



YEARLY STATUS REPORT - 2021-2022

| Part A | |
|--|----------------------------|
| Data of the Institution | |
| 1.Name of the Institution | MORAN MAHILA MAHAVIDYALAYA |
| • Name of the Head of the institution | MRS. JOYSHREE PHUKAN |
| • Designation | PRINCIPAL i/c |
| • Does the institution function from its own campus? | Yes |
| • Phone no./Alternate phone no. | 7002659463 |
| • Mobile No: | 9954575632 |
| • Registered e-mail | moran_mm@yahoo.in |
| • Alternate e-mail | pranjalphukanmrn@gmail.com |
| • Address | Moranhat |
| • 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 | jphukan69@gmail.com | | | | |
| 3. Website address (Web link of the AQAR (Previous Academic Year)) | https://www.moranmahilamahavidyalaya.com | | | | |
| 4. Whether Academic Calendar prepared during the year? | No | | | | |
| • if yes, whether it is uploaded in the Institutional website Web link: | https://dibru.ac.in/wp-content/uploads/2021/11/Academic-Calendar-for-the-General-Degree-Colleges-2021-2022-From-September-2021-to-August-2022.pdf?2024042608 | | | | |
| 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 | 3 | |
| <ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? | No | |
| <ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report | View File | |
| 10.Whether IQAC received funding from any of the funding agency to support its activities during the year? | No | |
| <ul style="list-style-type: none"> If yes, mention the amount | | |
| 11.Significant contributions made by IQAC during the current year (maximum five bullets) | | |
| 1. Submit SSR | | |
| 2. Manage and Submit DVV | | |
| 3. NAAC Peer Team Visit on 21-22 September, 2021 | | |
| 4. Organized A Talk on Psychological Resilience for Wellbeing and Mental Health on 8th October, 2021 in collaboration with Women Cell. | | |
| 5. Legal Awareness Camp organized by Dr. R.K.B. Law College, Dibrugarh in Collaboration with IQAC, on 13th November, 2021. | | |
| 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 | |
| Nil | Nil | |
| 13.Whether the AQAR was placed before statutory body? | No | |
| <ul style="list-style-type: none"> 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 | |
| <p>Currently, Moran Mahila Mahavidyalaya is not offering any multidisciplinary flexible curriculum as the course curriculum is designed by the affiliating university which is yet to implement the multidisciplinary approach fully.</p> <p>The institute follows the syllabus from Dibrugarh University . The syllabus offers the courses such as Communication Skill, Environmental Science etc.</p> | |
| 16. Academic bank of credits (ABC): | |
| <p>The institution is yet to register under ABC programme. Since, affiliated Dibrugarh University is not implement NEP 2020 in this year.</p> | |
| 17. Skill development: | |
| NA | |
| 18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course) | |
| <p>Workshop and various awareness programmes are arranged for the creation of awareness towards the importance of the Indian language and culture like yoga day celebration , art exhibition, observation of various important national and international days, celebration of Saraswati Puja, Sankardeva's Tithi, Rava Divas, Silpi Divas, Matrivasa Divas, Unity day etc.</p> <p>The institution conducts various cultural programmes wherein various competitions like rongoli, traditional song and dance competition to promote Indian culture among the new generation.</p> | |
| 19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE): | |
| <p>Outcome Based Education (OBE) is a student - centric teaching and learning methodology in which the course delivery and assessment are planned to achieve stated objectives and outcomes. Course outcomes are defined for each subject by the faculty. Programme outcomes are followed as defined by affiliating university. For continuous teaching - learning, internal exams , group discussion, assignment and viva voce taken.</p> | |
| 20. Distance education/online education: | |

The Students are encouraged to participate in the online courses through different online courses through different online platforms. The institution as well as its departments conducted online lectures, webinars for the students through Zoom , Google Meet etc during pandemic.

Extended Profile

1.Programme

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

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

2.Student

| | |
|------------------------------------|-----|
| 2.1 | 587 |
| Number of students during the year | |

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

| | |
|--|-----|
| 2.2 | 378 |
| Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year | |

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

| | |
|---|-----|
| 2.3 | 138 |
| Number of outgoing/ final year students during the year | |

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

3.Academic

| | |
|-----|----|
| 3.1 | 24 |
|-----|----|

| Number of full time teachers during the year | | |
|---|---------------------------|--|
| File Description | Documents | |
| Data Template | View File | |
| 3.2 | 24 | |
| Number of Sanctioned posts during the year | | |
| File Description | Documents | |
| Data Template | View File | |
| 4.Institution | | |
| 4.1 | 24 | |
| Total number of Classrooms and Seminar halls | | |
| 4.2 | 2122845 | |
| Total expenditure excluding salary during the year (INR in lakhs) | | |
| 4.3 | 21 | |
| Total number of computers on campus for academic purposes | | |

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 MahilaMahavidyalaya is affiliated to Dibrugarh University and it follows the curriculum offered by the University.The college ensures timely and effective curriculum delivery through a well planned documentation process. The institution follows the academic calendar issued by its affiliated university where the dates for academic and non-academic activities are mentioned.

The head of each department prepares class routine and allots classes to the teachers for smooth functioning of the class.The college conducts unit test and sessional examination to evaluate student's performance on regular basis. 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. Students are encouraged to publish in departmental wall magazines, college magazine and participate in various competitions to enhance their skills. The students are encouraged to use the library resources as supplementary to learning process. The college arranges symposium and invites experts from various fields to give discourse on academic and non academic aspects. The institution always encourages the faculty members to go for research oriented courses such as- Orientation Programme, Refresher Course conducted by HRDC and sponsored by UGC.

| 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)

Response: 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 gives home assignments to the students as a part of internal assessment. Field studies and educational tours are arranged by some departments for practical learning and holistic development. It helps to evaluate the student's understanding of the prescribed syllabus and class lectures along with the academic achievements. End semester examinations are held at the end of every semester according to the University programme

In the beginning of every academic session an orientation programme is conducted by the principal in the presence of all the faculty members to address the students who have newly admitted in BA first semester. Hereby they are informed about the courses and evaluation

system. The college arranges parents' meets to establish coordination between teachers and parents. Various topics related to student's class performance, regularity, etc are discussed. The parents/guardians are advised to give proper guidance to the students in every aspect. At the end students' feedback is collected and analyzed annually in a structured questionnaire and remedial measures are taken. Results of each semester are monitored and analyzed by each department.

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

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.

C. Any 2 of the above

Academic council/BoS of Affiliating University
 Setting of question papers for UG/PG programs
 Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
 Assessment /evaluation process of the affiliating University

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

1.2 - Academic Flexibility

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

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

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Minutes of relevant Academic Council/ BOS meetings | View File |
| 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)

2

| 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

48

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

48

| 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

Being affiliated to Dibrugarh University, the college follows the syllabus offered by the university. A compulsory paper on

Environmental Studies is being taught at undergraduate level as a part of the syllabus. It includes basic concept of environment, ecology and ecosystem, biodiversity and its conservation, natural resources, pollution, social issues and the environment, disaster management etc. It sensitizes environmental knowledge, awareness, attitude, skills and provides opportunity to involve actively in environmental issues. The students are assigned to do field study on environment related topics/ problems and prepare field report.

The economics major syllabus includes a paper on environmental economics for providing knowledge on resource management, management of pollution etc.

Environmental education is an integral part of department of education syllabus, which deals with creating environmental awareness and positive attitude among the students.

Political science, Sociology and Education majors have papers on women. It examines the status of women, explores the history, experiences and contributions of women to the society.

The department of English has texts and poems that can be interpreted from feminist perspective. It further questions the patriarchal domain, the historical and political situation of women in the present scenario.

An elective paper on value education is taught by Education department. It relates the students with different types of values. Besides this, the Indian and Western philosophy aims to develop and cultivate moral feelings and values among the students.

The English and Assamese literature texts arouse social, moral, aesthetic sense of the pupils.

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum | View File |

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

1

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Programme / Curriculum/ Syllabus of the courses | View File |
| 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

18

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

1.4.2 - Feedback process of the Institution may be classified as follows **C. Feedback collected and analyzed**

| File Description | Documents |
|-----------------------------------|------------------|
| Upload any additional information | 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

300

| 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

298

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

2.2 - Catering to Student Diversity

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

- The college has adopted continuous monitoring and evaluation mechanism under Dibrugarh University guidelines. Sessional examinations, seminars, group discussions, home assignment and viva-voce are conducted for continuous assessment of the students.
- Every Department conducts two sessional examinations (first & second) in every semester. On the basis of the sessional examinations the students are identified as advanced, Average and slow learner and guide them accordingly.
- Tutorial classes are taken for the weak students. Teachers try to clear their doubts and re- explaining the critical topics. They are provided with notes on the contents of the syllabus as well as encouraged to participate in various academic and co-curricular activities. Extra time is given to the students with disabilities for writing in examinations.
- Personal care and help is provided to the advanced learners too. They get support from teachers in their academic and personal development. Additional learning resources are provided to them. The teachers encourage them in participatory learning and motivate them for higher studies.
- The college has a carrier counseling cell and it arranges carrier counseling programmes for both advanced as well as slow learners to make them conscious about carrier planning.

| 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 |
|--------------------|--------------------|
| 298 | Nil |

| File Description | Documents |
|----------------------------|---------------------------|
| Any additional information | View File |

2.3 - Teaching- Learning Process

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

- The institution enhances experiential and participative learning among the students. It encourages them to be active in learning process.
- The discipline like, Education and Home Science is designed to impart both theoretical and practical knowledge to the students.
- The institution has well equipped computer lab to provide practical knowledge to the students.
- The annual college week is held in every year. The students get opportunity to take part in various events such as sports, literary and cultural activities.
- The annual college magazine reinforces experiential learning of the students. It reflects their ideas, thought and brings out creative talent.
- Each department of the institution has a wall magazine which serves as a platform of nurturing their creativity and skills. It also promotes collaborative and participative learning among the students.
- Every department of the college organizes educational tours and excursion to various places to gain knowledge understanding on socio-economic, cultural, educational and geographical aspects of the society.
- Apart from this, the college foster learning environment by engaging the students in field study and project based work.
- Students participate in outreach and extension programmes,

whereby they learn about the community through NSS unit.

| 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

- The teachers try to ensure successful integration of ICT in classroom. It helps the teaching learning process more collaborative, comprehensive and integrated. In order to make the learning more student-centric, the departments are equipped with Laptop and Wi-Fi facility. The teachers use LCD projectors to enhance more learning opportunities and meet the diverse needs of the students.
- Students are also given technological learning assistance and support through Google classroom, phone calls, e-mail and social media etc. Whatsapp group for each class is created to communicate better with the students. There is the provision of apply for online admission in the college.
- In the Covid-19 pandemic situation ICT has become an integral part of teaching learning process. During this period, all the teachers are taking classes through Google classroom and Zoom app. The knowledge, information and learning materials are shared through online. In this period, the end semester examinations are also conducted through online mode.

| 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

| 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

25

| 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

4

| 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 Choice Based Credit System (CBCS) is introduced in 2019-20 session for the affiliated under graduated colleges of Dibrugarh University. The internal assessment is conducted systematically by each department of the college under the rules set by the university.
- At the beginning of the session a student orientation programme is conducted to make the students aware of internal assessment criterion. No students are allowed to appear in end semester examinations without appearing internal examinations.
- 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 result 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 score better marks in future.
- Attendance register of the students is strictly maintained and it is given proper weightage of attendance in internal assessment. At the end of every month students are informed about their attendance in classes.
- Group discussions, seminars, home assignment, viva-voce are held as a part of internal assessment.
- The disciplines like, Education and Home Science have practical components in curriculum. There is the provision of internal assessment in these disciplines too.

| 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

- The internal examination system in institution is very transparent, time bound and efficient. There is a Grievance and Redressal Cell within the college. If anyone has grievances related to internal examination he may consult with the cell.
- Every department conducts sessional examinations as per the tentative time schedule mentioned in the university academic calendar.
- The marks of sessional examinations are displayed in the departmental notice board. The students are given freedom to enquire their marks if the marks are not up to 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.
- Proper weightage is given on attendance. At the end of every month students are informed about their attendance in classes. If any student fails to attain required percentage he may be charged as non-collegiate or dis-collegiate.

| 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.

- For better teaching-learning it is necessary that both teachers and students are aware of the stated programmes and course outcomes of the programme offered.
- The college follows the framework of the curriculum of three years undergraduate B.A. (Honours and Non-honours) programme designed by its affiliated university. The programme outcomes for B.A. course offered by the institution are clearly displayed in the college website.
- Moreover, the learning outcome of each subject is properly mentioned in the syllabus.
- At the beginning of the every academic session, an orientation programme is conducted to inform the students about the components of curriculum and evaluation system to be followed.
- Every department of the college has respective routine

activities for delivery and implementation of the curriculum. Also the students are informed in advance about the internal assessment schedule.

- The results are systematically and timely displayed in the departmental notice board while the final year results are displayed in the University website.
- Staff meetings are organised by the Principal of the college to discuss about the course outcomes and take follow up action accordingly.

| 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.

- Every discipline has different course outcomes. The teachers measure and record the performance of the students in the light of the specific course outcomes through a continuous evaluation process. For evaluating this, some internal assessment techniques are adopted like-sessional examinations, seminar, group discussions, home assignment, viva-voce etc.
- The sessional examination held by various departments to measure the subject specific knowledge of the students. The seminars and group discussions are meant to develop and measure the ability of students to put forward their thoughts and ideas on a particular subject in a public platform. The home assignments are meant to assess not only the writing skills of the students but also ability to make use of reference materials.
- The department of Education and Home Science has practical paper in its curriculum. Internal assessment is done in the practical paper too. External Examiners are appointed by the university to evaluate each student by conducting practical examinations and taking viva-voce.
- Some departments conduct project work. The project reports are evaluated by the external examiner as appointed by the university.
- End semester examination is conducted at the end of the semester by its affiliated university consisting 80% marks for each paper. This examination measures the attainment of the

courses.

- **Result is analyzed and recorded by each department in every semester.**

| 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

130

| 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/1711012215.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)

0

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

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

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

0

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

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

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

2

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

3.2 - Research Publications and Awards

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

the year

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

2

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

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

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

11

| 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 various extension activities involving students on regular basis in order to transform students into a responsible youth force. These activities are primarily targeted at different communities in the neighborhood. The faculty members also involved in these activities. At times the college joins with other organization, government agencies, and voluntary organization to generate mass awareness. All these activities are undertaken through various teaching departments, different committees/cells and NSS unit of the college.

- The NSS unit of the organized an awareness programme on World Health Day in collaboration with Lions Club of Moran.
- The NSS unit organized Cleanliness and Plastic Free Programme in Neighborhood area on 29th and 30th October, 2021.
- NSS unit also celebrates World Environment day and NSS

Foundation day.

- IQAC organized the Greetings and Celebration Programme on the Achievement of Gyanpeeth Award by Nilamoni Phukon on 12th August, 2021.
- The college observed Padmanath Gohain Boruah Memorial Lecture on the occasion of his 150th Birth Anniversary in association with Sahitya Sabha, Moran Branch on 8th January, 2022.
- IQAC observed National Girl Child Day and National Voters' Day.
- A one day workshop was organized on Cyber Security Awareness 23rd September, 2022.
- Women Studies and Development Cell organized a talk programme on the occasion of Death Anniversary of Dr. Bhupen Hazarika. The cell also observed Bishnurabha Divas, World Mental Health day and International Women's Day.

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

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

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

0

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

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

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

5

| 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

116

| 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

54

| 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

1

| 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 one stream based institution affiliated to Dibrugarh University has sufficient classrooms and halls for running the semester and CBCS system implemented on 2019-20. All the essential teaching learning materials have been provided to meet the need of the students. The college has adequate numbers of Close Circuit camera for monitoring the classroom cum campus activities. The facility of safe drinking water provided to the students. Besides regular classes, remedial classes are taken regularly in the classrooms. There are sufficient sitting arrangements for the teachers and students in the classrooms. There are proper lighting and ventilation systems for the purpose of students' health and hygiene. There are also laboratories for Education and Home Science department. The institution has well equipped separate rooms for IQAC and Alumni. Besides, there are a canteen and guest rooms in the college campus. The college authority has formed various committees for proper maintenance of infrastructure and physical facilities. The institution also has three phase electricity connection with its own transformer provided by APDCL. The college has one generator set which is used to solve the problems 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.

The students are also encouraged by the teachers and the authority to participate in co-curricular activities for the development of personalities. In this regard, we can mention the college week program which is organized annually at the beginning of the session. The authority has also tries its best to provide the students with all the facilities for sports and extra-curricular activities including a playground inside the campus. Equipments for various indoor and outdoor games are also available here. Besides the institution has an indoor stadium where inter college competition held from time to time. The college also has a Gymnasium. Some students have participated in various District level and inter college competition. For all round development of the students, the institution has provided a well equipped gymnasium, which is utilized regularly by the students. Another facility being provided by the authority is the regular classes on Yoga. The college also organizes various health related programmes with the help of NSS unit.

| 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)

1381801

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

4.2 - Library as a Learning Resource

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

The college library is under the supervision of the authority of the college. It is maintained by an Assistant Librarian with a library assistant and a library bearer. The library facilities are available to all including teachers and the office staff. There is a provision of 'Book Bank' facility for BPL students which help to cater to their needs of books. There are about 16617 books in the library on various topics/subjects. Besides, there are three journals and four daily news papers for the students. The library is divided into four major sections-general sections, the reference book section, carrier counselling section and encyclopedia section. The library has a reading room which can provide sitting accommodation to minimum 30 students at a time. There is a separate reading room for teachers also. The register for library visit is maintained by both the teachers and students. New collection of books is 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 staff. A library committee is formed by the college authority for better maintenance of the library. The library is equipped with SOUL as integrated library management system. The book data has been created by using SOUL.

| 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) | View File |

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

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

65262

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

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

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

40

| 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 four classrooms with projector and Wi-Fi facilities. It has free Wi-Fi facilities inside the campus with single number of broad band modems. Internet facility is also available in the office and the library. Each department has been provided with a computer with server cum overhead scanner 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 Wi-Fi 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)

1350501

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

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

All the required systems for maintaining and utilizing physical, academic and support facilities like, laboratory (Home Science and Education), library, sports complex, computers, classrooms etc. are available in the college. Besides, the authority has formed various committees for proper implementation of the plans and programmes. The college has construction and purchasing committees also for up gradation of infrastructure and other physical facilities. There is permanent and temporary staff to maintain infrastructure of the institution. Technical experts visit here from time to time for repairing and proper maintenance of the equipments. The college takes suggestions from the engineers and architects for building and maintenance of the buildings as and when needed. There is a library committee also for the development and smooth running of the library facility. For sports purpose there are a gymnasium and indoor stadium inside the campus.

| 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

117

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

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

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

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) | View File |

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

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

0

| File Description | Documents |
|--|---------------------------|
| Any additional information | No File Uploaded |
| Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template) | View File |

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

9

| 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

24

| 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

0

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

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

3

| 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) | View File |

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 student's 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 play 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

5

| 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. The society registration process of the association is going on and expected to registerd soon.

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

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

| 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 nodal administrative 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 institutional & 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) | View File |

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 programmes. 3. The college encourages seminars, workshops, symposia etc for promoting academic and faculty development. 4. The Teachers' Unit steps forward in providing financial support to its staff members and students if need arises. 5. Fees Waive/ concession to the needy and deserving students. 6. Faculty members and non- teaching members are delegated to participate in the programmes organised by the government and other social organisations. 7. 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) | View File |

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

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

3

| 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

12

| 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 the classes 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) | View File |

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 cheque.

| 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 NAAC Peer Team visit to the institution for accreditation on 21-22 September, 2021 and accredited with CGPA of 2.34.

| 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 the faculty members. It helps in gauging the learning levels of the students and to take appropriate steps in this regard. 5. Organises workshops, talks, symposium on quality related theme.

6. The IQAC looks after the development of quality culture in the college through discussion with the teachers in the staff meeting. 7. Looks after preparation of AQAR and 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,

C. Any 2 of the above

national or international agencies (ISO Certification, NBA)

| File Description | Documents |
|--|---------------------------|
| Paste web link of Annual reports of Institution | Nil |
| Upload e-copies of the accreditations and certifications | No File Uploaded |
| Upload any additional information | No File Uploaded |
| Upload details of Quality assurance initiatives of the institution (Data Template) | 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 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. The whole campus comes under the surveillance of CCTV cameras.
3. Grievance & Redressal cell is constituted to resolve the grievances of the students.
4. The college has Anti-Ragging Cell & Sexual Harassment Cell.
5. The college has a comfortable Girls Common room equipped with water purifier, toilet & dustbin.
6. Courses on Gender and social justice, Gender Equality, and other related courses on topics like gender identity, gender roles, gender issues, policies and programmes for girls and women, etc are taught to the students of the college.
7. Women cell & College celebrates International Women's Day every year to sensitize students.
8. The NSS unit of the college celebrated National Girl Child Day on 24th January 2022 where speeches on importance of girl child day, rights of girl child, and issues and problems related to girl child were delivered by the teachers for the students.

| 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

Garbage bins are used to collect solid wastes scattered around the college campus. The college has separate dustbins for different types of waste such as bio-degradable and non-degradable. Plastic usage is prohibited on campus so as to create a no plastic zone. Cleaning and emptying garbage bins is being done on a regular basis. The wastes are handed over to Moran Municipality Board. The NSS unit of the college has done many activities on SBM.

The College provides access to safe sanitation system. It promotes appropriate management and disposal of domestic waste water by proper drainage system. Since this is an Arts college, so there is no generation of biomedical waste in the campus.

E-waste in our college campus such as batteries, computer, printers and several other electronic wastes are destined for refurbishment, reuse, resale, salvage recycling etc.

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.

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 D. Any 1 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: B. Any 3 of the above

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

| 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

E. None 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 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

C. Any 2 of the above

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

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

From the inception of the institution our college aims to promote understanding, empathy, and mutual respect among students, faculty, staff and others stakeholders by fostering an environment that embraces cultural, regional, linguistic, communal, socio-economic and other diversities.

1. The institution celebrated Republic Day and Independence Day which emphasizes the constitutional foundation and values that define the Nations identity.

3. Teachers day was observed by students to commemorate the birth anniversary of Dr Sarvepalli Radhakrishnan.

4. Our college celebrated the birth and death anniversary of eminent personalities of the state such as Lachit Divas, Bishnu Rabha Divas, Sudhakantha Divas etc.

5. The college observed International Yoga Day, World Environment Day, and International Women's Day in every year.

8. NSS foundation day was observed every year and organised various plantation drives community cleaning and development programs, yoga sessions in the college. Annual college week and wall magazine competitions are organized in the institution.

10. The various departments of the college published their respective departmental magazines where students and faculty members wrote articles on various topics

12. The State festival Rangali Bihu was celebrated with great

enthusiasm by the students and staff members of the college.

| 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 sensitization of students and employees to the constitutional obligations, values, rights, duties, and responsibilities of citizens is an essential aspect of their overall education and development. The institution recognizes the significance of this sensitization and has organised various programmes and activities to promote constitutional awareness among its stakeholders. These initiatives are -

1. **Celebration of Independence Day and Republic Day:** The College celebrates Independence Day and Republic Day every year. The Principal of the college hoists the National Flag in presence of teaching and non teaching staff and students. Everyone salutes the National Flag and sings the National anthem and the National song.
2. **International Womens' Day:** The College celebrates International Women's Day on March 8 to pay respect towards women in the society. Speeches were delivered by the teachers on topics related to women's day.
3. **NSS Foundation Day:** NSS Foundation Day was celebrated by NSS Unit of the college.
4. **World Environment Day:** The College celebrated World Environment Day organised by NSS Unit in collaboration with IQAC, Moran Mahila Mahavidyalaya. Sampling plantations in college were done followed by a Talk Programme on World Environment Day.
5. **International Yoga Day:** International yoga day was celebrated and organised by NSS unit of the college.
6. **Teachers Day:** On 5th September 2021 Teachers' Day was observed by paying tributes to Dr Sarvapalli Radhakrishnan.

| 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 C. Any 2 of the above

4. Annual awareness programmes on Code of Conduct are organized

| 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 various national and international commemorative days, events and festivals in the memory of eminent personalities to create communal harmony among the students and employees. The college celebrates Republic day and Independence day every year. The Students Union celebrates Teachers day in memory of Dr. S. Radhakrishnan 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 remembers

the contributions of eminent personalities to nation building and understands 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.

The College has successfully undertaken many innovative academic and administrative initiatives. Two of those are being presented as Best Practices.

1. Student - Centric Approach:

The institution adopts a student-centric approach, prioritizing the holistic development and well being of its students. The students are encouraged to participate in various aspects of academic and extra-curricular activities such as seminars, workshops, cultural activities, sports, etc. and community development activities such as awareness campaigns and cleanliness programmes. Educational trips are also arranged for students to gain first hand experiences and knowledge. The institution conducts feedback surveys and grievances redressal mechanisms to understand and address students concerns. It offers comprehensive support services to address the challenges faced by the students during their academic journey. This includes academic advising, career guidance, financial aid, and access to learning resources such as libraries, laboratories and computer applications.

2. Environmental Sustainability:

The institution demonstrates a commitment to environmental sustainability by implementing eco-friendly practices and promoting awareness among its stakeholders. It adopts measures to conserve energy, reduce waste, and manage water resources efficiently. The institution encourages the use of renewable energy sources, and

promotes green initiatives such as tree planting drives and sustainable transportation options. It incorporates environmental education and sustainability principles into the curriculum, raising awareness among students about environmental issues and their role in creating a sustainable future.

| 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. In order 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 complete their graduation with flying colours. The College takes pride in mentoring and educating the Best Graduate of Dibrugarh University in the year 2017. The success of the College lies in making the students self dependent and financially stable.

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 MahilaMahavidyalaya is affiliated to Dibrugarh University and it follows the curriculum offered by the University.The college ensures timely and effective curriculum delivery through a well planned documentation process. The institution follows the academic calendar issued by its affiliated university where the dates for academic and non-academic activities are mentioned.

The head of each department prepares class routine and allots classes to the teachers for smooth functioning of the class.The college conducts unit test and sessional examination to evaluate student's performance on regular basis. 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. Students are encouraged to publish in departmental wall magazines, college magazine and participate in various competitions to enhance their skills.The students are encouraged to use the library resources as supplementary to learning process. The college arranges symposium and invites experts from various fields to give discourse on academic and non academic aspects. The institution always encourages the faculty members to go for research oriented courses such as- Orientation Programme, Refresher Course conducted by HRDC and sponsored by UGC.

| 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)

Response: 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 gives home assignments to the students as a part of internal assessment. Field studies and educational tours are arranged by some departments for practical learning and holistic development. It helps to evaluate the student's understanding of the prescribed syllabus and class lectures along with the academic achievements. End semester examinations are held at the end of every semester according to the University programme

In the beginning of every academic session an orientation programme is conducted by the principal in the presence of all the faculty members to address the students who have newly admitted in BA first semester. Hereby they are informed about the courses and evaluation system. The college arranges parents' meets to establish coordination between teachers and parents. Various topics related to student's class performance, regularity, etc are discussed. The parents/guardians are advised to give proper guidance to the students in every aspect. At the end students' feedback is collected and analyzed annually in a structured questionnaire and remedial measures are taken. Results of each semester are monitored and analyzed by each department.

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

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

C. Any 2 of the above

**of Curriculum for Add on/ certificate/
Diploma Courses Assessment /evaluation
process of the affiliating University**

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

1.2 - Academic Flexibility

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

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

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Minutes of relevant Academic Council/ BOS meetings | View File |
| 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)

2

| 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

48

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

48

| 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**

Being affiliated to Dibrugarh University, the college follows the syllabus offered by the university. A compulsory paper on Environmental Studies is being taught at undergraduate level as a part of the syllabus. It includes basic concept of environment, ecology and ecosystem, biodiversity and its conservation, natural resources, pollution, social issues and the environment, disaster management etc. It sensitizes environmental knowledge, awareness, attitude, skills and provides opportunity to involve actively in environmental issues. The students are assigned to do field study on environment related topics/ problems and prepare field report.

The economics major syllabus includes a paper on environmental economics for providing knowledge on resource management, management of pollution etc.

Environmental education is an integral part of department of education syllabus, which deals with creating environmental awareness and positive attitude among the students.

Political science, Sociology and Education majors have papers on women. It examines the status of women, explores the history, experiences and contributions of women to the society.

The department of English has texts and poems that can be interpreted from feminist perspective. It further questions the patriarchal domain, the historical and political situation of women in the present scenario.

An elective paper on value education is taught by Education department. It relates the students with different types of values. Besides this, the Indian and Western philosophy aims to develop and cultivate moral feelings and values among the students.

The English and Assamese literature texts arouse social, moral, aesthetic sense of the pupils.

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum | View File |

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

1

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Programme / Curriculum/ Syllabus of the courses | View File |
| 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

18

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

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

C. Feedback collected and analyzed

| File Description | Documents |
|-----------------------------------|-------------------------|
| Upload any additional information | 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

300

| 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

298

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

2.2 - Catering to Student Diversity

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

- The college has adopted continuous monitoring and evaluation mechanism under Dibrugarh University guidelines. Sessional examinations, seminars, group discussions, home assignment and viva-voce are conducted for continuous assessment of the students.
- Every Department conducts two sessional examinations (first & second) in every semester. On the basis of the sessional examinations the students are identified as advanced, Average and slow learner and guide them accordingly.
- Tutorial classes are taken for the weak students. Teachers try to clear their doubts and re- explaining the critical topics. They are provided with notes on the contents of the syllabus as well as encouraged to participate in various academic and co-curricular activities. Extra time is given to the students with disabilities for writing in examinations.

- Personal care and help is provided to the advanced learners too. They get support from teachers in their academic and personal development. Additional learning resources are provided to them. The teachers encourage them in participatory learning and motivate them for higher studies.
- The college has a carrier counseling cell and it arranges carrier counseling programmes for both advanced as well as slow learners to make them conscious about carrier planning.

| 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 |
|--------------------|--------------------|
| 298 | Nil |

| File Description | Documents |
|----------------------------|---------------------------|
| Any additional information | View File |

2.3 - Teaching- Learning Process

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

- The institution enhances experiential and participative learning among the students. It encourages them to be active in learning process.
- The discipline like, Education and Home Science is designed to impart both theoretical and practical knowledge to the students.
- The institution has well equipped computer lab to provide practical knowledge to the students.
- The annual college week is held in every year. The students get opportunity to take part in various events such as sports, literary and cultural activities.
- The annual college magazine reinforces experiential

learning of the students. It reflects their ideas, thought and brings out creative talent.

- Each department of the institution has a wall magazine which serves as a platform of nurturing their creativity and skills. It also promotes collaborative and participative learning among the students.
- Every department of the college organizes educational tours and excursion to various places to gain knowledge understanding on socio-economic, cultural, educational and geographical aspects of the society.
- Apart from this, the college foster learning environment by engaging the students in field study and project based work.
- Students participate in outreach and extension programmes, whereby they learn about the community through NSS unit.

| 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

- The teachers try to ensure successful integration of ICT in classroom. It helps the teaching learning process more collaborative, comprehensive and integrated. In order to make the learning more student-centric, the departments are equipped with Laptop and Wi-Fi facility. The teachers use LCD projectors to enhance more learning opportunities and meet the diverse needs of the students.
- Students are also given technological learning assistance and support through Google classroom, phone calls, e-mail and social media etc. Whatsapp group for each class is created to communicate better with the students. There is the provision of apply for online admission in the college.
- In the Covid-19 pandemic situation ICT has become an integral part of teaching learning process. During this period, all the teachers are taking classes through Google classroom and Zoom app. The knowledge, information and learning materials are shared through online. In this period, the end semester examinations are also conducted through online mode.

| 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

25

| 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

4

| 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 Choice Based Credit System (CBCS) is introduced in 2019-20 session for the affiliated under graduated colleges of Dibrugarh University. The internal assessment is conducted systematically by each department of the college under the rules set by the university.
- At the beginning of the session a student orientation programme is conducted to make the students aware of internal assessment criterion. No students are allowed to appear in end semester examinations without appearing internal examinations.
- 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 result 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 score better marks in future.

- Attendance register of the students is strictly maintained and it is given proper weightage of attendance in internal assessment. At the end of every month students are informed about their attendance in classes.
- Group discussions, seminars, home assignment, viva-voce are held as a part of internal assessment.
- The disciplines like, Education and Home Science have practical components in curriculum. There is the provision of internal assessment in these disciplines too.

| 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

- The internal examination system in institution is very transparent, time bound and efficient. There is a Grievance and Redressal Cell within the college. If anyone has grievances related to internal examination he may consult with the cell.
- Every department conducts sessional examinations as per the tentative time schedule mentioned in the university academic calendar.
- The marks of sessional examinations are displayed in the departmental notice board. The students are given freedom to enquire their marks if the marks are not up to 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.
- Proper weightage is given on attendance. At the end of every month students are informed about their attendance in classes. If any student fails to attain required percentage he may be charged as non-collegiate or dis-collegiate.

| 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.

- For better teaching-learning it is necessary that both teachers and students are aware of the stated programmes and course outcomes of the programme offered.
- The college follows the framework of the curriculum of three years undergraduate B.A. (Honours and Non-honours) programme designed by its affiliated university. The programme outcomes for B.A. course offered by the institution are clearly displayed in the college website.
- Moreover, the learning outcome of each subject is properly mentioned in the syllabus.
- At the beginning of the every academic session, an orientation programme is conducted to inform the students about the components of curriculum and evaluation system to be followed.
- Every department of the college has respective routine activities for delivery and implementation of the curriculum. Also the students are informed in advance about the internal assessment schedule.
- The results are systematically and timely displayed in the departmental notice board while the final year results are displayed in the University website.
- Staff meetings are organised by the Principal of the college to discuss about the course outcomes and take follow up action accordingly.

| 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.

- Every discipline has different course outcomes. The teachers measure and record the performance of the students in the light of the specific course outcomes through a continuous evaluation process. For evaluating this, some internal assessment techniques are adopted like-sessional examinations, seminar, group discussions, home assignment,

viva-voce etc.

- The sessional examination held by various departments to measure the subject specific knowledge of the students. The seminars and group discussions are meant to develop and measure the ability of students to put forward their thoughts and ideas on a particular subject in a public platform. The home assignments are meant to assess not only the writing skills of the students but also ability to make use of reference materials.
- The department of Education and Home Science has practical paper in its curriculum. Internal assessment is done in the practical paper too. External Examiners are appointed by the university to evaluate each student by conducting practical examinations and taking viva-voce.
- Some departments conduct project work. The project reports are evaluated by the external examiner as appointed by the university.
- End semester examination is conducted at the end of the semester by its affiliated university consisting 80% marks for each paper. This examination measures the attainment of the courses.
- Result is analyzed and recorded by each department in every semester.

| 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

130

| 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/1711012215.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)

0

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

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

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

0

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

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

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

2

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

3.2 - Research Publications and Awards

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

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

2

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

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

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

11

| 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 various extension activities involving students on regular basis in order to transform students into a responsible youth force. These activities are primarily targeted at different communities in the neighborhood. The faculty members also involved in these activities. At times the college joins with other organization, government agencies, and voluntary organization to generate mass awareness. All these activities are undertaken through various teaching departments, different committees/cells and NSS unit of the college.

- The NSS unit of the organized an awareness programme on World Health Day in collaboration with Lions Club of Moran.
- The NSS unit organized Cleanliness and Plastic Free Programme in Neighborhood area on 29th and 30th October, 2021.
- NSS unit also celebrates World Environment day and NSS Foundation day.
- IQAC organized the Greetings and Celebration Programme on the Achievement of Gyanpeeth Award by Nilamoni Phukon on 12th August, 2021.
- The college observed Padmanath Gohain Boruah Memorial Lecture on the occasion of his 150th Birth Anniversary in association with Sahitya Sabha, Moran Branch on 8th January, 2022.
- IQAC observed National Girl Child Day and National Voters' Day.
- A one day workshop was organized on Cyber Security Awareness 23rd September, 2022.
- Women Studies and Development Cell organized a talk programme on the occasion of Death Anniversary of Dr.

Bhupen Hazarika. The cell also observed Bishnurabha Divas, World Mental Health day and International Women's Day.

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

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

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

0

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

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

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

5

| 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

116

| 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

54

| 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

1

| 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 one stream based institution affiliated to Dibrugarh University has sufficient classrooms and halls for running the semester and CBCS system implemented on 2019-20. All the essential teaching learning materials have been provided to meet the need of the students. The college has adequate numbers of Close Circuit camera for monitoring the classroom cum campus activities. The facility of safe drinking water provided to the students. Besides regular classes, remedial classes are taken regularly in the classrooms. There are sufficient sitting arrangements for the teachers and students in the classrooms. There are proper lighting and ventilation systems for the purpose of students' health and hygiene. There are also laboratories for Education and Home Science department. The institution has well equipped separate rooms for IQAC and Alumni. Besides, there are a canteen and guest rooms in the college campus. The college authority has formed various committees for proper maintenance of infrastructure and physical facilities. The institution also has three phase electricity connection with its own transformer provided by APDCL. The college has one generator set which is used to solve the problems 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.

The students are also encouraged by the teachers and the authority to participate in co-curricular activities for the development of personalities. In this regard, we can mention the college week program which is organized annually at the beginning of the session. The authority has also tries its best to provide the students with all the facilities for sports and extra-curricular activities including a playground inside the campus. Equipments for various indoor and outdoor games are also available here. Besides the institution has an indoor stadium where inter college competition held from time to time. The college also has a Gymnasium. Some students have participated in various District level and inter college competition. For all round development of the students, the institution has provided a well equipped gymnasium, which is utilized regularly by the students. Another facility being provided by the authority is the regular classes on Yoga. The college also organizes various health related programmes with the help of NSS unit.

| 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)**

1381801

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

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

The college library is under the supervision of the authority of the college. It is maintained by an Assistant Librarian with a library assistant and a library bearer. The library facilities are available to all including teachers and the office staff. There is a provision of 'Book Bank' facility for BPL students which help to cater to their needs of books. There are about 16617 books in the library on various topics/subjects. Besides, there are three journals and four daily news papers for the students. The library is divided into four major sections-general sections, the reference book section, carrier counselling section and encyclopedia section. The library has a reading room which can provide sitting accommodation to minimum 30 students at a time. There is a separate reading room for teachers also. The register for library visit is maintained by both the teachers and students. New collection of books is arranged systematically in the departmental shelves. CCTV camera ia installed for strict surveillance in the library. The issue and return of books has been managed by library staff. A library committee is formed by the college authority for better maintenance of the library. The library is equipped with SOUL as integrated library management system. The book data has been created by using SOUL.

| 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) | View File |
| 4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs) | |
| 4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs) | |
| 65262 | |
| File Description | Documents |
| Any additional information | No File Uploaded |
| Audited statements of accounts | No File Uploaded |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | View File |
| 4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year) | |
| 4.2.4.1 - Number of teachers and students using library per day over last one year | |
| 40 | |

| 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 four classrooms with projector and Wi-Fi facilities. It has free Wi-Fi facilities inside the campus with single number of broad band modems. Internet facility is also available in the office and the library. Each department has been provided with a computer with server cum overhead scanner 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 Wi-Fi 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)

1350501

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

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

All the required systems for maintaining and utilizing physical, academic and support facilities like, laboratory (Home Science and Education), library, sports complex, computers, classrooms etc. are available in the college. Besides, the authority has formed various committees for proper implementation of the plans and programmes. The college has construction and purchasing committees also for up gradation of infrastructure and other physical facilities. There is permanent and temporary staff to maintain infrastructure of the institution. Technical experts visit here from time to time for repairing and proper maintenance of the equipments. The college takes suggestions from the engineers and architects for building and maintenance of the buildings as and when needed. There is a library committee also for the development and smooth running of the library facility. For sports purpose there are a gymnasium and indoor stadium inside the campus.

| 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

117

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

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

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

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) | View File |
| 5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills | 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 | |
| 0 | |
| 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 | A. All of the above |

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

9

| 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

24

| 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

0

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

5.3 - Student Participation and Activities

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

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

3

| 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) | View File |

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 student's 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 play 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

5

| 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. The society registration process of the association is going on and expected to registerd soon.

| 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 nodal administrative 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 institutional & 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) | View File |

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 programmes. 3. The college encourages seminars, workshops, symposia etc for promoting academic and faculty development. 4. The Teachers' Unit steps forward in providing financial support to its staff members and students if need arises. 5. Fees Waive/ concession to the needy and deserving students. 6. Faculty members and non- teaching members are delegated to participate in the programmes organised by the government and other social organisations. 7. 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) | View File |

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

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

3

| 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

12

| 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 the classes 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) | View File |

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 cheque.

| 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 NAAC Peer Team visit to the institution for accreditation on 21-22 September, 2021 and accredited with CGPA of 2.34.

| 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 the faculty members. It helps in gauging the learning levels of the students and to take appropriate steps in this regard. 5. Organises workshops, talks, symposium on quality related theme.

6. The IQAC looks after the development of quality culture in the college through discussion with the teachers in the staff meeting. 7. Looks after preparation of AQAR and 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)

C. Any 2 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 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. The whole campus comes under the surveillance of CCTV cameras.
3. Grievance & Redressal cell is constituted to resolve the

grievances of the students.

4. The college has Anti-Ragging Cell & Sexual Harassment Cell.
5. The college has a comfortable Girls Common room equipped with water purifier, toilet & dustbin.
6. Courses on Gender and social justice, Gender Equality, and other related courses on topics like gender identity, gender roles, gender issues, policies and programmes for girls and women, etc are taught to the students of the college.
7. Women cell & College celebrates International Women's Day every year to sensitize students.
8. The NSS unit of the college celebrated National Girl Child Day on 24th January 2022 where speeches on importance of girl child day, rights of girl child, and issues and problems related to girl child were delivered by the teachers for the students.

| 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

Garbage bins are used to collect solid wastes scattered around

the college campus. The college has separate dustbins for different types of waste such as bio-degradable and non-degradable. Plastic usage is prohibited on campus so as to create a no plastic zone. Cleaning and emptying garbage bins is being done on a regular basis. The wastes are handed over to Moran Municipality Board. The NSS unit of the college has done many activities on SBM.

The College provides access to safe sanitation system. It promotes appropriate management and disposal of domestic waste water by proper drainage system. Since this is an Arts college, so there is no generation of biomedical waste in the campus.

E-waste in our college campus such as batteries, computer, printers and several other electronic wastes are destined for refurbishment, reuse, resale, salvage recycling etc.

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.

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

D. Any 1 of the above

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

7.1.5 - Green campus initiatives include

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

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

B. Any 3 of the above

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

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

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

E. None 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

C. Any 2 of the above

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

| 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).

From the inception of the institution our college aims to promote understanding, empathy, and mutual respect among students, faculty, staff and others stakeholders by fostering an environment that embraces cultural, regional, linguistic, communal, socio-economic and other diversities.

1. The institution celebrated Republic Day and Independence Day which emphasizes the constitutional foundation and values that define the Nations identity.

3. Teachers day was observed by students to commemorate the birth anniversary of Dr Sarvepalli Radhakrishnan.

4. Our college celebrated the birth and death anniversary of eminent personalities of the state such as Lachit Divas, Bishnu Rabha Divas, Sudhakantha Divas etc.

5. The college observed International Yoga Day, World Environment Day, and International Women's Day in every year.

8. NSS foundation day was observed every year and organised various plantation drives community cleaning and development programs, yoga sessions in the college. Annual college week and wall magazine competitions are organized in the institution.

10. The various departments of the college published their respective departmental magazines where students and faculty members wrote articles on various topics

12. The State festival Rangali Bihu was celebrated with great enthusiasm by the students and staff members of the college.

| 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 sensitization of students and employees to the constitutional obligations, values, rights, duties, and responsibilities of citizens is an essential aspect of their overall education and development. The institution recognizes the significance of this sensitization and has organised various programmes and activities to promote constitutional awareness among its stakeholders. These initiatives are -

1. **Celebration of Independence Day and Republic Day:** The College celebrates Independence Day and Republic Day every year. The Principal of the college hoists the National Flag in presence of teaching and non teaching staff and students. Everyone salutes the National Flag and sings the National anthem and the National song.

2. **International Womens' Day:** The College celebrates International Women's Day on March 8 to pay respect towards women in the society. Speeches were delivered by the teachers on topics related to women's day.

3. **NSS Foundation Day:** NSS Foundation Day was celebrated by NSS Unit of the college.

4. **World Environment Day:** The College celebrated World Environment Day organised by NSS Unit in collaboration with IQAC, Moran Mahila Mahavidyalaya. Sampling plantations in college were done followed by a Talk Programme on World Environment Day.

5. **International Yoga Day:** International yoga day was celebrated and organised by NSS unit of the college.

6. **Teachers Day:** On 5th September 2021 Teachers' Day was observed by paying tributes to Dr Sarvapalli Radhakrishnan.

| 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 various national and international commemorative days, events and festivals in the memory of eminent personalities to create communal harmony among the students and employees. The college celebrates Republic day and Independence day every year. The Students Union celebrates Teachers day in memory of Dr. S. Radhakrishnan 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 remembers the contributions of eminent personalities to nation building and understands 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.

The College has successfully undertaken many innovative academic and administrative initiatives. Two of those are being presented as Best Practices.

1. Student - Centric Approach:

The institution adopts a student-centric approach, prioritizing the holistic development and well being of its students. The students are encouraged to participate in various aspects of academic and extra-curricular activities such as seminars, workshops, cultural activities, sports, etc. and community development activities such as awareness campaigns and cleanliness programmes.

Educational trips are also arranged for students to gain first hand experiences and knowledge. The institution conducts feedback surveys and grievances redressal mechanisms to understand and

address students concerns. It offers comprehensive support services to address the challenges faced by the students during their academic journey. This includes academic advising, career guidance, financial aid, and access to learning resources such as libraries, laboratories and computer applications.

2. Environmental Sustainability:

The institution demonstrates a commitment to environmental sustainability by implementing eco-friendly practices and promoting awareness among its stakeholders. It adopts measures to conserve energy, reduce waste, and manage water resources efficiently. The institution encourages the use of renewable energy sources, and promotes green initiatives such as tree planting drives and sustainable transportation options. It incorporates environmental education and sustainability principles into the curriculum, raising awareness among students about environmental issues and their role in creating a sustainable future.

| 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. In order 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 complete their

graduation with flying colours. The College takes pride in mentoring and educating the Best Graduate of Dibrugarh University in 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.

5. Organized an Inter college sports event under Dibrugarh University.

6. Organized one National Level seminar or workshop.