YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution MORAN MAHILA MAHAVIDYALAYA

- Name of the Head of the institution Mrs. JOYSHREE PHUKON

- Designation Principal (in-charge)

- Does the institution function from its own campus? Yes

- Phone no./Alternate phone no. 03754226726

- Mobile No: 9954575632

- Registered e-mail jphukan69@gmail.com

- Alternate e-mail moran_mm@yahoo.in

- Address MORAN MAHILA MAHAVIDYALAYA, P.O.- MORANHAT, DISTRICT- CHARAIDEO, ASSAM

- City/Town MORANHAT

- State/UT ASSAM

- Pin Code 785670

2.Institutional status

- Affiliated / Constitution Colleges Affiliated

- Type of Institution Women

- Location Semi-Urban

- Financial Status   **UGC 2f and 12(B)**

- Name of the Affiliating University   **DIBRUGARH UNIVERSITY**

- Name of the IQAC Coordinator   **Pranjal Phukan**

- Phone No.   **9954116672**

- Alternate phone No.   **8638017662**

- Mobile   **9954116672**

- IQAC e-mail address   **pranjalphukanmrn@gmail.com**

- Alternate e-mail address   **pranjal.lai@rediffmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year)   https://www.moranmahilamahavidyalaya.com/webdocs/certificate_of_accreditation.pdf

4.Whether Academic Calendar prepared during the year?   **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: https://www.moranmahilamahavidyalaya.com/calendar.php

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.34**	**2021**	**28/09/2021**	**27/09/2026**

6.Date of Establishment of IQAC   **26/04/2014**

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
Nil	**Nil**	**Nil**	**Nil**	**Nil**

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

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

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

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

- If yes, mention the amount

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

Preparing SSR Report for NAAC accreditation, Cycle-1

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
Prepare SSR Report for NAAC Accredidation	**Accredited by NAAC with Grade-B**

13.Whether the AQAR was placed before statutory body?   **No**

- Name of the statutory body

Name	Date of meeting(s)
Nil	**Nil**

14.Whether institutional data submitted to AISHE

Part A	
Data of the Institution	
1.Name of the Institution	MORAN MAHILA MAHAVIDYALAYA
• Name of the Head of the institution	Mrs. JOYSHREE PHUKON
• Designation	Principal (in-charge)
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03754226726
• Mobile No:	9954575632
• Registered e-mail	jphukan69@gmail.com
• Alternate e-mail	moran_mm@yahoo.in
• Address	MORAN MAHILA MAHAVIDYALAYA, P.O.- MORANHAT, DISTRICT- CHARAIDEO, ASSAM
• City/Town	MORANHAT
• State/UT	ASSAM
• Pin Code	785670
2.Institutional status	
• Affiliated / Constitution Colleges	Affiliated
• Type of Institution	Women
• Location	Semi-Urban
• Financial Status	UGC 2f and 12(B)
• Name of the Affiliating University	DIBRUGARH UNIVERSITY
• Name of the IQAC Coordinator	Pranjal Phukan

• Phone No.	**9954116672**
• Alternate phone No.	**8638017662**
• Mobile	**9954116672**
• IQAC e-mail address	**pranjalphukanmrn@gmail.com**
• Alternate e-mail address	**pranjal.lai@rediffmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.moranmahilamahavidya laya.com/webdocs/certificate_of_ accreditation.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.moranmahilamahavidya laya.com/calendar.php

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.34**	**2021**	**28/09/202 1**	**27/09/202 6**

6.Date of Establishment of IQAC	**26/04/2014**

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

Institutional/Dep artment /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	**Nil**	**Nil**	**Nil**	**Nil**

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

website?

• 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**

• If yes, mention the amount

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

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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
Prepare SSR Report for NAAC Accredidation	**Accredited by NAAC with Grade-B**

13.Whether the AQAR was placed before statutory body? — **No**

• Name of the statutory body

Name	Date of meeting(s)
Nil	**Nil**

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	**27/02/2022**

15.Multidisciplinary / interdisciplinary

NA

16.Academic bank of credits (ABC):

NA

17.Skill development:

NA

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

NA

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

NA

20.Distance education/online education:

NA

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	15

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 Number of students during the year	588

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	378

File Description	Documents
Data Template	[View File](#)

2.3	191

Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1 Number of full time teachers during the year	**29**

File Description	Documents
Data Template	[View File](#)

3.2 Number of Sanctioned posts during the year	**29**

File Description	Documents
Data Template	[View File](#)

4.Institution

4.1 Total number of Classrooms and Seminar halls	**26**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**1061079**
4.3 Total number of computers on campus for academic purposes	**21**

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

Moran Mahila Mahavidyalaya is affiliated to Dibrugarh University and it follows the curriculum offered by the University.The institution follows the academic calendar issued by its affiliated university where the dates for academic and non-academic

activities are mentioned. At the beginning of every academic session the college publishes a prospectus including all necessary information about the college. It includes the courses offered by the college as well as student strength in every department, fee structure, faculty members and various cells etc. The college conducts unit test and sessional examination to evaluate student's performance on regular basis. The college authority also overview the university exam results regularly and advise the faculty members for providing proper guidance and counseling to the students. For effective curriculum delivery and transaction, every year the institution persuades all the teaching departments to complete the course contents in the stipulated time. The teachers are advised to submit course completion certificate at the end of every academic session. The teachers adopt conventional lecture method to deliver the courses to the students. Besides this, seminars, group discussions, viva, educational tours, field studies, etc are conducted for effective curriculum delivery.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	Nil

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

Being affiliated to Dibrugarh University, the institution follows the academic calendar as per university guideline where the dates for academic and non-academic activities are mentioned. The college gives importance on continuous evaluation of student's achievements. Two sessional examinations are conducted in every academic session as mentioned in academic calendar. Marks of each sessional examination are notified in the departmental notice board. Every department arranges seminars, group discussions, viva and given home assignments to the students as a part of internal assessment. It helps to evaluate the academic achievements of the students. End semester examinations are held at the end of every semester according to the University programme.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	**Nil**

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	**C. Any 2 of the above**

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

1

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

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

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data

requirement for year: (As per Data Template)

0

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

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

0

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

0

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

1.3 - Curriculum Enrichment

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

The college has been working for the overall development of the students. Students are moulded as responsible technocrats by creating awareness and addressing the societal and generic needs. Along with a standardized learning plan, the curriculum is enriched by including the courses like professional ethics, human values, gender, environment and sustainability etc. These courses enrich the knowledge base of the student and improve the self-actualization and train students to apply analytical thinking in solving issues. The Political Science, Sociology and Education Department have offered gender related courses. These courses educate the students on gender equality. The EnglishDepartment have offered Professional ethics and moral values to the students. This coursehelps the students to gain a worldview of the Self,

Society and Profession. It emphasizes on holistic understanding of ethical human conduct, trustful and mutually satisfying human acquire knowledge of their principles and utilization. A compulsory paper on environmental studies is being taught at undergraduate level for 2nd semester students (CBCS) as a part of the syllabus. The course includes the study of natural resources with emphasis on renewable energy resources the importance of conserving the present ecosystem, promoting bio-diversity and raising awareness on environmental and social issues etc.

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

Nil

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

Nil

File Description	Documents
Any additional information	[View File](#)
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	`D. Any 1 of the above`

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

1.4.2 - Feedback process of the Institution may be classified as follows	`B. Feedback collected, analyzed and action has been taken`

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	**Nil**

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

`900`

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

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

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

378

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

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

The institution, after fresh admission of students uses the policy of clearly knowing the potentialities and the competency of the students. To cater to the diverse needs of the students, separate approach is adopted with respect to slow learners, average learners and advanced learners. These three groups of students are given individual attention based on their ability to have a hold on the materials delivered with respect to the course taught to them. Slow learners are given remedial classes that provide them with the core knowledge of a particular course. Similarly, quick learners are dealt with in the way that is most feasible to them in acquiring the knowledge of a particular course. A general approach is taken with respect to all the three categories of learners.

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

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

Number of Students	Number of Teachers
588	**29**

File Description	Documents
Any additional information	**No File Uploaded**

2.3 - Teaching- Learning Process

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

Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences Students are encouraged for active participation in the class by their interactions and urged to ask questions and discuss problems related to their course. They are urged to speak on specific topics in the classroom In order to make the learning more student-centric someclassrooms are equipped with projectors and the teachers are urged to make maximum use of them. Field study plays an important role in certain disciplines. The students are taught to conduct field surveys and have to prepare the reports accordingly. Students participate in outreach and extension programmes, whereby they learn by interacting with the community. Group learning, tutorials, educational tours to academic institutions and historical places are also some of the steps to make learning student centric. Participatory learning activities such as quiz competition, annual magazine, wall magazine, departmental seminars, project work, assignments etc. also encouraged . Apart from it, extracurricular activities such as NSS activities are also undertaken by the college to develop participatory learning. Students are encouraged to write articles for publications either outside the college or in the annual magazine, wall magazines etc. They are guided by the departmental teachers. Interactions on varied topics with eminent persons are encouraged .

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

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

For a effective teaching- learning process the institution follows ICT enabled learning in addition to the traditional classroom education. Subsequently effort are taken by the institution to provide e-learning atmosphere in the classroom. In addition to chalk and talk method of teaching the faculty members are using the IT enabled learning tools such as PPT, Video Clippings, Audio System, Online sources to explore the students for advanced knowledge and practical learning. Specialized computer laboratory with an internet connection has been provided to promote independent learning. Broad Band and ROUTER WIFI facility for access of internet is provided on individual Laptop and Mobile devices. In connection of Wi-Fi user well security is provided. Its access is controlled by the system administration.

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

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

2.3.3.1 - Number of mentors

29

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

2.4 - Teacher Profile and Quality

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

29

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	**No File Uploaded**

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

3

File Description	Documents
Any additional information	View File
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

27

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 internal assessment is conducted by each department of the college under the rules set by the Dibrugarh University. Sessional examinations are taken on the topic taught in the class by keeping in mind the probable questions in the final examination. For transparency the results of the sessional examinations are displayed in the departmental notice boards for the students. Moreover, the evaluated answer scripts of the sessional examinations are shown to the students in respective classes. This is done to make the students aware of their mistakes and so score better marks in future. Attendance register of the students is strictly maintained and it is given proper weightage of attendance in internal assessment. Group discussions, home assignments, seminars are held as a part of internal assessment.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

There is a provision for re-evaluation of answer scripts of final examination under the Dibrugarh University examinations rules. The students can also avail the RTI act in case of any examination related grievances with the help of the principal's initiative. Moreover, there is a provision for betterment examination at the end of the programme. In case of internal assessment examination (sessional Examination) students are given freedom to enquire their marks if the marks are not upto their expectations. Moreover, answer scripts of the sessional examinations are shown to the students so that they will be aware of their mistakes and score better marks in future. The process of dealing with examination related grievances is very transparent, time bound and efficient.

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

2.6 - Student Performance and Learning Outcomes

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

As an affiliated college under Dibrugarh University Moran Mahila Mahavidyalaya follows the framework of the curriculum of three years undergraduate B.A. (Honours & Non-honours) programme. The programme outcomes for B.A. courses offered by the institution are displayed in the college website. Every department of the college has respective routine activities for delivery and implementation of the curriculm as designed by Dibrugarh University. The results are systematically and timely displayed in the college website while the final year results are always displayed in the Dibrugarh University website. Staff meeting organized by the Principal of the college and meeting in the teachers' unit, course outcomes are discussed and formal/ informal actions are taken up between the faculty members and the students. After fresh admission students are communicated through an orientation programme on the first day of each new session.

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

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

The institution follows the broad framework of the curriculam for B.A. (Honours & Non-honours) course under Dibrugarh University for measuring attainment of programme outcomes, programme specified outcomes and course outcomes. These include internal assessment i,e; sessional examination, seminars, group discussions, home assignments etc. At the end of the semester affiliating Dibrugarh university conducted the end semester examination which is also a measurement of the level of attainment. The sessional exams held by various departments are meant to gauge the subject specific knowledge of the students. The seminars and group discussions are meant to gauge the ability of students to put forward their thoughts and ideas on a particular subject in a public platform. Such test also examines the ability of students to articulate thoughts and present them in a comprehensive manner. The home assignments are meant to assess not only the writing skills of students but also their ability to make use of reference

materials.

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

2.6.3 - Pass percentage of Students during the year

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

225

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)

https://www.moranmahilamahavidyalaya.com/webAdmin/public/notice/1709101047.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)

Nil

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

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

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

0

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

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

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

0

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

3.2 - Research Publications and Awards

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

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

0

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

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

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

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

The college organizes a number of extensional activities to sensitize the students towards community needs. The students of our college actively participate in social service activities.

NSS organizes an awareness campaign on the prevention and spread Noval Corona Virus (Covid-19), distributed pamphlets, demonstrated hand washing technique, distributed soap, hand wash detergent, Sanitizer etc. The students have distributed masks into rural areas.

The students have voluntarily taken up the task of stitching and making mask at home. The distribution of mask has been done by maintaining social distance.

The faculty of the college were also involved in various extensional activities like Awareness programme on Noval Corona Virus(Covid-19,distributing mask, soap, senitizer, leaflet ,food items in nearby areas. Teachers also donated their one day salary to the Chief Minister Fund.

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

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

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

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

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

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

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

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

Nil

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

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

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

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college has been offering a one stream course (Arts) with sufficient number of classrooms with the semester system and newly implemented CBCS system under Dibrugarh University on 2019-20. Classrooms are well equipped with adequate teaching learning materials to meet the need of the students. The college has adequate numbers of close circuit camera for monitoring the classroom cum campus activities. The college provides safe drinking water to the students using modern water purifiers. Besides conducting regular classes, the classrooms are used for conducting remedial classes, annual and semester examination, departmental meeting, indoor competition etc. There are sufficient sitting arrangements for the teachers and the students in the classroom. All the classroom have proper lighting and ventilation system for the sake of students health and hygiene. There are two laboratories for Education and Home Science department. The institution has separate rooms for IQAC and Alumni. There is a well equipped canteen cum guest house inside the college campus. The college authority formed various committees for proper maintenance of infrastructure and physical facilities. College has three phase electricity connection with its own transformer, provided by APDCL. Apart from these, the college has one generator set which is sufficient on the time of power interruption.

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

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

For all round development of the students the college encourages students to engage in co-curricular activities. The college organizes College Week programme annually where different competitions are held under sports and cultural section. The college has some facilities for sports and other extracurricular activities for the students including a playground inside the campus. Equipments are available for various indoor and outdoor games so that students can develop their potentialities in sports activities after the class hours. For conducting various cultural activities the college utilizes a big hall cum auditorium. The college also have an indoor stadium . The students are encouraged to participate in various competitions at the university, district and state level. The college has a football team which is one of the best girls' football team among the affiliated colleges of Dibrugarh University. For the all round development of the students, college provides gymnasium with adequate number of equipments. Sometimes college has organised workshop on yoga also. The institution has organizes various health related programme with the help NSS Unit of the college. Page

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

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

0

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

3

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

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

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

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)	**No File Uploaded**

4.2 - Library as a Learning Resource

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

The college library is governed by the college authority. It is assisted by an assistant librarian with a library assistant and a library bearer. The library facilities are given open access system to its users. Photocopying facility is also available for the readers. There is a provision of 'Book Bank' facility for BPL students which help to cater to their needs of book. It has about 15,500 books on various subjects. There are six journals and periodicals along with five newspapers. The library is divided into four major sections – general section, the reference book section, career counselling section and encyclopaedia section. The library has a reading room which can provide seating accommodation to minimum thirty students at a time. There is a separate reading room for teachers also. Library visitingregister is maintained by both teacher and students. New collections of books are arranged

systematically in the departmental shelves. CCTV camera is installed for strict surveillance in the library. The issue and return of books has been managed by library staffs. A Library Committee is formed by the college authority for better maintenance of the library.The libraryis equipped with SOUL as Integrated Library Management System (ILMS). The book data has been created by using SOUL. The automation process is not fully automated.

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources | **E. None of the above** |

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

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)

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)	**No File Uploaded**

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

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

4.3 - IT Infrastructure

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

The College has two classrooms with projector and wifi facilities. It has free wi-fi facility inside the campus with single number of broad band modems. The college has internet facilities in office as well as in the library. Each department has been provided with a computer there is a server cum overhead scanner with four numbers of internet connectivity modems located in administrative office. The IT facilities of the college is updating under the process. The admission and examination form fill-up and renewal of admission of the college has been made fully online from the academic year 2019-20. The Library has also computer with wifi facility.

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

4.3.2 - Number of Computers

21

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

4.3.3 - Bandwidth of internet connection in the Institution	**D. 10 - 5MBPS**

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

4.4 - Maintenance of Campus Infrastructure

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

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

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

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.

For maintaining and utilizing physical academic and support facilities the college has various committees itself. The college has construction & purchasing committee for upgradation of infrastructure and other physical facilities.There are permanent and temporary staffs to maintain infrastructure of the college. To check up maintenance and repairing of the equipments college take help of technical experts from time to time. The college also takes advice of the engineers, architects regarding building and maintenance of infrastructure as and when needed. There is a library committe for the development and upgradation of library facilities. For sports facilities, the college has a gynasium andan indoor stadium.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

118

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

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

0

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)	<u>View File</u>

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	C. 2 of the above

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

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

0

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

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 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	C. Any 2 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

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

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	[View File](#)

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

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

government examinations) during the year

File Description	Documents
Upload supporting data for the same	<u>View File</u>
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

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

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

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<u>View File</u>

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)

Institution facilitates students representation and engagement in various administrative, co-curricular and extracurricular activities such as students council/ students representation on various bodies as per established processes and norms. The students union is a inevitable part of the academic, Non-academic and Administrative bodies and committees of the institution (Alumni association, co-curricular activities etc.) The students union is elected annually under democratic procedures. Students' union represents and addresses students' views and grievances. As a spokesperson of the students' community they convey their

grievances to concerned authorities for discussion and amicable solution. The Students' Union organizes and conducts various co-curricular and extra-curricular activities of the college under the guidance of teacher- in- charges. They plays a major role in sports, literary and cultural events of the college.

The students union and NSS unit help a lot in overseeing maintenance of the disciplinary process during various events like meetings, festivals held in the college.

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

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

5.4 - Alumni Engagement

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

Alumni Association reflects and represents the past, present and future of an institution. Since its establishment, Moran Mahila Mahavidyalaya has produced a number of alumni who got placement and secure position in various fields in the society. The Alumni Association of Moran Mahila Mahavidyalaya is established in 2014.

The association plays a significant role in building relationship among the alumni and reconnecting them with the institution.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The vision and mission of the college is to provide an opportunity of higher education to the students of this rural and backward Tea Garden area. The college has been serving the people of this locality so that more and more girl students from this area get the opportunity to access education and develop intellectual potential of the region. The leader guides the institute to maintain a quality standard that helps in generating students well equipped with all communication and life skills. It further seeks to develop student's pedagogic as well as social values in terms of making them employable and eligible for independent and positive role in the society. The teachers are appointed in various cells and bodies of the college to maintain a smooth academic atmosphere in the college. Various awareness programmes on the social and national issues are passed on to students through talks and seminars held by the different departments of the college, IQAC, NSS etc.

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

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

The college has taken up various measures for decentralisation of power and such several committees has been set up with faculty members by the Principal of the college for overall management. The nodaladministrative body of the college is the Governing Body. The President and the members of the said committee are nominated by the State government through the approval of the Directorate of Higher Education. The Governing Body consists of the members from all the stakeholders and it acts as the nodal administrative body of the college with the Principal acting as its Secretary. All the activities relating to academic, administrative and other allied areas are planned and approved by the Governing Body based upon the government policies, current needs, feedbacks and representations from the different stakeholders. The Principal is the Executive Head of the institution and is vested with powers to ensure the proper conduct of the academic programmes, research and extension activities. The Vice- Principal assists the principal in administration. Bottom-up approach is followed in the decision making in all departments guided by the Heads. Faculty involvement is active in various committees.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

1. **The college encourages the organising of seminars, workshops, symposia etc for professional development and also provides financial support as per convenience.**
2. **Leaves are granted to teaching and non-teaching staff for participating in professional development programmes.**
3. **There exists regular government welfare scheme like maternity leave, child care leave.**
4. **Teachers' Unit steps forward in providing mental and financial support to anyone if needs arise**
5. **Inter institutional linkage are established by allowing the faculty members to visit various institutions as resource persons.**
6. **Faculty members non-teaching members are delegated to**

   participate in the programmes organised by the government
   and other social organisations.
7. The college encourages students to get involved in extension
   services under the guidance of the faculty, in order to make
   the knowledge and skill acquired purposeful and also to
   instil social concern in youths.

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

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

The college has a Governing Body to look after the academic and
administrative matters and to take decisions and make
implementation as per requirements. The Governing body functions
as per the guidelines of Govt. of Assam. It consists of senior
academicians, the principal, university nominees, guardians and
donor members, teacher's and non-teacher's representatives
respectively.

1. Principal: Functions: Academic, administrative and financial
functions are executed as per UGC and Directorate of Higher
Education, Assam guidelines. 2. Vice-Principal: Appointment:
Senior most faculty. Functions: Academic, administrative. 3. Head
of the Departments: Appointment: On the basis of seniority. 4.
Teachers: Appointment: As per UGC guidelines. Initial appointment
is the post of Assistant Professor. Promotion is made as per UGC
guidelines and State Govt. norms. 5. Non- Teaching Staff:
Appointment and promotion: As per Assam Government guidelines. 6.
Service Rules: As per UGC and Govt. of Assam service rules. 7.
Grievance and redressal mechanism: Grievances are placed in
meeting with Principal and Teachers' Unit and placed before
Governing Body for further discussion through Principal and
Teacher Representatives. The Governing Body works on the matter
and takes and takes appropriate actions for better redressal. The
grievances of the students are communicated through the mentors
and head of the departments.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the Institution webpage	**Nil**
Upload any additional information	**No File Uploaded**

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**C. Any 2 of the above**

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

6.3 - Faculty Empowerment Strategies

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

1. **The institution offers many facilities for the welfare of the teaching as well as non- teaching staff.**
2. **Leaves are granted to teaching and non-teaching staff for participating in professional development**
3. **programmes.**
4. **The college encourages seminars, workshops, symposia etc for promoting academic and faculty development.**
5. **The Teachers' Unit steps forward in providing financial support to its staff members and students if need arises.**
6. **Fees Waive/ concession to the needy and deserving students.**
7. **Faculty members and non- teaching members are delegated to participate in the programmes organised by the government and other social organisations.**
8. **The college has regular government welfare schemes like maternity leave, CCL.**

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

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

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

0

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

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

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

0

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

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

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

The institution has a performance appraisal system to assess the quality of the faculty where the teachers submit their self Appraisal along with supporting documents in a given format to IQAC in soft and hard copies. These records are maintained in IQAC

and are utilized in the preparation of the Annual Confidential Report and other reports. At the beginning of each academic session, the teachers are allotted with their courses to be taught and number of classes by the HoDs. These are submitted to the Head of the institution. The teachers submit their teaching plan to the HoDs as well as the IQAC. The HoDs, Vice-Principal and IQAC ensures that theclasses and courses are covered by the teachers duly along with submission of course completion certificate at the end of every semester. The students' feedback plays a significant role in ensuring the performance of the teaching staff. The Annual feedback collected by the IQAC is both quantitative and qualitative. The IQAC analyses the feedback statistically. Feedback reports are submitted to Head of the institution who in turn place them in the Governing Body for discussion and necessary action. These feedback reports also help in preparing the Annual Confidential Report of the teaching staff.

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

6.4 - Financial Management and Resource Mobilization

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

The institution conducts external audits regularly. The institution has conducted external audit is being done annually by the Chartered Accountant,appointed by the college. The institution has conducted internal audit in various heads like General Fund, Library Fund, Building Fund, Welfare, Students Aid, Games, Union, Common Room, Fees, Development, Hostel, UGC and other grants received from state and central government from time to time. External audit on construction and other grants, as well as income and expenditure of internally generated funds have also been done through Chartered Accountant. The institution maintains Cashbook, Ledger Books, Pasting files, utilization certificate wherever necessary, salary statement of employees.

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

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

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

0

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

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

The college has an efficient financial system to manage its day to day activities and to mobilise resources in an efficient manner. For its overall development, the institution applies to different bodies like state government, nongovernment, UGC, Oil, ONGC etc. A tentative budget is prepared for allocating funds to different heads like library, gymnasium, academic, building, sports, cultural development, Students' Aid, infrastructure etc. The Governing Body decides the fee structure. All fees/fines collected by the college administration through bank challans are deposited under the respective heads of accounts. The institution has been acting as cashless campus since 2018. All payments are made through cheques or NEFT/RTGS/IMPS by the Principal of the college, subject to the approval of G.B. In circumstance cash payments are made. All the cheques are A/c payee, for maintaining transparency and smooth audit In case of any purchase, quotations are invited from established firms. The purchase committee makes a comparative statement of the tendered quotations and the lowest bidder with requisite criteria (as per tender notice) is asked to supply the quoted materials. The payments are made only after receiving the

material by A/c payee cheques.

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

6.5 - Internal Quality Assurance System

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

The IQAC has contributed in institutionalising the quality assurance processes with respect to curricular, co-curricular, infrastructure, students support, values etc. by various methods. Out of these, mention may be made of the following best practices initiated by IQAC.

In this year IQAC preparing the SSR report for NAAC accredidiation.

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

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

1. The IQAC makes arrangement for feedback response from students annually.
2. Documentation of the various programmes and activities leading to quality improvement
3. Providing a sound Learner- centric environment conducive to quality education and faculty maturation.
4. The IQAC has initiated the mentor- mentee system in each department promoting interactions between the student and
5. the faculty members. It helps in gauging the learning levels of the students and to take appropriate steps in this regard.
6. Organises workshops, talks, symposium on quality related theme.

7. The IQAC looks after the development of quality culture in the college through discussion with the teachers in the staff meeting.
8. Looks after preparation of AIHSE reports.

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

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

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

As a women educational institution, the aim of the college is to promote women through literacy. The institution provides educational opportunities for poor and backward communities of the area. Therefore, the institution has always showed commitment to the gender equality and upliftment of women. These initiatives are- 1.Boundary walls around the campus to restrict unauthorized

entry inside the campus. 2.No one is allowed without ID-card. 3.The whole campus comes under the surveillance of CCTV cameras. 4.Grievance & Redressal cell is constituted to resolve the grievances of the students. 5.As per regulations of the university, college has Anti-Ragging Cell & Sexual Harassment Cell. 6.Presence of watchman, both at the Campus and at the Hostel Premises. 7.At the beginning of every academic year the principal addresses the new comers regarding safety, security and other facilities in the college. 8.The college has a beautiful Girls Common room equipped with water purifier, toilet & dustbin. 9.Women cell & College celebrates International Women's Day every year to sensitize students.

10.A well maintained hygienic Canteen within the campus meets the need of the students. 11.Adequate Toilet facilities with running water , and a sanitary pad disposing machine has been provided.

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

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	C. Any 2 of the above

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

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

Solid Waste Management: Garbage bins are used to collect solid

wastes scattered around the college campus. Mainly plastic and bamboo bins are used in the college & hostel campus. Cleaning and emptying garbage bins is being done on a regular basis. Wastes collected are ultimately disposed off in a separate area. Liquid Waste Management: The college provides access to safe sanitation system. It promotes appropriate management and disposal of domestic wastewater by proper drainage. Biomedical Waste Management: Since this is an Arts college, so there is no generation of biomedical waste in the campus. E-Waste Management System: E-waste in our college campus such as batteries, computer, printers and several other electronic devices aredestined for refurbishment, reuse, resale, salvage recycling etc. Hazardous Chemical and radioactive waste Management: Since, this is a college of only Arts stream, so not much hazardous chemicals and radioactive wastes are generated. The little amount so generated might be from batteries which are immediately resold and replaced. Waste Recycle System: The institution follows the three 'R's for waste management system. Recycling lessens our impact on the environment. The collected wastes are separated into wet wastes and dry recyclables (paper, cardboard, plastic, pet bottles, glass, metals etc.) and non-recyclables.

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus | E. None of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of Bicycles/ Battery powered vehicles** 3. **Pedestrian Friendly pathways** 4. **Ban on use of Plastic** 5. **landscaping with trees and plants**	C. Any 2 of the above

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

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	D. Any 1 of the above

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment	C. Any 2 of the above

5. Provision for enquiry and information :
Human assistance, reader, scribe, soft copies
of reading material, screen   reading

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

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

Since the inception of the institution our college has given focus on the promotion of inter-cultural harmony, respect and unity among diversity by imparting knowledge and responsibility. The institution takes various initiatives in providing an inclusive environment for tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities among students and nearby areas. These initiatives are- 1.Republic day & Independence Day are celebrated in every year. 2.Teachers' day is celebrated by the students every year. 3.College week is organized in every year by Student's Union & College Authority to promote sports, cultural and literary activities. 4.World Environment day is celebrated in every year by planting trees, organizing various competitions etc.

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

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

The College follows the set rules which are framed on the basis of

the basic values of the Constitution. This includes sovereignty, socialism, secularism, democracy, justice, equality, fraternity, human dignity, and unity and integrity. Gender equality amongst the employees has been promoted. Equality of status and religious tolerance has been strictly encouraged. Students and employees actively participate in encouraging humanitarian behaviour and attitudes towards their fellow being. College organizes various programmes to sensitize the students regarding the moral values, and to bring everyone together, and promote unity. The Annual College Week is indeed a medium to bring all the students together. Students are sensitized regarding Voting Rights and to know about it practically, the College Union Body Election is held yearly. The College Union Body Election, helps to encourage the concept of equality amongst every students irrespective of their age and the class to which they belong, as every student after qualifying a certain criteria, is permitted to contest the election. Dignity of labour is being promoted, for the students to choose on the basis of their capability and qualification.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	C. Any 2 of the above

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

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

Moran Mahila Mahavidyalaya celebrates or organizes various national and international commemorative days, events and festivals in the memory of eminent personality to create communal harmony among the students. The college celebrates Republic day and Independce day every year. The Students Union celebrates Teachers day in memory of Dr. S. Radhakrishan every year. Besides, Gandhi Jayanti, Silpi Divas (death anniversary of Jyoti Prasad Agarwalla), Rabha Divas (death anniversary of Bishnu Prasad Rabha), Birth & Death anniversary of Bharat Ratna Dr. Bhupen Hazarika is also organized by college. The college also celebrates International Women's day, World Environment Day, International day of Yoga, and NSS day with the help of teacher and Students. The college remember the contribution of eminent personality to nation building and understand the importance of environment, Yoga, issues of women etc.

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

7.2 - Best Practices

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

1. Title of the Practice: Practise of Moral and Social Values:

Moran Mahila Mahavidyalaya has a set of rules, to be followed by the College family, comprising of students, and the employees, both teaching and non-teaching members. One amongst them is uplifting Moral Values. With that objective in view, the College organises various programmes to sensitize the students regarding the moral values, and to bring everyone together, and promote unity. Equality of status, religious tolerance and abolition of untouchability has been strictly encouraged. Students and employees actively participate in encouraging humanitarian behaviour and attitudes towards their fellow being. The Teaching, non-teaching Staff including the Students have at various times offered help to those in distress, particularly when medical crisis arises amongst any member of the College fraternity. Apart from this, they have been encouraged to offer their services for humanity.

2. Using Energy efficient LED bulbs and using two solar power enabled street light.

File Description	Documents
Best practices in the Institutional web site	**No File Uploaded**
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

With a mission to educate the women from the backward areas of the neighbourhood, the College has been established in 1992, with a management totally committed to diversity and inclusion. Majority of the students hail from the remote, rural villages and Tea gardens of the neighbourhood. The College has a history of visiting the villages and rural suburbs, to motivate the orthodox and conservative families regarding the importance of educating the girl child and enable them to pursue higher education. Inorder to promote the literacy rate of women,the College gives admission to the students, regardless of their performance in Class 12 examination. Even students with percentages in 30's and 40's, are given admission, and are equally treated, mentored and given equal provision for experiencing every facility within the campus. The students admitted with minimal marks completes their graduation with flying colours. The College takes pride in mentoring and

educating the Best Graduate of Dibrugarh University for the year 2017 . The success of the College lies in making the students self dependent and financially stable.

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

7.3.2 - Plan of action for the next academic year

The Institution aims to introduce certain future plans for the next academic year. Some of them are as follows:

1.Plant more trees in the Campus.

2.Increase the amount of beyond the campus environmental activities.

3.Providing More facilities for Divyagan.

4. Providing more sports facilities to the students.