level at present. Keeping in mind the current integrative and up to the minute curriculum as influenced by the NEP 2020 and under the CBCS (Choice Based Credit System), the institute has effectively deployed diploma and certificate based courses in Fish Breeding (Advanced Diploma), Aquarium Technician (Certificate Course) and Apiculture (Certificate Course). The current number of students pursuing these courses is: Fish Breeding-13, Aquarium Technician-10 and Apiculture- 15.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	http://www.mccollege.edu.in/aboutcollege.php
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 and the Principal of the college hold the foremost responsibility for smooth running and functioning of the institution under an established set of principles and procedures. They are responsible for appointing both permanent and contractual teaching and non-teaching staff; assigning the IQAC coordinator, who controls different internal committees for students and faculty members and govern the integral developmental part of the college; smooth functioning of all the departments and forming the student union body under the college's own constitution. Each section is well connected to each other. The Governing body is at the apex in controlling all the function of the college and it is set up vide approval of Directorate of Higher Education, Assam. The Principal of the college forms the implementing power of all the decisions and resolutions adopted by the governing body. All the decisions adopted in the G.B. meeting are executed by the Principal. The Principal also takes charge of the financial and administrative system. The HoDs of every department look after proper implementation of the curriculum, class routine, course allotment for each faculty, departmental activities, meeting records, departmental academic logbook, alumni association records, departmental seminar, internal examinations, departmental necessities, etc.

File Description	Documents
Paste link for additional information	http://www.mccollege.edu.in/employee_rules.php
Link to Organogram of the Institution webpage	http://www.mccollege.edu.in/upload/igac_file/1659014780.pdf
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	A. All of the above
File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user interfaces	View File
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	
<p>The Teaching staff and the non-teaching staff both employees are an important part of the college. The college has always played an active role in building a beautiful educational environment with adequate facilities to all of them. Such initiatives can be expected to play a role in the college reaching its goals and objectives.</p> <p>The college has been working towards providing special facilities to all teaching and non-teaching employees by focusing on the following aspect:</p> <ul style="list-style-type: none"> • Focus on building a comfortable and encouraging educational environment for all employees to work. • Provision of leave to all teaching and non-teaching employees as per the prescribed rules of government of Assam as well as UGC. • Study leave and duty leave measures to attend research (Ph.D.) or conference/ seminar etc. • Sports activities for teaching and non-teaching staff. • Hygienic toilet facility arrangements for students as well. • Providing ramp and rail measures for especially abled students. <p>In addition to this the institution has been running two staff beneficial monetary funds since 1980 to cater the financial needs of all the staff working in the college.</p>	

File Description	Documents
Paste link for additional information	http://www.mccollege.edu.in/gallery.php
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

2

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)	View File

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

12

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	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

67

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	View File
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

After the successful completion of each academic session, the teaching and the non-teaching staff of the college presents the performance appraisal reports to the principal in a definite format. Each report contains the designation, detailed address, name of the departments, working hours, teaching hours, research contribution, publications, workshops/seminars/webinars attended, professional training and professional visits as a resource person etc. as per the UGC norms that helps in fetching API scores. This appraisal report also carries information about participation of both the teaching and non-teaching staff in various in-campus and out campus activities, curricular and extra-curricular activities, departmental activities, volunteering in social events, different talks and events organized in the college, holding memberships in clubs and societies, contributions made during the corporate life, etc. These informations are thoroughly transcribed and published in the college newsletter for every academic session. The reports are thoroughly assessed by the IQAC and passed on to the higher authorities (DHE, Assam) before submitting to DPC during promotions. The performance appraisal report is compulsory for all the promotional events of both the teaching and non-teaching staff of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

At the ending of each financial year, the college conducts both internal and external audits regularly. The external audit is carried out by the government auditor after every 3 years. The government auditor is appointed by the directorate of audits and accounts. All the original bills and vouchers of expenditure is thoroughly checked and verified by the external auditor and finally process it if no discrepancy is found. If any objection is raised in any expenditure report by the auditor, the accountant has to provide full clarification on the statement. Regular internal audits are conducted in the college, where the principal sends proposals to the construction committee and the purchase committee properly scrutinizes all the bills and vouchers of the expenditure statements which includes all the departmental expenditures and schemes like RUSA grants, DHE funds, MHRD schemes, UGC schemes, NAAC schemes, Scholarships, Self finance course, Alumni contribution, Admission, Examination and all the internal income sources of the college. A registered chartered accountant is also put in charge to audit the expenditure of the college at the end of every financial year. The CA prepares audit report of expenditures of certain certificate courses, etc. and submits it to the principal on time.

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)

2.5

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)	View File

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

The college carries out proper mobilization of funds while optimally utilizing resources through applying adequate and conventional strategies. For the purpose of infrastructural development, the construction committee places the proposal to G.B. for construction projects and after getting approval, invites tender for quotation from the responsive contractors through serving proper notice in the college website and newspapers. The construction committee opens these quotations in a fixed date after evaluating the tenders in presence of the bidders. The committee finally selects and approves the tender considering the minimum price. The construction committee consists of the Principal as the chairman, a coordinator, a junior engineer, four teachers and a Sr. Assistant of the college. The committee judiciously execute both governmental and non-governmental infrastructural grant while consciously monitoring the quality of the construction materials used for any developmental projects. Payment for these projects requires approval from purchase committee after which it is made through PFMS and mostly through online transactions.

File Description	Documents
Paste link for additional information	http://www.mccollege.edu.in/upload/igac_file/1659014780.pdf
Upload any additional information	View File

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 IQAC of the college is highly functional and is always committed towards taking several quality assurance measures and best practices for the internal development of the institution. Some of these measures and practices are: enabling the creation of a learner-centric environment to impart quality in the process of teaching and learning; facilitating faculty enrichment through the use of ICT tools and digital workshops on soft skills, research methodology and personal development; maintaining and developing institutional database through MIS for the purpose of enhancing institutional quality and preparing Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC for submission to NAAC. IQAC also organizes several intra institutional workshops and seminars on quality related themes, career counseling and guidance for highly competitive exams like NET/SLET/GATE, student support services to disseminate better placements, free coaching for preparation of BANK and APSC exams, etc.

File Description	Documents
Paste link for additional information	http://www.mccollge.edu.in/iqac.php
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

The IQAC of the college is devoted to uplift the internal quality of the students through evaluating and continuously assessing the all the activities and academic performances of the students. The feedback committee is responsible for recording all the feedback of the stakeholders from the students, which is further analyzed by the principal and the outcomes are presented in front of the G.B. to apply correct measures ensuring a balanced form of academia and a well maintained infrastructure. Different internal committees of the IQAC actively participate in organizing several events and talks, even ensuring proper curriculum of online classes held during COVID-19. Implementing mentoring and remedial classes for the weak students by each and every department is taken care of. Another post accreditation initiative taken by the IQAC is by introducing appropriate skill development courses for adequate development of skills and knowledge on entrepreneurship which is important for job oriented mindset. To add to this, the IQAC has also established certain certificate and diploma courses in the colleges like Fish Breeding, Aquarium Technician, Apiculture, Beauty and Wellness and

Organic Farming which is also very important in the job oriented market.

File Description	Documents
Paste link for additional information	http://www.mccollege.edu.in/igac_sub.php?id=10
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 agencies (ISO Certification, NBA)

D. Any 1 of the above

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

The Women's forum of M.C. College Barpeta has organized a lecture on the topic "Women in Leadership: Achieving an equal future in a Covid-19 world" on 8th March, 2021 on the occasion of International Women,s Day. The event was organized at Dr. Surendra Nath Girl,s L.P. School, Deurikuchi, Barpeta. Prof. Manjit Pathak of M.C. College also delivered a lecture emphasizing the need of empowering woman for achieving equal future in a Covid-19 world. The admission

committee, the career counselling cell, the examination board as well as environment cell of the M.C. College include woman faculties as member.

As per UGC guidelines, the college has also an internal complaint committee in the college.

A well-equipped girls' common room is present in the M.C. College, Barpeta. It is quite spacious and possesses good facility for girl students. The common room has an attached bathroom which is maintained with hygienic condition. It also has a sanitary napkin disposable machine to maintain hygiene among the students.

There is a day-care centre inside the college campus to supervise and take care of young children during the daytime. The centre has two supervisors to look after the children and well equipped with playing kits.

File Description	Documents
Annual gender sensitization action plan	http://www.mccollege.edu.in/upload/igac_file/1658974794.pdf
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	http://www.mccollege.edu.in/upload/igac_file/1659024789.pdf

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

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

Solid waste management

The college has set up separate dustbin for biodegradable and non-degradable waste at different points. All the bio-degradable wastes are converted into bio-fertilizer by the vermi-composting plant developed by the college. The non- biodegradable wastes are collected from the dustbins by the members of Barpeta Municipality Board and dispose in the specified place by the Municipality Board.

An incineration plant developed by Padma Shri Uddhab Bharali has been constructed inside the college campus for proper management of plastic waste.

To bring environmental consciousness among the students as well as stakeholders, different boards with meaningful slogans have been displayed throughout the college campus.

The Girls, Common Room is equipped with the incinerator machine for the disposal of used sanitary napkin.

Liquid waste management

A proper drainage system is developed to collect liquid waste from various points like canteen, laboratory etc. and linked to a common drain which outlet is well connected with the specified drainage area.

E- waste management

All the unused or damaged electronic devices are stored in a specific room and later such items are sold for recycling.

Waste recycling system

A vermicompost unit is developed in the college for the recycling of degradable waste material.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	http://www.mccollege.edu.in/upload/igac_file/1659025838.pdf
Any other relevant information	View File

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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
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	View File
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

A. Any 4 or all of the above

following 1.Green audit 2. Energy audit
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	View File
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

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

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
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).

The M.C. College, Barpeta make prominent efforts for providing

inclusive environment i.e. tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. Some of such efforts are mentioned below:

The college authority pays special attention on the admission process as per Government reservation policy.

A special scholarship is provided to the meritorious students based on a test from the college authority. The top students were selected in various categories- unreserved, EWS, OBC/MOBC, SC, ST and single girl child.

Again, the college has organised different events to provide inclusive environment as follows-

1. Saraswati puja on the 26th January, 2021.
2. A cleanliness drive by IQAC and NSS unit of the college around the campus at 28/10/20
3. The 74th Independence Day on 15th August, 2020.
4. The 72nd Republic Day on 26th January, 2021.
5. International Women,s Day on 8th March,2021.
6. Satriya- Sanskriti Samaroh on 7th- 14th November, 2020.

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

M.C. College, Barpeta is always committed towards its responsibility of sensitizing the students and employees to the constitutional obligations by organizing various programmes such as popular talk, debate competition, quiz and essay competition etc. Students and staff are encouraged to join the celebrations of Independence Day, Republic Day, Gandhi Jayanti etc. to imbibe the spirit of liberty, fraternity, and justice. Other important days like Women's Day, World environment Day are also celebrated by the institute for sensitizing the students and employees in the respective fields. In 2020 to 2021 session the institution organized the following events-

1. An essay competition for the students as part of the launch of

Azadi Kaa Amrit Mahotsav by Education Department, Govt. of Assam in commemoration of historic Dandi March and the celebration of 75 years of India's independence commencing 75 weeks prior to the Independence Day 2022.

2. On 12th March, 2021 the Political Science Department of M. C. College, Barpeta successfully organized a Popular Talk on "Role of Assam in the Freedom Movement of India".
3. The Women Cell ACTA of M.C. College, Barpeta celebrated International Women's Day on the theme Women in leadership: Achieving an Equal Future in a Covid-19 World.

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

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	View File
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	View File
Any other relevant information	No File Uploaded

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

M.C. College, Barpeta regularly celebrates and organises various

national and international commemorative days, events and festivals such as world AIDS day. Republic Day, Independence Day, Saraswati Puja, International Yoga Day, Swachh Bharat Abhiyan Day, Foundation Day, etc. to enhance the internal quality of the stakeholders. But due to pandemic situation during this period only following activities were performed

1. The Women Cell ACTA of M.C. College, Barpeta Celebrated International Women's Day on the theme Women in leadership: Achieving an Equal Future in a Covid-19 World.
2. 20 numbers of students of NSS, M.C. College unit participated in an online event organized by Gauhati University on the occasion of international yoga day on 21st June, 2021.
3. A rally was organized by the Red Ribbon club of M.C college unit to aware the students and public about the HIV/AIDS for celebrating World AIDS day on 1. 12. 2020.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
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 Practices

2019-2020

Best Practice-1

Title of the Practice:

Online activities

Objective of the Practice:

1. To estimate the gap created by offline teaching and learning due to the unforeseen situation.

The context:

In order to tackle the situation of adversity caused by unforeseen abruption of normal academic activities in the college, online initiatives were taken during the session 2020-21.

Evidence of success:

1. The career counseling cell conducted a five- day online coaching.
2. Different departments organized various events in virtual mode.

Problems encountered and resource required:

1. A sizeable section of students does not show enthusiasm to the online practice.
2. Due to network error, online practice of teaching gets disrupted frequently.

Best Practice-2

Title of the Practice:

Green energy

Objective of the Practice:

1. To cultivate the culture of green energy.

The context:

Generation and utilization of green energy now is an adorable practice in the field of energy utilization.

Evidence of success:

1. Solar panel has been installed covering an area of 160m² of our college campus.
2. Conventional lamps have been replaced with LED lamps.

Problems encountered and resource required:

1. Natural hazards like heavy rain and thunderstorm.
2. Lack of requisite expertise and technology.

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

Institutional Distinctiveness

- **Response:** The institute focuses on enhancing the capability of the teaching, non-teaching staff and the students. Adhering to this vision, the institution has taken distinctive approaches and provides assistance to its teachers, non-teaching staff and students for an ethical and moral, value-based self-development to meet the challenges of the dynamic teaching-learning environment. The implementation of capacity building

has been strengthened in multiple dimensions such as

1. For teaching staff: The college paves the way for all faculty members to participate in FIPs and sharpens the skills of teachers through FDPs/Refresher Courses/Workshop etc. The teachers are encouraged by providing financial and administrative support. To attain its vision, the faculty members who seeks compensation of their expenditure incurred while attending national or international Seminar/Conference/Workshop/Membership fee of professional bodies are provided financial support.
2. For Non-teaching staff: To modernize and upgrade the knowledge and skills, administrative and accounts related workshops for non-teaching staffs are held.
3. For students: Special training courses are organised for the holistic development and to groom the students to face competitive exams and entrance tests. The institution regularly conducts career related talks cum training to create awareness and direct the students for various opportunities and avenues.

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

7.3.2 - Plan of action for the next academic year

- Inclusion of more Add On and value added courses for capability enhancement.
- Introduction of more PG Courses and Skill enhancement programmes.
- Taking initiatives for the preparation of MOOCs and online learning Platforms.
- To emphasize on use of green energy.
- Establishment of more Digital classroom with audio-visual teaching learning facilities.

NAAC