Yearly Status Report - 2017-2018

Part A	
Data of the Institution	
1. Name of the Institution	**MADHYA KAMRUP COLLEGE**
Name of the head of the Institution	**Dr. Harendra Nath Talukdar**
Designation	**Principal(in-charge)**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**03665283080**
Mobile no.	**9957964662**
Registered Email	**madhyakamrupcollege@gmail.com**
Alternate Email	**iqacmkc@gmail.com**
Address	**Subha, Chenga, Barpeta, Assam, PIN - 781305**
City/Town	**Chenga**
State/UT	**Assam**
Pincode	**781305**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Rural**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Dr. Gopesh Kumar Sarma**
Phone no/Alternate Phone no.	**03665283080**
Mobile no.	**9435240992**
Registered Email	**madhyakamrupcollege@gmail.com**
Alternate Email	**iqacmkc@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.mkcollege.ac.in

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.mkcollege.ac.in

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**C++**	**66.00**	**2004**	**04-Nov-2004**	**03-Nov-2011**
2	**B**	**2.40**	**2016**	**16-Sep-2016**	**15-Sep-2021**

6. Date of Establishment of IQAC

6. Date of Establishment of IQAC	**15-May-2009**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
IQAC Meeting	**09-Oct-2017**	**16**

				01	

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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Madhya Kamrup College	Infrastructure Development Grant	DHE	2017 365	150000
Madhya Kamrup College	Wi-Fi Grant	DHE	2017 365	50000
Madhya Kamrup College	Excursion Grant	DHE	2017 365	100000

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9. Whether composition of IQAC as per latest NAAC guidelines:	**No**
Upload latest notification of formation of IQAC	**No Files Uploaded !!!**
10. Number of IQAC meetings held during the year :	**1**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**No**
Upload the minutes of meeting and action taken report	**No Files Uploaded !!!**
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

Collection of Feedbacks, especially from students, teachers and parents.

Remedial classes for educationally backward students

Training classes for entry in services

Besides Unit Test, Class Test and Home Assignment for student evaluation, frequent holding of ectracurricular activities among students

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

Plan of Action	Achivements/Outcomes
Remedial classes for students	Students are offered remedial classes by all the department
Frequent holding of extracurricular activities among students	Holding of competition among the students,such as speech competition,poster competition etc.
Collection of feedback from students,parents and teachers.	Feedback is collected from from students,parents and teachers and analyse .
[View File](#)	

14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
Governing Body, Madhya Kamrup College	06-Jan-2021

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2018
Date of Submission	19-Apr-2018
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	The institution has a website that provides all the necessary information about the college. Besides, necessary details are also disseminated to all the stakeholders through social media, SMS and Emails.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Madhya Kamrup College is affiliated to Gauhati University (G.U.) and its

curriculum in degree course in traditional mode is prescribed by G.U., H.S. courses in traditional mode is prescribed by Assam Higher Secondary Education Council (AHSEC), KKHSOU courses of PG levels are prescribed by KKHSOU, Assam . The students of H. S. and UG levels are taught according to the guidelines prescribed by the AHSEC and GU respectively. However, the following steps are taken for the effective and smooth implementation of the aforesaid courses. 1. The members of the teaching faculty prepare the Teaching Plan for their respective subjects as per necessity. 2. Annual plan is designed on the basis of the cumulative plan provided by the teaching faculty. 3. The daily class diaries/class record registers are verified weekly by the Principal/IQAC Coordinator and feedback is taken from the students to ensure that the curriculum is appropriately followed, monitored and evaluated by the faculties. The annual teaching programs are very carefully planned in the academic calendar well in advance. Periodic monitoring of the activities such as commencement of classes and time management for effective implementation of the curriculum is done. However, after the introduction of semester system in the state from the 2010-11 session by G.U. in traditional mode and other organizations in open mode as well for the undergraduate and PG courses, it has been made imperative for the institution to take some concrete measures for the effective implementation of the curriculum by carving out time frame for holding of departmental seminars, making provision of home assignments, internal assessment etc. in due time. Moreover, with the aim of taking positive measures towards the same direction, workshops were organized on curriculum development by inviting well trained resource persons. The institution takes various steps to ensure the adherence of the stated objectives of the curriculum in the course of its implementation. Besides the scheduled University Examinations the institution conducts unit tests, test examinations and motivates the students to do well in the final examination. Besides, drive is also taken to provide counselling to the guardians of the students by paying door to door visit so that they can take proper care of the study of their wards at home. Thus, opportunities are taken to gain the feedback from them during the various parents teacher's meetings organized in the college. The students are encouraged to participate in various activities like seminars, workshops, conferences, social programs organized by the departments of the college. Moreover, it is ensured that the faculty members do not lag behind in acquiring knowledge of new development in teaching-learning for upgradation and updating their approaches. The faculty members are encouraged and given chances to attend various professional upgradation courses like Orientation, Refresher course, Summer Camps, and Training on Research Methodology.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Cutting and Sewing Training Course	NIL	07/12/2017	7	entrepreneurship	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the

affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	**36**	**Nil**

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	**Socio Economic Survey of Subha**	**35**
[View File](#)		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

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

Feedback Obtained
Madhya Kamrup College was established in the year 1971 with the help of the material and other sacrifice of the generous public of the greater Chenga-Bahari and itsadjoining areas. Since the time of inception the stakeholders of the college have long been very closely associated with the infrastructural as well as academic enrichment of the institution by taking part in different curricular and co-curricular activities like taking active part by the selected members in educational planning, examination management, management of administrative affairs, co-curricular activities, management of campus discipline, visiting flood-affected areas, involvement in the local Satra activities etc. In order to expedite the developmental process feedbacks from the students, alumni, parents and the teachers are collected in the form of delivery in open meetings in a routine manner. The feedbacks are analyzed in the IQAC and action plans are initiated accordingly for reducing the gaps, viz. academic and social. The Principal/Vice-Principal meets the students of different classes on some convenient dates and time during an academic session to make firsthand assessment of academic progress of the students or to redress the problems related to teaching and learning faced by the students. The college sends suggestions to GU for developing and effectively implementing the

semester system in undergraduate level in the midst of infrastructural and manpower crunch. The principal of the college has closely been associated with the process of designing and developing the curriculum prepared by the GU, KKHSOU, for traditional courses and the courses offered by the open and distance modes. The college has developed a formal mechanism to obtain feedback from students and stakeholders on curriculum and its teaching learning process as per the guidelines of the UGC and other agencies. Feedback on the suitability of the curriculum and effectiveness of it is collected from the students and the stakeholders as well in every six months before the end semester examination.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Semester	750	720	688

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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017	688	Nill	23	Nill	Nill

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
20	5	2	1	1	2

View File of ICT Tools and resources
No file uploaded.

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

The faculties of Madhya Kamrup College serve as mentors to the students. As most of our students hail from uneducated families living in BPL category, they lack proper guidance at home. The teachers are their primary mentors in every aspect of their life. The faculties create a more learner centric environment and endeavours to help their positive requirements in every possible way. Teachers serving in the institution even help the students financially at critical junctures of their life. Traditional lecture methods in all subjects are followed to a great extent by the faculties. Departments also invite experts and specialist in the respective subject areas to provide insights into contemporary developments in the field. Besides the lecture method, the faculty members use group discussions, seminars, assignments, group and individual verbal/non-verbal exercises, field visits, micro-teaching, buzz learning, project method etc. The faculty members use the power point method of presentation in the seminars and special classes. In every subject students are assigned specific assignments based on their interest. They present papers in departmental seminars. After the availability of the digital classroom new approaches and methods of transaction and sharing of curricular and other related knowledge have gradually been started.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
688	23	1:30

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
30	23	7	Nill	7

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	UG	Semester	03/07/2017	03/07/2017
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Madhya Kamrup College is guided by Gauhati University so far as the syllabi, examination and evaluation are concerned. The internal assessment scheme is as per university rules. As directed by the university, the 20 marks of each paper at the graduation level are awarded to the students on the basis of their overall performance including attendance in the semester. Usually, it is judged on the basis of written tests, presentations, assignments, interactions, oral tests etc. In this way, a continuous internal assessment system works throughout the session to examine the students' performance and growth. The students of the college are evaluated through unit tests, internal assessments, group discussions, seminars and end semester examination. They are informed about these evaluation processes through the academic calendar. Students are also informed in details about the evaluation process in the beginning of every session. The faculty members are evaluated by the Principal on the basis of feedback collected from the students time to time and necessary advice are given for updating the qualities by changing the approaches. The college introduced all the evaluation methods as instructed by the AHSEC and G.U., and concerned institutions. Spot evaluation system is a new development where the Principal, head examiners, and the expert members who visit the zonal works monitor and instruct the examiners, scrutinizers and all workers to become sincere in evaluating the performances of the examinees so that they do not become victim of erratic evaluation in the zone. Madhya Kamrup College has been helping the universities in matters of GU and KKSHOU's Semester scripts evaluation processes. The college ensures effective implementation of the evaluation system as per the directions given by the Gauhati University and by

applying the given autonomy in matters of managing the affairs in its internal evaluations as per semester system. The College evaluates the student by using following methods. 1. Major Tests in subjects for offering (In the subject where number of students is greater than seat capacity). 2. Two Unit Tests (For HS students only). 3. Pre Final for the HS students. 4. Two Internal assessment (For degree classes) tests. 5. Seminars, Symposia, Group discussions etc. 6. External Viva-voce. 7. Final Examinations conducted by Gauhati university, AHSEC, KKHSOU etc.

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

Madhya Kamrup College sincerely follows the academic calendar of Gauhati University. However, an examination committee is formed to smoothly carry out the internal assessment of the students. This committee, under the supervision of the principal and the vice-principal, takes all the responsibilities to hold written tests, presentations, assignments, interactions, oral tests etc. The academic committee of the college prepares the academic calendar before the onset of the academic session and circulates it among the head of the departments for preparation of teaching plan. The academic calendar contains the details of the academic activities, examinations, extra-curricular activities, festivals, holidays etc. of the academic year. The institution takes various steps to ensure the adherence of the stated objectives of the curriculum in the course of its implementation. Besides the scheduled University Examinations the institution conducts unit tests, test examinations and motivates the students to do well in the final examination. Besides, steps are also taken to provide counseling to the guardians of the students by paying door to door visit so that they can take proper care of the study of their wards at home. Thus, opportunities are taken to gain the feedback from them during the various parents teacher's meetings organized in the college. The students are encouraged to participate in various activities like seminars, workshops, conferences, social programs organized by the departments of the college. Moreover, it is ensured that the faculty members do not lag behind in acquiring the knowledge of new development in teaching-learning for upgradation and updating of their approaches. The faculty members are encouraged and given chances to attend various professional upgradation courses like Orientation Course, Refreshers' Course, Summer Camps, and Training on Research Methodology and effective teaching.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

No Data Entered/Not Applicable !!!

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
UG	BA	Major & General	140	100	71.42
[View File](#)					

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
No Data Entered/Not Applicable !!!			
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
No Data Entered/Not Applicable !!!	
No file uploaded.	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
No file uploaded.						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nill	1	Nill	Nill
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!			
No file uploaded.			

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration

No Data Entered/Not Applicable !!!
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
818643	1121800

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Class rooms	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
Others	Existing
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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SOLE	Partially	2.0	2014

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total

Text Books	**17110**	**907760**	**2043**	**122580**	**19153**	**1030340**
Reference Books	**8994**	**479119**	**136**	**9792**	**9130**	**488911**
e-Books	**40**	**Nill**	**Nill**	**Nill**	**40**	**Nill**
Digital Database	**26100**	**Nill**	**Nill**	**Nill**	**26100**	**Nill**
e-Journals	**15**	**Nill**	**Nill**	**Nill**	**15**	**Nill**
Journals	**12**	**Nill**	**Nill**	**Nill**	**12**	**Nill**
Others(specify)	**15**	**10800**	**Nill**	**Nill**	**15**	**10800**

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	**18**	**0**	**3**	**0**	**0**	**1**	**11**	**0**	**0**
Added	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Total	**18**	**0**	**3**	**0**	**0**	**1**	**11**	**0**	**0**

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

28 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
3000000	**3351718**	**818643**	**1121800**

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

> **For maintenance and upkeep of the equipment the college Governing Body has formed a construction and purchase committee which undertakes the continuous improvement of infrastructural and learning resources development. The funds are fully utilized for the development and maintenance of the infrastructural facilities. These facilities have been developed systematically keeping in mind the modern day-to-day requirements of the library as a learning resources.**

http://mkcollege.ac.in

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	**NIL**	**Nill**	**Nill**
Financial Support from Other Sources			
a) National	**Minority Scholarship**	**43**	**144420**
b)International	**NIL**	**Nill**	**Nill**
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			
No file uploaded.			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
No Data Entered/Not Applicable !!!					
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
No Data Entered/Not Applicable !!!		

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of stduents placed	Name of organizations visited	Number of students participated	Number of stduents placed
No Data Entered/Not Applicable !!!					
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					
No file uploaded.					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
No file uploaded.	

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

Activity	Level	Number of Participants
Sports competitions	**Institution level**	**220**
Debate competition	**Institution level**	**70**
Quiz competition	**Institution level**	**40**
Essay writing competition on Gandhi	**Institution level**	**25**
Cultural competitions	**Institution level**	**80**
literary competition	**Institution level**	**50**
Extempore speech competition	**Institution level**	**35**
[View File]()		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
No file uploaded.						

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

The college has a student's Union Body. Its office bearers are selected every year through the democratic election process. The election to the union body is made under the strict rule and regulations as laid down by Lyngdoh Commission. The college maintains a separate fund for the Students Union Body.The following

academic and administrative bodies have students representative- 1. Grievance Redressal Cell. 2. Election Committee. 3.Editorial Board of College Magazine

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

No Data Entered/Not Applicable !!!

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

No Data Entered/Not Applicable !!!

5.4.4 – Meetings/activities organized by Alumni Association :

No Data Entered/Not Applicable !!!

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

1.The Governing Body of the college constituted different committees for monitoring the action plan. The action plans are periodically reviewed by these committees to ensure that the institutional objectives are implemented. 2.The institution considers the qualitative implementation of the vision, mission, goals and objectives of the institution as its policy. The Governing Body, Principal, IQAC, various working committees and cells develops, drives, deploys and reviews the vision, mission, goals and objectives of the college. All works in coordination and cooperation for the accomplishment of the goals.

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

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Research and Development	The institution does not have any recognized research center affiliated to any university or organization. However, for giving special importance on the extension of knowledge by helping and encouraging the faculties for involving in innovative ideas and action research the institution has made the provision of a research centre of its own with a plan to get recognition from research institute or agency in near future. But the college tries to facilitate the researchers for the smooth progress and implementation of their research schemes by giving them time to invest in these schemes, reduce their workload, facilitating

		with special leaves, supporting in terms of technology and information needs.
	Library, ICT and Physical Infrastructure / Instrumentation	The college has a Library Advisory committee. Its holds periodic meeting in which the issues regarding the purchase of books, the optimum utility of the library resources by the students, infrastructural needs and how the library can be used as the information resource center, are discussed and decided. The committee monitors the process of implementation of the discussed issues. The library is the heart of the institution. Hence special monitoring by frequent visits of the principal has been treated important. ICTs tools and assets are the important property of the institution and importance has been given on the maximum use of all the technological assets. Internal human resources are treated important and provision of special training for handling the technological tools by the at hand resources for maximum services in minimum cost has the area under special consideration by the executive head. Harmony, the feeling of cooperation, correlation and the sense of belongingness etc. are always encouraged by the executive head for better management of the resources for better results. It has tried to develop the spirit of work culture by understanding the expectation of the masses who toiled to establish the institute with proper attention towards the challenges of the time we live in.
	Industry Interaction / Collaboration	The college runs a course on Sewing and Design where some company officials organises some demonstration programme in the college where the students gets the opportunity for interaction with the industrial experts. The personnel from Indian Army and the local Bank authorities and some NGOS organised some camps where the students got the chance to interact for employment.
	Human Resource Management	The college plays an important role in Human Resource Management. Keeping the need of the students adequate numbers of qualified teaching and supporting staff members are appointed. Faculty development programmes, Communication skills, Group Discussion skills, personality development for

	students, Organizational effectiveness are ensured through periodical reviews.
Examination and Evaluation	The college introduced all the evaluation methods as instructed by the AHSEC and G.U., and concerned institutions. Spot evaluation system is a new development where the Principal, head examiners, and the expert members who visit the zonal works monitor and instruct the examiners, scrutinizers and all workers to become sincere in evaluating the performances of the examinees so that they do not become victim of erratic evaluation in the zone. Madhya Kamrup College has been helping the universities in matters of GU and KKSHOU's Semester scripts evaluation processes. The students of the college are evaluated through unit tests, internal assessments, group discussions, seminars and end semester examination. They are informed about these evaluation processes through the academic calendar. Students are also informed in details about the evaluation process in the beginning of every session. The faculty members are evaluated by the Principal on the basis of feedback collected from the students time to time and necessary advises are given for updating the qualities by changing the approaches.
Admission of Students	The college gives wide publicity in its website (www.mkcollege.ac.in) and in local news channels seeking application for admission in HS and UG levels in traditional mode and MA in Open mode. Hoardings and leaflets are displayed and circulated in the greater Subha area giving information of the admission as well as the facilities made available in the college. Besides, special committees are formed which visit the feeder schools of the area and mobilize the guardians and prominent citizens to send the prospective students to the college for admission. The prospectus helps to inform the details of courses, curriculum, fee structure, facilities available and the rules and the regulation of the college. The admission process is made transparent by displaying a list of the selected candidates to be admitted in the HS and UG programmes. The admission process in the college is reviewed in the

		beginning of every academic session and the blue print of admission is set keeping in view of the students' profile by the Academic Committee. The Academic Committee of the college monitors the entire admission process keeping in mind the objective of providing maximum opportunity to the students from the rural background. Moreover, in accordance with the principle of social justice, the students from the weaker sections of society are provided opportunities of higher education the committee ensures the optimum benefit to the students hailing from economically backward agrarian community.
	Teaching and Learning	The academic committee of the college prepares the academic calendar before the onset of the academic session and circulates it among the head of the departments for preparation of teaching plan. The academic calendar contains the details of the academic activities, examinations, extra-curricular activities, festivals, holidays etc. of the academic year. The college is imparting innovative teaching through the modern teaching aids. Books, journals, periodicals in central library and its use also play important role in teaching learning process. Along with the course teaching, the institution organised extempore speech, on the spot writing on different issues to inculcate critical thinking and creative writing. Faculties encourage the students to involve them in research related works. In the process of data collection for research activities students are encouraged to take part.
	Curriculum Development	Madhya Kamrup College is affiliated to Gauhati University (G.U.) and its curriculum in degree course in traditional mode is prescribed by G.U., H.S. courses in traditional mode is prescribed by Assam Higher Secondary Education Council (AHSEC), KKHSOU courses of PG levels are prescribed by KKHSOU, Assam and computer courses as well as cutting and sewing course as per college norms. The students of H.S. and UG levels are taught according to the guidelines prescribed by the AHSEC and GU respectively. Besides the scheduled University Examinations the

institution conducts unit tests, test examinations and motivates the students to do well in the final examination. Besides, drive is also taken to provide counselling to the guardians of the students by paying door to door visit so that they can take proper care of the study of their wards at home. Thus, opportunities are taken to gain the feedback from them during the various parents teacher's meetings organized in the college. The students are encouraged to participate in various activities like seminars, workshops, conferences, social programs organized by the departments of the college. Moreover, it is ensured that the faculty members do not lag behind in acquiring knowledge of new development in teaching-learning for upgradation and updating their approaches. The faculty members are encouraged and given chances to attend various professional upgradation courses like Orientation, Refresher course, Summer Camps, and Training on Research Methodology.

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

E-governace area	Details
Planning and Development	In the planning and development process Governing Body of the college is the chief unit. It is headed by a president and the principal of the college is the secretary. Vice-principal of the college is its ex-officio member. The affiliating university (Gauhati University) nominates two members to it and Government nominates three guardian members out of which one is lady member. There are two teachers' representatives selected by the unit of the teachers and one representative of non-teaching staff. The Governing Body has constituted the Internal Quality Assurance Cell (IQAC) and under IQAC different committees are formed assigning different tasks. In these committees teachers, non-teaching staff and students also have representatives. Next to Governing Body all these committees help the principal of the college to run the college administration smoothly. There is the planning committee formed as per the UGC guidelines that involves in planning process and construction

	committees formed as per the guidelines of the UGC and the state Government to decide and look after the utilization of the grants given by the UGC and the State governments for various projects.
Finance and Accounts	The Governing Body looks after all the matters with maximum sincerity. The managing committees such as the GB, Examination Centre Committee, Audit Department of the state Government etc. monitor the effective and efficient use of available financial resources for the infrastructural and the process of development of the teaching learning process. The financial resources are used by the Secretary/Principal of the college as per the guidelines of funding agencies and General Financial Rules, Government of India, Ministry of Finance, and Department of Expenditure as well.
Examination	The students of the college are evaluated through unit tests, internal assessments, group discussions, seminars and end semester examination. They are informed about these evaluation processes through the academic calendar. Students are also informed in details about the evaluation process in the beginning of every session. The faculty members are evaluated by the Principal on the basis of feedbacks collected from the students time to time and necessary advices are given for updating the qualities by changing the approaches.
Student Admission and Support	As far the student's enrollment to the college, a transparent admission mechanism has been adopted as per the guideline of the state and central government agencies. The students are given admission in HS and UG level purely on merit. However, if the seats are not filled up on merit basis, students from waiting list are given admission. Written tests are conducted in various departments for those students opting for major subjects. The college has introduced innovative teaching learning aids such as smart classroom and power point presentation through LCD as well as OHP projector in some classes. Along with the course teaching, the institution organises extempore speech, spot writing competition on different issues etc. to inculcate critical thinking and

	creative writing. Faculties encourage the students to involve research related works. In the process of data collection for research activities, students are encouraged to take part.
Administration	The Governing Body (G. B.) is the sole management authority of the college. Management is a process that involves the doing function. It is a universal process by which an organization realizes its objectives in a planned way. Whereas administration is a doing function. The Governing Body has the members nominated by both government and the affiliating university. The Governing Body plays active role towards policy making and implementing the policies made for the solutions of the problems of short time urgency and the long time urgency of the institution. The effective and efficient transaction of the teaching-learning processes over the years has well been monitored by the governing body. The Principal is authorized and empowered by the Governing Body to take the necessary steps towards development of infrastructure, augmentation of library and laboratories, equipments to the staff etc. The members of the Governing Body including the teachers' and employees' representatives informs all the matters relating to the academic affairs discussed in the GB sittings to the teachers and the staff members. Very transparently the G. B. members take all decisions for the greater interest of the college keeping in mind the aspirations of the local people and the agencies directly related with the institutional affairs. The GB encourages the teaching staff to undertake research works, attend seminars, workshops, conferences, refresher courses for achieving academic excellence by exposing their own qualities. Autonomy to design academic plan department-wise has been given for encouraging the spirit of competition for excellence.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial	Name of the professional body for which membership	Amount of support

			support provided	fee is provided	

<div align="center"><strong style="color:red">No Data Entered/Not Applicable !!!</div>

<div align="center">No file uploaded.</div>

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

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

<div align="center"><strong style="color:red">No Data Entered/Not Applicable !!!</div>

<div align="center">No file uploaded.</div>

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration

<div align="center"><strong style="color:red">No Data Entered/Not Applicable !!!</div>

<div align="center">No file uploaded.</div>

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
2	Nill	Nill	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students

<div align="center"><strong style="color:red">No Data Entered/Not Applicable !!!</div>

6.4 – Financial Management and Resource Mobilization

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

The Governing Body looks after all the matters with maximum sincerity. The managing committees such as the GB, Examination Centre Committee, Audit Department of the state Government etc. monitor the effective and efficient use of available financial resources for the infrastructural and the process of development of the teaching learning process. The financial resources are used by the Secretary/Principal of the college as per the guidelines of funding agencies and General Financial Rules, Government of India, Ministry of Finance, and Department of Expenditure as well.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose

<div align="center"><strong style="color:red">No Data Entered/Not Applicable !!!</div>

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6.4.3 – Total corpus fund generated

No Data Entered/Not Applicable !!!

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nill	No	Nill
Administrative	Yes	Assam Govt official	No	Nill

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

The college does not have a specific and formal association of parents and teachers. However, parents and teachers maintain a healthy relationship. The parents are often notified about their childrens progression in academic activities. IQAC collects feedback from parents every year. on the day of annual meet, the parents of successful students are felicitated.

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

Although the college has not been holding any programme on development programmes for support staff, they are encouraged to attend workshops and training program conducted by competent authority outside the college.For that, they are provided with leave.

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

Organized inter departmental tournaments in sports, Games , Cultural and literary time to time. Improvement of library facilities by adding more books and journals. Organized seminar/workshop etc.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!					
No file uploaded.					

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
No Data Entered/Not Applicable !!!				

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
No Data Entered/Not Applicable !!!

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Rest Rooms	**Yes**	**Nill**
Ramp/Rails	**No**	**Nill**

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadva ntages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							
No file uploaded.							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
No Data Entered/Not Applicable !!!		

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!			
No file uploaded.			

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

NSS, Madhya Kamrup College, organizes a number of cleanliness drives and tree plantation drives in the college campus every year.

A plantation programme is always held at the beginning of any special event, felicitation programme etc.

LED bulbs have been used in the college campus in order to consume minimum energy.

Awareness programmes on importance of environment and sustainable development are often organized.

World Environment Day is always observed.

The use of paper bags and cloth bags in place of plastic bags is encouraged in the college campus.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Awareness programmes on Environment: Madhya Kamrup College holds a number of programmes to create environmental awareness among students as well as the people in surrounding areas. NSS, Madhya Kamrup College, organizes a number of cleanliness drives and tree plantation drives in the college campus every year. A plantation programme precedes any special event, felicitation programme etc.

World Environment Day is always observed. The use of paper bags and cloth bags in place of plastic bags is encouraged in the college campus. Programmes on Gender Equality: Madhya Kamrup College believes in the equality of gender and endeavours to eradicate the social evil of gender injustice. A number of programmes are organized to make the students aware of how women are subjugated in every aspect of their life.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
http://www.mkcollege.ac.in

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Madhya Kamrup College is the only institution of higher education of the Chenga-Bahari region and its surrounding char areas. Most of the students enrolled in this college hail from agriculture-based BPL families. Disseminating quality high education is the primary vision of the college. In order to accomplish this vision, the teachers emphasize in creating a learner centric environment. The students are mentored in a delicate manner. The teachers build such an atmosphere in the campus that the students feel free to share their problems with them. The students are given financial support. The library is able to fulfill their requirements to a large extent.

Provide the weblink of the institution
http://www.mkcollege.ac.in

8.Future Plans of Actions for Next Academic Year

1. Establishment of digital library and digital classroom 2. Organizing more awareness camps, seminars, workshops etc. 3. To enrich extension activities among the people of adjoining areas.